



**METHODOLOGY FOR ORGANISING AND RUNNING
THE ADMISSION COMPETITION
THE ROMANIAN LANGUAGE PREPARATORY
PROGRAMME FOR FOREIGNERS
WITHIN THE UNIVERSITY OF MEDICINE AND
PHARMACY
"VICTOR BABEȘ" IN TIMISOARA**

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CAPITOLUL I. GENERAL PROVISIONS ON THE ORGANISATION AND CONDUCT OF ADMISSION

I.1. The present Methodology for the organisation and conduct of the admission examination to the *Romanian Language Preparatory Programme for Foreign Citizens* at the "Victor Babes" University of Medicine and Pharmacy "Victor Babes" of Timisoara (hereinafter referred to as the University) has been developed in accordance with the provisions of:

- Law on Higher Education No 199/2023, as amended,
- M.E. Order no. 5.516 of 10 July 2024 on the organisation and conduct of the Romanian language preparatory year for foreign citizens,
- Ministry of Education Order no. 3693/2024 for the approval of the Framework Methodology on the organisation and conduct of admission to higher education in the undergraduate, bachelor, master and doctoral cycles of short university studies.
- Ministry of Education Order no. 5.552 of 16 July 2024 for the approval of the Methodology regarding the conditions of enrolment of Romanians from abroad and foreign citizens in accredited state, private and private denominational higher education institutions in Romania;
- M.E. Order no. 5.553 of 16 July 2024 on the approval of the Procedure for issuing letters of acceptance to study for Romanians from abroad for state and accredited private higher education, for places with tuition fees in lei;
- Ministry of Education Order no 5.655 of 23 July 2024, on the admission of foreign citizens to undergraduate and postgraduate studies, on study places with tuition fees in foreign currency

I.2. The admission to the *Romanian Language Preparatory Programme for Foreign Nationals* is open as follows:

- a. citizens of the Member States of the European Union, citizens of States belonging to the European Economic Area and of the Swiss Confederation, as well as British citizens and their family members, as beneficiaries of the Agreement on the Withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and EAEC 2019/C 384 I/01;
- b. third-country nationals;
- c. refugees and political asylum seekers who have been granted subsidiary protection in Romania,
- d. foreign citizens who fall under the provisions of O.G. 194/2002, with residence permit in Romania
- e. Romanians from abroad.

Art. 1. (1) *The Romanian language preparatory programme for foreign citizens* in the field of Biological and Biomedical Sciences is a one-year study programme, accredited according to the Decision of the ARACIS Council of 01.08.2024, which operates within Department XVI of the Faculty of Medicine (University of Medicine and Pharmacy "Victor Babes" Timișoara), with a capacity of 50 students/year.

(2) The participants in the *Romanian Language Preparatory Programme for Foreigners* have the status of students for the entire period of their presence in the programme, from enrolment to graduation.

(3) During the preparatory year, students enrolled in the programme acquire general knowledge of the Romanian language, as well as specific linguistic knowledge related to the profile of the future university training.

(4) Attending the Romanian Language Preparatory Year and passing the final exam does NOT guarantee enrolment in the first year of subsequent studies.

(5) The graduate of the Romanian language preparatory year will re-enrol in the admission process, as indicated, for each level of study (bachelor, master or doctorate).

I.3. The competition for admission to the *Romanian Language Preparatory Programme for Foreign Citizens* is organised by the Prorectorate for International Relations **in July** and consists in the analysis of the application files, with the classification of the candidates according to the average of bacalaureate/ equivalent. In the event of unfilled places, a second admissions session will be organised in September, before the

beginning of the academic year, depending on applications and the level of competition, under the same conditions and with the same committees.

I.4. The timetable of the admission contest is approved by the University's Administrative Council, at the proposal of the Vice-Rector for International Relations.

I.5. The dates of the admissions sessions, the forms and the competition tests, established by this Methodology, are publicised in accordance with the legal provisions in force, by publication on the website www.umft.ro, including the English and French sections.

I.6. The distribution of tuition fees by categories of candidates, approved by the Board of Administration and the Senate of UMF "Victor Babes" in Timisoara, will be posted on the university website.

I.7. The amount of tuition fees for the study programme *Romanian Language Preparatory Programme for Foreigners*, for the academic year following the admission competition, as set out in Annex no. I of the Regulation on the amount of tuition fees, is brought to the attention of the candidates, in accordance with the legal provisions in force, by publication on the website www.umft.ro, including the English and French sections.

I.8. The present methodology is the only official material related to the organisation and conduct of the entrance examination for foreign candidates (EU, EEA, CH, non-EU and RDP) at the University of Medicine and Pharmacy "Victor Babes" in Timisoara, for the study programme *"Romanian Language Preparatory Programme for Foreign Citizens"* and is supplemented by the provisions of subsequent normative acts.

III.1.1. References appearing in various publications or those communicated in any other way cannot replace the official ones and, consequently, do not commit UMF „Victor Babes" in Timisoara.

III.1.2. The University does not have any co-operation or representation agreements of any kind with agents who broker the enrolment of candidates. Candidates who send their applications through agents do not enjoy any advantage in terms of admission over candidates who apply on their own.

III.1.3. The Administrative Board has the right to harmonise this methodology with the mandatory normative acts.

III.1.4. The present methodology may be subject to subsequent modifications according to the regulations of the Ministry of Education, and candidates are obliged to regularly inform themselves about any changes that may occur and to proceed accordingly.

III.1.5. All communication between the university and candidates registered for the admission competition will be in writing, in written or electronic format, in one of the languages of international circulation, English or French. The status of the application file, i.e. the status of the candidate, will be reflected in the candidate account, in English, on the admission platform.

III.1.6. In the case of unoccupied places, after the end of the second admission session, the management of UMF "Victor Babes" in Timisoara is authorised to decide to redistribute the places according to the level of competition and the candidates' requests

CAPITOLUL II. ADMISSIONS COMMITTEES

II.2.1. (1) The Vice-Rector for International Relations coordinates the admission process and intervenes in the resolution of exceptional situations, when necessary, together with the Type III Admissions Committee,

(2) In order to analyse and solve the appeals, the Vice-Rector for International Relations proposes, for the approval of the Board of Administration, the establishment of an appeals committee, composed of 5 members and a secretary - the appeals committee for type III admission.

II.2.2. In order to organise the admission competition for the Romanian Language Preparatory Programme for Foreign Citizens, the admission committee for type III admission, approved by the Board of Directors and

established by the Rector's decision, including the subcommittees for admission to the university study programmes with teaching in a foreign language, respectively for the admission of non-EU foreign citizens and Romanians from abroad, is appointed, at the proposal of the Vice-Rector for International Relations, who coordinates the work of the subcommittees.

II.2.3. The Admission Committee has the following tasks:

- a. Checks that university staff involved in organising admissions follow the procedures for enrolling candidates;
- b. Ensure the smooth running and fairness of the competition by:
 - receives and complies with the technical instructions issued by the Central Admissions Committee;
 - is responsible for assessing candidates' files, by correctly applying the selection criteria set by the University, only for activities that can be proven by official documents (certified copy);
 - is responsible, under his/her signature, for the correct calculation of the marks for each candidate and for completing the competition form with the marks for each candidate;
 - signs, through the President, the list of results of the entrance examination, published on the University website;
 - is responsible for equalising the marks obtained by candidates in the examinations and subjects specified in the University's selection criteria in accordance with the Romanian marking system;
 - is responsible for separating candidates who have obtained the same number of marks in the selection criteria for the admission competition, by applying the correct application of the tie-breaking criteria.

II.2.4. Changes in the composition of admissions committees, for duly justified reasons, are approved by the rector of the university, with the opinion of the vice-rector for teaching.

CAPITOLUL III. APPLICATION PROCEDURE FOR THE ADMISSION - ROMANIAN LANGUAGE PREPARATORY PROGRAMME FOR FOREIGN CITIZENS

III.1. During the period established in the admission calendar, candidates will fill in the online application form and upload the application documents (application file) on the university's website, Admission - Admission/International Admission, current year, taking responsibility for the authenticity and correspondence between the digital/scanned and original documents, as well as for the veracity of the personal data entered (nationality, date of birth, place of birth, etc.). Online application forms that have not been finalised and incomplete/non-completed applications by the closing date set in the admission timetable will not be validated.

III.2. By filling in the online application form, you consent to the processing of your personal data for this purpose and accept responsibility for the accuracy of the information and data provided.

III.3. The registration of candidates for the admission competition by filling in the application form and uploading the application documents (application file) online is finalised according to the admission calendar. Online application forms that have not been finalised and incomplete application forms that have not been completed by the deadline date set in the admission timetable will not be validated. University staff will check the documents uploaded online and validate the enrolment of candidates with complete applications.

III.4. Only validated applications will be taken into consideration, any other application status is not valid for participation in the admission competition.

III.5. Once the enrolment period has closed, the options, their order and other information on the enrolment form cannot be changed.

III.6. Contact: International Relations Prorektorat: e-mail: international@umft.ro

III.7. After filling in the application form and validating and validating your registration for the competition, candidates will receive a confirmation e-mail and details of the next steps, as outlined in this methodology.

III.8. In the same admissions session, candidates with dual nationality (EU AND NON-EU) must choose one of these categories: EU or NON-EU.

III.9. Candidates are responsible for the e-mail address information provided to the university when registering on the online platform.

III.10. Candidates must ensure that their e-mail addresses correspond to the requirements of the European Union so that the university does not encounter errors in electronic communication (e-mail addresses must be internationally accepted, e.g. yahoo, gmail, hotmail, etc.). The University accepts no responsibility for non-receipt of e-mails.

III.11. Access to the e-mail address used by the candidate to register on the online admission platform is entirely the candidate's responsibility, including password recovery.

III.12. Applications sent to the university by other means or by channels other than those provided for in this methodology, in accordance with the established timetable, will not be taken into consideration.

III.13. Candidates assume full responsibility for the accuracy of the information and the authenticity of the uploaded documents even if the documents have been submitted through an agent/agency.

CAPITOLUL IV. DOCUMENTS NEEDED TO ENROL FOR THE ADMISSION COMPETITION

IV.1. DOCUMENTS REQUIRED - CANDIDATES WHO ARE ROMANIAN (RO), EUROPEAN UNION (EU), EUROPEAN ECONOMIC AREA (EEA), SWISS CONFEDERATION (CH) CITIZENS, AS WELL AS BRITISH CITIZENS AND THEIR FAMILY MEMBERS

IV.1. The application file and its online uploading to the platform by the candidates, with the assumption of responsibility for the authenticity and correspondence between the digital/scanned and the original documents, will contain the following scanned documents, front and back, as appropriate:

- a. Personal data protection statement - as per useful documents posted on the website;
- b. Application for the equivalence of the baccalaureate/equivalent diploma by CNRED - according to useful documents approved by the university management and posted on the website and or the Certificate/Attestat issued by CNRED;
- c. Baccalaureate diploma/equivalent diploma - in a certified/super-certified copy (The Hague Apostille, Ministry of Foreign Affairs, Romanian Embassy) in the official/original language in which it was issued and in a certified translation (if applicable) into Romanian, English or French;
- d. Baccalaureate/equivalent transcript - in a certified/super-certified copy (The Hague Apostille, Ministry of Foreign Affairs, Romanian Embassy) in the official/original language in which it was issued and in a certified translation (if applicable) into Romanian, English or French;
- e. Graduation certificate, an official document valid only for graduates who have not received the final diploma of the baccalaureate/equivalent exam, which contains and explicitly reflects the passing of the baccalaureate/equivalent exam and the final results obtained by the candidate at this exam - in a certified/super-certified copy (Apostille from The Hague, Ministry of Foreign Affairs, Romanian Embassy) in the official/original language in which it was issued and in a certified translation (if applicable) into Romanian, English or French;
- f. School transcripts for high school years - in certified/super-certified copies (The Hague Apostille, Ministry of Foreign Affairs, Romanian Embassy) in the official/original language in which they were issued and in authorised translation (if necessary) into Romanian, English or French;

g. Birth certificate/equivalent - certified copy in the official/original language in which it was issued and authorised translation (if applicable) into Romanian, English, French;

h. Marriage certificate (if applicable) - certified copy in the official/original language in which it was issued and authorised translation (if applicable) into Romanian, English, French;

i. Identity card or passport (valid) -copy (the identity card or passport uploaded by the candidate should reflect his/her category as per chap. IV.1.8, points a., b., c.).

j. Residence permit issued by the Romanian authorities - copy, in case of foreign citizens who fall under the provisions of O.G. 194/2002, with residence permit in Romania.

k. Medical certificate according to the model approved by the university - according to the useful documents posted on the website, in Romanian, English or French or containing all the required information according to the model of medical certificate approved by the university; (including the mention Apt for studies in the field of medical sciences).

l. Proof of payment of the processing fee, according to the Fees Regulation (non-refundable in case of processing of the file, i.e. if the documents uploaded online have been checked);

m.For Italian citizens whose birth certificates do not include the full name of the parents, the application file will also contain an official document showing the full name of the parents (certified copy and authorised translation into Romanian/English/French);

n. Notarised declaration/official document proving that all the documents uploaded by the candidate correspond to one and the same person, in case of discrepancies, differences in the documents regarding the full name of the candidate - only if the full name of the candidate is not written identically in all the documents submitted.

o. For family members of British citizens - a copy of the residence permit issued by the Romanian authorities in accordance with the legislation in force and the official document/proof that they are family members of British citizens (if this is not stated on the birth or marriage certificate)- certified copy and authorised translation into Romanian, English or French (if applicable).

IV.2. For information on the obligation to apostille or supralegalise documents issued by countries that fall under this scope, please contact the Romanian Ministry of Foreign Affairs or the Romanian Ministry of Education (National Centre for the Recognition and Equivalence of Diplomas - CNRED) or click on the links to the two institutions.

IV.3. For information on the minimum requirements for access to higher education in Romania and the list of high school diplomas recognised by the Ministry of Education, see Annex 8.

IV.4. The Ministry of Education (CNRED) may request additional, explanatory documents in addition to those mentioned above in order to have the diploma recognised and recognised as equivalent; for details, please contact CNRED.

IV.5. In the case of study documents issued by educational establishments operating on the UK system, predictive results will not be accepted. The University will only accept study documents that contain the final marks obtained in the baccalaureate/ equivalent (GCE) examination.

IV.6. In the case of study documents issued in Israel, the certificate of graduation is not accepted; it is mandatory to submit the baccalaureate diploma/final equivalent-Bagrut +PET.

IV.7. In accordance with the current provisions of the Ministry of Education and of the Romanian Government, documents issued in the original in Romanian may be submitted in copies. This provision does not apply to translations into Romanian from another language.

IV.8. Candidates who have subjects in their school register with a name other than biology/chemistry but which correspond to biology/chemistry are required to submit a certificate issued by the secondary school/official document certifying that the subject/subject in question is equivalent to biology/chemistry.



IV.2. REQUIRED DOCUMENTS - THIRD-COUNTRY NATIONAL CANDIDATES (NON-EUROPEAN UNION, EUROPEAN ECONOMIC AREA AND SWISS CONFEDERATION NATIONALS)

V.4.1. The application file and its uploading to the online platform by the candidates, assuming responsibility for the authenticity and correspondence between the digital/scanned and the original documents, will contain the following scanned documents, front and back, as appropriate:

a. Personal data protection statement - as per the form in the useful documents posted on the university website;

b. Application for issuing the Letter of Acceptance to Studies - according to the form in useful documents, posted on the university website;

c. Baccalaureate diploma/equivalent diploma - certified or super-certified copy (The Hague Apostille/Ministry of Foreign Affairs, Romanian Embassy) in the official/original language in which it was issued and certified translation (if applicable) into Romanian/English/French;

d. Baccalaureate/equivalent transcript - legalised or supralegalised copy (Apostille from The Hague/Ministry of Foreign Affairs, Romanian Embassy) in the official/original language in which it was issued and certified translation (if applicable) in Romanian/English/French;

e. Graduation certificate (only for graduates who have not received the final diploma) of the baccalaureate/equivalent exam (containing and explicitly reflecting the passing of the baccalaureate/ equivalent exam and the final results obtained by the candidate in this exam) - legalised or super-legalised copy (Apostille from The Hague/Ministry of Foreign Affairs, Romanian Embassy) in the official/original language in which it was issued and certified translation (if applicable) in Romanian/English/French;

f. School transcripts for high school years - legalised or supralegalised copy (Apostille of The Hague/Ministry of Foreign Affairs, Romanian Embassy) in the official/original language in which it was issued and authorised translation (if necessary) into Romanian/English/French;

g. Birth certificate/equivalent - certified copy in the official/original language in which it was issued and authorised translation (if necessary) into Romanian/English/French;

h. Marriage certificate (if applicable) - certified copy in the official/original language in which it was issued and authorised translation (if applicable) into Romanian/English/French;

i. Passport (valid at least 6 months from the start of the academic year) - copy;

j. Identity card / Document proving permanent residence abroad - certified copy and authorised translation into Romanian/English/French in the case of documents issued in a language other than one of these three;

k. Medical certificate according to the model approved by the university or containing all the information according to the model approved by the university, see the form in useful documents, posted on the university website, in Romanian, English or French;

l. Notarised declaration/official document certifying that all the documents uploaded by the candidate correspond to one and the same person, in case of discrepancies, differences in the documents regarding the full name of the candidate (only if applicable, i.e. if the full name is not written identically in all the documents submitted);

m. The document regarding the consent of the parents or guardian regarding the stay in Romania for study purposes, if the foreigner is a minor;

n. Notarised declaration from Romanian citizens residing in third countries who wish to enrol for a study programme with payment of the tuition fee in foreign currency, a declaration stating that they choose to pursue studies in a financial regime "on their own account";

o. Proof of payment of the processing fee (non-refundable in case of processing, i.e. if the documents uploaded online have been checked), according to the Fees Regulation.

V.4.2. For information on the obligation to apostille or supralegalise documents issued by countries that fall under this scope, please contact the Romanian Ministry of Foreign Affairs or the Romanian Ministry of Education (National Centre for the Recognition and Equivalence of Diplomas - CNRED).

V.4.3. If the university is unclear about the study documents submitted by the candidates, the university will ask for the official point of view of the Ministry of Education-DGRIAE. Consequently, the Ministry of Education may request additional documents in addition to those mentioned above.

V.4.4. If the Ministry of Education finds that a dossier is not complete or does not comply with its requirements, the Ministry of Education reserves the right to reject the dossier and not to issue a Letter of Acceptance to the citizen concerned.

V.4.5. In the case of study documents issued by educational establishments operating on the UK system, predictive results will not be accepted. The University will only accept study documents containing the final marks obtained in the baccalaureate/equivalent examination. The General Certificate of Education (GCE) is compulsory;

V.4.6. In the case of study documents issued in Iran, in addition to the high school diploma, the Pre-University diploma is mandatory for the graduating classes prior to 2019, the admission average being the arithmetic average of the averages obtained according to the two documents.

V.4.7. In the case of study documents issued in Israel, the certificate of graduation is not accepted; it is mandatory to submit the baccalaureate diploma/final equivalent-Bagrut, together with the Psychometric Entrance Test (PET), the admission average being the arithmetic average of the averages obtained according to the two documents.

V.4.8. In the case of study documents issued in the United States of America, in addition to the high school diploma/equivalent diploma, one of the following documents is mandatory: the Scholastic Aptitude Test (SAT)/Advanced Placement Test (APT)/American College Testing (ACT), the admission average being the arithmetic average of the averages obtained according to the two documents.

V.4.9. Candidates who have subjects other than biology/chemistry in their enrolment form, but which correspond to biology/chemistry, are required to submit a certificate issued by the secondary school/official document certifying that the subject/subjects in question are equivalent to biology/chemistry.

V.4.10. In accordance with the current provisions of the Ministry of Education and of the Romanian Government, the documents issued in original by the Romanian authorities, in Romanian, may be submitted in copies. This provision does not apply to translations into Romanian from another language.

IV.3. NECESSARY DOCUMENTS - CANDIDATES ROMANIAN CITIZENS FROM ABROAD

VI.4.1. The application file and its uploading online by the candidates, assuming responsibility for the authenticity and correspondence between the digital/scanned and the original documents, will contain the following scanned documents, front and back, as appropriate:

- a. Privacy statement - see the Useful documents folder;
- b. Application for admission - see the Useful documents folder;
- c. Baccalaureate diploma or equivalent - certified/super-certified copy (depending on the issuing country) in the official language of the country where the diploma was issued and certified translation into Romanian;
- d. Transcript of records of the baccalaureate diploma / equivalent - certified / super-certified copy (depending on the issuing country) in the official language of the country where the diploma was issued and authorised translation into Romanian;
- e. Transcripts with the marks obtained during high school - certified / super-certified copy (depending on the issuing country) in the official language of the country where the diploma was issued and authorised translation into Romanian;
- f. The certificate issued by the educational institution, in place of the baccalaureate diploma, if it has not been issued, in the case of candidates who passed the baccalaureate examination in the session corresponding to the current year/ who have not received the final diploma - certified/ super-certified copy (depending on the issuing country) in the official language of the country where the diploma was issued and authorised translation into Romanian;

- g. Passport, valid at least 6 months from the start of the academic year - copy;
- h. Permanent residence / Identity card - certified copy and authorised translation into Romanian;
- i. Birth certificate - certified copy and authorised translation into Romanian;
- j. Marriage certificate, if applicable - certified copy and authorised translation into Romanian;
- k. Declaration on own responsibility that he/she has never benefited from a place of studies with financing from the Romanian state budget (scholarship or exemption from school fees) for the level of studies requested;
- l. A notarised declaration that the candidate has no permanent residence / domicile in Romania;
- m. Declaration on own responsibility, based on the freely expressed will, of assuming the Romanian cultural identity, according to the legislation in force, (except for candidates from Moldova and those who have Romanian citizenship and reside abroad) - see the Useful documents folder;
- n.
- o. Medical certificate - see the Useful documents folder.

VI.4.2. In accordance with the current provisions of the Ministry of Education and of the Romanian Government, documents issued in the original in Romanian may be submitted in copies. This provision does not apply to translations into Romanian from another language.

VI.4.3. Candidates who have subjects other than biology/chemistry in their enrolment form, but which correspond to biology/chemistry, are required to submit a certificate issued by the secondary school/official document certifying that the subject/subjects in question are equivalent to biology/chemistry.

VI.4.4. Candidates are responsible for ensuring that there are no discrepancies in the spelling of their name in the documents submitted. If this is not the case, you must provide a notarised declaration that your name is correct.

VI.4.5. Romanians Abroad graduates of the Preparatory Programme are subject to all the provisions of this methodology.

CAPITOLUL V. ORGANISATION OF THE ADMISSION COMPETITION

V.1. Candidates are admitted on the basis of a competitive examination and candidates are ranked in order of baccalaureate/ equivalent. The final admission average consists of the mark obtained in the baccalaureate/equivalent examination or the average of the years of study in countries which do not have a baccalaureate/equivalent examination, plus the marks awarded by the school.

V.2. The mark awarded is equivalent to a 3.00 grade, according to the Romanian marking system.

V.3. The minimum final admission average cannot be less than 5.00 (five), according to the Romanian education marking system.

V.4. The final admission average is expressed to a maximum of four decimal places, without rounding.

V.5. For candidates with educational qualifications issued in countries which do not award an average for the baccalaureate/ equivalent, the general average of the secondary school years will be taken instead of the baccalaureate average.

V.6. The baccalaureate average will be calculated by equalising the mark obtained in the country of origin according to the Romanian marking system.

V.7. The maximum mark obtained in your home country in the baccalaureate/equivalent exam is equivalent to a grade 7, plus 3 points automatically.

V.8. For candidates with educational qualifications issued in countries which do not award an average for the baccalaureate/ equivalent, the general average of the secondary school years will be taken instead of the baccalaureate average.

V.9. In the case of baccalaureate diplomas issued in Morocco, the average obtained in the national exam will be taken into account.

CAPITOLUL VI. RESULTS OF THE ADMISSION COMPETITION AND RANKING OF CANDIDATES

VI.1. The Admissions Committee will calculate the admission average and validate the results thus obtained by each candidate.

VI.2. The results of the admission competition will be published on the date set in accordance with the Admission Calendar, on the University's website, in the International Admission section, depending on when the ranking of candidates is finalised, indicating the number/code of the online application form, which will replace the candidate's identification data (first and last name).

VI.3. The lists will be posted on the university's website according to the following criteria: the descending order of the final admission averages obtained by the candidates according to the university's requirements (baccalaureate average/equivalent average, application of the tie-breaking criteria in the case of candidates with equal final admission averages, after appeals, after confirmations).

VI.4. The final admission average consists of the mark obtained in the baccalaureate/equivalent examination or the average of the years of study in countries which do not have a baccalaureate/equivalent examination plus 3 points automatically.

VI.5. The final admission average is minimum 5.00 (five), according to the Romanian marking system.

VI.6. Candidates will be ranked according to the descending order of their average marks, within the limit of the approved places available.

VI.7. If, after the candidates have been ranked, there are several candidates with the same average in the last place, their ranking will be based on the following criteria:

- The arithmetic average of the marks obtained in Biology during the secondary school years;
- The arithmetic average of the marks obtained in chemistry during the high school years;

VI.8. Depending on the stage of the admission competition, the results will be as follows:

- Provisional results, generated on the day of the entrance exam;
- Results after any appeals have been resolved, where there have been changes in average and classification;
- Results after each stage of place confirmation, reflecting the candidate's status;
- Results after the deadline for enrolment has expired, the list of candidates admitted and provisionally enrolled in year 1;

VI.9. The lists will be displayed with the online application form number/code of the validated files, which will replace the candidate's identification data (surname and forename).

VI.10. It is not allowed to exceed the tuition fees approved by the University Senate and legislation.

CAPITOLUL VII. LODGING AND SETTLING APPEALS

VII.1. Any appeals must be sent by e-mail torelint@umft.ro, within the period set in the Admission Calendar.

VII.2. Only appeals concerning your own admission average obtained in the admission competition will be admitted.

VII.3. The decision on appeals is exclusively the responsibility of the Appeals Committee, which will analyse and settle the appeals on the date set in the Admission Calendar. The board's decision is final and will be published on the university's website on the date set in the timetable for the admission competition.

VII.4. If there is a difference in marks, the candidate will be given the average resulting from the recalculation of the average, in accordance with the requirements set out in this methodology.

VII.5. Appeals based on a lack of knowledge of the Admission Regulations will not be accepted.

VII.6. Once any appeals have been resolved, lists of admitted and rejected candidates will be drawn up and displayed for study programmes where there have been changes in classification and averages, including the final, definitive and uncontested admission averages.

VII.7. Once the deadline for resolving and replying (by posting) to appeals has expired, the final admission average is definitive and cannot be changed.

CAPITOLUL VIII. CONFIRM YOUR PLACE

Stage I

VIII.1. During the period established in the Admission Calendar, candidates declared admitted following the admission competition organised by UMF „Victor Babeș” in Timișoara, sessions of the current year, are obliged to confirm their place in the online platform, by paying the confirmation fee, as well as an advance of 50% of the tuition fee and uploading the proof of payment on the admission platform, under penalty of losing the place obtained through the competition, in case of failure to fulfil these obligations; as a result, an admitted candidate who has not confirmed his/her place and has not paid the advance of 50% of the tuition fee within the period set out in the admission timetable will be considered as rejected and will automatically appear, according to the final admission average, on the list of rejected candidates who have not confirmed their place and have not paid the advance of 50% of the tuition fee.

VIII.2. The advance of 50% of the tuition fee is non-refundable in the case of admitted candidates who have confirmed their place and subsequently withdraw from their studies/resign their place obtained through the competition//do not finalise their enrolment by the deadline set in the admission calendar. Exempted from this provision are the candidates who do not obtain the Letter of Acceptance from the Ministry of Education or the study visa in due time or who are subsequently admitted to a place of study financed from the Romanian State budget or with a fee in lei (after passing an entrance examination in our university, type I, II or type III - RDP category only). Any other exceptional situations proven by official documents require the express approval of the university management for the refund of the 50% advance of the tuition fee.

VIII.3. During the period established in the Admission Calendar, unsuccessful candidates, who have been registered and validated in the admissions competition and have obtained a final admission average above 5.00, may confirm their place by paying the confirmation fee and uploading the proof of payment on the online admissions platform, in case a place becomes vacant; in this case, the payment of the confirmation fee is not a guarantee for the admission of unsuccessful candidates, as it depends on the number of available places approved by the university and the management of places as decided by the university management.

VIII.4. If a place becomes vacant, the unsuccessful candidate who has confirmed their place within the periods set out in the admission calendar has 48 hours to pay the 50% tuition fee deposit and the deposit of 50% of the tuition fee to keep their place. Failing this, the list rolls to the next candidate on the list.

VIII.5. Proof of payment of the confirmation fee, which is not uploaded online in the admissions platform according to the established timetable, will not be considered as confirmation of place.

VIII.6. The place confirmation fee is non-refundable, even if there is no vacancy.

VIII.7. Confirmation of place on the admission platform includes the choice of optional subjects by the candidate, one of which becomes compulsory/semester. The optional subjects will be included in the study contract/attached to the candidate's study contract and cannot be changed later.

VIII.8. After stage I confirmation, a candidate's status can be:

- Admitted confirmed;
- Rejected confirmed (pending);
- Rejected unconfirmed - admitted/rejected candidate who did not confirm in stage I.

Stage II

VIII.9. If, after the first stage of confirmations, there are still vacant places (vacancies), within the period established in the admission calendar, candidates who did not confirm in the first stage of confirmations (unconfirmed rejects) will have the possibility to confirm a vacancy within 48 hours (Romanian time) and pay 50% of the tuition fee in advance, from the moment the vacancy is announced on the admission platform, by email and/or in the candidate's account, respecting the order of the final admission averages.

VIII.10. If the list of unsuccessful candidates who have not confirmed their place includes only one candidate in this situation, the list will be repeated a maximum of 2 (two) times every 48 hours. If, even after the second run of the list at 48 hours, the candidate has still not confirmed his/her place and has not paid the 50% deposit of the tuition fee, the place will be managed according to the official decisions of the University management.

VIII.11. Candidates who have formally withdrawn (in writing, by e-mail) from the admission competition/ have withdrawn their application/ have withdrawn their application/ have withdrawn their place, will be permanently excluded from the roll and will not be considered at any stage of the competition.

VIII.12. Candidates who have not obtained a final admission average of at least 5 (five) are not entitled to confirm a place.

VIII.13. Rejected candidates will be placed in the order of their final admission averages, with priority being given to rejected candidates who have confirmed their place in Stage I.

CAPITOLUL IX. PROVISIONS ON ENROLMENT, PLACE CONFIRMATION, TUITION AND ENROLMENT FEES

IX.1. Types of taxes:

- o File processing fee (non-refundable in case the file has been processed, i.e. if the documents uploaded online have been checked) - €200, non-refundable;
- o Place confirmation fee - 300 euro, non-refundable;
- o The tuition fee (tuition)/tuition year must be uploaded on the admissions platform by the application deadline;
- o Enrolment fee: 100 lei, payable in cash at the university cashier's office, upon final enrolment.

IX.2. The amount of tuition fees can be found in the Regulation on the amount of tuition fees and other fees at UMFVBT.

IX.3. All proofs of payment of fees in euro that have not been paid on the admissions platform are uploaded by the candidate on the platform by the deadlines set in the calendar.

IX.4. Beneficiary bank details:

Beneficiary: "Victor Babeș" University of Medicine and Pharmacy "Victor Babeș" of Timisoara.

Beneficiary address: Timișoara, Piața Eftimie Murgu Nr. 2, Code 300041.

Beneficiary bank: BANCA TRANSILVANIA.

Address of the beneficiary's bank: Timisoara, Str. Palanca nr. 2, Piața Unirii, Timisoara, Romania.

IBAN: RO53BTRL03604202A6896600 (Euro Account)

SWIFT: BTRLRO22

IX.5. Proof of payment must contain the candidate's full name (surname and forename) and the type of payment made - file processing, place confirmation, tuition fee.

IX.6. If the fees are paid by other persons and not by the applicant, the receiving bank may request additional information and personal data (through the Financial - Accounting Service of the university, e.g. identity card/passport etc.) of the persons who made the payment/transfer and their consent to process their personal data for verification by the bank.



IX.7. It is the applicant's responsibility to ensure that the proof of payment contains all the required information so that it can be properly processed by the university's Financial Accounting Service.

IX.8. The necessary tuition fee information can be obtained exclusively from the University's Financial and Accounting Service, contab@umft.ro.

IX.9. The amount of tuition fees does not change during an academic year.

IX.10. The amount of the tuition fee remains unchanged until the end of the university study programme, unless the duration of tuition provided for by law is exceeded.

IX.11. Tuition fees must be paid before enrolling.

IX.12. Successful candidates who do not pay the tuition fee and do not upload proof of payment on the admission platform by the deadline set for enrolment are automatically considered to have forfeited their place by default.

IX.13. Proof of tuition fee payment (copy of the receipt/payment order) must be uploaded in the online admission platform.

IX.14. The nominal report/study programme/candidate category report regarding the payment of tuition fees and containing the situation of candidates admitted and provisionally enrolled in year 1 will be generated from the platform with the advice of the Financial Accounting Service and sent to the Deans' Offices and the Prorectorate for International Relations before the date set in the calendar for the posting of the results of the candidates provisionally enrolled in year 1.

CAPITOLUL X. ENROLMENT PROCEDURE FOR SUCCESSFUL CANDIDATES

X. 1. The enrolment in the *Romanian Language Preparatory Programme for Foreign Citizens* of the candidates declared admitted is subject to the fulfilment of all the provisions below:

a. Obtaining the CNRED (Ministry of Education) Certificate/Attestation/Chritorial Letter of Acceptance for studies issued by the Ministry of Education;

b. confirmation of place within the deadlines set in accordance with the timetable for the admission competition and the conditions laid down in this methodology;

c. payment of all fees as stipulated in this methodology and in the Regulation on the amount of tuition fees and other fees at UMFVBT;

d. obtaining a study visa (D-SD) from the Romanian Embassy/Consulate in the country of origin - where applicable;

e. submission of the application file containing the original of the study documents and the attached forms, as well as the documents in physical/electronic format in certified original copies, together with the authorised original translations of the documents submitted in the application file uploaded to the online platform. Authorised original translations into Romanian are mandatory for the baccalaureate/ equivalent baccalaureate diploma, the baccalaureate/ equivalent baccalaureate transcript of records and the birth certificate;

X. 2. The University manages the submission of the applications to the Ministry of Education - DGRIAE in order to obtain the Letter of Acceptance for studies.

X. 3. If an applicant submits his/her application to several universities in Romania, this may lead to a delay in issuing the Letter of Acceptance for studies, with the risk that the applicant may not obtain the study visa in time and may not meet the legal deadlines for enrolment at our university!

X. 4. The Letter of Acceptance to study is a compulsory document for the enrolment of candidates who have passed the admission competition.

X. 5. Candidates from third countries (countries outside the EU, EEA, CH) admitted to the Romanian Language Preparatory Programme for Foreign Citizens submit the original application documents within the legally stipulated deadlines to the Prorectorate for International Relations of the university, which will issue

the Provisional Decision of admission to studies, approved and signed by the rector of the university.

X. 6. In order to apply, successful candidates are required to submit the following documents to the secretariat of the Prorectorate for International Relations, by the closing date for applications, in letter format, organised in a cardboard envelope, to the following address:

- (1). Personal data protection declaration - as per the form in the useful documents posted on the university website;
- (2). Baccalaureate diploma/equivalent diploma - in original, certified or super-certified copy (The Hague Apostille/Ministry of Foreign Affairs, Romanian Embassy) in the official/original language in which it was issued and certified translation into Romanian;
- (3). Transcript of Baccalaureate/equivalent - in original, legalised or suprlegalised copy (The Hague Apostille/Ministry of Foreign Affairs, Romanian Embassy) in the official/original language in which it was issued and certified translation into Romanian;
- (4). Certificate of graduation (only for high school graduates who have not obtained the final diploma) of the baccalaureate/ equivalent exam (containing and explicitly reflecting the passing of the baccalaureate/ equivalent exam and the final results obtained by the candidate in this exam) - in original, certified or super-certified copy (Apostille from The Hague/Ministry of Foreign Affairs, Romanian Embassy) in the official/original language in which it was issued and certified translation (if applicable) in Romanian/English/French;
- (5)
- (6). transcripts of secondary school years - certified or super-certified copy (The Hague Apostille/Ministry of Foreign Affairs, Romanian Embassy) in the official/original language in which it was issued and authorised translation (if necessary) into Romanian/English/French;
- (7). Birth certificate/equivalent - in certified copy and authorised translation into Romanian;
- (8). Passport (valid at least 6 months from the starting date of the academic year)/ID card, depending on the category (EU, non-EU, RDP) - copy;
- (9). Identity card / document proving permanent residence abroad - certified copy and authorised translation into Romanian/English/French in the case of documents issued in a language other than one of these three;
- (10) Marriage certificate (if applicable) - certified copy and authorised translation into Romanian;
- (11). Medical certificate according to the model approved by the university or containing all the information according to the model approved by the university and found in useful documents, posted on the university's website, in Romanian, English or French;
- (12). 4 passport photos;
- (13). Proof of tuition fee payment - copy;
- (14) International Language Proficiency Certificate - copy (if applicable);
- (15). Notarised declaration from Romanian citizens residing in third countries who wish to enrol in a study programme with payment of the tuition fee in foreign currency, stating that they choose to pursue studies in a financial regime "on their own currency";
- (16). Notarised declaration/official document proving that all the documents uploaded by the applicant correspond to one and the same person, in case of discrepancies, differences in the documents regarding the full name of the applicant - if applicable (only if the name and/or surname is not written identically in all the documents submitted);
- (17). Copy of study visa/residence permit - if applicable.

X. 7. In order to sign the university study contract and for enrolment purposes, foreign/international citizens admitted to the university will have to submit to the secretariats of the faculties the decision of admission to study (in copy), accompanied by copies of the following documents:

- o Letter of Acceptance to study issued by the Ministry of Education;

PROCTORATE INTERNATIONAL RELATIONS

P-ța Eftimie Murgu, nr. 2, code 300041, Timișoara, Romania
Tel: +40256220479; Fax: +40256490626
Email: international@umft.ro

www.umft.ro

- o Proof/Certificate of language proficiency in Romanian/English/French, as appropriate;
- o Official documentary evidence of exemption from the language test, where applicable;
- o Passport;
- o Proof of payment of tuition fees;
- o Proof of payment of the registration fee.

X. 8. The decision of admission to studies is valid until the date of the enrolment decisions and the final enrolment of the admitted foreign citizens, after the complete files of the admitted foreign citizens have been sent by the Prorectorate for International Relations to the secretariats of the faculties.

X. 9. Candidates declared admitted are required to submit the original of their study documents upon enrolment. The original transcripts will remain with the faculty for the duration of your studies (in accordance with the Romanian legislation in force).

X. 10. Admitted candidates who do not enrol in the first year and do not pay the tuition fee by the deadline established in the admission calendar, are considered, ex officio, to have withdrawn and have definitively renounced the place obtained through the admission competition and the status of admitted candidate, by not complying with the provisions, procedures and deadline for enrolment and are not considered as students of the "Victor Babeș" University of Medicine and Pharmacy of Timisoara.

CAPITOLUL XI. FINAL PROVISIONS

XI.1. Places left unfilled after admission are managed at University level, according to the decisions of the Administrative Board.

XI.2. The enrolment of students declared admitted after the admission contest is made by decision of the Rector of UMF "Victor Babeș" in Timisoara.

XI.3. Once enrolment has been approved, students are entered in the Single Student Register (SSR) under a unique number, valid for the entire period of enrolment in the study programme to which they have been admitted.

XI.4. For registration purposes, the dean of the faculty and the secretariat of studies reserve the right to request additional documents from students provisionally enrolled in the first year, according to the legal provisions in force.

XI.5. Failure to submit the original baccalaureate/state diploma or the certificate of recognition of the diploma, through the sole fault of the candidate declared admitted, within the deadline set by this Regulation, leads to the loss of the place financed from the state budget.

XI.6. After enrolment, final lists are generated and displayed, with the candidates declared admitted and enrolled.

XI.7. The collection of personal data from candidates to the admission competition, as well as their processing and storage, is carried out in compliance with the legal provisions on the protection of individuals with regard to the processing of personal data, and the free movement of such data. The personal data of admitted and enrolled candidates are nominally reported to the Ministry of Education through UEFISCDI.

XI.8. With the adoption of this Methodology, previous decisions and regulations are repealed. Any amendment may be made only with the approval of the University Senate or by the publication of mandatory normative acts.

XI.9. In exceptional and justified cases, derogations from this methodology may be approved by the Rector's decision, with the approval of the University's Administrative Council.

XI.10. The Administrative Board of the university has the right and the obligation to make this Methodology compatible with the Orders of the Ministry of Education issued until the date of the admission contest.

XI.11. The Senate of the "Victor Babeș" University of Medicine and Pharmacy of Timișoara approved this Methodology in the meeting of 18.12.2024, the date on which it enters into force.

Rector,
Prof. Dr Octavian Marius Crețu

The holograph signature is affixed on the original version of the document which is kept in the University Senate archives. This act shall have the same legal force as the original document.

**ANNEX NO. I - CONDITIONS AND PROCEDURE FOR THE RECOGNITION BY
CNRED OF QUALIFICATIONS OBTAINED ABROAD**

PROFECTURATE INTERNATIONALE RELATII

P-ța Eftimie Murgu, nr. 2, code 300041, Timișoara, Romania
Tel: +40256220479; Fax: +40256490626
Email: international@umft.ro

www.umft.ro



I. THE EQUIVALENCE OF THE BACCALAUREATE DIPLOMA OBTAINED BY ROMANIAN NATIONALS ABROAD OR AT AN EDUCATIONAL ESTABLISHMENT WHICH ORGANISES AND CARRIES OUT ON ROMANIAN TERRITORY EDUCATIONAL ACTIVITIES CORRESPONDING TO AN EDUCATIONAL SYSTEM IN ANOTHER COUNTRY

<https://cnred.edu.ro/echivalarea-diplomei-de-bacalaureat-obtinuta-in-strainatate-de-cetatenii-romani/>

File submission

- Online, via the electronic Single Electronic Contact Point for diplomas issued in Romanian, English, French, Spanish or Italian: <https://edirect.e-guvernare.ro/Admin/Proceduri/ProceduraVizualizare.aspx?IdInregistrare=1176798&IdOperatiune=2>
- Online via the electronic Single Electronic Contact Point for diplomas issued in other languages: <https://edirect.e-guvernare.ro/Admin/Proceduri/ProceduraVizualizare.aspx?IdInregistrare=1176846&IdOperatiune=2>
- Seat of the university: "Victor Babes" University of Medicine and Pharmacy "Victor Babes" of Timișoara
Address: Timișoara, Piața Eftimie Murgu Nr. 2, Code 300041, www.umft.ro,
E-mail: international@umft.ro
- the School Inspectorate of Bucharest or the County School Inspectorates
- Ministry of Education Registry, by post or express courier, opening hours: Monday-Thursday, 09:00-11:00 and 14:00-16:00 Friday, 09:00-11:00, Str. Spiru Haret, nr. 12, parter, camera 1, Sector 1, 010176 București

The list of education provider organisations, which organise and carry out educational activities on the territory of Romania corresponding to an education system in another country, can be found at the following address: <https://aracip.eu/categorii-documente/info-unitati-invatamant-registre>.

Documents needed

1. Application - for physical submission

You can download the standardised form:

- on the university's website, section Admission - Standardised forms;
- from the CNRED website: <https://cnred.edu.ro/echivalarea-diplomei-de-bacalaureat-obtinuta-in-strainatate-de-cetatenii-romani/>

2. Baccalauréat

- a copy, if the diploma is issued in Romanian, English, French, Spanish, Italian, French, Italian, Spanish, Romanian
- copy and notarised translation into Romanian for documents issued in other languages

3. Other documents

- the certificate of passing the baccalaureate examination in Italy; Pruebas de Aptitud para el Acceso a la Universidad, calificación Apto in Spain; certificate issued by Universitets-och högskolerådet (UHR) for access to university studies in Sweden; etc. - copy of the documents for studies in languages in international circulation (English, French, Spanish, Italian) or copy and notarised translation into Romanian for documents for studies in other languages

4. Copy of personal identification documents

- passport / identity document - identity card or identity card
- proof of change of name (if applicable), in copy (Romanian/ English/ French/ Spanish/ Italian) and notarised translation (for other languages)

Authentication of qualifications subject to recognition/ equivalence

1. no apostille or supralegalisation is required for diplomas from the Republic of Moldova. Diplomas issued prior to 2008 (as well as diplomas issued after 2008 that cannot be verified through the portal) must be accompanied by the Certificate of Authenticity issued by the Ministry of Education of the Republic of Moldova, as of 01.04.2019, in copy;

2. for countries which are party to the Hague Apostille Convention, the educational documents subject to equivalence/recognition must be endorsed with the Hague Apostille by the competent authorities of the issuing countries; educational documents from Italy, Greece, Spain, Portugal and Cyprus will be endorsed with the Hague Apostille, other EU Member States being exempted;

3. for countries which are NOT party to the Hague Apostille Convention, the study documents will be supralegalised or will be accompanied by the Certificate of Authenticity issued by the competent authorities of the country of origin;

- supralegalisation is applied by the Ministry of Foreign Affairs of the issuing country, the Romanian Embassy/Consular Office in the country in question and the Romanian Ministry of Foreign Affairs or by the Ministry of Foreign Affairs of the issuing country and its Embassy/Consular Office in Romania and the Romanian Ministry of Foreign Affairs; for countries where there are no Romanian diplomatic missions or which do not have diplomatic missions in Romania, the study documents will be stamped by the Ministry of Education and the Ministry of Foreign Affairs of the issuing country;

- exemption from supralegalisation is permitted by law, by an international treaty to which Romania is a party or on the basis of reciprocity.

The list of countries for which apostille or supralegalisation is required can be found at:
<https://cnred.edu.ro/lista-statelor-pentru-care-se-solicita-apostilarea-sau-supralegalizarea/>.

Document evaluation

The evaluation of the documents and the issuing of the CNRED decision shall be carried out within a maximum of 30 working days from the date of registration of the complete file. This deadline may be extended accordingly in case of additional verifications or consultation of external experts.

Check the status of your application at: <https://cnred.edu.ro/dosare3/>

Issuing a certificate

- electronically, via the PCUe platform, for online applications
- at CNRED headquarters, opening hours: Monday - Thursday, 09:00 - 12:00, 13:00 - 15:00; Str. Spiru Haret, nr. 12, Sector 1, 010176 Bucharest, National Centre for the Recognition and Equivalence of Diplomas
- at the university
- the School Inspectorate of Bucharest or the County School Inspectorates
- by post, to the address indicated in the application
- by express courier - collect on delivery - the courier service is contracted by the applicant

The certificate is issued to the holder or to a person authorised by a notary.

Release duplicate

In case of loss, complete destruction or damage of the equivalence certificate, a duplicate can be issued. For the duplicate to be issued, the following documents must be submitted: application; notarised statement on the loss, destruction or damage of the certificate; copy of identity card; copy of the document of studies that has been recognised as equivalent; copy of other documents, if necessary.

Appeals procedure

Appeals shall be lodged at the M.E. registry within 45 working days from the date of issue of the certificate of recognition/ equivalence and from the date of the reasons for non-recognition. The deadline for settling



appeals is 60 working days from the date of their registration with the CNRED. The deadline may be extended in justified cases, the applicant being notified in writing by postal services or electronic mail.

ANNEX NO. II - RECOGNITION OF THE STUDIES OF NATIONALS OF MEMBER STATES OF THE EUROPEAN UNION, THE EUROPEAN ECONOMIC AREA AND THE SWISS CONFEDERATION FOR ENROLMENT AT POST-SECONDARY OR HIGHER EDUCATION LEVEL

<https://cnred.edu.ro/recunoastere-studii-cetateni-europeni-admitere-licenta-in-romania/>

File submission

- Online, via the electronic Single Electronic Contact Point for diplomas issued in Romanian, English, French, Spanish or Italian: <https://edirect.e-guvernare.ro/Admin/Proceduri/ProceduraVizualizare.aspx?IdInregistrare=1178102&IdOperatiune=2>
- Online via the electronic Single Electronic Contact Point for diplomas issued in other languages: <https://edirect.e-guvernare.ro/Admin/Proceduri/ProceduraVizualizare.aspx?IdInregistrare=1178123&IdOperatiune=2>
- University seat: "Victor Babeș" University of Medicine and Pharmacy "Victor Babeș" of Timișoara, Prorectoratul Relații internaționale, Address: Timișoara, Piața Eftimie Murgu Nr. 2, Code 300041, www.umft.ro, E-mail: international@umft.ro.
- Ministry of Education, by post or express courier

Programme: Monday-Thursday, 09:00-11:00 and 14:00-16:00 Friday, 09:00-11:00, Str. Spiru Haret, nr. 12, parter, camera 1, Sector 1, 010176 București

Documents needed

1. Application: Application form or Formulaire de demande - to submit your application in physical format
You can download the standardised form:

- on the university's website, section Admission - Standardised forms;
- from the CNRED website: <https://cnred.edu.ro/recunoastere-studii-cetateni-europeni-admitere-licenta-in-romania/>

2. High School Diploma/Certificate

- a copy, if the diploma is issued in Romanian, English, French, Spanish, Italian, French, Italian, Spanish, Romanian

- copy and notarised translation into Romanian for documents issued in other languages

3. Other documents, if any

* Example: Pruebas de Aptitud para el Acceso a la Universidad, qualification Apto from Spain; etc. - copy and notarised translation, except for English, French, Spanish and Italian study documents

* Example: foreigners, family members of Romanian citizens, holders of a temporary residence permit, must submit proof that they are employed or registered unemployed in order to benefit, under the law, of equal treatment with Romanian citizens in terms of enrolment in studies (GEO no. 194/2002 on the regime of foreigners in Romania with subsequent amendments and additions, republished, art. 80 para. (3) letters b) and c))

4. Copy of personal identification documents:

- passport / identity card

- proof of change of name (if applicable), in copy (Romanian/ English/ French/ Spanish/ Italian) and legalised translation (for other languages)



- proof of protection on Romanian territory - for refugees

5. Assessment fee of 100 lei - the fee is not payable by persons benefiting from a form of international protection

Fees are payable in lei:

- at the CNRED cashier's office, Monday to Thursday, from 9:00-12:00, 13:00-15:00
- by Money Order / Postal Money Order / Bank transfer mentioning the account below:

Beneficiary: Ministry of Education

Fiscal identification code: 13729380

Bank: Treasury and Public Accounting Activity of Bucharest Municipality - ATCPMB

IBAN Code: RO86TREZ70020E330500XXXXXXXXX

SWIFT Code: TREZROBU

BIC Code: TREZ

- via Ghișeul.ro

From abroad, fees can also be paid in Euro, by Payment Order / Bank Transfer, mentioning the account below:

Beneficiary: Ministry of Education

Fiscal identification code: 13729380

Bank: Romanian Commercial Bank - BCR, University branch

IBAN code: RO35RNCB008000565630300077

SWIFT Code: RNCBCBROBU

BIC Code: RNCB

Fees in euro are calculated at the leu - euro exchange rate published by the National Bank of Romania on the day the bank transfer is made.

Important: The IBAN code of the beneficiary, the name of the holder of the study document and the name of the employer applying for recognition (if applicable) must be written on the payment order or postal money order!

Authentication of qualifications subject to recognition/ equivalence

1. no apostille or supralegalisation is required for diplomas from the Republic of Moldova. Diplomas issued prior to 2008 (as well as diplomas issued after 2008 that cannot be verified through the portal) must be accompanied by the Certificate of Authenticity issued by the Ministry of Education of the Republic of Moldova, as of 01.04.2019, in copy;

2. for countries which are party to the Hague Apostille Convention, the educational documents subject to equivalence/recognition must be endorsed with the Hague Apostille by the competent authorities of the issuing countries; educational documents from Italy, Greece, Spain, Portugal and Cyprus will be endorsed with the Hague Apostille, other EU Member States being exempted;

3. for countries which are NOT party to the Hague Apostille Convention, the study documents will be supralegalised or will be accompanied by the Certificate of Authenticity issued by the competent authorities of the country of origin;

- supralegalisation is applied by the Ministry of Foreign Affairs of the issuing country, the Romanian Embassy/Consular Office in the country in question and the Romanian Ministry of Foreign Affairs or by the Ministry of Foreign Affairs of the issuing country and its Embassy/Consular Office in Romania and the Romanian Ministry of Foreign Affairs; for countries where there are no Romanian diplomatic missions or which do not have diplomatic missions in Romania, the study documents will be stamped by the Ministry of Education and the Ministry of Foreign Affairs of the issuing country;

- exemption from supralegalisation is permitted by law, by an international treaty to which Romania is a party or on the basis of reciprocity.

List of countries for which apostille or supralegalisation is required

PROCTORATE INTERNATIONAL RELATIONS

P-ța Eftimie Murgu, nr. 2, code 300041, Timișoara, Romania

Tel.: +40256220479; Fax: +40256490626

Email: international@umft.ro

www.umft.ro



Issuing a certificate

- electronically, via the PCUe platform, for online applications
- at the University of Medicine and Pharmacy "Victor Babeș" University of Timișoara, Prorectoratul Relații internaționale,
Address: Timișoara, Piața Eftimie Murgu Nr. 2, Code 300041, www.umft.ro,
E-mail: international@umft.ro , relint@umft.ro.
- at CNRED headquarters, opening hours: Monday - Thursday, 09:00 - 12:00, 13:00 - 15:00, Str. Spiru Haret, nr. 12, Sector 1, 010176 Bucharest, National Centre for the Recognition and Equivalence of Diplomas
- by post, to the address indicated in the application
- by express courier - collect on delivery - the courier service is contracted by the applicant

The certificate is issued to the holder or to a person authorised by a notary.

Release duplicate

In case of loss, complete destruction or damage of the equivalence certificate, a duplicate can be issued. For the issue of the duplicate, the following documents must be submitted: application; notarised statement on the loss, destruction or damage of the certificate; copy of the identity document; copy of the document of studies that has been recognised as equivalent; copy of the proof of payment of the 100 lei fee; copy of other documents, if necessary.

Appeals procedure

Appeals shall be lodged at the M.E. registry within 45 working days from the date of issue of the certificate of recognition/ equivalence and from the date of the reasons for non-recognition. The deadline for settling appeals is 60 working days from the date of their registration with the CNRED. The deadline may be extended in justified cases, the applicant being notified in writing by postal services or electronic mail.