



Scholarship and bursary regulations

- **for undergraduate and master's degree students -**
- Approved by Senate Decision No. 5 515/31.03.2020 –
- Amended and supplemented by Senate Decision No. 67/14.06.2021 –

List of normative acts that support the Scholarship and Bursary Regulations for full-time undergraduate and master's degree students enrolled at Babeș-Bolyai University of Cluj-Napoca:

- *National Education Law No. 1/2011;*
- *Law No. 235/2010 regulating the granting of international Olympiad merit scholarships to students who have won international school competitions;*
- *Law no. 228/2017 on amending and supplementing Law no. 235/2010 for granting international Olympiad merit scholarships to students who have won international school competitions.*
- *Law no. 263/2010 regulating the unitary public pension scheme;*
- *Law no. 287/2009 on the Civil Code;*
- *Government Decision No. 769/2005 on the granting of scholarships to students residing in rural areas;*
- *Minister's Order 4507/2018 on the approval of the Methodological Norms for the application of Law no. 235/2010 for granting international Olympiad merit scholarships to students who have won international school competitions;*
- *Order of the Education Minister No. 3392/2017 establishing the General Criteria for granting scholarships and other types of material support to students and trainees in state higher education who are enrolled full-time;*
- *Order of the Education Minister No. 4104/2017 for the amendment of the addendum to the Order of the Education Minister No. 3392/2017 establishing the General Criteria for granting scholarships and other types of material support to students and trainees in state higher education who are enrolled full-time;*
- *Order of the Education Minister No. 4366/2017 for the amendment of the addendum to the Order of the Minister of National Education no. 3392/2017 on establishing the General Criteria for granting scholarships and other types of material support to students and trainees in state higher education who are enrolled full-time;*

Art. 1. (1) Babeş-Bolyai University (abbreviated UBB) grants special scholarships, performance-based scholarships, merit scholarships, and social welfare scholarships funded from the state budget and its own resources. The scholarship application calendar is published on the university and faculty websites at least three days before the start of each academic semester.

(2) All scholarship categories specified in paragraph (1) are granted following students' signed application request and are registered in the Scholarship Application Register in accordance with Addendum no. 13.

(3) Except for special applications, which are filed annually, applications must be submitted in person at the faculties secretariats or online through the university's platforms within 15 working days of the beginning of the semester. Scholarship applications can be submitted in ACADEMICINFO or sent via email to the relevant secretariat, in accordance with the provisions of art. 1 para. (1) and the Faculty Council's procedure.

(4) Natural persons or legal persons of private law may give private scholarships on a contract, subject to the provisions of Law No. 376/2004.

(5) Scholarships bearing the names of personalities and private entities may be granted (based on a competition).

Art. 2. UBB scholarships and related funding resources are as follows:

a. **special scholarships** - state funded allocations and additional revenues of the University;

a1. **special scholarships for scientific activity (excellence); special scholarships supporting athletes; and special scholarships for cultural-artistic engagement** supported by state funding and additional University resources;

a2. **"International Olympic Merit" scholarships** (according to Law no. 235/2010 and Law no. 228/2017) funded from the budget of the line ministry;

b. **performance-based scholarships** - state funded allocations and additional revenues of the University;

c. **merit scholarships** - state funded allocations;

d. **social welfare scholarships** - state funded allocations and additional revenues of the faculties and the university;

Art. 3. (1) According to this regulation, the beneficiaries of the scholarships granted by UBB, hereinafter referred to as 'students' are UBB students, Romanian citizens and citizens of the member states of the European Union, of the European Economic Area and of the Swiss Confederation, undergraduate and master's degree, full time education, distance learning and part time education on state funded and tuition paying places;

(2) The following criteria cannot be used to award any type of scholarship, regardless of the source of funding: age, gender, religion, race, nationality, citizenship, sexual orientation, political affiliation of the candidate or their family, membership in legally constituted organisations or with activity in accordance with the European legislation in force, number of years spent in other educational institutions, studies pursued abroad, as well as access to scholarships from other sources.

Art. 4. (1) a. Except for the permanent social welfare scholarship, the **student must have passed all of their exams** to be eligible for a scholarship awarded by UBB or by national or international persons and foundations. A student who has passed all of their exams has obtained at least 30 credits in compulsory and optional subjects in the exam session preceding the semester for which they are requesting a scholarship, according to the student's options for the previous semester, as indicated in the learning agreement.

b. If a faculty has more than 30 credits in a semester, a student is regarded to have passed all compulsory exams if they achieve the minimum amount of credits stipulated for that semester.

c. The assessment and credits of the pedagogical training module are not considered for the requirement of passing all compulsory exams and, implicitly, for calculating the student's average grade.

d. A minimum of 30 credits earned in compulsory and elective subjects will be considered based on the academic transcript and equivalence of exams passed for students who have had a CEEPUS/Erasmus scholarship, who have passed the exams on the basis of bilateral exchange agreements abroad or on the basis of agreements within the University Consortium.

(2) Foreign scholarship recipients of the Romanian state who are granted a scholarship for one academic year with the requirement that they have completed the previous academic year, obtaining at least 60 credits/year, but not more than the legal academic period provided for that specialisation are exempt from this provision.

Art. 5. (1) UBB provides three types of **special scholarships**:

- a. special scholarships for scientific activity;
- b. special scholarships for sports activities;

c. special scholarships for cultural-artistic activity.

(2) The amount of special scholarships outweighs the amount of achievement scholarships.

(3) The special scholarships are given for a period of 12 months, beginning with the second year of the undergraduate degree and beginning with the first year of master's degree, respectively. Scholarship recipients in their last year of study for a bachelor's or master's degree receive a scholarship in the final semester of study, respectively, until the final exam of the first session provided in the ongoing academic year.

(4) Obtaining a special scholarship is not contingent on receiving other types of scholarships.

(5) Scholarships may be granted to students enrolled in distance or part-time educational programmes by the Centre for Continuing Education, Distance Learning and Part-Time Learning (CFCIDFR) or by the faculties organising the programmes referred to in this paragraph under the conditions approved by the Decision of the Administrative Council No. 8785 of 22 May 2017 and the Decision of the Management Board of CFCIDFR No. 161 of 20 June 2017, respectively criteria outlined in Addendum no. 4 to this Regulation.

Art. 6. (1) The «**International Olympic Merit**» scholarship is awarded in accordance with the Methodological Norms for the application of Law no. 235/2010 to the first year students who as students in the 12th grade competed in international school competitions and were ranked in one of the first three places, regardless of the subject of these Olympic competitions, according to lists published on the website of the relevant ministry at the beginning of each academic year and following an application submitted by first year students at the faculty secretariat or online on the university platforms within the first 3 days from the beginning of the academic year.

(2) The international Olympic merit scholarship is granted for a term of 12 months, beginning with the month following the attainment of the academic achievement specified in art. 6, para. (1), and includes holidays.

(3) The monthly amount of international Olympic merit scholarships (established by Order of the Ministry of National Education) varies according on the level of achievement at international Olympic competitions, as follows:

- a. the monthly amount of the international Olympic merit scholarship for the first place (gold medal or first prize) constitutes the equivalent of the guaranteed minimum income on the date of its granting;
- b. the monthly amount of the international Olympic merit scholarship for the second place (silver medal or second prize) constitutes 75% of the guaranteed minimum income on the date of its granting;

- c. the monthly amount of the international Olympic merit scholarship for the third place (bronze medal or third prize) constitutes 50% of the guaranteed minimum
- d. income on the date of its granting;
- e. the monthly amount of the international Olympic merit scholarship for honourable mention constitutes 25% of the guaranteed minimum income.

(4) The monthly amount of the international Olympic merit scholarships is determined on a yearly basis, based on the value of the guaranteed minimum income established by Government Decision.

Art. 7. (1) Performance-based, merit and social welfare scholarships are awarded throughout the academic year (12 months), and to students enrolled in the last year of study of the bachelor's or master's degree courses who benefit from the scholarship in the last semester of study of the respective cycle, they will be granted the same type of scholarship/scholarships until the final exam of the first exam session provided in the structure of the ongoing academic year. Scholarships gained for each semester are paid for a six-month period.

(2) A student cannot receive two types of scholarships from budgetary allocations at the same time, but may choose the one with a higher value or granted for a longer period of time, with the exception of: a) *special scholarships* (art. 5 paragraph (1), art. 6 paragraph (1), respectively); b) *permanent and occasional social welfare scholarships* (for clothing and footwear, maternity or death) and *ERASMUS/CEEPUS financial support* or other similar programmes, which **may be combined** with other scholarships obtained by the student.

Art. 8. (1) The scholarship fund from the state budget is reduced by the special scholarship fund, depending on the quantity and amount of the latter.

(2) The merit, study, and social welfare scholarships fund is distributed to faculties in proportion to the number of full-time students on state-funded places in the respective faculty who are Romanian citizens, citizens of member states of the European Union, the European Economic Area, and the Swiss Confederation.

(3) The scholarship funds allocated to faculties are divided as follows:

- 15% - performance-based scholarships funds;
- 15% - merit scholarships funds;
- 30% - social welfare scholarships funds.

With the exception of the amount allotted for social welfare scholarships, faculties may change this quota within their allocation. If the social welfare scholarship funds are not fully used, they will be transferred to performance-based scholarships in the proportion of 25% and merit scholarships in the proportion of 75%.

(4) The scholarships funds allotted to faculties are distributed to specialisations, lines of study and years of study in proportion to the number of full-time students and trainees on state-funded places in each faculty who are Romanian citizens, citizens of member nations of the European Union, the European Economic Area, and the Swiss Confederation. The faculties may decide to grant scholarships in sessions where there are study sessions.

(5) The amount of scholarships is 1000 lei for performance-based scholarships, 700 lei for merit scholarships, and 580 lei for permanent social welfare scholarships. The amount may be changed at any time by a decision of the University Senate on the recommendation of the Administrative Council.

Art. 9. (1) Students pursuing two degree programmes in state higher education institutions at the same time may be eligible for state funded scholarships from just one of the institutions. Students pursuing a second degree programme at UBB (either concurrently or sequentially) may receive scholarships as long as the total number of semesters in which they receive a scholarship does not exceed the number of semesters provided as a normal duration of schooling in the degree programme wherein they receive a scholarship.

(2) To avoid granting two or more scholarships to a student who is concurrently enrolled in two or more degrees at state-funded higher education institutions, the scholarship is only awarded for the degree programme pursued at the higher education institution chosen by the student. During the period for submitting appeals, the student agrees to submit a certificate attesting that they are not a scholarship holder at the other faculty (institution).

(3) The **Enrolment File**, certifying documents, and the statutory declaration are used to verify the accuracy of the student's status in terms of fulfilling the conditions in Art. 9 (2).

(4) Students whose studies were interrupted for one or more semesters will be granted a scholarship based on their performance in the previous semester prior to the hiatus.

(5) Students who switch from a tuition-paying position to a state-funded position will be eligible for any kind of scholarship based on their previous semester's average score.

(6) When a scholarship recipient is expelled, the scholarship is forfeited, even if the student re-enrols in the following semester.

(7) With the exception of ERASMUS/CEEPUS scholarship holders, students who leave the country under bilateral exchange agreements, and students who pursue traineeships or other activities provided for in the curricula, performance-based, merit, and social welfare scholarships will be suspended for as long as their beneficiaries leave the country, regardless of who finances those departures.

(8) If a scholarship recipient (whether state-funded or tuition-paying) withdraws from studies during the semester/academic year, the faculty must notify the Social Service in writing in order to discontinue the scholarship.

Art. 10. (1) Performance-based and merit scholarships are granted in descending order of the average scores (exams, tests, projects - depending on the curriculum) acquired in the exam session prior to the semester in which the scholarship application is filed.

(2) The average score is calculated as a weighted average of the whole set of grades, with each set carrying a different weight determined by the credits allocated to each subject and the total number of credits set for that semester in line with the provisions of art. 4.

(3) If a student obtains more than 30 credits according to the curriculum structure for the respective semester, the average score will be calculated taking into account, in addition to the grades and credits of compulsory and elective subjects taken, according to art. 4 para. (1) let. a and b., the grades and credits of optional subjects selected by the student in the learning agreement for the respective semester, only if requested so by the student.

(4) If the student obtains more than 30 credits while meeting all of the requirements, and if the additional credits relate to subjects scheduled for the following semesters, they will be carried forward to the calculation of the average score for the semester in which the respective subjects are scheduled, according to the curriculum.

(5) For determining the average score for a single semester, evaluation and credits for a course are considered just once.

(6) a. In the event of an equal average score, the tie breaker will be affected by the following factors, in the following order:

1. publications, respectively participation with papers/contributions/presentations at scientific/academic events, conferences, symposia, scientific/academic seminars and other relevant academic activities in the semester for which the student's performance is assessed. In order to evaluate the student's extracurricular activity (see b), they will present their own and original scientific research papers/communications. If requested, applicant students will provide relevant documentation (e.g., a published article, a certificate attesting to a presentation given in a scientific session) to substantiate these achievements.

1.1. The scientific activity from the second semester of the final year of the bachelor's degree will be taken into account for master's degree students in the first semester of the first year, but only if the student continued their master's studies in a related field.

1.2. Only if the applicant's scientific activity supervisor is a member of the faculty where they are applying for the scholarship will the first ranking criterion involving scientific activity be considered.

2. the average score of the previous semester(s) (i.e. the semester that concluded two semesters prior to the semester for which scholarship is requested); in the case of first-year students, the admission score to the undergraduate/master's degree is the equivalent of the preceding semester's average score;

3. the grade obtained in the course with the most credits; if still tied, the next course listed with the most credits will be considered. This criterion will be used until a tie breaker is reached. If multiple disciplines have the same amount of credits at any point throughout the use of this criterion, the arithmetic mean of all those disciplines will be used.

4. grades obtained in elective courses in the semester preceding the scholarship application;

5. admission exam score;

6. the baccalaureate exam score for the undergraduate degree students and the bachelor's exam score for the master's degree students. In the event of a tie in the baccalaureate exam score, the undergraduate degree students' tie-breaker criterion will be the arithmetic average of the grades in the first two written examinations of the baccalaureate exam. In the event of a tie in the bachelor's exam score, master's degree students will be evaluated based on the baccalaureate exam score, and in the event of a tie, they will be graded based on the arithmetic average of the grades in the baccalaureate exam's first two written examinations.

7. participation in seminar and practical/laboratory activities (the percentage will be established by each faculty according to its own regulations).

b. The student's extracurricular activity will be assessed based on the derived score, which is as follows:

Activity categories	Score ¹
Publication of specialized books	
Main author	200
Co-author	200 points divided by the number of authors ²
Publication of scientific articles	
Article in international specialized publications	
Main author	100

Activity categories	Score ¹
Co-author	100 points divided by the number of authors
Article in national specialized publications	
Main author	80
Co-author	80 points divided by the number of authors
Registered patents	
International	200
National	100
International scientific/academic sessions	
Excellence Award	100
First prize	90
Second prize	80
Third prize	70
Honourable mention	60
Participation	30
National scientific/academic sessions	
Excellence Award	90
First prize	80
Second prize	70
Third prize	60
Honourable mention	40
Participation	20
Scientific/academic sessions organised by UBB	
Excellence Award	80
First prize	70
Second prize	60
Third prize	40
Honourable mention	30
Participation	10

Note: ¹ Each book, article, patent, prize, etc. obtained during the assessed period, which corresponds to the semester completed and concluded prior to the semester in which the scholarship is sought, is assigned a score.

² If each author's contribution can be assigned a number of pages, the 200 points divide by the number of pages and multiply by the number of pages signed by the author who is an applicant for the scholarship.

³ Depending on the faculty's scientific/cultural field, the Faculty Council may develop a series of additional recommendations (See art. 23)

⁴ The “participation” category in the grading grid refers solely to the presentation of a personal and original paper produced and delivered/presented by the applicant during the scientific/academic session in question.

Art. 11. (1) Undergraduate and master’s degree students are eligible for performance-based scholarships beginning in the second semester of the first year of study.

(2) Budgetary allocations for performance-based scholarships can only be used for state-funded students, and extra budgetary revenues from each faculty can only be allocated for tuition-paying students referred to in Article 3 paragraph (1).

(3) The number of performance-based scholarships granted in a faculty is determined by dividing the scholarship amount allotted for this purpose by the scholarship quantum.

(4)

- a. The faculty scholarships Committee is responsible with allocating the number of performance-based scholarships depending on the study programmes, specialisations, and years of study within the faculty.
- b. Each study programme in a faculty can receive at least one performance-based scholarship from state-funded allocations, except when the highest average score in the study programme and year of study is less than the minimum average score established by the faculty council for performance-based scholarships. The faculty scholarship committee is responsible for establishing the amount of state-funded performance-based scholarships for every year and study programme.
- c. If it is possible to offer more performance-based scholarships from state-funded allocations in the same study programme, specialisation, and year of study, the allocation will be proportional to the number of state funded students for each study programme, specialisation, and year of study.
- d. Performance-based scholarships are distributed from state-funded allocations on study programmes, specialisations, and years of study according to the number of state-funded students in the respective year, specialisation, and study programme.
- e. The allocation of performance-based scholarships from the faculties’ extra-budgetary income for study programmes and years of study is based on the number of tuition-paying students in the respective year and programme.
- f. The minimum average score considered for granting performance-based scholarships to tuition-paying students is the same as the minimum average score considered when granting performance-based scholarships to state-funded students.

(5) The faculty council may establish a minimum general average score for granting a performance-based scholarship in the faculty, both for state-funded and tuition-paying students.

(6) If the performance-based scholarships fund of the budgetary allocations is not fully utilized based on the established average score, the unused portion is assigned to the merit scholarships fund of the same faculty.

Art. 12. (1) The **merit scholarship** is funded through budgetary allocation. The students mentioned in Article 3 paragraph (1) are the recipients of this scholarship.

(2) The merit scholarships fund is distributed to faculties in accordance with the study programmes, specialisations and years of study in proportion to the number of state funded students in the respective year, specialisation and programme. Other criteria for the allocation of the scholarship fund may be established by the faculty council, while maintaining an adequate ratio to the number of state-funded students.

(3) The number of merit scholarship recipients from a faculty, study programme and year of study is determined by dividing the scholarship fund allotted for this purpose by the amount of the scholarship.

(4) According to art. 10, para. (2), (3), and (4), merit scholarships within academic programmes, specialisations, and years of study are provided following the distribution of performance-based scholarships, in descending order of the general average score achieved by students in the previous semester.

(5) The admission competition score is the criterion for granting the merit scholarship for the first semester of the first year of study (undergraduate degree, master's degree, respectively). For students who were admitted without sitting the entrance exam, the admission score will be 10.00 based on the results of the School Olympiad.

(6) If several students have the same average score, the tie breaker is based on the additional criteria provided for the admission exam.

Art. 13. (1) The social welfare scholarship can be permanent (for the whole course of a university semester) or occasional (once or twice every academic year depending on the circumstances), and it can be funded by budgetary allocations and the faculties' and university's own resources.

(2) The amount of the permanent social welfare scholarship cannot be less than the minimum amount specified by CNFIS and cannot be more than 83 percent of the amount of the merit scholarship. The University Scholarship Committee determines the amount, within the parameters specified.

A social welfare scholarship is available to students enrolled in full-time education who are under the age of 35.

(3) Students enrolled in full-time education may be eligible for a permanent social welfare scholarship for a semester, in the following order of priority:

1. Students orphaned by one or both parents, for whom foster care was ordered as a safeguard, and who do not earn more than the income limit for the social scholarship.
2. students who are registered in the records of the student clinic or the family doctor and certify with medical evidence issued by a specialist and endorsed by the latter that they suffer from one of the diseases listed in the Order of the Minister of National Education No. 3392/2017 establishing the General Criteria for Awarding Scholarships and Other Forms of Material Support for higher education students, namely 1) students with tuberculosis who are listed in medical unit records, 2) students suffering from diabetes, 3) malignant diseases, 4) severe malabsorption syndromes, 5) chronic renal failure, 6) asthma, 7) epilepsy, 8) congenital heart disease, 9) chronic hepatitis, 10) glaucoma, 11) severe myopia, 12) immunological diseases, 13) specialist-certified rare diseases 14) autism spectrum disorders, 15) haematological diseases (haemophilia, thalassaemia, etc.), 16) deafness, 17) cystic fibrosis, 18) students infected with HIV or AIDS, 19) students with locomotor disability, 20) ankylosing spondylitis, 21) rheumatoid arthritis, 22) with any other chronic diseases that the university senates may consider if certified by a specialist doctor and 23) students who submit a disability degree certificate for permanent, temporary or reversible impairments.
3. Students whose family did not earn an average net monthly income per family member higher than the minimum wage per economy (or the guaranteed minimum income) in the three months preceding the start of the semester/academic year, calculated as an average of net income for the three months.

(4) If the scholarship fund reserved for social welfare scholarships has not been fully utilized for the students listed in paragraph (3), the remaining available fund may be allotted for social welfare scholarships to students who have obtained at least 15 credits out of the 30 required to pass all exams, in descending order of the number of credits obtained, in the order of priority established above.

(5) The budgetary allocations will only provide permanent social welfare scholarships to students who are funded by the state. Tuition-paying students may receive permanent social welfare scholarships only from the faculty and university's internal resources.

(6) The **occasional social welfare scholarship** is awarded in an amount *at least equivalent to the minimum scholarship* amount established by the University Senate, regardless of whether the student is eligible for another scholarship category, as follows:

- a. occasional social welfare scholarship for clothing and footwear, which may be granted to students with one or both parents deceased, or for whom foster care was ordered as a safeguard, socio-economically disadvantaged students whose family did not earn an average net monthly income per family member higher than the minimum wage in the three months provided in art. 17 paragraph (3), as the case

may be. This type of social welfare scholarship can only be granted to the same student twice throughout the academic year.

- b. the **occasional maternity scholarship** consists of a *scholarship for birth and postnatal confinement as well as a scholarship for the purchase of items for the new-born child* (see Addendum 3), and it is only available once throughout the academic year for:
 - a female student with no other source of income but a scholarship or
 - a student whose wife has no other source of income than a scholarship.
- c. c) an **occasional social welfare scholarship in the event of death**, which can be provided to the student for the death of a family member (spouse or child) or, in the event of the student's death, to a family member (first degree kinship) who does not earn an income.

(7) The occasional social welfare scholarship is funded by budgetary allocations for state funded students and by the faculties' internal revenue for tuition-paying students.

Art. 14. The social welfare scholarships are available after the student submits an application that is accepted by the Faculty Scholarships Committee, based on the required documentation. The application files are submitted to the faculties or online through the platforms provided by the university, regardless of the funding source (state budget or UBB revenues). Scholarships from budgetary funds are granted within the legal limit of the fund allocated to the faculties for social welfare scholarships. The list of eligible recipients who have not received a scholarship from budgetary funds is forwarded to the University Scholarship Committee, which compiles the lists of social scholarships recipients from UBB's internal revenues within the available fund.

- a. Applications for permanent social scholarships (for the entire academic semester) must be submitted within 15 working days of the beginning of the semester.
- b. Applications for social scholarships for maternity or in the event of death must be submitted within 10 working days of the event.
- c. Applications for occasional social welfare scholarship for clothing and footwear must be submitted within 15 working days from the beginning of the semester.

Art. 15.

(1) UBB grants *scholarships from its internal revenues within the limit of the scholarship fund established at University level* to students involved in extracurricular activities benefiting the university (library, cafeteria, residence halls, copy centre, communication centre), enrolled in the current academic year, in full time education, both state funded and tuition paying. These scholarships, regardless of source of funding, can be combined with special, performance-based, or merit scholarships, but not with social welfare scholarships.

(2) The minimum amount of credits required to be eligible for such scholarships is 30 credits, which includes only courses from the previous semester's curriculum.

(3) Scholarships from internal resources are granted based on the priorities and criteria listed below, up to the limit of the scholarship fund established at the university level:

a) students orphaned by one or both parents, for whom foster care has been mandated as a protective measure, and who do not earn more than the income limit for the social scholarship;

b) students who are registered in the records of the student clinic or the family doctor and certify with medical evidence issued by a specialist and endorsed by the latter that they suffer from one of the diseases listed in the Order of the Minister of National Education No. 3392/2017 establishing the General Criteria for Awarding Scholarships and Other Forms of Material Support for higher education students, namely students with tuberculosis who are listed in medical unit records, suffering from diabetes, malignant diseases, severe malabsorption syndromes, chronic renal failure, asthma, epilepsy, congenital heart disease, chronic hepatitis, glaucoma, severe myopia, immunological diseases, specialist-certified rare diseases, autism spectrum disorders, haematological diseases (haemophilia, thalassaemia, etc.), deafness, cystic fibrosis, students infected with HIV or AIDS, students with locomotor disability, ankylosing spondylitis, rheumatoid arthritis, with any other chronic diseases that the university senates may consider if certified by a specialist doctor and students who submit a disability degree certificate for permanent, temporary or reversible impairments.

c) students whose families did not earn an average net monthly income per family member that was greater than the minimum net wage in the three months preceding the start of the semester/academic year.

(4) Scholarships from *internal funds* are granted throughout an academic semester *within the limit of the scholarship fund established at the university level*. Scholarships granted for each semester are paid for a six-month period (October-March for the first semester and April-September for the second semester).

(5) Scholarships from *internal funds* are granted *within the limits of the scholarship fund established at the University level*, following an application accompanied by the corresponding supporting documents, documents submitted to the University Scholarship Committee for approval and scholarship granting by the Secretariats of the faculties. The application files must be submitted within 15 working days of the beginning of the semester.

Art. 16. (1) The documentation required to obtain a social welfare scholarship varies depending on the student's situation.

(2) **Students who have been orphaned by one or both parents** must provide the following documentation in order to be eligible for a social welfare scholarship:

1. standard application, as stipulated in Addendum 7 certified by the faculty secretariat;
2. addendum 11 - compliance verification, social welfare scholarship application file
3. copy of identity document;
4. copy of the applicant's birth certificate
5. copies of the death certificates of both parents or one parent;
6. supporting documents confirming personal income, as appropriate:
 - a. coupons or a certificate from the National House of Pensions indicating the amount of the survivor benefits for the relevant months;
 - b. unemployment certificate;
 - c. net income certificate;
7. supporting documents issued by the Financial Administration regarding the net income obtained from authorized activities (for example: letting, sole trader, family business, companies, capitalization of tangible property of student: agricultural land, woodland, etc., according to the provisions of Law No. 227/2015 on the Tax Code);
8. statutory declaration stating that they have no other sources of income apart from those declared (see Addendum no. 8).
9. welfare report (if income is zero).

Students who have been orphaned by a parent must also submit income documentation for other family members.

(3) **Students from orphanages (foster facilities) or foster care homes** must provide the following documentation to be eligible for a social welfare scholarship:

1. standard application, as stipulated in Addendum 7 certified by the faculty secretariat;
2. addendum 11 - compliance verification, social welfare scholarship application file
3. copy of identity document;
4. copy of the applicant's birth certificate;
5. supporting documentation relevant to the specific case:
 - a. a certificate demonstrating that the applicant is in foster care;
 - b. a copy of the court decision indicating that the applicant is in foster care;
6. supporting documents regarding the income of the social scholarship applicants, as applicable:
 - a. copies of fostering allowance coupons or certificates;
 - b. unemployment certificate;
 - c. net income certificate, etc.;
7. supporting documents issued by the Financial Administration regarding the net income obtained from authorized activities (for example: letting, sole trader, family

business, companies, capitalization of tangible property of student: agricultural land, woodland, etc., according to the provisions of Law No. 227/2015 on the Tax Code);

8. statutory declaration stating that they have no other sources of income apart from those declared (see Addendum no. 8).

(4) **Students applying for scholarships for medical reasons** must provide the following documentation in order to be eligible for a social welfare scholarship:

1. standard application, as stipulated in Addendum 7 certified by the faculty secretariat;
2. addendum 11 - compliance verification, social welfare scholarship application file - medical condition
3. copy of identity document;
4. medical evidence issued by a specialist doctor (who passed the specialty exam in the field of diagnosis or a primary doctor with expertise in the field of diagnosis), or a disability degree certificate for permanent, temporary, or reversible impairments. The disability degree of permanent, temporary, or reversible impairments must be mentioned in the student's medical certificate, as stipulated in art. 13, paragraph (3), point 3), and the assessment can be performed by the specialist doctor, the family doctor, or the faculty doctor. The family doctor or the doctor assigned to the faculty will endorse the medical certificate.

(5) In order to obtain a social welfare scholarship, **students coming from families whose average net monthly income per family member is lower than the minimum wage per economy** will submit the following documents:

1. standard application, as stipulated in Addendum 7 certified by the faculty secretariat;
2. addendum 11 - compliance verification, social welfare scholarship application file;
3. copy of identity document;
4. copy of the applicant's birth certificate;
5. copies of the parents' Identity documents
6. copies of birth certificates and Identity documents (if applicable) of other family members, dependent on parents;
7. student certificates for family members enrolled in an educational programme;
8. statutory declaration from one of the adult members of the family, signed at the notary or the town hall of the city of residence, for adult members of the family with impaired judgement or minor children of the family who do not pursue any kind of education and do not have an income;
9. certificates indicating the amount of the allowance received for minor children with health problems;

10. supporting documents regarding the income of the social scholarship applicants and of the other family members, as applicable:
 - a. copies of coupons or a certificate from the National House of Pensions (regardless of type) for the relevant months;
 - b. unemployment certificate;
 - c. net income certificate, etc.;
11. statutory declaration signed in front of a notary or at the town hall of the city of residence by each member of the family who does not earn any income;
12. if the student is orphaned by a parent, a copy of the death certificate will be submitted along with a certificate/copies of the coupons indicating the amount of survivor benefits for the student and siblings.
13. if the parents are divorced, a copy of the court decision will be submitted, together with a certificate/copies of the coupons specifying the amount of alimony for the student and siblings.
14. supporting documents issued by the Financial Administration regarding the net income obtained from authorized activities for all family members over the age of 18 (for example: letting, sole trader, family business, companies, capitalization of tangible property of student: agricultural land, woodland, etc., according to the provisions of Law No. 227/2015 on the Tax Code);
15. statutory declaration stating that they and their family have no other sources of income apart from those declared (see Addendum no. 8).
16. welfare report (if income is zero).

(6) Students between the ages of 26 and 35 applying for scholarships must provide the following documentation in order to be eligible for a social welfare scholarship:

1. standard application, as stipulated in Addendum 7 certified by the faculty secretariat;
2. addendum 11 - compliance verification, social welfare scholarship application file;
3. copy of identity document;
4. supporting documents regarding the income of the social scholarship applicants, as applicable:
 - a. copies of coupons or a certificate from the National House of Pensions indicating the amount of the survivor benefits for the relevant months;
 - b. unemployment certificate;
 - c. net income certificate, etc.;
5. supporting documents issued by the Financial Administration regarding the net income obtained from authorized activities (for example: letting, sole trader, family business, companies, capitalization of tangible property of student: agricultural land, woodland, etc., according to the provisions of Law No. 227/2015 on the Tax Code);
6. statutory declaration stating that they have no other sources of income apart from those declared (see Addendum no. 8).

7. students' notarial declaration that they are self-supporting;
8. welfare report (if income is zero).

(7) **Students who are married and both spouses are under the age of 26** must provide the following documentation in order to be eligible for a social welfare scholarship:

1. a **student married to a student, both of whom do not earn any income**, must submit the documentation listed in paragraph (5) for both the families they come from, along with the following:

- a. copy of marriage certificate;
- b. student certificate for their spouse;
- c. copies of children's birth certificates (if applicable);

2. a **student married to a student, both of whom earn an income**, will submit the documentation listed in paragraph (6) for each spouse, along with the following:

- a. copy of marriage certificate;
- b. student certificate for their spouse;
- c. copies of children's birth certificates (if applicable);

3. a **student who does not earn an income**, whose spouse is not a student and who earns an income, will submit the documentation listed in paragraph (5) for the family from which the student comes and the documentation listed in paragraph (6) for the spouse, along with the following:

- a. copy of marriage certificate;
- b. copies of children's birth certificates (if applicable);
- c. statutory declaration signed in the presence of a notary by the spouse who is not a student, stating that they have no other income apart from those declared, as applicable;

4. a **student who earns an income**, whose spouse is not a student and who earns no income, will submit the documentation listed in paragraph (6) for the student and the documentation listed in paragraph (5) for the family the spouse comes from, along with the following:

- a. copy of marriage certificate;
- b. copies of children's birth certificates (if applicable);
- c. statutory declaration signed in the presence of a notary by the spouse who is not a student, stating that they have no other income than the declared amounts, as applicable;

5. a **student whose spouse is a student earning an income** will submit the documentation listed in paragraph (5) for the family the student with no income comes from, along with the following:

- a. copy of marriage certificate;
- b. student certificate for their spouse;
- c. copies of children's birth certificates (if applicable);

(8) In order to obtain a social welfare scholarship, **married students over the age of 26** will submit the documentation listed in paragraph (6) for both spouses, along with the following:

1. copy of marriage certificate;
2. student certificate for the other spouse;
3. copies of children's birth certificates (if applicable);
4. spouses' notarial declaration that they are self-supporting;
5. welfare report (if income is zero).

(9) In order to be eligible for an **occasional maternity scholarship**, *students* will submit the documentation listed in paragraph (5) along with the following:

1. copy of the child's birth certificate.

(10) In order to be eligible for an **occasional social welfare scholarship for maternity**, *students whose spouses have no income other than scholarships* will submit the following documents:

1. standard application, as stipulated in Addendum 7 certified by the faculty secretariat;
2. addendum 11 - compliance verification, social welfare scholarship application file;
3. copy of identity document;
4. copy of the spouse's identity document;
5. copy of marriage certificate;
6. copy of the child's birth certificate;
7. supporting documents indicating personal income and spouse's income, as applicable:
 - a. copies of coupons or a certificate from the National House of Pensions indicating the amount of the survivor benefits for the three consecutive months prior to the submission of the application;
 - b. unemployment certificate;
 - c. net income certificate, etc.;
8. supporting documents issued by the Financial Administration regarding the net income obtained from authorized activities (for example: letting, sole trader, family business, companies, capitalization of tangible property of student: agricultural land, woodland, etc., according to the provisions of Law No. 227/2015 on the Tax Code);
9. statutory declaration signed in the presence of a notary by the spouse of the student, stating that they have no other income apart from those declared;
10. statutory declaration stating that they have no other sources of income apart from those declared (see Addendum no. 8).

(11) In order to be eligible for an **occasional social welfare scholarship in the event of death**, the following documentation will be submitted:

1. standard application, as stipulated in Addendum 7 certified by the faculty secretariat;
2. addendum 11 - compliance verification, social welfare scholarship application file;
3. copy of identity document;
4. copy of marriage certificate;
5. copy of birth certificate;
6. copy of the death certificate;
7. the family member (first degree relative) will additionally submit supporting documents pertaining to their income:
 - a. copies of coupons or a certificate from the National House of Pensions indicating the amount of the survivor benefits for the three consecutive months prior to the submission of the application (if applicable);
 - b. unemployment certificate (if applicable);
 - c. net income certificate (if applicable), etc.;
 - d. supporting documents issued by the Financial Administration regarding the net income obtained from authorized activities (for example: letting, sole trader, family business, companies, capitalization of tangible property of student: agricultural land, woodland, etc., according to the provisions of Law No. 227/2015 on the Tax Code);
 - e. statutory declaration signed in the presence of a notary or using Addendum no. 6, as applicable, stating that they have no other income than the declared amounts;

(12) If the student's parents work or live abroad, a welfare report is required.

(13) The social welfare scholarship application files are processed as submitted by the student. It is illegal to refuse to register an application file. Except for additional details requested by the Faculty and University Scholarships Committee, it is not possible to update these files after submission.

(14) *Statutory declarations signed before a notary by the applicant or their family members are not required or mandatory in any circumstance where income proof issued by the state authorities certifies the absence of other earnings than those reported.*

Art. 17. (1) To calculate the average net income per family member, earnings obtained by family members **must be considered**, regardless of whether they are earned in the country or abroad:

- a. salary incomes and any related earnings, in accordance with the terms of Fiscal Code Law No. 227/2015, with subsequent amendments and supplements;

- b. pensions, including those for war invalids, orphans, and war widows/widowers, fixed amounts for the care of first-degree invalidity pensioners, as well as pensions, whether from the state budget or private pension funds, regardless of type, in accordance with Law No. 263/2010 on the unitary public pension system, with subsequent amendments and completions;
- c. salary incomes obtained from agricultural activities, in accordance with the terms of Fiscal Code Law No. 227/2015, with subsequent amendments and supplements;
- d. state allowances for children, in line with Law No. 61/1993 on the state allowance for children, as amended and supplemented;
- e. Foster care allowances in line with Law No. 272/2004 on the protection and promotion of children's rights, as amended and supplemented;
- f. income received from sick leave or pregnancy allowances, or benefits for temporary incapacity for work, in accordance with the applicable legal provisions;
- g. aid, allowances, and other forms of special benefits granted from the state budget, the state social insurance budget, special fund budgets, local budgets, and other public funds, including non-reimbursable external funds, as well as funds of the same nature received from other people, except benefits for temporary incapacity for work, including allowances for: maternal conditions, maternity, child care and caring for a sick child;
 - exceptions outlined by letter g) only apply to non-taxable special benefits and allowances that are not covered by sick leave, respectively allowances related to sick leave that are considered taxable income.
- h. the revenues obtained from the capitalisation of tangible assets in the form of waste to be taken apart through collecting centres, which are the subject of national programmes funded by the state budget or other public funds;
- i. the cash and in-kind entitlements obtained by active duty and short-term military members, students and pupils in national defence, public order, and national security schools, and civilians, as well as in reserve duty and deployed military ranks and soldiers;
- j. any income derived from economic activities carried out by authorized natural persons, individual enterprises, and family enterprises, as defined in Government Emergency Ordinance No. 44/2008 on the development of economic activities carried out by authorized natural persons, individual enterprises, and family enterprises, as amended and completed by Law No. 182/2016;
- k. any revenue gained through liberal trade and business and intellectual property rights capitalisation;
- l. dividends received in the previous 12 months. The monthly average is calculated by dividing them by 12.

(2) The following are excluded from the calculation of average net income per family member:

- a. scholarships;
- b. exempt income under paragraph (1) letter g);

- (3) When calculating a family's income, the following months are considered:
- for the first semester (*for permanent social welfare scholarships and occasional social welfare scholarships for clothing*): June, July, August;
 - for the second semester (*for permanent social welfare scholarships and occasional social welfare scholarships for clothing*): October, November, December.
 - For the last three months of complete records registered by the Financial Administration Services, supporting documentation provided by the Financial Administration Services is required.
 - the three months before the submission of an application for maternity or death scholarships, respectively.
- (4) The average net monthly income of students above the age of 26 is determined considering their personal income if they are self-supporting.
- (5) The average net monthly income in families of students above the age of 26 is determined considering their family income if they are self-supporting.
6. The average net monthly income, calculated as the average of the net monthly income for the three months considered (see paragraph 7 of this article), per family member of student families shall be calculated as follows:
- for student families in which neither spouse earns a living, the average net monthly income is determined as the average of the average net monthly earnings of the two families the two students come from, assuming that the students are supported by the families they come from.
 - For student families in which one spouse earns an income and the other does not, the average net monthly income is calculated as the average of the net income of the family member earning an income and the average net income of the family from which the spouse not earning an income comes, assuming that the students are supported by the families from which they come;
 - for student families with both spouses earning an income, the average net monthly income is determined as the average of the two spouses' earnings.
- (7) If the parent works abroad under a contract, the income received from their employer must be considered. The conversion into lei is calculated at the BNR exchange rate on the last day of the month in which the salary is paid.
- (8) The average net income per family member is determined as follows: all net earnings obtained by family members over the course of three months are added together, divided by three (the number of months), and then divided by the number of family members, including dependants.
- (9) If the documentation submitted with the scholarship applications is written in a

language other than Romanian, they must be translated by a certified translator.

Art. 18. (1) Under the penalties of the Criminal Code for false statements, the student applying for a social welfare scholarship will submit a statutory declaration confirming that they and their family have no other earnings than stated.

(2) Addendum 8 contains a template for a statutory declaration.

(3) The application evaluation committees may accept, but not demand, the submission of the social welfare scholarship application with statutory statements signed before a notary.

Art. 19.

(1) a) **Special scholarships for scientific activity** are granted following a university-organised competition. The Scientific Research Council of the University establishes the competition's terms and criteria (see Addendum 5).

b) The Scientific Research Council of the University is in charge of approving and assigning these scholarships.

(2) a) The criteria for obtaining a **special scholarship for sports activities** are as follows:

1. complete fulfilment of the curriculum's requirements (60 credits/academic year);
2. outstanding performance in major sporting events for seniors, youths, and juniors (**mandatory in Olympic events**): Olympic Games, World Championships, European Championships, World/European University Championships, and other competitions that provide prestige to Babeş-Bolyai University whether they are enrolled as UBB students or in the previous 12 calendar months

b) The sporting activity will be assessed based on the score obtained, which will be determined as follows:

Scored event categories	Score
<i>Olympic Games</i>	
Gold medal	100
Silver medal	90
Bronze medal	80
4 th -8 th place	70
Participation	30
<i>World championships</i>	
Gold medal	100
Silver medal	90

Scored event categories	Score
Bronze medal	80
4 th -8 th place	70
Participation	30
<i>European championships</i>	
Gold medal	90
Silver medal	80
Bronze medal	70
4 th -8 th place	60
Participation	30
<i>World/European/University Championships</i>	
Gold medal	60
Silver medal	50
Bronze medal	40
4 th -8 th place	30
Participation	20

(3) The following information will be included in the application file submitted by students applying for a **special scholarship for sports activities**:

- a. curriculum vitae;
- b. copies of documents attesting to the results of competitions or sports events in which they competed;
- c. the recommendation of the teacher who supervised the sporting activity.

(4) a) The **special scholarships for the cultural-artistic activity** are granted following a university-organised competition. The Committee for granting special scholarships for the cultural-artistic activity establishes the competition's terms and criteria (see Addendum 6).

b) The Committee for granting special scholarships for the cultural-artistic activity and the University Scholarships Committee is in charge of approving and assigning these scholarships.

(5) The number of special scholarships established in the Administration Council is approved by the University Senate at the beginning of each academic year.

(6) Special scholarships for scientific and sports activities will be granted for a period of 12 consecutive months, including holidays, beginning on the granting date. Special scholarships for cultural and artistic activity are granted every semester.

Scholarship recipients in their last year of study receive a scholarship up to the final exam of the first session provided in the ongoing academic year.

(7) Special scholarship committees are established. The formation, work flow, and responsibilities of the committees for granting special scholarships for sports and cultural-artistic activity are those specified by this regulation for the analysis, assessment of files, and awarding of the scholarships committees at the faculty level. If expertise makes it possible, the two committees listed above may integrate.

Art. 20. Performance-based scholarships granted to students with outstanding academic achievements, merit scholarships and social welfare scholarships, granted for each semester are paid for a period of six months (October-March for the first semester and April-September for the second semester).

Art. 21. Students transferred from other institutions of state higher education, other faculties, degree programmes, and students transferred from part-time learning or distance learning to full-time education may be eligible for scholarships beginning with the following semester, provided the terms and criteria for granting scholarships are met.

Art. 22. (1) Based on the regulations outlined in the relevant decisions, faculties or the Rector's Office may grant scholarships for creativity and innovation, international mobility scholarships, and any other types of scholarships from their own funds.

(2) These scholarships may be combined with another category of scholarships listed in this Regulation.

(3) Scholarships, like all monetary rights payable to UBB students, are only paid by transfer to their bank accounts. Exemption will be granted on a case-by-case basis by the Financial Accounting Directorate. Students who have previously received a scholarship must ensure that their bank accounts are up to date, whilst students who have not previously benefited from a scholarship must provide the Social Service with the bank account number required for the payment of the scholarships. This information will be provided within 5 working days of the final scholarship lists being posted.

(4)

- a. Employees of the university who favour or discriminate against a candidate seeking a scholarship will be punished, either through a fine or under the criminal law, depending on the situation.
- b. University personnel who fail to meet the deadlines for awarding scholarships because of their own negligence may face disciplinary action under the Labour Laws.

Art. 23. Faculties may establish additional criteria for granting scholarships, which must be approved by Faculty Councils and posted on notice boards. A copy with the additional criteria is submitted to the Rector's office, to the secretary in charge of student scholarships.

Art. 24. The scholarship granting process at UBB follows a schedule that is established at the beginning of each academic semester.

Art. 25. All categories of scholarships will be granted through the Social Service of the University.

Art. 26. (1)

- a. The faculty council approves annually, by appointment decision, the analysis, assessment of application files, and scholarship granting committees, which will be forwarded to the secretary of the University Scholarship Committee before initiating the scholarship allocation procedure; the analysis, assessment of application files, and scholarship granting committee consists, in general, of: the dean or a vice-dean of the faculty, the chief secretary, the chief administrator, the chancellor of students and a senator student (see Addendum 2).
- b. **The analysis, assessment of application files, and scholarship granting committee,** thus constituted, has the following responsibilities:
 1. compliance with the scholarship granting calendar, established at the University level;
 2. scholarship funds are allocated to each academic programme, year of study, line of study, and series.
 3. examining the documents submitted in the application files;
 4. preparing lists of scholarship recipients for the following categories: performance-based scholarship, merit scholarship, permanent and occasional social welfare scholarship
 5. Drafting minutes detailing the distribution of the number of scholarships, including the number of performance-based scholarships, merit scholarships, social welfare scholarships, and the total allocated funds;
 6. verifying the compliance with allocated funds (state budget and internal faculty/university budget);
 7. identifying other scholarship funding opportunities;
 8. reviewing appeals;
 9. verifying that the responsibilities associated to the scholarship granting process are fulfilled by the faculty members who are in charge of them.
- c. The faculty scholarship committee, through the faculty secretariat, is required to post the list of *scholarship recipients* with the unique code/registration number or to publish the list of scholarship beneficiaries in ACADEMIC INFO. The *status of the scholarship fund allocated to the faculty*, the granting criteria used for each recipient (average score or social factor), the *amount of scholarships and the allocation algorithm by years, specializations, lines of study, and resolutions to registered appeals* will be posted on the web page of each faculty.

- d. The Faculty Scholarship Committee is responsible for the effective distribution of the scholarship fund based on years of study, specialisations, and lines of study.

(2)

- a. The **faculty secretariats** will be responsible for:

1. forwarding to the University Rector's office the Faculty Council's proposal regarding: the minimum number of credits required for a student to be able to receive and retain a social scholarship; additional scholarship requirements; scholarship categories granted at the faculty level (see art. 23); supplementation and amendment of the Scholarship Regulation at the university level; applications and related application files for the granting of special scholarships;
2. compliance with the scholarship granting calendar, established at the University level;
3. accepting applications for all types of special scholarship categories, social welfare, respectively;
4. acknowledgement that the student has signed their statutory declaration, if applicable;
5. confirmation of the applicant's student status;
6. verification of submitted documents;
7. Referral to the DGA-SS and the General Secretariat in order to settle atypical cases not regulated by the Scholarship Regulation;
8. preparing an overview of the social welfare scholarship applications in order to submit it to the committee for application files analysis, review, and scholarship granting;
9. forwarding the summary overviews and the submitted files for all the categories of scholarships to the committees for application files analysis, review, and scholarship granting;
10. processing the data submitted by the committees for application files analysis, review, and scholarship granting;
11. creating lists of allotted social welfare scholarships for each category; the listings will include the student's name and surname, the degree programme, and the year of study.
12. receiving appeals;
13. forwarding submitted appeals to the committees for application files analysis, review, and scholarship granting;
14. drafting responses to the submitted appeals;
15. posting the responses to submitted appeals, indicating the date and time they were published, including those forwarded by the University Scholarship Committee;
16. Forwarding the lists of scholarship recipients approved by the committee's chair to the university scholarship committee for approval, in accordance with the guidelines provided by the latter;

17. archiving the files submitted in the application for a social welfare scholarship. These files are archived for a period of five years.

b. The secretariats of the faculties will collect the files as submitted by the student for the scholarship category they apply for.

(3) The **University Scholarship Committee** has the following responsibilities:

1. suggests updates to the University Regulations for providing scholarships based on faculty proposals, as well as legislative amendments concerning the granting of scholarships and other forms of material aid to students;
2. monitors compliance with the scholarship granting calendar, established at the University level;
3. approves the lists of scholarship recipients at each faculty;
4. establishes the list of scholarship recipients who are granted social welfare scholarships from UBB's internal funds;
5. monitors the granting of special scholarships by the relevant committees;
6. identifies other scholarship funding opportunities;
7. reviews and resolves the appeals submitted.

(4) The **General Secretariat** has the following responsibilities:

1. permanent communication with the secretariats of the faculties, the DGA-SS, and the representatives of student organisations about legislative changes affecting the granting of scholarships and other forms of material aid;
2. assisting the faculties' secretariats in the process of granting scholarships;
3. communication in writing to the faculties of the timetable for processing scholarship applications within UBB, as well as the amount in effect of the minimal wage per economy;
4. receiving lists of scholarship recipients from each faculty;
5. forwarding to the faculties' secretariats the lists of scholarship recipients who have received social welfare scholarships from UBB's internal funds, special scholarships, etc.;
6. collecting the appeals and forwarding them to the university scholarship committee for consideration and resolution;
7. publishing the resolutions to the appeals that have been submitted;
8. forwarding the final scholarship lists to DGA-SS.

(5) **DGA-SS**, the Scholarships department has the following responsibilities:

1. prepares scholarship payroll documents;
2. submits the centralised payment documents to the Financial Accounting Directorate for the payment of scholarships;

3. addresses the potential issues that may arise during the scholarship granting procedure;
4. verifies the accuracy of the data provided by the faculties;
5. notifies the University Scholarship Committee in writing of incidents of unlawful scholarship doubling.

Art. 27. (1) Students can appeal the decision to reject their scholarship application, in writing, to the faculty secretariat, within three working days of the list of scholarship recipients being posted.

(2) The scholarship committee for each faculty reviews appeals within three working days of the deadline set for submitting appeals. If the faculty scholarship committee considers that an appeal, because of its complexity, can only be settled by the University Scholarship Granting Committee, it will forward it to the latter enclosing the application file, within the term set for reviewing appeals, indicating the reasons why it had not been settled by the faculty.

(3) Students who are dissatisfied with the Faculty Scholarship Committee's decision on their appeal may request that the application be reviewed by the University Scholarship Committee by submitting a justified appeal within three working days of receiving the Faculty Scholarship Committee's response.

(4) The University Scholarship Granting Committee will resolve all appeals within 5 working days of submission, and the committee's judgement is final.

(5) The faculty scholarship committees, as well as the University scholarship committee, may request medical expertise from specialist committees (for example, the Medical Expertise Committee) or welfare reports from city halls where social welfare scholarship applicants reside.

Art. 28. False documents provided in order to gain scholarships result in the restitution of unlawfully collected scholarships, criminal liability, and, consequently, expulsion of the student.

Art. 29. Addenda 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, and 13 are incorporated into this Regulation.

Art. 30. (1) This regulation remains in effect indefinitely as long as no amendments are passed by the UBB Senate.

(2) Any amendment to this regulation shall take effect as soon as the academic year following the date of amendment ratification by the UBB Senate.

Art. 31. This Regulation, which was passed by the UBB Senate, will take effect on 01.10.2021, and will be effective beginning with the first semester of the 2021-2022 academic year, when any contrary disposition is repealed.

President
Professor Florin STRETEANU, PhD

Addendum no. 1

UNIVERSITY SCHOLARSHIPS COMMITTEE:

CHAIR:

1. Vice-rector in charge of financial issues,

MEMBERS:

1. Chief Financial Officer
2. Head of Social Service,
3. Legal advisor,
4. Prefect of University Students,

COMMITTEE SECRETARY:

Rector's Office Secretary.

Addendum no. 2

FACULTY SCHOLARSHIP COMMITTEE:

- CHAIR:** 1. The Dean or Pro-dean responsible with student problems

- MEMBERS:**
2. Chief Secretary for the Faculty
 3. Chief Administrator for the Faculty
 4. Students' chancellor
 5. Senator student

Scholarship amounts and sources of funding

Scholarship category	Amount	Payment timeframe	Source of funding	
			Budgetary allocations	Faculty/University internal funds
Special scholarships for scientific or sports activity	1,100 lei/month	12 months ¹	x	x
Special scholarships for cultural-artistic activity	1,100 lei/month	6 months ¹	x	x
International Olympic Merit Scholarship	Established by the line ministry	12 months	x	-
Scholarship granted by the Romanian state to foreign citizens	Established by the line ministry	academic cycle	x	-
Performance-based scholarship	1000 lei/month	Academic semester	x	x
Merit scholarship	700 lei/month	Academic semester	x	-
Social welfare scholarship from state funded allocations and internal revenues of the faculties/university *	580 lei/month	Academic semester	x	x
Occasional social welfare scholarship for clothing and footwear *	580 lei/application	maximum twice each academic year	x	x
Occasional social welfare scholarship for maternity * in the amount of two monthly social welfare scholarships	580 lei + Scholarship for childbirth	once at the time of the child's birth	x	x
	580 lei Scholarship for the purchase of clothing for a new-born child			
Occasional social welfare scholarship in the event of death	35% of the national minimum wage for employees	applicable once per case	x	x

Note:

* CNFIS proposes a minimum amount for social scholarships each year, taking into consideration that they must cover the minimum expenses for food and lodging (Article 223, Paragraph 10 of Law No. 1/2011).

¹ except for scholarship recipients in their last year of study who receive a scholarship up to the final exam of the first session provided in the ongoing academic year.

REGULATION FOR GRANTING SCHOLARSHIPS FOR STUDENTS ENROLLED IN DISTANCE LEARNING AND PART TIME EDUCATION AT BABEȘ-BOLYAI UNIVERSITY

The Centre for Continuing Education, Distance Education, and Part-Time Education (CFCIDFR) at Babeș-Bolyai University offers **performance-based scholarships for students enrolled in distance learning (ID) and part-time education (IFR)**, which can be funded by UBB and/or the faculties that offer distance learning and/or part-time education.

The following guidelines shall be followed for granting performance-based scholarships:

- Performance-based scholarships are provided to distance and part-time education students each semester based on the student's performance in the semester before the one for which the scholarship is sought.
- For performance-based scholarships for distance and part-time education students, the ranking is determined each semester based on the average score of the previous semester's grades.
- Scholarships for distance and part-time education students are awarded after an application is submitted and personally signed by the student. Scholarships will be paid in one single payment in the month following the month in which they are confirmed.
- The student must have completed all credits successfully to be eligible for a UBB scholarship through CFCIDFR. A student who has passed all of their exams has obtained at least 30 credits in compulsory and elective subjects in the exam session preceding the semester for which they are requesting a scholarship, according to the student's options for the previous semester, as indicated in the learning agreement. If a faculty has more than 30 credits in a semester, a student is deemed to have passed all compulsory exams if they obtain the amount of credits stipulated in the curriculum for that semester for all mandatory and elective subjects.
- The assessment and credits for the pedagogical training module are not taken into consideration for the requirement of successfully completing all credits and, consequently, for determining the student's average score.

- A student who is enrolled in both a full-time and a distance and/or part-time education programme cannot get two scholarships at the same time, but may opt for the one with a higher amount or granted for a longer period of time.
- The amount of the performance-based scholarship for distance and part-time education students, as well as the total fund allocated (maximum number of performance-based scholarships), will be established by Senate approval prior to the start of the academic year, taking the following into account:
 - The Governing Council of CFCIDFR will determine the amount of the semester's performance-based scholarship for distance and part-time education students prior to the start of each academic year.
 - The Governing Council of CFCIDFR will submit to the UBB Senate for approval the amount of the performance-based scholarship for distance and part-time education students, as well as the number of scholarships for each degree programme, at the start of each academic year.
 - The number of scholarships for a degree programme will be determined by using a weighted average of 5% of the number of students enrolled at the start of the academic year (by simple rounding, but not less than one scholarship for each degree programme). Scholarships are provided to study programmes that have at least ten students enrolled.
 - The Governing Council of CFCIDFR will discuss and submit to the UBB Senate for approval at the start of each academic year the granting of scholarships for distance and part-time education students enrolled in years I, II, III, IV of undergraduate degree, respectively part-time education students enrolled in years I, II master's degree.
- The methodology and procedures (committee formation, tie-breaker criteria, task sharing between faculties and CFCIDFR, etc.) for granting scholarships for students enrolled in distance and part-time education will be established by decision of the CFCIDFR Governing Council prior to the start of the academic year.

REGULATION FOR GRANTING SPECIAL SCHOLARSHIPS FOR SCIENTIFIC ACTIVITY AT BABEȘ-BOLYAI UNIVERSITY

A. Definition

Art. 1. The special scholarship for scientific activity is awarded to students who have achieved notable results as well as outstanding performance in scientific research. The special scholarship for scientific activity is meant to provide financial support to outstanding students who are carrying out a scientific research project.

Art. 2. The special scholarship for scientific activity is granted:

- to undergraduate students (beginning in the second year) and master's students (beginning in the first year);
- during an academic year, except for the last years of the bachelor's and master's degree cycles, which benefit from the scholarship until the defence of the bachelor's/master's degree thesis;
- only once during the course of the degree studies.

Art. 3. Babeș-Bolyai University seeks to provide 60 special scholarships for scientific activity each year. The Administrative Council determines the number and amount of scholarships, which are then approved by the Senate.

B. Procedure for selecting scholarship recipients

Art. 4. The annual selection competition's start date (typically in October) and schedule are posted on the Babeș-Bolyai University website on the research web page <http://cercetare.ubbcluj.ro/>, in the section: UBB projects and scholarships.

Art. 5. The procedure for granting a special scholarship for scientific activity begins with the submission of an application file, which must include the following information:

- a) the scholarship application signed by the student and the faculty dean;
- b) a summary of the research project;
- c) the recommendation of the teacher conducting the research project, which includes a statement of accountability signed by the teacher for supervising the student if the scholarship is granted;
- d) the applicant's published articles and academic communications in extenso;
- e) a certificate stating the average scores of the years of study for first-cycle students, or a certificate stating the average scores of the bachelor's degree and the average score of admission to the master's degree for second-cycle students.

Art. 6. Applications will be submitted using the electronic scholarship application: <https://inscrieri.ubbcluj.ro/burse/>; on a date to be established and announced to all candidates. The Dean's office organizes a public presentation session for research projects. The presentation is given before an Evaluation Committee made up of teachers nominated by the Faculty Council and chaired by the vice dean responsible for research or another tenured teacher with the rank of associate professor, at least, appointed by the Dean. Teachers who are also scientific supervisors of applicants are disqualified to serve on the evaluation committee; consideration will also be given to avoiding conflicts of interest or other situations that might raise questions about integrity; at least one faculty representative from CS-UBB will be part of the Faculties' evaluation committees that review scholarship applications and final reports in order to avoid any incompatibility;

Art. 7. Following the presentation of the project and assessment of the application file, the Evaluation Committee determines the ranking of the applicants with the associated score based on its set of criteria made available at the start of the competition, which it then submits to the Faculty Dean. The set of criteria must conform to some of those applied in the major international university rankings (e.g. ARWU, QS, THE, URAP). Candidates will be graded on a scale of 1 to 10; if their grades are identical, the committees will specify the tie-breaker criteria used. The grading criteria will explicitly include (and specify the percentage weightage they will have in the final grade) the candidate's previous verifiable contributions, which will be broken down into sections: book, book chapter, Web of Science indexed article, article in indexed journal in other international databases, oral or poster presentation at competitions, and prizes (other than the merit scholarship). The scores assigned to a publication must be at least five times higher than the scores assigned to conference presentations (the number of authors will be taken into account).

The dean of the faculty announces the evaluation results, which can be disputed within three working days of publication. The Appeals Committee (established by the Faculty Council) resolves appeals within 48 hours of the deadline for submission of appeals and then finalizes the ranking of applications for special scholarships for scientific activity. Appeals can only challenge the assessment of the application file.

Art. 8. The Dean's Office submits to the UBB Scientific Council (CS-UBB) the minutes of the applications evaluation, which include the ranking of candidates and the ranking system employed, as approved by the Faculty Council's specialised committee.

Art.9. CS-UBB verifies the implementation of procedures for prioritizing proposals received from faculties and establishes the number of special scholarships for scientific activity by fields based on the faculties' selection criteria in relation to international university rankings, quality of proposal submissions, and number of application submitted. The conclusions of the deliberation are detailed in a

summary report which is signed by the president of CS-UBB and forwarded to the Administrative Council, along with the final ranking of the applicants.

C. Scholarship agreements

Art. 10. The recipient of a special scholarship for scientific activity signs a funding contract that is effective for the academic year in which the scholarship was applied for.

Art. 11. Except for the final years of the bachelor's and master's degree programmes, the scholarship is granted for one academic year.

Art. 12. Scholarship recipients in their last year of study receive a scholarship up to the final exam of the first session provided in the ongoing academic year.

D. Scholarship recipients' obligations

Art. 13. Under the supervision of the scientific supervisor, the scholarship recipient prepares the results of their own research for publication and commits to finalising at least one publication or submitting a manuscript for publication (with editorial confirmation of receipt) to scientific journals indexed in international databases - specifically Web of Science, SCOPUS, or ERIH Plus indexed journals - and published in other university centres than Cluj-Napoca.

Art. 14. The scholarship recipient will present the results of the research supported by the scholarship at minimum one scientific conference held during the scholarship period, or will demonstrate the submission to deliver a paper at minimum one scientific conference conducted after the financing period ends.

Art. 15. Gives at least one presentation of the research outcomes that were supported by the scholarship at the Next Generation Virtual College. When scholarship recipients give their presentations at the STAR-UBB Virtual College of Excellence, their supervisors must be present.

Art. 16. Prepares the Final report, which is approved by the scientific supervisor and the faculty evaluation committee.

E. Procedure for project evaluation and completion.

Art. 17. At the end of the period of granting the special scholarship for scientific activity, the recipient prepares and submits to the dean of the faculty the summary file describing the scientific activity for the special scholarship, which will contain the final scientific report (free form) endorsed by the scientific supervisor. Attached to this report will be all the materials in extenso that reflect how the achieved scientific results were used (articles published or submitted for publication, presentations at conferences/communiqués, patents, etc). The articles that have been published will be submitted to the faculty libraries.

Art. 18. Following the completion of the period of receiving special scholarships for scientific activity, the dean's office of each faculty will form evaluation committees to assess the files submitted. The committee's findings are documented in a summary report of the evaluation session, which is included in the evaluation file submitted to the Centre for the Management of Scientific Research. The evaluation files are submitted to CS-UBB for validation.

F. Final provisions

Art. 19. If the contractual obligations are met, UBB will award the performance-based scholarship recipients Diplomas of Excellence in student scientific research.

Art. 20. In the event that the contractual obligations are not met, the beneficiary is required to return the funds obtained as a special scholarship for scientific activity, and the supervisor will be unable to act as a supervisor for another scholarship proposal of the same type for the next three years.

Art. 21. The recipients of the special scholarships for scientific activity, as well as their supervisors, are members of an invisible/virtual college of excellence, as noted on the UBB website.

Art. 22. This methodology for granting special scholarships for scientific activity becomes effective on the date it is approved by the UBB Senate.

REGULATION FOR GRANTING SPECIAL SCHOLARSHIPS FOR CULTURAL-ARTISTIC ACTIVITY AT BABEȘ-BOLYAI UNIVERSITY

A. Definition

Art. 1. Students who have excelled in their university studies as well as their cultural and/or artistic creation activities and have demonstrated outstanding achievement in these areas are eligible for the cultural-artistic creation special scholarship. The special scholarship for cultural-artistic activity is meant to provide financial support to outstanding students who are involved in a cultural-artistic project.

Art. 2. The cultural-artistic creation scholarship is available:

- to undergraduate students (beginning in the second year) and master's students (beginning in the first year);
- for one semester, except for scholarship recipients in their last year of study of undergraduate or master's degree, who receive a scholarship up to the final exam of the first session provided in the ongoing academic year.
- only once during the course of the degree studies.

Art. 3. Babeș-Bolyai University seeks to provide 6 scholarships for artistic creation each year. The Administrative Council determines the number and amount of scholarships, which are then approved by the Senate.

B. Procedure for selecting scholarship recipients

Art. 4. The procedure for granting a special scholarship for cultural-artistic creation begins with the submission of an application file, which must include the following information:

- a. the scholarship application;
- b. a description of the cultural-artistic project which will result in a cultural or artistic product (deliverable);
- c. a recommendation from the teacher supervising the cultural-artistic creation project;
- d. applicant's CV providing significant information about previous cultural-artistic production activities.
- e. copies of documentation attesting to their achievements at cultural-artistic competitions, events, or festivals in which they participated;

Art. 5. Application files are submitted to the faculty on a date indicated in the scholarship application calendar for the respective semester.

The Dean's Office forwards the application files of the candidates, as well as the list of eligible students, to the *Committee for the Evaluation of Cultural-Artistic Creation Projects*. The Committee examines the files and determines the final ranking, which it then submits to the faculties for publication.

Art. 6. Candidates may submit a written appeal with the committee's secretary within three working days of the results being published. The settlement of appeals is the responsibility of the Committee for the evaluation of special scholarships for cultural-

artistic activity and is conducted within five working days following the end of the appeals period.

C. Scholarship agreements

Art. 7. The recipient of a scholarship for cultural-artistic creation signs a funding contract that is effective for the academic semester in which the scholarship was applied for.

Art. 8. The scholarship is granted for one semester.

Art. 9. Scholarship recipients in their last year of study receive a scholarship up to the final exam of the first session provided in the ongoing academic year.

D. Scholarship recipients' obligations

Art. 10. The scholarship recipient undertakes the projected production under the guidance of the supervisor (who can be an UBB tenured teacher with expertise in the cultural-artistic sector), committing to complete it and show it to the public until the expiration of the contractual term. The cultural-artistic product may be an exhibition, play, performance, manuscript (screenplay, literary work, essays), video production, installation, short film, sound design or other type of artistic creation provided by Babeş-Bolyai University specialisations.

Art. 11. Prepares the *Final report*, which includes a summary of accomplishments and is supplemented with textual, visual, photographic, and auditory records (depending on the field's characteristics) of the artistic product created. The final report is approved by the supervisor and the faculty specialised committee.

E. Procedure for project evaluation and completion.

Art.12. At the end of the period of granting the cultural-artistic scholarship, the recipient prepares and submits to the Committee for granting special scholarships for the cultural-artistic activity the summary file proving the completion of scholarship, which will contain: a) documentation demonstrating the creation and dissemination of cultural-artistic creation; b) the final report (free form) endorsed by the scientific supervisor.

F. Final provisions

Art. 13. If the contractual obligations are met, UBB will award the cultural-artistic scholarship recipients Diplomas of Excellence in student cultural-artistic creation activities.

Art. 14. In the event that the contractual obligations are not met, the beneficiary is required to return the funds obtained as a cultural-artistic scholarship, and the supervisor will be unable to act as a supervisor for another scholarship proposal of the same type for the next three years.

Art. 15. The recipients of the cultural-artistic scholarships, as well as their supervisors, are members of an invisible/virtual college of excellence, as noted on the UBB website.

Art. 16. This methodology for granting cultural-artistic scholarships becomes

effective on the date it is approved by the UBB Senate.

Addendum 6.1

The following criteria will be used to award the cultural-artistic creation scholarship:

1. cultural-artistic relevance of the creative project submitted;
2. project documentation in respect to current artistic and cultural trends;
3. finished product's impact on the national cultural and creative environment, but especially on the international level;
4. inclusion of an operational plan and a calendar of project activities;
5. significant achievements in the field of culture and the arts (according to CV);
6. complete fulfilment of the curriculum's requirements (30 credits/semester);

Note: Each of the requirements is worth 20 points (for a total of 100 points), with criterion 6 being required for the candidate's eligibility (without points).

Application form for social welfare scholarships

Faculty of _____ Secretariat
 Enrolment information confirmation,
 UBB employee's last name and first name: _____
 UBB employee's signature: _____
 Date: _____

Dear Rector,

I, the undersigned, _____¹, state funded/tuition-paying student at the Faculty of _____
specialisation _____ line of study
 _____ year _____, group _____, average score
 _____, number of credits _____, National Identification Number
 _____, Identity document serial number _____
 registration number _____, hereby ask you to approve my
 _____² scholarship in the 20__-20__ academic year.

I am applying for this scholarship for the following reasons:
 _____³

I.) In order to be eligible for a social scholarship, I declare all of my family's earnings, as required by Article 17 of the Regulation for granting scholarships to undergraduate and master's degree students.

Sr. No.	Prerequisites for social welfare scholarship eligibility	Attached supporting documentation	Average values ¹ (RON/month)
A.	Income earned (total: A=1+2+3+4+5+6)		
1.	Total net income		
2.	Pensions		
3.	State allowance for children		
4.	Other state assistance received		
5.	Private rental income		
6.	Agricultural income		
7.	Other income		
8.			
B.	Total number of persons,		

¹ The average monthly value (amount) is calculated by adding each month's net income and dividing it by three (3).

Sr. No.	Prerequisites for social welfare scholarship eligibility	Attached supporting documentation	Average values ¹ (RON/month)
	<i>of which dependants:</i>		
1.	Number of pupils		
2.	Number of students		
3.	Number of preschool children		
4.	Number of other family members who are dependants		
C.	Average net income per family member (C = A/ B		

Note:

¹ The name, father's initial, and first name are all spelled in capital letters.

² Mention the scholarship type for which you are applying: social welfare, occasional social welfare scholarship for clothing and footwear/maternity/in the event of death.

³ Fill out in order to be considered for one of the following categories of social welfare scholarship recipients: orphan, family placement, coming from orphanages, medical case, low income.

II.) Enclosed you will find the following supporting documentation²:

III.) I have taken note of the fact that Babeş-Bolyai University of Cluj-Napoca transfers scholarships to personal bank accounts.

☐ **I have** a bank account no. _____, open at the bank _____

☐ **I do not have** a bank account and if my application for the social welfare scholarship is successful, I will open one and notify the faculty secretariat of the registration number, account number, and bank where it was opened. The scholarship will be transferred in the month after the month in which the account number and the bank to which it was opened was provided, in an amount equal to the retroactive period.

IV.) I hereby solemnly and sincerely declare that the information entered above is true and accurate, and that I am aware that failure to declare income or making false declarations results in the loss of student status, the return of the scholarship received,

² To be qualified for the social welfare scholarship, the applicant must list all the documents submitted in the application.

and the imposition of legal repercussions.

I consent to the future verification of the papers attached to the application file.

V.) I am aware that failing to complete specific fields or improper completion will result in the application file being rejected, and that any additional attached documents not indicated in this application will be ignored.

Date

Signed,

Statutory declaration template

Declaration

I, the undersigned, _____¹ student at the Faculty of _____, state funded/tuition-paying, **specialisation** _____ line of study _____ year _____, group _____, average score _____, number of credits _____, National Identification Number _____, Identity document serial number _____, registration number _____, resident in _____

in accordance with the provisions of the Criminal Code pertaining to false declarations, I hereby solemnly and sincerely declare that: I have not received any other income than what was reported in _____², and I am not aware that my parents have received any other income than declared; I am not employed, I do not receive any form of allowance, I do not receive unemployment benefits, I do not own property and hence do not receive money from property exploitation, I do not receive special state budget allowances, income from sick leave for pregnancy or childbirth, revenue from the capitalisation of tangible assets in the form of waste, I do not receive cash and in-kind entitlements from military entities, I do not receive revenue from intellectual property rights ownership, I do not receive money from authorised activities, I do not receive dividends, and I do not have savings accounts³.

Date,

Signed,

¹ The name, father's initial, and first name are all spelled in capital letters.

² Mention the time period of reference for calculating the average net income per family member.

³ The applicant will only indicate contexts that are relevant to their situation.

Note: Article 326 of the Criminal Code stipulates: False statements made to a state body or state institution, or to another unit of those referred to in art. 145, in order to produce a legal consequence, for himself/herself or for another, when the statement made serves to produce that consequence according to the law or the circumstances, are punishable by imprisonment ranging from 3 months to 2 years, or by a fine.

**BABEȘ-BOLYAI UNIVERSITY OF CLUJ-NAPOCA COMMITTEE FOR GRANTING
*SPECIAL SCHOLARSHIPS FOR CULTURAL-ARTISTIC ACTIVITY:***

CHAIR: Professor Liviu MALIȚA, PhD

MEMBERS: Professor Ioan CHIRILĂ, PhD
Professor BUZOGÁNY Dezső, PhD

COMMITTEE SECRETARY: Ioana BRUJ Rector's Office Secretary

**BABEȘ-BOLYAI UNIVERSITY OF CLUJ-NAPOCA COMMITTEE FOR GRANTING
*SPECIAL SCHOLARSHIPS FOR SPORTS ACTIVITIES:***

CHAIR: Professor Leon GOMBOȘ, PhD

MEMBERS: Assistant professor Iuliana BOROȘ-BALINT, PhD
Associate professor Nicolae Horațiu Pop, PhD

COMMITTEE SECRETARY: Ioana BRUJ Rector's Office Secretary

Registration no:of...../...../.....

APPLICANT:

(Student's last name and first name)

Faculty:, specialisation:

..... Year of study: Line of

study: Serial number: Group:

.....

I have successfully completed all credits: Yes ☐ No ☐ Number of ECTS:

Phone: Email:

COMPLIANCE VERIFICATION
SOCIAL WELFARE SCHOLARSHIP APPLICATION FILE
Semester..... Academic year 20.... / 20....

Sr. No.	Required documents	Includ ed Yes	Not includ ed No	Not appli cable	Page number (from..... up to.....)
1.	Application form filled out by the student;				
2.	1.A copy of the student's identity document;				
	2. A copy of the student's birth certificate;				
	3. A copy of the student's parents' identity document;				
3.	The student's declaration that they do not generate income;				
4.	Certificates indicating the net income earned by the employed family members (parents, spouse, siblings, and the student, if working) during the months to be considered;				
5.	The payment slip for unemployment benefits, vocational integration aid, or support allowance, which represents entitlements due for the previous three months;				
6.	Copies of pension or social welfare coupons or certificates issued under the State Social Pensions and Insurance Law, as well as other allowances or benefits paid in the previous three months;				

Sr. No.	Required documents	Included Yes	Not included No	Not applicable	Page number (from..... up to.....)
7.	Notary statement for each member of the family who does not earn a living;				
8.	Certificates issued by territorial financial authorities indicating the income of the applicant and family members from personal revenue or through the performance of authorised activities, issued no later than two weeks before their submission;				
9.	Copies of the birth certificates of the siblings who are dependants of the parents;				
10.	If applicable, the sibling's school certificate in original;				
11.	Statutory declaration from one of the adult members of the family, signed at the notary or the town hall of the city of residence, for adult members of the family with impaired judgement or minor children of the family who do not pursue any kind of education and do not have an income;				
12.	Certificates indicating the amount of the allowance received for minor children with health problems;				
13.	Copies of parents' death certificates for orphaned students;				
14.	Copy of the death certificate, if the student is orphaned by a parent;				
	Certificates/copies of coupons indicating the amount of the student's and their siblings' survivor's pension;				
15.	Copy of the court decision, if the parents are divorced;				
	Certificates/copies of coupons indicating the amount of alimony for the student and siblings;				
	1. Certificate stating that the student is from a Children's Home and indicating the amount of				

Sr. No.	Required documents	Included Yes	Not included No	Not applicable	Page number (from..... up to.....)
16.	the survivor's pension for the months in consideration (if applicable);				
	2. Copy of the court decision indicating that the applicant is in foster care;				
	3. Certificate indicating the amount of the foster care allowance;				
17.	Students who are married will submit the following documents:				
	1. spouse's student certificate;				
	2. copy of marriage certificate;				
	3. copy of the spouse's identity document;				
	4. notary statement indicating the spouse's earnings;				
	5. the parents' statement that they do not support them, as applicable.				
18.	Additionally, for maternity cases:				
	1. Copy of the spouse's identity document;				
	2. Copy of marriage certificate;				
	3. Copy of the child's birth certificate.				
19.	Additionally, in the event of the student's spouse or children's death:				
	1. Copy of marriage certificate;				
	2. Copy of the death certificate.				
20.	Other:				

Note:

1. The student will check the Yes; No; Not Applicable boxes, as appropriate.
2. Each page of the application file will be numbered and signed at the bottom right by the applicant.

Applicant,
Student's last name and first name/Signature

Application file is: **Date** **Last name and first name/Signature**

Registered ☐ Rejected ☐ /...../ 202... (Faculty secretariat)

Observations:

.....
.....
.....
.....
.....
.....

(The reasons for rejecting the file must be specified).

There are a total of..... pages in this application file.

Verified,
Faculty Chief Administrator/Chief Secretary to the Faculty
Date:/...../202....

Registration no:of...../...../.....

APPLICANT:

(Student's last name and first name)

Faculty: specialisation:

..... Year of study: Line of

study: Serial number: Group:

.....

I have successfully completed all credits: Yes ☐ No ☐ Number of ECTS:

Phone: Email:

COMPLIANCE VERIFICATION

SOCIAL WELFARE SCHOLARSHIP APPLICATION FILE - MEDICAL CONDITION

Semester..... Academic year 20.... / 20....

Sr. No.	Required documents	Includ ed Yes	Not inclu ded No	It does not apply	Page number (from..... to.....)
1.	Application form filled out by the student;				
2.	Copy of the student's identity document;				
3.	Medical evidence issued by a specialist doctor;				
4.	Family doctor or a doctor assigned to the faculty endorsement.				
5.	Other, if applicable:				

Note:

1. The student will check the Yes; No; Not Applicable boxes, as appropriate.
2. Each page of the application file will be numbered and signed at the bottom right by the applicant.

Applicant,

Student's last name and first name/Signature

Application file is: **Date Last name and first name/Signature**

Registered ☐ Rejected ☐ /...../ 202... (*Faculty secretariat*)

Observations:

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(The reasons for rejecting the file must be specified).

There are a total of..... pages in this application file.

Verified,
Faculty Chief Administrator/Chief Secretary to the Faculty

Date:/...../202....



SENATE

1 M. Kogălniceanu Street
Cluj-Napoca, RO-400084
Tel.: 0264-40.53.00
Fax: 0264-59.19.06
contact@ubbcluj.ro
www.ubbcluj.ro

Add

SCHOLARSHIP APPLICATIONS RECORDS

Sr. N o.	Student's last name and first name	Faculty	Specialisation	Line of study	Year of study	Academic year	Undergr aduate degree/ Master's degree	State funded/ Tuition- paying	Score	Number credits	Registratio n number	Scholarship type Performance- based, merit, social welfare, special	Period of scholarship granting/ Semester	Funding Budgetary/E xtra budgetary	Applicat ion No.

Note: The Excel spreadsheet format will be used for registering the scholarship application records.