



STUDENTS MOBILITY AND EQUIVALENCE / RECOGNITION OF THE STUDIES DONE IN OTHER ACADEMIC INSTITUTIONS, FROM ABROAD

***- EXTRACT FROM THE ORGANIZATIONAL AND OPERATIONAL
RULES AND REGULATIONS OF THE EDUCATIONAL ACTIVITIES
FOR UNDERGRADUATE STUDIES –***

XI. 3. Recognition of the Study Periods Completed in other Academic Institutions from Abroad (Final International Mobility)

Art. 206

In the Victor Babes University of Medicine and Pharmacy, Timisoara (the University) students who studied in a university from abroad can request the recognition of their previous periods of studies completed in the respective university.

Art. 207

The recognition and validation procedure is carried out according to the present Regulation in compliance with Order no. 3223/2012 of the Ministry of Education and Scientific Research regarding the Methodology for the recognition of study periods completed abroad, with the Order no. 5140/2019 of the National Ministry of Education for the approval of academic mobility and the Order no. 3473/17.03.2017 of the Ministry of National Education regarding the Methodology for the acceptance to studies and enrollment of foreign citizens, starting with the academic year 2017-2018 and the Order no. 4151/24.04.2020 regarding the changes to the Methodology for the acceptance to studies and enrollment of foreign citizens, starting with the academic year 2017-2018, approved by the Order no. 3473/2017 of the National Ministry of Education.

Art. 208

The periods of studies completed on the basis of interinstitutional agreements between Romanian universities and accredited foreign universities, or based on different international programs, are recognized by the University in compliance with the provisions of the respective agreement or mobility program.

Art. 209

(1) The recognition of the study periods completed abroad within an unregulated mobility is carried out by the validating committees of each faculty, according to the present Regulations.

(2) The University recognizes and validates studies completed abroad only if the applicants have successfully passed ALL their exams up to that point. We do not accept requests from students who have failed exams.

(3) The recognition and validation of studies completed abroad can take place only AFTER THE FIRST STUDY YEAR AND NO LATER THAN THE END OF THE FIRST STUDY CYCLE (3rd year), and the students can enroll in one of the study years of the first cycle, i.e., the second or third year, accordingly, for the faculties of medicine and dental medicine, and the second year, for the faculty of pharmacy.

Art. 210

(4) The “Victor Babeş” University of Medicine and Pharmacy, Timișoara, reserves its right to refuse the recognition of studies completed in other institutions with which the University does not have specific agreements regarding the recognition of completed studies or which do not use the ECTS system.

(5) In such cases, the decision is made by the validating committees of each faculty and approved by the Dean.

(6) Appeals/complaints will be submitted to the Administrative Board and the decision of the Board is final.

Art. 211

The file for the recognition of previous studies has to include the following documents:

1. **application form**, mentioning the study year the candidate wishes to be enrolled in, the student contact details (e-mail, telephone, permanent address, country of origin, the name and location of the university where the previous studies have been completed). The file has to be registered at the Registration Office of the university. The application form is available on the university website – <https://www.umft.ro/en/acasa-english/> - (Annex 2);

2. **certified copy and notarized translation into Romanian of the high-school diploma**/equivalent authenticated by the relevant authorities in the issuing country;

3. **the curriculum of the home university** and the candidate’s **transcript of records** attesting the school situation for graduated years, certified with Hague Apostille or other authentication (as the case may be), containing: the subjects, grades, number of credits / number of points, the number of course hours per discipline, document issued by the higher education institution from which the candidate comes and **notarized translation into Romanian**;

4. **the syllabus** (the content of the subjects studied in the higher education institution from which the candidate comes) and notarized translation into English/French/Romanian;

5. official certificate showing the **grading system** applied in the academic institution where he/she studied and its **equivalence in the ECTS system**, issued by the university of origin - and **notarized translation into Romanian**;

6. the certificate of graduation from the Romanian preparatory year or the **international language certificate** for the language in which the candidate wishes to study;

7. certified copy and translation of the **birth certificate**;

8. certified copy of the document attesting the candidate’s **permanent address**;

9. certified copy of the **passport**;

10. certified copy and translation of the **marriage license, if the name on the study documents does not coincide with the one in the identity card** – where applicable;

11. **notarized affidavit** that the studies previously completed had not been interrupted as a result of having been expelled on grounds of violating the code of ethics and deontology of the university of origin;

12. **health certificate** (in an international language) attesting the fact that the person which is going to register for studies do not suffer of contagious diseases or other diseases incompatible with the future profession and that the candidate has been vaccinated against Hepatitis B;

13. **cardboard folder**

14. **processing fee of 50 euro (non-refundable)**, paid by bank transfer in the account below:

BENEFICIARY: UNIVERSITATEA DE MEDICINA ȘI FARMACIE “VICTOR BABEȘ” DIN TIMISOARA

Name of the bank: BANCA TRANSILVANIA, AGENTIA BEGA TIMISOARA

Address: 2 Palanca street, Timisoara, Romania

IBAN: RO53BTRL03604202A6896600

SWIFT: BTRLRO22TMA

15. declaration for the protection of personal data – Annex 3.

Art. 212

(1) The documents for the recognition and validation of previous studies completed abroad shall be sent BY POST, to the Vice-Rectorate for International Relations, between **14.06.2021 - 25.06.2021 (deadline for receiving files)** to the address below:

Vice-Rectorate for International Relations

University of Medicine and Pharmacy “Victor Babeş” Timișoara, Romania

Piața Eftimie Murgu no.2

Timișoara, zip code 300041

Contact: Agnes Balint,

Phone: +40 256 434418, +40 256 204250

E-mail: relint@umft.ro

(2) The Secretary of the Vice-Rectorate for International Relations checks that the file contains all the required documents as specified in the previous article and forwards the file via the Registration Office to the Dean of the respective faculty for which the recognition of the studies is requested, in order to be processed by the validating committee.

(3) Incomplete files and files sent by fax are not accepted.

(4) The validating committee of each faculty will analyze the candidates' files in the period **28 June 2021 – 02 July 2021**. The faculty secretariats inform the candidates and the Vice-Rectorate for International Relations, by e-mail, about the decision of the validating committee between **5 July 2021 – 8 July 2021**. The faculty secretariats also redirect to international@umft.ro the e-mails containing the candidates' decision. The candidates who accept the decision of the validating committee have to submit their application files by e-mail to international@umft.ro between **12 July 2021 – 23 July 2021**, in pdf format, as stipulated in the chapter *Documents for pre-registration*, available in the admission requirements posted on our website at the links below, so that the university can forward the documents to the Ministry of Education in order to obtain a Validation Certificate/Letter of Acceptance to Studies/Enrollment Certificate:

<https://www.umft.ro/admitere-international-2021/> (Romanian)

<https://www.umft.ro/en/admission-2021-en/> (English)

<https://www.umft.ro/fr/admission-2021-fr/> (French)

(5): “The candidates who accept the decision of the validating committee have to submit all the documents (according to the chapter *Documents for pre-registration*, available in the admission requirements posted on our website at the links above) in certified copies and certified translations into Romanian.”

Art.213

The deadline for passing a decision by the validating committee of the faculty may be extended if the authenticity and the validity of the study documents as well as the status of the university of origin have to be verified, but not later than 10 working days since the submission of the complete file. The candidate will be informed by e-mail about the reasons of the delay.

Art. 214

The decision of the validating committee is final. No appeals are admitted.

Art.215

The validation and recognition of previous studies by the specialized committees follows the steps below:

1. checking the status of the higher education institution that issued the candidate's study documents, the validity of the submitted documents and the level of the studies completed in the university of origin. If the university of origin is not accredited or recognized in the respective country, the documents submitted by the candidate will not be recognized;

2. if there are doubts about the validity and authenticity of the submitted documents, the university will forward them to the Ministry of Education for further validation;

3. assessment of the following aspects:

a) the number of transferable credits – ECTS, or the number of points obtained by the candidate in the university of origin;

b) the results obtained by the candidate in the completed study years, as shown in the candidate's Transcript of Records. The transcript of records should obligatorily include the description of the grading system used in the university of origin. The conversion of the marks included in the transcripts of records is done according to the Order of the Romanian Ministry of Education, which is an intagrant part of this methodology;

c) the curriculum of the university of origin.

Art. 216

In order to recognize and validate studies completed in a higher education institution abroad, **CUMULATIVE CONDITIONS** specified in the current Regulations for recognition of studies completed at another Romanian university have to be met:

a. The contents of the subject matters (as shown in the syllabus) and the duration of studies (as shown in the curriculum) have to correspond in at least 70% with the syllabus and the curriculum of the "Victor Babeş" University of Medicine and Pharmacy, Timișoara, observing the minimum number of theoretical activity;

b. The sum of transferable credits corresponding to each subject which has not been studied in the university of origin and which will be validated after taking differential exams cannot exceed 20 credits within a study cycle (15 credits/study year);

c. The following subjects are not included when counting the credit numbers mentioned at (b): electives or obligatory elective subjects;

d. The validating committee validates only the subjects that have been successfully concluded (passed) in the university of origin;

e. Practical works and hospital traineeship which were not followed by the successful completion of the respective exam (passed exam), are not recognized;

f. **THE "VICTOR BABEŞ" UNIVERSITY OF MEDICINE AND PHARMACY, TIMIȘOARA DOES NOT VALIDATE AND RECOGNIZE STUDIES THAT WERE COMPLETED MORE THAN 5 YEARS AGO.**

Art. 217

(1) After processing the candidate's file, the validating committee may pass one of the following decisions:

a) full recognition, if there are no fundamental differences between the elements mentioned above and if the candidate can receive the minimum number of credits required by the enrollment in the following academic year, as specified in the admission requirements;

b) the obligation to take differential exams if there are fundamental differences to reach the minimum number of credits required by the enrollment in the respective study year, observing the number of credits

stipulated in the present methodology. The sum of transferable credits corresponding to each subject which has not been studied in the university of origin and which will be validated after taking differential exams cannot exceed 20 credits within a study cycle;

c) rejection of the application due to failure to observe the conditions stipulated in the regulations of our university.

(2) The faculty secretariats will inform the candidates about the decision of the validating committee, by e-mail, in four working days after the assessment of the file.

(3) From the moment the candidates have been informed on the decision of the validating committee regarding the obligation of taking differential exams, candidates have to express in writing, in maximum two days, their consent to taking the respective exams.

(4) All the exams, both those taken in the university of origin and those taken in our university, as differential exams, will be recorded in writing.

(5) The decision of the validating committee together with the candidate's file will be submitted to the Vice-Rectorate for International Relations via the Registration Office of the university, in order to complete the file;

(6) The candidate's file shall be completed with the following documents:

- The Minutes of the validating committee reflecting in which study year the candidates can be enrolled and the possible difference exams, established by each faculty, by comparing the curriculum and the syllabus, with the university's obligation to check the authenticity of the submitted documents, by direct correspondence with the university of origin that issued the study documents, after the file has been processed;

- Certificate of equivalence of the baccalaureate diploma issued by the specialized department within ME / Letter of acceptance to studies, document issued by the specialized department within the ME after the University acknowledges the periods of studies conducted abroad;

- Certificates or attestations of linguistic competence, according to the Methodology of admission and enrollment to undergraduate studies of foreign citizens belonging to third countries and citizens from EU, EEA and CH countries, according to:

<https://www.umft.ro/admitere-international-2021/> (Romanian)

<https://www.umft.ro/en/admission-2021-en/> (English)

<https://www.umft.ro/fr/admission-2021-fr/> (French)

Art. 218

(1) The enrollment of candidates whose applications were approved by the validating committee has to be completed in maximum 30 days since the beginning of the academic year, following the admission requirements for foreign students, available on the university website.

(2) The Vice-Rectorate for International Relations will issue the enrollment order, which has to be signed by the Rector of the university.

(3) For the processing of the file to the Vice-Rectorate for International Relations candidates have to pay by bank transfer a processing fee of 200 euros (non-reimbursable).

(4) In order to finalize their enrollment, candidates have to go personally to the secretary's office of their respective faculties, during office hours: Monday-Friday, between 12.00-15.00, with the enrollment order signed by the Rector of the university and the following documents:

- Letter of acceptance to studies (for non EU citizens) / the Validation Certificate (for EU, EEA and CH citizens);
- Language certificate for the language in which the candidate wishes to study in our university;
- The proof of payment for the tuition fee (the tuition fee must be paid in a single installment), signed by the financial department of the university.

(5) The complete files of the candidates will be sent by the Vice-Rectorate for International Relations to the secretarial offices of each faculty, and the secretary will issue the actual matriculation order.

(6) The Enrollment Order is valid until the Final Matriculation Order is issued, but no later than 2 December of the current academic year.

(7) The enrollment of the students whose studies abroad have been validated can be done on one of the following places:

- self-supported fee-based place (tuition fee in hard currency), without the right to reclassify, for the citizens of the EU/EEA/CH, citizens of other non-European countries and citizens belonging to the category “Romanians everywhere”;
- self-supported fee-based place (tuition fee in lei), without the right to reclassify, for Romanian citizens.

Art. 219

All the documents issued during the recognition process will be added to the applicant’s file.

Art. 220

Differential exams will be taking observing the regulations of our university, regarding the period of exams, i.e., re-take exams, and the fees, approved by the university Senate.

Art. 221

The diploma supplement, section 5, “Additional Information”, following the recognition of the period of study completed abroad, will contain the following information: the validated and recognized study years, the university of origin, the differential exams taken or the selection exams, as the case may be, as well as the document issued by the Romanian Ministry of Education for further studies (letter of acceptance/validation certificate).



Annex no. 2

Nr. _____ / _____

Attn.

"VICTOR BABEȘ" UNIVERSITY OF MEDICINE AND PHARMACY, TIMIȘOARA

The undersigned _____, born on _____, country _____, city _____, with permanent residence in _____, identified by Identity Card / Passport no. _____, series _____, Citizenship _____, ethnicity _____, phone number (with country prefix) _____, e-mail address _____, student at the University _____ faculty _____, program of studies _____ year of study _____, academic year _____, full-time attendance, with fee/ no fee, hereby request the recognition and validation of my studies completed abroad and the approval to register in the _____ study year, academic year _____, at the Faculty of _____, program of studies _____.

I request the recognition and validation of studies completed abroad for the following reasons:

I attach the following documents:

Date _____

Signature of the applicant _____

The application will be filled in and submitted in 2 copies



Annex no. 3

Consent Form to Collect and Use your Personal Information

The undersigned (first name and surname) _____, personal identity number/passport number/ID number _____ hereby give my full consent to the “Victor Babes” University of Medicine and Pharmacy Timisoara to collect and process my personal information for the purpose of enrollment and registration for the admission entrance exam organized by the “Victor Babes” University of Medicine and Pharmacy, Timisoara, in the exam sessions July/September (in accordance with the provisions of the *Regulations on the protection of individuals with regard to the processing of personal data and on the free movement of such data – GDPR*).

I am aware that the information, known as ‘Personal Data’, includes, but is not limited to my name, address, telephone number and email address.

Date

Signature,