

# REGULATION ON THE ORGANISATION AND CONDUCT OF THE ADMISSION COMPETITION UNDERGRADUATE PROGRAMMES AND UNDERGRADUATE PROGRAMMES OFFERED JOINTLY WITHIN THE UNIVERSITY OF MEDICINE AND PHARMACY "VICTOR BABEȘ" IN TIMISOARA

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## CHAPTER I. GENERAL PROVISIONS CONCERNING THE ORGANISATION AND CONDUCT OF ADMISSION

**I.1.** The present Regulation on the organisation and conduct of the admission examination to the undergraduate studies cycle at the "Victor Babes" University of Medicine and Pharmacy "Victor Babes" of Timisoara (hereinafter referred to as the University) has been elaborated in accordance with the provisions of:

- Law on Higher Education No 199/2023, as amended,
- 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.

**I.2.** The admission of Romanians from abroad, as well as of citizens from non-EU countries, is carried out on the basis of special methodologies elaborated by the Ministry of Education, as follows:

- 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;*
- M.E. Order no. 5.655 of 23 July 2024, on the admission of foreign citizens to study at university and postgraduate levels, on study places with tuition fees in foreign currency,

**I.3.** On the basis of university autonomy and public accountability, the "Victor Babes" University of Medicine and Pharmacy "Victor Babes" of Timisoara organises an admission contest for each accredited or provisionally authorised study programme, in order to test knowledge and cognitive abilities.

**I.4. (1)** In order to ensure equal opportunities and effective integration into social life, the "Victor Babes" University of Medicine and Pharmacy of Timisoara allocates a number of budgeted places within the approved enrolment figure, in compliance with the legal provisions and the enrolment capacity, for graduates with baccalaureate diploma from the following categories:

- a) national minorities, for study programmes which do not exist in state higher education in the language of the respective minority;
- b) the social protection system;
- c) persons with disabilities.

If places are not filled, they will be redistributed to other candidates.

**(2)** The "Victor Babes" University of Medicine and Pharmacy of Timisoara provides additional support adapted to the needs of candidates with locomotor disabilities and supports their access to the institution.

**I.5. (1)** For cycle I - bachelor's degree studies, respectively cycle I and II, offered merged in a bachelor's degree programme in the Health bachelor's degree field, admission is organised to the specialisations / study programmes accredited or authorised to operate provisionally, in accordance with the legal provisions in force, with the provisions of this Regulation, as well as with the enrolment figure and the Admission Calendar, documents approved annually by the University's Council of Administration, by types of admission, as follows:

- **Type I:** admission to the 6-year (360 ECTS credits), 6-year (360 ECTS) university degree programmes offered in Romanian language, offered on a joint basis, to Romanian, EU/EEA/CH citizens, as well as to 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 EU and EAEC 2019/C 384 I/01;
- **Type II:** admission to Bachelor degree programmes and university degree programmes offered on a 3-4-5 year (180-300 ECTS credits) and co-offered (3-4-5 years) basis for Romanian, EU/EEA/CH and UK 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 EU and EAEA 2019/C 384 I/01;
- **Type III:** Admission to university study programmes offered in a foreign language/Romanian language, 5-6 years (300-360 ECTS credits), *3 years (180 ECTS credits), Bachelor degree programmes*, Romanian (RO), European Union (EU), European Economic Area (EEA), Swiss Confederation (CH) citizens (RO),

as well as British citizens and members of their families, as beneficiaries of the Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the EU and EAEC 2019/C 384 I/01, citizens from third countries, as well as Romanian citizens from abroad on study programmes taught in Romanian.

(2) The study programmes accredited or authorised to operate on a provisional basis shall be established annually by Government Decision, initiated by the Ministry of Education before 31 March of each year. It may be amended or supplemented, by 31 August of each calendar year, at the initiative of the Ministry of Education, with applicability for the following academic year.

(3) The accredited (A) or provisionally authorised to operate (AP) undergraduate degree programmes within the "Victor Babes" University of Medicine and Pharmacy "Victor Babes" of Timisoara, in the undergraduate degree field of Health, educational form: IF (full-time education), for which an admission competition is organised, in the year 2025, in accordance with the legal provisions in force and the present regulation, in compliance with the Government Decision on the approval of the Nomenclature of fields and specialisations/ programmes of university studies and the structure of higher education institutions for the academic year 2025-2026, are as follows:

Nr. crt.	Faculty	Specialisation/ Undergraduate degree programme (geographical location and language of instruction)*A	(A)/ (AP)	Number of transferable study credits	Duration of studies
1	Medicine	Medicine*1)	A	360	6 years
		Medicine (in English)*1)	A	360	6 years
		Medicine (in French)*1)	A	360	6 years
2	Dental Medicine	Dental medicine*1)	A	360	6 years
		Dental medicine (in English)*1)	A	360	6 years
		Dental Technique	A	180	3 years
		Prophylactic dental care	AP	180	3 years
3	Pharmacies	Pharmacies*1)	A	300	5 years
		Pharmacy (in English) *1)	AP	300	5 years
		Pharmacy (in French)*1)	A	300	5 years
		Pharmacy assistant (in Deva)	AP	180	3 years

		Medical cosmetics and cosmetic product technology	AP	180	3 years
4	Healthcare	General healthcare*1)	A	240	4 years
		General healthcare (in Lugoj) *1)	A	240	4 years
		General Nursing (Deva) *1)	A	240	4 years
		Spa physiotherapy and rehabilitation	A	180	3 years
		Nutrition and dietetics	A	180	3 years
		<i>Community care and palliation**</i>		180	3 years

\*1) Specialisations regulated by sector within the European Union.

\*\* Subject to the approval of the provisional operating authorisation, by Government Decision on the approval of the Nomenclature of fields and specialisations/ programmes of university studies and the structure of higher education institutions for the academic year 2025-2026

**I.6.** The competition for admission to all undergraduate degree programmes and to undergraduate studies offered jointly is organised in July. If places remain unfilled, a second admission session will be organised in September, before the start of the academic year, depending on applications and the level of competition, under the same conditions and with the same committees.

**I.7.** The timetable for the admission competition, by type of admission, is approved by the University's Administrative Council, at the Rector's proposal.

**I.8.** The dates of the admission sessions, the competition forms and tests, established by these Regulations, are publicised in accordance with the legal provisions in force, by publication on the website [www.umft.ro](http://www.umft.ro), including the English and French sections.

**I.9.** The subjects for the competition tests are set on the basis of the subjects posted on the notice board/ notice board and on the website [www.umft.ro](http://www.umft.ro).

**I.10.** The enrolment figure, approved by the Board of Administration and the Senate of the UMF "Victor Babeș" in Timisoara for all undergraduate degree programmes and the university studies offered in a joint programme, will be posted on the university's website and will include both budgeted and fee-paying places.

**I.11.** In accordance with the Order/Address of the Ministry of Education and the enrolment figures approved by the University Senate, regarding the approval of the enrolment figures allocated to UMF "Victor Babeș" in Timisoara for undergraduate studies and university studies offered in combined programmes, the places/grants financed from the state budget will be distributed, separately, with the following destinations:

- Statistically allocated places;
- Places allocated to Roma graduates with baccalaureate;
- Places allocated to Romania's priority development areas;
- Graduates with baccalaureate from high schools in rural areas;
- Baccalaureate graduates from the social protection system (from the figure for statistically allocated places);
- Baccalaureate graduates with special educational needs/disabilities (from the figure for statistically allocated places);

- Graduates, with baccalaureate diploma, from among national minorities, for study programmes that do not exist in state higher education in the language of the respective minority (from the figure for statistically allocated places);
- Places allocated under the partnership contract with the Ministry of National Defence.

**I.12.** The amount of tuition fees for the first year of the university study programmes in the academic year following the admission competition, as set out in Annex 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](http://www.umft.ro), including the English and French sections.

**I.13.** Any communication between the University (UMFVBT) and the candidates enrolled for the admission competition will be made in writing, in electronic format, to the e-mail address and/or candidate account.

**I.14.** The competition tests, depending on the type of admission, are as follows:

Nr. crt.	Admission type	Competition and marking	Admission average calculation
1.	Admission type I	<p>A grid test to check your knowledge, including:</p> <ul style="list-style-type: none"> <li>- 60 Biology questions (from the topics and bibliography posted on the university's website, with the order of the answers changed; questions have between 1 and 4 correct answers and receive 1 point if all correct answers are marked. If only some of the correct answers are marked, a proportional mark is awarded. An incorrectly marked answer leads to the cancellation of the whole question score - score 0)</li> <li>- maximum score 60 points, equivalent to mark 6;</li> <li>- 30 Chemistry questions (from the syllabus and bibliography posted on the university website) - maximum score 30 points, equivalent to grade 3;</li> <li>- 10 points awarded automatically (for attendance), equivalent to grade 1.</li> </ul>	<p>The final mark is obtained by adding together the marks achieved by the candidate in Biology and Chemistry, plus the 10 points awarded for attendance.</p> <p>The final admission average is calculated by dividing the final score by 10, equivalent to the following formula:</p> $1 + 6 \times (\text{Biology score}) / 60 + 3 \times (\text{Chemistry score}) / 30$ <p>The final admission average is expressed to two decimal places, without rounding.</p> <p>The minimum final admission average for undergraduate studies cannot be less than 5.00 (five).</p>

Nr. crt.	Admission type	Competition and marking	Admission average calculation
2.	Admission type II	<p>A grid test to check your knowledge, including:</p> <ul style="list-style-type: none"> <li>- 50 Biology questions (from the topics and bibliography posted on the university's website, with the order of the answers changed; questions have between 1 and 4 correct answers and receive 1 point if all correct answers are marked. If only some of the correct answers are marked, a proportional mark is awarded. An incorrectly marked answer leads to the cancellation of the entire question score - score 0) - maximum score 50 points, equivalent to mark 7;</li> <li>- the mark awarded automatically (for attendance) is equivalent to mark 3.</li> </ul>	<p>The final admissions average is the arithmetic average of the grid test grade and the baccalaureate average.</p> <p>The mark for the grid test is calculated by multiplying the mark 7 by the ratio between the candidate's score and the maximum mark (50 points), plus the mark 3 for attendance:  <math display="block">\text{Grid test mark} = 3 + 7 \times (\text{grid score}) / 50</math>                     The formula for calculating the final admission average is:  <math display="block">\frac{\text{grid test mark} + \text{average}}{2}</math>                     The final admission average is expressed to two decimal places, without rounding.                      The minimum final admission average for undergraduate studies cannot be less than 5.00 (five).</p>
3.	Admission type III	<p><i>For EU candidates:</i>                      A grid test to check your knowledge, including:</p> <ul style="list-style-type: none"> <li>- 50 Biology questions (selective bibliography on the website) - maximum mark 50 points, equivalent to grade 7;</li> <li>- the mark awarded automatically (for attendance) is equivalent to mark 3.</li> </ul> <p><i>For non-EU candidates:</i>                      Entrance exam - competition for applications</p> <ul style="list-style-type: none"> <li>- baccalaureate/ equivalent average</li> <li>- the maximum mark obtained in the country of origin in the baccalaureate/equivalent is the equivalent of a grade 7 plus 3 points automatically.</li> </ul>	<p>The final admission average is the arithmetic average of the mark of the grid test and the average of the baccalaureate exam.</p> <p>The mark for the grid test is calculated by multiplying the mark 7 by the ratio between the candidate's score and the maximum mark (50 points), plus the mark 3 for attendance:  <math display="block">\text{Grid test mark} = 3 + 7 \times (\text{grid score}) / 50</math>                     The formula for calculating the final admission average is:  <math display="block">\frac{\text{grid test mark} + \text{average}}{2}</math>                     The final admission average is expressed to two decimal places, without rounding.                      The minimum final admission average for undergraduate studies cannot be less than 5.00 (five).</p> <p>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, multiplied by 7 and divided by the maximum value of the mark in question, plus 3 points automatically.                      The final admission average is expressed to a maximum of four decimal places, without rounding.                      The minimum final admission average for undergraduate studies cannot be less than 5.00 (five).</p>



Nr. crt.	Admission type	Competition and marking	Admission average calculation
		<p><i>For Romanian candidates from abroad (RDP) competition</i></p>	<p>The final admission average is the average obtained by applying the following formula established by the university:</p> $\text{Bacalaureat} \times 0,2 + \left( \frac{\sum \text{Biologie}}{\text{numărul de ani de studiu al materiei}} \right) \times 0,6 + \left( \frac{\sum \text{Chimie}}{\text{numărul de ani de studiu al materiei}} \right) \times 0,2$ <p>a. Bacalaureate = average obtained in the bacalaureate/equivalent examination or average of the years of study in countries which do not have a bacalaureate/equivalent examination</p> <p>b. <math>\sum</math>Biology = the sum of all biology/equivalent grades obtained in high school</p> <p>c. <math>\sum</math>Chemistry = sum of all chemistry/equivalent marks obtained in school</p> <p>Where: 0,2 = the weight of the bacalaureate/equivalent examination or of the average of the years of study in the case of countries which do not have a bacalaureate/equivalent examination in the formula for calculating the final average, respectively, the weight of the subject Chemistry in the formula for calculating the candidate's final average</p> <p>0,6 = the share of Biology in the final average formula</p> <p>The minimum final admission average for undergraduate studies cannot be less than 5.00 (five).</p>

**I.15. (1)** Admission to university study programmes is conducted in the language of the programme (Romanian/English/French).

**(2)** For admission to university study programmes taught in Romanian, the method of certification of language proficiency, in the case of candidates who do not present the documents required for enrolment, issued by Romanian or foreign educational institutions, teaching in Romanian, is provided for by this Regulation. By way of exception, for pupils who have studied in a language of international circulation or a language of national minorities, certification of oral communication skills in Romanian is provided by the bacalaureate diploma issued by authorised/accredited educational establishments in Romania.

**(3)** For admission to university study programmes taught in a language of international circulation (English and French), the procedure for certifying language proficiency in the case of candidates who do not present the study documents required for enrolment, issued by Romanian or foreign educational institutions teaching in that language, is provided for by this Regulation.

**I.16.** For university degree programmes taught in English/French, tuition is organised entirely in a foreign language (English/French), with the exception of clinical internships, which are conducted in Romanian.

**I.17.** Only secondary school graduates with a bacalaureate or equivalent diploma, regardless of the year of graduation, can take part in the admission competition.

**I.18. (1)** For the entrance examination to the "Victor Babeș" University of Medicine and Pharmacy of Timișoara, citizens of the Member States of the European Union, of the States belonging to the European Economic Area and of the Swiss Confederation, as well as 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 EU and EAEA 2019/C 384 I/01, may apply under the same conditions provided by law for Romanian citizens, including tuition fees.

**(2)** Romanian citizens, the citizens mentioned in Article I.18 (1) and in Article I.2, declared admitted, may enrol only on the basis of the bacalaureate diploma, recognised in accordance with the methodologies developed by the specialised directorates of the Ministry of Education.

(3) Foreign citizens who fulfil the provisions of O.G. 194/2002, with a residence permit in Romania, may also participate in the admission contest.

(4) The National Centre for the Recognition and Equivalence of Diplomas (CNRED [www.cnred.edu.ro](http://www.cnred.edu.ro)) of the Ministry of Education shall recognise the documents of pre-university education obtained in a Member State of the European Union, EEA and Swiss Confederation. The CNRED recognises, within 30 working days, the study documents attesting the completion of studies at baccalaureate level. This deadline may be extended if additional checks are carried out.

(5) Information on the conditions and procedure for the recognition of diplomas obtained abroad is set out in the Annex to this Regulation and is taken from the CNRED website as follows:

- the equivalence of the baccalaureate diploma obtained by Romanian citizens abroad or at an educational establishment that 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/>
- Recognition of studies of citizens of EU Member States, the European Economic Area and the Swiss Confederation for enrolment in higher education: <https://cnred.edu.ro/recunoastere-studii-cetateni-europeni-admitere-licenta-in-romania/>.

**I.19.** Graduates of secondary education from international systems accredited and recognised by the Ministry of Education have the right to participate in the admission process, including from the year of graduation, through a conditional acceptance procedure, with the opinion of the International Relations Service of the Vice-Rectorate for International Relations, the admitted candidate must bring the equivalent international baccalaureate diploma within a maximum of 6 months from admission. If the admitted candidate does not submit the equivalent international baccalaureate diploma within the deadline, he/she will be expelled.

## CHAPTER II. ADMISSION COMMITTEES

### II.1.

(1) The Vice-Rector for Education coordinates the admission process and intervenes in the resolution of exceptional situations, when necessary, together with the Central Admissions Commission.

(2) The Rector coordinates the work of the Central Admissions Commission.

(3) In order to analyse and settle the appeals, the Vice-Rector proposes, for the approval of the Board of Administration, the setting up of two appeals committees, consisting of 5 members and a secretary - for admission type I and II, respectively for admission type III.

### II.2. Admission committees

**II.2.1. The central admissions committee for each University** is proposed by the Administrative Board and is established by decision of the Rector.

**II.2.2.** The Central Commission has the following tasks:

- a. Appoint the members of the committee responsible for compiling the test papers for each subject;
- b. Together with the committee of specialists, appointed by decision of the Rector, ensures:
  - random extraction of tests from the database;
  - checking that the answers to the tests taken from the competition bibliography are correct and altering the order of answers;
  - producing the document with the correct answers to the questions ("Solutions.txt");
  - keeping tests and answers secret until the correct answers are posted.
- c. He supervises the distribution of the competition forms and question booklets and is responsible for keeping the tests secret until they are distributed in the competition halls;
- d. Supervise the production of the document with the correct solutions to the competition questions, called "Solutions.txt" and its copying in electronic format (on *memory sticks*) in sealed envelopes;
- e. Appoint, from among the members of the central selection board, the delegates responsible for distributing

the sealed boxes containing the competition materials and the sealed envelopes containing the *memory sticks* with the correct answers to the questions in the competition halls;

- f. Oversee the centralisation of scores and the display of results;
- g. Provides technical training for the members of the admissions committees and auxiliary staff involved in the organisation of the admissions competition, either *on-site* in the Aula Magna of the university or *online* in a meeting organised on the Zoom platform, on the date set and announced by the President of the Central Commission;
- h. Ensures that the correct answers to the questions are posted on the website of the "Victor Babeș" University of Medicine and Pharmacy of Timisoara, on the day of the competition, after its finalisation;
- i. It checks the results of the candidates placed last with equal marks, on the basis of the criteria set out in this Regulation;
- j. Coordinates the work of admissions/faculty committees,
- k. It centralises the lists drawn up by the Deans' Offices of the heads of wards, supervisors and operators;
- l. Analyses and approves the standard applications for the enrolment of Olympic candidates without taking the admission competition for budget-funded places, respectively the applications of candidates for separate places for baccalaureate graduates with special educational needs/disabilities.

**II.2.3. Committees by type of admission/faculty** are approved by the Administrative Board and are constituted by decision of the Rector, as follows:

- Type I and II admissions committee for each faculty, on the proposal of the Faculty Councils. The chairperson of the admission type/faculty committee is the dean of the faculty or a vice-dean designated by him/her.
- Type III Admissions Commission, including subcommissions for admission to university study programmes taught in a foreign language, respectively for the admission of non-EU foreign citizens and Romanians from abroad, at the proposal of the Vice-Rector for International Relations, which coordinates the work of the subcommissions, with the opinion of the deans of faculties.

**II.2.4. The admission/faculty committees** have the following tasks:

- a. Participates with the theatre managers and supervisors in the technical training organised by the Central Admissions Committee;
- b. Checks that university staff involved in organising admissions follow the procedures for enrolling candidates;
- c. It approves the applications for exemption from the payment of application fees, as well as the standard applications of candidates for separate places (for Roma graduates, graduates with baccalaureate diplomas from secondary schools in rural areas, graduates with baccalaureate diplomas from the social welfare system, graduates with baccalaureate diplomas from national minorities, for study programmes that do not exist in state higher education in the language of the respective minority);
- d. Ensure the smooth running and fairness of the competition by:
  - checks, through the floor managers, that the behaviour and security rules are observed by the supervisors;
  - checks, through the theatre managers, the identity of candidates when they enter the competition halls and their compliance with security rules;
  - checks, through the theatre managers, the candidates' training;
  - checks the actual organisation of the competition, through the chief organisers;
  - checks the evaluation and marking of the competition forms through the theatre managers;
  - checks, through the theatre managers, the packing, sealing and delivery of the competition forms;
  - checks the measures to be observed by candidates when they enter the hall on the day of the written test;
  - are required to keep the competition materials (questions and correct answers) secret until the correct answers have been posted;
  - receive and follow the technical instructions drawn up by the Central Admissions Committee;
  - are responsible for assessing candidates' applications, by correctly applying the selection criteria set by the University, only for activities that can be supported by official documents (certified copy);
  - are responsible, under their signature, for the correct calculation of each candidate's score, i.e. for completing the competition form with each candidate's score;

- signs, through the President, the list of results of the entrance examination, published on the University website;
- are 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;
- are 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;
- they are responsible for forwarding the Excel file with the candidates' results from the halls to the IT Department for centralisation in the computer programme.

**II.2.5.** Changes in the composition of the admissions committees, for duly justified reasons, are approved by the rector of the university, with the opinion of the vice-rector for teaching.

## CHAPTER III. METHODOLOGY FOR THE ORGANISATION AND CONDUCT OF THE ADMISSION OF CANDIDATES FROM ROMANIAN AND EUROPEAN UNION (EU), EUROPEAN ECONOMIC AREA (EEA) AND SWISS CONFEDERATION (CH) CITIZENS TO UNIVERSITY STUDY PROGRAMMES TAUGHT IN ROMANIAN LANGUAGE

### III. 1. Timetable for the admission competition

**III.1.1.** Admission to undergraduate degree programmes taught in Romanian is organised in the July session, according to the calendar approved by the University's Administrative Council.

**III.1.2.** If places remain unfilled, a **second admissions session will** be organised in **September**, under the same conditions as the first session, with the same committees.

### III. 2. Application procedure for the admission competition

**III.2.1.** During the period established in the Admission Calendar, candidates will **fill in the online application form and upload the application documents** (application file) in the admission IT platform, indicated on the university website [www.umft.ro](http://www.umft.ro), Admission Section, assuming their responsibility for the authenticity and correspondence between the digital/scanned and the original documents, without exceeding the deadline set for the application.

**III.2.2.** The university staff will check the contents of the application file and validate the enrolment during the period established in the Admission Calendar.

**III.2.3.** Contact dates:

- for the Faculty of Medicine: tel. 0256/220484; 0256/204400, extension 459;
- for the Faculty of Dental Medicine: tel. 0256/220480; 0256/204250, extension 404;
- for the Faculty of Pharmacy: tel. 0256/494604; 0256/204250, extension 483;
- for the Faculty of Nursing: tel. 0256/494604; 0256/204250, extension 417.

**III.2.4.** By completing the online application form, candidates consent to the processing of their personal data for this purpose. The data collected in the admission application form, for each candidate, are those stipulated by the M.E.N. Order no. 3714/2018 on the approval of the Regulation on the organisation, functioning and operation of the Single Matriculation Register of Romanian Universities.

**III.2.5.** Once the enrolment period has closed, the options, their order and other information on the enrolment form cannot be changed.

**III.2.6.** After filling in the application form and validating and validating their registration for the competition, candidates will receive a confirmation e-mail with details of the next steps, according to the Admissions Competition Regulations and Calendar.

**III.2.7.** Candidates applying for more than one study programme offered by UMF "Victor Babeș" in Timisoara will upload *online* the application documents (application file) only once.

**III.2.8.** When applying, candidates may choose one or more university degree programmes, indicating their

choice(s) in order of preference (as appropriate). Candidates' choice(s) and the admission average obtained by them determine their classification.

**III.2.9.** For each type of admission (I or II), candidates can choose between a maximum of two undergraduate programmes.

**III.2.10.** Reports on the number of validated enrolled candidates will be generated on a daily basis and will be available on the University's website in the Admissions section.

**III.2.11.** In order to make efficient use of the Roma places, Roma applicants shall attach to the online application documents (application file) a standard application form, indicating the option(s) of enrolment, accompanied by a recommendation issued by a legally established Roma organisation that the applicant is a Roma. The Chief Secretary of the University will date and certify on the application the possibility of enrolment of Roma candidates on separate places at the faculty concerned and will retain a copy of the application for record. The option(s) of enrolment of the Roma candidate on the separate place(s) excludes the possibility of his/her applying for the other places advertised for competition, for other purposes, financed from the state budget/fee-paying.

**III.2.12.** Graduates of secondary schools in rural areas have the possibility to choose to apply for the admission competition for the separate, budgeted places, by attaching to the online application documents (application file) a standard application form, indicating that the secondary school they have graduated from is on the list of secondary schools in rural areas, published at the address "<https://www.edu.ro/studii-licenta>", on the date of application for the competition. The option(s) to apply for a separate place for a candidate who is a graduate of a secondary school in a rural area exclude(s) the possibility of applying for the other places in the competition for other purposes, financed from the State budget/fee-paid.

**III.2.13.** Graduates with a baccalaureate from the social protection system have the possibility to opt for enrolment in the admission competition for separate, budgeted places, by attaching to the online application documents (application file) a standard application form, respectively the supporting documents issued by the General Directorate of Social Assistance and Child Protection, which show that, at the date of enrolment in the competition, they belong to the category of young people from the special protection system who fall under the provisions of art. 62, paragraph 1 of Law 272/2004 on the protection and promotion of children's rights, republished. The enrolment option(s) of the candidate - baccalaureate holder from the social welfare system - excludes the possibility to apply for the other places in the competition, for other purposes, financed from the state budget/fee-paying.

**III.2.14.** Baccalaureate graduates with special educational needs/disabilities have the possibility to choose to apply for admission to the admission competition on separate, budgeted places, by attaching to the online application documents (application file) a standard application form, respectively the supporting documents, showing that, at the date of application, they belong to this category, documents that will be stamped by the Medical Commission of the university. The option(s) of enrolling the candidate - graduate with a baccalaureate diploma excludes the possibility of applying for the other places in the competition, for other purposes, financed from the state budget/fee-paying.

**III.2.15.** In order to make efficient use of places for baccalaureate graduates from national minorities, for study programmes which do not exist in state higher education in the language of the minority in question, candidates shall attach to the online application documents (application file) a standard application form, indicating the option(s) of enrolment, accompanied by a recommendation issued by a legally established minority organisation, showing that the candidate belongs to the minority in question. The option(s) to apply for the separate place(s) exclude(s) the possibility of applying for the other competition places for other purposes funded from the State budget/fee-paid.

**III.2.16.** In order to ensure the fulfilment of the specific legal requirements for foreign candidates or those who obtained their baccalaureate diploma outside Romania, the Prorectorate for International Relations of the University will give a prior endorsement, with the mention "The documents allow enrolment", to the files of the following categories of candidates:

- citizens of countries of the European Union, of the European Economic Area (Norway, Iceland, Liechtenstein), of the Swiss Confederation, as well as British citizens and members of their families, ;
- Romanian citizens who obtained their baccalaureate diploma abroad/international baccalaureate;

- foreign citizens who fall under the provisions of O.G. no. 194/2002, with residence permit in Romania.

### III. 3. Documents needed to enrol for the admission competition

**III.3.1.** The application file and its uploading online 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.** Baccalaureate diploma/equivalent diploma; in the case of study documents issued by foreign educational institutions, a copy and a certified/super-certified translation of the baccalaureate diploma/equivalent diploma (Hague Apostille, Ministry of Foreign Affairs, Romanian Embassy);

**b.** Transcript of records with the marks obtained during high school - elaborated according to the legislation in force; in the case of study documents issued by foreign educational institutions, a copy and a certified/super-certified translation of the transcript of records from the baccalaureate/ equivalent diploma (Hague Apostille, Ministry of Foreign Affairs, Romanian Embassy);

**c.** The certificate issued by the educational institution, in place of the baccalaureate diploma, if it has not been issued - for candidates who have passed the baccalaureate examination in the session corresponding to the current school year. By way of exception, in the case of the University's interconnection with the Integrated Information System for Education in Romania (SIIIR) in order to retrieve the personal data and baccalaureate results of these candidates, on the basis of their written agreement, the attestation issued by the educational institution is not required;

**d.** Certificate of recognition of studies issued by the specialised department of the Romanian Ministry of Education, in the case of candidates with a baccalaureate or equivalent diploma obtained in another country.

**e.** Proof of funding (budget/fee), for each year of study, issued by higher education institutions, in the case of candidates who were/are enrolled in undergraduate studies/university studies offered in a joint programme, completed or not completed with a bachelor's degree;

**f.** Declaration on their own responsibility, in the case of candidates who have not benefited from state budget funding for undergraduate studies, with the exception of high school graduates from the session corresponding to the current academic year, who do not have to submit this declaration. Under the penalty provided for by the Criminal Code for forgery and false statements, candidates declare that they have not received funding from the state budget, in full/partially, for undergraduate degree programmes completed/not completed with a bachelor's degree examination;

**g.** Licence degree, where applicable;

**h.** Identity card/passport;

**i.** Birth certificate. Foreign candidates must also submit a notarised translation of their birth certificate in Romanian;

**j.** Marriage certificate/judgement or divorce certificate, if applicable. Foreign candidates must also submit a notarised translation of the marriage certificate/judgement or divorce certificate in Romanian;

**k.** A medical certificate issued by your family doctor stating that you are "clinically healthy", certifying that you are not suffering from any contagious diseases or other conditions incompatible with your future profession.

**l.** Certificate of language proficiency in Romanian (minimum level B1), issued by authorised institutions of the Romanian Ministry of Education/school situations, certificates attesting at least 3 consecutive years of study in Romanian, in a school of the Romanian national system, in the case of candidates participating in the admission to study programmes with Romanian language teaching and who do not present the documents required for enrolment, issued by Romanian or foreign educational institutions, with Romanian language teaching. For students who have studied in a language of international circulation or in a language of national minorities, certification of oral communication skills in Romanian is provided by the baccalaureate diploma issued by authorised/accredited educational establishments in Romania;

**m.** The standard application form for participation in the admission competition for Roma candidates, addressed to the Admission Committee, as well as a recommendation issued by a legally established Roma organisation, showing that the candidate is a Roma;

**n.** The standard application form for participation in the admission competition for the places allocated to

graduates with baccalaureate diploma from among national minorities, for study programmes that do not exist in state higher education in the language of the respective minority, addressed to the Admission Commission, as well as a recommendation issued by a legally constituted organisation of the respective minority, showing that the candidate belongs to that minority;

**o.** The standard application form for participation in the admission competition for places allocated to graduates of secondary schools in rural areas, addressed to the Admission Committee, showing that the secondary school you have graduated from is on the list of secondary schools in rural areas, published on the website "<https://www.edu.ro/studii-licenta>", on the date of application for the competition;

**p.** The standard application form for participation in the admission competition for the places allocated to baccalaureate graduates from the social protection system, addressed to the Admission Commission, as well as the supporting documents issued by the General Directorate for Social Assistance and Child Protection, showing that, at the date of enrolment in the competition, they belong to the category of young people from the special protection system who fall under the provisions of Article 62, paragraph 1 of Law 272/2004 on the protection and promotion of children's rights, republished;

**q.** A standard application form for the enrolment of Olympic candidates without holding the admission competition for places financed from the budget, addressed to the Central Admission Commission, accompanied by the proof of having obtained a distinction at international school olympiads recognised by the Ministry of Education and/or national olympiads financed by the Ministry of Education, under the conditions specified in point. III.8.1 of this Regulation;

**r.** The order/receipt of payment of the application fee for each study programme chosen/chosen;

**s.** Application and supporting documents for those applying for exemption from the competition application fee: copy of the death certificate(s) of the parent(s) (in the case of orphans); other supporting documents for candidates from single-parent families (e.g., copies of civil status certificates/divorce certificate/judgement of the court maintaining custody/social enquiry report in the case of missing parents); certificates from the children's home/Directorate General for Social Assistance and Child Protection (in the case of applicants from children's homes or foster care); certificates proving the status of the legal guardians as active/pensioned teaching or auxiliary teaching staff; certificates proving the status of the legal guardians as staff employed at UMF "Victor Babeș" in Timișoara, etc.

**t.** The standard application form for participation in the admission competition for the places allocated to baccalaureate graduates with special educational needs/disabilities, addressed to the **Central** Admission Commission, as well as the supporting documents (e.g. Certificate of educational and professional orientation issued by the County Centre for Educational Resources and Assistance (CJRAE/CMBRAE)/ Certificate of disability classification issued by the General Directorate of Social Assistance and Child Protection), showing that, at the date of application for the competition, they belong to this category. These documents will be stamped by the University Medical Committee.

**III.3.2.** The application file will also contain the online application form for the admission competition; the application form for the competition, containing the data contained in these Regulations, automatically generated from the computer programme, will be listed and signed by the candidate and will be submitted in original, during the confirmation period.

#### **III. 4. Admission procedure**

**III.4.1.** The admission of candidates to all study programmes, for the places offered, is based on the general principle of "option beats average" and will include 2 types of admission: type I admission and type II admission.

**III.4.2.** For university degree programmes of 3-4-5 years duration (180-300 ECTS), **admission type II**, admission will take place in the form of a written test, on the date and timetable set out in the Admission Calendar.

**III.4.3.** The competitive examination is in writing, using grid-type questions from the topics and bibliography posted on the university website, with the order of the answers being modified.

**III.4.4.** For university study programmes lasting 3-4-5 years (180-300 ECTS), the grid test consists of 50 Biology questions, from the topics and bibliography posted on the university website, with a change in the order of answers. The questions have between 1 and 4 correct answers and receive 1 point if all correct answers are marked. If only

some of the correct answers are marked, a proportional mark is awarded. An incorrectly marked answer leads to the cancellation of the whole question score (score 0).

**III.4.5.** The final admission average is the arithmetic average of the mark of the grid test and the average of the baccalaureate. The mark for the grid test is calculated by multiplying the mark 7 by the ratio between the candidate's score and the maximum mark (50 points), to which is added the mark 3 awarded for attendance:

Grid test mark =  $3 + 7 \times (\text{grid score}) / 50$

The formula for calculating the final admission average is: 
$$\frac{\text{grid test mark} + \text{average}}{2}$$

**III.4.6.** The final admission average is expressed to two decimal places, without rounding.

**III.4.7.** The minimum final admission average for undergraduate studies cannot be less than 5.00 (five)

**III.4.8.** Answers written in draft will not be evaluated.

**III.4.9.** For 6-year university study programmes, with Romanian as the language of instruction - 360 transferable credits, **admission type I**, the admission contest will be held in the form of a written test, on the date and time set in accordance with the Admission Contest Calendar.

**III.4.10.** The competitive examination is in writing, using grid-type questions from the topics and bibliography posted on the university website, with the order of the answers being modified.

**III.4.11.** For the 6-year (360 ECTS) "Medicine" and "Dentistry" study programmes, questions 1-60 are biology questions, from the topics and bibliography posted on the university website, with a change in the order of answers. The questions have between 1 and 4 correct answers and receive 1 point if all correct answers are marked. If only some of the correct answers are marked, a proportional mark is awarded. An incorrect answer marked incorrectly will result in the whole question being cancelled (mark 0). Questions 61-90 are chemistry questions and have only one correct answer, which will be marked as follows: 1 mark for questions 61-75; 0,5 marks for questions 76-85; 2 marks for questions 86-90. The maximum mark that can be awarded for a paper is 100 marks (60 marks for biology, 30 marks for chemistry, 10 marks for attendance).

**III.4.12.** The final mark is obtained by adding together the marks achieved by the candidate in Biology and Chemistry, plus the 10 points awarded for attendance.

**III.4.13.** The final admission average is calculated by dividing the final score by 10, equivalent to the following formula:  $1 + 6 \times (\text{Biology score}) / 60 + 3 \times (\text{Chemistry score}) / 30$

**III.4.14.** The final admission average is expressed to two decimal places, without rounding.

**III.4.15.** The minimum final admission average for undergraduate studies cannot be less than 5.00 (five).

**III.4.16.** Answers written in draft will not be evaluated.

**III.4.17.** Candidates will be admitted to the competition hall between 8:00 and 9:30 a.m. on the basis of their identity card/passport (documents must be valid) and their competition badge (printed or electronic format). Without these documents, candidates will not be admitted to the competition centre.

**III.4.18.** Candidates are not allowed in the halls from 10:00.

**III.4.19.** Candidates will only have access to the room where they have been allocated.

**III.4.20.** After entering the room, candidates must hand in the following materials which must not be left with them during the competition: books, notebooks, publications of any kind, blank or written paper, mobile phones, electronic watches, computers, laptops, tablets, any other type of communication equipment, cameras, bags. They will retrieve them at the end of the test.

**III.4.21.** Any misconduct (communication between candidates, copying, keeping in possession during the competition any transmission device, misleading identity, behaviour which is disruptive to other candidates) will be penalised by disqualification. If a candidate suspects irregularities of any kind, he/she has the right to inform the centre manager immediately. No appeals concerning irregularities during the examination will be entertained after the written test.

**III.4.22.** Candidates will pull their hair back so that their ears are visible, and those wearing hearing aids are asked



to remove them during the competition to avoid suspicion of radio communication.

**III.4.23.** Candidates are allowed to carry drinks (water, soft drinks, tea or coffee) and food in transparent packaging, in reasonable quantities and for personal use only.

**III.4.24.** Candidates will be provided with a pen or pencil (blue or black) to fill in their personal details on the competition form.

**III.4.25.** Question booklets are distributed to candidates from 10:00.

**III.4.26.** Candidates must fill in the competition form validly by completely blacking out the ellipses corresponding to the answers considered correct with the ink provided, without exceeding the margins; the ellipses corresponding to the answers considered incorrect will be left white.

**III.4.27.** No erasures or corrections to the competition form are permitted as they may mislead the computerised evaluation system. Any alterations, erasures or partially coloured ellipses will disqualify the question in question, for which the candidate alone is responsible. In the event of incorrect completion, a new competition form may be requested only once.

**III.4.28.** Completing the new competition form does not extend the competition time for the candidate.

**III.4.29.** It is entirely the candidate's responsibility to fill in the competition form correctly (personal details, full blacking of the ellipses of answers considered correct, absence of erasures and corrections, correspondence between the answers on the competition form and the answers given on the answer sheet or in the competition booklet).

**III.4.30.** Candidates who withdraw from the competition and announce their intention to withdraw after the distribution of the question booklets may not leave the room until 60 minutes after the time posted for the start of the competition. After leaving the hall, no candidate will be allowed to return for any reason during the test, except where a candidate has physiological needs, in which case he/she will be accompanied by 2 invigilators and will be allowed a maximum of 10 minutes' absence from the hall. Time absent from the room does not extend the duration of the test for that candidate. At the end of the time allowed for the competition, candidates must hand over all their examination materials to the inviting-officer, under their signature.

**III.4.31.** Electronic marking (by scanning) will be carried out in the candidates' presence.

**III.4.32.** The correct answers to the questions will be posted on the website of the "Victor Babeș" University of Medicine and Pharmacy of Timișoara, on the day of the competition, after its finalisation.

**III.4.33.** On the days of the admission competition, access to the building by persons not involved in the organisation and running of the admission competition (members of the central committee, specialist committees, faculty committees, secretariat) will be restricted.

### III. 5. Ranking of candidates

**III.5.1.** Within each type of admission, candidates will be ranked according to the **order of the options expressed in the application form**, in descending order of the admission average, within the limit of the places financed from the state budget and/or fees approved for each study programme. A candidate may be **admitted** to no more than one university degree programme under each type of admission.

For example:

- The candidate has an average of 10. He is allocated to his first choice.
- The candidate has an average of 9 and his first choice was filled by 14 candidates with admission averages higher than his average. He will be the 15th placed in his first choice.
- The candidate has an average of 8 and in his first choice all the places have been filled by candidates with higher averages than his. If there are still places available at his second choice, he will be allocated to his second choice.
- There is a possibility that 'your place' could be taken by someone with a lower average than yours, based on the 'option beats average' principle. For example, Candidate A has an admission average of 8.93 and option X in 2nd place on the application form, and Candidate B has an admission average of 8.91 and option X in 1st place on the application form, Candidate B has priority in the allocation for option X, even if A has a higher average than B.

**III.5.2.** If there is more than one candidate with the same average, the following **criteria will be used to decide between** them, as appropriate:

**a.** Admission type 1, admission for 6-year university degree programmes taught in Romanian - 360 transferable credits:

- 1) your score in the Biology exam;
- 2) average in the baccalaureate exam;
- 3) the mark for the Romanian language test at the baccalaureate exam or the mark from the Romanian language test.

**b.** Admission type 2, admission for university degree programmes lasting 3-4-5 years (180-300 ECTS):

- 1) your score in the Biology exam;
- 2) average in the baccalaureate exam;
- 3) the mark for the Romanian language test at the baccalaureate exam or the mark from the Romanian language test;
- 4) average marks in the subject Biology in high school.

**III.5.3.** You may not exceed the enrolment figure approved by the University Senate.

**III.5.4.** The provisional results of the admission competition will be published:

- - on the date set in accordance with the admission competition timetable for admission type 2, on the Admissions section of the website [www.umft.ro](http://www.umft.ro), depending on when the entry of marks in the computer system is finalised, indicating the number of the online registration form, which will replace the candidate's identification data (surname and forename);
- - on the date set out in the admission competition timetable for admission type 1, on the Admissions section of the website [www.umft.ro](http://www.umft.ro), depending on when the correction and entry of marks in the computerised system is finalised, indicating the number of the online registration form, which will replace the candidate's identification data (surname and forename).

**III.5.5.** The lists contain the following categories of information:

- - Candidates admitted to the budget-funded places, within the limit of the number of places allocated, where applicable, specifying their choice and admission average;
- - Candidates admitted to fee-paying places, within the limit of the number of places allocated, where applicable, specifying their choice and admission average;
- - Unsuccessful candidates in descending order of the average mark obtained, specifying the option chosen.

**III.5.6.** The results of the admission competition will be made known to the candidates by posting them on the website [www.umft.ro](http://www.umft.ro) and will be signed by the Vice-Rector for Teaching, the Chair of the Central Admissions Committee and the Chair of the Admissions Committee for each type of admission.

**III.5.7.** Depending on the stage of the admission competition, the following types of results will be generated according to the admission timetable:

- Provisional results, generated on the day of the entrance exam;
- Results after any appeals have been resolved, for study programmes where there have been changes in classification;
- Results after the deadline for paying tuition and enrolment fees;
- Results after redistribution of remaining places (after both admission sessions have been finalised);
- Final results (after finalisation of both admission sessions).

## **III. 6. Filing and settling appeals**

**III.6.1.** Any appeals against the results of the admission competition must be submitted on the date set in the Admission Calendar, electronically only, by e-mail to [tocontestatii.admitere@umft.ro](mailto:tocontestatii.admitere@umft.ro) . Only appeals concerning your own work will be accepted.

**III.6.2.** The decision on appeals is the sole responsibility of the Appeals Committee, which will analyse and settle the appeals only in the presence of the contestants, on the same day on which they were submitted. The board's

decision is final and will be announced on the website.

**III.6.3.** If there is a difference in the marks, the candidate will be awarded the mark resulting from checking the work in the disputed paper.

**III.6.4.** Appeals based on a lack of knowledge of the Admission Regulations will not be accepted.

**III.6.5.** Once any appeals have been resolved, for study programmes where there have been changes in classification, the lists of admitted and rejected candidates, by study programme, will be drawn up and displayed, containing the final and indisputable results.

**III.6.6.** Once the deadline for replying to appeals has expired, the result of the admission competition is final and cannot be changed.

### III. 7. Confirm your place

#### Stage I

**III.7.1.** During the period established according to the Admission Calendar, the candidates who are admitted to the budgeted/fee-paying places have the obligation to confirm their place in the admission platform by paying the confirmation fee, choosing the optional and/or optional subjects, signing the study contract and submitting the application form in physical format to the faculty secretariat (enrolment), under penalty of losing the place obtained through the competition, in case of failure to fulfil this obligation.

#### Stage II

**III.7.2.** On the date set out in the Admission Calendar for the start of the second stage of the confirmation of places, a report will be posted with the places remaining unfilled after the confirmation of places.

**III.7.3.** In the period established according to the Admission Calendar, the second stage of confirmation will take place, by candidates with an average over 5 (five) initially declared "rejected" (pending), who have slipped, through the computerised admission application, in the order of the options expressed and the admission averages obtained, on the remaining unoccupied places.

**III.7.4.** The remaining free places are distributed to the following candidates, in the order of the options expressed and the admission averages, through the computerised admission application, which is communicated to the candidate's e-mail and to his/her account. Candidates will have the obligation to confirm the place obtained within 48 hours in the admission platform, by paying the confirmation fee, choosing the optional and/or optional subjects, signing the study contract, and to submit the application form in physical format to the Faculty Secretary's Office (enrolment), under penalty of losing the place obtained through the competition, in case of failure to fulfil this obligation.

**III.7.5.** In the event of unoccupied places remaining after the second stage of confirmation of places, as a result of the verification of tuition fees payment, withdrawals/withdrawals by confirmed candidates, or after the redistribution of the remaining places, with the approval of the university management, the remaining places will be distributed to the next candidates, in the order of the options expressed and admission averages, through the computerised admission application, which will be communicated to the candidate's e-mail and to his/her account. In such cases, candidates will be obliged to communicate the confirmation or withdrawal of the place obtained in their account within 48 hours, under penalty of losing the place obtained in the competition, in case of failure to fulfil this obligation. Confirmation of the place obtained is made, in the admission platform, by paying the confirmation fee, choosing the optional and/or optional subjects, signing the study contract, and submitting the application in physical format to the Faculty secretariat (enrolment).

**III.7.6.** Depending on the number of confirmations, at the end of each stage of confirmations, there will be a new allocation of candidates, which may change the status of a candidate by moving them:

- from a place on the budget to a place on the tax;
- from a tax place to a budget place;
- from „initially rejected candidate' (pending) to candidate admitted to a fee-paid place, by drag and drop;
- from "initially unsuccessful" (pending) to "successful" (successful candidate) in a budgeted place, by dragging and dropping

Example:

- a. Candidates who are admitted to one programme of study on a budget and to another programme of study on a fee-paid basis may confirm both their budget and fee-paid places, and, in the event of a transfer to the second programme of study (initially fee-paid), may choose the budget place they wish to take.
- b. Candidates who are declared admitted to two study programmes on a budget may only confirm one budget place, and then, for the second study programme, they will be able to transfer to a fee-paying place if they confirm this place as well.

**III.7.7.** All candidates who do not confirm within the deadlines set out in this Regulation will be removed from the admission competition lists/results.

**III.7.8.** The confirmation fee (registration) is 500 lei, is non-refundable and is to be paid on the online admission platform (by credit card) or by bank transfer to the University's account opened at the Treasury of Timisoara: RO29TREZ62120F330800XXXX tax code: 4269215, with the following mention: "*confirmation fee - name, surname, year of study, study programme*"

**III.7.9.** A maximum of two study programmes can be confirmed (maximum one study programme/type of admission, according to the classification).

### III. 8. Admission of special categories of candidates

**III.8.1.** Candidates who have obtained, during their high school studies, (first, second or third prizes) at international school olympiads recognised by the Ministry of Education and first prize at national olympiads financed by the Ministry of Education, in one of the subjects that are the subject of the competitive entrance examinations at the "Victor Babeș" University of Timisoara (Biology, Chemistry), are entitled, with the approval of the Central Admission Commission, to apply, without taking the entrance examination, for places financed from the state budget for a **bachelor's degree programme**. The enrolment option of candidates who have obtained distinctions, under the conditions provided for in this article, excludes the possibility for them to apply for other places in the competition, for other purposes, financed from the state budget/fee-paying.

**III.8.2.** Roma candidates benefit from a number of guaranteed budgeted places, in accordance with the law, according to the Ministry of Education Order/Adress on the distribution of the enrolment quota for undergraduate studies for admission to studies, the approved enrolment quota and the present Regulation. The option(s) of enrolment of Roma candidates for separate places in the study programme(s) under the two types of admission shall exclude the possibility for them to apply for the other places in the competition for other purposes, financed from the state budget/fee-paying.

**III.8.3.** Graduates of secondary schools in rural areas benefit from a number of guaranteed budgeted places, in accordance with the law, according to the Ministry of Education Order on the distribution of the enrolment figure for undergraduate studies for admission to studies, the approved enrolment figure and the present Regulation. The option(s) of enrolment of rural high school graduates on separate places on the study programme(s) under the two types of admission shall exclude the possibility of their applying for the other places put out to competition, for other purposes, financed from the state budget/fee-paying. In order to be able to exercise their option for the separate places, candidates must, on the date of enrolment for the admission competition, provide proof that the secondary school they have graduated from is on the list of secondary schools in rural areas, published at <https://www.edu.ro/studii-licenta>.

**III.8.4.** Baccalaureate graduates from the social welfare system are guaranteed a number of budgeted places, in accordance with the law, the approved enrolment figures and the present Regulation. The option(s) of enrolment of the candidate - a baccalaureate graduate from the social welfare system in the study programme(s) within the two types of admission excludes the possibility of applying for the other places offered in the competition, for other purposes, financed from the state budget/fee-paying. In order to be able to exercise their option for the separate places, candidates must, on the date of enrolment for the admission competition, provide proof that they belong to the category of young people from the special protection system who fall under the provisions of Article 62, paragraph 1 of Law 272/2004 on the protection and promotion of the rights of the child, republished.

**III.8.5.** Baccalaureate graduates with special educational needs/disabilities have the possibility to opt for admission to the admission competition on separate, budgeted places, by attaching to the online application documents (application file) a standard application form, respectively the supporting documents (e.g. School and vocational guidance certificate issued by the County Centre for Educational Resources and Assistance (CJRAE/CMBRAE) valid for the school year completed in the year of the admission competition/Certificate of disability issued by the General Directorate of Social Assistance and Child Protection), showing that, at the date of application for the competition, they belong to this category, documents which will be stamped by the University Medical Commission. The option(s) of enrolling the candidate - graduate with a baccalaureate diploma excludes the possibility of applying for the other places in the competition, for other purposes, financed from the state budget/fee-paying.

**III.8.6.** Graduates with baccalaureate diplomas from among national minorities, for study programmes that do not exist in state higher education in the language of the respective minority, benefit from a number of guaranteed budgeted places, under the conditions of the law, according to the Ministry of Education Order on the distribution of the enrolment figure for undergraduate studies for admission to studies, the approved enrolment figure and the present Regulation. The option(s) of enrolling candidates from national minorities on separate places on the study programme(s) within the two types of admission excludes the possibility for them to apply for the other places put out to competition, for other purposes, financed from the state budget/fee-paying.

### III. 9. Application fee for the admission competition

**III.9.1.** The fee charged to candidates for enrolment in the admission competition is 300 lei/option (study programme), is non-refundable and is to be paid (in full, for all options), either on the online admission platform (by card), or by bank transfer/cash transfer to the University's account opened at the Treasury of Timișoara: RO29TREZ62120F330800XXXX tax code: 4269215, with the following mention: "**enrolment fee - name, surname, study programme**"

**III.9.2.** They are exempt from paying enrolment fees:

- a. *candidates up to the age of 26, orphans of one/both parents, as well as candidates from single-parent families;*
- b. *applicants **up to the age of 26** from residential homes or foster care;*
- c. *children of active or retired teachers and teaching assistants **up to the age of 26**;*
- d. *the children of staff employed at UMF "Victor Babeș" in Timisoara, **up to the age of 26**;*
- e. *other special situations (people at risk of losing the ability to meet their daily living needs due to illness, disability, poverty), with the approval of the faculty admissions committee.*

**III.9.3.** You will be exempt from paying the application fee for the competition only on the basis of documents (proof) provided by the candidates showing that you fall into one of the categories listed above.

**III.9.4.** Exemption from the payment of the application fee is approved only for **one option only**, for any of the study programmes for which the admission competition is organised at UMF "Victor Babeș" in Timisoara.

**III.9.5.** Approval of the exemption is made by the admissions committees by faculty/by admission type.

### III. 10. Tuition fees

**III.10.1.** Candidates declared admitted to the study programmes in Romanian, July/September session, shall pay the tuition fee in the amount stipulated in the Fees Regulations, **in full**, within the period set for the confirmation of place and registration, according to the Admission Calendar, either on the online admission platform (by card), or by bank transfer/bank transfer, to the University account opened at the Treasury of Timisoara: RO21TREZ6212120F330500XXXX tax code: 4269215, with the following mention: "**tuition fee - name, surname, year of study, study programme**".

**III.10.2.** Proof of payment of the tuition fee (copy of the receipt/payment order) **must** be uploaded to the candidate's account and submitted in physical format together with the application file, no later than the deadline for payment of the tuition/enrolment fee. Failure to pay the tuition fee by the deadline will result in the loss of the

places obtained through the competition and the redistribution of the places thus released.

**III.10.3.** Successful candidates who fail to pay the tuition fees in full by the deadline will be considered, ex officio, to have forfeited their place by not attending the competition.

### III. 11. Distribution of remaining places

**III.11.1.** After the results are published (at the end of the deadline for payment of tuition and enrolment fees), including as a result of any subsequent withdrawals of candidates who have confirmed their place, the places left unfilled in the July session will be put out to competition in the September admission session, except in cases where there are rejected candidates pending, in accordance with the distribution of the enrolment figures approved by the University Senate.

**III.11.2.** The separate places (rural, social protection, special educational needs/disabilities, national minorities) left unfilled in the July session will be put out to competition in the second competition session in September, except in cases where there are rejected candidates pending, in accordance with the distribution of the enrolment figures approved by the University Senate.

**III.11.3.** If, after the second session of the competition, there are still distinct unfilled places, they will be allocated to the study programme(s) where there are initially rejected candidates with an average over 5 (five), in the order of the options and the averages obtained, with the approval of the university management.

**III.11.4.** At the end of the September admissions session, the **remaining unfilled budgeted places** will be redistributed according to the following algorithm:

a. Within the same faculties to other study programmes, if there are candidates admitted to the fee who can slide to the budget. The decision to redistribute these places rests with the faculty management and is notified to the Central Admissions Committee.

b. If budget places remain in a faculty which cannot be filled as described in (a), then these are reported to the Rector, who will redistribute them **to those faculties** which have successful fee-paying candidates who could be able to slide to the budget.

c. The budgeted places received by the faculties, through redistribution, are filled by the candidates admitted in July and September, strictly according to their option and the admission average obtained.

**III.11.5.** At the end of the September admission session, the **remaining unoccupied separate budgeted places** will be allocated, after obtaining the approval of the Ministry of Education on their change of destination into statistically allocated places, within the same study programme or to other study programmes, according to the following point. III.11.4.

**III.11.6.** At the end of the September admissions session, the **remaining unfilled fee-paying places** will be redistributed according to the following algorithm:

a. Within the same faculties to other study programmes, if there are initially rejected (pending) candidates who can slide to fee-paying places. The decision to redistribute these places rests with the faculty management and is notified to the Central Admissions Committee.

b. If fee-paying places remain in a faculty that cannot be filled as described in (a), then these are reported to the Rector, who will redistribute them **to those faculties** that have initially rejected (pending) candidates who could be moved to fee-paying places.

c. The fee-paying places received by the faculties, through redistribution, will be filled by candidates initially rejected with an average over 5 (five) in the July and September sessions, strictly according to their option and the admission average obtained.

### III. 12. Arrangements for enrolling successful candidates for enrolment

**III.12.1.** In order to enrol, successful candidates have the following obligations:

- The obligation to pay the tuition fee in full, within the deadlines set out in this Regulation and in the Calendar of the admission competition, only by candidates admitted to the fee;
- The obligation to enrol in the first year, at the faculty secretariat, within the deadline set for the confirmation of the place, with the submission of the application form in physical format.

**III.12.2.** In order for the staff of the secretariats of the faculties to certify that the documents uploaded in the

admission IT platform are true and in the original, the admitted candidates must submit the following documents to the secretariat, **in original/copy**, within the deadline set for the confirmation of place and enrolment:

- (1). The application form for the admission competition, signed by the candidate, including the Opism of the documents submitted with the application file;
- (2). The original study contract in 2 copies, completed and signed;
- (3). Bacalaureate diploma, original/copy, as applicable;
- (4). The original/copy of the original/copy of the transcript of marks obtained during secondary school;
- (5). A certificate issued by the educational institution in place of the bacalaureate diploma, in original plus a copy if it has not been issued - for candidates who have passed the bacalaureate examination in the session corresponding to the current school year;
- (6). Certificate of recognition of studies issued by the specialised directorate of the Romanian Ministry of Education, in the case of citizens with a bacalaureate or equivalent diploma obtained in another country;
- (7). Declaration of sworn statement confirming the budgeted place, in the case of candidates who submit electronically the recognition document issued online by the specialised directorate of the Ministry of Education;
- (8). Certificate showing the form of financing (budget/tax), for each year of study, issued by higher education institutions, in the case of candidates who were/are enrolled in undergraduate studies, completed or not completed with a bachelor's degree;
- (9). Declaration on their own responsibility, in the case of candidates who have not received funding from the state budget for undergraduate studies, with the exception of high school graduates from the session corresponding to the current academic year, who do not have to submit this declaration. Under the penalty provided for by the Criminal Code for forgery and false statements, candidates declare that they have not received funding from the state budget, in full/partially, for undergraduate degree programmes completed/not completed with a bachelor's degree examination;
- (10). A copy of your bachelor's degree, where applicable;
- (11). Identity card/passport and copy;
- (12). Birth certificate, plus a copy. Foreign candidates must also submit a notarised translation of the birth certificate in Romanian
- (13). Marriage certificate or divorce certificate, if applicable, plus a copy. The original will be returned to the holder after the two documents have been compared and the copy has been certified as a true copy by the secretary. Foreign candidates must also submit a legalised translation of the marriage certificate in Romanian;
- (14). A medical certificate issued by a doctor stating that the person who is to enrol for studies is not suffering from contagious diseases or other conditions incompatible with the future profession;
- (15). Language proficiency certificate for Romanian, issued by authorised institutions of the Romanian Ministry of Education;
- (16). 4 passport-size photos;
- (17). The order/receipt of payment of the application fee for each programme of study;
- (18). Proof of tuition fee payment (copy of the receipt/payment order);
- (19). Dosage sachet

**III.12.3.** For successful candidates who do not fulfil the obligations set out in par. III.12.1, they will be automatically deemed to have withdrawn their student status.

## CHAPTER IV. METHODOLOGY FOR TYPE III ADMISSION TO UNIVERSITY STUDIES OF ROMANIAN (RO), EUROPEAN UNION (EU), EUROPEAN ECONOMIC AREA (EEA), SWISS CONFEDERATION (CH) AND BRITISH CITIZENS AND THEIR FAMILY MEMBERS, TO STUDY PROGRAMMES TAUGHT IN A FOREIGN/ROMANIAN LANGUAGE

### IV. 1. General provisions

**IV.1.1.** In accordance with the Order of the Minister of Education no. 3693/2024 for the approval of the Framework Methodology on the organisation of admission to higher education in the cycles of short, bachelor, master and doctorate university studies, on the basis of university autonomy and with public accountability, *the*

University of Medicine and Pharmacy „Victor Babes” of Timișoara is organising an admission competition for Romanian citizens, citizens of the European Union, from the European Economic Area and the Swiss Confederation, as well as British citizens and members of their families, as beneficiaries of the Agreement on the Withdrawal of the United Kingdom of Great Britain and Northern Ireland from the EU and EAEA 2019/C 384 I/01 to study programmes taught in a foreign language/ in Romanian, with tuition fee payment in euro, under the conditions set out below.

**IV.1.2.** The present methodology is addressed to candidates from RO, EU, EEA, CH wishing to study on study programmes taught in a foreign language - English or French/Romanian, on places with tuition fee payment in euro.

**IV.1.3.** The present methodology is the only official material related to the organisation and conduct of the entrance examination for candidates from RO, EU, EEA, CH within the "Victor Babes" University of Medicine and Pharmacy of Timișoara, for the Bachelor degree cycle/university studies offered in a combined cycle, for study programmes with teaching in a foreign language/Romanian for places with payment of the fee in euro and is supplemented by the provisions of subsequent normative acts.

**IV.1.4.** 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.

**IV.1.5.** 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.

**IV.1.6.** By filling in the online application form, candidates to the admission competition assume and declare that all contact details provided (email address, telephone number) belong to them and not to a third party (agent, agency, representative, etc.) and that they have access to all means of communication transmitted to the university (email, telephone number).

**IV.1.7.** Contact details (e-mail address, telephone number) are associated with the candidates registered on the admissions platform, not with their intermediaries, and candidates are solely responsible for how they receive or do not receive the messages that the university sends to the e-mail addresses they provide when registering on the admissions platform.

**IV.1.8.** The Administrative Board has the right to harmonise this methodology with the mandatory normative acts.

**IV.1.9.** 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.

**IV.1.10.** Any communication between the university and the candidates registered for the admission competition will be in writing, in written or electronic format. The status of the application file, i.e. the status of the candidate, will be reflected in the candidate account on the admission platform.

**IV.1.11.** The following candidates are eligible to participate in the admission competition for the study programmes with teaching in a foreign/Romanian language on the places with tuition fee payment in euro:

**a.** EU/EEA/EC citizens, graduates with a valid baccalaureate or equivalent, regardless of the year of graduation, according to art. 9 of the M.E. Order 3102/2022).

**b.** Romanian citizens, graduates with a baccalaureate diploma obtained in Romania or equivalent, with a baccalaureate diploma or equivalent obtained in another country, subject to obtaining the equivalence of the diploma by CNRED, provided that a notarised statement specifying the following is submitted with the application:

- that they agree to study for tuition in euro;
- that they understand and agree that their financial status remains unchanged for the entire duration of their studies and cannot be changed until they pass a new entrance examination, held under the conditions laid down for candidates taking the entrance examination for budgeted places or places with a fee in lei, following which they will begin their studies in the first year and only for study programmes in Romanian.

**c.** Foreign citizens who fulfil the provisions of O.G. 194/2002, with a residence permit in Romania, may also apply for admission.



**IV.1.12.** The above-mentioned candidates may opt for a maximum of two study programmes taught in foreign languages/Romanian language, according to the distribution of the approved tuition fee, from the following categories, as follows:

- a. 6-year Bachelor degree programmes (360 ECTS credits),
- b. 5-year (300 ECTS credits) and 3-year (180 ECTS credits) bachelor degree programmes respectively.

**IV.1.13.** The enrolment figure, i.e. the number of places/faculties/study programmes will be established by the University management in accordance with the regulations of the Ministry of Education and will be published on the University's website at a later date.

**IV.1.14.** The management of the university determines and approves the number of enrolments and study programmes available for each admission session in accordance with the legal regulations in force.

**IV.1.15.** In the case of unoccupied places, after the end of the admission procedure, the management of UMF "Victor Babeș" Timisoara is entitled to decide on the redistribution of places according to the level of competition and the requests of candidates who have participated in one of the competitions organised by the university

## **IV. 2. Timetable for the admission competition**

**IV.2. 1.** The admission to undergraduate studies type III for Romanian citizens, citizens of the European Union, the European Economic Area and the Swiss Confederation to study programmes taught in a foreign language / in Romanian, British citizens and their family members, respectively foreign citizens who fall under the provisions of O.G 194/2002, with a residence permit in Romania, with payment of the tuition fee in euro, is organised according to the calendar approved by the University's Board of Administration, upon the proposal of the Vice-Rector for International Relations.

**IV.2. 2.** In the study programmes where the number of candidates in the admission competition organised in the first session of the current year does not cover/does not fill the number of places established for the programme in question, a second admission session is organised for the remaining places (vacancies), according to the calendar and the number of places approved by the university management for the second session, under the same conditions and with the same admission committee as in the first session, at the proposal of the Vice-Rector for International Relations or it is managed according to the official decision of the university management.

## **IV. 3. Application procedure for the admission competition**

**IV.3.1.** During the period, set according to 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.

**IV.3.2.** 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.

**IV.3.3.** When applying for the admission competition, candidates' choices are limited to a maximum of 2 study programmes, specifying their choice, or choices in order of preference (if applicable), from those available according to the enrolment figure. Candidates' choice(s) and the final admission average obtained determine their classification.

**IV.3.4.** In the online application form, you must specify exactly which two study programmes and languages you have chosen.

**IV.3.5.** 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.

**IV.3.6.** Only validated applications will be taken into account, any other application status is not valid for

participation in the admission competition.

**IV.3.7.** Once the enrolment period has closed, the options, their order and other information on the enrolment form cannot be changed.

**IV.3.8.** Contact: International Relations Prorectorat: e-mail: [international@umft.ro](mailto:international@umft.ro)

**IV.3.9.** 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.

**IV.3.10.** Candidates who apply for more than one study programme offered by UMF "Victor Babeș" in Timisoara, within the type 3 admission, will upload online the application documents (application file) only once, so that within the same admission session, candidates with dual citizenship (EU AND NON-EU) must choose one of these categories: EU or NON-EU.

**IV.3.11.** Candidates are responsible for the e-mail address information provided to the university when registering on the online platform.

**IV.3.12.** Candidates must ensure that their e-mail addresses correspond to the requirements of the European Union, so that the university does not encounter errors when communicating electronically (e-mail addresses must be internationally accepted, e.g. yahoo, gmail, hotmail, etc.). The University accepts no responsibility for e-mails that candidates do not receive.

**IV.3.13.** 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.

**IV.3.14.** 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.

**IV.3.15.** 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.

#### **IV. 4. Documents needed to enrol for the admission competition**

**IV.4.1.** 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/Attestate 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 - 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 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) in 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 language proficiency - copy (according to chap. Language competence - Language test of this methodology).

**m.** Proof of payment of the language proficiency test fee (if applicable), in accordance with the Fees Regulation.

**n.** Notarised declaration by Romanian citizens wishing to enrol for a study programme in English/French/Romanian, with tuition fees in euro, stating that they wish to study on a financial basis with tuition fees in euro and that they are aware that their financial status remains unchanged throughout their studies and cannot be changed until they pass a new entrance exam, taken under the conditions laid down for candidates taking the entrance examination for budgeted places or places with a fee in lei, following which they will begin their studies in the first year and only for study programmes in Romanian;

**o.** 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);

**p.** 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);

**q.** 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.

**r.** 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.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) or click on the links to the two institutions.

**IV.4.3.** 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.4.4.** 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.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 which contain the final marks obtained in the baccalaureate/ equivalent (GCE) examination.

**IV.4.6.** 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.4.7.** 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.4.8.** 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/subjects in question are equivalent to biology/chemistry.

#### IV.5. Language competence - Language test

**IV.5.1.** For study programmes in English/French/Romanian, candidates **must** take the online language test, organised by the Department of Modern Languages of the UMF „Victor Babeș” University of Timișoara, during the period specified in the Admission Calendar, which will be marked by the teachers with "admitted" or "rejected". The results of the language tests will be recorded in the admission platform by the technical committee on the same day, after the language tests have been finalised.

**IV.5.2.** The list of candidates who have to take the language test organised by the Department of Modern Languages and Romanian Language of the U.M.F „Victor Babeș” of Timisoara will be posted on the university's website, on the date set according to the admission competition calendar. The access links and login details for the language tests established and created by the Department of Modern Languages and Romanian Language together with the technical committee will be sent to the candidates by e-mail through the admission platform.

**IV.5.3.** Passing the language test is a compulsory and disqualifying condition for admission.

**IV.5.4.** By way of exception to the provisions of point. IV.5.1, the categories of candidates for study programmes taught in a language of international circulation who **do not have to** take the language test are candidates who present the necessary documents for enrolment issued by Romanian or foreign educational institutions as follows:

- candidates from countries where the official language is the same as the language of the programme of study (English or French) and who can provide proof, with school documents, that they have studied in that language (secondary school/college/university undergraduate/graduate studies in the language of the programme of study for which they are applying).
- candidates who have studied and graduated from a secondary school with the same language of instruction as the language of the programme of study for which the candidate is applying, irrespective of the candidate's nationality or country of origin, and who can provide documentary evidence that they studied in that language;
- candidates who hold an International Baccalaureate (IBDP / International Baccalaureate Diploma Programme, EB / European Baccalaureate Diploma, IGCE - International General Certificate of Education, GCE / General Certificate of Education - Advanced Level) in the language of the programme of study for which they have opted;
- Applicants who hold an International Certificate of Language Competence level B2 or higher, as indicated in the table below:

Language of study	Language proficiency certificates accepted (minimum B2)
<b>English</b>	Cambridge ESOL certificates: - FCE / First Certificate in English - CAE / Cambridge Advanced in English - CPE / Cambridge Proficiency in English Certificates issued by Michigan University: - ECCE / Examination for the Certificate of Competency in English - ECPE / Examination for the Certificate of Proficiency in English IELTS certificate - Pearson LCCI Certificate in ESOL International TOEFL certificate: - TOEFL iBT - TOEIC Trinity College London certificates: - ISE II - minimum pass in all skills
<b>French</b>	DELF DALF

**IV.5.5.** Only the international certificates of language proficiency, as listed in the table above, of candidates applying to a programme of study in the language for which the certificate has been issued will be taken into consideration by the admissions committee.

**IV.5.6.** Candidates applying for admission to Romanian-language study programmes must submit one of the following documents:

- Language proficiency certificate for Romanian, minimum level B1, issued by authorised institutions of the Romanian Ministry of Education, in the case of ;
- Attestation of completion of the preparatory year of Romanian;
- study certificates issued by educational institutions in Romania or abroad, taught in Romanian, for at least 3 consecutive years.

**IV.5.7.** Are exempted from the obligation to submit one of the documents referred to in item. IV.5.6., candidates for study programmes in Romanian language who present the documents required for enrolment, issued by educational institutions in Romania or abroad, as follows:

a) Romanian study documents (diplomas and certificates) or study documents, school reports attesting at least 4 consecutive years of studies in Romanian, in an accredited school, with Romanian teaching;

b) certificates or attestations of language proficiency of at least level B1, according to the Common European Framework of Reference for Languages, issued by accredited higher education institutions in Romania that organise the preparatory year of Romanian language for foreign citizens, by the Romanian language, literature, culture and civilisation lecturers in Romanian language, literature, culture and civilisation in universities abroad / Romanian Language Institute or by the Romanian Cultural Institute.

**IV.5.8.** The University Department of Modern Languages and Romanian of our institution organises Romanian/English/French language tests according to the timetable and under the conditions set by the representatives of this department and which will be reflected in the fee regulations, timetable and admission methodology.

## IV. 6. Organisation of the admission competition

**IV.6.1.** Admission to studies is conditional on enrolment in the admission competition, fulfilment of language requirements, participation in the placement test and passing the entrance examination organised in accordance with the admission calendar, the enrolment figures and the study programmes available for which the candidate has opted.

**IV.6.2.** The entrance exam consists of a written test in the form of a grid test, which consists of 50 biology questions out of a total of 500 questions posted on the university website.

**IV.6.3.** The mark awarded automatically (for attendance) is equivalent to grade 3.

**IV.6.4.** The 50 Biology questions marked with one point/question solved completely (maximum score 50 points) correspond to mark 7.

**IV.6.5.** The mark for the grid test is calculated by multiplying the mark of 7.00 by the ratio between the candidate's score and the maximum mark (50 points) plus the mark of 3.00 for attendance.

**IV.6.6.** Grid test mark =  $3 + 7x(\text{grid score})/50$ .

Example: 50 points = mark 7.00

You score 40 marks in the grid test.

50.....7

40.....x (grid test score)

Grid test mark =  $\frac{40 \times 7}{50}$

50

Grid test mark = 5.60 + 3.00 (mark awarded for attendance) = 8.60

**IV.6.7.** The formula for calculating the final average of the admission competition is:

Grid test mark + baccalaureate average/equivalent

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**IV.6.8.** The final admissions average is the arithmetic average of the grid test grade and the bacalaureate average.

Example:  $8.60$  (grid test mark) +  $8.30$  (bacalaureate/ equivalent) =  $16.9/2 = 8.45$  (final admission average).

When calculating the bacalaureate average, the grade obtained in the country of origin will be equated with the Romanian system.

Example:

1. An average of 3.3 in the German bacalaureate exam corresponds to a score of 82 - 85, which in turn corresponds to 6.93 in the Romanian scoring system (the upper scoring threshold is taken into account).

2. An average of 13.80 in the bacalaureate exam in France (or at any secondary school where the French system is applied) corresponds to 6.90 in the Romanian system.

3. An average of 87 in Italy corresponds to 8.70 in Romania.

For candidates with school-leaving certificates issued in countries which do not award an average in the bacalaureate/ equivalent exam, the general average of the secondary school years will be taken instead of the bacalaureate average!

In the case of a bacalaureate diploma issued in Morocco, the average obtained in the national exam will be taken into account.

**IV.6.9.** The final admission average is expressed to two decimal places, without rounding.

**IV.6.10.** The minimum final average for admission to undergraduate studies cannot be lower than 5.00 (five).

**IV.6.11.** Answers written in draft will not be evaluated.

**IV.6.12.** The examination papers are based on multiple-choice questions and the bibliography posted on the university website.

**IV.6.13.** Questions have between 1 and 4 correct answers and receive 1 mark if all the correct answers are marked. If only some of the correct answers are marked, a proportional mark is awarded. An incorrectly marked answer leads to the cancellation of the entire question mark in the case of questions with 1 correct answer (mark 0).

**IV.6.14.** The marking system will be explained to candidates before the exam.

**IV.6.15.** Candidates are admitted to the examination room between 8.30 and 9.30 a.m. on the basis of their identity card/passport (documents which must be valid) and their competition pass (in printed or electronic format). Without these documents, candidates will not be admitted to the examination centre.

**IV.6.16.** Candidates are not allowed in the halls from 10.00 onwards.

**IV.6.17.** Candidates will have access only to the room to which they have been allocated.

**IV.6.18.** After entering the examination room, candidates will hand over the materials that must not be left with them during the examination: books, notebooks, publications of any kind, blank or written paper, mobile phones, electronic watches, computers, laptops, tablets, any other type of communication equipment, cameras, bags. They will retrieve them at the end of the test.

**IV.6.19.** Any type of verbal or non-verbal communication between candidates in the hall, as well as any attempt to defraud the admission competition, will automatically lead to the exclusion of the candidates concerned from the hall and to the definitive loss of the examination.

**IV.6.20.** Any misbehaviour (communication between candidates, copying, possession of any transmission device during the examination, cheating on identity, behaviour which disturbs other candidates) will be penalised by disqualification.

**IV.6.21.** Candidates will pull their hair back so that their ears are visible, and those wearing hearing aids are asked to remove them during the exam to avoid suspicion of radio communication.

**IV.6.22.** Candidates are allowed to carry one bottle of drink (water, soft drink, tea or coffee) or food (chocolate, biscuits, sandwiches) in transparent packaging, in reasonable quantities and for personal use only.

**IV.6.23.** Candidates will be provided with a black or blue coloured pen or pencil to fill in their personal details on the examination form.

**IV.6.24.** Starting at 10.00, candidates are given their question booklets.

**IV.6.25.** Candidates must fill in the examination form in a valid manner by completely blacking in the ellipses corresponding to the answers considered correct with the ink received, without exceeding the margins; the ellipses corresponding to the answers considered incorrect will be left white.

**IV.6.26.** No erasures or corrections to the examination form are permitted as they may mislead the computerised evaluation system. Any alterations, erasures or partially coloured ellipses will invalidate the mark for the question in question, for which the candidate is solely responsible. In the event of incorrect completion, a new examination form may be requested only once.

**IV.6.27.** Completing the new examination form does not extend the examination time for the candidate.

**IV.6.28.** It is the candidate's full responsibility to fill in the examination form correctly (personal details, complete blacking of the ellipses of answers considered correct, absence of erasures and corrections, correspondence between the answers on the examination form and the answers given on the paper or in the examination book).

**IV.6.29.** Candidates who withdraw from the examination and announce this after the distribution of the question papers may not leave the examination centre until 60 minutes after the time posted for the start of the examination. After leaving the room, no candidate will be allowed to return for any reason during the examination, except where a candidate has physiological needs, in which case he/she will be accompanied by 2 invigilators and a maximum of 10 minutes' absence from the room will be accepted. Time absent from the room does not extend the duration of the test for that candidate.

**IV.6.30.** At the end of the examination time, candidates must hand in all examination materials to the chairperson under their signature.

**IV.6.31.** Electronic marking (by scanning) will be carried out in the candidates' presence.

## IV. 7. Admission results and ranking of candidates

**IV.7.1.** The correct answers to the questions will be posted on the website of the "Victor Babeș" University of Medicine and Pharmacy of Timișoara, on the day of the exam, after the correction is finalised.

**IV.7.2.** The lists/results posted on the university website, indicating the number of the online application form related to the file validated by the admissions committee, which will replace the identification data of the candidate (name and surname), in accordance with the provisions of the Ministry of Education on the protection of personal data and anonymisation of candidates, are generated in compliance with the following criteria:

- The order of the options expressed in the online application form, respecting the criterion "option beats average";
- The descending order of the final admission averages obtained by the candidates according to the university's requirements (application of the established formula, application of the tie-breaking criteria in the case of candidates with equal final admission marks, after appeals, after confirmations).

**IV.7.3.** Candidates will be ranked according to the order of the options expressed in the application form, in descending order of the final admission average, within the limit of the number of places approved for each study programme.

**IV.7.4.** The admission of candidates to all bachelor degree programmes taught in a foreign language/Romanian language, on the places open to Romanian/EU/EEA/CH citizens, is based on the general principle "option beats average".

For example:

Candidate A has opted for Medicine in English (first option) and Dentistry in English (second option) and obtains the final admission average 10.

Candidate B opted for Dentistry in English (first option) and Medicine in English (second option) and obtains the final admission average 9.

Candidates will be allocated to the first option in the order of their final admission marks.

There is a possibility that "your place" will be taken by someone with a lower average than yours, based on the "option beats average" principle, as follows: candidate A has the admission average (10) and the option Dental Medicine in English in 2nd place in the application form, and candidate B has the admission average 9.00 and

Dentistry in English in 1st place in the enrolment form, candidate B has priority in the distribution for the option Dentistry in English, being the first option, even if A has a higher average than B.

If a candidate has an average of 8 and all the places in his/her first choice have been filled by candidates with higher averages than his/her own, if there are still places available in his/her second choice, he/she will be allocated to his/her second choice.

**IV.7.5.** If, in the last place, there is more than one candidate with the same final admission average, the following criteria will be used to decide between them, as appropriate:

- o the arithmetic average of the marks obtained in biology during the secondary school years;
- o the arithmetic average of the marks obtained in chemistry throughout the secondary school years;
- o the arithmetic average of the average of the average grades of your high school years.

**IV.7.6.** 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, for study programmes where there have been changes in classification,
- Results after each confirmation step, reflecting the status of the candidate,
- Results after the closing date for provisional enrolment provided in the admission calendar, the list of candidates admitted and enrolled in year 1.

**IV.7.7.** The lists will be displayed with the number/code of the enrolment form, which will replace the candidate's surname and forename.

## IV. 8. Filing and settling appeals

**IV.8.1.** Any appeals regarding the results of the admission contest should be submitted to the University Registrar's Office, Room 1, according to the dates set out in the admission calendar.

**IV.8.2.** The decision on the appeals is the exclusive competence of the Appeals Committee, which will analyse and settle the appeals only in the presence of the appellants, on the same day they were submitted, The decision of the Committee is final and will be communicated by posting it on the University's website.

**IV.8.3.** If there is a difference in marks, the candidate will be awarded the final average resulting from the verification of the work in the disputed paper.

**IV.8.4.** Appeals based on a lack of knowledge of the Admission Regulations will not be accepted.

**IV.8.5.** Once any appeals have been resolved, for study programmes where there have been changes in classification, the lists of admitted and rejected candidates, by study programme, will be drawn up and displayed, including the final and uncontested final admission averages.

**IV.8.6.** Once the deadline for resolving and replying (by posting) to appeals has expired, the final admission averages are definitive and cannot be changed.

## IV. 9. Confirm your place

### Stage I

**IV.9.1.** During the period specified in the admission calendar for the confirmation of the place, the candidates declared **admitted** following the admission contest organised by UMF "Victor Babeș" in the current year sessions, **have the obligation to** confirm their place by paying the confirmation/option 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 order of the choices and 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.

**IV.9.2.** 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 complete their enrolment by the deadline set in the admission calendar. Exempted from this provision are candidates who do not obtain the equivalence of the baccalaureate diploma from CNRED 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 (following the promotion of an admission contest in our university, type I, II or type III contest - RDP category only). Any other exceptional situations proven by official documents require the express approval of the university management for the reimbursement of the 50% advance of the tuition fee.

**IV.9.3.** During the period of the admission calendar related to the first stage of confirmation of place, **unsuccessful candidates** who participated in the grid test and obtained the final admission average above 5.00, **may** confirm their place by paying the confirmation fee per option and uploading the proof of payment on the admission platform, in the event of a vacancy; in this case, the payment of the confirmation fee is not a guarantee for the admission of rejected candidates (on the waiting/reservation list), as this depends on the number of places available/vacated and approved by the university/study programmes, respectively on the management of places as decided by the university management.

**IV.9.4.** 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.

**IV.9.5.** Candidates can pay the confirmation fee for a maximum of two study programmes, the same ones they opted for in the online application form.

**IV.9.6.** Proof of payment of the confirmation fee, which is not uploaded to the admissions platform according to the established timetable, will not be considered as confirmation of place.

**IV.9.7.** The place confirmation fee is non-refundable even if no places are available.

**IV.9.8.** 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.

**IV.9.9.** After the I confirmation stage, a candidate's status can be:

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

## Stage II - Confirming your place

**IV.9.10.** If, after the first stage of confirmations, there are still vacant places (vacancies), during the period established in the admission calendar, the **candidates who did not confirm in the first stage of confirmations (unconfirmed rejected)** will have the possibility to confirm a vacant place, within 48 hours (Romanian time) and pay 50% of the tuition fee in advance, from the moment of the announcement of the vacancy on the email address and/or on the candidate's account on the admission platform, respecting the order of the options, respectively the final admission averages.

**IV.9.11.** 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.

**IV.9.12.** Candidates who have been rejected for not having sat the grid test (written test) - admission competition - or not having obtained a final admission average of at least 5 (five) are not entitled to confirm their place.

**IV.9.13.** Candidates who have formally withdrawn (in writing, by e-mail) from the admission competition/ have withdrawn their application or withdrawn their place will be permanently excluded from the roll and will not be considered at any stage of the competition.

**IV.9.14.** Rejected candidates will fill the vacancies/vacancies in the order of their choices and final admission averages, with priority being given to rejected candidates who have confirmed their place in the first stage.

**IV.9.13** Candidates who have opted for two study programmes and have been admitted and confirmed their place

in both programmes are obliged to choose within 48 hours from the moment of admission, according to the current provisions, the final study programme they wish to enrol in and to officially withdraw from the platform from the option that is no longer of interest or to decide whether to keep their place in both options under the conditions specified in this methodology.

#### **IV. 10. Provisions concerning enrolment, place confirmation, tuition and enrolment fees**

**IV.10.1.** The fees are set out in the Fees Regulations approved by the university.

**IV.10.2.** All proofs of payment of fees in euro that have not been paid on the admissions platform are uploaded by the candidate to the platform by the deadlines set in the calendar.

##### **IV.10.3. Types of taxes:**

- o Application/admission processing fee (non-refundable if the application has been processed and the documents uploaded online have been checked by university staff)
- o Romanian/English/French language test fee -150 euro
- o Confirmation fee for place/option/study programme: 300 euro, non-refundable.
- o Tuition fee/study year/study programme must be uploaded by the admitted candidates on the online platform by the application deadline. The advance of 50% of tuition fee/admitted candidate who has confirmed his/her place/study programme - non-refundable as per Chap. IV.9.2. of this methodology.
- o Enrolment fee: 100 lei, payable in cash at the university cashier's office, upon final enrolment.
- o Fees **set in euros** can be paid by bank transfer to the university's account or by card through the admissions platform.

##### **IV.10.4. Beneficiary bank details:**

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

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

**IV.10.5.** 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.

**IV.10.6.** If the fees are paid by other persons and not by the candidate, there is a possibility that 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 (useful documents posted on the website - agreement on processing personal data, if applicable).

**IV.10.7.** The candidate is responsible for ensuring that his/her proof of payment contains all the required information and uploading the proof of payment to his/her candidate account (online platform) so that it can be processed accordingly by the university's Financial Accounting Service.

**IV.10.8.** All details regarding fees and tuition fees can be obtained exclusively from the university's Financial - Accounting Service, [contab@umft.ro](mailto:contab@umft.ro).

**IV.10.9.** The amount of tuition fees does not change during an academic year.

**IV.10.10.** 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.

**IV.10.11.** Successful candidates who fail to pay the tuition fee (as approved by the university management) by the deadline will automatically forfeit the place obtained through the competition as they are deemed to have forfeited their place by non-attendance.

**IV.10.12.** The tuition fee must be paid before enrolling and proof of payment must be uploaded by the candidate to his/her account on the online admission platform.

**IV.10.13.** The nominal/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

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platform with the advice of the Financial Accounting Department 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.

#### **IV. 11. Application procedure for enrolment of candidates admitted to undergraduate programmes**

**IV.11.1.** Candidates who have been admitted after having passed an admission competition organised by the U.M.F. „Victor Babeș” of Timișoara for study programmes with tuition fee payment in euro for citizens referred to in chap. IV.1.8, letters a, b, c and who have obtained the Attestation/Adever attestation of equivalence (mandatory documents) issued by CNRED (Ministry of Education), may enrol for undergraduate studies.

**IV.11.2.** The University can manage the forwarding of files to CNRED.

**IV.11.3.** The Ministry of Education (CNRED) reserves the right to refuse any incomplete file and not to issue the Certificate of Recognition if the documents submitted by the candidate do not comply with the requirements and provisions of CNRED.

**IV.11.4.** The document issued by the CNRED on the equivalence and recognition of qualifications is compulsory for the enrolment of candidates who have passed the admission competitions.

**IV.11.5.** In order to issue the provisional admission decision, the admitted candidates must physically present themselves at the Prorectorate for International Relations, during the period established in the admission calendar, in order to fill in the application form and to submit the complete application file with the following documents in letter format:

- (1). Personal data protection statement - as per relevant documents posted on the website
- (2) Online application form signed and dated.
- (3) CNRED (Ministry of Education) certificate/attestation in original for candidates who obtained it on their own.
- (4). Baccalaureate diploma/ equivalent - in original, in 2 certified copies, certified in the original language in which it was issued, in 2 authorised translations into Romanian;
- (5). Graduation certificate (the official document valid only for high school 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 - 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;
- (6). Notarised declaration - only for candidates who submit the document specified in subchapter IV.11.4, point (5) - by which they undertake to submit to the university the baccalaureate diploma in original, in 2 certified, certified copies, in 2 authorised translations into Romanian immediately after obtaining it from the issuing secondary school. The deadline depends on the issuing country.
- (7). the baccalaureate/equivalent transcript - in original, in 2 certified copies, legalised, supralegalised in the original language in which it was issued, in 2 authorised translations into Romanian;
- (8). The matriculation records for the secondary school years - in a certified, super-certified copy (of each matriculation record) and in a certified translation into Romanian/English/French (of each matriculation record);
- (9). Birth certificate/equivalent - certified copy and authorised translation into Romanian;
- (10) Valid identity card/passport - copy;
- (11). Marriage certificate (if applicable) - certified copy and authorised translation into Romanian;
- (12). Medical certificate in English/French/Romanian according to the model in the useful documents posted on the university website;
- (13). 4 passport photos;
- (14) Proof of payment of tuition fees;
- (15). International Language Proficiency Certificate - copy;
- (16). Notarised declaration by Romanian citizens wishing to enrol in a Romanian/English/French language study programme, with tuition fee in euro, stating that they wish to study in a financial regime with tuition fee in euro and that they are aware that their financial status remains unchanged throughout their studies and cannot be changed until they pass a new entrance exam, taken under the conditions laid down for candidates taking the

entrance examination for budgeted places or places with a fee in lei, following which they will begin their studies in the first year and only for study programmes in Romanian.

(17). 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 is not written identically in all the documents submitted.

**IV.11.6.** For RO/EU/EEA/SEE/CH candidates admitted to study programmes taught in English/French/Romanian who submit the documents, according to Chap. IV.11.4 and the admission timetable, at the Prorectorate of International Relations of the university, the provisional decision of admission to studies is drawn up by the Prorectorate of International Relations, which is approved and signed by the rector of the university.

**IV.11.7.** In order to enrol for the first year and sign the university study contract (in duplicate), RO/EU/EEA/CH citizens and British citizens and their family members admitted to the first year of the programme of study will have to present to the secretariats of the faculties, within the deadline set for the enrolment of students and according to the organisational decisions of each secretariat, the following documents during the public opening hours of each programme of study.

- A copy of the admission decision, accompanied by copies of the following documents:
  - Certificate of studies abroad - document issued by CNRED;
  - language certificate for Romanian, English or French;
  - official documentary evidence of exemption from the language test, where applicable;
  - copy of identity document (identity card/passport);
  - proof of tuition fee payment (as decided by the university);
  - proof of payment of the registration fee.

**IV.11.8.** The decision of admission to studies is valid until the date of the enrolment decisions and the final enrolment of the students, after the Prorectorate for International Relations has forwarded the complete files of the admitted RO/EU/EEA/EEA/CH citizens to the secretariats of the faculties.

**IV.11.9.** Admitted candidates who do not enrol in the first year, do not pay the tuition fee by the deadline established in the admission calendar and do not upload the proof of payment of the tuition fee on the online platform, are considered, ex officio, to have withdrawn and have definitively given up 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 Babes" University of Medicine and Pharmacy of Timisoara.

## CHAPTER V. METHODOLOGY FOR TYPE III ADMISSION AND ENROLMENT OF THIRD-COUNTRY NATIONALS (WHO ARE NOT CITIZENS OF THE EUROPEAN UNION, THE COUNTRIES OF THE EUROPEAN ECONOMIC AREA AND THE SWISS CONFEDERATION) IN STUDY PROGRAMMES TAUGHT IN ROMANIAN/ENGLISH/FRENCH

### V. 1. General provisions

**V.1.1.** In accordance with the Order of the Minister of Education no. 3693/2024 for the approval of the Framework Methodology on the organisation of admission to higher education in the cycles of short university studies, bachelor, master and doctorate and the Order of the Minister of Education no. 5.655/2024 for the approval of the Methodology for the admission of foreign citizens to study in undergraduate and postgraduate programmes, on study places with tuition fees paid in foreign currency, on the basis of university autonomy and with public accountability, the University of Medicine and Pharmacy "Victor Babes" of Timișoara, organises an admission competition for citizens from third countries (non-EU) to study programmes in Romanian/English/French, under the conditions set out below.

**V.1.2.** This methodology is addressed to foreign citizens, i.e. candidates who have the citizenship of a third country (who are not citizens of the European Union, the European Economic Area and the Swiss Confederation) and who wish to study on Romanian/English/French language study programmes on places with tuition fees in foreign currency.

**V.1.3.** The present methodology is the only official material related to the organisation and conduct of the

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admission contest for foreign candidates at the "Victor Babes" University of Medicine and Pharmacy of Timisoara, for the Bachelor's degree cycle/university studies offered in a combined programme, and is supplemented by the provisions of subsequent normative acts.

**V.1.4.** 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.

**V.1.5.** The University has no co-operation or representation agreement of any kind with agents who broker the enrolment of candidates. Candidates who apply for admission and submit their applications through agents do not benefit from any advantage in terms of admission over candidates who apply on their own.

**V.1.6.** By filling in the online application form, candidates to the admission competition assume and declare that all contact details provided (email address, telephone number) belong to them and not to a third party (agent, agency, etc.) and that they have access to all means of communication sent to the university.

**V.1.7.** The Administrative Board has the right to harmonise this methodology with the mandatory normative acts.

**V.1.8.** 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.

**V.1.9.** All communication between the university and the candidates registered for the admission competition will be in writing, in written or electronic format. The status of the application file and the status of the candidate will be reflected in the candidate account on the admission platform.

**V.1.10.** Candidates are eligible to apply for admission to study programmes taught in Romanian/English/French:

- a. who have the nationality of a non-EU Member State of the European Union, as proven by a passport valid for at least 6 (six) months from the starting date of the academic year.
- b. who are graduates with a baccalaureate diploma or its equivalent, regardless of the year of graduation, according to the minimum requirements for access to higher education in Romania, respectively the list of high school diplomas recognised by the Ministry of Education mentioned on the university website, under useful documents. For graduates of the current school year, only official attestations in lieu of a diploma (until the diploma is issued) containing the final results to be included in the future diploma can be accepted.

**V.1.11.** The above-mentioned candidates may opt for study programmes taught in Romanian, English or French.

**V.1.12.** The enrolment figure, i.e. the number of places/faculties/study programmes will be established by the university management in accordance with the regulations of the Ministry of Education and will be published on the university's website at a later date.

**V.1.13.** The management of the university determines and approves the number of enrolments and study programmes available for each admission session, in accordance with the legal regulations in force.

## **V. 2. Timetable for the admission competition**

**V.2.1.** The admission of third-country nationals to undergraduate degree programmes taught in Romanian/English/French is organised in the July/September session, according to the calendar approved by the University's Administrative Council, upon the proposal of the Vice-Rector for International Relations.

**V.2.2.** In the study programmes where the number of candidates in the admission contest organised in the first session of the current year does not cover/does not fill the number of places established for the programme in question, a second admission session is organised for the remaining places (vacancies), according to the calendar and the number of places approved by the university management for the second session, under the same conditions and with the same admission committee as in the first session, at the proposal of the Vice-Rector for International Relations or it is managed according to the official decision of the university management.

**V.2.3.** In the case of unoccupied places, after the end of the admission procedure, the management of UMF "Victor Babes" Timisoara is entitled to decide on the redistribution of places according to the level of competition and the requests of candidates who have participated in one of the competitions organised by the university

## **V. 3. Application procedure for the admission competition**

**V.3.1.** 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, International Admission Section, current year, assuming their responsibility for the authenticity and correspondence between the digital/scanned and original documents, as well as for the veracity of the personal data entered, without exceeding the deadline set for the application deadline.

**V.3.2.** When applying for the admission competition, candidates' choices are limited to a maximum of 2 study programmes, specifying their choice, or choices in order of preference (as the case may be), from those available according to this methodology. Candidates' option(s) as well as the final admission average obtained determine their ranking.

**V.3.3.** In the online application form, you must specify exactly which two study programmes and languages you have chosen.

**V.3.4.** The registration of candidates for the admission competition by filling in the online application form and uploading the online application documents (application file) is finalised on the date set in the Admission Calendar. Online application forms not finalised and incomplete/non-completed application files by the closing date set in the admission calendar will not be validated.

**V.3.5.** The university staff checks the documents uploaded online and validates the enrolment of candidates with complete applications by the set date, according to the Admission Calendar.

**V.3.6.** Only complete, validated applications will be taken into consideration, any other status of the application will not be valid for the admission competition.

**V.3.7.** By completing the online application form, candidates consent to the processing of their personal data for this purpose.

**V.3.8.** Candidates applying for more than one study programme offered by UMF "Victor Babeș" in Timisoara will upload online their application documents (application file) only once. As a consequence, candidates holding dual citizenship (EU and NON-EU) must choose one of these categories: EU or NON-EU.

**V.3.9.** 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.

**V.3.10.** After the closing date for the admission competition, candidates may not change their choices, the order in which they are listed and other information on the application form.

**V.3.11.** Contact: Prorectorat International Relations: e-mail: [international@umft.ro](mailto:international@umft.ro)

**V.3.12.** Applicants take full responsibility for the accuracy of the information and the authenticity of the documents submitted, even if the documents have been uploaded via an agent/agency.

**V.3.13.** Candidates are responsible for the e-mail address information provided to the university when registering on the online admissions platform.

**V.3.14.** Candidates are responsible for ensuring that their e-mail addresses correspond to the requirements of the European Union, so that the university does not encounter any errors when communicating electronically (e-mail addresses must be internationally accepted, e.g. yahoo, gmail, hotmail, etc.). The University accepts no responsibility for non-receipt of e-mails.

**V.3.15.** Candidates who have completed the preparatory year are subject to all the provisions of this methodology, regarding deadlines, admission competition, number of places available for each study programme, fees, documents required for enrolment in the admission competition.

**V.3.16.** Applications for admission to the admission competition, sent to the university by other means or by other channels than those provided for in this methodology, according to the established timetable, will not be validated.

#### **V. 4. Documents needed to enrol for the admission competition**

**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 from 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.** Proof of language proficiency - copy (as per chap. Language Competence - Language Test of this Methodology)
- o.** Proof of payment of the language proficiency (language) test fee, if applicable, in accordance with the Fees Regulation;
- p.** 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 account";
- q.** 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.** In case 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 are not accepted. The University will only accept study documents containing the final marks obtained in the baccalaureate/equivalent examination. The GCE (General Certificate of Education) 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.

## V. 5. Language competence - language test

**V.5.1.** Proven language proficiency is a compulsory requirement and passing the language test is a compulsory and eliminatory condition for admission to the admission competition.

**V.5.2.** For study programmes in Romanian/English/French, candidates **must** take the language test ONLINE, before the date of the admission exam, which will be organised by the Department of Modern Languages of the UMF „Victor Babeș” University of Timișoara, during the period foreseen in the Admission Calendar, and will be marked by the teachers with "admitted" or "rejected". The results of the language tests will be recorded in the admission platform by the technical committee on the same day, after the language tests have been finalised.

**V.5.3.** The list of candidates who have to take the language test organised by the Department of Modern Languages and Romanian Language of the UMF „Victor Babeș” University of Timisoara, will be posted on the university website, on the date set according to the admissions calendar. Links and access details for taking the language tests ONLINE will be sent to candidates through the admission platform.

**V.5.4.** Candidates who do not take and pass the language test organised by the university will be excluded from the admissions competition, as fulfilment of the language proficiency requirements is a mandatory requirement for admission to the admissions competition.

**V.5.5.** By way of exception to the provisions of point. V.5.2, the categories of candidates who **do not have to** take the language test (provided that they can produce official supporting documents) are:

- candidates from countries where the official language is the same as the language of the programme of study (Romanian, English or French) and who can prove with school documents that they have studied in that language (secondary school / high school / college / undergraduate studies in the language of the programme of study for which they are applying).
- candidates who have studied and graduated from a secondary school with the same language of instruction as the language of the programme of study for which the candidate is applying, irrespective of the candidate's nationality or country of origin, and who can provide documentary evidence that they studied in that language;
- candidates who hold an International Baccalaureate (IBDP / International Baccalaureate Diploma Programme, EB / European Baccalaureate Diploma, IGCE - International General Certificate of Education, GCE / General Certificate of Education - Advanced Level ) in the language of the programme of study for which they have opted;
- Applicants who hold an International Certificate of Language Competence level B2 or higher, as listed in the table below:



Language of study	Language proficiency certificates accepted (minimum B2)
<b>English</b>	Cambridge ESOL certificates: - FCE / First Certificate in English - CAE / Cambridge Advanced in English - CPE / Cambridge Proficiency in English Certificates issued by Michigan University: - ECCE / Examination for the Certificate of Competency in English - ECPE / Examination for the Certificate of Proficiency in English IELTS certificate: - Pearson LCCI Certificate in ESOL International TOEFL certificate: - TOEFL iBT - TOEIC Trinity College London certificates: - ISE II - minimum pass in all skills EPO - BEC Vantage, BEC Higher - OET TEST
<b>French</b>	DELF DALF TCF

**V.5.6.** Only the international certificates of language proficiency, as listed in the table above, of candidates applying for a programme of study in the language for which the certificate has been issued will be taken into consideration by the admissions committee.

**V.5.7.** Candidates applying for admission **to Romanian-language study programmes** must submit one of the following documents:

- Language proficiency certificate for Romanian, minimum level B1, issued by authorised institutions of the Romanian Ministry of Education;
- Attestation of completion of the preparatory year of Romanian;
- study certificates issued by educational institutions in Romania or abroad, taught in Romanian, for at least 3 consecutive years.

**V.5.8.** You are exempt from the obligation to submit one of the documents referred to in point. V.5.8., candidates who:

a) present Romanian study documents (diplomas and certificates) or study documents, school reports attesting at least 3 consecutive years of studies in Romanian, in an accredited school, with Romanian teaching;

b) present certificates or attestations of language proficiency of at least level B1, according to the Common European Framework of Reference for Languages, issued by accredited higher education institutions in Romania that organise the preparatory year of Romanian language for foreign citizens, by the Romanian language, literature, culture and civilisation lecturers in Romanian language, literature, culture and civilisation in universities abroad / Romanian Language Institute or by the Romanian Cultural Institute.

**V.5.9.** The University Department of Modern Languages and Romanian of our institution organises Romanian/English/French language tests according to the timetable and under the conditions set by the representatives of this department and which will be reflected in the fee regulations, timetable and admission methodology.

## V.6. Organisation of the admission competition

**V.6.1.** For undergraduate programmes, admission of candidates from third countries (non-EU/EEA/CH/EU

countries) will be by admission competition.

**V.6.2.** Candidates are admitted on the basis of a competitive examination and candidates are ranked in order of the options expressed and their 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.6.3.** The mark awarded is equivalent to a 3.00 grade, according to the Romanian marking system.

**V.6.4.** The minimum final admission average for undergraduate studies cannot be lower than 5.00 (five), according to the Romanian education marking system.

**V.6.5.** The final admission average is expressed to a maximum of four decimal places, without rounding.

**V.6.6.** 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.6.7.** The baccalaureate average will be calculated by equalising the mark obtained in the country of origin according to the Romanian marking system.

**V.6.8.** The maximum mark obtained in your home country in the baccalaureate/equivalent exam is equivalent to a grade 7, plus 3 points automatically.

**V.6.9.** For candidates with school-leaving certificates 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.6.10.** In the case of baccalaureate diplomas issued in Morocco, the average obtained in the national exam will be taken into account.

## **V. 7. Admission results and ranking of candidates**

**V.7.1.** The Admissions Committee will calculate the admission average and validate the results thus obtained by each candidate.

**V.7.2.** 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).

**V.7.3.** The lists will be posted on the university website according to the following criteria:

**a)** The order of the options expressed in the online application form, respecting the general criterion of option beats average;

**b)** 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).

**V.7.4.** 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.

**V.7.5.** The final admission average is minimum 5.00 (five), according to the Romanian marking system.

**V.7.6.** Candidates will be ranked according to the order of the options expressed in the application form, based on the general principle "option beats average" and in descending order of average, within the limit of available places approved for each study programme.

For example:

- Candidate A has as his first option Medicine (in French) and second option Pharmacy (in French), and has obtained an average of 10. He is assigned to his first option.
- Candidate B has Pharmacy (in French) as his first option and Medicine (in French) as his second option, and has obtained an average of 9; 14 places were filled in his first option by 14 candidates with admission averages higher than his average. He will be the 15th candidate allocated to his first option, in the sense that, in the allocation for the Pharmacy (French-language) option, candidate B has priority over candidate A, who has a higher average than candidate B.

· Candidate C has Pharmacy (in French) as his first option and Medicine (in French) as his second option, and has obtained an average of 8; if all the places in his first option have been filled by candidates with higher averages than his, he will be allocated to his second option, if there are places available.

**V.7.7.** 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:

- a. The arithmetic average of the marks obtained in biology during the high school years;
- b. The arithmetic average of the marks obtained in chemistry during the high school years;

**V.7.8.** 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, for study programmes where there have been changes in average and classification;
- Results after each place confirmation stage, reflecting the status of the candidate;
- Results after the deadline for enrolment has expired, the list of candidates admitted and provisionally enrolled in year 1;

**V.7.9.** 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).

**V.7.10.** It is not allowed to exceed the tuition fee/programme of study approved by the University Senate and legislation.

## V. 8. Submitting and settling appeals

**V.8.1.** Any appeals must be sent by e-mail [torelint@umft.ro](mailto:torelint@umft.ro), within the period set in the Admission Calendar.

**V.8.2.** Only appeals concerning your own admission average obtained in the admission competition will be admitted.

**V.8.3.** 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.

**V.8.4.** 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.

**V.8.5.** Appeals based on a lack of knowledge of the Admission Regulations will not be accepted.

**V.8.6.** 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.

**V.8.7.** Once the deadline for resolving and replying (by posting) to appeals has expired, the final admission average is definitive and cannot be changed.

## V. 9. Confirm your place

### Stage I

**V.9.1.** 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/option fee, as well as a deposit 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 order of the choices and 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.

**V.9.2.** 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 (following the successful completion of an admission competition at our university, type I, II or type III competition - RDP category only). Any other exceptional situations proven by official documents require the express approval of the university management for the reimbursement of the 50% advance of the tuition fee.

**V.9.3.** During the period established in the Admission Calendar, **unsuccessful candidates**, who have been registered **and validated** in the admission competition and have obtained a final admission average above 5.00, **may confirm their place**, through by paying the confirmation fee per option **and** uploading the proof of payment on the online admission platform, in the event of a vacancy; in this case, the payment of the confirmation fee is not a guarantee for the admission of the rejected candidates, as it depends on the number of places available and approved by the university/study programmes and the management of places as decided by the university management.

**V.9.4.** 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.

**V.9.5.** Candidates can pay the confirmation fee for a maximum of two study programmes, the same ones they opted for in the online application form.

**V.9.6.** 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.

**V.9.7.** The place confirmation fee is non-refundable, even if there is no vacancy.

**V.9.8.** 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.

**V.9.9.** 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

**V.9.10.** If, after the first stage of confirmations, there are still free places (vacancies), during 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 vacant place, within 48 hours (Romanian time) and pay 50% of the tuition fee in advance, from the moment of the announcement of the vacancy on the email address and/or on the candidate's account on the admission platform, respecting the order of the options, respectively the final admission averages.

**V.9.11.** 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.

**V.9.12.** 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.

**V.9.13.** Candidates who have not obtained a final admission average of at least 5 (five) are not entitled to confirm a place.

**V.9.14.** Candidates who have opted for two study programmes and have been admitted and have confirmed their place on both programmes are required to choose within 48 hours from the moment of admission the final study

programme they wish to enrol in and to officially withdraw from the platform from the option that is no longer of interest or to decide whether to keep their place on both options under the conditions specified in this methodology.

**V.9.15.** Rejected candidates will fill the vacancies/vacancies in the order of their choices and final admission averages, with priority being given to rejected candidates who have confirmed their place in Stage I.

## **V. 10. Rules on enrolment, confirmation, tuition and enrolment fees**

### **V.10.1. 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 by university staff);
- o Romanian/English/French language test fee - 150 euro, where applicable;
- o Confirmation fee for place/option/study programme: 300 euro, non-refundable;
- o Tuition fee (tuition)/year of study/study programme must be uploaded on the admission platform by the application deadline; 50% tuition deposit/admitted candidate who has confirmed his/her place/study programme - non-refundable according to Chap. V.9.1. of this methodology.
- o Enrolment fee: 100 lei, payable in cash at the university cashier's office, upon final enrolment.
- o Fees **set in euros** can be paid by bank transfer to the university's account or by credit card through the admissions platform.

**V.10.2. The amount of tuition fees can be found in the Regulation on the amount of tuition fees and other fees at UMFVBT.**

**V.10.3.** All proofs of payment of fees in euro that have not been paid on the admissions platform are uploaded by the candidate to the platform by the deadlines set in the calendar.

### **V.10.4. Beneficiary bank details:**

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

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

Beneficiary bank: BANCA TRANSILVANIA.

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

IBAN: RO53BTRL03604202A6896600 (Euro Account)

SWIFT: BTRLRO22

**V.10.5.** 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.

**V.10.6.** If the fees are paid by other persons and not by the candidate, 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.

**V.10.7.** 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.

**V.10.8.** Full details of fees and tuition fees can be obtained exclusively from the University's Financial and Accounting Service, [contab@umft.ro](mailto:contab@umft.ro).

**V.10.9.** The amount of tuition fees does not change during an academic year.

**V.10.10.** 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.

**V.10.11.** Tuition fees must be paid before enrolling.

**V.10.12.** 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.

**V.10.13.** The proof of tuition fee payment (copy of the receipt/payment order) must be uploaded in the online admission platform.

**V.10.14.** 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

## V. 11. Application procedure for enrolment of candidates admitted to undergraduate programmes

**V.11.1.** The enrolment of third-country nationals who have been declared admitted to study in Romanian, English or French on their own currency, on study programmes in Romanian, English or French is subject to the fulfilment of all the provisions below:

- a. obtaining the Letter of Acceptance to study issued by the Ministry of Education;
- b. fulfil the language competence requirements;
- c. confirmation of place within the deadlines set in accordance with the timetable for the admission competition and the conditions laid down in this methodology;
- d. payment of all fees as stipulated in this methodology and in the Regulation on the amount of tuition fees and other fees at UMFVBT;
- e. obtaining a study visa (D-SD) from the Romanian Embassy/Consulate in the country of origin - where applicable;
- f. 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;

**V.11.2.** The University manages the submission of the applications to the Ministry of Education - DGRIAE in order to obtain the Letter of Acceptance for studies.

**V.11.3.** 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!

**V.11.4.** The Letter of Acceptance to study is a compulsory document for the enrolment of candidates who have passed the admission competition.

**V.11.5.** Candidates from third countries (countries outside the EU, EEA, CH) admitted to study programmes taught in Romanian/English/French submit the original application documents within the legally stipulated deadlines to the Prorectorate for International Relations of the university, which will draw up the provisional decision of admission to studies, approved and signed by the rector of the university.

**V.11.6.** In order to issue the provisional admission decision, the admitted candidates must physically present themselves at the Prorectorate for International Relations, during the period established in the admission calendar, in order to fill in the application form and to submit the complete application file with the following documents in letter format:

- (1). Personal data protection statement - 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, 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 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). Notarised declaration - only for candidates submitting the document specified in sub-chapter V.11.6.

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- point (4) - undertaking to submit to the university the bacalaureate/ equivalent diploma in original, in original, certified/super-certified copy and certified translation into Romanian immediately after obtaining it from the issuing secondary school. The deadline depends on the issuing country
- (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 - certified copy and authorised translation into Romanian;
- (8). Passport (valid at least 6 months from the start of the academic year) - copy;
- (9). Identity card / document proving permanent residence abroad - certified copy and authorised translation in 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.

**V.11.7.** In order to sign the university study contract and for enrolment, foreign 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;
- 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.

**V.11.8.** 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.

**V.11.9.** 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).

**V.11.10.** 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 Babes" University of Medicine and Pharmacy of Timisoara.

## CHAPTER VI. METHODOLOGY REGARDING TYPE III ADMISSION AND ENROLMENT OF ROMANIAN CITIZENS FROM ABROAD IN ROMANIAN-LANGUAGE UNIVERSITY STUDY PROGRAMMES

### VI.1. General provisions

**VI.1.1.** In accordance with the provisions of the National Education Law no 1/2011, with subsequent amendments and additions, of the ME 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 state higher education institutions, private and private denominational accredited higher education institutions in Romania, the University Senate approves the present methodology regarding the organisation and conduct of the admission contest for Romanians from abroad to the undergraduate degree cycle.

**VI.1.2.** In state higher education in Romania, Romanians living abroad can benefit from accredited study programmes accredited and authorised to operate provisionally and taught exclusively in Romanian:

- a. study places without payment of tuition fees, but with monthly scholarships, based on the offer of places at state universities in Romania, with priority observance of the quality and tuition capacity criteria, in accordance with the legal provisions in force and based on the opportunities identified by the authorised institutions according to Law 299/2007 in the field of policies for Romanians abroad and according to Government Decision no. 16/12.01.2017 in the field of Romania's foreign policy;
- b. study places without payment of tuition fees, but without monthly scholarships, based on the offer of places at state universities in Romania, with priority respect for the quality criteria and tuition capacity, in accordance with the legal provisions in force and based on the opportunities identified by the authorised institutions according to Law 299/2007 in the field of policies for Romanians abroad and according to Government Decision no. 16/12.01.2017 in the field of Romania's foreign policy.

**VI.1.3.** The scholarship and non-scholarship places available for each faculty/programme of study, awarded by the Ministry of Education, are filled by candidates according to:

- a. the candidate's choice (according to the "choice beats average" principle);
- b. in descending order of results obtained in the admission competition;
- c. confirmation of place within the deadlines set in accordance with the timetable for the admission competition and the conditions laid down in this methodology.

**VI.1.4.** In accordance with the provisions of Law no. 299/2007 on support for Romanians living abroad, republished, with subsequent amendments and additions, they belong to the category of Romanians living abroad:

- a. persons belonging to Romanian national minorities, linguistic minorities or autochthonous ethnic groups or belonging to the Romanian cultural and ethnic Romanian filon, existing in the neighbouring states of Romania and in other states, who assume their Romanian ethnic, linguistic and cultural identity towards the Romanian authorities, regardless of the ethnonym used;
- b. Romanian emigrants, regardless of whether or not they have kept their Romanian citizenship, their descendants, as well as Romanian citizens domiciled or residing abroad;
- c. ethnic people who recognise themselves to be of Romanian origin, living outside the borders of the country, registered as another minority in the state of residence, who assume, through self-identification, their belonging to the Romanian cultural and identity space.

### VI.2. Timetable for the admission competition

**VI.2.1.** The admission to undergraduate studies for Romanian citizens from abroad is organised in the July session of the current year, according to the calendar approved by the University's Board of Administration, at the proposal of the Vice-Rector for International Relations.

### VI.3. Application procedure for the admission competition

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**VI.3.1.** During the periods foreseen in the admission calendar, candidates will fill in *the online* application form and upload the application documents (application file) on the admission platform on the university website [www.umft.ro](http://www.umft.ro), assuming responsibility for the authenticity and correspondence between the digital/scanned and original documents, as well as for the veracity of the personal data entered.

By completing the online application form, candidates consent to the processing of their personal data for this purpose.

**VI.3.2.** The registration of candidates for the admission competition by filling in the application form and uploading the application documents (application file) online, respectively the verification of the file content and the validation of the registration by the university staff, will take place during the period established in the Admission Calendar.

**VI.3.3.** Applications and completions uploaded after the deadline set in the calendar will not be accepted.

**VI.3.4.** Contact: Prorectorat International Relations: e-mail [.international@umft.ro](mailto:.international@umft.ro)

**VI.3.5.** After filling in the application form and validating and validating their registration for the competition, candidates will receive a confirmation e-mail and details of the next steps, as outlined in this Methodology.

**VI.3.6.** Candidates must ensure that their e-mail addresses correspond to the requirements of the European Union so that the university does not encounter any errors when communicating electronically (e-mail addresses must be internationally accepted, e.g. Yahoo, gmail, hotmail, etc.). The University accepts no responsibility for non-receipt of e-mails.

**VI.3.7.** Candidates applying for more than one study programme offered by UMF "Victor Babeș" in Timisoara will upload *online* the application documents (application file) only once.

**VI.3.8.** When registering, candidates may choose a maximum of two undergraduate degree programmes, indicating their choice(s) in order of preference (if applicable). Candidates' choice(s) and the admission average obtained determine their classification.

**VI.3.9.** If a candidate 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 candidate may not meet the legal deadlines for enrolment at our university.

**VI.3.10.** The University has no co-operation or representation agreement with any agents who broker the enrolment of candidates and they have no advantage over candidates who apply on their own.

**VI.3.11.** By filling in the online application form, candidates for the admission competition assume and declare that all contact details provided (email address, telephone number) belong to them and not to a third party (agent, agency, etc.) and that they have access to all means of communication sent to the university.

**VI.3.12.** Applicants accept full responsibility for the accuracy of the information and the authenticity of the documents submitted, even if the documents have been submitted via an agent/agency.

#### **VI.4. Documents needed to enrol for the admission competition**

**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 authorised 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 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. Certificate of language proficiency in Romanian, minimum level B1, according to the Common European Framework of Reference for Languages, issued by the pre-university educational establishments organising the introductory course in Romanian, higher education institutions in Romania that have accredited the study programme for the preparatory year of Romanian language for foreign citizens, by the Romanian language, literature, culture and civilisation lecturers of Romanian language, literature, culture and civilisation in higher education institutions abroad or by the Romanian Language Institute. Romanians living abroad are exempt if they present Romanian study documents (diplomas and certificates) or study documents, school reports attesting at least three consecutive years of studies in Romanian;
- 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 year are subject to all provisions of this methodology.

## **VI.5. Language competence**

**VI.5.1.** Candidates applying for admission to **Romanian-language study programmes** must submit one of the following documents:

- Certificate of language proficiency in Romanian, minimum level B1, issued by the pre-university educational establishments organising the introductory course in Romanian, higher education institutions in Romania that have accredited the study programme for the preparatory year of Romanian language for foreign citizens, by the Romanian language, literature, culture and civilisation lecturers' departments of Romanian language, literature, culture and civilisation in higher education institutions abroad or by the Romanian Language Institute;
- Certificate of completion of the preparatory year of Romanian;
- Romanian study documents (diplomas and certificates) or study documents, school transcripts attesting at least three consecutive years of study in Romanian.

**VI.5.2.** The University Department of Modern Languages and Romanian of our institution organises Romanian language tests according to the timetable and under the conditions established by the representatives of this department and which will be reflected in the fee regulations, timetable and admission methodology.

## VI.6. Organisation of the admission competition

**VI.6.1.** The admission of candidates to all undergraduate degree programmes, on the places open to Romanian citizens from abroad, is based on the general principle of "option beats average".

**VI.6.2.** The admission of Romanian citizens from abroad will take place in the form of an admission contest, based on the average obtained by applying the following calculation formula established by the university:

$$\text{Bacalaureat} \times 0,2 + \left( \frac{\sum \text{Biologie}}{\text{numărul de ani de studiu al materiei}} \right) \times 0,6 \\ + \left( \frac{\sum \text{Chimie}}{\text{numărul de ani de studiu al materiei}} \right) \times 0,2$$

- Baccalaureate = the average 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.
- $\sum$ Biology = the sum of all biology/equivalent grades obtained in high school.
- $\sum$ Chemistry = the sum of all chemistry/equivalent marks obtained in high school.

Where: 0,2 = the weighting of the baccalaureate/equivalent examination or the average of the years of study in the case of countries which do not have a baccalaureate/equivalent examination in the final average formula, respectively the weighting of Chemistry in the final average formula of the candidate

0,6 = the share of Biology in the final average formula

- The final admission average will be calculated by equating the marks obtained in the country of origin according to the Romanian marking system.
- The final admission average for undergraduate studies cannot be lower than 5.00 (five), according to the Romanian marking system.

## VI.7. Admission results and ranking of candidates

**VI.7.1.** Candidates will be ranked according to the order of the options expressed on the application form, in descending order of admission average, within the limit of places approved for each study programme. A candidate may be admitted to no more than one undergraduate degree programme.

**VI.7.2.** For example:

Candidate A has Medicine as his first choice and Pharmacy as his second choice and has obtained an average of 10. He is allocated to his first option.

Candidate B has Pharmacy as his first choice and Medicine as his second choice and obtained an average of 9; in his first choice 14 places were filled by 14 candidates with admission averages higher than his average. He will be the 15th candidate allocated to his first option, in the sense that candidate B has priority over candidate A, who has a higher average than candidate B, in the allocation for the Pharmacy option.

Candidate C has Pharmacy as his first option and Medicine as his second option and has obtained an average of 8; if all the places in his first option have been filled by candidates with higher averages than his, he will be allocated to his second option, if there are places available.

**VI.7.3.** If, in the last place, there is more than one candidate with an equal average, the following criteria will be used to decide between them, as appropriate:

- Your grade in biology at the baccalaureate exam;
- Your grade in chemistry in the baccalaureate exam;
- The arithmetic average of the average of the average grades of the secondary school years;
- The arithmetic average in Romanian language during the high school years or the mark obtained in the Romanian language test / exam for the preparatory year.

**VI.7.4.** The provisional results of the admission contest will be published on the date set in the admission contest calendar on the university's website, [www.umft.ro](http://www.umft.ro), in the International section, depending on the moment when the entry of the averages in the computer system is finalised, indicating the number of the online registration form, which will replace the identification data of the candidate (name and surname).

**VI.7.5.** The lists contain the following categories of information:

- Candidates admitted within the limit of the number of places allocated, where applicable, specifying their choice and admission average;
- Unsuccessful candidates in descending order of average;

**VI.7.6.** The results of the admissions competition will be signed by the Vice-Chancellor, the Chair of the Central Admissions Committee and the Chair of the Admissions Committee.

**VI.7.7.** 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, for study programmes where there have been changes in classification,
- Results after the confirmation stage,
- Results after the 30-day enrolment deadline from the start of the academic year;

**VI.7.8.** It is not allowed to exceed the tuition fee/programme of study approved by the University Senate and legislation.

## **VI.8. Filing and settling appeals**

**VI.8.1.** Any appeals concerning the results of the admission competition must be submitted on the date set in the Admission Calendar by e-mail to [relint@umft.ro](mailto:relint@umft.ro). Only appeals concerning your own average will be admitted.

**VI.8.2.** The Appeals Committee is solely responsible for settling appeals. The board's decision is final and will be announced by posting it on the website.

**VI.8.3.** If there is a difference in the marks, the candidate will be given the average resulting from the re-evaluation of the file.

**VI.8.4.** Appeals based on lack of knowledge of the Admission Methodology will not be accepted.

**VI.8.5.** 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, containing the final and indisputable results.

**VI.8.6.** Once the deadline for replying to appeals has expired, the result of the admission competition is final and cannot be changed.

## **VI.9. Confirm your place**

### **Stage I**

**VI.9.1.** Candidates declared **admitted are required to** confirm their place within the period specified in the Admission Calendar by uploading a scanned copy of the confirmation of place form on the admission platform, failing which they will forfeit the place obtained in the competition.

**VI.9.2.** During the period set out in the Admission Calendar, **rejected 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 uploading the scanned copy of the place confirmation form on the admissions platform, per option in case of a vacancy.

**VI.9.3.** 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 every 48 hours, the candidate concerned has not confirmed his/her place, the place will be managed in accordance with the official decisions of the University management.

**VI.9.4.** After the I confirmation stage, a candidate's status can be:

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- Admitted confirmed;
- Rejected confirmed;
- Rejected unconfirmed;

## Stage II

**VI.9.5.** During the period established according to the Admission Calendar, a second stage of confirmation will take place, by candidates with an average over 5 (five) initially declared "rejected", on the places that remain unfilled / vacant.

**VI.9.6.** The remaining free places are distributed to the following candidates, in the order of their choices and admission averages, through the computerised admission application, which is communicated to the candidate's e-mail and account. Candidates will be required to confirm their place **within 48 hours** by uploading the place confirmation form on the admission platform, failing which they will forfeit the place obtained in the competition.

**VI.9.7.** You can confirm your place on a maximum of two study programmes.

**VI.9.8.** The 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.

**VI.9.9.** Candidates who have opted for two study programmes and have been admitted and have confirmed their place on both programmes are required to choose within 48 hours from the moment of admission the final study programme they wish to enrol in and to officially withdraw from the platform from the option that is no longer of interest or to decide whether to keep their place on both options under the conditions specified in this methodology.

**VI.9.10.** Admitted candidates who withdraw/resign their place have the obligation to inform the university officially, in writing, at the e-mail address [international@umft.ro](mailto:international@umft.ro). If a candidate does not officially inform the university that he/she is withdrawing, UMF „Victor Babeș” of Timișoara will request the Ministry of Education to issue an acceptance letter in favour of our institution, with the risk that the candidate may not obtain the acceptance letter for another university.

**VI.9.11.** Candidates who have formally withdrawn/withdrawn in writing or who have not obtained an average of 5 (five) or above will be definitively excluded from the competition and will not be considered at any stage of the competition.

## VI.10. Application procedure for enrolment of candidates admitted to undergraduate programmes

**VI.10.1.** The enrolment of candidates is subject to:

- passing the admission competition and confirming your place;
- obtaining the letter of acceptance to study, issued by the Directorate General for International Relations and European Affairs, within the Ministry of Education, in accordance with the legal regulations in force;
- presentation of proof of completion of the preparatory year for the Romanian language/certificate proving knowledge of Romanian/certificate of at least 4 years of study in Romanian;
- obtaining a study visa/presenting your residence permit - where applicable.

**VI.10.2.** In order to enrol, successful candidates must submit the following documents in original to the secretariat of the Prorectorate for International Relations:

- (1). Application form for the admission competition, signed by the candidate; this is downloaded from the account created by the candidate on the admission platform;
- (2). Privacy statement - see the Useful documents folder;
- (3). Application for admission - see the Useful documents folder;
- (4). Baccalaureate diploma or equivalent - original and certified copy in the official language of the country where the diploma was issued and authorised translation into Romanian;
- (5). The transcript of records of the baccalaureate/ equivalent -- original and certified copy in the official language of the country where the diploma was issued and authorised translation into Romanian;
- (6). Transcripts with marks obtained during high school - certified copy in the official language of the country where the diploma was issued and authorised translation into Romanian;

- (7). A certificate issued by the educational institution in place of the baccalaureate diploma, if it has not been issued - for candidates who passed the baccalaureate examination in the session corresponding to the current year/ who have not received the final diploma;
- (8). Passport, valid at least 6 months from the start of the academic year - copy;
- (9). Permanent residence / Identity card - certified copy and authorised translation into Romanian;
- (10). Birth certificate - certified copy and authorised translation into Romanian;
- (11). Marriage certificate, if applicable - certified copy and authorised translation into Romanian;
- (12). 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;
- (13). A notarised declaration that the candidate has no permanent residence/domicile in Romania;
- (14). 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 the Republic of Moldova and those who have Romanian citizenship and reside abroad) - see the Useful documents folder;
- (15). Site confirmation form (see the Useful documents folder);
- (16). Certificate of language proficiency in Romanian, issued by authorised institutions of the Romanian Ministry of Education Certificate of graduation of the preparatory year of Romanian language / study certificates issued by Romanian or foreign educational institutions, with Romanian language teaching, at least 3 consecutive years;
- (17). Medical certificate - see the Useful documents folder;
- (18). 4 passport-size photos;
- (19). Dosage sachet.

**VI.10.3.** Successful candidates who do not enrol for the first year by the deadline date specified in the Admission Calendar are automatically considered to have withdrawn their student status.

**VI.10.4.** Failure to submit the original of the baccalaureate/status certificate or the certificate of recognition of the diploma, through the sole fault of the candidate declared admitted, within the deadline set by this Methodology, will result in the loss of the place.

**VI.10.5.** Romanians abroad enrolled for studies in Romania have the following obligations:

- a. to respect the Romanian Constitution and the laws in force of the Romanian state;
- b. comply with the internal rules of the institution in which they work;
- c. comply with the provisions of this methodology;
- d. after obtaining a study visa, to present themselves to the higher education institution to which they have been admitted in order to enrol;
- e. to present themselves to the General Inspectorate for Immigration of the Ministry of Internal Affairs, in order to obtain a residence permit in Romania for the entire period of studies.

**VI.10.6.** Important! In the event of a breach of the above provisions and at the proposal of the higher education institution, the EM may withdraw funding for the person concerned.

**VI.10.7.** The following facilities are provided for the beneficiaries of study places with scholarships and without tuition fees, and of study places without tuition fees but without scholarships:

- a. funding of tuition fees for the preparatory year of Romanian language and monthly scholarship, if applicable;
- b. funding of tuition fees for the entire duration of the undergraduate programme to which he/she has been admitted and a monthly grant, if applicable;
- c. financing accommodation costs in student hostels, through the MoE budget, within the limit of the allocated subsidy;
- d. free medical assistance in case of medical and surgical emergencies and diseases with endemic-epidemic potential, in accordance with the national legislation in force;
- e. transport under the same conditions as for Romanian students, according to the legal provisions;

**VI.10.8.** The beneficiaries of the study places offered by the Romanian state are encouraged to get involved in social and civic activities aimed at preserving, affirming and developing the ethnic, linguistic, cultural and religious identity of Romanians living abroad, as described in Law 299/2007. Thus, they:

- a. will be encouraged to participate in student associations of Romanians studying in Romania;
- b. will be encouraged to get involved in the organisation of actions and/or programmes dedicated to Romanians

abroad by MRP, ICR, MAE and other institutions in Romania or in the countries of origin;  
c. will be encouraged to participate in any other action described in Law 299/2007 carried out by any entity provided for by this law.

**VI.10.9.** A student declared admitted to university studies can benefit from budget funding for only one field of study on the same cycle of studies, a second field of study can be followed only in lei, in the amount provided for Romanian citizens, according to the legal provisions in force.

**VI.10.10.** Students admitted as scholarship holders of the Romanian state in one of the cycles of university studies, who withdraw from their studies or are expelled, may re-enrol with tuition fees in lei, in the amount established for Romanian citizens in accordance with the regulations of each higher education institution. Except exceptions are medical cases, approved on the basis of the University Charter, as well as those that have the approval of the Senate of the higher education institution.

**VI.10.11.** In case Romanians from abroad change their permanent residence in Romania during their studies, they may continue their studies in accordance with the regulations of each higher education institution for Romanian citizens with permanent residence in Romania, starting with the following academic year.

## CHAPTER VII. FINAL PROVISIONS

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

**VII.2.** If a second admission session is organised in September and there are unoccupied places, the Board of Directors of UMF "Victor Babeș" in Timisoara is empowered to decide to redistribute the places to other study programmes within the faculty or to other faculties, depending on the applications and the level of competition. These places will be filled by the students previously admitted to the fee-paying places, within the two admission sessions, in the order of the averages and options expressed.

**VII.3.** The enrolment of students declared admitted after the admission contest is made by decision of the Rector of UMF "Victor Babeș" in Timisoara.

**VII.4.** Once the enrolment is approved, students are entered in the Single Enrolment Register (SER) under a unique number, valid for the entire period of enrolment in the specialisation(s)/ specialisations/ programme(s)/ degree programme(s) to which they have been admitted.

**VII.5.** For enrolment purposes, the deans of faculties and the study documents office reserve the right to request additional documents from students provisionally enrolled in the first year, according to the legal provisions in force.

**VII.6.** 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.

**VII.7.** An applicant may be admitted and enrolled as a student on a maximum of two study programmes at the same time, regardless of the educational institutions offering them.

**VII.8.** A successful candidate can only be awarded a grant for one undergraduate programme.

**VII.9.** The candidate declared admitted to several undergraduate degree programmes opts for the study programme that will be financed from the state budget, by submitting the original diploma/certificate of recognition of the baccalaureate diploma/certificate of recognition of the diploma/certificate of the previous cycle of studies, as the case may be, to the faculty he/she wishes to attend, respecting the established deadline for submission. The above-mentioned diploma may be returned to the holder from the second semester onwards, in which case a copy of the diploma, certified as "true copy" by the Faculty secretariat, remains on file.

**VII.10. (1)** Candidates who have received funding from the state budget, in full (the entire study period), for a full undergraduate degree programme, completed/not completed by a bachelor's degree examination, may be admitted and enrolled, after passing the admission contest, only on fee-paying places, without the right to reclassification on budgeted places.

**(2)** Candidates who have received partial funding from the state budget, within the framework of a bachelor's degree programme, and have been declared admitted to the admission contest organised at UMF "Victor Babeș" in Timisoara, will be enrolled on fee-paying places, starting with the first year of studies.

(3) The category of students referred to in para. (2) has the right to reclassification on budgeted places, only after passing, in fee-paying regime, the number of years of studies equivalent to the number of years previously followed, in fee-free regime, in compliance with the criteria and performance standards for the annual reclassification of students, established by the University management.

**VII.11.** After enrolment, final lists are generated and displayed, with the candidates declared admitted and enrolled.

**VII.12.** The transition of students from tuition fee to non tuition fee education will be done according to Law no. 224/2005 and according to the University's regulations, approved by the Senate of UMF "Victor Babes" in Timisoara.

**VII.13.** Candidates admitted in the first year of studies at UMF "Victor Babes" in Timisoara can benefit from scholarships, under the conditions provided by law and can obtain accommodation in one of the University dormitories, under the conditions provided by the legislation and regulations of the University.

**VII.14.** During the course of the study programmes, transfer between study programmes will be possible within the limit of available places, under the conditions provided for by the legislation in force and the regulations in force on student mobility.

**VII.15.** The collection, processing and storage of personal data from candidates to the admission competition 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.

**VII.16.** This Regulation is the only official document related to the organisation and conduct of the admission contest within the "Victor Babes" University of Medicine and Pharmacy "Victor Babes" of Timisoara, for the undergraduate and combined undergraduate studies, cycle I and II, and is complemented by the provisions of subsequent normative acts, as well as by the Methodologies for the admission of foreign candidates, respectively of Romanian candidates from abroad, approved by the University Senate.

**VII.17.** 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" Timisoara.

**VII.18.** With the adoption of this Regulation, previous decisions and regulations are repealed. Any amendment may be made only with the approval of the University Senate or by the publication of imperative normative acts.

**VII.19.** In exceptional and justified cases, derogations from these regulations may be approved by the Rector's decision, with the approval of the University's Administrative Council.

**VII.20.** The Board of Directors of the university has the right and the obligation to harmonise these Regulations with Ministry of Education Orders issued up to the date of the admission contest.

**VII.21.** The Senate of the "Victor Babes" University of Medicine and Pharmacy of Timișoara approved the republication of this Regulation 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 - CONDITIONS AND PROCEDURE FOR THE RECOGNITION BY CNRED OF QUALIFICATIONS OBTAINED ABROAD

### 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](http://www.umft.ro),  
E-mail: [international@umft.ro](mailto: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 consulted at the following address: <https://aracip.eu/categorii-documente/info-unitati-invataman-registre>.

#### Documents

##### 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 ID 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-stator-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.

## II. RECOGNISING THE STUDIES OF NATIONALS OF MEMBER STATES OF THE EUROPEAN UNION, THE EUROPEAN ECONOMIC AREA AND THE SWISS CONFEDERATION FOR ENROLMENT IN POST-SECONDARY OR HIGHER EDUCATION

<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](http://www.umft.ro), E-mail: [international@umft.ro](mailto: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 - 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/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 notarised 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 enjoying 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 lei - 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

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](http://www.umft.ro),

E-mail: [international@umft.ro](mailto:international@umft.ro) , [relint@umft.ro](mailto: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

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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. In order to issue the duplicate, the following documents must be submitted: application; notarised statement on the loss, destruction or damage of the certificate; copy of the identity card; 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.