

FACULTY OF DENTAL MEDICINE

BACHELOR'S AND MASTER'S DEGREE COURSES ADMISSION EXAMINATION ORGANIZATION AND CONDUCT REGULATION FOR THE ACADEMIC YEAR 2023-2024

CHAPTER I General provisions

Art. 1. (1) For the purposes of this Regulation, admission refers to the set of rules, measures and activities that result in the enrolment of candidates declared admitted in the first year of studies in accredited or provisionally authorized bachelor's and master's degree programmes at Titu Maiorescu University (TMU).

(2) The admission to bachelor's and master's degree programmes is done by admission examination, organized and conducted in accordance with Articles 142, 145, 151, 156, 199 and 200 of the National Education Law no. 1/2011, with subsequent amendments and additions, the Framework Regulation on the organization and conduct of admission to bachelor's and master's degree programmes, approved by Order of the Minister of Education, as well as this Regulation.

Art. 2. (1) Admission to the first year is made within the limit of the number of students established by ARACIS and provided for by the GD for the academic year 2023-2024.

(2) By exception to the provisions of para. (1), in duly justified cases, TMU may request an additional number of places - within the limit of 10% of the enrolment figure established by ARACIS for a requested study programme - for the enrolment of foreign citizens or for academic mobility of students on the basis of governmental or university agreements or special programmes, in accordance with the law. TMU is required to inform ARACIS about the additional places received.

Art. 3. (1) The admission examination to Romanian-taught degree programmes shall be held in Romanian. The admission examination for university degree programmes taught in a foreign language shall be held in the relevant teaching language.

(2) Candidates for bachelor's and master's degree programmes taught in Romanian who do not submit academic documents issued by Romanian or foreign educational institutions teaching in Romanian are required to submit a certificate of linguistic competence for Romanian, minimum level B1, issued by institutions authorized by the Ministry of Education, or the certificate of graduation from the preparatory year of Romanian.

(3) Exceptions to the provisions of paragraph. (2), the Romanian citizens candidates with studies in another education system than the national one who have taken a Romanian language test at the baccalaureate exam or who have studied Romanian language for four years in high school.

(4) For candidates who have studied in Romania in a language of international circulation or in a language of national minorities, the certification of Romanian language skills is made with the baccalaureate diploma if the baccalaureate exam does not contain a test of oral communication skills in Romanian, graduates are required to provide a certificate of language proficiency for Romanian, minimum level B1, issued by institutions authorized by ME.

(5) Candidates who have won prizes in national Romanian language contests are exempted from the requirement to submit a language proficiency certificate for Romanian.

Art. 4. (1) Admission to the Dental Medicine bachelor's degree programme (in English) is conducted in English.

(2) Candidates to the Dental Medicine bachelor's degree programme (in English) are required to provide an internationally recognised English language certificate: Cambridge, INTERNATIONAL ENGLISH LANGUAGE TESTING SYSTEM (IELTS), TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL) or other internationally recognised certificate.

(3) Without an internationally recognised English language certificate, candidates for English language study programmes are required to present a certificate of English language proficiency, minimum level B1, issued by institutions accredited by the ME.

(4) Candidates who are citizens of countries where English is the official language or who have educational documents proving that they have completed their secondary education in English are exempt from the requirement under paragraphs (2) and (3).

Art. 5. (1) Candidates are required to pay a registration fee for the admission examination, which can be paid in the following ways: a) in cash, at the TMU cash desk; b) by POS, at the TMU cash desk; c) online, through the TMU fee portal; d) in cash, at Banca Transilvania, using a pre-printed form; e) by bank transfer (payment order/online transfer) to the account RO90BTRL04301202N01816XX, opened at Banca Transilvania, or to the account RO49RNCB0546029228350001, opened at BCR, based on the payment codes, posted on the website www.utm.ro.

(2) The registration fees for the admission exam, as well as the fees and the deadlines for their payment are established by the Fee Nomenclature Regulation, approved annually by the Board of Directors and the Senate.

(3) The admission examination fee is not refundable under any condition (non-attendance, failure to pass, etc.)

Art. 6 (1) Admission to bachelor's and master's degree programmes shall be organised, as a rule, in two sessions, under the same conditions for all candidates enrolled in the same degree programme, no later than 30 September 2023: the July 2023 session and the September 2023 session, for the places remaining vacant in the July 2023 session also taking into account the procedure set out in Art. 32. The admission timetable shall be endorsed by the Board and approved by the Senate.

(2) The places referred to in Article 2 para. (2) remaining vacant for non-EU foreign nationals after the September 2023 admission session may be taken by Romanian and EU candidates, in accordance with the provisions of Article 32 of this Regulation.

Art. 7. The TMU will inform the candidates about the admission timetable, the conditions and documents required for application, this Regulation, as well as other useful information for the candidates, by posting it at the Faculty's premises and on the website www.utm.ro.

CHAPTER II

Admission committees

Art. 8 (1) A Central Admission Committee is established at the TMU level, which ensures compliance with the provisions of this Regulation and coordinates all the activities of the admission committees at the faculty level. The Central Admission Committee is composed of the Rector, as President, the Vice-Rector responsible for the educational activity, the Vice-Rector responsible for international relations, a Vice-President of the Board of Directors, the Secretary General of the University, the Director of the IT Department and the Administrative Director.

(2) At the level of the Faculty of Dental Medicine, the Faculty Admission Committee is established, which organizes, conducts and has full responsibility for the admission examination at faculty level in all its stages, starting with the enrolment of candidates and ending with the posting of the final results. The Faculty Admission Committee is composed of the Dean as Chairman, the Vice-Dean, the Head of Department, the Head Secretary of the Faculty and, where appropriate, other senior faculty members, so that the number of committee members is uneven.

Art. 9. (1) The following specialist committees are established and operate at the Faculty of Dental Medicine by study programme:

- Committee for the preparation of topics and marking scales for the written paper;
- Committee for the marking of written work;
- Committee for the analysis and resolution of appeals concerning the results of the written work. Members of the committee for the analysis and resolution of appeals concerning the results of the written tests may not be members of the committee for the marking of written work.

(2) Each committee referred to in paragraph (1) shall consist of a chairman, members and a secretary, all of them being part of the academic staff. The chairman of the committee must have at least the academic rank of university lecturer. The secretary of the committee shall have only document management duties.

(3) The organisation and conduct of the written examinations shall be carried out by academic staff as room heads and supervisors appointed by the faculty admission committee.

Art. 10. The nominal composition of the admission committees at faculty level and of the specialist committees by study programmes is suggested by the faculty board, approved by the Senate and appointed by decision of the Rector. The Vice-Rector in charge of the educational activity ensures that an excerpt of the Rector's decision is drawn up and sent to the Dean of the Faculty.

Art. 11. The members of the admission committees and of the specialist committees by study programmes may not be in a relationship with the candidates or with each other as spouses, kinsmen or relatives up to the third degree inclusive, according to the law.

Art. 12. The membership of the committees referred to in Art. 8 para. (2) and art. 9 par. (1) may be changed after the appointment of their members by decision of the Rector only in exceptional circumstances, duly justified by the Faculty Board.

CHAPTER III

Candidates for admission

Art. 13 (1) Only high school graduates with a baccalaureate diploma issued in Romania or a diploma equivalent to it, regardless of the year of their high school graduation, may apply for admission to the bachelor's degree programme.

(2) Only graduates of Bachelor's degree studies, specialized in Dental Medicine, with a bachelor's degree awarded in Romania or a degree equivalent to it, regardless of the graduation year, may apply for admission to the master's degree programme.

Art. 14. (1) The citizens of the European Union Member States, of the European Economic Area and of the Swiss Confederation may apply for admission to bachelor's and master's degree courses under the same conditions provided by law and by this regulation for Romanian citizens, including the application and tuition fees. For these categories of citizens, the recognition of studies is done by the National Centre for the Recognition and Equivalence of Diplomas under the Ministry of Education.

(2) Foreign citizens from third countries can apply on their own account, on the basis of a request for a letter of acceptance to study in Romania, issued by the Directorate General for International Relations and European Affairs under the Ministry of Education.

Art. 15. The citizens mentioned in art. 14, who have been admitted to the bachelor's and master's degree courses, may enrol only on the basis of their baccalaureate and bachelor's degrees, respectively, recognised in accordance with the regulations drawn up by the specialised departments of the Ministry of Education.

Art. 16. Candidates enrolled in the admission examination with the citizenship of a third EU state and who, as students, obtain Romanian citizenship during their university studies, pay the tuition fee established by the Fee Nomenclature Regulation for students from third EU states.

Art. 17. As an exception to the provisions of art. 16, in case of change of citizenship status, upon the student's request, approved by the pro-rector responsible for international relations, the Board of Directors may approve the payment of the tuition fee for Romanian citizen students, established by the Fee Nomenclature Regulation.

Art. 18. A candidate may be admitted and enrolled as a student in no more than two university study programmes simultaneously, regardless of the higher education institutions offering them.

CHAPTER IV

Admission examination tests

Article 19. (1) Admission is made by study programmes and types of education, in descending order of the overall averages obtained by the candidates in the admission examination, within the limit of the enrolment figures established by ARACIS and provided by the GD for the academic year 2023-2024.

(2) Under the conditions provided for in art. 2 para. (3), if for a study programme the TMU receives approval from the Ministry of Education for an additional number of places for foreign citizens - within the limit of 10% of the number of places established by ARACIS for the concerned programme - the admission is made on separate places: within the limit of the number of places established by ARACIS for Romanian citizens candidates and within the limit of the additional number of places approved for foreign citizens candidates.

Art. 20. (1) For the Dental Medicine bachelor's degree programme, the examination subjects are BIOLOGY (compulsory) and, optionally, CHEMISTRY or PHYSICS. The examination test consists of completing a 100-question multiple choice test, of which 70 for the compulsory subject and 30 for the optional subject. Each question has five possible answers. There are two types of questions:

a) questions with one correct answer out of five. Each question marked with the correct answer and only the correct answer is marked with one point;

b) questions with two correct answers out of five. Each question for which both correct answers are marked, and not others, are marked with one point.

The question booklets and the answer form shall specify the type of question. The overall average for the admission examination is calculated as follows:

$$\text{overall average} = \frac{\text{biology score} + \text{score for the subject of your choice}}{10}$$

The overall average for the admission examination is calculated with two decimal places, without rounding, and may not be less than 5(five).

(2) Candidates must specify on the Application form for admission examination and bachelor's degree programme enrolment for the academic year 2023-2024 the subject of their choice for the admission examination.

(3) The recommended textbooks and topics are given in ANNEX 1 to this Regulation.

Art. 21. (1) For the Dental Technology bachelor's degree programme, the subject of the examination is BIOLOGY. The examination test consists of a 100-question multiple choice test. Each question has five possible answers, only one of which is correct. Each question for which the correct answer is marked, and not another one, is marked with 1 point. The score is converted into a mark as follows:

$$\text{multiple choice test mark} = \frac{\text{number of points obtained}}{10}$$

The mark obtained in the multiple-choice test must be a minimum of 5 (five). The overall average obtained in the baccalaureate examination or equivalent is taken into account in determining the overall average in the admission examination, with a weight of 10% of the overall average. The overall average for the admission examination is calculated with two decimal places, without rounding. The overall average for the admission examination is calculated as follows:

$$\text{overall average} = 0.9 \times \text{biology multiple choice test score} + 0.1 \times \text{overall average obtained in the baccalaureate examination}$$

(2) The recommended textbook and the topics are presented in ANNEX 1 to this Regulation.

Art. 22. (1) For the Dental Medicine (in English) study programme the examination subjects are BIOLOGY compulsory and, as an option, CHEMISTRY or PHYSICS. The examination test consists of completing a 60-question multiple choice test, of which 40 are compulsory and 20 are optional. Each question has 5 possible answers, only one of which is correct.

Each question for which the correct answer is marked, and not another one, is marked with 1 point. The score is converted into a mark as follows:

$$\text{overall average} = \frac{\text{biology score} + \text{score for the subject of your choice}}{6}$$

The overall average is calculated with two decimal places, without rounding, and may not be less than 5(five).

(2) Candidates must specify on the Application form for admission examination and bachelor's degree programme enrolment for the academic year 2023-2024 the subject of their choice for the admission examination.

(3) The recommended textbooks and topics are given in ANNEX 1 to this Regulation.

Art. 23. (1) The examination test for admission to the Master's degree programme is an interview (oral test). The interview is held in front of an interview committee, composed of an odd number of permanent teaching staff, appointed by decision of the faculty board. Each member of the committee awards marks from 10 (ten) to 1 (one), the mark of the test being the arithmetic average, calculated to two decimal places, without rounding, of the marks awarded by the committee members. The mark obtained in the interview must be at least 5 (five).

(2) By way of exception to the provision of para. (1), based on the decision of the Faculty Board, the interview may be held online using the Microsoft Teams platform. All members of the interview committee must be present simultaneously on the platform throughout the interview. The candidate is required to have the video camera and microphone open during the entire examination.

(3) The online interview shall be recorded in full for each candidate and archived in secure spaces and on secure memory drives under the coordination of the IT Department. The recording remains confidential.

(4) Candidates will be asked to agree in writing to the recording of the online interview as part of their application file.

(5) Before the start of the online interview, the candidate is required to identify himself/herself by showing his/her ID card to the video camera.

(6) It is forbidden during the online interview:

- the presence/access of another person in the place where the candidate is being interviewed;
- communicating with any other person during the interview other than members of the committee;
- recording the candidate's examination performance;
- sharing the candidate's screen with other people;
- leaving the interview area;
- interruption of the examination by the candidate.

(7) Failure to comply with any of the prohibitions referred to in paragraph (6) shall result in the interruption of the examination and notification of its fraud.

(8) If for technical reasons (power failure, lack of internet connection, etc.) the candidate is unable to access the online interview platform, the examination board may approve the rescheduling of the interview to another time during that day, without disturbing existing appointments.

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(9) In determining the overall average of the admission examination to the Master's degree programme, the overall average obtained in the Bachelor's degree examination shall be taken into account with a weighting of 25% of the overall admission average. The overall average of the admission examination is calculated with two decimal places, without rounding and cannot be less than 6 (six).

Art. 24 (1) The ranking of candidates with equal overall averages shall be done, sequentially, according to the following criteria:

- by the score obtained in the biology subject from the multiple-choice test;
- in the case of the same score obtained in the biology subject from the multiple-choice test, according to the average obtained in the baccalaureate examination;
- in the case of the same average obtained in the baccalaureate examination, according to the mark obtained in the biology subject studied in high school.

Art.25. In the case of candidates who attended secondary school/university studies outside Romania or in Romania in a language other than Romanian, the general average of the baccalaureate examination or equivalent, the marks obtained in the first foreign language during secondary school studies and the general average obtained in the bachelor's degree examination, provided for in Art. 21-25 shall be equated in the Romanian marking system by a committee for the equivalence of marks/qualifications obtained at the end of secondary school, other marks obtained during the secondary school years, as well as marks/qualifications obtained at the end of university studies, appointed by decision of the Rector.

CHAPTER V

Registration of candidates

Art. 26 (1) Registration for the admission examination shall be made in person, on the basis of the identity card or passport and other documents provided for in this Regulation, or by proxy, on the basis of a notarized power of attorney.

(2) By way of exception to the provision of para. (1), based on the decision of the Faculty Board, the registration for the admission exam can be done online, by uploading the documents (scanned) by the candidates on the TMU 2023 ADMISSION portal, which can be accessed directly from the link <https://admitere.utm.ro> or from the website www.utm.ro from the 2023 ADMISSION menu, by accessing the online registration button. Candidates undertake responsibility for the accuracy of the data and for the conformity of the scanned documents with the originals.

(3) If you are successful in your online application, you must submit the documents referred to in Article 28 of these Regulation by post, in their original version, or send them in person, by the deadlines specified on the website www.utm.ro, at the Faculty Secretary's Office, in the case of candidates who have completed their high school/university studies in Romania in Romanian or at the International Relations Department at Calea Văcărești 189, Building M, in the case of candidates who have completed their high school/university studies outside Romania or in Romania in another education system.

(4) In order to comply with the legal provisions in force concerning the regime of study documents in the Romanian university education system, all candidates will be registered for the admission examination with the name from the birth certificate. If the name on the birth certificate has been changed, the name on the identity card will be entered between brackets in the list of registered candidates.

Art. 27 (1) In accordance with the legal provisions in force, the requirement to submit certified copies of the candidate's original documents with the application file for the admission examination is abolished. Copies of the original documents, brought by the candidate or made within the TMU, certified for conformity with the original by the secretary who carries out the registration, shall be submitted to the file.

(2) For the certification procedure, candidates must submit the original documents. After certification of conformity with the original, the original documents will be returned to the candidate, except for the educational documents (baccalaureate diploma, bachelor's degree), which, in the case of successful candidates, will be kept on file for the duration of their studies.

(3) It is forbidden to certify documents other than the originals.

(4) Certification shall be made by comparing the original document with its copy and affixing to the copy a stamp conforming to the original, followed by the name and surname in clear script of the secretary making the certification, his/her holograph signature and the date on which the certification was made.

(5) If the candidate submits certified copies, they will be accepted.

Art. 28. The documents required for registration, in printed form, put inside an envelope-type folder, on which candidates must write, in block capitals, the surname, initial(s) of the father's (mother's, if the father is unknown) first name(s), as well as the e-mail address and telephone number or online, scanned (if applicable), accompanied by the above-mentioned data:

(1) Bachelor's degree programme:

1. Standard application form for admission and enrolment to the bachelor's degree programme for the academic year 2023-2024, from the faculty Secretary's Office/ generated online);
2. Identity card, in original and copy, in case of documents issued in Romanian, English or French, and certified translation, in original, in Romanian, in case of foreign citizens whose documents are in another language than the mentioned ones;
3. Baccalaureate diploma in original and copy. Candidates who are students at another university must submit a certified copy of their baccalaureate diploma, accompanied by a student certificate stating that the original of the diploma is kept with the student's file. Candidates who attended high school outside Romania or in Romania in a language other than Romanian must submit their baccalaureate diploma accompanied by its original school transcript and a notarized sworn translation into Romanian. For countries that are parties to the Hague Apostille Convention, the baccalaureate diploma must be endorsed with the Hague Apostille by the competent authorities of the issuing country. For countries that are not parties to the Hague Apostille Convention, the baccalaureate diploma must be super-legalized by the Romanian Embassy/Consular Office in the country concerned. For diplomas from the Republic of Moldova no apostille or super-legalisation is required. Diplomas issued prior to 2008 must be accompanied by the original authenticity certificate issued by the Ministry of Education of the Republic of Moldova;
4. Affidavit stating that the candidate does not pursue more than two bachelor's degree programmes concurrently, regardless of the higher education institutions offering them (enclosed with the application form);
5. Birth certificate, the original copy and photocopy, in the case of documents issued in Romanian, English or French. In the case of foreign citizens whose documents are in a language other than those mentioned, a notarized sworn translation into Romanian (the original copy) must be submitted;

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6. Marriage certificate (if applicable), in original and copy, in case of documents issued in Romanian, English or French. In case of foreign citizens whose documents are in a language other than those mentioned, a notarized sworn translation, in original, into Romanian must be submitted;
7. The original copy and a photocopy of the divorce certificate (if applicable), in case of documents issued in Romanian, English or French. In case of foreign citizens whose documents are in another language than those mentioned, a notarized sworn translation, in original, into Romanian must be submitted;
8. Medical certificate issued in the current year by a Romanian competent authority or a sworn or notarized translation, in case the certificate is issued by a foreign competent authority, attesting the state of health at the time of examination, with the mention "This certificate was issued for the purpose of enrolment at the university";
9. Three 3/4 size colour photographs;
10. Certificate of language proficiency in Romanian, issued by institutions authorized by the Ministry of Education, minimum level B1, or a graduation certificate of the Romanian language preparatory Programme, in the case of foreign candidates applying for Romanian language study programmes, in compliance with the provisions of Article 3;
11. Internationally recognised English language certificate: Cambridge, INTERNATIONAL ENGLISH LANGUAGE TESTING SYSTEM (IELTS), TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL) or other internationally recognised certificate; certificate of English language proficiency, minimum level B1, issued by institutions accredited by the Ministry of Education, in the case of applicants to the Dental Medicine (In English) study programme. Candidates who are citizens of countries where English is the official language or who have documents proving that they have completed their secondary education in English are exempt from this requirement.
12. Candidate's information notice on the personal data treatment and Consent form for the personal data treatment (GDPR) (ANNEX 2);
13. Affidavit as to the accuracy of the data in the application form as well as the correspondence between scanned and original documents in case of online applications (ANNEX 3).
14. Proof of payment of the application fee.

(2) Master's degree programme:

1. Standard application form for admission and enrolment to the Master's degree programme for the academic year 2023-2024 (from the faculty Secretary's Office/ generated online);
2. Identity document, both original and copy, in the case of documents issued in Romanian, English or French. In the case of foreign citizens whose documents are in another language than those mentioned above, a notarized sworn translation into Romanian, in original, must be submitted;
3. Baccalaureate diploma in original and copy. Candidates who are students at another university must submit a certified copy of their baccalaureate diploma, accompanied by a student certificate stating that the original of the diploma is kept with the student's file. Candidates who attended high school outside Romania or in Romania in a language other than Romanian must submit their baccalaureate diploma accompanied by its original school transcript and a notarized sworn translation into Romanian (the original copy). The conditions for apostille/super-legalisation are those mentioned above;

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4. Original copy and photocopy of the bachelor's degree. Candidates who are students at another university must submit a certified or certified true copy of their bachelor's degree, accompanied by a student certificate stating that the original copy of their degree is kept in their file. Candidates who have completed their university studies outside Romania or in a language other than Romanian must submit their bachelor's degree as original and a notarized sworn translation into Romanian (the original copy). The conditions for apostille/super-legalisation are those mentioned above;
5. Affidavit stating that the candidate does not pursue more than two master's degree programmes concurrently, regardless of the higher education institutions offering them (enclosed with the application form);
6. Birth certificate, the original copy and photocopy, in the case of documents issued in Romanian, English or French. In the case of foreign citizens whose documents are in a language other than those mentioned, a notarized sworn translation into Romanian (the original copy) must be submitted;
7. Marriage certificate (if applicable), in original and copy, in case of documents issued in Romanian, English or French. In case of foreign citizens whose documents are in a language other than those mentioned, a notarized sworn translation, in original, into Romanian must be submitted;
8. The original copy and a photocopy of the divorce certificate (if applicable), in case of documents issued in Romanian, English or French. In case of foreign citizens whose documents are in another language than those mentioned, a notarized sworn translation, in original, into Romanian must be submitted;
9. Medical certificate issued in the current year by a Romanian competent authority or a sworn or notarized translation, in case the certificate is issued by a foreign competent authority, attesting the state of health at the time of examination, with the mention "This certificate was issued for the purpose of enrolment at the university";
10. Three 3/4 size colour photographs;
11. Certificate of language proficiency in Romanian, issued by institutions authorized by the Ministry of Education, minimum level B1, or a graduation certificate of the Romanian language preparatory Programme, in the case of foreign candidates, in compliance with the provisions of Article 3;
12. Candidate's information notice on the personal data treatment and Consent form for the personal data treatment (GDPR) (ANNEX 2);
13. Affidavit as to the accuracy of the data in the application form as well as the correspondence between scanned and original documents in case of online applications (ANNEX 3).
14. Candidates' agreement to register for the admission interview, if the interview is conducted online (ANNEX 4).
15. Proof of payment of the application fee.

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Art. 29. (1) Candidates who have passed the baccalaureate/bachelor's degree examination during the sessions corresponding to the school/academic year 2022-2023 may submit, for the session immediately following the baccalaureate/bachelor's degree examination, instead of the baccalaureate/bachelor's degree diploma, the graduation certificate issued by the educational institution, as original copy. Exceptions are candidates who are foreign nationals from third countries, who are required to submit their final secondary school/university diploma.

(2) If they are declared admitted to bachelor's degree programme, the candidates referred to in paragraph (1) are required to submit, by 30 September 2023, to the faculty secretary's office, their original and certified or certified true copy of their baccalaureate diploma.

(3) In case they are declared admitted to master studies, the candidates mentioned in para. (1) shall submit their bachelor's degree diploma in original and certified or certified true copy to the faculty secretary's office within 12 months.

(4) Failure to submit the original baccalaureate/bachelor's diploma due to the fault of the admitted candidate, within the time limits provided for in paragraph (2) and (3), shall cause the candidate to be expelled.

(5) In case of loss or damage of the baccalaureate / bachelor's diploma, the candidate can be enrolled on the basis of supporting documents proving that all legal formalities concerning the preparation of a duplicate diploma have been fulfilled (notice in the Official Journal of Romania concerning the loss / damage of the diploma, a notarized affidavit, an address from the graduating institution stating that the graduate has submitted a request for the issue of a duplicate diploma, accompanied by an original certificate showing the overall average obtained at the baccalaureate / bachelor's degree examination).

Art. 30. (1) The registration for the admission examination by physical presence of the candidates who have completed high school/university studies in Romania in the national education system is done at the Faculty of Dental Medicine, Strada Gheorghe Petrașcu nr. 67A (IOR), between 9:00 a.m. and 4:00 p.m. on working days, and on Saturdays between 9:00 a.m. and 2:00 p.m.

(2) Upon registration, the candidate shall receive a file registration number.

(3) The secretary in charge of registration shall confirm the registration of candidates only if there is proof of payment of the registration fee for the admission examination.

Art. 31. (1) Candidates who are citizens of the European Union Member States, of the countries belonging to the European Economic Area and of the Swiss Confederation, candidates from third countries, as well as Romanian citizens who have studied abroad shall submit their application files to the International Relations Department of the TMU (Building M, Calea Văcărești 189, ground floor), in order to prepare and send the files to the ME for the equivalence of studies by the National Centre for the Recognition and Equivalence of Diplomas (CNRED), respectively for obtaining the letter of acceptance to study from the Directorate General for International Relations and European Affairs (DGRIAE). In the case of enrolment by physical attendance, the following must be submitted:

- two file folders with identity and vital records, as well as educational documents, as original copies and notarized sworn translations (original copies), apostilled/super-legalized (2 original copies each);
- a file folder with photocopies of all documents.

One of the files with original documents will be sent to the faculty for which the candidate is applying.

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(2) By way of exception, the candidates referred to in para. (1) may send the documents required for the admission examination by courier service to the Department of International Relations. It is the candidate's responsibility to ensure that the documents arrive by the closing date for registration.

(3) The fee for processing and forwarding candidates' files to the ME is set out in the Fee Nomenclature Regulation and is not refundable under any circumstances.

CHAPTER VI

Conduct of examination tests

Article 32. For the bachelor's degree programmes of the Faculty of Dental Medicine, the admission examination shall be conducted as follows:

(1) The examination shall be held in person, on the same date as provided for each admission session and under the same conditions for all candidates enrolled in the same study programme, in compliance with all the rules of physical distance and other health regulations in force on the examination date.

(2) The admission committee at the faculty level shall post on the notice boards of the faculty/on the admission web pages of the faculty, on the website www.utm.ro the anonymized lists (using the anonymization algorithm provided for in Article 39) with the allocation of candidates to the examination rooms at least 24 hours before the date of the admission examination.

(3) Candidates are required to check the accuracy of the data entered in the posted lists and to notify the admission committee, through the faculty secretary's office, of any discrepancies. After the start of the examination, no changes will be made to the lists displayed.

(4) Candidates are allowed to enter the examination rooms one hour before the beginning of the examination and are admitted on the basis of their identity card and the list posted on the door of the room, under the supervision of the teaching staff assigned to the room. After the time set for the start of the written test, candidates are not allowed to enter the rooms.

(5) Candidates are not allowed to enter the examination room with any technical means of information and communication.

(6) Candidates are seated in the examination room in alphabetical order and at a distance of one place from each other, according to the examination cards affixed to the desks.

(7) The Committee for the preparation of the examination topics and the marking scales shall draw up at least two sets of examination topics, which shall be placed in envelopes stamped with the faculty stamp, signed by the chairman of the admission committee per faculty and kept in safe custody at the dean's office.

(8) On the day before the examination, the faculty admissions committee, together with the committee for the preparation of the topics and the marking scales, shall draw lots for a set of topics for the multiplication of the question books/ lists.

(9) The question books/lists shall be placed in envelopes labelled by room, stamped with the faculty stamp and signed by the chair of the faculty admission committee.

(10) The Faculty Admissions Committee is responsible for the security of the envelopes containing the question books/lists until they are distributed in the examination rooms.

(11) The Chairperson of the Faculty Admission Committee shall hand the envelope containing the question books/lists to the room head, who shall unseal the envelope in front of all candidates in the room, after allowing any candidate who so wishes to check the integrity of the stamp and signature on the envelope.

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(12) The duration of the examination shall not exceed 3 hours from the time the distribution of subjects is completed. The room head shall clearly post and inform candidates of the starting and finishing times of the examination.

(13) During the examination it is forbidden for candidates to communicate with each other or with the supervisors.

(14) Candidates who violate the prohibition in paragraph (5), as well as those who attempt to cheat the examination, will be eliminated from the examination room and the paper will be marked 1 (one). The room head will write on the list of candidates "excluded from the examination" opposite the name of the candidate found in one of these situations, and will draw up a report signed by the room head and the candidate concerned; if the candidate refuses to sign, the report will be countersigned by one of the supervisors.

(15) Leaving the examination room during the examination for physiological reasons, with the declared intention of returning to the examination room, may only be done by having one of the supervisors accompany the candidate; this situation may not extend the duration of the examination.

(16) The candidate may not leave the examination room for good until at least 30 minutes after having been informed of the subjects and after having handed in the answer form and signed the roll of names in the room head's office.

(17) Answer forms must be completed without erasures or corrections that could lead to misinterpretation, according to the following rules;

(a) dark blue pen/pencil must be used for completion; the use of erasable pens is prohibited;

(b) in order to mark the answer(s) considered to be true, in the case of questions with two true answers, tick the box(es) concerned with an X and leave the other boxes blank.

(18) Candidates who wish to transcribe their work may do so only within the time limit set for the examination. To this end, those concerned will be given new answer forms and those used initially will be cancelled on the spot by the room head; the cancelled answer forms will be handed over to the committee and their contents will not be taken into account.

(19) Only paper sheets with the faculty stamp received from the supervisors may be used for the draft.

(20) At the end of the time allowed for the examination, candidates will stop writing and will remain in their places, waiting to be called for the answer form. The candidate handing in the answer form shall show his/her identity card and sign for its handing in on the nominal roll held by the room head.

(21) When taking the answer forms, the person in charge of the room shall check how they have been completed. If it is found that a question has not been ticked or more than one box has been ticked, the room head cancels that answer in front of the candidate by crossing out a red horizontal line on the answer form.

(22) The room head shall sign the answer form in the corner that is sealed after checking the accuracy of the candidate's name, the form header and the test symbol.

(23) It is forbidden for the candidate to leave the room with the question book/list or any other documents received from the Supervisory Committee.

(24) Candidates' drafts shall not be marked and must be submitted to the room head together with the paper for later destruction.

(25) At least three candidates must be present in the room when answer forms are handed in.

(26) The marking scales must be posted in a visible place in the examination room no later than 2 hours after the start of the examination.

Art. 33. (1) Appeals concerning the content of the written questions or the marking scales shall be submitted to the faculty admission committee within 2 hours after the written examination. After this deadline, it is no longer possible to challenge the content of the written questions or the marking scales.

(2) The appeals referred to in paragraph (1) shall be examined by the Faculty Admission Committee, assisted, if necessary, by other specialists from the faculty. If, after examining the appeals, the Committee finds that there are questions containing wording errors or that there are errors in the marking scale/answer keys, the Faculty Admission Committee shall cancel the concerned questions and award, ex officio, the marks for those questions to all candidates. The decision is recorded in a report signed by all the members of the committee. The committee's decision is final.

Art. 34. After the written test, the following activities are carried out:

a) the room head hands over the answer forms and the attendance sheet for supervisors (ANNEX 6) to the secretary of the admission committee by faculty, on the basis of minutes (ANNEX 5), together with all other documents resulting from the actual examination;

b) the answer forms received by the secretary of the faculty admission committee are mixed, stamped and numbered;

c) the stamped and numbered answer forms are handed over by the chairman of the faculty admission committee to the chairman of the written test marking committee under signature together with the marking slips (ANNEX 7) and the answer keys;

d) each answer form is assessed independently by two members of the marking committee; the marks are recorded by each assessor on a separate slip, under his or her signature; if there are no discrepancies between the two assessments, the mark is recorded in the mark centraliser (ANNEX 5), signed by both assessors.

e) if there is a discrepancy between the two assessments, the paper will be re-assessed by another member of the marking committee appointed by the chairman of the committee; the mark of the third assessor will be recorded on a separate marking slip, signed by the assessor, and will remain final; the mark of the third assessor will also be recorded in the mark book, under his/her signature.

f) the chairman of the faculty admission committee, having ascertained that all the procedures for evaluating the answer forms have been completed, shall unseal them. The members of the faculty admission committee calculate the overall admission average in accordance with the provisions of Articles 20 to 22, after which they complete and sign the examination catalogue (ANNEXES 8 to 10).

Art. 35. For master's degree programmes, the members of the faculty admission committee calculate the overall admission average in accordance with the provisions of art. 23, after which they complete and sign the examination catalogue (ANNEX 13).

CHAPTER VII

Completion of the admission examination

Art. 36. (1) After the end of the admission examination and before any appeals against the results of the written tests, the admission committee for each faculty shall draw up at least two categories of lists: a) a provisional list of candidates declared admitted, in descending order of the overall average obtained in the admission examination, b) a provisional list of candidates declared rejected, in alphabetical order.

(2) The lists referred to in paragraph 1 shall be signed by the Dean of the Faculty and endorsed by the Rector of the University, shall be issued in two versions: anonymised (using the anonymisation algorithm provided for in Article 39) and non-anonymised. The anonymised lists are posted on the faculty's **ADMISSION** web pages within 24 hours of the end of the admission session.

Art. 37. (1) Appeals concerning the results of the written tests (score/mark) shall be sent to the e-mail address of the faculty within 24 hours of the results being posted (starting from the time and date of posting). After this deadline it is no longer possible to challenge the results of the written tests. Candidates may only challenge their own results. In their appeal, candidates must state the name on their birth certificate, the initial(s) of their father (or mother if the father is unknown) and their first name.

(2) The appeals referred to in paragraph (1) shall be examined by the Committee for the examination and resolution of appeals concerning the results of the written tests. The results of the appeals shall be communicated to the e-mail address of the appellant or posted on the faculty website within 48 hours of the deadline for lodging the appeal. The committee's decision is final.

(3) If, following re-marking, the mark obtained initially in the examination test is altered by the appeal committee, a re-marking report is drawn up (ANNEX 13).

(4) The results of the oral tests may not be challenged.

Art. 38. The faculty admission committee draws up the final lists of the results of the examination, generated after the resolution of appeals. The final lists shall be signed by the Dean of the Faculty and endorsed by the Rector of the University. The final lists shall be generated in two versions: anonymised (using the anonymisation algorithm provided for in Art. 39) and non-anonymised. The anonymised lists are posted on the faculty's **ADMISSION** web pages and constitute the basis for enrolment.

Art. 39. (1) The algorithm for anonymising admission lists is as follows:

N₁N₂I₁I₂P₁P₂XXXX

where:

N₁ = the initial of the candidate's surname from the birth certificate;

N₂ = the initial of the candidate's second surname on the birth certificate (if applicable);

I₁ = the initial of the candidate's father's first name;

I₂ = the second initial of the candidate's father's first name (if applicable);

P₁ = initial of the candidate's first name;

P₂ = the second initial of the candidate's first name (if applicable);

XXXX = the last four digits of the candidate's Personal Identification Number (or other personal identification number in the case of foreign nationals).

(2) The anonymised lists shall contain in the preamble an explanatory note, written in bold, on the anonymisation algorithm referred to in paragraph (1).

Art. 40. (1) If, at the end of the September 2023 admission session and before the start of the academic year, there are vacant or unoccupied places in a study programme, the faculty board may decide to allocate these places to candidates who have been rejected in the admission examination for such programme, in descending order of the overall averages obtained in the admission examination, provided that these averages are at least 5 (five) in the case of bachelor's degree programmes and at least 6 (six) in the case of master's degree programmes.

(2) By way of exception to the provisions of paragraph (1), if there are still vacant places in a bachelor's or master's degree programme, the faculty management may decide to allocate these places to candidates who have been rejected in the admission examination for another programme in the same field of study, in descending order of the overall average obtained in the admission examination, provided that these averages are at least 5 (five) in the case of bachelor's degree programmes and at least 6 (six) in the case of master's degree programmes, and only if the selection criteria established by this regulation are met.

(3) The implementation of the procedures referred to in paragraph (1) may also be carried out at the end of the July 2023 admission session by decision of the Faculty Board.

(4) Changes in the implementation of the procedures referred to in paragraph (1) shall lead to the rectification of the final admission lists before the enrolment by decision of the Rector of the candidates declared admitted, as provided for in Article 41.

Art. 41. (1) The enrolment of the candidates declared admitted after the admission examination shall be made by decision of the Rector, provided that at least the first instalment of the annual tuition fee has been paid, in the amount and by the deadlines provided for in the Fee Nomenclature Regulation approved annually by the Board of Directors and the Senate of TMU.

(2) After the approval of the enrolment, students are registered in the Unique Matriculation Register (RMU) under a unique number, valid for the entire period of tuition in the study programme to which they have been admitted.

Art. 42. The TMU is required to draw up and sign study contracts between enrolled students and the Rector of the TMU, represented by the Dean of the Faculty.

CHAPTER VIII

Final provisions

Article 43. The files of unsuccessful candidates shall be returned, free of charge, within 48 hours of the application submission.

Article 44. Applications and answer forms (where applicable) shall be kept in the files of admitted and enrolled candidates and shall have the same retention period as their files, and those of unsuccessful candidates shall be kept for one year after the end of the examination.

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Art. 45 (1) After each admission session, the faculties shall compile an admission file for each study programme, containing the following parts, as appropriate:

1. excerpt from the Rector's decision appointing the examination committees;
2. the examination topics and marking scales;
3. the nominal table of candidates;
4. the marking slips/ grids;
5. the mark centraliser;
6. electronic records of the examination tests, if applicable, in secure storage spaces and on secure memory drives, under the coordination of the IT Department;
7. the examination catalogue;
8. attendance sheet for supervisors;
9. the handover report of the completed answer forms and other materials resulting from the examination.
10. The lists of the examination final results.

(2) The time limit for keeping the admission file in the TMU archives is permanent.

Art. 46. This regulation was approved during the meeting of the Dental Medicine Faculty Board on 14.02.2023.

DEAN,
University Lecturer Anna Maria PANGICĂ, illegible signature
Stamp: *Titu Maiorescu University of Bucharest, Faculty of Dental Medicine*