Spiru Haret University
Faculty of Legal and Administrative Sciences
GENERAL PRESENTATION

A component part of Spiru Haret University, the Faculty of Legal and Administrative Sciences of Brasov is not solely an answer to the real needs of the local labour market but also to the exigencies of knowing how to acquire and correctly implement the new legislation that will match the extension of the responsibilities, as a result of the decentralization of competences in the field of public administration.

Since 1996, the year of its foundation, the Faculty has been promoting the concept of a European administration, aiming to provide best conditions for preparation in the field of public administration for all the categories of staff to be employed by the state and private public authorities.

While creating a competitive legal educational system, the study programme in ‘Law’ at the Faculty of Legal and Administrative Sciences prepares specialists in the area of research, legal theory and practice, to obtain real competences in advocating for democratic values of the constitutional state and the professional adjustment to the latest requirements in the present society.

By means of its two study programmes, Law and Public Administration, our Faculty educates specialists who can be employed as attorneys, notaries, public clerks, teachers, magistrates, researchers, etc.

**Strategic objectives:**
- Participating, creatively and innovatively, by partnership and personal means, to the local, regional and national development of Romania, to the progress of the national doctrine of public and private law, justice and administration, in compliance with the requirements of the modern society;
- Acquiring, by the students, of the knowledge, competences and skills matching the current stage of development in the legal sciences at the European level, so as to provide them with new perspectives of employment into the national and international labour markets;
- Promoting academic integrity;
- Assuring quality and training professionals in this field;
- Highlighting the practical dimension of professional training of the future specialists, by innovative methods – legal clinic, simulations, internship, workshops with experts in justice and administration.

**Mission of the Faculty:**
The Faculty aims to integrate itself into the national and European space, to fully harmonize its objectives and plans with the present and future strategies, so as to maintain its prestige from a national perspective, along with increasing its visibility and media impact.
## STUDY PROGRAMMES – ACCREDITATIONS

<table>
<thead>
<tr>
<th>Programme/ Major</th>
<th>Course type</th>
<th>Accreditations</th>
<th>Number of approved seats</th>
<th>Tuition fees/year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public administration</td>
<td>Full time (FT)</td>
<td>Accredited according to GR 676/2007 (Official Gazette 481/2007); re-evaluated in 2012 GR 707/2012 (Official Gazette 525/2012)</td>
<td>150</td>
<td>2000</td>
</tr>
<tr>
<td></td>
<td>Part time (PT)</td>
<td>Accredited according to GR 676/2007 (Official Gazette 481/2007); accredited in 2012 GR 707/2012 (Official Gazette 525/2012)</td>
<td>75</td>
<td>2000</td>
</tr>
<tr>
<td>Law</td>
<td>Full time (FT)</td>
<td>Authorized according to GR. 693/2003 (Official Gazette 466/2003); accredited in 2011 GR 966/2011 (Official Gazette 697/2011)</td>
<td>100</td>
<td>2000</td>
</tr>
<tr>
<td></td>
<td>Part time (PT)</td>
<td>Authorized by ARACIS Resolution on 27.07.2012</td>
<td>100</td>
<td>2000</td>
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</tbody>
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## MATERIAL RESOURCES

The Faculty of Legal and Administrative Sciences of Brasov owns updated learning spaces, with a total surface of 1020.6 sqm, consisting in lecture halls, seminar and lab classrooms:

- Aula Magna, 520 seats and 540sqm;
- 5 lecture halls, a total surface of 1052sqm and 708 seat;
- 4 seminar rooms, a total area of 183.9 sqm and 131 seats;
- A computer lab, 16 PCs, printer, scanner and Internet and intranet access; a minimum of 2.5 sqm. /seat for each student; there should be taken into account that the sub-groups have 10-13 students and 2 students can share a computer;
- The Research Centre for Integration and Reform in Administration, equipped with 9 PCs, printer, library with the works authored by the academia in the research sector, course books, course notes;
- The computer examination lab, 140 PCs connected to the internet and intranet- the Blackboard training and assessment platform;
- Foreign language lab, 20 PCs;
• Council room, 32 seats;
• Library (over 500 titles), reading hall (63.5 sqm and 62 seats), access to the University online libraries, as well to the scientific international database and libraries and to specific data bases such as LEGALIS and JSTOR legislation sites.
• The wireless network.

**Student accommodation**
Accommodation is provided by the dormitories owned by SC TRANSBUS SA, located on 30 Oltet Str and 29 Albastrelor Str., Brasov, based on the Agreement concluded on the request of the students. The payment for the room and board services is made by the students, who benefit from a 25% discount.

**Social-cultural and sport activities**
An Agreement concluded by the Faculty with Forex Brasov allows performing sport activities.

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**ADMISSION AND REGISTRATION**

The admission into the undergraduate cycle of studies requires a high school diploma or an equivalent. Candidates from Member States of the European Union are allowed to enter the admission process, as well as from the states belonging to the European Economic Space and of the Confederation Helvetica, foreign citizens of a Romanian background, Romanian citizens residing abroad, complying with the same legal conditions as for the Romanian citizens.

Recognition of the studies in the home countries will be carried out by a Special Department within MECTS. The foreign citizens are bound to present a Certificate of Linguistic Competence for Romanian language, issued by authorities designated by MECTS.

**Admission**

The admission involves an examination, based on the baccalaureate diploma (or certificate), a survey sheet that is to be completed during the matriculation and an interview.

**Matriculation documents:**
- Baccalaureate diploma or equivalent, in the original or legalized copy, along with a certificate issued by the faculty holding this document (for the people on a second degree or who enrol for two faculties simultaneously); for the candidates who promoted the baccalaureate exam in 2012, the certificate will be in the original or as a legalized copy, along with a supporting document provided that the candidate enrolls in more faculties;
- Birth certificate, photocopy;
- Marriage certificates, photocopy (if applicable);
- Medical certificate issued by the General Practitioner doctor;
- 3 colour photos 3/4;
- Standard application form, from the Faculty Registrar’s Office;
- A folder file;
- ID card, photocopy;
- Bachelor degree diploma or the equivalent for the graduates of a faculty who wish to obtain a second degree – a legalized copy.
Facilities:
The University provides an admission fee exemption to the candidates who are not employed or are still their parents’ dependants, as follows:
- Children of farmers, based on the certificate issued by the mayor’s office in the village/commune of the parents’ residence, to attest to the fact that agriculture is their sole source of income;
- Children of teachers, based on a certificate issued by the school of employment for the parent/s;
- Children of retired people, based on the pension slip of the latest month;
- Children of unemployed people, based on the unemployed slip of the latest month.

Registration and admission take place at the main office of the Faculty of Legal and Administrative Sciences of Brasov, 7 Turnului Street.

Registration
The students who have passed the admission exam will be matriculated provided that they have filled out the study agreement and paid the tuition fee (at least the first installment) before September 30. The matriculation is performed electronically in UMS (University Management System), a duty of the Faculty Registrar’s Office.

Further facilities for the students
- Scholarships for excellent learning achievements;
- Awards at the scientific conventions;
- Affordable tuition fees, to be paid in 3 instalments;
- No fees will be charged for the examinations stipulated in the curriculum, for all three examination sessions of the academic year;
- Courses printed at our printing house, and sold at a 30% discount compared to the bookstore price;
- Broadcasting lectures, excerpts, informational and cultural shows on the TV channel (TV h2o);
- Free access to Opinia naţională – our university weekly journal.

EDUCATION PROCESS

Learning resources and services provided to the students

- The course books and the supporting materials are posted on the Blackboard platform, and each student has the opportunity to access it via a personal password. The students can also visualize, on the Blackboard platform, their academic reports, to get in touch with their teachers, get informed on the schedule, get familiar with the requirements for each assessment (mid-term or final), as well as with any further useful information. To have a complete picture, the students benefit from the access to the University’s virtual library, as well as to watch the lectures broadcast on the TV channel TV H2O. They are
also the beneficiaries of tutoring and mentoring from their teachers. The impaired students will have provided special consultations and support from our academia.

- Our students will be given counselling and career guidance via the Centre of Counselling and Career Guidance of the University Centre of Brasov and the Centre of Counselling and Career Guidance, founded by the ‘Trainee students, active and integrated students’ POSDRU project.

**Policies and course of action**

- **The teaching activity.** The academic year includes 2 semesters, 14 weeks each of academic activities and 3 exam sessions (winter in January - February), summer (May-June) and fall (September) for the resits.

- **The credit system.** In accordance with the BOLOGNA system, adopted by most of the European countries, the FACULTY OF LEGAL AND ADMINISTRATIVE SCIENCES BRASOV implements the ECTS system. Each subject receives a number of credit points, depending on the competences, their difficulty and the required time of study. A year of study is considered completed when the student has accumulated a number of minimum 50% of the number of credits per one year. In terms of passing, transfer as well as the rights and duties of the students, they all can be found in the Regulation of the student’s professional activity. The undergraduate programmes (3 or 4 years) have 180 and 240 ECTS respectively, divided by 30 credits per semester and 60 credits per year of study.

- **Lectures and seminars/labs.** The teaching-learning activities (course, seminar, lab) take place in rooms that are properly equipped from a logistic and technical perspective.

- **Practicum** is done as a result of concluding several conventions with territorial administrative units in the county, as well as court instances, attorney offices and notary public offices – spread over 90 hours.

- **Applied research** will take place in the 2nd semester of the senior year, for 2 weeks (60 hours), under the guidance of a Adviser from the Faculty. This activity will be completed by a Colloquium for the elaboration of the Final Bachelor Paper, to present the content of the Draft of the same Paper.

- **Knowledge assessment.** According to the academic calendar approved by the University Senate, the examination intervals are distinctly presented. The academic year will accommodate ongoing assessments, customized for each course. The percentage given to these two assessments is 20% of the final grade. The Blackboard e-learning platform is also used to assess the knowledge of the students.

- **Completion of studies** – for higher education, the completion comes with a Bachelor Degree exam, in compliance with the stipulations in the Education Act, the regulations of the Ministry of Education, Research, Youth and Sport and with the Methodology approved by the University Senate. The *Bachelor Degree Exam* involves two tests: I: the assessment of the fundamental and specialty knowledge (written test, multiple choice, on the computer). This will comprise questions, under the form of problems with multiple choices for answers and II: defense of the Bachelor degree paper.

- **Degree Diploma.** Upon a successful completion of the bachelor examination, the graduates will be granted the Diploma in their field of choice.
YEAR I (2012-2013)

**Mandatory subjects:**
- Elements of state theory and law
- Civil law I, II
- Constitutional grounds of the public administration
- Elements of information technology I, II
- Introduction to economy and economic policies
- Basics of the political science
- Foreign language I, II (English, French)
- Administrative law I
- Introduction to the European law

**Electives:**
- Administrative action logic
- Public management
- Politics and public administration

**Optional subjects:**
- Physical education
- Psycho-pedagogical subjects

YEAR II (2013-2014)

**Mandatory subjects:**
- Administrative law II
- Management of public services
- Elements of criminal law
- Financial and fiscal law
- Labor and social security law
- Administration of the public finances and budget
- Foreign language (English, French)
- Family law and marital status documents
- Elements of criminal procedural law
- Accounting of the public institutions
- Public relations
- Practicum

**Electives:**
- Fundamental concepts in sociology
- Durable development and environment protection
- Law elements and business administration

**Optional subjects:**
- Physical education


**Mandatory subjects:**
- Contentious administrative matters
- Public administration science
- Psycho-sociology of management
- Formal legal system
- Ethics and transparency
- Techniques and methods of adopting administrative decisions
- Public policies
- Comparative administrative law
- Deontology of the public clerk
- Urban development and planning
- Communication in public administration
- Devising the bachelor degree paper

**Electives:**
- Fundamental freedoms
- Public marketing
- Strategic management

**Optional subjects:**
- Foreign language (English, French)
- Psycho-pedagogical subjects
The STUDY PROGRAMME IN LAW

YEAR I 2012-2013

Mandatory subjects:
- General theory of law
- History of the Romanian law
- Constitutional law and political institutions I, II
- Civil law I (generalities)
- Roman law I, II
- Introduction to economics
- Foreign language I, II (English, French)
- Civil law II (human law)
- Introduction to the European law

Electives:
- Legal informatics
- Legal sociology
- Legal psychology

Optional subjects:
- Physical education
- Psycho-pedagogical subjects

YEAR II 2013-2014

Mandatory subjects:
- Civil law (real rights)
- Administrative law I, II
- Criminal law (generalities) I, II
- Intellectual property law
- Public international law
- Foreign language I, II (English, French)
- Civil law. Theory of obligations
- Criminology
- Financial law

Electives:
- Management of the European projects
- Comparative political systems
- Accounting and accounting expertise

Optional subjects:
- Physical education
- Psycho-pedagogical subjects

YEAR III 2014-2015

Mandatory subjects:
- Civil law I. Contracts
- Criminal law (specifics) I, II
- Procedural law I, II
- Family law
- Commercial law I, II
- Environment law
- Civil law II. Inheritance
- European institutional law
- Fundamental freedoms

Electives:
- European social law
- International protection of the human rights
- Capital punishment law

Optional subjects:
- International legal partnership
- Psycho-pedagogical subjects

YEAR IV 2015-2016

Mandatory subjects:
- Civil procedural law I, II
- Labor law
- Forensic science
- Insurance law
- International commerce law
- Social security law
- Private international law
- Transportation law
- Competition law
- Practicum
- Devising the bachelor degree paper

Electives:
- Organization of the juridical professions
- Forensic medicine
- Mediation and arbitration

Optional subjects:
- Legal logics
- CEDO Jurisprudence
The Research Centre for Integration and Reform in Administration and Justice has been functioning since 2008, based on the University Senate Decision made on 07.02.2008.

The Centre is an autonomous research institution, hosting the research activity of the Faculty tenured academia, the non-tenured teachers, PhD candidates, associated researchers, master and undergraduate students of the Faculty. The findings of the research works are published in the ‘Social and juridical landmarks’ volume, published under the auspices of the Research Centre.

The mission of the Research Centre consists in:

- Promoting the applicative and fundamental research in the field of law and public administration;
- Stimulating ideas exchange and capitalization of the experience of all the centre members;
- Supporting the students in their activity of research and continuous professional development.
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