



# METHODOLOGY FOR THE ENROLLMENT OF FOREIGN CITIZENS (NON-EU) IN SPECIALIZATION STUDIES (FEE- BASED RESIDENCY) IN THE ACADEMIC YEAR 2023 - 2024

## UNIVERSITY OF MEDICINE AND PHARMACY "VICTOR BABEȘ" OF TIMIȘOARA

	Name, Surname, and Job Title	Date	Signature
Elaborated	Professor MD Claudia Borza, PhD Vice-rector International Relations	10 March 2023	
Legal Office	Ms. Codrina Mihaela Levai, PhD, Legal advisor	27 March 2023	
Referred to the Permanent Senate Committee for the revision of the regulations and the University Charter	Professor MD Mirela-Danina Muntean, PhD	27 Marh 2023	
Effective date:	05 April 2023 (Ed. I)		
Date of withdrawal:			



## I. GENERAL PROVISIONS

- I.1.** The admission of doctors from EU third countries to specialization in state and private education in Romania falls under the provisions of the Ministry of Education.
- I.2.** Doctors from countries that are not part of the European Union, the European Economic Area and the Swiss Confederation may enroll for specialisation on their own account.
- I.3.** Foreign citizens are persons with the nationality of a third country of the European Union, proven by possessing a valid passport.
- I.4.** The enrollment of foreign citizens in specialization studies at the "Victor Babeș" University of Medicine and Pharmacy in Timișoara, is carried out on a per-seat basis with payment of tuition fees in foreign currency.
- I.5.** Foreign doctors from third countries of the European Union may apply for specialization studies in any specialty accredited by the Romanian Ministry of Health, for which the "Victor Babeș" University of Medicine and Pharmacy of Timișoara has a residency training coordinator (specialization studies).
- I.6.** Citizens of EU member states, countries of the European Economic Area and the Swiss Confederation may apply for residency under the same conditions as Romanian citizens, in accordance with Law 316/2006, after passing the national residency entrance examination organized by the Ministry of Health, on the places established and on the date decided by this Ministry.
- I.7.** In accordance with the provisions of the Ministry of Education, the "Victor Babeș" University of Medicine and Pharmacy of Timișoara, based on the principle of university autonomy, establishes the following for non-EU doctors:

## II. CONDITIONS

**II.1. Non-EU foreign citizens** may access postgraduate education in the field of health specialization in Romania, if they **cumulatively meet the following conditions:**

- a) they have documents proving their citizenship of a third country of the European Union;
- b) they are graduates with a bachelor's degree in human medical-pharmaceutical profile or a degree equivalent to it in structure, duration and number of credits at least equal to those in Romania.
- c) foreign citizens are persons who have the nationality of a third state of the European Union, proved by holding a valid passport.

## III. APPLICATION FILE

**III.1.** The application file of Non-EU foreign nationals shall contain the following:

- a) birth certificate - copy and certified translation;
- b) copy of the document proving permanent residence abroad;
- c) copy of passport;
- d) application for the issue of the letter of acceptance for studies, as provided in **Annex No 1**, completed in all sections;
- e) copy and certified translation of the baccalaureate diploma or its equivalent, authenticated by the relevant authorities in the issuing country;
- f) a copy and certified translation of the bachelor's degree or its equivalent, authenticated by the competent authorities in the issuing country;
- g) copy and certified translation of the certificate attesting the successful completion of the licensing examination for current-year graduates, where applicable;



- h)** transcript of records/supplements to the diploma - certified copies and translations, relating to the studies completed;
- i)** the certificate of graduation of the Romanian language year/certificate of linguistic competence, as appropriate, according to the legislation in force, or the result of the language proficiency test for foreign citizens, graduates with a bachelor's degree in medical-pharmaceutical-human profile, obtained in study programs taught in foreign languages in Romania;
- j)** medical certificate (in an international language) certifying that the person who is going to apply for studies does not suffer from contagious diseases or other diseases incompatible with the future profession.
- k)** Application processing fee of EUR 150 (non-refundable), payable by bank transfer or in cash to the account below:

Name of bank: **Banca Transilvania, Baroc Timișoara Agency**

Address: Piața Unirii , strada Palanca nr. 2, Timisoara, Romania, IBAN: RO53BTRL03604202A6896600

SWIFT: BTRLRO22TMA, Beneficiary: University of Medicine and Pharmacy "Victor Babes" of Timisoara, Full (and correct) name of the applicant .....

**III.2.** Candidates from third countries are required to submit the pre-registration file and then, upon receipt of the letter of acceptance to study issued by the Ministry of Education and the study visa, they can start the application procedure.

**III.3.** The application file must be submitted in person to the University - International Relations Vice-rectorate, through the Registrar's Office or sent by post by 19 February 2024 (postmark date) to the following address: University of Medicine and Pharmacy "Victor Babes" of Timișoara, Piața Eftimie Murgu nr. 2, International Relations Vice-rectorate - Specialization Foreign Doctors, postal code 300041, Timișoara, Romania.

**III.4.** The submitted file will contain two sets of documents on paper and one set of scanned documents (the same) to the e-mail address: [specializare\\_straini@umft.ro](mailto:specializare_straini@umft.ro), or on a memory stick.

**III.5.** If, after the approval of the present methodology, new regulations concerning the enrollment of non-EU citizens for specialisation studies appear, the university reserves the right to proceed accordingly.

**III.6.** The University does not have any cooperation, partnership or representation agreements with agencies, natural persons, legal entities or authorised individuals, who mediate the enrollment of medical candidates.

**III.7.** Candidates will give their consent to the processing of personal data provided to VBUMPh of Timisoara, to be used in accordance with Law no.677/2001 (on the protection of individuals with regard to the processing of personal data and the free movement of such data, as amended and supplemented). Personal data will be treated confidentially, in accordance with the provisions of Regulation EC/679/2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, transposed by Law no. 677/2001 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, as amended and supplemented, as well as with the provisions of Directive 2002/58/EC on the processing of personal data and the protection of privacy in the



electronic communications sector, transposed by Law no. 506/2004, by the controller of "Victor Babeș" University of Medicine and Pharmacy of Timisoara, through its own Regulation on the protection of personal data.

#### IV. SELECTION CRITERIA

**IV.1. The selection criteria are as follows:**

- (a) the average of the undergraduate examination;
- (b) university graduation average;
- c) language proficiency certificate - B 2.

**Selection criteria applicable to all applicants from third countries**

Selection criterion	Score	No. of points awarded (to be completed by the University)
Average of the license exam	6 (minimum requirement)	
6,00-6,99	5	
7,00-7,99	10	
8,00-8,99	15	
9,00-10,00	20	
University graduation average	6 (minimum requirement)	
6,00-6,99	5	
7,00-7,99	10	
8,00-8,99	15	
9,00-10,00	20	
International language certificate, minimum level B2 (please refer to the list of recognised language certificates in the admission methodology, variants)	10	
<b>TOTAL SCORE</b>		

NOTE:

**IV.1. Doctors who wish to apply for specialisation and have completed undergraduate studies of less than 6 years' duration should note that they are required to submit a document (translated and legalised) showing the number of hours (theoretical and practical) completed during their undergraduate studies when submitting their pre-registration file. The presentation and submission of this document does not guarantee acceptance to study by the Ministry of Education.**

1. According to art. 30 letter i) of Order no. 3473/2017: "i) the Romanian language graduation certificate / language proficiency certificate, as the case may be, according to art. 5 and 6 or the result of the language proficiency test for foreign citizens, graduates with a bachelor's degree, in human medical-pharmaceutical profile, obtained in study programs taught in foreign languages, in Romania;"

Art. 5. Foreign citizens may be enrolled in the preparatory year of Romanian language in higher education institutions, according to the legal provisions on the organization and conduct of the preparatory year of Romanian language.

Art. 6. The following categories of persons are exempted from the obligation to present the certificate of completion of the introductory course and the preparatory year, respectively, when applying to study programmes taught in Romanian:



- a) who present Romanian educational documents (diplomas and certificates) or educational documents, school reports attesting at least 4 consecutive years of studies followed, in Romanian language, in a school establishment of the Romanian national system;
- b) who, with a view to enrolment in pre-university education, take part in the language proficiency assessment session in accordance with the legal regulations in force;
- c) who, with a view to enrolment in university education, present certificates or attestations of language proficiency of a minimum level B1, according to the Common European Framework of Reference for Languages, issued by accredited higher education institutions in Romania which organise a preparatory year of Romanian language for foreign citizens, by Romanian language, literature, culture and civilisation lecturerships in universities abroad/Institute of the Romanian Language or by the Romanian Cultural Institute.

**IV.2.** If, following the approval of this procedure, new regulations appear with regard to any provision that is in conflict with this methodology, the university reserves the right to proceed as such.

**IV.3.** Doctors who have completed their undergraduate studies in a non-EU country (the grading of the examinations is different from the European one) will be awarded the minimum score when assessing the application file.

## V. ADMISSION PROCEDURE

**V.1.** This procedure consists of two stages: the pre-registration procedure and the registration procedure.

### V.1.A. Pre-registration procedure

**The pre-registration procedure** for candidates is as follows:

I. The application file must be submitted in person to the University - Department of International Relations, through the Registrar's Office or sent by post by 19 February 2024 (postmark date) to the following address: University of Medicine and Pharmacy of Timișoara, Piața Eftimie Murgu nr. 2, Prorectoratul Relații Internaționale - Specializare medici, postal code 300041, Timișoara, Romania.

II. The submitted file must contain two sets of translated (if not in Romanian) and legalized (on paper) documents, submitted in person or by postal/ courier services as well as one set of scanned documents (the same) to the e-mail address: [specializare\\_straini@umft.ro](mailto:specializare_straini@umft.ro) or on a memory stick;

III. The University evaluates the submitted files - according to the selection criteria and in compliance with the regulations in force, then communicates to ME - DGRIAE the list of persons proposed for the issuance of the letter of acceptance to study;

a. the list of candidates will be sent to the ME, via a template;

b. the template will be accompanied by a copy of the candidate's file, as well as the set of scanned documents, as required by the Ministry;

c. after the examination of the file, the ME issues the letter of acceptance to study;

d. the MoE sends letters of acceptance to study to higher education institutions and, where appropriate, diplomatic missions;

IV. Incomplete applications will not be processed and will be declared rejected. In case of completion of the files, the University will repeat the steps described in the admission procedure in order to be processed by ME;

V. The files of rejected candidates or those who give up their place will be returned by the University within 48 hours of submission of the application, without any additional fees.

VI. The University sends, once a month, the files of the candidates and the related layout for requesting the issuance of the letter of acceptance to study.



VII. The residency is carried out only in Romanian language and is carried out for periods between 4 and 6 years, according to the Nomenclature of medical, medical-dental and pharmaceutical specialties, for the healthcare network, as per **Annex no. 2.** and ends with an examination, which, if passed, the specialist doctor certificate is obtained.

VIII. If the candidate doctor, after having completed his specialist studies in Europe, wishes to practice, he must inform himself about the recognition of his studies, specialisation, conditions and deadlines imposed by the EU countries before submitting his application.

#### **V.1.B. Application for studies procedure**

I. The enrollment of foreign citizens will be carried out by a decision of the Rector, according to the timetable established by the receiving higher education institution, in accordance with the legislation in force.

II. Upon enrollment, candidates will present the original of the study and identity documents from the application file, together with the letter of acceptance to study (if in their possession) and the passport with a valid visa for "study" purposes. Applications must be made in person only, on presentation of the passport and the study documents mentioned above.

III. Original study documents issued in States which are parties to the Hague Apostille Convention must be endorsed with the Hague Apostille by the competent authorities of the issuing countries.

IV. The original study documents issued in States which are not parties to the Hague Apostille Convention will be super-certified by the Ministry of Foreign Affairs of the issuing country and by the Romanian embassy/consular office in the respective country.

V. The original diploma and transcripts remain at the University - in the doctor's file, for the entire period of the schooling.

VI. Doctors are requested to ensure that there are no discrepancies in how their name is spelled on the documents submitted. All documents must be issued with the same first and last name. Records that contain discrepancies or are incomplete will not be processed and will be rejected.

VII. Payment in full of the fee is a precondition for the official registration of the doctor. When registering, doctors are required to attach proof of full payment of the tuition fee to the registration file.

VIII. Registration for studies, academic mobility, temporary or permanent, change of field of study and re-registration are carried out only with the approval of the Ministry of Education.

IX. After enrollment, foreign citizens are obliged to respect the Romanian Constitution and the laws of the Romanian State, respect the internal regulations of the University and the provisions of this methodology.

X. The documents submitted by the foreign citizens admitted to the specialization study programs will be analyzed by the Vice-rectorate of International Relations of the University, which will give approval in principle for the provisional enrollment and will issue the Decision (Order) of admission to studies, approved and signed by the Rector of the University.

XI. Romanian citizens residing abroad who wish to study in a fee-paying regime in foreign currency are required to submit a notarial declaration stating that they wish to study in a financial regime "on their own currency".

XII. The University reserves the right to amend the present methodology governing the conduct of registration for specialization in accordance with the requirements of the law and its own development interests.

XIII. In the event that, due to objective reasons and special circumstances, doctors are unable to register by 29 March 2024, with the consent of the UMPH management, this deadline may be extended.

XIV. The enrollment of physicians who have been declared provisionally "ADMITTED" following the pre-registration application process is subject to obtaining the Letter of Acceptance to Study from the Ministry of



Education and the full payment of the tuition fee, which is paid in a single installment before the University issues the Decision of Acceptance to Study.

XV. The University reserves the right to modify the training program of the resident, in full accordance with the curriculum of training in residency (specialization) - program issued by the Ministry of Health and which may undergo changes.

XVI. Withdrawal from studies, interrupting of specialization studies is carried out only with the consent of the coordinating professor and the approval of the Rector of the University.

## VI. SPECIALTIES AND PLACES

**VI.1.** The specialization/residency is carried out only in Romanian, for periods between 4 and 6 years, according to the Nomenclature of medical, medical-dental and pharmaceutical specialties for the healthcare network, as per **Annex no.2**.

**Table of places allocated :**

<i>No.</i>	<i>Faculty</i>	<i>Number of places</i>	<i>Remarks</i>
1.	<b>Medicine</b>	<b>70</b>	
2.	<b>Dental Medicine</b>	<b>30</b>	
	<b>Total</b>	<b>100</b>	

**VI.2.** Within the limit of the approved places split between Medicine and Dental Medicine, then divided by specialisation, the University reserves the possibility of transferring, at a later date, any vacant places in a specialisation to one of the specialisations where there is a greater demand than the approved places.

**VI.3.** The amount of fees for foreign citizens from third countries is provided for in Government Ordinance no. 22/2009, approved with amendments by Law no. 1/2010, in accordance with the Fees Regulation Code: UMFVBT- REG/DSGU/DFC/97/2021 Revision approved by the HCA no. 21/11483/22.06.2021 Republication approved by H.S. No. 246/11900/30.06.2021 Amendment approved by HCA No. 31/22650/16.11.2021 Amendment approved by H.S. No. 393/23381/24.11.2021 Supplement and amendment approved by HCA No. 25/28540/22.11.2022. Supplement and amendment approved by H.S. No. 292/30880/14.12.2022 Supplement and amendment approved by HCA No. 1/1120/17.01.2023 Supplement and amendment approved by H.S. No. 13/1906/26 January 2023. Information on the full amount of the tuition fee, methods of payment of the fee, and verification of doctors' transfers may be obtained from the person designated for accounting purposes.

**VI.4.** Specialization studies (residency with fee) are done **only in Romanian**. The resident doctors will take partial examinations for each module until the end of the residency and will receive a certificate with the grade obtained. The internships, by specialty, are included in the Training Curriculum and are posted on the website [www.rezidentiat.ms.ro](http://www.rezidentiat.ms.ro).

**VI.5.** At the end of the internship, the resident doctor will be issued with a certificate on the studies carried out and the grade obtained at the end; this certificate is **NOT** equivalent to the Specialist Doctor Certificate issued by the Ministry of Health.

## VII. CALENDAR



**VII.1.** The enrollment calendar is subject to change due to further provisions of the Ministry of Education and the university autonomy conferred by the Education Act.

<b>Nr. crt.</b>	<b>Name of the procedure</b>	<b>Running period</b>
1.	Submission of application for letter of acceptance (pre-registration)	<b>18 September 2023 – 19 February 2024</b>
2.	Registration (enrollment for specialisation)	<b>01 November 2023 – 29 March 2024</b>

## **VIII. THE HAGUE APOSTILLE**

**VIII.1.** Apostille is a stamp or printed form consisting of 10 standard numeric fields, which attests to the signature (and the capacity of the person who affixed it) and the correctness of the seal/stamp on the document to be certified.

**VIII.2.** An Apostille is a certificate issued by the competent authorities of a signatory State to the Hague Convention for official documents drawn up in that country that are to be presented in the territory of another signatory State to the Convention.

**VIII.3.** The Apostille is issued by the competent authority designated by the Government of a country which is a signatory to the Convention.

**VIII.4.** Documents issued by countries that are not signatories to the Hague Convention must bear a double superscription (documents not bearing both stamps will be rejected), namely:

- (a) the stamp of the Ministry of Foreign Affairs of the country in which the document was issued; and
- b) the stamp of the Romanian embassy/consulate in the country concerned (if Romania does not have an embassy in the country where the diploma was issued, candidates must apply to the embassy/consular service of the nearest country).

## **IX. COUNTRIES SIGNATORY TO THE HAGUE APOSTILLE CONVENTION:**

IX.1. The signatory countries of the Hague Apostille Convention are: South Africa, Albania, Andorra, Antigua and Barbuda, Argentina, Armenia, Australia, Austria, Azerbaijan, Bahamas, Bahrain, Barbados, Belize, Belarus, Bolivia, Bosnia-Herzegovina, Botswana, Brunei, Bulgaria, Burundi, Cape Verde, Chile, Cyprus, R. P. China (Hong Kong and Macao), Colombia, Cook Islands, Costa Rica, Croatia, Cyprus, Czech Republic, Korea, Dominican Community, Dominican Republic, Ecuador, El Salvador, Switzerland, Estonia, Fiji, Finland, France, Georgia, Germany, Greece, Grenada, Guatemala, Honduras, India, Iceland, Israel, Ireland, Italy, Japan, Kazakhstan, Kosovo, Kirgiztan, Latvia, Lithuania, Lesotho, Liberia, Lichtenstein, Luxembourg, Macedonia, Malawi, Malta, Morocco, Marshall Islands, Mauritius, Mexico, Moldova, Monaco, Mongolia, Montenegro, Namibia, Niue, Nicaragua, Norway, New Zealand, Netherlands (Kingdom of the Netherlands), Oman, Panama, Paraguay, Peru, Poland, Portugal, Romania, Russian Federation, St. Kitts and Nevis, St. Lucia, St. Vincent & Grenadines, Samoa, San Marino, Sao Tome & Principe, Serbia, Seychelles, Slovakia, Slovenia, Spain, Sweden, Suriname, Swaziland, USA, Tajikistan, Tonga, Trinidad Tobago, Tunisia, Turkey, Ukraine, Uruguay, Hungary, Uzbekistan, Vanuatu, Venezuela.

2. 2. For more up-to-date information on the Hague Apostille, please visit:

- <https://b.prefectura.mai.gov.ro/apostila/statele-semnatore/> or
- <https://portal.just.ro/62/Documents/INFORMATII%20DE%20INTERES%20PUBLIC/APOSTILA/Lista%20state%20pt%20aplicarea%20procedurii%20de%20supralegalizare%20si%20apostilare%5B1%5D.pdf>



IX.2. For more information on the Hague Apostille, please consult the official website: <https://cnred.edu.ro/ro/apostila-de-la-haga>

## X. LINGUISTIC PROFICIENCY

**X.1.** Candidates who wish to follow courses in Romanian and can prove with official documents that they have studied 4 consecutive years in Romanian are exempted from taking a language test or from taking the preparatory year;

**X.2.** Candidates who have completed the preparatory year (for studies in Romanian) do not have to take a language test (provided they submit official supporting documents in original plus a copy). The original will be returned to the holder, after certification that the copy corresponds to the original, by the registrar.

**X.3.** According to the University's own admission methodology, candidates must have a minimum level of B2, "independent user", according to the Common European Framework of Reference for Languages. A full description of the language proficiency levels and self-assessment tools can be found on the Council of Europe website.

**X.4.** The language requirements listed above also apply to candidates wishing to transfer from another university in Romania.

## XI. LETTER OF ACCEPTANCE TO STUDIES

**XI.1.** The letter of acceptance is valid only for the higher education institution for which it was issued, starting from the academic year for which it was issued and for the academic cycle concerned. Any change in the academic pathway, which is contrary to the original letter of acceptance, will be regulated, at the request of the educational institution concerned, by issuing a new letter of acceptance by the M.E.

**XI.2.** Foreign doctors may apply for residency in any specialty established by the Ministry of Health for Romanian doctors, based on the approval of the Ministry of Education (M.E.).

**XI.3.** The approval of the M.E. (*Letter of Acceptance to Study*) is issued after the verification by our university and the M.E. of the application files submitted by foreign citizens.

## XII. FEES

**XII.1.** Tuition fees are set in euros.

**XII.2.** The amount of tuition fees does not change during an academic year.

**XII.3.** The amount of the tuition fee will not change until the end of the university study programme, unless there is a situation in which the duration of tuition laid down by law is exceeded.

**XII.4.** Irrespective of the amount of the tuition fee, all candidates wishing to study on a 'self-study' basis must pay the tuition fee in full by bank transfer before enrollment (registration).

**XII.5.** The amount must be transferred to the account below and the transfer fees will be borne by the doctor:

Bank name: Banca Transilvania, Baroc Agency Timișoara Agency Address: Piața Unirii, strada Palanca nr.2, Timișoara, Romania IBAN: RO53BTRL03604202A6896600 SWIFT: BTRLRO22TMA

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

Full (and correct) name of the applicant.....

**XII.6. The table of specialisations and related tuition fees is given below:**

No.	Faculty	Specialisation / Language of instruction	Tuition fee/academic year (euro)
1.	Medicine	Medicine (Romanian)	7500
2.	Dental Medicine	Dental Medicine (Romanian)	7500

\* Tuition fees are in accordance with the Regulatory Code: UMFVBT- REG/DSGU/DFC/97/2021 Revision approved by HCA No. 21/11483/22.06.2021 Revision approved by H.S. No. 246/11900/30.06.2021 Amendment approved by HCA No. 31/22650/16.11.2021 Amendment approved by H.S. No. 393/23381/24.11.2021 Supplement and amendment approved by HCA No. 25/28540/22.11.2022. Supplement and amendment approved by H.S. No.



### **XIII. CONTACT DATA**

University of Medicine and Pharmacy "Victor Babeș" of Timisoara

2 Eftimie Murgu Square

Vice-rectorate of International Relations - Specialization of foreign doctors

Iovanovici Diana - secretary specialization

Tomici Miriana - specialization secretary

e-mail: [specializare\\_straini @umft.ro](mailto:specializare_straini@umft.ro)

tel: 0256/204250, 0256/204400 extension 1474

### **XIV. LEGAL BACKGROUND**

- National Education Law 1/2011 ;
- Law No 288/2004 on the organisation of university studies, as amended and supplemented;
- Government Ordinance no. 22/2009 on setting the minimum amount of tuition fees, in foreign currency, for citizens studying on their own in Romania, from countries that are not members of the European Union, as well as from countries that are not part of the European Economic Area and the Swiss Confederation
- Law no. 1/2010 - for the approval of Government Ordinance no. 22/2009 on the establishment of the minimum amount of tuition fees, in foreign currency, for citizens studying on their own account in Romania, from countries that are not members of the European Union, as well as from countries that are not part of the European Economic Area and the Swiss Confederation;
- Government Emergency Ordinance No 194/2002 on the regime of foreigners in Romania, republished, with subsequent amendments and additions ;
- Order No 1109/2016 amending Order No 1509/2008 of the Minister of Public Health on the approval of the Nomenclature of medical, medical-dental and pharmaceutical specialties for the healthcare network;
- Order no. 3473/2017 on the approval of the Methodology for the admission to studies and schooling of foreign citizens starting with the school/academic year 2017-2018 ;
- Ordinance No 18 of 29 August 2009- on the organisation and financing of residency, consolidated form ;
- Any other legislative provision, incidental to this methodology, appearing after the approval of this document, but valid during the pre-registration and registration procedures for specialization studies.

### **XV. FINAL PROVISIONS**

**XV.1.** The present methodology is the only official material concerning the organization and the conduct of the enrollment of foreign candidates at the "Victor Babeș" University of Medicine and Pharmacy of Timișoara, at the cycle of specialization university studies, and it is complemented by the provisions of the normative acts that appeared subsequently.

**XV.2.** References appearing in various publications or otherwise communicated cannot replace the official ones and, consequently, do not commit the "Victor Babeș" UMPH of Timișoara.

**XV.3.** The Administrative Board has the right to make this methodology compatible with the mandatory regulations issued up to the date of the application procedures.

**XV.4.** Candidates are obliged to inform themselves periodically of any changes that may occur and to proceed accordingly.



**XV.5.** All communication between the University and candidates must be in writing, in written or electronic form.

**XV.6.** The above is valid as of this date and is in accordance with M.E. Orders and Instructions.

**XV.7.** In the event of any changes being made, by the decision of the University management and/or the Ministry of Education, the dates will be updated and subsequently posted on the University website and on the notice board of the Vice-rectorate of International Relations.

**XV.8.** Foreign citizens enrolled in specialization studies have mainly the following obligations: to respect the Romanian Constitution and the laws of the Romanian State; to respect the Internal Regulations of the University, in which they carry out their training for specialization studies; to respect the provisions of the present methodology; to know and respect the legislation and all the regulations governing the academic activity within the University; to complete all the training periods, in accordance with the specialized curricula - the proof of completion of each training period being submitted to the personal file of the doctor at the Vice-rectorate of International Relations; to pay the tuition fees established by the University; to behave appropriately within the University, in the hospital units and outside them, so as not to damage the image of the University; to check the correctness of all documents issued by the services of the University in order to avoid the occurrence of inconvenient situations; to respect all decisions of the Ministries of Education and of the Ministry of Health - which concern specialization studies.

**XV.9.** Annexes 1, 2 and 3 are an integral part of this methodology.

## **XVI. ABBREVIATIONS**

University - "Victor Babeș" University of Medicine and Pharmacy in Timisoara;

VBUMPhT - "Victor Babeș" University of Medicine and Pharmacy in Timisoara;

ME - Ministry of Education;

MS - Ministry of Health;

DGRIAE - Directorate General for International Relations and European Affairs.

The Senate of the "Victor Babeș" University of Medicine and Pharmacy of Timișoara approved the present methodology in the meeting of 05 April 2023, date on which it enters into force.

**Rector,  
Professor MD Octavian Marius CREȚU, PhD**

**Professor MD Claudia BORZA  
Vice-Rector of International Relations,**

*The holograph signature is affixed to the original version of the document which is kept in the archives of the University Senate. This act shall have the same legal force as the original document.*



**Annex nr.1**

Cod formular: UMFVBT- MET/PRI/12/2023 - 01

MINISTERUL EDUCAȚIEI  
MINISTRY OF EDUCATION  
MINISTÈRE DE L'ÉDUCATION

DIRECȚIA GENERALĂ RELAȚII INTERNAȚIONALE ȘI AFACERI EUROPENE  
GENERAL DIRECTION FOR INTERNATIONAL RELATIONS AND EUROPEAN AFFAIRS  
DIRECTION GENERALE DES RELATIONS INTERNATIONALES ET DES AFFAIRES EUROPEENNES

28-30 G-ral Berthelot Street/12 Spiru Haret Street, 010168 Bucharest  
Tel. (+4021) 4056200; 4056300

Nr. Ref.....

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CERERE PENTRU ELIBERAREA SCRISORII DE ACCEPTARE LA STUDII  
APPLICATION FOR THE ISSUANCE OF LETTER OF ACCEPTANCE TO STUDIES  
DEMANDE D'APPLICATION POUR LA LETTRE D'ACCEPTATION AUX ETUDES  
(Se completează cu majuscule/to be filled in with capital letters/ a completer en majuscules)

1. NUMELE PRENUMELE \_\_\_\_\_ PRENUMELE \_\_\_\_\_  
(SURNAME/NOMS) (GIVEN NAMES/PRENOMS)

2. NUMELE PURTATE ANTERIOR \_\_\_\_\_  
(PREVIOUS SURNAMES/NOMS ANTERIEURS)

3. LOCUL ȘI DATA NAȘTERII Țara \_\_\_\_\_ Localitatea \_\_\_\_\_ Data \_\_\_\_\_  
(DATE AND PLACE OF BIRTH/ (COUNTRY/PAYS) (PLACE/LIEU) (DATE/DATE)  
DATE ET LIEU DE NAISSANCE) 

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Z Z L L A A A A  
(D D M M Y Y Y Y)

4. PRENUMELE PĂRINȚILOR \_\_\_\_\_  
(PARENTS GIVEN NAMES/PRENOMS DES PARENTS)

5. SEXUL (SEX/SEXE): ☐ M ☐ F

6. STAREA CIVILĂ:  
(CIVIL STATUS/ÉTAT CIVIL) ☐ CĂSĂTORIT (Ă) ☐ NECĂSĂTORIT (Ă) ☐ DIVORȚAT (Ă) ☐ VĂDUV (Ă)  
(MARRIED/MARIE) (SINGLE/CELIBATAIRE) (DIVORCED/DIVORCE) (WIDOWER/VEUV (VEUVE))

7. CETĂȚENIA (CETĂȚENIILE) ACTUALE \_\_\_\_\_ CETĂȚENII ANTERIOARE \_\_\_\_\_  
(ACTUAL CITIZENSHIP(S)/NATIONALITE(S) ACTUELLE(S)) (PREVIOUS CITIZENSHIPS/NATIONALITES ANTERIEURES)

TIPUL  
8. DOCUMENT DE CĂLĂTORIE: TIPUL \_\_\_\_\_ SERIE \_\_\_\_\_ NR. \_\_\_\_\_  
(TRAVEL DOCUMENT/DOCUMENT (TYPE/TYPE) (Serie/Serie) (NO/NO)  
DE VOYAGE)

ELIBERAT DE ȚARA: \_\_\_\_\_ La DATA \_\_\_\_\_ VALABILITATE \_\_\_\_\_  
(COUNTRY ISSUED BY/EMIS PAR PAYS) (DATE OF 

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 (VALADITY/EXPIRANT LE)  
ISSUE/A) Z Z L L A A A A

PRORECTORAT RELAȚII INTERNAȚIONALE - SPECIALIZARE MEDICI STRĂINI

Piața Eftimie Murgu nr. 2 (Clădirea Căminului 1), 300041 Timișoara

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UNIVERSITATEA  
DE MEDICINĂ ȘI FARMACIE  
VICTOR BABEȘ | TIMIȘOARA

9. DOMICILIUL PERMANENT ACTUAL: ȚARA \_\_\_\_\_ LOCALITATEA \_\_\_\_\_  
(PERMANENT RESIDENCE/DOMICILE (COUNTRY/PAYS) (PLACE/LOCALITE)  
PERMANENT ACTUEL)

10. PROFESIA \_\_\_\_\_ LOCUL DE MUNCĂ \_\_\_\_\_  
(JOB/PROFESSION) (WORK PLACE/LIEU DE TRAVAIL)

11. ADRESA COMPLETĂ UNDE POATE FI TRIMISĂ SCRISOAREA DE ACCEPTARE  
(THE COMPLETE ADDRESS WHERE THE LETTER OF ACCEPTANCE CAN BE SENT TO YOU /L'ADRESSE COMPLETE OU ON PEUT  
ENVOYER LA LETTRE D'ACCEPTATION)

12. EMAIL/COURRIEL:

13. MOTIVAȚIA DEPLASĂRII ÎN ROMÂNIA (PURPOSE OF VISIT/BUT DE SEJOUR)

☐ STUDII (STUDIES/ETUDE)

NOTE: Toate rubricile sunt obligatorii; cererea trebuie completată în 2 exemplare și însoțită de documentele menționate în Secțiunea V. All the fields are mandatory, must be completed in 2 copies and must be accompanied by the documents mentioned in Section V, or else your request will not be processed. Tous les champs sont obligatoires, doivent être complétés en 2 exemplaires et doivent être accompagnés par les documents mentionnés à la Section V, sinon votre sollicitation ne sera pas analysée.

I. Previous education / Etudes precedentes (Fill in all columns which are applicable to you/Remplissez toutes les colonnes qui vous concernent)

Certificate issued/ Certificat recu	Country/ Pays	Name of School/ Nom du Lycee/universite	Year of admission/ Year of graduation Annee d'admission/ Annee d'obtention du diplome

II. Studies applied for in România / Option d'etudes en Roumanie

Studies applied in România Option d'etudes en Roumanie	Branch/ Speciality  Domanine/ Specialite	High School/ University  Lycee/ Universite	Language of instruction  Langue d'enseignement	I apply for the Romanian language course (For yes you must mention the University) Je desire suivre le cours preparatoire de langue Roumaine (Pour OUI il faut mentionner l'Universite)	
				YES/OUI	NO/NON
Secondary, in the grade Pre-universitaire, classe					
Undergraduate Universitaire					
Master					
Postgraduate medical education/ Etudes medicales posuniversitaires					
Ph.D. Doctorat					

III. Proficiency in other languages (please, fill in as appropriate: excellent, good, poor) Langues connues (remplissez: excellent, bonne, faible)

Language/ Langue	Writing / Ecrit	Speaking / Parlé	Institution that issued the certificate / Institution qui a emis le certificat
Romanian			

IV. Statement of the applicant / Declaration du sollicitateur

I oblige myself to observe the laws in force in România, the school and university rules, regulations and norms, as well as those for social life. / Je suis obligé de respecter les lois en vigueur en Roumanie, les normes et les réglementations des écoles et des universités, ainsi que les règles de cohabitation sociale.

I have taken note of the fact that school fees may change during the years of study and must be paid, in free currency, in advance for a period of at least 9 months for full time courses and at least 3 months for part time courses. / J'ai pris note que la valeur des taxes d'etudes peut être changée pendant l'année d'etudes et qu'il faut les payer, en devise étrangère, 9 mois en avance pour les cours complets et 3 mois en avance pour les cours partiels.

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I am aware that any untrue information will lead to my disqualification. / Je comprends et j'accepte que toute information incorrecte ou fausse, toute omission vont entraîner ma disqualification.

V. Annex (authenticated copies and translations of the documents, in an internationally wide-spread language)  
Annexes (photocopies et traductions legalisées des documents, dans une langue de circulation internationale)

1. The certificate of studies / Les certificats des études.
2. The birth certificate / L'acte de naissance.
3. Passport / Passeport
4. Medical certificate / Certificat medical.
5. The list of results of the completed study years (Academic Transcripts) for postgraduate studies applicants and for those wishing to continue studies begun in other countries / La liste complete des resultats des études pour chaque année, pour les solliciteurs des études postuniversitaires et pour les étudiants qui desireraient se transférer d'un autre pays.

On my arrival in Romania I will submit the original documents.  
A mon arrivée en Roumanie je vais présenter tous les documents en original.

Date \_\_\_\_\_

Signature \_\_\_\_\_

## Annex nr. 2

Form code: UMFVBT- MET/PRI/12/2023 - 02

## I. FIELD OF MEDICINE

### I.1. Clinical specialties

#### I.1.1. Group of medical specialties

No.	Name of specialty	Duration of training
1.	Allergology and clinical immunology	5 years
2.	Anesthesia and intensive care	5 years
3.	Infectious diseases	5 years
4.	Cardiology	6 years
5.	Pediatric cardiology	5 years
6.	Dermatovenereology	5 years
7.	Diabetes, nutrition, and metabolic diseases	5 years
8.	Endocrinology	5 years
9.	Medical expertise on work capacity	4 years
10.	Gastroenterology	5 years
11.	Pediatric gastroenterology	5 years
12.	Medical genetics	4 years
13.	Geriatrics and gerontology	5 years
14.	Hematology	5 years
15.	Family Medicine	4 years
16.	Emergency medicine	5 years
17.	Internal medicine	5 years



18.	Physical and rehabilitation medicine	5 years
19.	Occupational medicine	4 years
20.	Sports medicine	4 years
21.	Nephrology	5 years
22.	Paediatric Nephrology	5 years
23.	Neonatology	5 years
24.	Neurology	5 years
25.	Pediatric Neurology	5 years
26.	Medical Oncology	5 years
27.	Pediatric Oncology and Hematology	5 years
28.	Paediatrics	5 years
29.	Pneumology	5 years
30.	Pediatric Pneumology	5 years
31.	Psychiatry	5 years
32.	Pediatric Psychiatry	5 years
33.	Radiotherapy	4 years
34.	Rheumatology	5 years

### I.1.2. Group of surgical specialties

No.	Name of specialty	Duration of training
36.	Cardiovascular surgery	6 years
37.	General surgery	6 years
38.	Dental and maxillofacial surgery	5 years
39.	Pediatric surgery	5 years
40.	Plastic, aesthetic, and reconstructive microsurgery	6 years
41.	Thoracic surgery	6 years
42.	Vascular surgery	5 years
43.	Neurosurgery	6 years
44.	Obstetrics and Gynaecology	5 years
45.	Ophthalmology	4 years
46.	Pediatric Orthopedics	6 years



47.	Orthopedics and traumatology	5 years
48.	Otolaryngology	5 years
49.	Urology	5 years

### I.1.3. Paraclinical specialities

No.	Name of specialty	Duration of training
1.	Pathological anatomy	5 years
2.	Epidemiology	4 years
3.	Hygiene	4 years
4.	Laboratory medicine	4 years
5.	Forensic medicine	4 years
6.	Nuclear medicine	4 years
7.	Medical microbiology	4 years
8.	Medical radiology-imaging	5 years
9.	Public health and management	4 years

## II. FIELD OF DENTAL MEDICINE

No.	Name of specialty	Duration of training
1.	Dento-alveolar surgery	3 years
2.	Orthodontics and dentofacial orthopedics	3 years
3.	Endodontics	3 years
4.	Periodontology	3 years
5.	Pedodontics	3 years
6.	Prosthodontics	3 years
7.	General Dentistry	5 years



**Annex no. 3.**

**Form code:** UMFVBT- MET/PRI/12/2023 - 03

**SPECIALISATION STUDIES CONTRACT**

**no. \_\_\_\_\_ from \_\_\_\_\_**

**Art.1. CONTRACTING PARTIES**

1.1.The " Victor Babeș" University of Medicine and Pharmacy Timișoara, with registered office in Timișoara, P-ța Eftimie Murgu no. 2, Timiș county, operating under the Education Law no. 1/2011, fiscal code 4269215 and account opened at Banca Transilvania - Baroc agency, Piața Unirii, Palanca street no.2. Timișoara - IBAN RO 53 BTRL 0360 4202 A689 6600, SWIFT code: BTRLRO22, represented by the Rector - Prof. univ. dr. Octavian Marius CREȚU, appointed by the Order of the Ministry of Education and Research no. \_\_\_\_/\_\_\_\_, a state higher education institution, as an Institution Organizing Specialization Studies, hereinafter referred to as "**University**", on the one hand

and

1.2.Mr./Mrs. \_\_\_\_\_, residing in \_\_\_\_\_, city \_\_\_\_\_, street \_\_\_\_\_, no \_\_\_\_\_, ap \_\_\_\_\_, telephone \_\_\_\_\_, holder of the ID/Passport series \_\_\_\_\_, no \_\_\_\_\_, issued on \_\_\_\_\_, valid until \_\_\_\_\_, with the National Identity Card number \_\_\_\_\_, registered as a doctor, full-time education, on own account/scholarship/without scholarship, specialization \_\_\_\_\_, as beneficiary, hereinafter referred to as "**doctor**" on the other hand,

have agreed to conclude this contract.

**Art. 2. SUBJECT MATTER OF THE CONTRACT**

1.1. The contract contains the rights and obligations of the signatory parties, in full compliance with the legislation in force, with the provisions of the University Charter, with the decisions of the University Senate, of the Board of Directors regarding the activities included in the Curriculum of Specialized Training - developed by the Romanian Ministry of Health, throughout the period of studies.

1.2. The contract regulates the relationship between the higher education institution - University and the registered doctor who benefits from studies within it.

**Art.3. RIGHTS AND OBLIGATIONS OF THE PARTIES**

**3.1. " Victor Babeș" University of Medicine and Pharmacy of Timișoara**

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### 3.1.1. Has the following rights :

- a) to direct, organise, plan and control the entire study activity of the specialisation;
- b) not to allow the specialist doctor's examination to be taken, if the Accounting Department finds that the doctor appears in its records - as a debtor.
- c) not to allow the specialist examination to be taken if the doctor has not fulfilled his obligations according to the training curriculum in the specialty and according to the requirements of the Ministry of Health;
- c) to approve the change of the coordinating teacher;
- d) to approve the discontinuation of the specialisation study programme for a maximum of 1 year for the duration of the specialisation;
- e) to decide the expulsion of the doctor, at the proposal of the coordinating teaching staff, under the conditions established by the specific Methodologies, legislation, in the cases provided for by the regulations in force, specific situations;
- f) to decide on the expulsion of the doctor, at the proposal of the Accounting Department, in the event of non-payment of fees;
- g) the University reserves the right to unilaterally terminate the study contract, without notice, by expelling the doctor, in cases provided for by the regulations in force, by a decision of the University, the Ministry of Education, a court decision, a decision of the Immigration Service, etc;
- h) to determine the amount of the fees, the methods of collection, the terms of payment, and the penalties in case of non-payment;
- i) to take all the measures it deems necessary, within the limits of the law, to ensure that the doctor complies with all the internal regulations laid down.

### 3.1.2. It has the following obligations:

- a) to ensure the specific organisational framework of the specialisation study cycle, in accordance with the legislation in force and the specialisation training curriculum developed by the Romanian Ministry of Health;
- b) to ensure the logistical conditions for carrying out teaching and practical activities;
- c) to ensure the access of the doctor to the material basis of teaching and research within the specialisation studies;
- d) to ensure that doctors are informed about the content of the regulations governing academic activity;
- e) not to discriminate between doctors admitted to budgeted places and those admitted to fee-paying places;
- f) to issue all official documents arising from the conduct of the doctor's teaching and practical activity under regulatory conditions;
- g) to provide the doctor with the conditions for exercising his rights in accordance with the regulations in force;
- h) in the event that the SARS- COV 2 (Covid 19) pandemic or any other epidemic/pandemic persists during the academic year 2023-2024, the University will seek to identify solutions that may facilitate the mitigation of the impact of the pandemic on the learning process and on the conduct of internships.

## 3.2. The Doctor enrolled in specialisation

### 3.2.1. During the specialisation programme, the doctor has the following rights:

- a) to benefit from the support, guidance and coordination of the coordinating teacher;
- b) to benefit from the training process provided for in the specialist training curriculum developed by the Romanian Ministry of Health;
- c) to be informed about the training curriculum for specialisation studies, the calculation of internships, according to the period when they enrolled;
- d) to participate in additional teaching or social activities, in accordance with the regulations in force;
- e) to request approval from the University for medical or other reasons, which may not exceed 1 year, for the entire period of specialisation;



f) the fee-paying doctor has all the rights deriving from this status, only for the periods during which he/she has paid the fees. Failure to pay the specialisation fees, under the conditions laid down in this contract, may entail the loss of this status, upon referral to the Accounting Department;

g) internships will be carried out only within the University, or with the approval of the University management and coordinators in another university centre in Romania. Internships abroad are not allowed.

### 3.2. The Doctor enrolled in specialisation

#### 3.2.2. During the specialisation programme, the doctor has the following obligations:

- a) to respect the Romanian Constitution and the laws of the Romanian State;
- b) to respect the internal regulations of the University, in which they carry out their specialization studies;
- c) to respect the provisions of this methodology;
- d) to know and respect the legislation and all the regulations governing the academic activity within the University;
- e) to complete all training periods in accordance with the specialist curriculum - proof of completion of each training period being filed in the doctor's personal file at the Prorectorate of International Relations;
- f) to pay the tuition fees set by the University;
- g) to behave appropriately within the University, in hospital units and outside them, so as not to damage the image of the University;
- h) to verify the correctness of all documents issued by the University services in order to avoid the occurrence of inconvenient situations;
- i) to comply with all decisions of the Ministries of Education and Health - concerning specialisation studies.
- j) to agree to the processing of personal data provided to VBUMPhF in Timisoara, to be used in accordance with Law no.677/2001 (on the protection of individuals with regard to the processing of personal data and the free movement of such data, as amended). Personal data will be treated confidentially, in accordance with the provisions of Regulation EC/679/2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, transposed by Law no. 677/2001 on the protection of individuals with regard to the processing of personal data and on the free movement of such data as amended and supplemented, as well as the provisions of Directive 2002/58/EC on the processing of personal data and the protection of privacy in the electronic communications sector, transposed by Law no. 506/2004, by the controller "Victor Babeș" University of Medicine and Pharmacy of Timișoara.

### Art.4. FINANCING

4.1. Funding of studies will be as follows:

- ☐ From the state budget for a period of \_\_\_\_\_ years.
- ☐ On their own currency account.
- ☐ Scholarship of the Romanian State.

4.2. The doctor who requests withdrawal/withdrawal of specialization studies is obliged to pay the tuition fee in full for the current year.

4.3. In case of withdrawal, interruption or expulsion, the tuition fee paid for the current year will not be refunded.

4.4. In the case of doctors enrolled in the first year, by signing the study contract, who withdraw/interrupt

the tuition fee will be refunded, upon written request of the doctor, from the date of its approval by the University Administrative Board.

4.5 For the refund of the tuition fee, the doctor shall submit to the Financial-Accounting Service, Student Fees Office, through the University Registrar's Office, a request (standard form - Annex no. 3, approved by Senate Resolution no. 5/8080/29.05.2019 - form to be provided by the accountant).

4.6. In case of expulsion, except in cases of expulsion for non-enrollment, the tuition fee paid for the current year will not be refunded.

### Art. 5. LANGUAGE OF TEACHING AND TRAINING



5.1. All the procedures necessary for the conduct of the specialization studies will be conducted only in Romanian.

#### **Art. 6. TERMINATION OF THE CONTRACT**

6.1. Termination of the contract is made with the approval of the University, with the opinion of the coordinating teaching staff, on the initiative of the doctor, if he/she requests withdrawal from the specialisation studies or transfer to another university centre.

6.2. Termination of the contract will be made with the approval of the University, with the opinion of the coordinating teaching staff, on the initiative of the University, in the event of the doctor's expulsion for failure to fulfill or inadequate fulfillment of contractual obligations.

#### **Art.7. TERMINATION OF CONTRACT**

7.1. This contract will terminate at the end of the period for which it was concluded or at the time of termination.

#### **Art.8. FORCE MAJEURE**

8.1. Force majeure is defined as unforeseen circumstances beyond the control of the parties which irrevocably terminate this contract.

8.2. The party invoking force majeure will notify the other party of this contract in writing within 5 calendar days of the occurrence of force majeure and will provide proof thereof within 15 calendar days.

8.3. Force majeure will protect the party invoking it from liability and the other party will not be entitled to claim compensation.

#### **Art.9. MODIFICATION OF THE CONTRACT**

9.1. Modification or revision of the contract is a right of the University and will be made in writing, by addendum, only in the event of new legislative provisions in the field.

#### **Art.10. CONTRACTUAL LIABILITY**

10.1. Failure by the parties to fulfill all or part of their contractual obligations or their improper fulfillment of these obligations will entail the application of the measures laid down by the laws and regulations in force.

10.2 Conflicts between doctors enrolled in the specialisation will be mediated by the coordinating teaching staff.

10.3. Disputes between the parties will be settled amicably or by the competent court.

#### **Art.11. FINAL CLAUSE**

11.1. This contract has been concluded at the UNIVERSITY, in two (2) copies, one for each contracting party.

11.2. The period of validity of the contract is \_\_\_\_\_ years from the date of conclusion.

11.3. The maximum aggregate duration of any breaks in specialisation studies will not exceed one year.

11.4. Interruption will be governed by an addendum to this specialisation study contract.

#### **RECTOR**

**Prof. univ. dr. Octavian Marius CREȚU**

#### **DOCTOR**

Name and surname

Signature



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VICTOR BABEȘ | TIMIȘOARA

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