

**Methodology of admitting foreign citizens
to studies and schooling at "1 Decembrie 1918" University of Alba Iulia
in the 2018-2019 academic year**

Preamble

"1 Decembrie 1918" University of Alba Iulia, hereinafter referred to as UAB, is an institution of higher education and research, established in 1991, by Decision of the Romanian Government No. 474/1991.

In 2015, following the institutional assessment carried out by the Executive Bureau of the Romanian Agency for Quality Assurance in Higher Education - ARACIS, "1 Decembrie 1918" University of Alba Iulia was awarded a "HIGH CONFIDENCE RATING for the period 2015-2020".

"1 Decembrie 1918" University of Alba Iulia educational offer includes bachelor's, master's and PhD programmes.

"1 Decembrie 1918" University of Alba Iulia organizes an admission contest for each program and short-cycle higher education studies based on university autonomy and assuming public accountability, in order to test the knowledge and cognitive, artistic or sports capacities of the candidates:

Bachelor's programmes, also known as undergraduate programmes, correspond to a number between *a minimum of 180 and maximum 240 ECTS credits* (European Credit Transfer and Accumulation System), depending on the field of study. According to legal regulations, undergraduate studies can be organized for *full time education and distance learning studies*. Full time studies comprise mainly of places financed by the Romanian state budget and tuition-fee based places. Distance learning offers exclusively tuition-based places.

Master's programmes, also known as graduate programmes, correspond to a number of *60, 90 or 120 ECTS credits* according to the curricula.

PhD programmes, also known as doctoral programmes, are offered in the fields of History, Philology, Accounting and Theology, full time education, financed by the Romanian state budget and tuition-fee based places.

CHAPTER I

GENERAL PROVISIONS CONCERNING THE ADMISSION ORGANIZATION

Article 1. (1) Admission to "1 Decembrie 1918" University of Alba Iulia of foreign citizens from EU, EEA and EC third countries is organized for each short-cycle higher education studies in accordance with the provisions of Romanian *Education Law no. 1/2011, as amended and supplemented*, as well as according to specific normative acts / regulations:

The Order of Romanian Ministry of Education no. 3.473 of March 17, 2017 regarding the approval of the Methodology for receiving at studies and schooling of foreign citizens starting with the 2018-2019 academic year.

-The Order of the Ministry of Economy no. 3.236 of 10 February 2017 regarding the approval of the Methodology for receiving at studies and schooling of foreign citizens on places without payment of tuition fees and with scholarship, and places without tuition fees and without scholarship in accredited higher education institutions.

(2) Foreign citizens are persons who have the nationality of a third country of the European Union, proven by holding a valid passport, excluding Romanian citizens.

CHAPTER II

ADMISSION CONTEST PERTAINING TO PLACES WITHOUT PAYMENT OF TUITION FEES AND WITH SCHOLARSHIP, AND PLACES WITHOUT PAYMENT OF TUITION FEES AND WITHOUT SCHOLARSHIP

Article 2. (1) Admission to undergraduate/ master's degree studies pertaining to places without payment of the tuition fees and scholarship is organized under the following conditions:

- a) on the reciprocity, in accordance with the provisions of bilateral cooperation documents in the field of education. These places can also be allocated as months-scholarship;**
- b) on the unilateral offers of the Romanian state, regulated by specific normative acts;**
- c) on the offer of the Romanian state, in accordance with the legal provisions in force, on the proposal of the Ministry of Foreign Affairs (MFA), depending on Romania's external interests;**
- d) on the offer of the Romanian state, in accordance with the legal provisions in force, on the proposal of the Ministry of Economy, for the promotion of some economic or commercial cooperation actions;**
- e) on the offer of the Romanian state, in accordance with the legal provisions in force, through the Ministry of Education National (MEN), for foreign citizens with good learning outcomes.**

(2) The study places provided at art. 2 (1) shall be available for accredited study programs in Romanian, as full-time education.

ART.3. Admission to undergraduate/ master's degree studies pertaining to places without payment of the tuition fees and without scholarship is organized under the following conditions:

- a) members of the diplomatic corps and family members of the diplomatic corps accredited in Romania, based on a nomination of the diplomatic mission and a recommendation of the Ministry of Foreign Affairs;**
- b) citizens who apply for or have acquired a form of protection in Romania or stateless persons whose residence on Romanian territory is officially recognized according to the law, to start the preparatory year of the Romanian language.**

Article 4. (1) The study Places *without paying tuition fees and with scholarship*, provided in art.2 paragraphs a), b) and e) and places *without paying tuition fees and without scholarship*, provided at art. 3, shall be granted according to the provisions of the present Methodology.

(2) The study Places *without paying tuition fees and with scholarship*, provided in art. 2 paragraphs c) and d) shall be awarded through a competition of files organized by the involved institutions

according to their own methodologies. The List of candidates and their files will be submitted to MEN by July 15 of the current year, at the latest.

Article 5. On the study Places *without paying tuition fees and with scholarship* can be admitted also the EU and EU third countries citizens which meet the following conditions:

- a) they do not have Romanian citizenship, have not applied for or have not acquired a form of protection in Romania or are not stateless whose residence on Romanian territory is officially recognized according to the law;
- b) are not members of the diplomatic corps or family members of the diplomatic corps accredited in Romania;
- c) for the study places provided under art.2 paragraphs a) and b) and have been nominated, on diplomatic channels, by their competent partners;
- d) for the study places provided under art.2 paragraphs c), d) and e) they were nominated by the Ministry of Foreign Affairs, Ministry of Economy and institutions of higher education, as appropriate;
- e) they have not benefited from a scholarship from the Romanian state for the same short-cycle of study;
- f) they submit study documents issued by accredited / recognized higher institutions;
- g) they present study papers showcasing that the previous studies and the duration of their studies allow their enrollment in Romania in the field and at the required level of education;
- h) have good learning outcomes, respectively an average of at least 7 (seven) corresponding to the grading system in Romania or "Good" rating, as the case may be, except for candidates for the places provided in art. 2 paragraph e), which must fulfil one of the conditions stipulated in art. 9 paragraph (4).
- i) do not have, by 31 December of the year in which they were nominated, more than 35 years of age – for undergraduate studies and master, respectively 45 years - for doctoral studies or postgraduate studies.

Article 6. (1) Foreign citizens may be enrolled on the places stipulated in art. 2 paragraphs a), b), c) and d) after graduation of the preparatory year of Romanian language, organized according to the regulations in force.

(2) The following categories of persons are exempted from the obligation to submit the certificate of graduation of the preparatory year, when enrolling in study programs in Romanian:

- a) persons presenting Romanian studies documents (diplomas and certificates) or study papers, schooling documents certifying at least four consecutive years in Romanian, in an educational institution accredited in the national system of Romania;
- b) those who, to get enrolled in a higher education institution, pass the Romanian language test, organized according to the legal provisions;
- c) those who, to get enrolled in a higher education institution, have Official Certificate of Language Proficiency, minimum B1 level, issued according to the regulations in force.

(3) Foreign citizens may be enrolled on the places specified in art. 3, after graduating the preparatory year, within which he /she will acquire the necessary knowledge of the Romanian language, or if they meet the conditions stipulated in art.6 par. (2).

(4) Members of the diplomatic corps and/ or family members of the diplomatic corps accredited in Romania may choose to pursue accredited study programs with teaching in a foreign language at Romanian universities, as self-financed in RON, within the amount set for the Romanian students.

(5) For acknowledged study programs that are carried out in a foreign language, the admission contest will be organized in the foreign language of the teaching program, just like the Romanian students.

Organizing and conducting the admission contest

Article 7. Granting the places provided in art. 2 par.(a) and (b) shall be made on the submission of an application file comprising:

a) The scholarship application for studies in Romania, provided in Appendix 1 to the Order of the Ministry of Economy no. 3.236 of 10 February 2017 which is an integral part of this methodology, filled in at all the headings, in two original copies, with two colour photographs;

b) Birth certificate- copy and legally certified translation;

c) Document attesting to the permanent residence - copy and legally certified translation;

d) Passport, valid for at least 6 months from the beginning of the study program for which the candidate opts - copy after the first 2 pages. This provision does not apply to citizens of the Member States of the European Union and The European Economic Area and not to the citizens of the Swiss Confederation;

e) Identity document - copy and legally certified translation;

f) Proof of change of name (if applicable) - copy and legally certified translation;

g) Baccalaureate, bachelor's, master's, doctorate degrees, as the case may be, or their equivalent, authenticated by the competent authorities of the issuing country - copy and legally certified translation;

h) The certificate attesting the passing of the baccalaureate, bachelor's, master's or doctoral exam, as the case may be, for graduates of the current year - copy and legally certified translation;

i) The matriculation sheets / the diploma supplements related to complete studies, authenticated by the competent authorities of the issuing country - copy and legally certified translation;

j) Statement of responsibility that he/she has not benefited from a scholarship from the Romanian state on the level of the requested short-cycle of studies;

k) The certificate of graduation of the Romanian preparatory year or the language proficiency certificate, as the case may be;

l) The medical certificate (in a language of international circulation) certifying that the person enrolling in the studies does not suffer from contagious diseases or other conditions incompatible with the future profession;

m) CV in English, French or Romanian (2-3 pages);

n) Other documents required, at the request of the Ministry of National Education.

(2) The application file shall be accompanied by a simple copy of the documents referred to in paragraph (1).

(3) Legalized translations, originally submitted in the application file, shall be in English, French or Romanian.

(4) The admission of candidates for doctoral studies is conditional on the supervisor's agreement as well as the passing of the admission exam.

Article 8. The admission procedure under the provisions of art. 2 para. a) and b) shall be carried out as follows:

a) MEN, with the support of UAB, formulates the offer for the scholarships granted by the Romanian state;

b) MEN informs the authorized partners through MAE and the foreign diplomatic missions accredited in Romania, on the conditions for granting the scholarships;

c) MEN - Directorate-General for International Relations and European Affairs (DGRIAE) receives the short list of candidates proposed to fill a place of study without paying tuition fees and with scholarship and their files through authorized partners, no later than July 15 of each academic year, unless there is express provision to that effect in the bilateral or unilateral documents in force;

d) MEN checks the eligibility of the file and asks for the UAB's approval to issue the letter of acceptance to studies;

e) UAB issues the acknowledgment of receipt to the study program requested or to another study program proposed by it, as well as the possibility of providing a place in the university's residence hall;

f) MEN sends the original of the acceptance letters to the authorized partners and a copy thereof to Romania's diplomatic missions abroad;

g) MEN sends to the receiving university, the assignment order, on the basis of which the scholarship holder will be enrolled in studies, upon arrival in Romania.

Article 9. The procedure for awarding the places provided in art. 2 para. e) is carried out as follows:

(1) For self-financed foreign students enrolled in foreign currency with outstanding academic and scientific outcomes, UAB will submit to MEN - DGRIAE the following documents:

a) The official letter, signed by the rector of UAB, including the short list of the candidates proposed to receive a place of study without paying the tuition fees and with scholarship;

b) Maximum 5 application files;

c) The short-list containing the ranking of the candidates, in descending order of their academic outcomes.

(2) The application file shall contain:

- a) The schooling status for each academic year (except for preparatory year), for candidates applying for undergraduate education;**
- b) copy of the bachelor's degree and the diploma supplement (record sheet) or a certificate establishing the schooling status of all the years of study and the marks in graduation examination (for graduates of current year) for candidates seeking to continue their education at master, doctoral or postgraduate education in the field of medicine, as appropriate;**
- c) CV, list of scientific papers , specialized publications, papers, recommendations from at least two university professors or specialists in the field – for candidates for PhD studies;**
- d) Birth certificate- copy and legally certified translation;**
- e) Simple copy of the passport;**
- f) Copy of the residence permit in Romania.**

(3) The application procedure shall be carried out as follows:

- a) The short list is proposed by UAB's Senate, and is set in descending order of the averages and shall be announced to the potential candidates by displaying them on the official UAB's website;**
- b) The short list of the applications will be approved by the UAB's Senate and will be posted on the official website;**
- c) The short list and candidates' files will be submitted to MEN - DGRIAE by November 30 of each year.**

(4) To obtain these scholarships, the following categories of students may apply:

- to) Foreign citizens, except those who are in the last year of studies, who had completed at least one academic year, besides the preparatory year, full time education, in an accredited higher education institution and obtained a minimum average core of 7.00 and,**
- b) Foreign citizens, graduates of a study program in Romania, full time education, who have obtained an overall average score of at least 7.00 and who continue their studies in an accredited higher education institution.**

(5) The scholarships are awarded by the MEN in decreasing order of the averages, selecting the first candidates from each university, within the limit of the number of available grants and considering a balanced distribution in universities and, within the institutions, by field of study.

(6) If two candidates have the same average, the classification will be made according to the study cycle, having priority, the candidate for the doctoral degree, master's degree and, finally, undergraduate.

(7) Candidates thus selected become beneficiaries of grants by Order of the Minister of Education. The final results of the selection will be communicated to UAB and published on the official MEN website.

(8) Changing the students' financial status will be done by the faculty's secretariats on the basis of the Order issued by MEN at the specified undergraduate / master fields of study.

**Schooling of foreign students on places of study without paying tuition fees and with scholarships
and places without paying tuition fees but without a scholarship**

ART.10. For the Beneficiaries of places of study set at art. 2, the following facilities are provided:

- a) Exemption from the registration fees, the processing of the file fee, the testing of the Romanian language skills fee, the sitting in at the doctoral admission contest fee and the specific skills tests fee;**
- b) Financing the schooling expenses for the preparatory year of the Romanian language;**
- c) Financing the schooling expenses for the actual studies, but not longer than the duration of a university cycle corresponding to the study program followed;**
- d) Granting a monthly scholarship to students enrolled in the preparatory year of Romanian language;**
- e) Granting a monthly scholarship to students enrolled in Bachelor, Master, PhD or post-graduate study programmes, including in the field of medicine, but no more than one university cycle;**
- f) Financing the accommodation expenses in the residence halls through the MEN budget, within the limit of the allocated grant;**
- g) Health support in case of medical – surgical emergency and potential epidemic-endemic diseases in accordance with domestic legislation;**
- h) Local, surface, naval and underground local transport as well as domestic, rail and water transport in the same conditions as to Romanian students, according to the legal provisions.**

ART.11. For the Beneficiaries of places of study set at art. 3, the following facilities are provided:

- a) Exemption from the registration fees, the processing of the file fee, the testing of the Romanian language skills fee, the sitting in at the doctoral admission contest fee and the specific skills tests fee;**
- b) Financing the schooling expenses for the preparatory year of the Romanian language;**
- c) Financing the schooling expenses for the actual studies, but not longer than the duration of a university cycle corresponding to the study program followed;**
- d) Health support in case of medical – surgical emergency and potential epidemic-endemic diseases in accordance with domestic legislation.**

Article 12. Facilities provided at art.10 and art. 11 are awarded throughout the entire period of studies, as follows:

- a) For students enrolled in the preparatory year of Romanian language, throughout the entire period of studies;**
- b) For students enrolled in bachelor and master studies, during the academic year and in the legal holidays, but is not granted during the summer vacation. If students are detained at college during summer holidays for curricular activities or if there are specific legal provisions, the rights provided in art. 19 are maintained throughout the summer vacation;**
- c) For doctoral candidates enrolled at full time studies throughout the calendar year;**

- d) For post-graduate trainees, during the training / period of the months-scholarship;
- e) Another 30 days after the completion of university studies or postgraduate education lasting at least 1 year.

ART.13. (1) The amount of the scholarships corresponding to the places specified in art. 2 is established according to the legislation in force.

(2) Romanian language preparatory year, the amount is equivalent to that pertaining to scholarships for undergraduate studies.

(3) The equivalent in RON of the scholarship is updated annually, quarterly, at the exchange rate of the euro, communicated by the National Bank of Romania for the last day of the previous month.

Art.14. (1) In order to maintain the rights stipulated in art. 10, par. e), students enrolled in the preparatory year of Romanian language and those in undergraduate and the master programs must obtain at the end of each academic year a number of 60 transferable credits.

(2) Students in undergraduate and master programs who did not obtain, at the completion of the academic year, a total of 60 ECTS credits, but obtained a number of credits are sufficient to promote the academic year following the laws in force and Regulation on students' professional activity, continue to benefit from the rights reviewed under art. 10 par.c), f), g), h) and art. 11 para. c) and d).

(3) The rights provided in art.10 par. e) can be regained in the next academic year after having obtained all the 60 transferable credits related to each academic year, provided that the number of years in which these rights are awarded does not exceed the duration of the academic cycle.

(4) If students enrolled in undergraduate and master programs did not receive, upon completion of the academic year, a number of transferable credits sufficient to promote the next academic year, according to legislation and Regulation on students' professional activity, the rights set forth in art. 10, para.c), e), f) and art.11 para.c) are suspended. During the period of suspension of the scholarship and the financing of the tuition expenses, scholarship holders admitted to studies based on this methodology will study as self-financed students in foreign currency, in the amount established according to the provisions of the Government Ordinance [no. 22/2009](#) , approved with amendments by the Law [no. 1/2010](#).

(5) The Scholarship shall be withdrawn in case of violation of the national legislation or academic standards of conduct.

(6) Doctoral students who cannot complete the studies within the period set for the program, which is usually 3 years, may receive approval to extend the studies as self-financed in RON currency, according to the conditions set for the Romanian citizens, at the proposal and with the agreement of UAB's Senate.

Art.15. (1) Internal final academic mobility is achieved pertaining to the approval of the accredited higher education institutions, both home and host, namely, and with the approval of MEN.

(2) Final internal academic mobility may be carried out after the first year of study, without taking into account the preparatory year, and by the end of the next to last year of study, at the same specialization.

(3) The final internal academic mobility shall be carried out only after the end of the study year, after complying with the requirement stipulated in art. 14 par. (2) and under the conditions set out therein. Enrolment is carried out with the start of the new academic year.

Article 16. Any change in the student's status or his study program (university, field, sub-field, doctoral extension, etc.) will be carried out with the consent of MEN.

CHAPTER III

ADMISSION CONTEST FOR STUDY PLACES BASED ON A FOREIGN CURRENCY FEE

A. Studies in Romanian

Art.17. In the study programs in which the education process takes place in Romanian, the admission is conditioned by the acquisition of the necessary knowledge of Romanian language.

Art.18. (1) Foreign citizens may be enrolled in the preparatory year of Romanian language at UAB, for is an institution empowered by MEN to carry out the training program for learning the Romanian language.

(2) UAB organizes Romanian language learning courses with the issuance of the certificate of language proficiency.

Art.19. When enrolling in Romanian language teaching programs, the following categories of persons are exempted from the obligation to submit the certificate of graduation of the initiation course, namely of the preparatory year:

a) those presenting Romanian study documents (diplomas and certificates) or study document which prove at least 4 consecutive years of study in Romanian, in an accredited school unit within the Romanian national system;

b) those presenting certificates or attestations of language proficiency of minimum B1 level according to The Common European Framework of Reference for Languages, issued by accredited higher education institutions in Romania that organize the preparatory year for the study of the Romanian language for foreign citizens, by Romanian language, literature, culture and civilization lectorates abroad, the Romanian Language Institute or the Romanian Cultural Institute.

B. Foreign language studies

Art.20. (1) For the acknowledged study programs that are carried out in foreign languages, UAB will organize a foreign language test, under the Regulation on organizing and conducting the admission contest for the Romanian citizens.

2) The persons who come from countries where the official language of the state is the language in which the courses are carried out and which prove, with school documents, that they have attended the courses in that language will be exempt from this test.

First Cycle - Admission to undergraduate studies

Art.21. Foreign citizens are eligible for undergraduate studies in accredited higher education in Romania, if they meet the following conditions:

a) They have documents attesting to the citizenship of a third country of the European Union;

b) They are graduates with a baccalaureate diploma or its equivalent, according to the list provided in the Order issued by MEN, no. 3.473 of March 17, 2017.

Art.22. The application file of the foreign citizens mentioned in art. 21 contains the following documents:

- a) Birth certificate – copy and certified translation;**
- b) Copy of the document attesting the permanent residence abroad;**
- c) Copy of the passport;**
- d) Application for the letter of acceptance, set out in Appendix 2, which forms an integral part of this Regulation, all fields filled in;**
- e) Copy and certified translation of the baccalaureate diploma or its equivalent, authenticated by the competent authorities of the issuing country;**
- f) Copy and certified translation of the certificate attesting the passing of the baccalaureate exam for graduates of the current year;**
- g) Transcript of records – copies and legalized translations, related to the studies carried out;**
- h) Romanian language graduation certificate or language proficiency certificate, as the case may be;**
- i) The medical certificate (in a widespread international language) stating that the person enrolling in the study program does not suffer from contagious diseases or other illnesses incompatible with the future profession.**

Art.23. The admission procedure is carried out as follows:

- a) The application files drawn up in accordance with art. 22 are sent directly to UAB's International Relations Centre, between 1 July and 30 August 2018;**
- b) UAB's International Relations Centre assesses the dossiers according to the legal regulations in force and communicates to MEN-DGRIAE the list of persons proposed for the issuance of the letter of acceptance to studies;**
- c) The list of candidates will be submitted to MEN;**
- d) The list will be accompanied by a copy of the candidate's file prepared according to art.22;**
- e) The number of submitted files must be within the maximum number of students who can be enrolled in a specialization, according to the regulations in force;**
- f) After reviewing the file, MEN issues the letter of acceptance;**
- (g) MEN shall send the letters of acceptance to UAB and, where appropriate, to the diplomatic missions;**
- h) Incomplete files will not be processed, being declared rejected. If the dossier is requested, UAB will resume the steps described in the admission methodology, so that MEN will subsequently process it;**
- i) Candidates' files rejected or those who give up the place obtained will be returned by UAB within 48 hours of the submission of the application without any additional fees.**

Second Cycle - Admission to Master's Degree Studies

Art.24 Foreign citizens are eligible for master studies in accredited higher education in Romania, if they meet the following conditions:

- a) They have documents attesting to the citizenship of a third country of the European Union;**
- b) They are graduates with a Bachelor's degree or its equivalent.**

Art.25. The application file of the foreign citizens mentioned in art. 24 contains the following documents:

- a) Birth certificate – copy and certified translation;**
- b) Copy of the document attesting the permanent residence abroad;**
- c) Copy of the passport;**
- d) Application for the letter of acceptance, set out in Appendix 2, all fields filled in;**
- e) Copy and certified translation of the baccalaureate diploma or its equivalent, authenticated by the competent authorities of the issuing country;**
- f) Copy and certified translation of the bachelor's degree or equivalent, authenticated by the competent authorities of the issuing country;**
- g) Transcript of records/ diploma supplements – copies and legalized translations, related to the studies carried out;**
- h) Romanian language graduation certificate or language proficiency certificate, as the case may be, according to art. 18 and 19;**
- i) The medical certificate (in a widespread international language) stating that the person enrolling in the study program does not suffer from contagious diseases or other illnesses incompatible with the future profession.**

Art.26. The admission procedure applied to the candidates mentioned in art. 24 is carried out as follows:

- a) The application files drawn up in accordance with art. 24 are sent directly to UAB's International Relations Centre, between 1 July and 30 August 2018;**
- b) UAB's International Relations Center assesses the dossiers according to the legal regulations in force and communicates to MEN-DGRIAE the list of persons proposed for the issuance of the letter of acceptance to studies;**
- c) The list of candidates will be submitted to MEN;**
- d) The list will be accompanied by a copy of the candidate's file prepared according to art.25;**
- e) The number of submitted files must be within the maximum number of students who can be enrolled in each master's field, according to the regulations in force;**
- f) After reviewing the file, MEN issues the letter of acceptance to the studies;**
- (g) MEN shall send the letters of acceptance to UAB and, where appropriate, to the diplomatic missions;**
- h) Incomplete files will not be processed, being declared rejected. If the dossier is requested, UAB will resume the steps described in the admission methodology, so that MEN will subsequently process it;**

i) Rejected candidates' files or those who give up the place obtained will be returned by UAB within 48 hours of the submission of the application without any additional fees.

Third Cycle - Admission to doctoral studies

Art.27. Foreign citizens are eligible for doctoral studies in accredited higher education in Romania, if they meet the following conditions:

- a) They have documents attesting to the citizenship of a third country of the European Union;**
- b) They are graduates with a master's degree or its equivalent.**

Art.28. The application file of the foreign citizens mentioned in art. 27 contains the following documents:

- a) Birth certificate – copy and certified translation;**
- b) Copy of the document attesting the permanent residence abroad;**
- c) Copy of the passport;**
- d) Application for the letter of acceptance, set out in Appendix 2, all fields filled in;**
- e) Copy and certified translation of the baccalaureate diploma or its equivalent, authenticated by the competent authorities of the issuing country;**
- f) Copy and certified translation of the bachelor's degree or equivalent, authenticated by the competent authorities of the issuing country;**
- g) Copy and certified translation of the master's degree or equivalent, authenticated by the competent authorities of the issuing country;**
- h) Copy and certified translation of the certificate attesting the passing of the bachelor's exam for graduates of the current year**
- i) Transcript of records/ diploma supplements – copies and legalized translations, related to the studies carried out;**
- j) Romanian language graduation certificate or language proficiency certificate, as the case may be;**
- k) The medical certificate (in a widespread international language) stating that the person enrolling in the study program does not suffer from contagious diseases or other illnesses incompatible with the future profession.**

Art.29. The admission procedure applied to the candidates mentioned in art. 26 is carried out as follows:

- a) The files are submitted directly to UAB, between 1 July and 30 August 2018;**
- b) The admission is carried out in the approved doctoral study fields in accordance with the legal provisions in force;**
- c) UAB communicates to MEN-DGRIAE the list of persons proposed for the issue of the letter of acceptance to studies, according to the UAB's calendar on the organization of doctoral studies (IOSUD),**
- d) The list will be accompanied by a copy of the candidate's file prepared according to art. 28;**
- e) After reviewing the file, MEN issues the letter of acceptance to the studies;**

f) Incomplete files will not be processed, being declared rejected. If the dossier is requested, UAB will resume the steps described in the admission methodology, so that MEN will subsequently processed it;

h) Rejected candidates' files or those who give up the place obtained will be returned by UAB within 48 hours of the submission of the application without any additional fees.

Art.30. The duration of the doctoral degree program is usually 3 years and ends with the public defense of the thesis, called doctoral thesis, and the granting of the title of doctor.

Tuition fees

Art. 31 (1) For processing files pertaining to the admission contest to the undergraduate, masters and PhD studies, including enrollment, self-financed candidates must pay an administrative fee of 50 euros, payable upon submitting the admission files .

(2) The tuition fees for students enrolled in foreign currency are set annually by the UAB's Senate. The fees approved for the 2018-2019 academic year are set out in ANNEX 1.

CHAPTER IV

ENROLLMENT

Art.32. Enrollment to university studies is conditional by the passing of the admission contest and is based on:

a) MEN's Order of Acceptance to studies for students enrolled on places without paying tuition fees and with scholarship and students on places without paying tuition fees but without scholarship:

b) Letter of acceptance to studies issued by MEN for students enrolled as self-financed in foreign currency.

Art 33. (1) The enrollment of foreign citizens shall be made by decision of the rector, no later than the beginning of the students' winter holiday, foreseen in the structure of the academic year, for which the letters of acceptance were issued.

(2) In exceptional cases, the enrollment set out in par. (1) may be carried out by the end of the first semester of the current academic year.

Art.34. (1) When registering, the candidates will present the study and identity documents from the application file, in original, together with the acceptance letter to studies and the valid passport with visa for "studies".

(2) The original study documents issued in countries that are parties to the Hague Convention on Apostille must be endorsed by the competent authorities of the issuing countries with the Hague Apostille.

(3) The original study documents issued in states not party to the Hague Convention on Apostille will be legalized by the Ministry of Foreign Affairs of the issuing country and by the embassy / consular office of Romania in that country.

Art.35. When registering, in schooling documents (transcript of records, schooling statements, etc.) the name of the Foreign citizens will be included as of passport. The same name will be registered on the documents issued upon completion of studies (diploma, diploma supplement).

Art.36. When registering, between UAB and the student will be concluded the learning agreement. The template of the contract will be approved annually by the University Senate.

Art.37.After enrollment, the foreign citizens are enrolled in the matriculation register with a unique number valid for the whole period of schooling at the specialization / study program they were admitted to.

CHAPTER V

FINAL PROVISIONS

Art.38. Foreign citizens who are granted Romanian citizenship may take up a place of studies financed from the state budget or self-financed, pertaining to the amount determined by UAB's Senate for the Romanian citizens, provided the admission contest is organized in a legally established session, according to UAB's regulations.

Art. 39. The letter of acceptance is valid only for the higher education institution for which it was issued, starting with the academic year for which it was issued and for the respective academic cycle. Any change in the academic course, which is in contradiction to the documents in the initial acceptance letter, will be regulated, at the request of the educational institution involved, by the issuance by MEN of a new letter of acceptance.

Art.40. Enrollment in studies, academic mobility, temporary or permanent mobility, change in the field of study and re-enrollment are done exclusively with the approval of the Ministry of National Education.

Art. 41. Foreign citizens have the following obligations:

- a) To observe the Constitution and laws of the Romanian state;
- b) To comply with the internal regulations of the educational institution in which they carry out their learning process,
- c) To comply with the provisions of this methodology.

Art.42. APPENDIXES 1 to 4 form an integral part of this Regulation, namely:

Appendix 1 - NUMBER OF PLACES FOR ADMISSION IN THE 2018-2019 UNIVERSITY YEAR, SELF-FINANCED FOREIGN CITIZENS AND TUITION FEES

Appendix 2 – APPLICATION FORM FOR THE ISSUE OF ACCEPTANCE LETTER TO STUDIES

Appendix 3 - APPLICATION FORM FOR SCHOLARSHIP IN ROMANIA

Annex 4 – LIST OF RECOGNIZED HIGH SCHOOL DIPLOMAS BY MEN FOR REGISTRATION OF FOREIGN CITIZENS TO UNDERGRADUATE STUDIES