

Own methodology for organizing and conducting the admission examination for Master's Degree studies

Session July-September 2012

ART.1 This own methodology was developed based on the following documents:

- 1. National Education Law no. 1/2011;**
- 2. Education Law no. 84/1995**, republished, with subsequent modifications and completions;
- 3. Law no. 441/2001** approving Government Emergency Ordinance no. 133/14.09.2000 regarding undergraduate and postgraduate state and fee (payable) education, of Government Emergency Ordinance no. 68/2003 for the amendment of Law no. 84/1995;
- 4. Law no. 316/2006** on admission to study of citizens from other Member States of the European Union;
- 5. Government Decision no. 536/2011** regarding the organization and functioning of the Ministry of Education, Youth and Sports;
- 6. Government Decision no. 749/2009** on the organization of undergraduate and approval of the list of fields and specializations within them;
- 7. Government Decision no. 404/2006** regarding the organization of the Master;
- 8. OMECTS no. 3313/2012** on the general organization and development of admission to academic cycles of bachelor's degree, master's and doctoral programs for the academic year 2012/2013.
- 9.** Methodology for organizing and conducting admission to Master studies session in July and September 2012 and doctoral studies, Session 2012 Session Senate approved on 04/04/2012.

ART.2 In the academic year 2012/2013 admission in higher education, "Ovidius" University of Constanta, is organized in the second cycle - Master's Degree in non-fee places (subsidized from the state budget) and fee places.

ART.3 Admission in the second cycle - Master's Degree studies - is organized in Bachelor's degree field of study or a related field for places approved by the Ministry of Education.

ART.4 Free of charge (subsidized from the state budget) and also fee(-payable) places are established by the Minister Order, based on enrollment approved by Government Decision.

ART.5 A candidate admitted can follow from a single field of study on a funded place from the budget and for the normal duration of study. Candidates admitted to several fields of study on non-fee places must choose the field he/she wants to be financed from the state budget at a single institution of higher education.

ART. 6 In 2012 the entrance examination is held in two sessions, July and September.

II. PERIODS OF APPLICATION AND EXAMINATION ONGOING

ART.7 The entrance examination for the second cycle - Master's Degree studies - will be held according to the methodology of each faculty. The faculty communicates to the Rector

and the central committee of admission, enrollment periods and procedures for admission. The schedule of the examination will be displayed on the notice board of the faculty.

ART. 8 Enrolments shall be made in July and September 2012 for all fields of study according to the college calendar on display;

ART.9 Registration of candidates takes place in P55 room, Campus Hall from 9.00 -17.30 during the weekdays and from 9.00-13.30 at the weekends.

ART.10 The examination tests, regardless of form, will be announced, according to the schedule displayed by July 10, 2012.

ART. 11 Enrolments take place from 16 to 27 July 2012 (inclusive) for those fields of study that have tests (written, oral, practical). The tests are held on 28-30 July 2012.

Organization of the second session of admission, the admission takes place in the same manner as in the first session. Enrolments are held from 5 to 11 September 2012 (inclusive). The admission examination will be held on 16-18 September 2012.

ADMISSION FOR CYCLE II - Master's Degree Education

Within Faculty of Psychology and Educational Sciences the enrolments at the Master studies are held for the following master programs:

Psychology Field

- Sports Psychology
- Military Psychology
- Personality Complex Psychodiagnosis

Education Sciences Field

- Therapies and compensation in Communication Disorders
- Early Education
- Educational Management
- Inclusive Education
- Effective Communication and Learning Strategies in Primary School Education

ART. 12 Graduates with Bachelor's degree diploma or its equivalent can apply for admission to university in the master specialization or related field.

ART. 13 Attendance of two masters simultaneously by the same person is possible, but in this case only one of the two can be subsidized from the state budget.

ART. 14 At enrollment, candidates shall declare on oath whether they have attended other graduate school on places subsidized from the state budget. Non-declaring attracts the elimination from the competition, expulsion during the studies and bearing the consequences in force. If the admitted candidates have already benefited from subsidized postgraduate training will follow that education form but under the "fee payable" regime.

ART. 15 To enroll at the admission examination for cycle II of Master's Degree, candidates need the following documents (in an envelope folder):

1. application form
2. birth certificate, in certified copy;
3. marriage certificate, in certified copy;
4. Baccalaureate Diploma or the equivalent, in original or certified copy for the candidates enrolling at more several specializations at the same time;
5. Bachelor's Degree diploma in original or its certified copy for the candidates enrolling at more specializations; the graduation certificate for 2011-2012 promotion.
6. medical certificate of type M.S.18.1.1., issued by the school surgeries or by GPs, as appropriate, which testifies that candidates are apt for the chosen specialization. The certificate will be accompanied by the medical investigation results in pulmonary radiology and blood serology (VDRL) issued by specialty clinics 30 days before enrollment. The candidates with chronic diseases will present medical certificates issued by Medical Committee County of school and professional guidance Constanta. In those certificates will be mentioned - specifically the deficiencies degree, depending on their location according to medical criteria of school and professional orientation, the Ministry of Health no 427/1979. Not declaring these diseases entails institutional consequences in force.
7. 3 colour photos, identity card type;
8. receipt of enrollment fee or, if necessary, certificates or documents which show the reason for exemption from the registration fee;

ART. 16 In case of equal marks for the last place, the deciding will be made according to the criteria contained in its own methodology.

ART.17 The entrance examination results, verified and approved by the Central Admission Committee shall be notified to the interested parties by posting in terms of admission categories (in descending order of average) and rejection ones (in alphabetical order).

ART. 18 The successful candidates will be enrolled by completing a registration form submitted to the faculty secretariat where they were admitted. Applications for registration shall be recorded in a special register Admissions 2012 - Section Registrations - (for faculty secretariat), which will specify the application number, filing date and signature of the depositor. Application will be kept in the candidate's file. The admitted candidates will pay 40% of the annual tuition fee and the receipt is attached to the application form and the deposit amount will be refundable. Unsuccessful candidates can be given back, on request, the documents filed with the registration.

ART.19 The candidate who withdraws his/her acts before the final results is removed from the competition (losing the right to be admitted following the withdrawal of another candidate); the Secretariat indicates the date of withdrawal in the Special Register of Admissions 2012 - Section withdrawn / rejected. The candidate will be required to sign the register.

III. EXAMINATION TESTS

ART. 20. For all master specializations of our faculty are the same conditions for admission regarding examination tests and deciding conditions.

The contest consists of an **interview - presentation of a scientific research project**.

Candidates' distribution in rooms and the time of examination test will be displayed on the day before the exam.

Oral examination committee will consist of three teachers, including a chairman, appointed by the rector decision with 24 hours before the test.

Candidates are placed in rooms in the order shown, observing the appointed time, so in the room there are always, at least three candidates.

Upon entering the room, the identity of each candidate is checked based on his/her CI and contest badge. The candidate has at least 15 minutes of preparation the answer, examination being made mandatory in order of the examination display and entry. After the examination, each candidate signed the draft where he/she has prepared the answers and handed in to the teaching committee.

Throughout the test, in the examination rooms have access besides the examination commissions and candidates, only members of the Central Committee of Admission, specifically designated by the Rector for surveillance and control. Traffic is completely prohibited from an examination room to another. Any attempt of fraud proven during the examination tests is punishable with the candidate's removal from the competition.

ART.21 The candidates' distribution to the examination rooms or series of examination rooms will be displayed later than the day before examination tests.

ART. 22 It is completely prohibited in the examination room candidates' access with mobile phones, pagers or minicomputers.

ART. 23 Any attempt of fraud proven during the examination tests, is punishable with the candidate's removal from the competition.

ART. 24 The examination commission determined the final grade by the average of grades given separately and independently by each examiner after full examination of each candidate. Scores given by each examiner shall be entered in a centralized tally-sheet with the overall average of the examination test. This operation is performed by the chair of the oral examination. Candidates who were absent from the contest are considered withdrawn from the competition.

Admission is made in the descending order of the averages obtained by candidates to the extent of the approved places.

Admission is averaging formula:

- **50% - average obtained in the oral test in the form of interview – the presentation of a research project;**

- **50% - average obtained in the Bachelor's Degree exam.**

Admission is done in descending order of average in the number of seats approved.

Selection criteria - If they are equal averages, we rely on criteria such as:

- a) the marks obtained in the interview, in the descending order;
- b) the average obtained in the Bachelor's Degree exam;
- c) the mark obtained in the elaboration and presentation of the Bachelor's Degree research paper

IV. Filing and settling appeals

ART. 25 References on the application of this methodology is exclusively within the jurisdiction of the Central Commission for Admissions, the only one able to analyze and decide on solutions to be adopted in each case. Complaints of this nature will be considered only if submitted within 48 hours.

ART. 26 Under university autonomy, "Ovidius" University of Constanta is the only way to decide on the merits of the disputes. The Dispute Board decisions are final.

ART. 27 Any dispute shall be settled in the Central Committee of admission.

ART.28 The oral / practical examination tests are not contested.

V. Final

ART. 29 "Ovidius" University of Constanta charge registration fee, approved by the Senate.

ART. 30 Amounts paid shall not be refunded in any case, they cover a part of the work of staff involved in the admission and material expenses necessary for the proper conduct of the entrance examination 2012.

ART. 31 Certain categories of students may be exempted from registration fee, and they will present one of the following acts:

1. death certificate of parent / parents, legal copy for candidates orphaned by the age of 26 years, according to the law 119/2000;
2. certificate showing that the candidate is an employee of the university, by the age of 26 years, according to the law 119/2000;
3. certificate showing that one parent is employed by the university; by the age of 26 years, according to the law 119/2000;
4. certificate showing that one of the parents is a teacher (in activity, retired or deceased) in state education. The certificate will be endorsed by the County School Inspectorate, up to age 26, according to the law 119/2000.

ART. 32 It is accepted the fee exemption for entrance examination in 2012 only for one area of study (at the secretariat of the faculty), where the candidate shall submit the original registration papers and on the examination badge will specify "fee exempt").

ART. 33 Candidates admitted to fee(-payable) studies are required to pay the fee within the period specified above, 40% of the annual tuition fee, which is non-refundable in case of withdrawal.

ART. 34 Candidates admitted will acquire the status of master student by the Rector Registration Decision.

ART. 35 Based on request for registration, successful candidates will sign a studies contract with the university, whose number and date corresponds to the number and date of registration in the Special Register of admission 2012. The responsibility for drawing up the contract belongs entirely to faculties.

ART.36 University "Ovidius" has no obligation to successful candidates on accommodation and food. Candidates' requests in this regard will be analyzed and solved if possible. Scholarships and social benefits will be granted in accordance with the law.

ART. 37 Other details of the organization and conduct of the entrance examination 2012 will be made public by posting.

Dean,
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