



- Excerpt from the *Admission Examination Regulation at „Victor Babeș” University of Medicine and Pharmacy of Timișoara, sessions July/September 2023* -

CHAPTER V. ADMISSION AND ENROLLMENT METHODOLOGY TO THE UNDERGRADUATE STUDIES FOR THE CANDIDATES FROM THE NON-EU/EEA/SWISS CONFEDERATION – CH WILLING TO ATTEND PROGRAMMES TAUGHT IN ROMANIAN/ENGLISH/FRENCH

V. 1. General provisions

V.1.1. "Victor Babeș" University of Medicine and Pharmacy in Timisoara - according to the university autonomy and assuming public responsibility - organizes the admission competition for the candidates from the non-EU/EEA/Swiss confederation-CH willing to attend academic studies in Romanian/English/French, compliant with the Minister of Education Order no. 3.102 / 2022 regarding the general framework for organizing the admission exam for the undergraduate, masterate and doctoral studies. The provisions are stipulated below.

V.1.2. This methodology is aimed at foreign nationals, i.e. candidates from third countries (candidates who are not from the EU, the European Economic Area or the Swiss Confederation), willing to attend the degree programmes in Romanian / English / French, and who choose to pay the tuition fees in foreign currency.

V.1.3. This methodology is the only official document regulating the admission exam organized by "Victor Babeș" University of Medicine and Pharmacy of Timisoara for foreign candidates willing to attend the undergraduate study programmes and it is to be supplemented with further norms.

V.1.4. No other references issued elsewhere may replace the official information and consequently they will not engage the “Victor Babeș” University of Medicine and Pharmacy, Timișoara.

V.1.5. The Administration Board has the right to coordinate this methodology with the mandatory and statutory documents.

V.1.6. This methodology may be subject to further amendments depending on the pandemic evolution and of the regulations of the Ministry of Education, so candidates must keep themselves up to date with all changes and proceed accordingly.

V.1.7. All communication between the University and the applicants will be done via letters or electronically.

V.1.8. The candidates eligible to take part in the admission examination for the degree programmes taught in Romanian / English / French are:

a. Citizens of an EU-third state holding a valid passport for at least 6 (six) months from the start of the academic year.

b. Graduates holding a valid baccalaureate degree or equivalent, irrespective of their graduation year, according to the minimum requirements for access to higher education in Romania, i.e. the list of high school diplomas recognized by the Ministry of Education outlined in Annex no. 8. The graduates of the current academic year may submit official certificates replacing their baccalaureate diplomas that contain the final results to be recorded in their subsequent baccalaureate diplomas.

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V.1.9. The candidates mentioned above may choose to attend the degree programmes taught in Romanian, English or French, depending on the number of places available.

V.1.10. The *numerus clausus*, respectively the number of places / faculties / degrees programmes will be determined by the university management, in accordance with the regulations of the Ministry of Education and it will be made public at a later date on the university website.

V.1.11. The degree programmes are detailed in the table below:

Item no.	FACULTY	STUDY PROGRAMME / MEDIUM OF INSTRUCTION	DURATION OF STUDIES	TUITION FEE PER ACADEMIC YEAR (EURO)
1.	MEDICINE	Medicine (Romanian)	6 years	8000
		Medicine (English)	6 years	8000
		Medicine (French)	6 years	8000
2.	DENTAL MEDICINE	Dental Medicine (Romanian)	6 years	8000
		Dental Medicine (English)	6 years	8000
3.	PHARMACY	Pharmacy (Romanian)	5 years	8000
		Pharmacy (French)	5 years	8000

V. 2. Calendar of the admission exam

V.2.1. The admission examination session to undergraduate degree programmes for third-country nationals, taught in Romanian / English / French, will be organized in July 2023, according to the following calendar:

- **June 2nd - July 31st, 2023, 12:00 p.m. (Romanian time)** – registration of candidates for the admission exam by filling in the registration form and uploading the registration documents (application file) to the admission platform. Candidates are responsible for the authenticity and conformity between the originals and the digital/scanned documents.
- Subsequently, the university staff check the content of the files and validate the registration until **July 31st 2023** at the latest. The Admission Commission will only consider complete and validated applications.
- **August 1st, 2023** – the classification of candidates based on their choices as well as on the scores they obtained in the admission exam, i.e. the mark schemes decided by the university;
- **August 1st, 2023** – posting the interim admission exam results on the university website,

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once the ranking is completed; candidates listing will be made using the number received on their online registration form, which will anonymize the candidates ID (name and surname);

➤ **August 1st, 2023, 6 p.m. (Romanian time) – August 2nd, 2023, 12.00 p.m. (Romanian time)** – appeal requests against the admission exam results may be sent to the following e-mail address: admission@umft.ro, until 12:00 p.m. (Romanian time);

➤ **August 2nd, 2023, 14.00 hrs.** – issue of the appeal results and posting the listing on the university web page;

➤ **August 2nd** after 14.00 hrs. (Romanian time) – **August 3rd, 2023** – place confirmation;

➤ **August 4th, 2023** - posting the admission exam results after confirmations; candidates listing will be made using the number received on their online registration form, which will anonymize the candidates ID (name and surname);

➤ **December 15th 2023** – deadline of registration date for the third countries candidates admitted to year I of studies. The deadline may exceptionally be extended with the approval of the university management.

V. 3. Application procedure for the admission exam

V.3.1. June 2nd - July 31st 2023, 12:00 p.m. (Romanian time) the candidates fill in the admission exam registration forms and upload the registration documents (application files) to the online admission platform of the university. Candidates are responsible for the authenticity and the conformity between the originals and the digital/scanned documents.

V.3.2. When registering for the admission exam, the candidates' options are limited to 2 (two) degree programmes, that must be specified in the order of preference (upon the case) from among the ones available according to this regulation. The candidates' choice (s) and their final score determine their ranking.

V.3.3. The candidate must clearly specify in the registration file the two chosen study programmes and the teaching languages.

V.3.4. The process of registration of the candidates who fill in the admission exam registration forms and upload the registration documents (application files) online closes on July 31st 2023 at 12.00 p.m. (Romanian time).

V.3.5. The staff of the Vice-rectorate for Internalisation check the content of the uploaded files and validate the registration until July 31st 2023 at the latest. Only validated files will be considered, any other status of files being disregarded for the admission exam.

V.3.6. Contact: Vice-Rectorate for Internationalisation, e-mail: international@umft.ro

V.3.7. After the registration deadline, the candidates' options, their sequence or any other pieces of information in the registration file cannot be altered.

V.3.8. After filling in the registration form, respectively after completing and validating the admission exam registration, candidates will receive a confirmation e-mail and details about further steps, according to this regulation.

V.3.9. The candidates who choose more study programmes at “Victor Babeș” University of Medicine and Pharmacy, Timișoara will upload the registration documents (file) once only. Consequently, the candidates holding dual citizenship (EU and non-EU) can apply with only one of their citizenships (i.e., they can't apply both as EU and as non-EU citizens).

V.3.10. The University does not have any agreement of cooperation or representation with agencies that mediate the enrollment of candidates. The candidates who submit their files via

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recruitment agents do not benefit from any kind of advantage regarding admission, compared to candidates who apply on their own.

V.3.11. Candidates take full responsibility for the information accuracy provided and authenticity of the documents submitted, even if the documents were submitted via an agent / agency.

V.3.12. Candidates are responsible for the accuracy of their e-mail addresses provided to the university when they register on the online admission platform.

V.3.13. Candidates must make sure that their e-mail accounts abide by EU norms, so that the university does not encounter any problems in its communication with the candidates (e-mail addresses must be accepted internationally, e.g. *yahoo*, *gmail*, *hotmail*, etc.). The university does not take any responsibility for candidates not receiving their e-mails due to inadequate e-mail addresses.

V.3.14. Candidates who have graduated the preparatory year will abide by all provisions of the current regulation regarding deadlines, exam running, marking scheme, number of places available for each degree programme, fees, documents required for enrollment to the admission exam.

V.3.15. The enrollment application files for the admission exam, submitted to the university via other means or in other ways than those stipulated in this regulation and according to the established calendar, will be disregarded.

V. 4. Documents required to apply for the admission exam

V.4.1. The candidates will upload the application file to the online admission platform, assuming their responsibility for the authenticity and correspondence between the digital / scanned documents and the original ones. The file will contain the following scanned documents, on both sides (*recto/verso*), as the case may be:

- a. General Data Protection Regulation (GDPR) declaration – Annex 1;
- b. Online registration form - filled in. The candidate must accurately specify the two degree programmes and the medium of instruction chosen;
- c. Application for issuance of the Letter of Acceptance to Studies - Annex 4;
- d. Baccalaureate diploma / equivalent diploma - certified or legalized copy (Hague Apostille, Ministry of Foreign Affairs, Romanian Embassy) in the official / original issue language plus its certified translation (if applicable) into Romanian / English / French;
- e. Baccalaureate/equivalent transcripts - certified or legalized copy (Hague Apostille, Ministry of Foreign Affairs, Romanian Embassy) in the official / original issue language plus its certified translation (if applicable) into Romanian / English / French;
- f. Graduation certificate (only for 2023 high school graduates, who are not in possession of their baccalaureate diploma yet), explicitly testifying that the candidate has passed the baccalaureate/equivalent exam and containing candidate's final results - certified or legalized copy (Hague Apostille, Ministry of Foreign Affairs, Romanian Embassy) in the official/original issue language plus its certified translation (if applicable) into Romanian/English/French;
- g. Highschool transcripts of records - certified or legalized copy (Hague Apostille, Ministry of Foreign Affairs, Romanian Embassy) in the official/original issue language plus its certified translation (if applicable) into Romanian/English/French;
- h. Birth certificate or equivalent - certified copy in the official/original issue language plus its certified translation (if applicable) into Romanian/English/French;

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- i. Marriage certificate (if applicable)-certified copy in the official/original issue language plus its certified translation (if the case) into Romanian/English/French;
- j. Passport (valid for at least 6 months after the start of the academic year) - copy;
- k. Identity card / document attesting the permanent residence abroad - certified copy and certified translation into Romanian/English/French if the documents are issued in a different language than specified above;
- l. Medical certificate according to the standard form approved by the university – Annex 3, in Romanian, English or French;
- m. Notarial declaration/official document certifying that all documents uploaded by the candidate match the very same person; in case of discrepancies, differences in documents related to the candidate’s full name (only if applicable, i.e. if the full name is not the same throughout the submitted documents);
- n. Notarial declaration from Romanian citizens, residing in third countries, willing to enroll in a fee-based degree programme, stating that they wish to attend a tuition fee degree programme as self-funded students;
- o. Proof of payment of the file processing fee for 200 Euros (non-refundable if the file has been processed and the uploaded documents verified).

V.4.2. For more information concerning the necessity of the Hague Apostille, candidates should contact the Ministry of Foreign Affairs, respectively, the Romanian Ministry of Education (National Centre for Recognition and Equivalence of Diplomas – CNRED) or access the respective links of the two institutions: <https://www.mae.ro/en>, <https://www.cnred.edu.ro/en/preuniversity-studies>.

V.4.3. In case of ambiguity concerning the study documents submitted by the candidates, the university will request the official point of view of the Ministry of Education-DGRIAE. Consequently, the Ministry of Education may solicit additional documents besides the above mentioned.

V.4.4. If the study documents have been issued by educational institutions operating under the British system, predictive results are not accepted. The university accepts only the study documents containing the final grades obtained at the baccalaureate/equivalent exam. The GCE (General Certificate of Education) diploma is compulsory;

V.4.5. If the study documents have been issued in Iran, the Pre-University diploma is mandatory for the graduates prior to 2019;

V.4.6. If the study documents have been issued in Israel, the graduation certificate is not accepted; the final baccalaureate diploma or its equivalent – *Bagrut* – is mandatory;

V.4.7. The candidates whose transcripts of records contain subjects bearing different names other than Biology/Chemistry but whose contents correspond to Biology/Chemistry, must submit a certificate issued by their high schools certifying the fact that the respective subject/s are the equivalent of Biology/Chemistry.

V.4.8. According to the current provisions of the Ministry of Education and of the Romanian Government, original documents issued by the Romanian authorities in Romanian, may be transmitted in plain copies. This provision does not apply to translations into Romanian from another language.

V. 5. Running the admission exam

V.5.1. For admission, candidates from third countries (non-EU/EEA/CH countries) applying

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to undergraduate degree programmes will be assessed according to their academic performances.

V.5.2. The admission exam will consist in the candidates ranking according to the order of the options they made, and the score(s) obtained by applying the calculation formula below:

$$\text{Baccalaureate} \times 0.2 + \left(\frac{\sum \text{Biology}}{\text{number of years this subject was studied}} \right) \times 0.6 \\ + \left(\frac{\sum \text{Chemistry}}{\text{number of years this subject was studied}} \right) \times 0.2$$

Baccalaureate = the average obtained in the baccalaureate/equivalent exam, or the arithmetic mean of the years of study for the countries where there is no baccalaureate/equivalent, multiplied by 0.2.

\sum Biology = Arithmetic average of all grades obtained in Biology/equivalent during high school, divided by the number of years of the subject studies, multiplied by 0.6.

\sum Chemistry = Arithmetic average of all grades obtained in Chemistry/equivalent during high school, divided by the number of years of the subject studies, multiplied by 0.2.

Where: 0.2 = weight of the baccalaureate/equivalent, or average of the years of study for the countries where there is no baccalaureate/equivalent, in the final score calculation formula, respectively, the weight of Chemistry in the candidate's final score calculation formula;

0.6 = weight of Biology in the final score calculation formula.

Example:

Average of the baccalaureate /equivalent = 80%

Biology/ equivalent = Year 1 = 90%, Year 2 = 100%, Year 3= 95%, Year 4= 80%

Chemistry/equivalent = Year 1 = 80%, Year 2= 90%, Year 3= 75%, Year 4= 80%

Final result:

Average obtained at the baccalaureate/equivalent = 80% x 0.2= 16%

\sum Biology = (90%+100%+95%+80%): 4 (number of years of study) = 91.25% x 0.6=54.75%

\sum Chemistry = (80%+90%=75%=80%): 4 (number of years of study) = 81.25% x 0.2 = 16.25%

Candidate's final average = 16% + 54.75% + 16.25 % = 87%

➤ The arithmetic mean of the high school years will replace the baccalaureate average for the candidates with study certificates issued in countries where no average is awarded for the baccalaureate exam/equivalent!

➤ If the baccalaureate diplomas are issued in Morocco, the average and the grades obtained in the national exam are considered.

V.6. Release of the admission exam results and classification of candidates

V.6.1. The Admission Commission will apply the calculation formula set forth in this regulation and will validate the results thus obtained by each candidate.

V.6.2. August 1st, 2023, the results of the admission exam will be posted on the university website, section Admission/Admission 2023, once the classification of the candidates is completed. The listing will record the candidate's number received on their online registration

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form, which anonymizes their ID details (name and surname);

V.6.3. The lists will be posted on the university's website according to the following criteria:

a) the order of the options stated in the candidate's online registration form, in compliance with: “*the option prevails over the score*”;

b) the descending order of the candidates final scores, in conformity with the university regulations: applying the established formula and the differentiation criteria if there are candidates with equal final scores, and subsequent appeals and validations.

V.6.4. The admission average will consist in the final score obtained by the candidates, following the calculation formula established by the university in this regulation.

V.6.5. The final admission mark is minimum 5.00 (five).

V.6.6. A candidate may be admitted to only one undergraduate degree programme.

V.6.7. The classification of candidates will be made according to the order of the options indicated in the online registration form, based on the general principle “*the option prevails over the score*” and in the descending order of the final scores, within the available places approved for each degree programme.

For example:

- A candidate chooses Medicine (in French) firstly, and Pharmacy (in French) secondly, and his/her score is 10. He/she is assigned first choice.
- B candidate chooses Pharmacy (in French) firstly, and Medicine (in French) secondly, and his/her score is 9. 14 positions were filled in by 14 candidates with admission scores higher than his/hers. Therefore, he/she will rank 15th candidate assigned to his/her first choice, meaning that ranking for Pharmacy (in French) choice will prioritize B over A, who has scored more than B.
- C candidate chooses Pharmacy (in French) firstly, and Medicine (in French) secondly, and his/her score is 8. If all positions of his/her first choice were filled in by candidates with higher scores than theirs, they will be assigned according to their second choice, provided there are still vacant places.

V.6.8. If, after candidates ranking, there are several candidates with equal scores on the last place, their classification will be made as follows:

- The arithmetic average of the grades obtained in Biology during the high school years;
- The arithmetic average of the grades obtained in Chemistry during the high school years;
- The arithmetic average of the averages of the high school years.

V.6.9. The results will be as follows, depending on the admission exam stage:

- Provisional results, issued on the competition day;
- Results after mitigating possible appeals, for the programmes where ranking was changed,
- Results after confirmations,
- Results after enrollment closure deadline established and approved by the University management;

V.6.10. The *numerus clausus* assigned per degree programme, approved by the University Senate and legislation, cannot be exceeded.

V.7. Appeal against examination results and settlement procedures

V.7.1. Possible appeals will be sent via e-mail at admission@umft.ro, between **August 1st 2023, 6 p. m. (Romanian time) and August 2nd 2023, 12 p.m. (Romanian time)**.

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V.7.2. Appeals must be made exclusively against candidate's own score.

V.7.3. The Central Admission Board in charge of mitigating appeals will competently analyse and provide answers on **August 2nd 2023, 14 hrs (Romanian time)**. The Commission decision is final, and it will be posted on the university site on **August 2nd 2023**.

V.7.4. If there are differences in grading, the candidate will get the average score recalculated according to the calculation formula stipulated in this regulation.

V.7.5. Appeals due to ignorance of the Admission Regulations are not accepted.

V.7.6. The lists of selected and rejected candidates per degree programs with ranking changes will be drawn up and displayed, upon settlement of possible appeals; the lists contain the final and indisputable results.

V.7.7. Past the due date for mitigating the appeals (by posting conclusions), the result of the admission examination is final and can no longer be modified.

V.8. Confirmation of place

V.8.1. The candidates admitted to undergraduate studies at “Victor Babeș” University of Medicine and Pharmacy in Timișoara in July 2023 must confirm their place by paying the non-refundable confirmation fee of EUR 300 per option, and uploading the proof of payment to the admission platform between **August 2nd 2023, 2 p. m. (Romanian time)** and **August 3rd 2023**. Failure to do so will lead to the candidate's removal from the list of admitted candidates.

V.8.2. The rejected candidates who were registered and **validated** in the July 2023 session of exams by “Victor Babeș” University of Medicine and Pharmacy in Timișoara and obtained a passing score over 5.00, may confirm their place by paying a fee of EUR 300 per option (600 Euro per two confirmed options) and uploading the proof of payment to the admission platform between **August 2nd 2023, 2 p.m. (Romanian time)** and **August 3rd 2023**, in the event a place vacates.

V.8.3. The fee is non-refundable even if no place is vacated.

V.8.4. Rejected candidates will be allotted a place after analysing the chronological fee payment, their programme choices and final admission scores.

V.8.5. Candidates can confirm for a maximum of two study programmes, namely the very ones they opted for in the online registration form.

V.8.6. The payment proof of the confirmation fee that is not uploaded to the admission platform does not stand for place confirmation.

V.8.7. Payment proof of the confirmation fee does not guarantee admission, as the admission depends on the available places approved by the university/study programmes and on the places management, compliant to the university decisions.

V.8.8. Vacant places will be redistributed to the next candidates who paid the confirmation fee, in the order of their stipulated choices and admission scores, and these candidates will be notified via their e-mails.

V.9. Linguistic proficiency – language proficiency test

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V.9.1. The proven linguistic proficiency is mandatory for the successful candidates in order to enroll.

V.9.2. Candidates who do not have to take the language test (provided they are in possession of official proof):

- candidates whose countries of origin have the official language identical with the instruction language of the degree programme they choose (English or French) and who can prove, based on academic papers (secondary education/high school/college/undergraduate programmes), that they attended courses in that language;
- candidates who studied and graduated a high school with the same language of instruction as the instruction language of the degree program they choose, regardless of candidate's citizenship or country of origin and who can prove, based on academic records, that they studied in that particular language;
- candidates holding 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 study program they opted for;
- candidates holding an International Certificate of Linguistic Competence, minimum B2 level, according to the table below:

Medium of instruction	Accepted certificates of language proficiency (minimum B2 level)
English	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 Proficiency in English - ECPE / Examination for the Certificate of Proficiency in English IELTS certificate: - minimum 6 / „competent user” - Pearson LCCI Certificate in ESOL International TOEFL Certificate: - TOEFL iBT - TOEIC Trinity College of London certificates: - ISE II - minimum pass in all skills
French	DELF DALF TCF
Romanian	Certificate of linguistic proficiency for Romanian language, minimum B2 level, issued by Romanian Education Ministry competent bodies/ Graduation certificate for the Romanian language preparatory year/study documents issued by Romanian educational institutions or from abroad, attesting at least 4 consecutive years of studies in Romanian.

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V.9.3. Only international certificates of language proficiency, according to the table above, belonging to the candidates who applied for a degree programme in the language for which the certificate was issued will be considered.

V.9.4. Admitted candidates who do not fall under any of the provisions of sub-chapter V.9.2. of this regulation must take the language test before the final registration. The language test will be organized by the Department of Modern Languages within “Victor Babeș” University of Medicine and Pharmacy in Timișoara, during the enrollment period, and it will be graded with "pass" or "fail".

V.9.5. Candidates enrolled in the admission exam to the undergraduate degree programmes taught in Romanian must submit a certificate of language proficiency for the Romanian language or a certificate proving completion of the preparatory year, issued by institutions authorized by the Ministry of Education.

V.9.6. The following candidates are exempted from presenting the certificate of preparatory year graduation / of Romanian language proficiency, when enrolling to the undergraduate degree programmes in Romanian:

a) candidates submitting Romanian study documents (diplomas and certificates) / transcript of records attesting at least 4 consecutive years of studies, taught in Romanian, in an accredited school unit;

b) candidates submitting certificates of linguistic proficiency, minimum B2 level, according to the common European frame of reference for foreign languages, issued by accredited higher education institutions in Romania, organizing the Romanian language preparatory year for foreign citizens, by Departments of Romanian literature, culture and civilization in universities abroad / by the Romanian Language Institute or the Romanian Cultural Institute.

V.9.7. “Victor Babeș” University of Medicine and Pharmacy, Timișoara does not organise language tests for the Romanian language.

V.10. Provisions regarding admission, confirmation, enrollment and tuition fees

V.10.1. Fees:

- File processing fee / admission session = 200 EUR (non-refundable in case of file processing/validation);
- English / French language test fee = 50 EUR;
- Place confirmation / option / degree programme fee = 300 EUR, non-refundable;
- Tuition fee (studies) per study year / degree programme = 8000 EUR;
- Registration fee = 100 RON can be paid cash at the university cashier's office.

V.10.2. Beneficiary Bank Information:

Beneficiary: “Victor Babeș” University of Medicine and Pharmacy in Timișoara

Beneficiary’s address: Timișoara, Piața Eftimie Murgu Nr. 2, Cod 300041

Beneficiary’s Bank: BANCA TRANSILVANIA

Beneficiary’s bank address: Timișoara, Str. Palanca nr. 2, Piața Unirii, Timișoara, Romania

IBAN: RO53BTRL03604202A6896600 (Account in Euro)

SWIFT: BTRLRO22

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V.10.3. The payment proof must include the candidate's full name (surname and name) and the purpose of the payment – file validation, place confirmation, tuition fee.

V.10.4. If the fees are paid by a person other than the candidate, the recipient bank may need further information and personal data (via the University's Financial - Accounting Department) e.g. ID card / passport, etc. of the person who made the payment / transfer and their agreement to process their personal data for verification purposes by the bank (Annex 1 - GDPR, if the case).

V.10.5. It is the candidate's responsibility to ensure that their proof of payment contains all the required information so that it can be properly processed by the Financial - Accounting Department of the university.

V.10.6. Further information regarding the tuition fee may be obtained exclusively from the university Financial - Accounting Department, contab@umft.ro.

V.10.7. The tuition fee does not change during the ongoing academic year.

V.10.8. The tuition fee does not change before the end of the university degree programme unless legal circumstances impose exceeding the term of studies.

V.10.9. The tuition fee must be paid before enrollment.

V.10.10. Admitted candidates failing to pay the tuition fee within the deadline, are *ex officio* considered to have given up their place, by no show.

V.10.11. The tuition fee proof of payment (copy of receipt/payment order) will be sent to the Vice-Rectorate for Internationalisation secretariat via e-mail at: admission@umft.ro.

V.11. Enrollment procedure for candidates admitted to undergraduate degree studies

V.11.1. Enrollment as fee-based self-funding students to the undergraduate degree programmes in Romanian, English or French, of admitted third-country nationals will be done compliant to all provisions below:

- a. obtaining the Letter of Acceptance to Studies issued by the Ministry of Education;
- b. fulfillment of the language proficiency requirements;
- c. confirmation of place within the terms and conditions specified hereby;
- d. full payment of all fees provided for in this methodology;
- e. obtaining a study visa (D-SD) from the Romanian Embassy / Consulate in the country of origin - where applicable;
- f. submission of the enrollment application file containing the original study documents and Annex forms, as well as documents certified copies in original, that had been previously attached to the application file uploaded to the online platform. The certified translations into Romanian are mandatory for the baccalaureate diploma/equivalent, baccalaureate degree transcript/equivalent and birth certificate;

V.11.2. The university oversees sending the files to the Ministry of Education–DGRIAE for the issuance of the Letter of Acceptance to Studies.

V.11.3. In case a candidate submits his/her file to several universities in Romania, this may lead to the late issuance of the Letter of Acceptance to Studies, hence the risk that the candidate cannot obtain the study visa in due course, compliant with the legal enrollment deadlines within our university!

V.11.4. The Letter of Acceptance to Studies is mandatory for the admitted candidates enrollment.

Vice-Rectorate for Internationalisation

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V.11.5. The documents submitted by candidates from third countries (countries outside the EU, EEA, CH) admitted to undergraduate degree programmes in Romanian / English / French will be analysed by the Vice-Rectorate for Internationalisation, which will draw up the Decision of acceptance to studies, duly approved and signed by the rector of the university;

V.11.6. To enrol in the first year of studies and sign the study contract, the admitted foreign nationals will present to the faculty secretariats a copy of the admission decision, along with copies of the following documents:

- Letter of Acceptance to Studies issued by the Ministry of Education;
- Proof of/Certificate of Linguistic Competence for Romanian/English/French, upon the case;
- Official documents to prove exemption from language test, where applicable;
- Passport
- Proof of integral fee payment;
- Proof of enrollment fee payment.

V.11.7. The decision of acceptance to studies is valid until the admitted foreign nationals' final enrollment, i.e. until the admitted candidates have submitted their complete documents; the complete files will be transmitted by the Vice-Rectorate for Internationalisation to each faculty secretariats.

V.11.8. The admitted candidates must submit the original study documents upon enrollment. The original study documents are kept by the faculty throughout for the entire study period (conformant to the Romanian law).

V.11.9. Admitted high school graduates who have not obtained a baccalaureate degree / equivalent diploma by the date of enrollment have to submit a notarized statement by which they undertake to submit the original study documents (plus certified copies and legalized translations) to the university secretariat, within due course. The date is set depending on the issuing country.

V.11.10. The admitted foreign nationals failing to enroll in the first year within the deadline are considered, *ex officio*, to have given up studentship, by failure to appear.

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