



CHAPTER V. ADMISSION AND ENROLLMENT TO THE UNDERGRADUATE DEGREE STUDIES OF CANDIDATES FROM THIRD COUNTRIES (CANDIDATES WHO ARE NOT NATIONALS OF THE EU, EEA AND THE SWISS CONFEDERATION - CH) ATTENDING PROGRAMMES WITH ROMANIAN / ENGLISH / FRENCH AS LANGUAGE OF INSTRUCTION

- EXCERPT FROM THE REGULATION ON ORGANIZING THE COMPETITIVE ENTRANCE EXAM TO UNDERGRADUATE DEGREE PROGRAMMES IN „VICTOR BABEȘ” UNIVERSITY OF MEDICINE AND PHARMACY TIMIȘOARA,

EXAMINATION SESSION JULY/SEPTEMBER 2022

V. 1. General provisions

V.1.1. In strict compliance with *Order no. 4205 as of 05/06/2020 on the amendment of certain provisions set forth by Annex to the Order of the Minister of National Education and Scientific Research no. 6,102 / 2016 for the endorsement of the Framework Methodology on organizing the competitive entrance exam to undergraduate, master's and doctoral degree programmes,*

In light of the university autonomy and undertaking public responsibility, "Victor Babeș" University of Medicine and Pharmacy of Timișoara, organizes the Competitive entrance exam for citizens from third countries (non-EU states) who intend to attend the degree programmes where the language of instruction is Romanian / English / French, under the conditions set out below.

V.1.2. This methodology is aimed at foreign nationals, i.e. candidates from third countries (candidates who are not coming from the EU, the European Economic Area countries and the Swiss Confederation), who intend to attend the degree programmes taught in Romanian / English / French, as fee-based students undertaking to pay the tuition fees in foreign currency.

V.1.3. This methodology is the only official material regulating the Competitive entrance exam organized by "Victor Babeș" University of Medicine and Pharmacy of Timișoara for foreign candidates who intend to attend the undergraduate study programmes. Furthermore, the methodology is supplemented by the provisions set forth by the subsequent regulations.

V.1.4. Under no circumstances may any references published elsewhere replace the official information and, consequently, such references may never involve or otherwise engage "Victor Babeș" University of Medicine and Pharmacy of Timișoara.

V.1.5. The Administrative Board will be the competent body able to harmonize this methodology with the mandatory regulatory and statutory documents.

V.1.6. This methodology may be subject to further changes depending on the developments of the pandemic and the regulations of the Ministry of Education, and candidates are required to be regularly informed of any changes that may occur and to proceed accordingly.

V.1.7. Any communication between the university and the candidates who applied for the competitive entrance exam will be conducted in writing, either as formal letters or in electronic format.

V.1.8. The following candidates are considered eligible to participate in the competitive entrance exams for the degree programmes taught in Romanian / English / French:

a. Citizens of a EU-third state, a quality proven by holding a valid passport for at least 6 (six) months as of the start of the academic year.

b. Graduates holding valid baccalaureate degrees or equivalent certificates, regardless of the year of graduation, as per the minimum requirements for access to higher education in Romania, respectively the



list of high school diplomas recognized by the Ministry of Education outlined by Annex no. 8. Graduates of 2022 who haven't received their final baccalaureate diploma or graduation certificate yet may submit official temporary certificates, issued by their high school, that contain the final results to be included in the subsequent baccalaureate diploma.

V.1.9. The aforementioned candidates may choose to attend the degree programmes where the language of instruction is Romanian, English or French, depending on the number of places available.

V.1.10. The numerus clausus, respectively the number of places / faculties / degree programmes will be determined by the university management, in accordance with the regulations set forth by the Ministry of Education and such details will be made public at a later date, on the university's website.

V.1.11. The degree programmes may be found in the table below:

Item no.	FACULTY	DEGREE PROGRAMME / LANGUAGE OF INSTRUCTION	LENGTH OF STUDIES	TUITION FEE / YEAR (EURO)
1.	MEDICINE	Medicine (Romanian)	6 years	7500
		Medicine (English)	6 years	7500
		Medicine (French)	6 years	7500
2.	DENTAL MEDICINE	Dental Medicine (Romanian)	6 years	7500
		Dental Medicine (English)	6 years	7500
3.	PHARMACY	Pharmacy (Romanian)	5 years	7500
		Pharmacy (French)	5 years	7500

V.1.12. Under no circumstances will the numerus clausus per degree programme, as approved by the University Senate and the laws in force, be exceeded.

V. 2. Calendar of the competitive entrance exam

V.2.1. The competitive entrance exam to undergraduate degree programmes where the language of instruction is Romanian / English / French, for third-country citizens, will be organized during the exam session held in July 2022, according to the following calendar:

➤ **May 2 - July 20, 2022, 12:00 a.m. (Romanian time)** – registration of candidates for the competitive entrance exam by filling in the registration form and uploading the registration documents (application file), online, to the admission platform. Candidates take full responsibility for the authenticity and accuracy of the uploaded documents. The staff of the International vice-Rectorate checks the content of the uploaded file and validates the file if it is complete. The Admission Committee will only consider complete and validated applications.



- **July 27, 2022** – the classification of candidates based on the candidate's options and the results obtained in the competitive entrance exam, respectively after applying the calculation formula determined by the university;
- **July 27, 2022** – the results of the competitive entrance exam will be posted on the university website, once the assessment of all applications has been concluded; candidates will be listed according to the number of their online registration form, which will replace the candidates' identification details (full name);
- **July 28, 2022** – submission of complaints regarding the results of the competitive entrance exam, to the following e-mail address: relint@umft.ro.
- **July 29, 2022** – settlement of complaints and posting the final results on the university web page;
- **July 30th to August 1st 2022** – first round of confirmations;
- **August 3rd 2022** – the results of the competitive entrance exam, after the first round of confirmations will be posted on the university website; candidates will be listed according to the number of their online registration form, which will replace the candidates' identification details (full name);
- **September 1st to September 3rd 2022** – the second round of confirmations;
- **September 7th 2022** – the results of the competitive entrance exam, after the second round of confirmations will be posted on the website; candidates will be listed according to the number of their online registration form, which will replace the candidates' identification details (full name);
- **September 9th 2022** – the list of vacancies per every degree programme, as a result of the withdrawal or non-confirmation of the place by certain candidates, will be posted on the website;
- **December 9th 2022** – deadline for applications for third-country candidates admitted to the first year of study.

V. 3. Application procedure for the competitive entrance exam

V.3.1. From May 2 to July 20, 2022, 12:00 a.m. (Romanian time), the candidates will fill in the online registration form for the competitive entrance exam and will upload the registration documents (application file) to the university website, namely to the online admission platform, undertaking the full responsibility for the authenticity and correspondence between the digital / scanned documents and original copies.

V.3.2. When registering for the competitive entrance exam, the candidates' options will be limited to 2 degree programmes, and therefore, candidates will specify their option(s) in the order of preference (as the case may be), considering the degree programmes available according to this methodology. The candidates' choice(s) will determine their classification.

Example: Medicine - language of instruction: English and Dental Medicine - language of instruction: English; Medicine - language of instruction: French, and Pharmacy - language of instruction: French; Medicine language of instruction: English and Medicine language of instruction: French; Medicine - language of instruction: Romanian and Dental Medicine - language of instruction: Romanian;

V.3.3. The online registration form filled in by each candidate will accurately indicate the two degree programmes as well as the language of instruction chosen by the candidate.

V.3.4. The registration of the candidates for the competitive entrance exam by filling in the registration form and uploading the registration documents (application file) online, will end on July 20, 2022, 12:00 a.m. (Romanian time). The university staff will verify the uploaded documents and will validate the application.

Contact details: International Vice-Rectorate: international@umft.ro

V.3.5. After filling in the registration form, respectively after completing and validating the registration for the competitive entrance exam, candidates will receive a confirmation e-mail as well as the details of the next steps, according to this methodology.

V.3.6. Candidates who ask for their enrollment in several degree programmes offered by "Victor Babeș"



University of Medicine and Pharmacy of Timișoara, will upload the registration documents (the application file) only once. Therefore, the candidates holding dual citizenship (EU and NON-EU citizenship) will choose one of the citizenships when applying.

V.3.7. The University has entered no cooperation or representation agreement with any of the agencies that mediate the enrollment of candidates. Under no circumstances will the candidates who submit their files via such agencies benefit from any advantages in terms of admission compared to candidates who are applying on their own.

V.3.8. Candidates will undertake full responsibility for the accuracy of the information and the authenticity of the documents submitted, even if such documents were submitted via an agent / agency.

V.3.9. Candidates are fully responsible for all details regarding their e-mail addresses provided to the university when they registered on the online admission platform.

V.3.10. Candidates are required to make sure that their e-mail addresses meet the requirements of the European Union, so that the university should not encounter errors when electronic communication is required (e-mail addresses are accepted internationally, for example: yahoo, gmail, hotmail, etc.). The university takes no responsibility for any failures to receive such messages.

V.3.11. Candidates who have completed the preparatory year will abide by all the provisions of this methodology, regarding deadlines, competitive entrance exam, calculation formula determined by the university, number of places available for each degree programme, fees, documents required to apply for the competitive entrance exam.

V.3.12. The application files for the competitive entrance exam submitted to the university by other means or in other ways than those provided for by this methodology, according to the established calendar, will not be taken into consideration.

V. 4. Documents needed to apply for the competitive entrance exam

V.4.1. The application file that needs to be uploaded to the online admission platform by the candidates who undertake their full responsibility for the authenticity and correspondence between the digital / scanned documents and the original papers, will contain the following scanned documents, on both sides, as follows:

- a. Statement on processing personal data – Annex no. 1;
- b. Online registration form, fully filled in. Candidates will accurately specify two degree programmes and the languages of instruction they have chosen;
- c. Application for the Letter of Acceptance to Studies - Annex no. 4;
- d. Baccalaureate diploma / equivalent diploma - certified copy (Hague Apostille, Ministry of Foreign Affairs, Romanian Embassy) in the official / original language in which it has been issued accompanied by a certified translation (if applicable) in Romanian / English / French;
- e. Baccalaureate transcript / equivalent transcript - certified copy (Hague Apostille, Ministry of Foreign Affairs, Romanian Embassy) in the official / original language in which it has been issued accompanied by a certified translation (if applicable) in Romanian / English / French;
- f. Graduation certificate (only for 2022 high school graduates, who haven't received their baccalaureate diploma yet) certifying that the candidate has successfully passed the baccalaureate exam / equivalent exam that contains the final results obtained by the candidate in this exam) - certified copy (Hague Apostille, Ministry of Foreign Affairs, Romanian Embassy) in the official / original language in which it has been issued accompanied by a certified translation (if applicable) in Romanian / English / French;
- g. High school transcripts - certified copy (Hague Apostille, Ministry of Foreign Affairs, Romanian Embassy) in the official / original language in which it has been issued accompanied by a certified translation (if applicable) in Romanian / English / French;



- h.** Birth certificate / equivalent certificate - certified copy in the official / original language in which it was issued accompanied by a certified translation (if applicable) into Romanian / English / French;
 - i.** Marriage certificate (if applicable) - certified copy in the official / original language in which it was issued accompanied by a certified translation (if applicable) into Romanian / English / French;
 - j.** Passport (valid for at least 6 months as of the start of the academic year) - certified copy;
 - k.** Identity card / document attesting the permanent residence abroad - certified copy accompanied by a certified translation in Romanian / English / French in the case of documents issued in a language other than any of these three;
 - l.** Medical certificate according to the standard form approved by the university – Annex no. 3, in Romanian, English or French;
 - m.** Notarial declaration / official document certifying that all documents uploaded by the candidate correspond to the same person, in case of discrepancies, differences in documents regarding the full name of the candidate (only if applicable, respectively if the full name is not written as such in all documents that have been submitted);
 - n.** Notarial declaration from Romanian citizens residing in third countries who intend to enroll in a degree programme, as fee-based students bound to pay the tuition fee in a foreign currency, stating that they intend to attend the degree programme as fee-based self-funding students;
 - o.** Proof of payment of the file processing fee of EUR 200-- (non-refundable if the file has been processed, respectively if the uploaded documents have been 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.** Where the university has doubts regarding the study documents submitted by the candidates, the university will request the official point of view of the Ministry of Education-DGRIAE. As a result, the Ministry of Education may request additional documents in addition to those that have already been submitted.
- V.4.4.** In the case of study documents issued by educational institutions operating under the British system, predictive results are not accepted. The university only accepts study documents that contain the final grades obtained at the baccalaureate exam / equivalent exam. The GCE (General Certificate of Education) diploma is required;
- V.4.5.** In the case of study documents issued in Iran, the Pre-University diploma is mandatory for the candidates who graduated from high school prior to 2019;
- V.4.6.** In the case of study documents issued in Israel, the certificate of graduation is not accepted; the final baccalaureate diploma – Bagrut – is obligatory;
- V.4.7.** According to the current provisions of the Ministry of Education, respectively, the Romanian Government, original documents issued by the Romanian authorities, in Romanian, may be transmitted in plain copy. This provision does not apply to translations into Romanian from another language.

V. 5. The competitive entrance exam

- V.5.1.** For the undergraduate degree programmes, the admission of candidates from third countries (non-EU / EEA / CH countries) will take the form of a Competitive entrance exam.
- V.5.2.** The Competitive entrance exam will consist of the classification of the candidates, in the order of the options that have been stated and the score(s) obtained by applying the calculation formula outlined 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 in the case of countries that have no baccalaureate / equivalent exam, multiplied by 0.2.

\sum Biology = Arithmetic mean of all grades obtained in biology / equivalent subject, while in high school, divided by the number of years during which the subject was studied, multiplied by 0.6.

\sum Chemistry = Arithmetic mean of all grades obtained in chemistry / equivalent subject while in high school divided by the number of years during which the subject was studied, multiplied by 0.2.

Where: 0.2 = weight of the baccalaureate / equivalent exam or average of the years of study in the case of countries that have no baccalaureate / equivalent exam in the final score calculation formula, respectively, the share 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 exam (in percentages) = 80%

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

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

Final result:

Average obtained at the baccalaureate / equivalent exam = 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%

➤ For candidates with study certificates issued in countries where no average is given for the baccalaureate exam / equivalent exam, the arithmetic mean of the high school years will be considered instead of the baccalaureate average!

➤ The candidates whose official transcripts indicate subjects with a name other than Biology / Chemistry but which correspond to Biology / Chemistry, are required to submit a certificate issued by their high schools, certifying that the subject(s) is/are equivalent to Biology / Chemistry!

➤ In the case of baccalaureate diplomas issued in Morocco, the average and the grades obtained in the national exam are taken into account!

V.6. Results of the competitive entrance exam and classification of candidates

V.6.1. The Admission Committee will apply the calculation formula set out in this methodology and will validate the results thus obtained by each candidate.

V.6.2. The results of the competitive entrance exam will be published on July 27, 2022, on the university website, section Admission/Admission 2022, once the classification of the candidates has been completed,



indicating the number of the online registration form, which will replace the candidate's identification details (first 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 outlined in the candidate's online registration form, in compliance with the general criterion according to which “the option prevails over the score”;
- b) The descending order of the final score obtained by the candidates according to the university requirements (application of the established formula, application of the tie-breaking criteria in the case of candidates with equal final scores, after complaints, after confirmations).

V.6.4. The admission average will consist of the final score obtained by the candidates, according to the calculation formula approved by the university via this methodology.

V.6.5. A candidate may be admitted to no more than one undergraduate degree programme.

V.6.6. The classification of candidates will be made according to the order of the options checked 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:

- The candidate's final score is 10. He/she is assigned to his/her first choice.
- The candidate's final score is 9 and at his/her first option, 14 positions were filled by 14 candidates with final scores higher than his/her score. Therefore, he/she will be the 15th candidate assigned to his/her first choice.
- The candidate's score is 8 and at his first option all positions were filled by candidates with scores higher than his/her score. If there are still vacancies in his/her second option, he/she will be assigned to his/her second option.
- There is a possibility that "your place" may be occupied by someone with a lower score than yours, based on “ the option prevails over the score” principle. For example, candidate A has obtained a score of 8.93 and option X ranks 2nd in the options sheet, and candidate B has obtained a score of 8.91 and option X ranks 1st in the options sheet. Candidate B has priority in terms of his/her assignment for option X (if candidate A was not admitted to his/her first option), even if A has a higher score than candidate B.

V.6.7. If, after the classification of the candidates, there are several candidates with equal scores occupying the last place, their classification will be made on the basis of the following criteria:

- a. The arithmetic mean of the grades obtained in Biology during the high school years;
- b. The arithmetic mean of the grades obtained in Chemistry during the high school years;
- c. The arithmetic mean of the averages of the high school years.

V.6.8. Under no circumstances shall the numerus clausus assigned per every degree programme, as approved by the University Senate and the laws in force, be exceeded.

V.7. Complaints and complaints settlement procedures

V.7.1. Complaints will be sent by e-mail to relint@umft.ro , on July 28, 2022.

V.7.2. Only complaints challenging one's own score are allowed.

V.7.3. Settlement of complaints will fall exclusively with the Central Admission Board, which will analyse and settle the complaints on July 29, 2022. The decision of the Board will be final and will be communicated via the university's website, on July 29, 2022.

V.7.4. If there are differences in grading the papers, the candidate will be awarded the score resulting from the recalculation of the score based on the calculation formula set out in this methodology.

V.7.5. No complaints invoking the lack of knowledge of the Admission Regulations are allowed.

V.7.6. After settling the complaints, the lists of admitted and rejected candidates per degree programmes



will be drawn up and made public; the lists will include the final and indisputable results.

V.7.7. After having settled the complaints, the result of the competitive entrance exam will be final and it may no longer be changed.

V.8. Confirmation of the place

- **First confirmation round**

V.8.1. From July 30, 2022 to August 1, 2022, the candidates declared admitted following the Competitive entrance exam organized by "Victor Babeș" University of Medicine and Pharmacy of Timișoara in July 2022 have to confirm their place, by paying the confirmation fee of EUR 300 / option, a non-refundable fee, and by uploading the proof of payment to the admission platform, under the sanction of losing the place obtained via the competitive entrance exam.

V.8.2. From July 30 to August 1, 2022, rejected candidates may pay the confirmation fee in the amount of EUR 300 / confirmed option (EUR 600 for two confirmed options) and may upload the proof of payment to the admission platform, in the event of a vacancy. The fee is non-refundable even if no place is vacated.

V.8.3. Candidates may confirm no more than two degree programmes, the same ones for which they have opted while filling in the online registration form.

V.8.4. Confirmations that are not accompanied by the proof of payment will be disregarded.

- **Second confirmation round**

V.8.5. From September 1 to September 3, 2022, rejected candidates may pay the confirmation fee in the amount of EUR 300 per confirmed option (EUR 600 for two confirmed options) and may upload the relevant proof of payment onto the admission platform, in the event of a vacancy. The fee is non-refundable even if no place is vacated.

V.8.6. The places left unoccupied after the admission will be managed by the university, according to the decisions of the Administrative Board and the University Senate.

V.9. Linguistic Proficiency – language proficiency test

V.9.1. In order to enrol the admitted candidates, the proven language proficiency is a mandatory requirement.

V.9.2. Candidates who do not have to take the language test (provided they provide official proof to this effect):

- candidates who come from countries where the official language is the same as the instruction language of the degree programme they have chosen (English or French) and who are able to prove, based on academic papers (university studies, secondary education, high school papers), that they have attended the courses in that particular language;
- candidates who have studied and graduated from a high school with the same medium of instruction as the instruction language of the degree programme they have chosen, regardless of the nationality or country of origin of the candidate and who are able to prove, based on academic documents, that they have taken the courses in that particular language;
- candidates who hold an International Baccalaureate (IBDP / International Baccalaureate Diploma Programme, EB / European Baccalaureate Diploma, IGCE - International General Certificate of



Education, GCE / General Certificate of Education - Advanced Level) in the language of the study programme they have chosen;

- candidates holding an International Certificate of Linguistic Competence, at least level B2, according to the table below.

Language of instruction	Accepted certificates of language proficiency (at least level B2)
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 Competency in English - ECPE / Examination for the Certificate of Proficiency in English IELTS certificate: - minim 6 / „competent user” - Pearson LCCI Certificate in ESOL International Certificate TOEFL: - TOEFL iBT - TOEIC Trinity College London certificates: - ISE II - minimum pass in all skills
French	DELF DALF TCF

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. Candidates who have been admitted and who do not fall under any of the provisions specified by sub-chapter. V.9, item 2, of this methodology must take the language test before the final enrollment; this language test will be organized by the Department of Modern Languages of "Victor Babeș" University of Medicine and Pharmacy of Timișoara, during the period provided for enrollment purposes. After taking the test, the candidates will be graded as follows: "pass" or "fail."

V.9.5. Candidates who have been admitted after the competitive entrance exam to the undergraduate degree programmes taught in Romanian language are required to submit a certificate of language proficiency for the Romanian language or a certificate of completion of the preparatory year, issued by institutions authorized by the Ministry of Education.

V.9.6. The following candidates are exempted from the obligation to present the certificate / certificate of graduation of the preparatory year / the certificate of linguistic proficiency for the Romanian language, when enrolling to the undergraduate degree programmes where the language of instruction is the Romanian language:

a) the candidates submitting Romanian study documents (diplomas and certificates) or study documents, transcript of records attesting at least 4 consecutive years of studies in Romanian language, attended in an accredited school unit, where the language of instruction was the Romanian language;

b) the candidates submitting certificates of linguistic proficiency indicating at least the level B2, according to the common European frame of reference for foreign languages, issued by accredited higher education institutions in Romania that organize the Romanian language preparatory year for foreign



citizens, by the Departments of Romanian literature, culture and civilization in universities abroad / by the Romanian Language Institute or by the Romanian Cultural Institute.

V.10. Fees and payments

V.10.1. Fees:

- File processing fee / Competitive entrance exam session = EUR 200-- (non-refundable in case of file processing, respectively in case the documents uploaded online have been verified);
- English / French language test fee = EUR 50--;
- Place confirmation fee / option / degree programme = EUR 300--, non-refundable fee;
- Tuition fee (studies) / year of study / degree programme = EUR 7500--;
- Registration fee = RON 100--, may be paid at the university cashier's office.

V.10.2. Details of the Beneficiary's Bank:

Beneficiary: „Victor Babeș” University of Medicine and Pharmacy of 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

V.10.3. The relevant proof of payment will contain the candidate's full name (name and surname) and the type of payment that has been made - file processing, place confirmation, tuition fee.

V.10.4. If the fees have been paid by other persons and not by the candidate, the recipient bank might request additional information and personal details (via the University's Financial - Accounting Service), e.g. identity card / passport, etc., of the person(s) who have made the payment / transfer and their agreement to process their personal data for verification purposes by the bank (Annex no. 1 - Statement on processing personal data, if applicable.)

V.10.5. The candidate should make sure that the proof of payment contains all the required information in order to be properly processed by the university's Financial-Accounting Service.

V.10.6. The necessary information regarding the tuition fee may be obtained exclusively from the Financial - Accounting Service of the university, contab@umft.ro.

V.10.7. The amount of the tuition fee will not be changed during the ongoing academic year.

V.10.8. The amount of the tuition fee will not be changed until the end of the university degree programme if there are no circumstances that lead to the extension of the term of studies, as provided by the applicable law.

V.10.9. The tuition fee will be paid prior to the enrollment to studies.

V.10.10. Candidates who have been admitted but fail to pay the tuition fee within the established deadline will lose their place, as the university will automatically consider that they have given up their position obtained after the Competitive entrance exam, by failure to appear.

V.10.11. The proof of payment of the tuition fee (copy of receipt / payment order) will be forwarded to the secretariat of the International Vice-Rectorate by e-mail at the following address: admission@umft.ro

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

V.11.1. The enrollment of third-country nationals as fee-based self-funding students to the undergraduate degree programmes in Romanian, English or French, will be conditioned by their compliance with all the provisions listed below:

- a. obtaining the Letter of Acceptance to studies issued by the Ministry of Education;



- b. fulfilment of the language proficiency requirements;
- c. confirmation of the place within the terms and conditions stipulated in this methodology;
- d. full payment of all fees as stipulated in this methodology;
- e. obtaining a study visa (D-SD) from the Romanian Embassy / Consulate in the country of origin - where applicable;
- f. upon enrollment, all admitted candidates have to submit their original study documents together with certified hard copies and translations of all the documents they have uploaded in their registration file.

V.11.2. The University forwards the files to the Ministry of Education - DGRIAE in order to obtain the Letter of Acceptance to studies.

V.11.3. If candidates submit their file to several universities in Romania, this may lead to the late issuance of the Letter of Acceptance to studies, which might lead to a delay in obtaining the student visa the students failure to meet the enrollment deadline.

V.11.4. The letter of acceptance to studies is a mandatory document for the registration of candidates declared admitted after having passed the Competitive entrance exam.

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 International Vice-Rectorate, which will draw up the Decision of acceptance to studies, duly approved and signed by the rector of the university;

V.11.6. In order to enrol in the first year of studies and sign the study contract, international students have to submit, to the secretaries of the faculties, the decision of acceptance to studies (in copy), accompanied by copies of the following documents:

- Letter of Acceptance to studies issued by the Ministry of Education;
- Proof / Certificate of Linguistic Proficiency for Romanian / English / French, as appropriate;
- Official documents proving the exemption from taking the language test, where applicable;
- Passport
- Proof of payment of the tuition fee (in full);
- Proof of payment of the registration fee.

V.11.7. The decision regarding the admission to studies is valid until the final enrollment decision has been issued. The International Vice-Rectorate transmits all the candidates' files to the secretaries of the respective faculties.

V.11.8. Candidates declared admitted have to submit the original study documents upon enrollment. The original study documents will remain at the faculty for the entire term of studies (in accordance with the Romanian laws in force).

V.11.9. High school graduates who have been admitted and who have not obtained a baccalaureate degree / equivalent diploma by the date of enrollment, will submit a notarized statement under which they undertake to submit the original study documents (plus certified copies and translations) at the university secretariat, within an established deadline. The deadline will be set according to the country in which the study certificate was issued.

V.11.10. Foreign nationals who have been admitted and who failed to enrol in the first year by the established deadline will be automatically considered to have given up their quality of students, by failure to appear.