

METHODOLOGY
organizing and conducting the contest
admission to the undergraduate degree course
at the Politehnica University of Timisoara
- July and September Sessions 2019 –

I. General framework for organizing and conducting the competition

Art. 1. Admission to the bachelor's degree program at the Politehnica University of Timișoara (UPT) is organized according to the following regulations:

- a. Law 1/2011 - The Law of National Education, as amended and supplemented;
- b. Law no. 288/2004 - regarding the organization of university studies, with the subsequent modifications and completions;
- a. The MENCS Order no. 6102/2016 - regarding the approval of the Framework Methodology regarding the organization of the admission in the bachelor, master and doctoral degree programs;
- b. Decision no. 158/2018 approving the Nomenclature of domains and specializations / programs of university studies and the structure of higher education institutions for the academic year 2018-2019;
- c. Government Emergency Ordinance no. 41/2016 regarding the establishment of simplification measures at the level of the central public administration and for the modification and completion of some normative acts and OMENCS no. 4664 / 2.08.2016 on the enforcement of normative acts;
- d. Other specific regulations.

Art. 2. The admission to the bachelor's degree program in UPT is organized by **license areas**. A licensing area includes one or more specializations or study programs. If UPT has a single accredited study program within a domain, then it may appear in the domain.

Separation of students in specializations will be done according to the faculties' own methodologies.
UPT organizes admission to the Bachelor's degree course for:

- a. 3, 4 and 6 year study programs, with frequency learning, in Romanian
- b. 4-year study programs, part-time education, in Romanian
- c. 3 and 4 year study programs, distance learning, in Romanian,
- d. 3 to 4 year study programs, with frequency, English and German.

Study programs correspond to specializations from various fields of study. It is specified that the Bachelor's degree provides the same rights (on employability, salary, access to master level studies) regardless of length of studies.

Art. 3. The candidate will submit to the Admission Committee of the faculty / faculty group the documents for the original entry and a simple copy thereof. A person appointed from the Admission Committee of the faculty / group of faculties will certify by signature and by applying the stamp "according to the original" the conformity with the original of the copy submitted, the certified copy being filed in the file.

Art. 4. . For university studies organized in a foreign language, the admission will necessarily contain a proof of linguistic competence, eliminatory, denoted admitted / rejected.

By way of exception to art. 4, par. 1, the language proficiency test shall not be supported by candidates who have previously obtained appropriate linguistic competence certificates. The respective candidates will submit the original and copies of these documents to the admission committee of the faculty / group of faculties, the designated person following to certify the copies for compliance with the original. The certificates taken into account are presented in Article 25.

Candidates at the Faculty of Communication Sciences, the subject of Communication Sciences license, will prove their knowledge of a foreign language, and those for the field of modern Languages applied will prove the knowledge of two foreign languages, either through the language proficiency test or through children, certified according to art. 3 of the corresponding language proficiency certificates.

The language proficiency test will take place on the last day of the registration period, 1400 hours, at the Faculty of Communication Sciences, Traian Lalescu Street no.2A, 3rd floor

Art. 5. Admission is organized on the following places:

- a. free of charge, financed from the state budget, for the frequency education;
- b. for tolls, for low frequency and distance learning.

Art. 6. In UPT the admission is made by contest. The contest can be:

- a. **contest of files;**
- b. **with proof of knowledge / skills.**

The final results of the contest are expressed by a weighted average, called admission average, which in the first case represents the average for the bacalaureate, and in the second case, a formula based on the scores for the examinations of the knowledge and the average for the bacalaureate (APPENDIX 1).

Samples of knowledge verification, the corresponding disciplines, as well as the related bibliography will be made public on the university website at least 6 months before the period of the consortium. The bibliography can also be obtained, in printed format, from the Politehnica Publishing House Timișoara and the faculties' offices.

Art. 7. The fields in which study programs are organized, the type of the contest, the contest samples (where applicable) and the calculation formulas of the admission average and the offer of study programs within UPT are presented in the tables in ANNEX 1.

Art. 8. . In the tests of knowledge verification that are not organized in the grid system, the evaluation of the candidates is made not only by the final results, but also by the whole content of the paper they have elaborated.

Art. 9. . For the study programs conducted in Romanian, the admission is conducted in Romanian.

For study programs conducted in Romanian where the admission is carried out with proof of knowledge / abilities, the proof may also be submitted in the mother tongue of the candidate, upon his / her written request upon enrollment.

For study programs conducted in the mother tongue / foreign language where the admission is carried out with proof of knowledge / abilities, the sample is supported in the mother tongue / foreign language of the program.

Art. 10. The participation of the candidates in the admission contest is conditioned by their registration at this contest. Entry is done at faculty premises. The registration form can also be completed online at <http://admitere.upt.ro/> . In the application form, the candidate can specify the participation in the competition in several sections. A section is a group of licensed domains with a certain degree of affinity. At the limit, the section may include a single license area. Within a section a candidate can choose one or more license areas. It is recommended to specify, in the required order, all areas provided with toll-free locations within that section.

Sections for both admissions sessions (July and September) are:

Section 1 - Faculty of Architecture and City Planning

including:

- a. Architecture license area, Architecture specialization: no fee (AA), fee (TA);
- b. Architecture license area, Furniture and Interior Design: Tax Free (AM), Fee (TM);

Section 2 - The Faculty of Civil Engineering

including:

- a. Field of license Civil engineering: free of charge (LD), toll (TD);
- b. License area Plant Engineering: free of charge (LI), toll (TI);
- c. License field Civil Engineering, English Language Teaching: Free Toll (ELD), Toll (TELD);
- d. License area Civil engineering, German language teaching: free of charge (GLD), fee (TGLD);
- e. License area Geodetic engineering: free of charge (LE), toll (TE);

Section 3 - Faculty of Communication Sciences

including:

- a. License Field Communication Sciences: Free of Charge (CC), Fee (TC);
- b. License area Communication Sciences, Distance Learning (ID): Toll Free (DC);
- c. License area Modern applied languages: no fee (CL), fee (TL);

Section 4 - Faculty of Industrial Chemistry and Environmental Engineering

including:

- a. Chemical engineering license: free of charge (LB), toll (TB);
- b. Environment license Environmental Engineering: Tax Free (LC), toll (TC);
- c. License Engineering Food Engineering: Tax Free (LA), Fee (TA);

Section 5 - Faculty of Electrical and Power Engineering

including:

- a. Electrical engineering license: free of charge (LL), toll (TL);
- b. Energy engineering license: free of charge (LG), toll (TG);

Section 6 - Faculty of Automation and Computing, Faculty of Electronics, Telecommunications and Information Technologies

including:

- a. License area Computer and Information Technology: Toll Free (LM), toll (TM);
- b. System engineering license: fee-free (TO), toll (TO);
- c. Computer and information technology licensing field, English language teaching: free of charge (ELM), fee (TELM);
- d. Licensed domain Electronic Engineering, Telecommunications and Information Technologies: Tax Free (LK), toll (TK);
- e. Electronic Engineering, Telecommunications and Information Technology Licensing Field, English Language Teaching: Free Toll (ELK), Fee (TELK);

Section 7 - Faculty of Management in Production and Transportation
including:

- a. Engineering license and management: fee-free (LN), toll (TN);
- b. License area Administrative Sciences: free of charge (LJ), fee (TJ);

Section 8 - Faculty of Mechanical Engineering
including:

- a. License Field Industrial Engineering: Tax Free (LQ), toll (TQ);
- b. Industrial engineering, low frequency (IFR) license: fee (RT);
- c. License area Motor Vehicle Engineering: Toll Free (LR), toll (TR);
- d. License area Transportation Engineering: free of charge (LO), toll (TO);
- e. Mechanical engineering license: free of charge (LS), toll (TS);
- f. Licensed domain of Mechatronics and Robotics: free of charge (LT), toll (TT);
- g. Materials Engineering License: Tax Free (LU), Fee (TU);
- h. Field of Applied Engineering Engineering: No Tax (LP), Fee (TP);

Section 9 - Faculty Engineering of Hunedoara
including:

- a. Electrical engineering license: free of charge (LW), toll (TW);
- b. License Field Materials Engineering: Free of Charge (LY), Fee (TY);
- c. Engineering license and management: free of charge (LZ), toll (TZ);
- d. License area Motor Vehicle Engineering: free of charge (LX), toll (TX);
- e. Licensed field Applied engineering sciences: free of charge (L1), toll (T1);
- f. License area Environmental Engineering: free of charge (LV), toll (TV).

Section 10 - Faculty of Automation and Computing, Faculty of Electronics and Telecommunications and Information Technologies

including:

- a. License area Computer Science: Free of Charge (LH), Fee (TH);
- b. Computer science, distance learning, (ID) license area: fee (DH);
- c. License area Electronic Engineering, Telecommunications and Information Technologies, distance learning, (ID): fee (DK).

Where the language of the study program has not been specified, it is implicitly Romanian.

Art. 11. A candidate may also compete in several sections. A competition is organized at the level of a single section, so the entry of the candidate in several sections signifies his participation in several competitions.

Within a section, a candidate can compete in any and all of the areas under the section, on budget-financed seats or on toll-free places, specifying their options in the registration form in descending order of preferences, which means that options for toll-free places can be interposed among those for budget-financed places without any restriction or can be grouped after the options for budget-financed places, of course with the consequent consequences of the priority they are taken into account, in each of these two possibilities. The candidate will be competing for a place, and only one, of the total accumulated by the domains in that section.

If a candidate is admitted to several sections, it will be necessary to choose a maximum of two, of which at most one may be admitted to budget-financed places.

Art. 12. The admission of candidates shall be in descending order of their overall average, calculated according to the formula indicated in ANNEX 1, according to the options noted in the registration form and within the number of seats planned for each field. If more than one candidate with the same average competes to occupy the last place planned for a field, then the following will be used as penalty criteria:

a. for the contest with a proof of knowledge test, in Section 1: the contest test score, the average for the baccalaureate exam;

b. for the following contest: the multi-year average in the high school.

Admitted students retain their status on a fee or fee basis only during their first year of study. The financial arrangements for studies for the following years are established annually, depending on learning outcomes. Exceptions are made by students who have been admitted to study programs that only work for fee.

Art. 13. Candidates for bachelor studies that have obtained distinctions at national or international school olympiads and / or in other national or international competitions (places I, II, III or gold, silver or bronze medals or equivalents) of these may be admitted to the UPT without a contest in the number of places which are the subject of the competition if the discipline they have been awarded is among those agreed by the faculties in accordance with their own decisions and if such competitions are recognized by the Ministry National Education or organized by UPT. The diplomas attesting the aforementioned distinctions must be validated upon registration by the UPT Central Admissions Commission. The list of competitions recognized by the UPT for each section is in Appendix 2.

Art. 14. Students and former students with unfinished studies from state higher education institutions as well as students and former students from private educational institutions authorized to operate temporarily or accredited have the right to register and participate in the admission contest on equal terms with those who hold only the baccalaureate diploma. They will be able to benefit from subsidies from the state budget, on the assumption of success on the unpaid places, only in one of the fields, namely, the one in which they submit the baccalaureate diploma in the original. The failure of the baccalaureate diploma in the original, within the fixed deadlines, implies their treatment according to Art. 55. The maximum duration of the grant period of these candidates is the difference between the duration of the studies in which they were admitted and the number of semesters as they were already subsidized. In this case, the registration of this category of candidates is done with the recognition and the equivalence of the studies already made, by applying the regulations in force on this subject. A student who has already been funded from the state budget in semesters will be able to re-finance only once with his promotion in semester $n + 1$. Until the transition to semester $n + 1$, the student concerned will be able to study only for a fee.

Art. 15. Graduates with a Bachelor's degree may be opt to be admitted to UPT without a competition, in any field, for a fee. In the case of enrollment in the same field, after recognizing the credits obtained at the first specialization, the study program that the students will follow will have to differ. Their admission is in descending order of the average at the license, on the vacant vacancies of the candidates without higher education.

Within the Faculty of Architecture and City Planning, graduates with a Bachelor's degree cannot be admitted without a competition, not even on toll-free places.

In the field of Bachelor of Applied Modern Languages, only graduates with a Bachelor's degree in Modern Applied Languages may be admitted to the UPT or Language and Literature if the specialization followed was English (A) and French (B) or German (B).

Art. 16. Graduates of bachelor studies who have not obtained diploma may be admitted through a competition to the bachelor's degree program, on the same conditions as those who hold only the baccalaureate diploma, with the possibility of direct accreditation in a year 2, on the basis of recognition and equivalence of studies. In the case of unpaid places, the maximum duration of their subsidy from the state budget is the difference between the duration of the studies to which they were admitted and the number of semesters that have already been subsidized.

Art. 17. In order to organize and ensure the conduct of the admission contest, the UPT shall establish a Central Admissions Commission and, for each faculty / group of faculties (sections), as the case may be, an admission committee of the faculty / group of faculties.

II. Registration period and date of the contest

Art. 18. The admission contest is held on July 22, 2019 for the admission session in July and September 14, 2019 for the September admission session for all specializations.

Art. 19. The registration of candidates for the admission contest is done by sections, faculties. Organizing entries and conducting the competition is the responsibility of the Admissions Commissions of the Faculties / Group of Faculties.

Art. 20. The registration period is for all sections:

- **for the July 2019 session:**

1. 15th - 19th July for the sections where the admission is done through a contest with proof of knowledge verification;
2. 15 - 20, 22 July for the sections where the admission is done through a competition of files, frequency education;
3. 01 - 22 July for distance learning (ID) and non-frequency learning (IFR).
4. September 09 - September 13 for Frequent Learning sections irrespective of the type of contest;
5. 26 August to 12 September for distance learning (ID) and non-frequency learning (IFR).

For the distance learning (ID) and non-frequency learning (IFR), enrollment is done online continuously between July 1 and July 22 for the July 2019 session and between August 1 and September 12 for the September 2019 session and the competition dossiers are taken both at faculty premises (after the general admission program) and at the ID / IFR and eLearning Center (CEL) headquarters, daily during the enrollment periods, according to the faculties' own methodologies.

Art. 21. Candidates are encouraged to pre-register online - complete the online enrollment form starting with June 3, 2019, using the IT system provided by UPT for this purpose, according to the specific procedure.

III. Entrance to the contest

Art. 22. At the admission contest at the Politehnica University of Timisoara, high school graduates from Romania with a baccalaureate diploma or a diploma equivalent to this may be enrolled.

The competition is open to any citizen of the Member States of the European Union, of the States belonging to the European Economic Area and of the Swiss Confederation, as well as of the Romanian citizens who have obtained a baccalaureate diploma or equivalent diploma in a country in the abovementioned area, the same conditions as those provided for by law for Romanian citizens, including tuition fees. Additionally, these candidates must submit the registration dossier for admission to an accredited university in ROMANIA at UPT's Department of Mobility and International Relations, at least 20 days before the end of the enrollment for the admission contest. The record of the submission of the dossier will be submitted to the admission committee of the faculty / group of faculties.

Roma applicants may take part in the competition on a fee-free basis, separated from the total unpaid places at the university. The contest will be held centrally, and successful candidates will be allocated to faculties according to their options. Establishment of successful candidates is in descending order of admissions, within the limits of allocated places. Upon enrollment, Roma applicants will have to submit, in addition to the papers of Article 25 and a recommendation issued by one of the legally constituted Roma organizations, regardless of its field of activity, indicating that the candidate is a Roma (and not the fact that it is a member of the organization concerned).

Roma candidates wishing to compete only on toll-free places will have the same status as any other candidate.

Art. 23 In order to enroll in the competition, candidates will electronically fill in a registration form, either locally, at faculty headquarters or online. Candidates will certify, by their own signature and responsibility, the information appearing on the enrollment sheet listed. The listing will be made at faculty premises, by one of the members of the faculty admission committee / faculty group who will advise the correctness of the data in the fiche. No changes, additions or deletions are allowed in the registration form. Certification by signature and accountability must be made during the enrollment period, 15-19 / 20, 22 July for the summer session or 09-13 September for the autumn, and the candidates who pre-enrolled online before it. For each section with a candidate, a distinct sign-up will be listed.

Art. 24. Candidates will pay an enrollment fee. A fee is valid for participation in the one-section admission contest. If a candidate enters multiple sections, he will have to pay a fee for each of the sections he / she enters. Entry fees are paid at the faculty offices that organize admission to the Candidate or online courses in bank accounts allocated to faculties for the collection of these fees.

The amount of the registration fee will be determined by the UPT Board and will be made public along with other information related to the admission timetable.

Candidates who pre-enroll before the end of June and then enroll in the pre-enrollment section benefit from a 10% reduction of the enrollment fee for that section.

They are exempt from the registration fee, candidates in one of the following situations:

- a.Children of teaching and auxiliary teaching staff in pre-university education, staff working or retired from the education system;
- b. Children of higher education staff, staff working or retired from the higher education system;
- c. orphaned children of one or both parents who have worked in the education system;
- d. orphans of both parents;
- e. come from a children's home;
- f. orphaned by a parent if he died as a hero-martyr in the Revolution of December 1989;
- g. injured in the struggle for the victory of the Revolution of December 1989;
- h. the legal supporter is an active or retired teacher in the same sector;
- i. has the capacity of an employee of UPT.

If a candidate in one of the situations referred to in paragraph 3 will enroll in multiple sections will be exempt from the registration fee for each of the sections to which he enters.

Art. 25. The following documents shall be filed upon enrollment:

- a. the baccalaureate diploma or equivalent diploma in the original; for ID / IFR students because they only apply for tuition fees, a certified copy of the baccalaureate or equivalent diploma is accepted; for the candidates who passed the baccalaureate exam in the summer session of the school year 2018-2019 the certificate issued by the educational institution is also accepted; provisionally, diploma certificates and certified copies as referred to in art. 3 after and after the diploma / certificate (for candidates who passed the baccalaureate exam in 2018-2019 session), but in the confirmed confirmation stage immediately after the results are displayed, the non-attendance of the baccalaureate / certificate certificate (for the candidates who have passed the baccalaureate exam in

session 2018-2019) in the original leads to the disqualification of those concerned from forms of education free of charge;

- b. a copy of the matricol with the grades obtained during the high school, elaborated according to the legislation in force;
- c. a copy of the candidate's identity card;
- d. copy of the birth certificate;
- e. a medical certificate issued by the family doctor proving the medical fitness for the domains to which the candidate belongs; candidates with chronic illnesses will present medical records targeted by the family doctor, which will explicitly mention the degree of deficiencies, depending on their location, based on the diagnosis established by the specialist doctor; failure to declare these illnesses entails institutional consequences; the medical certificates MUST not be targeted by the doctors of the Students' Polyclinic in Timisoara;
- f. four color photographs of the diploma type;
- g. proof of payment of the registration fee (receipt, notice, etc.); if the payment is made by depositing the fee into the account allocated to the faculty for collecting the registration fees, then the proof issued by the bank will have to contain the following: "admission fee UPT, Faculty ..., July / September 2019 session for "(Name of candidate);
- h. Only if the applicant applies for exemption from the registration fee, he / she will attach: a certificate issued by the educational institution stating the situation of the parent / parents / legal supporters / candidates (cases under Article 24, letter a), b) h) and i); copies of the parents / parents' death certificates and a certificate from the educational institution (cases referred to in Article 24, letter c); certified copies of parental death (case under Article 24, letter d); certificates from the children's home (case of article 24, letter e); copy certificate of death and title issued under Law no. 341/2004 (the case of article 24, letter f); copy title issued pursuant to the Law no. 341/2004 (case of article 24, letter g);
- i. a copy of the bachelor's degree or graduation certificate and the graduation sheet in the case of candidates already licensed or with a certificate of graduation;
- j. student certificate and partial enrollment sheet in the case of student candidates;
- k. (notary), on the non-financing / previous funding from the state budget for the pursuit of higher education, in the case of candidates who graduated from high school before 2019, for candidates on unpaid seats. Candidates financed from the state budget will state in the declaration the higher education institution, the faculty and the number of semesters as they were financed.

Candidates for study programs in English or German as well as candidates at the Faculty of Communication Sciences will also attach the certificate obtained by supporting the proof of linguistic competence (according to Article 4) or a copy of one of the following documents (corresponding to the language of the study program involved):

- a. Certificate of proficiency in English CAE-Certificate in Advanced English; FCE - First Certificate in English; CPE - Certificate of Proficiency in English;
- b. IELTS-International English Language Testing System;
- c. TOEFL-Test of English as a Foreign Language;
- d. DSP-Deutsches Sprachdiplom;
- e. ÖSP- Österreichisches Sprachdiplom;
- f. TEST DaF- stufe B, B;
- g. Graduation diploma of a French-language high school (only for candidates at the Faculty of Communication Sciences), German or English;
- h. Adequacy proving the fact that the French language (only for candidates at the Faculty of Communication Sciences), English or German for at least 4 years of study followed during the pre-university education (gymnasium and high school).
- i. In all cases where the documents are requested, the candidate and the commission will proceed according to the provisions of art. 3.

Art. 26. In order to comply with the provisions in force regarding the education system in ROMANIA, all candidates will be enrolled in the admission contest with the name of the birth certificate, including in cases where, for various reasons, they have changed their name.

IV. Inform candidates and check the lists of registered candidates

Art. 27. The admission committees of faculties / group of faculties organize and make the registration of candidates after a publicly announced schedule. Candidates enrolled in sections with proofs of knowledge / skills will be given, at the time of enrollment, competition ID cards with their photo. During the course of the tests, the candidates will have the identity card or the passport (only for foreign citizens) and the competition ID. The competition ID is also required to withdraw the file before or after the contest.

Art. 28. During the enrollment period, the admission committees of faculties / group of faculties will daily, by sections and fields, display the tuition figures for the competition and the number of registered candidates. For a correct understanding of the information displayed, in the case of sections that include several domains, it will be highlighted that they compete on the cumulative total number of seats provided for the respective domains, competition on domains indicating only the degree of their request.

Art. 29. After the end of the contestation period, the admissions committees will display, by means of standard tables, the nominal lists of the candidates enrolled, with all relevant data (options, etc.), ordered in alphabetical order, and, in the case of the candidates participating in the tests knowledge verification, room allocation.

Art. 30. Candidates have the obligation to verify the accuracy of the data included in the lists and to inform the admission committee of the faculty concerned any inconsistencies with the data recorded in the registration form or the documents submitted to the file within 24 hours of display date and time. No further changes may be made after this deadline, for any reason whatsoever, to the data entered in the displayed lists.

Art. 31. The admission committees of the faculties / group of faculties will display, together with the lists of candidates, the layout of the competition halls in the university center, indicating the ways of access to these halls.

V. Elaboration and submission of topics - for sections with evidence contest

Art. 32. On the days of the competition, the UPT Central Admissions Commission and the Specialty Committees for the Mathematics Proof, respectively the Technical and Free Technical Proof, presented in Art. 33, shall be installed at the pre-established headquarters where all the activities related to setting and multiplying the competition topics. Access to this headquarters is only allowed to members of the Central Commission and specialized committees. The commissions will be set up at 00.00 on the day of the Mathematics Test and 05.00 on the day of the Technical and Free Technical Design. Communication of commission members with the outside is completely prohibited until the start of the competition test in question.

Art. 33. The selection of the subjects of the competition is made by specialized commissions proposed by departments and faculties and approved by the Rector / Prorector with the educational process, committees which bear all responsibility for

the clarity and correctness of the statements, respectively respecting the competition theme. Establishing the subjects and verifying the correctness of the statements and observing the competition theme will be made, along with the UPT Central Admissions Commission, under Art. 32.

Art. 34. The subjects shall be multiplied according to the number of candidates in the halls, in a number of variants containing the same subjects, numbered in different order. Each variation is marked with a letter, starting with A. After multiplication, the subjects are checked and placed in envelopes and these are sealed by the members of the central commission designated to carry out this task. Sealed envelopes are taken from the headquarters of the Central Commission by preset teachers, who are usually deans / deans of faculties and handed over to heads of room, with a maximum of 15 minutes before the beginning of the evidence.

Art. 35. In the case of samples with grid type, in separate envelopes and also sealed, the Central Admissions Commission will send correction grids to contest rooms. Envelope with grids opens in the presence of candidates only at the time set for correction and brought to the knowledge of the candidates by the head of the hall at the beginning of each contest.

VI. Running the contest

VI.1. For sections with a file contest

Art. 36. After finalizing the candidatures, the admission committees of the faculties shall establish the rankings of the sections under their jurisdiction.

VI.2 For Sections With Sample Contest

Art. 37. The knowledge verification program shall be displayed at the latest before the beginning of the evidence. For each sample, indicate: sample name, run time, start time and duration. Compulsory samples of the same subject start at the same time and take place over the same time period. Candidates who will not be in the hall at the time of the submission of the competition will lose the right to hold the test.

Art. 38. On the day of the contest examination, the admission committees of the faculties / group of faculties shall establish, by drawing lots, supervisory and correction commissions for each room. The Commission is made up of a room manager and several supervisors, depending on the capacity of the room.

Art. 39. At the entrance of the competition room, candidates shall submit to the Supervisory and Correctional Commission the competition ID and identity card for confronting the data entered in the list of candidates scheduled for the respective room. During the competition, the candidates will keep the two papers on the bank so that they can be examined at any time by the members of the admissions committee.

Art. 40. Candidates' access to the contest room shall be at least 1 hour before the start of the examination. The Chief of Staff records the presence or absence of candidates on the nominal table of the room and ensures the distribution of three drafts and a competition form for each candidate. The head of the room then gives instructions on how to fill in the header of the contest form.

Art 41. Candidates are required to enter the data they request in the header of the contest form, as indicated by the head of the room.

Art. 42. At the appointed time, the head of the hall opens the envelope with subjects in front of the entire hall and ensures distribution of a set of subjects to each candidate.

Art. 43. Since the opening of the envelope with subjects, no candidate can enter the room, and leaving the room can only be done after the submission of the work, under the signature.

Art. 44. Candidates have the responsibility to analyze the subjects and to report to the Head of Office any irregularities relating to their integrity and legibility.

Art. 45. The Chief of Staff shall take all necessary measures to ensure that all candidates have normal working conditions.

Art. 46 The time for solving the subjects of a written paper is 3 hours, for the "Mathematics" test and 4 hours for the "Technical Drawing and Free Drawing" test, calculated from the moment when all the candidates were provided with the conditions for starting of work.

Art. 47. It is forbidden the use of paper other than that distributed by supervisors. It is also forbidden by candidates to use computers or other technical means of calculation during tests. Candidates who have such utensils on them will hand over to the board of supervisors at the entrance to the room. The same will be the case with mobile phones or any other devices for remote communication.

Art. 48. In the case of grid proofing, the problem solving should be solved on drafts. Finally, the candidate will compare the answer found with the answers that accompany the statement and will mark the answer he considers exactly on the contest sheet with an "X". Answers considered by the incorrect candidate will be marked by "-". It is mandatory for each answer to be marked with either "X" or "-". Two or more "X" signs are not allowed on the same subject. If, however, there are two or more "X" signs on a topic, the candidate will not get a point for that subject. No deletions, changes or additions are allowed on the contest form. If a candidate misses a response, he may receive a new form upon request, with the precedent being canceled. Completing the new form will be done according to the original rules within the time indicated at the start of the tests.

Art. 49. Upon request, the Chief of Staff will distribute drafts and contest forms in addition to the original ones, showing them in advance to the entire hall in order to prove that they do not contain anything suspect.

Art. 50. Any proven test of fraud during the conduct of competition tests will be announced to the Faculty / Facility Admissions Committee, and it will decide to remove the fraud attempt from the contest.

Art. 51. As the papers complete, the candidates surrender them, signed to the head of the room. He also signs the work in the dedicated section. Then the candidate signs for the teaching of the paper in the nominal table of the room at the chair. With the contest form, the subject statement is also given, which will be attached to the paper with a booklet. The Supervisory and Correctional Commission will take all steps to ensure that no candidate leaves the room without teaching the work and signing her surrender.

Art. 52. Upon expiration of the sample time, the candidates will be present in the contest room, at the places they have taken during the test, to assist in the correction of the works. In each room, supervisors will be formed into two-member correction teams. The Chief of Staff is not part of any correction team. He has the task of organizing and supervising the correction by answering, together with the correctors, the manner in which it is carried out and the correctness of recording the results of each candidate in the minutes prepared for the respective room.

VII. Establishing and displaying contest results

Art. 53. In order to establish the results of the competition, the Admissions Committees of the faculties / group of faculties draw up a ranking at each section level. Ordering in this ranking is based on the admission average, calculated with the formulas given in APPENDIX 1.

Note to proof of knowledge verification is calculated using the formula:

$$\text{note} = 0.08 \times \text{the score obtained} + 2$$

Art 54. The admission of candidates shall be based on the rankings referred to in Article 53 and in accordance with the provisions of Article 12.

Candidates for the admission exam, which on the basis of the recognition and the equivalence of already completed higher education, no matter to what level, qualify for admission in one year of study 2, will be placed on a separate list and managed in parallel with Confirmation rounds, keeping the options in the enrollment sheet in descending order of their environments. The minimum required for admission to a particular field will be the same as for candidates admitted to the first year of study in the same field. The procedure, the confirmation timetable and the final results for the candidates admitted in one year of study 2 will be identical to those for candidates admitted to the first year.

Art. 55. The final results of the admission contest are established after 3 rounds of confirmations. Regardless of the form of education, the registration of a candidate for the admission exam does not guarantee the obtaining of the student status without the final confirmation of the place obtained after the admission process.

Session July 2019

The initial results are displayed on 23.07.2019, 10 o'clock.

Given that any candidate had the opportunity to compete in parallel with several sections of the UPT or even other universities, the candidates declared admitted, whether they had multiple applications or not, have the obligation until 24.07.2019, at 16 o'clock, confirm the admission status and, implicitly, remain in the contest with the initial list of options. It should be specified that the admission to the current section is not confirmed, but the status to be admitted to the section in question, the place being known only at the end of the results determination procedure as a result of the list of initial options and the position occupied by the candidate in the final classification. The confirmation is made by paying the registration fee as a student of the UPT and the handing over of the receipt to the admission committee of the faculty / group of faculties and, in the case of those admitted without fee, by submitting the original baccalaureate diploma at the Admissions Commission of the faculty / group of faculties. Candidates who do not comply with all of the above obligations will be deemed withdrawn from this section. New results will be displayed on 25.07.2019, 10 o'clock. Period 23.07.2019, 10 - 24.07.2019, 16 o'clock stands for 1 confirmation.

The new admitted candidates have the obligation to confirm their admission in the same manner as above before 26.07.2019, 12 o'clock. Any potential candidates, from the status of admitted duty, to the status of admitted free of charge, who have not yet received the baccalaureate diploma in the original, will submit, in the same term (26.07.2019, 12 pm). Candidates who do not comply with the above obligation will be deemed withdrawn from this section. The results of the contest obtained at the end of these steps will be displayed on 26.07.2019, 16 hours. Dates 25.07.2019, 10 - 26.07.2019, 12 o'clock, are 2 confirmations.

In the period 26.07.2019, from 16 to 26.07.2019, at 18 o'clock, there will be a run of 3 confirmations, in which the new admitted candidates, respectively the previous candidates, from the status of admitted to the status, to be admitted free of charge, have the obligation to confirm their admission in the same manner as above. Candidates who fail to comply with the confirmation obligations will be deemed withdrawn from the section concerned and their seats will remain vacant.

On 26.07.2019, at 20 o'clock, the final results of the contest will be displayed.

It is noted that throughout the competition, candidates are treated on the basis of their initial list of options, any modification or addition being totally forbidden, including in the event that some of the seats will eventually remain unoccupied.

Session July 2019 ID / IFR

The initial results are displayed on 23.07.2019, 10 o'clock.

Given that any candidate had the opportunity to compete in parallel with several sections of UPT or even other universities, the candidates declared admitted, whether or not they had multiple applications, have the obligation until 25.07.2019, at 16 o'clock, confirm the admission status and, implicitly, remain in the contest with the initial list of options. It should be specified that the admission to the current section is not confirmed, but the status to be admitted to the section in question, the place being known only at the end of the results determination procedure as a result of the list of initial options and the position occupied by the candidate in the final classification. Confirmation is made by paying the registration fee as student of UPT and handing over the receipt to the admission committee of the faculty / group of faculties. Candidates who do not comply with all of the above obligations will be deemed withdrawn from this section. New results will be displayed on 26.07.2019, 10 o'clock. Period 23.07.2019, 10 - 25.07.2019, 16 o'clock represents Round 1 ID / IFR of confirmations.

In the period 26.07.2019, 10 - 26.07.2019, 18 o'clock, there will be a run 2 ID / IFR of confirmations, within which the new admitted candidates, compared to the previous round, will have to confirm their admission in the same manner as above. Candidates who fail to comply with the confirmation obligations will be deemed withdrawn from the section concerned and their seats will remain vacant.

On 26.07.2019, at 20 o'clock, the final results of the contest will be displayed.

It is noted that throughout the competition, candidates are treated on the basis of their initial list of options, any modification or addition being totally forbidden, including in the event that some of the seats will eventually remain unoccupied.

Session September 2019

The initial results are displayed on 16.09.2019, 10 o'clock.

Given that any candidate had the opportunity to compete in parallel with several sections of the UPT or even at other universities, the candidates declared admitted, whether they had multiple applications or not, have the obligation until 17.09.2019, at 16 o'clock, confirm the admission status and, implicitly, remain in the contest with the initial list of options. It should be specified that the admission to the current section is not confirmed, but the status to be admitted to the section in question, the place being known only at the end of the results determination procedure as a result of the list of initial options and the position occupied by the candidate in the final classification. The confirmation is made by paying the registration fee as a student of the UPT and the handing over of the receipt to the admission committee of the faculty / group of faculties and, in the case of those admitted without fee, by submitting the original baccalaureate diploma at the Admissions Commission of the faculty / group of faculties. Candidates who do not comply with all of the above obligations will be deemed withdrawn from this section. New results will be displayed on 18.09.2019, 10 o'clock. Dates 16.09.2019, 10 - 17.09.2019, 16 o'clock, represent the 1st confirmation.

The new admitted candidates have the obligation to confirm their admission in the same manner as above before 18.09.2017, 14 o'clock. Any potential candidates from the taxable status to the status of admitted free of charge, who have

not yet received the baccalaureate diploma in the original, will submit, within the same term (18.09.2019, hour 14). Candidates who do not comply with the above obligation will be deemed withdrawn from this section. The results of the contest obtained at the end of these demarches will be displayed on 18.09.2019, 16 hours. Dates 18.09.2019, 10 - 18.09.2019, 14 hours represent ROUND 2 confirmations.

In the period 18.09.2019, from 16 to 18.09.2019, at 18 o'clock, there will be a run of 3 confirmations, during which the new admitted candidates, respectively the previous candidates, from the status of admitted to the status, to be admitted free of charge, have the obligation to confirm their admission in the same manner as above. Candidates who fail to comply with the confirmation obligations will be deemed withdrawn from the section concerned and their seats will remain vacant.

On September 18, 2019, at 20 o'clock, the final results of the contest will be displayed.

It is noted that throughout the competition, candidates are treated on the basis of their initial list of options, any modification or addition being totally forbidden, including in the event that some of the seats will eventually remain unoccupied.

Session September 2019 ID / IFR

The initial results are displayed on September 13, 2019 at 10 o'clock.

Given that any candidate had the opportunity to compete in parallel with several sections of UPT or even other universities, the candidates declared admitted, whether they had multiple applications or not, have the obligation until 14.09.2019, at 16 o'clock, confirm the admission status and, implicitly, remain in the contest with the initial list of options. It should be specified that the admission to the current section is not confirmed, but the status to be admitted to the section in question, the place being known only at the end of the results determination procedure as a result of the list of initial options and the position occupied by the candidate in the final classification. Confirmation is made by paying the registration fee as student of the UPT and handing the receipt to the admission committee of the faculty / group of faculties. Candidates who do not comply with all of the above obligations will be considered withdrawn from this section. The new results will be displayed on 16.09.2019, 10:00. Dates 13.09.2019, 10 - 14.09.2019, 16 o'clock, indicate RUNDA 1 ID / IFR of confirmations.

Between 16.09.2019, 10 - 16.09.2019, 18:00, there will be a run 2 ID / IFR of confirmations, within which the new admitted candidates, compared to the previous round, will have to confirm their admission in the same manner as above. Candidates who fail to comply with the confirmation obligations will be deemed withdrawn from the section concerned and their seats will remain vacant.

On September 16, 2019, at 20 o'clock, the final results of the contest will be displayed.

It is noted that throughout the competition, candidates are treated on the basis of their initial list of options, any modification or addition being totally forbidden, including in the event that some of the seats will eventually remain unoccupied.

VIII. Final provisions

Art 56. UPT will hold the second admission session in September if, after the final results in July, there are still vacant seats or if, after the closing of the competition, some admitted candidates withdraw.

Art. 57. Candidates declared rejected may raise their contest files from the dean of the organizing faculty of the admission contest, based on the competition card.

Art. 58. Possible contestations regarding the way the contest is run or its results will be filed, within 24 hours from the display of the results, at the Admissions Committee of the faculty / group of faculties or the Central Admissions Commission of the UPT, which have the task to ensure their analysis and resolution and to respond by displaying the resolution adopted. The deadline for resolving appeals is 24 hours from filing.

For works with grid topics, the awarded score, with the acceptance given by signature of candidates, following the assisted correction, cannot be disputed.

In the case of non-grid-based written papers, it is acceptable to change the scoring initially attributed if after the re-correction are proposed notes that lead to a higher overall average by at least one point than the original one or if the initial average is greater than 9.

Art. 59. The highest appeal to which appeals may be lodged is the Central Admissions Commission of the Politechnic University of Timisoara.

Art. 60. This methodology is completed with the legal provisions to be applied accordingly.

If there is a contradiction between the provisions of this methodology and the legal provisions, the legal provisions prevail.

Art. 61. This Methodology applies to the admissions sessions for studies in 2019.