



# REGULATION ON THE ORGANISATION AND CONDUCT OF THE ADMISSION COMPETITION UNDERGRADUATE AND GRADUATE STUDIES OFFERED JOINTLY AT THE UNIVERSITY OF MEDICINE AND PHARMACY "VICTOR BABEȘ" IN TIMISOARA

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## CHAPTER I. GENERAL PROVISIONS ON THE ORGANISATION AND CONDUCT OF ADMISSION

**I.1.** This Regulation on the organisation and conduct of the admission examination to the undergraduate degree cycle at the "Victor Babeș" University of Medicine and Pharmacy of Timisoara (hereinafter referred to as the University) has been drawn up in accordance with the provisions:

- Higher Education Act No 199/2023, as amended,
- M.E. Order no. 3693/2024 for the approval of the Framework Methodology on the organisation and conduct of admission to higher education in the short undergraduate, undergraduate studies, master and doctoral cycles.

**I.2.** The admission of Romanians from abroad, as well as citizens from third countries of the European Union, is carried out on the basis of methodologies specially developed by the Ministry of Education, as follows:

- Ord. M.E.N. 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;
- Ord. M.E.N. no. 3900/2017 on the approval of the Methodology for the enrolment of Romanians from abroad in state higher education in Romania, in places of study without payment of tuition fees but with scholarship, respectively, without payment of tuition fees but without scholarship, starting with the academic year 2017-2018.

**I.3.** On the basis of university autonomy and with the assumption of public responsibility, the University of Medicine and Pharmacy "Victor Babeș" of Timișoara organizes an admission competition for each study program, in order to test knowledge and cognitive abilities.

**I.4. (1)** In order to ensure equal opportunities and effective integration into social life, the University of Medicine and Pharmacy "Victor Babeș" of Timisoara allocates a number of budgeted places, within the approved tuition figure, in compliance with the legal provisions and tuition capacity, for graduates with a baccalaureate diploma from among:

- a) national minorities, for study programmes which do not exist in state higher education in the language of that minority;
- b) the social protection system;
- c) people with disabilities.

If the places are not filled, they will be redistributed to other candidates.

**(2) The** University of Medicine and Pharmacy "Victor Babeș" of Timisoara provides additional support adapted to the needs of candidates with locomotor disabilities and supports their access to the institution.

**I.5.** For cycle I - undergraduate studies, respectively cycle I and II, offered in a combined undergraduate program in the undergraduate field of Health, admission is organized in the specializations/programs of study accredited or authorized to operate provisionally, in accordance with the legal provisions in force, with the provisions of these regulations, as well as in compliance with the Tuition Fees and the Calendar of the admission competition, documents approved annually by the Board of Directors of the university, by type of admission, as follows:

- Type I: admission to university degree programmes offered in Romanian, taught in Romanian, with a duration of 6 years (360 ECTS credits) **for Romanian, EU/EEA/CH citizens and British citizens and their family members;**
- Type II: admission to undergraduate degree programmes and degree programmes offered jointly and with a duration of 3-4-5 years (180-300 ECTS credits) **for Romanian, EU/EEA/CH and British citizens and their family members;**
- Type III: Admission to university degree programmes offered in a foreign language/Romanian language for 5-6 years (300-360 ECTS credits), *respectively for undergraduate degree programmes for 3 years (180 ECTS credits)*, for Romanian (RO), European Union (EU) citizens, from the European Economic Area (EEA), from the Swiss Confederation (CH), **as well as British citizens and their family members, citizens from third countries, and Romanian citizens from abroad in Romanian-taught degree programmes.**

**I.6.** The competition for admission to all undergraduate degree programmes and to the degree programmes offered jointly is organised in July. If places remain unfilled, a second admission session will be held in September before



the start of the academic year, depending on applications and the level of competition, under the same conditions and with the same committees.

**I.7.** The calendar of the admission competition, by type of admission, is approved by the University's Administrative Council, on the proposal of the Rector.

**I.8.** The dates of the admission sessions, forms and tests of the competition, established by these Regulations, are made public in accordance with the legal provisions in force, by publication on its own website, [www.umft.ro](http://www.umft.ro), including the [English and French sections](#).

**I.9.** The subjects of the tests are determined on the basis of the topics posted on the notice board and on the competition website [www.umft.ro](http://www.umft.ro).

**I.10.** The competition tests, depending on the type of admission, are as follows:

Crt. no.	Admission type	Competition and marking	Calculation of the admission average
1.	Admission type I	A knowledge test comprising: - 60 Biology questions (from the topics and bibliography posted on the university website) - maximum mark of 60 marks, equivalent to 6; - 30 Chemistry questions (from the topics and bibliography posted on the university website) - maximum 30 marks, equivalent to 3; - 10 points awarded ex officio (for attendance), equivalent to 1 mark.	The final score is obtained by adding the candidate's scores in Biology and Chemistry plus the 10 points awarded for attendance. The final admission average is calculated by dividing the final score by 10, equivalent to the following calculation formula: $1 + 6 \times (\text{Biology score}) / 60 + 3 \times (\text{Chemistry score}) / 30$ The final admission average is expressed to two decimal places without rounding. The minimum final admission average for undergraduate studies cannot be less than 5.00 (five).
2.	Admission type II	A knowledge test comprising: - 50 Biology questions (from the topics and bibliography posted on the university website) - maximum 50 marks, equivalent to a grade 7; - the mark awarded ex officio (for attendance) is equivalent to 3.	The final admission average is the arithmetic mean of the grid test score and the baccalaureate average. The mark for the grid test is calculated by multiplying mark 7 by the ratio of the candidate's score to the maximum mark (50 marks), to which is added mark 3 for attendance: $\text{grid test score} = 3 + 7 \times (\text{grid score}) / 50$ The formula for calculating the final admission average is: $\frac{\text{grid test score} + \text{baccalaureate average}}{2}$ The final admission average is expressed to two decimal places without rounding. The minimum final admission average for undergraduate studies cannot be less than 5.00 (five).





3.	Admission type III	<p><b>For EU candidates:</b> A knowledge test comprising: - 50 Biology questions (selective bibliography on the website) - maximum 50 marks, equivalent to 7; - the mark awarded ex officio (for attendance) is equivalent to 3.</p>	<p>The final admission average is the arithmetic average of the grid test score and the baccalaureate average. The mark for the grid test is calculated by multiplying mark 7 by the ratio of the candidate's score to the maximum mark (50 marks), plus mark 3 for attendance: <math display="block">\text{grid test score} = 3 + 7 \times (\text{grid score}) / 50</math> The formula for calculating the final admission average is: <math display="block">\frac{\text{grid test score} + \text{baccalaureate average}}{2}</math> The final admission average is expressed to two decimal places without rounding. The minimum final admission average for undergraduate studies cannot be less than 5.00 (five).</p>
		<p><b>For non-EU candidates:</b> Entrance examination - competition for applications - high school average/equivalent - the maximum mark obtained in the baccalaureate/equivalent examination in the country of origin is the equivalent of 7 plus 3 points by default</p>	<p>The final admission average consists of the grade obtained in the baccalaureate/equivalent examination or the average of the years of study in the case of countries which do not have a baccalaureate/equivalent examination, multiplied by 7 and divided by the maximum value of that grade, plus 3 points by default. The final admission average is expressed to no more than four decimal places without rounding. The minimum final admission average for undergraduate studies cannot be less than 5.00 (five).</p>
		<p><b>For Romanian candidates from abroad (RDP)</b> Admission competition</p>	<p>The final admission average is the average obtained by applying the following calculation formula established by the university:</p> $\begin{aligned} & \text{Baccalaureat} \times 0,2 \\ & + \left( \frac{\sum \text{Biologie}}{\text{nombre d'annees d'etude de la matiere}} \right) \times 0,6 \\ & + \left( \frac{\sum \text{Chimie}}{\text{nombre d'annees id'etude de la matiere}} \right) \times 0,2 \end{aligned}$ <p>a. Baccalaureate = average of baccalaureate/equivalent exams or average of years of study for countries without baccalaureate/equivalent exams b. <math>\sum</math>Biology = sum of all biology/equivalent grades earned in high school c. <math>\sum</math>Chemistry = sum of all chemistry/equivalent grades earned in high school Where: 0.2 = the weight of the baccalaureate/equivalent examination or of the average years of study in the case of countries without a baccalaureate/equivalent examination in the formula for calculating the final average, respectively, the weight of the subject Chemistry in the</p>

**I.11.** The enrolment figure, approved by the Board of Directors and the Senate of UMF "Victor Babes" in Timisoara for all undergraduate degree programmes and joint degree programmes, will be posted on the university's website and will include both budgeted and fee-paying places.



**I.12.** In accordance with the Ministry of Education's Order/Address approving the tuition fees allocated to UMF "Victor Babeș" in Timișoara for undergraduate and graduate studies offered jointly, the study places/grants financed from the state budget will be allocated separately to the following destinations:

- Statistically distributed seats;
- Places allocated to Romania's priority development areas;
- Baccalaureate graduates from high schools in rural areas;
- Baccalaureate graduates from the social protection system;
- Baccalaureate graduates with special educational needs/disabilities;
- Graduates with a baccalaureate diploma from national minorities for study programmes that do not exist in state higher education in the language of the minority concerned.

**I.13.** The amount of tuition fees for first-year undergraduate programmes in the academic year following the admission competition, as set out in Annex I to the Regulation on the amount of tuition fees, is made known to applicants, in accordance with the legal provisions in force, by publication on its website, [www.umft.ro](http://www.umft.ro), including the English and French sections.

**I.14.** Any communication between the University (UMFVBT) and the candidates registered for the entrance exam is conducted in writing, in electronic format, on the candidate's e-mail address and/or account.

**I.15. (1)** Admission to university degree programmes is conducted in the language of instruction of the respective programme (Romanian/English/French).

**(2)** For admission to university study programmes taught in Romanian, the procedure for the certification of language skills, in the case of candidates who do not present the necessary academic documents issued by Romanian or foreign educational institutions teaching in Romanian, is provided for in this Regulation. By exception, for students who have studied in an international language or in a language of national minorities, the certification of oral communication skills in Romanian is made with the baccalaureate diploma issued by authorized/accredited educational institutions in Romania.

**(3)** For admission to university study programmes taught in a language of international circulation (English and French), the procedure for certifying language skills, in the case of candidates who do not present the educational documents required for enrolment, issued by educational institutions in Romania or abroad, taught in that language, is provided for in this Regulation.

**I.16.** In the English/French taught degree programmes, the tuition is entirely in the foreign language (English/French), except for the clinical placements, which are conducted in Romanian.

**I.17.** Only high school graduates with a baccalaureate or equivalent diploma can participate in the entrance exam, regardless of the year of graduation.

**I.18. (1)** In the entrance examination to the University of Medicine and Pharmacy "Victor Babeș" of Timișoara, citizens of the Member States of the European Union, of the countries belonging to the European Economic Area and of the Swiss Confederation, **as well as British citizens and members of their families**, may apply under the same conditions provided by law for Romanian citizens, including tuition fees.

**(2)** Romanian citizens, citizens mentioned in art. I.18 (1) and in art. I.2, declared admitted, can enroll only on the basis of the baccalaureate diploma, recognized in accordance with the methodologies developed by the specialized directorates of the Ministry of National Education.

**(3)** The recognition of pre-university educational documents obtained in a Member State of the European Union, the EEA and the Swiss Confederation is carried out by the National Centre for the Recognition and Equivalence of Diplomas (CNRED [www.cnred.edu.ro](http://www.cnred.edu.ro)) of the Ministry of Education. The CNRED recognises, within 30 working days, the academic documents attesting the completion of baccalaureate level studies. This deadline may be extended accordingly in the event of further verification.

**(4)** Information on the conditions and procedure for the recognition of diplomas obtained abroad is set out in the Annex to this Regulation and is taken from the CNRED website as follows:

- **the equivalence of the baccalaureate diploma obtained by Romanian citizens abroad or at an educational establishment that organizes and carries out educational activities in Romania corresponding to an educational system of another country:** <https://cnred.edu.ro/echivalarea-diplomei->





[de-bacalaureat-obtinuta-in-strainatate-de-cetatenii-romani/](#)

**- Recognition of the studies of citizens of Member States of the European Union, the European Economic Area and the Swiss Confederation for enrolment in higher education:**

<https://cnred.edu.ro/recunoastere-studii-cetateni-europeni-admitere-licenta-in-romania/>.

(5) Foreign citizens who fall under the provisions of O.G. 194/2002, with a residence permit in Romania, may also participate in the entrance examination.

**I.19.** Graduates of high school education from international systems accredited and recognized by the Ministry of Education are entitled to participate in the admission process, including from the year of graduation from high school, through a conditional acceptance procedure, the candidate admitted must bring within 6 months of admission the equivalent international baccalaureate diploma. If the admitted candidate does not submit the equivalent International Baccalaureate diploma within the prescribed time limit, he/she will be expelled.

## CHAPTER II. ADMISSION COMMITTEES

**II.1. (1) The Central Coordination Office** shall be proposed by the Administrative Board and established by decision of the Rector.

(2) The Central Coordination Office supervises the work of the admissions process and intervenes in exceptional situations when necessary.

(3) The Central Admissions Office coordinates the work of the Central Admissions Committee.

(4) To examine and resolve appeals, the Central Admissions Office proposes, for the approval of the Administrative Board, the setting up of an Appeals Committee composed of 5 members.

### II.2. Admission Committees

**II.2.1. The Central Admissions Committee of the University** is proposed by the Administrative Board and is established by decision of the Rector.

**II.2.2.** The Central Commission has the following tasks:

- a. Appoint committee members responsible for developing tests for each discipline;
- b. Together with the committee of specialists, appointed by decision of the Rector, ensures:
  - random extraction of tests from the database;
  - Checking the correctness and modifying some of the extracted tests, if necessary;
  - the document with the correct answers to the questions ("Solutions.txt");
  - keeping the tests and answers secret until the correct answer key is displayed.
- c. Supervises the multiplication of the competition forms and question papers and is responsible for the secrecy of the tests until they are distributed in the competition rooms;
- d. Supervise the production of the document with the correct solutions to the competition questions, called "Solutions.txt" and its copying in electronic format (*on memory sticks*), in sealed envelopes;
- e. Appoints, from among the members of the central committee, the delegates who are responsible for distributing the sealed boxes containing the competition materials and the sealed envelopes containing *the memory sticks* with the correct answers to the questions in the competition rooms;
- f. Supervises the centralization of scores and the display of results;
- g. Provides technical training for the members of the admissions committees and auxiliary staff involved in the organisation of the admissions competition, either *on-site* in the Aula Magna of the university or *online* in a meeting organised on the Zoom platform, on the date set and announced by the President of the Central Commission;
- h. Ensures that the correct answers to the questions are posted on the website of the University of Medicine and Pharmacy „Victor Babeș" in Timisoara, on the day of the competition, after its completion;
- i. It checks the ranking of the candidates ranked last with equal marks, based on the criteria laid down in these rules;
- j. Coordinates the work of the committees by admission type/faculty,
- k. Centralises the lists drawn up by the deaneries of ward managers, supervisors and operators;



**II.2.3. Committees by type of admission/faculty** are approved by the Administrative Board and are constituted by decision of the Rector as follows:

- Type I and II Admissions Committee for each faculty, on the proposals of the Faculty Councils, with the opinion of the Central Admissions Coordination Office.
- Admission Commission Type III, including sub commissions for admission to university degree programmes taught in a foreign language, respectively for admission of non-EU foreign citizens and Romanians living abroad, at the proposal of the Prorectorate of International Relations, which coordinates the work of the sub commissions, with the opinion of the deans of the faculties.

**II.2.4. The Committees by type of admission/faculty** have the following tasks:

- a. Participate with the hall masters and supervisors in the technical training developed by the Central Admissions Committee;
- b. Checks that the university staff involved in the organisation of admissions follow the procedures for the registration of candidates;
- c. Approves the applications for exemption from the payment of the application fees for the competition, as well as the standard applications of intention of the candidates for filling the separate places (for graduates with baccalaureate diploma from high schools in rural areas, with baccalaureate diploma from the social protection system, with baccalaureate diploma with special educational needs/disabilities, with baccalaureate diploma from national minorities, for study programmes that do not exist in state higher education in the language of the respective minority);
- d. Ensures the smooth running and fairness of the competition by:
  - checks, through the hall supervisors, that the supervisors respect the behaviour and safety rules;
  - verifies, through the hall supervisors, the identity of candidates entering the competition halls and their compliance with security rules;
  - checks, through the heads of room, the training of candidates;
  - checks, through the hall supervisors, the actual conduct of the competition;
  - checks, through the heads of room, the evaluation and marking of the competition forms;
  - checks, through the room supervisors, the packing-sealing-delivery of the competition forms;
  - checks the measures to be observed by candidates when entering the room on the day of the written test;
  - are required to keep the competition materials (questions and correct answers) secret until the correct answer keys are posted;
  - receive and comply with the technical instructions, drawn up by the Central Admissions Committee;
  - are responsible for the evaluation of the candidates' files, by correctly applying the selection criteria set by the University, only for activities that can be proved with official documents (certified copy);
  - are responsible, under their signature, for the correct calculation of the score for each candidate and for filling in the competition form with the score for each candidate;
  - signs, through the President, the list of the results of the entrance exam, published on the University website;
  - are responsible for equating the marks obtained by candidates in the examinations and subjects specified in the University's selection criteria in accordance with the Romanian marking system;
  - are responsible for the selection of candidates who have obtained the same score in the selection criteria for the admission competition, through the correct application of the selection criteria;
  - they are responsible for sending the Excel file with the results of the candidates in the rooms to the IT department for centralisation in the computer programme.

**II.2.5.** Changes in the composition of the admissions committees, for duly justified reasons, are approved by the rector of the university, with the opinion of the president of the Central Admissions Coordination Office.



## CHAPTER III. METHODOLOGY FOR THE ORGANISATION AND CONDUCT OF ADMISSION TO UNIVERSITY STUDY PROGRAMMES TAUGHT IN ROMANIAN OF CANDIDATES WHO ARE CITIZENS OF ROMANIA AND OF THE EUROPEAN UNION (EU), THE EUROPEAN ECONOMIC AREA (EEA) AND THE SWISS CONFEDERATION (CH)

### III. 1. Timetable for the admission competition

**III.1.1.** Admission to undergraduate studies, for study programs taught in Romanian, is organized in July session, according to the calendar approved by the University's Board of Directors.

**III.1.2.** If there are still unfilled places, a **second admission session** will be held in **September**, under the same conditions as the first session, with the same committees.

### III. 2. Application procedure for the admission competition

**III.2.1.** During the period set out in the Admissions Calendar, candidates will **complete the *online* application form and upload the application documents** (application file) to the computerised admissions platform indicated on the university's website [www.umft.ro](http://www.umft.ro), Admissions Section, assuming responsibility for the authenticity and correspondence between the digital/scanned documents and the originals, without exceeding the deadline set for registration.

**III.2.2.** **Verification of the content of the application and validation of the application by the university staff will take place during the period** set out in the Admissions Calendar.

**III.2.3.** Contact dates:

- for the Faculty of Medicine: tel. 0256/220484; 0256/204400, extension 459;
- for the Faculty of Dentistry: tel. 0256/220480; 0256/204250, extension 404;
- for the Faculty of Pharmacy: tel. 0256/494604; 0256/204250, extension 483.

**III.2.4.** By completing the online application form, candidates consent to the processing of personal data for this purpose. The data collected in the application form, for each candidate, are those set out in Annex 1 of MECTS Order No 3313/2012.

**III.2.5.** After the closing date for registration, the choices, their order and other information on the registration form cannot be changed.

**III.2.6.** After filling in the application form, respectively after the registration to the competition has been made and validated, candidates will receive an e-mail confirmation and details of the next steps, according to the Rules and Timetable of the admission competition.

**III.2.7.** Candidates who apply for more than one degree programme offered by UMF "Victor Babeș" in Timisoara will have to upload their application documents (dossier) *online* only once.

**III.2.8.** When applying, candidates may opt for one or more degree programmes, specifying the option(s) in order of preference (if applicable). Candidates' option(s) as well as their admission average determine their ranking.

**III.2.9.** For each type of admission (I or II), applicants may opt for a maximum of two **degree** programmes.

**III.2.10.** Reports on the status of the number of validated applicants will be generated daily and will be available on the University website, under Admissions.

**III.2.11.** In order to make efficient use of the places for baccalaureate graduates from national minorities for study programmes that do not exist in state higher education in the language of the minority concerned, candidates will attach to their online application documents (application file) a standard application form, stating their enrolment option(s), accompanied by a recommendation issued by a legally constituted minority organisation stating that the candidate is a member of that minority. The option(s) to apply for a separate place excludes the possibility for the candidate to apply for the other places offered for other purposes financed from the state budget/fee-paying.



**III.2.12.** Graduates of rural high schools have the possibility to opt to register for the admission competition for separate, budgeted places by attaching a standard application form to the online registration documents (registration file), showing that the high school they graduated from is on the list of rural high schools published at <https://www.edu.ro/studii-licenta> on the date of registration for the competition. The option(s) of applying for a separate place excludes the possibility of applying for the other places on the competition for other purposes financed from the state budget/fee-paying.

**III.2.13.** Baccalaureate graduates from the social protection system have the possibility to opt to register for the admission competition for separate, budgeted places by attaching to the registration documents (registration file) online a standard application form or the supporting documents issued by the General Directorate for Social Assistance and Child Protection, showing that, at the time of registration for the competition, they belong to the category of young people from the special protection system who fall under the provisions of Art. 62, paragraph 1 of Law 272/2004 on the protection and promotion of the rights of the child, republished. The option(s) of applying for the candidate - a graduate with a baccalaureate diploma from the social protection system - excludes the possibility of applying for the other places put out to tender, for other purposes, financed from the state budget/fee-paying.

**III.2.14.** In order to ensure compliance with the specific legal requirements for foreign candidates or those who have obtained their baccalaureate diploma outside Romania, the Prorectorate of International Relations of the University will endorse, in advance, with the mention "Documents permit registration", the files of the following categories of candidates:

- citizens of the European Union, the European Economic Area (Norway, Iceland, Liechtenstein) Swiss Confederation, **as well as British citizens and their family members;**
- Romanian citizens who obtained their baccalaureate diploma abroad;
- foreign citizens who fall under the provisions of O.G. no. 194/2002, with a residence permit in Romania.

**III.2.15.** Baccalaureate graduates with special educational needs/disabilities have the possibility to opt to register for the admission competition for separate, budgeted places by attaching to the registration documents (application file) online a standard application form and supporting documents showing that, at the time of registration for the competition, they belong to this category, which will be endorsed by the University Medical Committee. The option(s) of applying for the candidate - graduate with a baccalaureate diploma excludes the possibility of applying for the other places put out to competition, for other purposes, financed from the state budget/fee.

### III. 3. Documents required for the admission competition

**III.3.1.** The application file and its online uploading by candidates, with the assumption of responsibility by them for the authenticity and correspondence between the digital/scanned documents and the originals, will contain **the following scanned documents, double-sided**, as appropriate:

**a.** Baccalaureate diploma/equivalent diploma; in the case of educational documents issued by foreign educational institutions, copy and certified/super-certified translation of the baccalaureate diploma/equivalent diploma (The Hague Apostille, Ministry of Foreign Affairs, Romanian Embassy);

**b.** Transcript of records/ transcripts with grades obtained during high school - prepared / processed in accordance with the legislation in force; in case of educational documents issued by educational institutions abroad, copy and certified / certified translation of the transcript of records from the baccalaureate / equivalent diploma (Hague Apostille, Ministry of Foreign Affairs, Embassy of Romania);

**c.** The certificate issued by the educational institution, instead of the baccalaureate diploma, if it has not been issued - for candidates who have passed the baccalaureate examination in the session corresponding to the current school year. As an exception, in the case of interconnection of the University with the Romanian Integrated Education Information System (SIIR) in order to retrieve personal data and baccalaureate results of these candidates, based on their written agreement, the certificate issued by the educational institution is not required;

**d.** The certificate of recognition of studies issued by the specialized department of the Romanian Ministry of Education, in the case of candidates with a baccalaureate or equivalent diploma obtained in another country.

**e.** Certificate showing the form of funding (budget/fees) for each year of study issued by the higher education institutions in the case of candidates who have been/are enrolled in undergraduate/graduate studies offered jointly,





completed or not completed with a Bachelor's degree;

**f.** Affidavit, in the case of candidates who have not received funding from the state budget for undergraduate studies, except for high school graduates from the session corresponding to the current academic year, who do not need to submit this declaration. Under the penalty provided for in the Criminal Code for the use of falsehood and false statements, candidates declare that they have not received full/partial funding from the state budget for undergraduate degree programmes completed/not completed with a bachelor's degree examination;

**g.** Bachelor's degree, where applicable;

**h.** Identity card/passport;

**i.** Birth certificate. Foreign candidates must also submit a certified translation of the birth certificate in Romanian;

**j.** Marriage certificate/judgment or divorce certificate, if applicable. Foreign candidates must also submit a certified translation of the marriage certificate/judgment or divorce certificate in Romanian;

**k.** Medical certificate stating "clinically healthy", certifying that the person to be enrolled in studies does not suffer from contagious diseases or other conditions incompatible with the future profession, issued by the family doctor.

**l.** Certificate of language proficiency for Romanian (minimum level B1), issued by authorized institutions of the Romanian Ministry of Education, in the case of candidates who participate in the admission to study programs taught in Romanian and who do not present documents of study, required for registration, issued by Romanian or foreign educational institutions, taught in Romanian, such as: Romanian educational documents (diplomas and certificates) or educational documents, school records attesting at least 4 consecutive years of study in Romanian, in a school of the Romanian national system. For students who have studied in an international language or in a language of national minorities, the certification of oral communication skills in Romanian is done with the baccalaureate diploma, issued by authorized/accredited educational establishments in Romania;

**m.** The standard application form for participation in the admission competition for places allocated to baccalaureate graduates from national minorities for study programmes that do not exist in state higher education in the language of the minority concerned, addressed to the Admission Committee, as well as a recommendation issued by a legally constituted organisation of the minority concerned, stating that the applicant belongs to that minority;

**n.** A standard application form for participation in the admission competition for places allocated to graduates of secondary schools in rural areas, addressed to the Admission Committee, showing that the secondary school graduated is on the list of secondary schools in rural areas, published at <https://www.edu.ro/studii-licenta> on the date of registration for the competition;

**o.** The standard application form for participation in the admission competition for the places allocated to graduates with a baccalaureate diploma from the social protection system, addressed to the Admission Committee, as well as the supporting documents issued by the General Directorate for Social Assistance and Child Protection, showing that, at the date of registration for the competition, they belong to the category of young people from the special protection system who fall under the provisions of Article 62, paragraph 1 of Law 272/2004 on the protection and promotion of children's rights, republished;

**p.** Standard application form for the application of Olympic candidates for admission to places financed by the budget, without taking the admission competition, accompanied by proof of having obtained a distinction in international school Olympiads recognised by the Ministry of Education and/or in national Olympiads financed by the Ministry of Education, under the conditions specified in point. III.8.1 of this Regulation;

**q.** Order/receipt for payment of the application fee for the admission competition, for each study programme opted/chosen;

**r.** Application and supporting documents for those applying for exemption from the competition fee: copy of the death certificate(s) of the parent(s) (in the case of orphans); other supporting documents for candidates from single-parent families (e.g., copies of civil status documents/divorce certificate/court decision to maintain custody/social investigation report in the case of missing parents); certificates from the children's home/General Directorate for Social Assistance and Child Protection (in the case of applicants from children's homes or foster care); certificates proving the status of teaching or auxiliary teaching staff, in active service/pensioner, of the legal guardians; certificates proving the status of staff employed at UMF "Victor Babeș" in Timișoara of the legal guardians, etc.

**s.** The standard application form for participation in the admission competition for places allocated to graduates



with a baccalaureate diploma with special educational needs/disabilities, addressed to the Admission Committee, as well as the supporting documents (e.g. School and professional orientation certificate issued by the County Centre for Educational Resources and Assistance (CJRAE/CMBRAE)/Disability classification certificate issued by the General Directorate for Social Assistance and Child Protection), showing that, on the date of registration for the competition, they belong to this category. These documents will be endorsed by the University Medical Committee.

**III.3.2.** The application file will also contain the online Application Form for the admission competition; the application form for the competition, containing the data contained in these Regulations, automatically generated from the computer program, will be listed and signed by the candidate and will be presented in original during the period of confirmation of the place.

### III. 4. Conduct of admission

**III.4.1.** Admission of candidates to all study programmes, for the places on offer, is based on the general principle of "option beats average" and will comprise 2 types of admission: type **I** admission and type **II** admission.

**III.4.2.** For 3-4-5 year degree programmes (180-300 ECTS), admission type **II**, admission will take the form of a written test on the date and timetable set out in the Admissions Competition Calendar.

**a.** The competitive examination is written, with grid questions from the topics and bibliography posted on the university website.

**b.** For 3-4-5 year degree programmes (180-300 ECTS), the grid test consists of 50 Biology questions from the topics and bibliography posted on the university website. They have between 1 and 4 correct answers and receive 1 mark if all correct answers are marked. If only some of the correct answers are marked, a proportional mark is awarded. An incorrectly marked answer results in the whole question being disqualified (0 marks).

**c.** The final admission average is the arithmetic mean of the grid test score and the baccalaureate average. The grid test mark is calculated by multiplying mark 7 by the ratio between the candidate's score and the maximum mark (50 points), plus mark 3 for attendance:

$$\text{grid test score} = 3 + 7 \times (\text{grid score}) / 50$$

The formula for calculating the final admission average is: 
$$\frac{\text{grid test score} + \text{baccalaureate average}}{2}$$

**d.** The final admission average is expressed to two decimal places without rounding.

**e.** The minimum final admission average for undergraduate studies cannot be less than 5.00 (five)-

**f.** Answers written on the draft will not be evaluated.

**III.4.3.** For the 6-year degree programmes with Romanian language of instruction - 360 transferable credits, admission type **I**, the admission competition will be held in the form of a written test, on the date and timetable set out in the Admission Competition Calendar.

**a.** The competitive examination is written, with grid questions from the topics and bibliography posted on the university website.

**b.** For the "Medicine" and "Dentistry" study programmes, questions 1-60 are biology questions. They have between 1 and 4 correct answers and are awarded 1 mark if all correct answers are marked. If only some of the correct answers are marked, a proportional mark is awarded. An incorrectly marked answer will result in the whole question being disqualified (0 marks). Questions 61-90 are chemistry questions and have only one correct answer, which will be marked as follows: for questions 61-75, 1 mark; for questions 76-85, 0.5 marks; for questions 86-90, 2 marks. The maximum marks that can be awarded for a paper is 100 marks (60 marks for biology, 30 marks for chemistry, 10 marks for attendance).

**c.** The final score is obtained by adding the candidate's scores in Biology and Chemistry plus the 10 points awarded for attendance.

**d.** The final admission average is calculated by dividing the final score by 10, equivalent to the following formula: 
$$1 + 6 \times (\text{Biology score}) / 60 + 3 \times (\text{Chemistry score}) / 30$$

**e.** The final admission average is expressed to two decimal places without rounding.





f. The minimum final admission average for undergraduate studies cannot be less than 5.00 (five).

g. Answers written on the draft will not be evaluated.

**III.4.4.** Candidates can enter the competition hall between 8:00 and 9:30 on the basis of their identity card/passport (documents must be valid) and the competition badge. Without these documents, candidates will not be admitted to the competition hall.

**III.4.5.** Candidates are not allowed to enter the halls from 10:00.

**III.4.6.** Candidates will only have access to the room where they have been allocated.

**III.4.7.** After entering the hall, candidates will hand in materials that should not be left on their person during the competition: books, notebooks, publications of any kind, blank or written papers, mobile phones, electronic watches, computers, laptops, tablets, any other type of communication equipment, cameras, bags. They will retrieve them after the test.

**III.4.8.** Any misconduct (communication between candidates, copying, keeping in possession during the competition any transmission device, cheating on identity, behaviour that disturbs the other candidates) is punishable by elimination from the competition. If a candidate notices irregularities of any kind, he/she has the right to inform the hall supervisor immediately. No appeals concerning irregularities during the examination will be accepted after the end of the examination.

**III.4.9.** Candidates will be asked to pin up their hair so that their ears are visible and those wearing hearing aids are asked to remove them during the competition to avoid the suspicion of radio communication.

**III.4.10.** Candidates are allowed to carry drinks (water, soft drinks, tea or coffee) and food in transparent packaging in reasonable quantities and for personal use only.

**III.4.11.** Candidates will have a pen or pencil (blue or black) to fill in their personal data on the competition form.

**III.4.12.** Starting at 10:00, candidates will be given their question papers.

**III.4.13.** Valid completion of the competition form by the candidate is done by completely blackening the ellipses corresponding to the answers considered correct, with the received crayon, without exceeding the margins; the ellipses corresponding to the answers considered wrong will be left white.

**III.4.14.** No erasures or corrections will be allowed on the competition form, as these may mislead the computerised evaluation system. Changes, erasures or partially coloured ellipses will result in the cancellation of the mark for the question in question, for which the candidate is solely responsible. In the event of incorrect completion, a new competition form may be requested only once.

**III.4.15.** Filling in the new competition form does not extend the competition time for the candidate concerned.

**III.4.16.** It is entirely the candidate's responsibility to ensure that the competition form is filled in correctly (personal data, complete blackening of the ellipses of the answers considered correct, absence of erasures and corrections, correspondence between the answers on the competition form and the answers given on the answer sheet or in the competition booklet).

**III.4.17.** Candidates who withdraw from the competition and announce this after the question papers have been distributed may not leave the room until 60 minutes after the time posted for the start of the competition. After leaving the room, no candidate will be allowed to return during the test for any reason whatsoever, except if a candidate has physiological needs, in which case he/she will be accompanied by 2 invigilators and a maximum absence from the room of 10 minutes will be accepted. Time absent from the room does not extend the duration of the test for that candidate. At the end of the competition time, candidates will hand in all the competition materials to the invigilator under signature.

**III.4.18.** Electronic proofreading (by scanning) will be carried out in the presence of the candidates.

**III.4.19.** The correct answers to the questions will be posted on the website of the University of Medicine and Pharmacy „Victor Babeș” in Timișoara, on the day of the competition, after its completion.

**III.4.20.** On the days of the admission competition, access to the building for persons involved in the organisation and conduct of the admission competition (members of the central committee, specialist committees, faculty committees, secretariat) will be based on an attendance register, by signature.



### III. 5. Classification of candidates

**III.5.1.** Within each type of admission, candidates will be ranked according to the **order of the options expressed in the application form**, in descending order of the admission average, within the limit of the places financed from the state budget and/or fee approved for each study programme. A candidate may be **admitted** to a maximum of one university programme within each type of admission.

For example:

- The candidate has an average of 10. He is assigned to his first choice.
- The candidate has an average of 9 and in his first choice 14 places were filled by 14 candidates with admission averages higher than his average. He will be the 15th placed in his first choice.
- The candidate has an average of 8 and in his first choice all the places were taken by candidates with higher averages than his. If there are still places available at his second choice, he will be assigned to his second choice.
- There is a possibility that "your seat" will be filled by someone with a lower average than yours, based on the principle of "choice beats average". For example, if candidate A has an admission average of 8.93 and option X is ranked 2nd on the application form, and candidate B has an admission average of 8.91 and option X is ranked 1st on the application form, candidate B is given priority for assignment to option X, even if A has a higher average than B.

**III.5.2.** If there are several candidates with equal averages in the last place, their ranking will be based on the following **criteria**, as appropriate:

- a. For admission type 1, admission for 6-year degree programmes taught in Romanian - 360 **transferable** credits:
  - 1) Biology score;
  - 2) average on the baccalaureate exam;
  - 3) the Romanian language grade from the baccalaureate or the Romanian language test.
- b. For admission type 2, admission to 3-4-5 year degree programmes (180-300 ECTS):
  - 1) Biology score;
  - 2) average on the baccalaureate exam;
  - 3) the Romanian language grade from the baccalaureate or the Romanian language test;
  - 4) average high school biology grades.

**III.5.3.** It is not allowed to exceed the enrolment figure approved by the University Senate.

**III.5.4.** The provisional results of the admission competition will be published:

- - on the date set in the Admissions Calendar for type 2 admissions, on the Admissions section of its website, [www.umft.ro](http://www.umft.ro), depending on when the marks are finalised in the computer system, indicating the number of the online application form, which will replace the candidate's identification data (first and last name);
- - on the date set in the Admissions Calendar for type 1 admissions, on its own website, [www.umft.ro](http://www.umft.ro), in the Admissions section, depending on when the marking and entry of marks into the computer system is completed, indicating the online registration form number, which will replace the candidate's identification data (first and last name).

**III.5.5.** The lists contain the following categories of information:

- - Candidates admitted for places with budget funding, within the limit of the number of places allocated, if applicable, specifying the option and the admission average;
- - Candidates admitted for fee-paying places, within the number of places allocated, if applicable, stating their choice and admission average;
- - Unsuccessful candidates in descending order of the average obtained, specifying the option.

**III.5.6.** The results of the admission competition will be made known to candidates by posting them on the university's own website, [www.umft.ro](http://www.umft.ro), and will be signed by the Rector of the university/Chair of the Central Coordination Office, the Chair of the Central Admissions Committee and the Chair of the Admissions Committee by type of admission.

**III.5.7.** Depending on the stage of the admission competition, the results will be as follows:

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- Provisional results, generated on the day of the entrance exam;
- Results after resolution of any appeals, for study programmes where classification changes have taken place;
- Results after the deadline for payment of tuition and registration fees;
- Results after redistribution of the remaining free places;

### III. 6. Submission and settlement of appeals

**III.6.1.** Possible appeals regarding the results of the admission competition must be submitted on the date established in the Admission Competition Calendar, at the University Registrar's Office, room 1 or by e-mail to the following e-mail addresses: [decanat.mg@umft.ro](mailto:decanat.mg@umft.ro) for the Faculty of Medicine, [stoma@umft.ro](mailto:stoma@umft.ro) for the Faculty of Dentistry and [decanat.farma@umft.ro](mailto:decanat.farma@umft.ro) for the Faculty of Pharmacy. Only own work will be accepted.

**III.6.2.** The resolution of appeals is the exclusive responsibility of the Appeals Committee, which will examine and resolve appeals only in the presence of the contestants, on the same day on which they were submitted. The committee's decision is final and will be announced on the website.

**III.6.3.** If there is a difference in marks, the candidate will be awarded the mark resulting from the verification of the work for the contested test.

**III.6.4.** No appeals based on ignorance of the admission rules will be admitted.

**III.6.5.** After any appeals have been resolved, for study programmes where changes in classification have taken place, lists of admitted and rejected candidates by study programme will be drawn up and displayed, containing the final and indisputable results.

**III.6.6.** After the deadline for resolving and replying (by posting) to appeals, the result of the admission competition is final and cannot be changed.

### III. 7. Confirmation of place and display of results

#### Stage I

**III.7.1.** During the period established according to the Admissions Competition Calendar, candidates declared admitted to the budgeted/fee-paying places are obliged to confirm their place by paying the confirmation fee, signing the study contract, uploading them on the admissions platform and submitting the file in physical format to the faculty secretariat (registration), under penalty of losing the place obtained through the competition, in case of failure to comply with this obligation.

#### Stage II

**III.7.2.** On the date set in the admission competition timetable for the start of the second stage of seat confirmation, a report will be posted with the places remaining unfilled after confirmation of the places.

**III.7.3.** During the period established according to the Admissions Calendar, the second confirmation stage will take place for candidates with an average above 5 (five) initially declared "rejected" (pending), who have slid, through the admissions computer application, in the order of the options expressed and the admission averages obtained, on the remaining unfilled places.

**III.7.4.** The remaining vacancies are distributed to the next candidates in the order of their choices and admission averages via the admissions computer application, which is communicated to the candidate's e-mail and account. Candidates must confirm their place within 48 hours by paying the confirmation fee, signing the study contract, uploading it to the admissions platform and submitting the file in physical format to the faculty secretariat (registration), under penalty of losing the place obtained through the competition, if they fail to do so.

**III.7.5.** In the event of unfilled places remaining after the second stage of confirmation of places, following verification of payment of tuition fees, withdrawals/withdrawals by confirmed candidates, or after redistribution of the places remaining vacant, with the approval of the university management, the places remaining vacant are distributed to the next candidates, in the order of the options expressed and the admission averages, via the admissions computer application, which is communicated to the candidate's e-mail and account. In such cases,



candidates will be required to confirm or withdraw their place on their account within 48 hours, failing which they will lose their place in the competition. Confirmation of the place obtained is done by paying the confirmation fee, signing the study contract, uploading them on the admission platform and submitting the file in physical format to the faculty secretariat (registration).

**III.7.6.** Depending on the number of confirmations, at the end of each confirmation stage, a slide/redistribution of candidates will take place, which may change the status of a candidate by passing them:

- from a budget seat to a tax seat;
- from a tax place to a budget place;
- from "initially rejected" (pending) candidate to candidate admitted to a place at the fee, by sliding;
- from "initially rejected" (pending) to "admitted to a budget place" by dragging

Example:

a. Candidates who are declared admitted on a budget to one programme of study and on a fee basis to another programme of study may confirm both their budget and fee places and, in the event of a budget transfer to the second programme of study (initially on a fee basis), choose the budget place they wish to take.

b. Candidates who are declared admitted to two study programmes on the budget can confirm only one place on the budget and then, for the second study programme, they can switch to the fee-paying place if they also confirm this place.

**III.7.7.** All candidates who do not confirm within the deadlines laid down in these regulations will be removed from the admissions lists/results.

**III.7.8.** The confirmation fee (registration) is 400 lei, is non-refundable and is payable on the online admission platform (by credit card) or by bank transfer to the University's account opened at the Timișoara Treasury: RO29TREZ62120F330800XXXX tax code: 4269215, with the following mention: "**confirmation fee - name, surname, year of study, study programme**".

**III.7.9.** A maximum of two study programmes can be confirmed (maximum of one study programme/admission type according to the classification).

**III.7.10.** The results will be posted on the date set according to the Admission Competition Calendar, after the deadline for payment of tuition fees.

### III. 8. Admission of special categories of candidates

**III.8.1.** Candidates who have obtained, during their high school studies, (first, second or third prizes) in international school Olympiads recognized by the Ministry of Education and first prize in national Olympiads financed by the Ministry of Education, in one of the subjects which are subject to competitive examinations at UMF "Victor Babeș" in Timișoara, have the right to apply, without taking the entrance exam, for places financed by the state budget for **a bachelor's degree programme**. The option of enrolment of candidates who have obtained distinctions, under the conditions set out in this article, excludes their possibility to apply for other places on the competition, for other purposes, financed from the state budget / fee.

**III.8.2.** Baccalaureate graduates from national minorities, for study programmes that do not exist in state higher education in the language of the respective minority, benefit from a number of guaranteed budgeted places, according to the law, in accordance with the Order of the Ministry of Education on the distribution of the tuition fees for undergraduate studies for admission to studies, the approved tuition fees and this Regulation. The option(s) of enrolling candidates from national minorities on separate places in the study programme(s) within the two types of admission excludes their possibility to apply for the other places put out to competition, with another destination, financed from the state budget/fee-paying.

**III.8.3.** Graduates of rural high schools benefit from a number of guaranteed budgeted places, according to the law, in accordance with the Order of the Ministry of Education on the distribution of tuition fees for undergraduate studies for admission to studies, the approved tuition fees and this Regulation. The option(s) of enrolling graduates of rural high schools on separate places in the study programme(s) within the two types of admission excludes their possibility to apply for the other places put out to tender, with another destination, financed from the state





budget/fee-paying. In order to be able to exercise their option for the separate places, candidates must, when applying for admission, provide proof that the secondary school they have graduated from is on the list of rural secondary schools published at <https://www.edu.ro/studii-licenta>.

**III.8.4.** Graduates with a baccalaureate diploma from the social protection system are guaranteed a number of budgeted places, under the law, according to the approved enrolment figures and these Regulations. The option(s) of enrolment of the candidate - graduate with a baccalaureate diploma from the social protection system in the study programme(s) within the two types of admission excludes the possibility of applying for the other places put out to competition, for other purposes, financed from the state budget/fee. In order to be able to exercise the option of the candidates for the separate places, at the time of registration for the admission competition, they will have to provide proof that they belong to the category of young people from the special protection system who fall under the provisions of Article 62, paragraph 1 of Law 272/2004 on the protection and promotion of children's rights, republished.

**III.8.5.** Baccalaureate graduates with special educational needs/disabilities have the possibility to opt to register for the admission competition for separate, budgeted places by attaching a standard application form and supporting documents to the online registration documents (application file) (e.g. School and professional orientation certificate issued by the County Centre for Educational Resources and Assistance (CJRAE/CMBRAE)/Certificate of disability issued by the General Directorate for Social Assistance and Child Protection), showing that, at the date of registration for the competition, they belong to this category, documents which will be endorsed by the University Medical Committee. The option(s) of applying for the candidate - graduate with a baccalaureate diploma excludes the possibility of applying for the other places put out to tender, for other purposes, financed from the state budget/fee-paying.

### III. 9. Provisions concerning the application fee for the admission competition

**III.9.1.** The fee charged to candidates for the admission competition is 200 lei/option (study programme), is non-refundable and is payable (in full, for all options), either on the online admission platform (by card) or by bank transfer to the University's account opened at the Timișoara Treasury: RO29TREZ62120F330800XXXX tax code: 4269215, with the following mention: "*application fee - name, surname, study programme*".

**III.9.2.** Registration fees are waived:

- a. candidates up to the age of 26, orphans of one/both parents, as well as single parents;
- b. candidates **up to the age of 26 from** residential homes or foster care;
- c. children of teaching and auxiliary teaching staff in active employment or retired from the education system, **up to the age of 26**;
- d. children of staff employed at UMF "Victor Babeș" in Timișoara, **up to the age of 26**;
- e. other special circumstances (persons at risk of losing their ability to meet their daily living needs due to illness, disability, poverty), with the approval of the faculty admission committee.

**III.9.3.** Exemption from the application fee will be granted only on the basis of documents (proof) submitted by candidates showing that they belong to one of the categories listed above.

**III.9.4.** Exemption from the payment of the application fees is approved only for **one single option** at the time of application, for any of the study programmes for which an admission competition is organised at UMF "Victor Babeș" in Timișoara.

**III.9.5.** The approval of the exemption is done by the admission committees per faculty/per type of admission.

### III. 10. Payment of tuition fees

**III.10.1.** Candidates declared admitted to the Romanian language study programmes, July/September session, will pay the tuition fee in the amount provided for by the Fees Regulations, in **full**, within the period set for confirmation of place and registration, according to the Admissions Competition Calendar, either on the online admissions platform (by card) or by bank transfer to the University's account opened at the Timișoara Treasury: RO21TREZ62120F330500XXXX fiscal code: 4269215, with the following mention: "*tuition fee - name, surname, year of study, study programme*".



**III.10.2.** Proof of payment of the tuition fee (copy of the receipt/payment order) *must be* uploaded to the applicant's account and submitted, in physical form, together with the application file, no later than the deadline for payment of the tuition/registration fee. Failure to pay the tuition fee by the deadline will result in the loss of the place obtained through the competition and the redistribution of the places thus vacated.

**III.10.3.** Successful candidates who do not pay the full tuition fee by the deadline are automatically considered to have withdrawn from the competition.

### III. 11. Allocation of remaining places

**III.11.1.** After the results are posted (at the end of the deadline for payment of tuition and registration fees), the places remaining unoccupied in the July session will be put up for competition in the September admission session, except in cases where there are rejected candidates pending, in compliance with the distribution of the tuition figure approved by the University Senate.

**III.11.2.** Separate places (rural, social protection, special educational needs/disabilities, national minorities) not filled in the July session will be put out to tender in the second competition session in September, except in cases where there are rejected candidates pending, in accordance with the distribution of the enrolment figure approved by the University Senate.

**III.11.3.** If, after the second competition session, there are still separate unfilled places, these are allocated, in accordance with the allocation, to the programme/programmes of study where there are candidates initially rejected with an average above 5 (five), in the order of the options and averages obtained, in the July and September sessions, with the approval of the university management.

**III.11.4.** At the end of the admission session in September, the remaining unfilled budgeted places will be redistributed according to the following algorithm:

- Within the same faculty to other degree programs, if there are candidates admitted to the fee that can slide to the budget. The decision to reallocate these places is taken by the faculty management and is notified to the Central Admissions Committee.
- If there are any places remaining in a faculty that cannot be filled from the budget, as described in (a), then these are reported to the Rector, who will redistribute them **to those faculties** that have candidates admitted on a fee basis, who could slide to the budget.
- The budgeted places received by the faculties, through redistribution, are filled by the candidates admitted to the July and September sessions, strictly according to the option and admission average obtained.

**III.11.5.** At the end of the admission session in September, the separate budgeted places remaining unfilled will be allocated according to point. III.11.4, after obtaining the approval of the Ministry of Education to change their destination into statistical places.

**III.11.6.** At the end of the admission session in September, the remaining unfilled fee places will be redistributed according to the following algorithm:

- Within the same faculty to other degree programs, if there are initially rejected (pending) candidates who can slide into the fee-paying seats. The decision to reallocate these places rests with the faculty management and is brought to the attention of the Central Admissions Committee.
- If there are fee-paying places remaining in a faculty which cannot be filled as described in (a), then these are reported to the Rector, who will redistribute them **to those faculties** which have initially rejected (pending) candidates who could slide into fee-paying places.
- The fee-paying places received by the faculties, through redistribution, will be filled by candidates initially rejected with an average above 5 (five) in the July and September sessions, strictly according to the option and the admission average obtained.

### III. 12. Provisions concerning the registration of successful candidates

**III.12.1.** In order to register, successful candidates have the following obligations:

- The obligation to pay the tuition fee, in full, within the deadlines set out in these regulations and in the Calendar of the admission competition, only by candidates admitted for a fee;
- The obligation to register for the first year, at the faculty secretariat, within the deadline set for the confirmation of the place, with the submission, in physical format, of the application form for the competition.

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- In order for the staff of the faculty secretariats to certify the conformity with the original of the documents uploaded to the admissions computer platform when registering for the competition, admitted candidates must submit the following documents **in original/copy** to the secretariat:

- (1). Application form for the admission competition, signed by the candidate, including the copy of the documents submitted with the application;
- (2). The original of the study contract in two copies, completed and signed;
- (3). Baccalaureate diploma, original/copy, as appropriate;
- (4). Transcript of marks obtained during high school, original/copy as appropriate;
- (5). The certificate issued by the educational institution, in place of the baccalaureate diploma, in original plus a copy if it has not been issued - for candidates who passed the baccalaureate examination in the session corresponding to the current school year;
- (6). The certificate of recognition of studies issued by the specialized directorate of the Ministry of Education in Romania, in the case of citizens with a baccalaureate diploma or equivalent obtained in another country;
- (7). Affidavit for confirmation of the budgeted place, in the case of candidates who submit electronically the recognition document issued online by the specialized directorate of the Ministry of Education;
- (8). Certificate showing the form of funding (budget/fee), for each year of study, issued by higher education institutions, in the case of candidates who have been/are enrolled in undergraduate studies, completed or not completed with a Bachelor's degree;
- (9). Affidavit, in the case of candidates who have not received funding from the state budget for undergraduate studies, except for high school graduates from the session corresponding to the current academic year, who do not need to submit this declaration. Under the penalty provided for in the Criminal Code for the use of falsehoods and false statements, candidates declare that they have not received full/partial funding from the state budget for undergraduate degree programmes completed/not completed with a bachelor's degree examination;
- (10). Bachelor's degree, in copy, if applicable;
- (11). Identity card/passport and copy;
- (12). Birth certificate, plus a copy. Foreign candidates must also submit a certified translation of the birth certificate in Romanian;
- (13). Marriage certificate/judgment or divorce certificate, if applicable, plus a copy. The original will be returned to the holder after the two documents have been checked against each other and certified by the Registrar. Foreign applicants must also submit a certified translation of the marriage certificate in Romanian;
- (14). Medical certificate stating "clinically healthy", certifying that the person to be enrolled in studies does not suffer from contagious diseases, other conditions incompatible with the future profession, issued by a doctor;
- (15). Certificate of linguistic proficiency for Romanian language, issued by authorized institutions of the Romanian Ministry of Education;
- (16). 4 passport photos
- (17). Order/receipt for payment of the application fee for the admission competition for each study programme;
- (18). Proof of payment of tuition fees (copy of receipt/payment order);
- (19). Envelope folder

**III.12.2.** For successful candidates who do not comply with the obligations set out in point. III.12.1, they shall be automatically considered to have renounced their student status by non-attendance.



## CHAPTER IV. METHODOLOGY FOR TYPE III ADMISSION TO UNIVERSITY STUDIES OF CITIZENS FROM ROMANIA (RO), THE EUROPEAN UNION (EU), THE EUROPEAN ECONOMIC AREA (EEA), THE SWISS CONFEDERATION (CH), AS WELL AS BRITISH CITIZENS AND THEIR FAMILY MEMBERS, TO STUDY PROGRAMMES TAUGHT IN A FOREIGN/ROMANIAN LANGUAGE

### IV. 1. General provisions

**IV.1.1.** In accordance with the Order of the Minister of –Education no. 3693/2024 for the approval of the Framework Methodology for the organisation of admission to higher education in the short undergraduate, undergraduate studies, master and doctoral cycles, based on university autonomy and with public responsibility, the University of Medicine and Pharmacy „Victor Babeș” of Timișoara is organising an admission competition for Romanian citizens, citizens of the European Union, the European Economic Area and the Swiss Confederation to study programmes taught in a foreign language / in Romanian with payment of the tuition fee in euro, under the conditions set out below.

**IV.1.2.** The present methodology is addressed to RO, EU, EEA, CH candidates who wish to study in study programmes taught in a foreign language - English or French/Romanian, on places where the tuition fee is paid in Euro.

**IV.1.3.** The present methodology is the only official material concerning the organization and conduct of the admission examination for RO, EU, EEA, CH candidates at the University of Medicine and Pharmacy „Victor Babeș” in Timișoara, for the undergraduate degree cycle/university studies offered in a joint degree programme, for study programmes taught in a foreign language/Romanian for places where the fee is paid in Euro and is supplemented by the provisions of subsequent normative acts.

**IV.1.4.** References appearing in various publications or otherwise communicated cannot replace the official ones and consequently do not commit UMF „Victor Babeș” in Timișoara.

**IV.1.5.** The University does not have any kind of cooperation or representation agreement with agencies that mediate the enrolment of candidates. Candidates who submit their applications through agents do not benefit from any advantage in terms of admission over candidates who apply on their own.

**IV.1.6.** The Board of Directors has the right to make this methodology compatible with mandatory regulations.

**IV.1.7.** This methodology may be subject to further changes depending on the regulations of the Ministry of Education, and candidates are obliged to inform themselves periodically of any changes that may occur and to proceed accordingly.

**IV.1.8.** All communication between the university and candidates registered for the admission competition is in writing, in written or electronic format. The status of the application file, i.e. the status of the candidate will be found in the candidate account on the admission platform.

**IV.1.9.** The following candidates are eligible to participate in the entrance examination for the study programmes taught in a foreign language/Romanian for places with tuition fees in Euro:

**a.** EU/EEA/EC citizens, graduates with a valid baccalaureate diploma or equivalent, regardless of the year of high school graduation, according to art. 9 of the M.E. Order 3102/2022).

**b.** Romanian citizens, graduates with a baccalaureate diploma obtained in Romania or equivalent, with a baccalaureate diploma or equivalent obtained in another country, subject to obtaining the equivalence of the diploma by the CNRED, provided that a notarial statement specifying the following is submitted to the file:

- that they agree to study with payment of the fee in euros;
- that they understand and agree that their financial status remains unchanged for the entire duration of their schooling and can only be changed after they have passed a new entrance exam, taken under the conditions provided for candidates who take the entrance exam for budgeted or fee-paying places in lei, after which they will start their studies in the first year and only in Romanian language study programmes.

**c.** Foreign citizens who fall under the provisions of O.G. 194/2002, with a residence permit in Romania, may also apply for admission.



**IV.1.10.** The above-mentioned candidates may opt for a maximum of two study programmes taught in foreign languages/Romanian language, according to the distribution of the approved enrolment figure, among the following categories, as follows:

- a. 6-year undergraduate degree programmes (360 ECTS credits),
- b. 5-year (300 ECTS credits) and 3-year (180 ECTS credits) undergraduate degree programmes respectively.

**IV.1.11.** The enrolment figure, i.e. the number of places/faculties/programmes of study will be determined by the University management in accordance with the regulations of the Ministry of Education and will be published at a later date on the University website.

**IV.1.12.** The university management determines and approves the tuition fees and the study programmes available for each admission session in accordance with the legal regulations in force.

**IV.1.13.** In the event of unfilled places remaining after the end of the second admission session, the management of UMF "Victor Babeș" in Timișoara is entitled to decide on the redistribution of places according to the level of competition and the candidates' applications-

## **IV. 2. Timetable for the admission competition**

**IV.2. 1.** The admission to Bachelor's degree type III for Romanian citizens, citizens from the European Union, the European Economic Area and the Swiss Confederation to study programmes taught in a foreign language / in Romanian, British citizens and members of their families, respectively foreign citizens who fall under the provisions of O.G 194/2002, with residence permit in Romania, with payment of the tuition fee in euro is organized according to the calendar approved by the Board of Directors of the University, at the proposal of the Vice-Rector for International Relations.

**IV.2. 2.** For study programmes where the number of candidates in the admission examination held in the first session of the current year does not cover/does not fill the number of places established for the programme in question, a second admission session will be held for the remaining places (vacancies), according to the timetable and the number of places approved by the university management for the second session, under the same conditions and with the same admission committee as in the first session, on the proposal of the Prorectorate of International Relations.

## **IV. 3. Application procedure for the admission competition**

**IV.3.1.** During the period, set according to the admissions timetable, candidates will fill in the online application form and upload the application documents (application file) on the university's website, Admission - Admission/International Admissions section, current year, assuming responsibility for the authenticity and correspondence between the digital/scanned documents and the originals, as well as the veracity of the personal data entered (nationality, date of birth, place of birth, etc.). Online application forms that are not completed and incomplete/not completed by the deadline set in the admission timetable will not be validated.

**IV.3.2.** By filling in the online application form, the candidate consents to the processing of personal data for this purpose and accepts responsibility for the accuracy of the information and data thus declared.

**IV.3.3.** When registering for the admissions competition, applicants are limited to a maximum of 2 study programmes, specifying the option, or options in order of preference (if applicable), from those available according to the enrolment figure. Candidates' option(s) and the final admission average obtained determine their ranking.

**IV.3.4.** In the online application form, the candidate is obliged to specify exactly the two study programmes and the languages of instruction for which he/she has chosen.

**IV.3.5.** The registration of candidates for the entrance exam by filling in the application form and uploading the application documents (application file) online is completed according to the admission timetable. Unfinished online application forms and incomplete and incomplete dossiers not completed by the deadline set out in the admission calendar will not be validated. University staff verify the documents uploaded online and validate the registration of candidates with complete files.

**IV.3.6.** Only validated files will be considered, any other file status is not valid for participation in the admission

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competition.

**IV.3.7.** Once the registration period has ended, the options, their order and other information on the registration form cannot be changed.

**IV.3.8.** Contact details: Prorectorat International Relations: e-mail: international@umft.ro

**IV.3.9.** After filling in the application form, respectively after the registration for the competition has been completed and validated, candidates will receive a confirmation e-mail with details of the next steps according to this methodology.

**IV.3.10.** Candidates who apply to more than one degree programme offered by UMF "Victor Babeș" in Timisoara, in the framework of type 3 admission, will upload online the application documents (dossier) only once, so in the same admission session, candidates with dual citizenship (EU AND NON-EU) must opt for one of these categories: EU or NON-EU.

**IV.3.11.** Candidates are responsible for the email address information provided to the university when they register on the online platform.

**IV.3.12.** Applicants must ensure that their e-mail addresses meet the requirements of the European Union so that the university does not encounter errors in electronic communication (e-mail addresses must be internationally accepted, e.g. yahoo, gmail, hotmail, etc.). The university does not accept responsibility for non-receipt of e-mails.

**IV.3.13.** Access to the e-mail address used by the candidate for registration on the online admission platform is entirely the responsibility of the candidate, including password retrieval.

**IV.3.14.** Applications for admission to the admission competition sent to the university by any means or through any channels other than those provided for in this methodology will not be taken into consideration, in accordance with the established timetable.

**IV.3.15.** Candidates assume full responsibility for the accuracy of the information and authenticity of the documents uploaded even if the documents have been submitted through an agent/agency.

#### **IV. 4. Documents required for the application to the admission competition**

**IV.4.1.** The application file and its online uploading to the platform by the candidates, with the assumption of responsibility by them for the authenticity and correspondence between the digital/scanned documents and the originals, will contain the following **scanned documents, double-sided**, as appropriate:

- a. Personal data protection declaration - as per useful documents posted on the website;
- b. Application for equivalence of the baccalaureate/equivalent diploma by CNRED - according to useful documents approved by the university management and posted on the website and or the Certificate/Certification diploma issued by CNRED;
- c. Baccalaureate diploma/equivalent diploma – legalized /super legalized copy (Hague Apostille, Ministry of Foreign Affairs, Romanian Embassy) in the official/original language in which it was issued and in certified translation (if applicable) into Romanian, English or French;
- d. Baccalaureate/Equivalent Transcript - in legalized / super legalized copy (Hague Apostille, Ministry of Foreign Affairs, Romanian Embassy) in the official/original language in which it was issued and in certified translation (if applicable) into Romanian, English or French;
- e. Graduation certificate, official document valid only for graduates who have not received the final diploma of the baccalaureate/equivalent exam which contains and explicitly reflects the passing of the baccalaureate/equivalent exam and the final results obtained by the candidate in this exam - in a legalized/notarized copy (Hague Apostille, Ministry of Foreign Affairs, Romanian Embassy) in the official/original language in which it was issued and in certified translation (if applicable) into Romanian, English or French;
- f. Transcript of records for high school years - in legalized/ super legalized copies (Hague Apostille, Ministry of Foreign Affairs, Romanian Embassy) in the official/original language in which they were issued and in certified translation (if applicable) into Romanian, English or French;
- g. Birth certificate/equivalent - certified copy in the official/original language in which it was issued and certified translation (if applicable) into Romanian, English, French;
- h. Marriage certificate (if applicable) - certified copy in the official/original language in which it was issued

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and certified translation (if applicable) into Romanian, English, French;

**i.** Identity card or passport (valid) - copy (the identity card or passport uploaded by the candidate must reflect his/her category as per chap. IV.1.8, points a., b., c.).

**j.** Residence permit issued by the Romanian authorities - copy, in the case of foreign citizens who fall under the provisions of O.G. 194/2002, with residence permit in Romania.

**k.** Medical certificate according to the model approved by the university - according to the useful documents posted on the website, in Romanian, English or French or containing all the required information according to the model of medical certificate approved by the university; (including the mention Apt for studies in medical sciences).

**l.** Proof of language proficiency - copy (according to chap. Language proficiency - Language test of this methodology).

**m.** Proof of payment of the language proficiency test fee (if applicable), according to the Fees Regulations.

**n.** Notarized declaration from Romanian citizens wishing to enroll in an English/French/Romanian language study program, with payment of the fee in Euro, stating that they wish to study under the financial regime with payment of the fee in Euro and that they are aware that their financial status remains unchanged for the entire duration of the schooling and can only be changed after passing a new entrance exam, taken under the conditions laid down for candidates taking the admission examination for the budgeted or fee-paying places in lei, following which they will start their studies in the first year and only in the Romanian language programmes;

**o.** Proof of payment of the file processing fee, according to the Fees Regulation (non-refundable if the file has been processed, i.e. if the documents uploaded online have been verified);

**p.** For Italian citizens whose birth certificates do not include the full name of their parents, the application file must also contain an official document showing the full name of the parents (certified copy and certified translation into Romanian/English/French);

**q.** Notarized statement/official document proving that all documents uploaded by the applicant correspond to one and the same person, in case of discrepancies, differences in documents regarding the full name of the applicant - only if the full name of the applicant is not written identically in all documents submitted.

**r.** For family members of British citizens - official document/proof that they are family members of British citizens (if this does not result from the birth or marriage certificate) - certified copy and certified translation into Romanian, English or French (if applicable).

**IV.4.2.** For information on the obligation to apostille or super-legalize documents issued by countries covered by this provision, please contact the Ministry of Foreign Affairs or the Ministry of Education of Romania (National Centre for the Recognition and Equivalence of Diplomas - CNRED) or access the links of these two institutions.

**IV.4.3.** For information on the minimum requirements for access to higher education in Romania and the list of high school diplomas recognised by the Ministry of Education, see Annex 8.

**IV.4.4.** For the recognition and equivalence of the diploma, the Ministry of Education (CNRED) may request additional explanatory documents in addition to those mentioned above; for details, please contact CNRED.

**IV.4.5.** In the case of study documents issued by educational establishments operating on the UK system, predictive results are not accepted. The University will only accept academic documents containing final grades obtained in the Baccalaureate/Equivalent (GCE) examination.

**IV.4.6.** In the case of documents issued in Israel, the university accepts only the Bagrut diploma.

**IV.4.7.** According to the current provisions of the Ministry of Education, respectively, of the Romanian Government, documents issued in original, in Romanian, can be sent in copies. This provision does not apply to translations into Romanian from another language.

**IV.4.8.** Candidates who have subjects in their transcript with a name other than biology/chemistry but corresponding to biology/chemistry are required to submit a certificate issued by the high school/official document certifying that the subject/subject is equivalent to biology/chemistry.

## IV. 5. Language proficiency - Language test

**IV.5.1.** For the English/French language study programmes, candidates **must** take the language test organised by the Modern Languages Department of UMF „Victor Babeș” in Timișoara, during the period specified in the Admissions Competition Calendar, which will be marked by the teaching staff as "admitted" or "rejected". The

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results of the language tests will be registered in the admissions platform by the representatives of the Modern Languages and Romanian Language Discipline of U.M.F 'Victor Babeș' on the day of the language tests, according to the admissions calendar.

**IV.5.2.** The list of candidates who must take the language test organized by the Department of Modern Languages and Romanian Language of the U.M.F „Victor Babeș” in Timișoara, will be posted on the university's website, on the date set according to the admission competition calendar.

**IV.5.3.** Passing the language test is a mandatory and eliminatory condition for admission.

**IV.5.4.** By way of exception to the provisions of point. IV.5.1, the categories of candidates for study programmes taught in an international language who **do not have to** take the language test are candidates who present the necessary documents issued by Romanian or foreign educational institutions for enrolment as follows:

- applicants who come from countries where the official language is the same as the language of the study programme for which they are applying (English or French) and who can prove, with school documents, that they have studied in that language (have completed secondary school/junior high school/college/university undergraduate and/or master's studies in the language of the study programme for which they are applying).
- candidates who have studied at and graduated from a secondary school with the same language of instruction as that of the study programme for which the candidate is applying, irrespective of the candidate's nationality or country of origin, and who can prove with school documents that they have studied in that language;
- candidates who hold an International Baccalaureate Diploma (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 for which they have opted;
- candidates who hold an International Certificate of Language Competence at a minimum level B2, as per the table below:

Language of study	Language proficiency certificates accepted (minimum 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: - minimum 6 / "competent user - Pearson LCCI Certificate in ESOL International TOEFL certificate: - TOEFL iBT - TOEIC Trinity College London certificates: - ISE II - minimum pass in all skills
French	DELFI DALFI TCF





**IV.5.5.** Only international language proficiency certificates, according to the table above, of candidates applying to a study programme in the language for which the certificate has been issued will be taken into consideration by the Admissions Committee.

**IV.5.6.** Candidates registered for the entrance examination for Romanian language study programmes are required to submit one of the following documents:

- Language proficiency certificate for Romanian language, minimum level B1, issued by authorized institutions of the Romanian Ministry of Education, in the case of:
- Certificate of completion of the preparatory year of Romanian language;
- educational certificates issued by educational institutions in Romania or abroad, taught in Romanian, for at least 4 consecutive years.

**IV.5.7.** The following are exempt from the obligation to present one of the documents referred to in point (a) IV.5.6., applicants to Romanian language study programmes who present the necessary documents of study issued by Romanian or foreign educational institutions, as follows:

- a) Romanian educational documents (diplomas and certificates) or academic records, school transcripts certifying at least 4 consecutive years of studies completed in Romanian in an accredited school, teaching in Romanian;
- b) 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 that organize a preparatory year of Romanian language for foreign citizens, by Romanian language, literature, culture and civilization lectureships in universities abroad/Institute of Romanian Language or by the Romanian Cultural Institute.

**IV.5.8.** UMF „Victor Babeș” in Timișoara does not organize language tests for Romanian.

## IV. 6. Conduct of the admission competition

**IV.6.1.** Admission to studies is conditional upon registration for the admission competition, fulfilment of the language requirements, participation in the grid test and passing the examination - admission competition organised according to the admission timetable, tuition fees and available study programmes for which the candidate has opted.

**IV.6.2.** The entrance exam consists of a written test in the form of a grid test of knowledge, comprising 50 questions in biology out of a total of 500 questions of an indicative nature (which, together with the bibliography, will be posted on the university's website), but may also contain questions at first sight.

**IV.6.3.** The mark awarded ex officio (for attendance) is equivalent to 3.

**IV.6.4.** The 50 Biology questions marked with one mark/question solved completely (maximum mark 50 marks) correspond to mark 7.

**IV.6.5.** The mark for the grid test is calculated by multiplying the mark 7.00 by the ratio between the candidate's score and the maximum mark (50 marks) plus 3.00 for attendance.

**IV.6.6.** Grid test score =  $3 + 7x(\text{grid score})/50$ .

Example: 50 points = mark 7.00

The candidate achieves 40 points on the grid test.

50.....7

40.....x (grid test score)

Grid test score =  $\frac{40 \times 7}{50}$

50

Grid test mark =  $5.60 + 3.00$  (mark awarded for attendance) = 8.60

**IV.6.7.** The formula for calculating the final average of the admission competition is:

$$\frac{\text{Grid test score} + \text{baccalaureate/equivalent average}}{2}$$

2

**IV.6.8.** The final admission average is the arithmetic mean of the grid test score and the baccalaureate average.



Example:  $8.60$  (grid test score) +  $8.30$  (baccalaureate/equivalent average) =  $16.9/2 = 8.45$  (final admission average).

- When calculating the baccalaureate average, the grade obtained in the home country will be equated with the Romanian education grading system.

Example:

- An average of 3.3 in the German baccalaureate exam corresponds to a score of 82 - 85, which in turn corresponds to a score of 6.93 in the Romanian scoring system (the upper scoring threshold was taken into account).

- An average of 13.80 obtained in the baccalaureate exam in France (or in any high school where the French system is used) corresponds to a mark of 6.90 in the Romanian system.

- An average of 87 obtained in the baccalaureate exam in Italy corresponds to a mark of 8.70 in the Romanian system.

- For candidates with educational documents issued in countries where the baccalaureate/equivalent exam average is not awarded, the overall average of the high school years will be taken instead of the baccalaureate average!

- In the case of baccalaureate diplomas issued in Morocco, the average obtained in the national examination will be taken into account.

**IV.6.9.** The final admission average is expressed to two decimal places without rounding.

**IV.6.10.** The minimum final average for admission to undergraduate studies cannot be less than 5.00 (five).

**IV.6.11.** Answers written on the draft will not be evaluated.

**IV.6.12.** The examination topics are based on multiple-choice questions and the bibliography posted on the university website.

**IV.6.13.** The examination is written. Questions have between 1 and 4 correct answers and are awarded 1 mark if all the correct answers are marked. If only some of the correct answers are marked, a proportional mark is awarded. An incorrectly marked answer will result in the whole question being disqualified for questions with 1 correct answer (0 marks).

**IV.6.14.** The marking system will be explained to candidates before the exam.

**IV.6.15.** Candidates are admitted to the examination room between 8.30 a.m. and 9.30 a.m. on the basis of their identity card/passport (documents must be valid). Without these documents, candidates are not admitted to the examination room.

**IV.6.16.** Candidates are not allowed to enter the halls from 9.30 am.

**IV.6.17.** Candidates will only have access to the room to which they have been allocated.

**IV.6.18.** After entering the examination room, candidates will hand in materials that should not be left with them during the examination: books, notebooks, publications of any kind, blank or written papers, mobile phones, electronic watches, computers, laptops, tablets, any other type of communication equipment, cameras, bags. They will retrieve them after the test.

**IV.6.19.** Any kind of verbal or non-verbal communication between candidates in the room, as well as any kind of attempt to cheat the entrance exam automatically leads to the exclusion of the respective candidates from the room and the definitive loss of the exam.

**IV.6.20.** Any misconduct (communication between candidates, copying, possession of any transmission device during the examination, misrepresentation of identity, behaviour that disturbs other candidates) is punishable by elimination from the examination.

**IV.6.21.** Candidates will have their hair pulled back so that their ears are visible, and those wearing hearing aids are asked to remove them during the exam to avoid the suspicion of radio communication.

**IV.6.22.** Candidates are allowed to carry one bottle of drinks (water, soft drink, tea or coffee) or food (chocolate, biscuits, sandwiches) in transparent packaging, in reasonable quantities and for personal use only.

**IV.6.23.** Candidates will have a black or blue pen or pencil to fill in their personal data on the examination form.

**IV.6.24.** Starting at 10.00, candidates will be given their question papers.

**IV.6.25.** Valid completion of the examination form by the candidate shall be done by completely blackening



the ellipses corresponding to the answers considered correct, with the received crayon, without exceeding the margins; the ellipses corresponding to the answers considered wrong shall be left blank.

**IV.6.26.** No erasures or corrections will be allowed on the examination form, as these may mislead the computerised evaluation system. Changes, erasures or partially coloured ellipses will result in the cancellation of the mark for the question in question, for which the candidate is solely responsible. In the event of incorrect completion, a new examination form may be requested only once.

**IV.6.27.** Completing the new examination form does not extend the examination time for the candidate concerned.

**IV.6.28.** The entire responsibility for the correct completion of the examination form (personal data, complete blackening of the ellipses of the answers considered correct, absence of erasures and corrections, correspondence between the answers on the examination form and the answers written on the answer key or in the examination booklet) lies with the candidate.

**IV.6.29.** Candidates who give notice after the question papers have been distributed and who do not wish to take the examination may not leave the room until 60 minutes after the time posted for the start of the examination. After leaving the room, no candidate will be allowed to return during the examination for any reason, except if a candidate has physiological needs, in which case he/she will be accompanied by 2 invigilators and a maximum absence of 10 minutes will be accepted. Time absent from the room does not extend the duration of the test for that candidate.

**IV.6.30.** At the end of the examination time, candidates will hand over all examination materials to the invigilator under signature.

**IV.6.31.** Electronic proofreading (by scanning) will be carried out in the presence of the candidates.

## IV. 7. Admission test results and ranking of candidates

**IV.7.1.** The correct answers to the questions will be posted on the website of the University of Medicine and Pharmacy „Victor Babes” in Timisoara, on the day of the exam, after the correction has been completed.

**IV.7.2.** The lists/results posted on the university's website, indicating the number of the online application form for the file validated by the admission committee, which will replace the candidate's identification data (first and last name), in accordance with the provisions of the Ministry of Education on the protection of personal data and anonymization of candidates, are generated in accordance with the following criteria:

- The order of the options expressed in the candidate's online application form, respecting the criterion: „option beats average”;
- The descending order of the final admission scores obtained by the candidates according to the university requirements (application of the established formula, application of the criteria of differentiation in the case of candidates with equal final admission scores, after appeals, after confirmations).

**IV.7.3.** Candidates will be ranked according to the order of the choices made on the application form, in descending order of the final admission average, within the limit of the number of places approved for each study programme.

**IV.7.4.** An applicant may be admitted to a maximum of one undergraduate degree programme.

**IV.7.5.** The admission of candidates to all undergraduate degree programmes taught in a foreign language/Romanian language, on the places put out to competition for Romanian/EU/EEA/CH citizens, is based on the general principle "option beats average".

For example:

Candidate A has opted for Medicine in English (first option) and Dental Medicine in English (second option) and obtains a final admission average of 10.

Candidate B has opted for Dental Medicine in English (first option) and Medicine in English (second option) and obtains a final admission average of 9.

Candidates will be assigned to the first option in the order of their final admission scores.

There is a possibility that "your place" will be taken by someone with a lower average than yours, based on the principle of "option beats average", as follows: candidate A has the admission average (10) and the Dental Medicine in English option in 2nd place on the application form, and candidate B has an admission average of 9.00



and Dental Medicine in English in 1st place on the application form, candidate B has priority in the assignment for the Dental Medicine in English option, being the first option, even if A has a higher average than B.

If a candidate has an average of 8 and all the places in his first option have been filled by candidates with higher averages than his, if there are still places available in his second option, he will be allocated to his second option.

**IV.7.6.** If there are several candidates with the same final admission average in the last place, they will be separated on the basis of the following criteria, as appropriate:

- the arithmetic average of the grades obtained in biology during the high school years;
- the arithmetic average of the grades obtained in chemistry during the high school years;
- the arithmetic average of the averages of the years of secondary education.

**IV.7.7.** Depending on the stage of the admission competition, the results will be as follows:

- Provisional results, generated on the day of the entrance exam;
- Results after resolution of any appeals, for study programmes where classification changes have taken place,
- Results after each confirmation stage,
- Results after the end of the provisional enrolment period as set out in the admission timetable, **list of candidates admitted and enrolled in year 1.**

**IV.7.8.** The lists will be displayed with the number/code of the application form, which will replace the candidate's surname and first name.

## IV. 8. Submission and settlement of appeals

**IV.8.1.** Any appeals against the results of the admission competition must be submitted to the University Registrar's Office, Room 1, according to the dates set out in the admission calendar.

**IV.8.2.** The resolution of appeals is exclusively the responsibility of the Appeals Committee, which will examine and resolve appeals only in the presence of the contestants, on the same day they were submitted. The Committee's decision is final and will be communicated by posting it on the university's website.

**IV.8.3.** If there is a difference in marks, the candidate will be awarded the final average resulting from the verification of the contested paper.

**IV.8.4.** No appeals based on ignorance of the admission rules will be admitted.

**IV.8.5.** After any appeals have been resolved, for study programmes where changes in classification have taken place, lists of admitted and rejected candidates will be drawn up and displayed, by study programme, containing the final and indisputable admission averages.

**IV.8.6.** After the deadline for resolving and replying (by posting) to appeals, the final admission averages are final and cannot be changed.

## IV. 9. Place confirmation

### Stage I

**IV.9.1.** During the period specified in the admission calendar for the confirmation of the place, the candidates declared **admitted** following the admission contest organized by UMF "Victor Babeș" in the current year sessions, **have the obligation to** confirm the place, by paying the confirmation/option fee and uploading the proof of payment on the admission platform, under penalty of losing the place obtained through the contest, in case of non-fulfillment of this obligation; as a result, an admitted candidate who has not confirmed his/her place within the period set out in the admission timetable will be considered as rejected and will automatically appear, according to the order of options and final admission average, on the list of rejected candidates who have not confirmed their place.

**IV.9.2.** During the period in the admissions timetable for the first stage of confirmation of place, **unsuccessful candidates** who have taken part in the grid test and obtained a final admission average above 5.00, **can** confirm their place by paying the confirmation fee per option and uploading the proof of payment on the admission



platform, in case of vacancy; in this case, the payment of the confirmation fee does not guarantee the admission of the rejected candidates (on the waiting/reservation list), as this depends on the number of available/vacant places approved by the university/study programmes and on the management of places as decided by the university management.

**IV.9.3.** Candidates can pay the confirmation fee for a maximum of two study programmes, the same ones they opted for in their online application form.

**IV.9.4.** Proof of payment of the confirmation fee, which is not uploaded to the admissions platform according to the established timetable, is not considered as confirmation of place.

**IV.9.5.** The fee is non-refundable even if no vacancy occurs.

**IV.9.6.** After the confirmation stage, an applicant's status can be:

- Admit confirmed;
- Rejected confirmed (pending);
- Rejected unconfirmed - candidate admitted and rejected who did not confirm in stage I.

## Stage II

**IV.9.7.** If, after the first confirmation stage, there are still vacancies within the period established in the admission calendar, **candidates who did not confirm in the first confirmation stage (unconfirmed rejections)**, will have the opportunity to confirm a vacancy within 48 hours (Romanian time) from the moment of announcing the vacancy on their email address and/or in their account on the admission platform, respecting the order of the options and the final admission average.

**IV.9.8.** Candidates who are rejected because they did not participate in the written test (written test) - admission competition - or did not obtain a final admission average of at least 5 (five) are not entitled to confirm their place.

**IV.9.9.** Candidates who have officially withdrawn (in writing, by e-mail) from the admission competition/withdrawn their application or place will be permanently excluded from the list and will not be considered for any further stage of the competition.

**IV.9.10.** The filling of vacant/vacant places by rejected candidates will be done in the order of their choices and final admission averages, with priority given to rejected candidates who confirmed their place in the first stage.

## IV. 10. Provisions on enrolment, place confirmation, tuition and registration fees

**IV.10.1.** The amount of the fees can be found in the University's approved fee regulations.

**IV.10.2.** All proofs of payment of fees in euro that have not been paid on the admission platform shall be uploaded by the candidate to the platform by the deadlines set out in the calendar.

### IV.10.3. Types of taxes:

- o File processing/admission session fee (non-refundable if the file has been processed, i.e. the documents uploaded online have been verified)
- o English/French language test fee
- o Confirmation fee for place/option/study programme: 300 euro, non-refundable
- o Tuition fee, studies/year of study/programme of study must be uploaded by successful candidates on the online platform by the application deadline.
- o Registration fee: 100 lei, to be paid in cash at the university cashier's office upon final registration.

### IV.10.4. Beneficiary bank data:

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

Beneficiary address: Timișoara, Piața Eftimie Murgu Nr. 2, Code 300041.

Beneficiary bank: BANCA TRANSILVANIA.

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

IBAN: RO53BTRL03604202A6896600 (Euro account)

SWIFT: BTRLRO22





**IV.10.5.** Proof of payment must contain the full name of the candidate (first and last name) and the type of payment made - file processing, place confirmation, tuition fee.

**IV.10.6.** If fees are paid by other persons and not by the candidate, there is a possibility that the receiving bank may request additional information and personal data (via the university's Finance-Accounting Service, e.g. ID card/passport etc.) of the persons who made the payment/ transfer and their consent to have their personal data processed for verification by the bank (useful documents posted on the website - agreement to process personal data, if applicable).

**IV.10.7.** It is the candidate's responsibility to ensure that their proof of payment contains all the required information and to upload their proof of payment to their candidate account (online platform) so that it can be processed properly by the university's Finance and Accounting Service.

**IV.10.8.** Tuition fee information can only be obtained from the University's Finance and Accounting Service, [contab@umft.ro](mailto:contab@umft.ro).

**IV.10.9.** Tuition fees do not change during an academic year.

**IV.10.10.** The amount of the tuition fee does not change until the end of the university study programme if there are no situations that exceed the duration of tuition provided by law.

**IV.10.11.** Successful candidates who do not pay the tuition fee (as approved by the university management) by the deadline automatically lose their place in the competition as they are deemed to have forfeited their place by not attending.

**IV.10.12.** The tuition fee must be paid prior to enrolment and proof of payment must be uploaded by the applicant to his/her account on the online admission platform.

**IV.10.13.** The nominal report/programme of study/candidate category regarding the payment of tuition fees and containing the situation of admitted and provisionally enrolled candidates in year 1 will be generated from the platform with the advice of the Financial Accounting Department and sent to the deaneries and the Prorectorate of International Relations prior to the date set in the calendar for posting the results of provisionally enrolled candidates in year 1.

## **IV. 11. Application procedure for candidates admitted to undergraduate studies with a view to enrolment**

**IV.11.1.** Candidates who have been declared admitted following an admission competition organized by U.M.F „Victor Babeș” in Timișoara for study programmes with payment of tuition fees in euro for the citizens listed in chap. IV.1.8, letters a, b, c and who have obtained the Certificate/Advice of Equivalence issued by the CNRED (Ministry of Education), can apply for undergraduate studies.

**IV.11.2.** The University can manage the submission of files to CNRED.

**IV.11.3.** The document issued by the CNRED on the equivalence and recognition of educational documents is mandatory for the enrolment of the candidates declared admitted after passing the entrance examinations.

**IV.11.4.** In order to issue a provisional decision on admission to studies, the admitted candidates must submit the following documents in a cardboard envelope to the secretariat of the Prorectorate of International Relations, in the period established in the admission calendar, in a letter format, organised in a cardboard envelope:

- (1) Declaration on the protection of personal data - according to useful documents posted on the website
- (2) Signed and dated online application form.
- (3) The original CNRED (Ministry of Education) attestation/certificate for candidates who obtained it on their own.

(4) Baccalaureate/equivalent diploma - in original, in 2 legalized copies, super-legalized in the original language in which it was issued, in 2 authorized translations into Romanian;

(5) The graduation certificate (the official document valid only for high school graduates who have not obtained the final diploma) of the baccalaureate/equivalent exam which contains and explicitly reflects the passing of the baccalaureate/equivalent exam and the final results obtained by the candidate in this exam - in a legalized/super legalized copy (The Hague Apostille, Ministry of Foreign Affairs, Romanian Embassy) in the official/original language in which it was issued and in a certified translation (if applicable) into Romanian;





(6). Notarized statement - only for candidates who submit the document specified in subchapter IV.11.4 point (5) - by which he/she undertakes to submit to the university the baccalaureate diploma in original, in 2 legalized, super-legalized copies, in 2 authorized translations into Romanian immediately after obtaining it from the issuing high school. The deadline is set according to the issuing country.

(7) Baccalaureate / equivalent transcript - in original, in 2 legalized copies, super-legalized in the original language in which it was issued, in 2 certified translations into Romanian;

(8). School transcripts - in a certified, super-legalized copy (of each transcript) and in a certified Romanian/English/French translation (of each transcript);

(9). Birth certificate/equivalent - certified copy and certified translation into Romanian;

(10) Valid identity card/passport - copy;

(11). Marriage certificate (if applicable) - certified copy and certified translation into Romanian;

(12). Medical certificate in English/French/Romanian according to the model in the useful documents posted on the university website;

(13). 4 passport photos;

(14) Proof of payment of tuition fees;

(15). International Certificate of Language Competence - copy;

(16). Notarized declaration from Romanian citizens who wish to enroll in a Romanian/English/French language study programme, with payment of the fee in euro, stating that they wish to study financially with payment of the fee in euro and that they are aware that their financial status remains unchanged for the entire duration of their studies and can only be changed following a new entrance exam, taken under the conditions laid down for candidates taking the admission examination for the budgeted or fee-paying places in lei, following which they will start their studies in the first year and only in the Romanian language programmes.

(17). Notarized statement/official document proving that all documents uploaded by the applicant correspond to one and the same person, in case of discrepancies, differences in documents regarding the full name of the applicant - only if the full name is not written identically in all documents submitted.

**IV.11.5.** The documents submitted by the RO/EU/EEA/CH candidates admitted to the English/French/Romanian language study programmes will be examined by the Prorectorate of International Relations of the university, which will draw up the provisional decision of admission to study, approved and signed by the rector of the university.

**IV.11.6.** For enrolment in the first year and the signing of the university study contract (in duplicate), RO/EU/EEA/CH citizens and British citizens and members of their families who have been admitted to the faculty secretariats must present their application forms to the secretariats of the faculties, within the deadline set for the enrolment of students and according to the organisational decisions of each secretariat, within each study programme, during the public programme.

- Copy of the decision of admission to study, accompanied by copies of the following documents:
- certificate of studies abroad - document issued by CNRED;
- certificate of linguistic competence for Romanian, English or French;
- official supporting documents showing exemption from taking the language test, where applicable;
- copy of identity card/passport;
- proof of payment of the tuition fee (as decided by the university);
- proof of payment of the registration fee.

**IV.11.7.** The decision of admission to studies is valid until the date of the enrolment decisions and the final enrolment of the students, after the transmission of the complete files of the admitted RO/EU/EEA/CH citizens to the secretariats of the faculties by the Prorectorate of International Relations.

**IV.11.8.** For admitted candidates who do not register for the first year, do not pay the tuition fee and do not upload the proof of payment of the tuition fee on the online platform by the deadline set in the admission calendar, they are considered, ex officio, to have withdrawn and permanently given up the place obtained through the admission competition and the status of admitted candidate, by not complying with the provisions, procedures and deadline for registration and do not have the status of students of the University of Medicine and Pharmacy "Victor Babeș" of Timișoara.



## CHAPTER V. METHODOLOGY FOR TYPE III ADMISSION AND ENROLMENT OF THIRD-COUNTRY NATIONALS (WHO ARE NOT CITIZENS OF THE EUROPEAN UNION, THE COUNTRIES OF THE EUROPEAN ECONOMIC AREA AND THE SWISS CONFEDERATION) IN ROMANIAN/ENGLISH/FRENCH LANGUAGE STUDY PROGRAMMES

### V. 1. General provisions

**V.1.1.** In accordance with the Order of the Minister of National Education and Scientific Research no. 3-102/2022 3693/2024 for the approval of the Framework Methodology for the organisation of admission to higher education in the short undergraduate, master and doctoral cycles, on the basis of university autonomy and with the assumption of public responsibility, the University of Medicine and Pharmacy „Victor Babeș” of Timișoara, is organising an admission competition for third-country nationals (non-EU) to study programmes in Romanian/English/French, under the conditions set out below.

**V.1.2.** This methodology is addressed to foreign citizens, i.e. candidates who are citizens of a third country (not citizens of the European Union, the European Economic Area and the Swiss Confederation) who wish to study in Romanian/English/French language study programmes in places where the fee is paid in foreign currency.

**V.1.3.** The present methodology is the only official material concerning the organization and conduct of the admission examination for foreign candidates to the University of Medicine and Pharmacy „Victor Babeș” in Timișoara, for the undergraduate/graduate studies offered in a joint degree course, and it is complemented by the provisions of the normative acts that appeared subsequently.

**V.1.4.** References appearing in various publications or otherwise communicated cannot replace the official ones and, consequently, do not commit UMF „Victor Babeș” in Timișoara.

**V.1.5.** The University does not have any kind of cooperation or representation agreement with agencies that mediate the enrolment of candidates. Candidates who apply for admission and submit their applications through agents do not benefit from any advantage in terms of admission over candidates who apply on their own.

**V.1.6.** The Board of Directors has the right to make this methodology compatible with mandatory regulations.

**V.1.7.** This methodology may be subject to subsequent changes depending on the regulations of the Ministry of Education and candidates are obliged to inform themselves periodically of any changes that may occur and to proceed accordingly.

**V.1.8.** All communication between the university and candidates registered for the admission competition is in writing, in written or electronic format. The status of the application file, i.e. the status of the candidate will be found in the candidate account on the admission platform.

**V.1.9.** Candidates are eligible to take part in the entrance examination for Romanian/English/French language study programmes:

- a. who are nationals of a third country of the European Union, as evidenced by a passport valid for at least 6 (six) months from the start of the academic year.
- b. who are graduates with a baccalaureate diploma or its equivalent, regardless of the year of graduation, according to the minimum requirements for access to higher education in Romania, respectively the list of high school diplomas recognized by the Ministry of Education mentioned on the university's website, under useful documents. For graduates of the current school year, only official transcripts can be accepted in lieu of a diploma (until the diploma is issued) and containing the final results to be recorded in the future diploma.

**V.1.10.** The above-mentioned candidates can opt for study programmes taught in Romanian, English or French.

**V.1.11.** The enrolment figure, i.e. the number of places/faculties/programmes of study, will be determined by the university management in accordance with the regulations of the Ministry of Education and will be published at a later date on the university website.

**V.1.12.** The university management determines and approves the tuition fees and the study programmes available for each admission session, in accordance with the legal regulations in force.

### V. 2. Timetable for the admission competition



**V.2.1.** The admission to undergraduate studies of third-country nationals to degree programmes taught in Romanian/English/French is organised in the July/September session, according to the calendar approved by the University's Board of Directors, at the proposal of the Vice-Rector for International Relations.

**V.2.2.** For study programmes where the number of candidates in the admission examination held in the first session of the current year does not cover/does not fill the number of places established for the programme in question, a second admission session will be held for the remaining places (vacancies), according to the timetable and the number of places approved by the university management for the second session, under the same conditions and with the same admission committee as in the first session, on the proposal of the Prorectorate of International Relations.

**V.2.3.** Places remaining unfilled after the completion of the two admission sessions are managed with the approval of the university management.

### **V. 3. Application procedure for the admission competition**

**V.3.1.** During the period set out in the Admissions Calendar, candidates will complete the online application form and upload the application documents (application file) on the university's website, International Admissions Section, current year, assuming responsibility for the authenticity and correspondence between the digital/scanned documents and the originals, as well as the veracity of the personal data entered, without exceeding the deadline set for registration.

**V.3.2.** When registering for the admission competition, candidates' options are limited to a maximum of 2 study programmes with the indication of the option, or options in order of preference (as appropriate), from those available according to this methodology. Candidates' option(s) and the final admission average obtained determine their ranking.

**V.3.3.** In the online application form, the candidate is obliged to specify exactly the two study programmes and the languages of instruction for which he/she has chosen.

**V.3.4.** The registration of candidates for the entrance exam by filling in the online application form and uploading the application documents (dossier) online is completed on the date set according to the Admissions Exam Calendar. Online application forms not completed and incomplete/not completed by the deadline set in the Admission Calendar will not be validated.

**V.3.5.** The university staff verifies the documents uploaded online and validates the registration of candidates with complete applications by the date set, according to the Admission Competition Calendar.

**V.3.6.** Only complete, validated files will be considered, any other file status will not be valid for the entrance exam.

**V.3.7.** By completing the online application form, candidates consent to the processing of personal data for this purpose.

**V.3.8.** Candidates applying for more than one degree programme offered by UMF "Victor Babes" in Timisoara will upload online the application documents (dossier) only once. As a result, candidates with dual citizenship (EU and NON-EU) must opt for one of these categories: EU or NON-EU.

**V.3.9.** After filling in the application form, respectively after the registration for the competition has been completed and validated, candidates will receive a confirmation e-mail with details of the next steps according to this methodology.

**V.3.10.** After the closing date for registration for the admission competition, candidates may not change their choices, their order and other information on the application form.

**V.3.11.** Contact details: Prorectorat International Relations: e-mail: [international@umft.ro](mailto:international@umft.ro)

**V.3.12.** Candidates assume full responsibility for the accuracy of the information and authenticity of the documents submitted, even if the documents have been uploaded via an agent/agency.

**V.3.13.** Candidates are responsible for the email address information provided to the university when applying on the online admissions platform.



**V.3.14.** Candidates are required to ensure that their e-mail addresses comply with the requirements of the European Union so that the university does not encounter errors in electronic communication (e-mail addresses must be internationally accepted, e.g. yahoo, gmail, hotmail, etc.). The university does not accept responsibility for non-receipt of electronic messages.

**V.3.15.** Candidates who have completed the preparatory year are subject to all the provisions of this methodology, regarding deadlines, admission competition, number of places available for each study programme, fees, documents required for registration for the admission competition.

**V.3.16.** Applications for admission to the admission competition submitted to the university by means or through channels other than those provided for in this methodology will not be validated, in accordance with the established timetable.

#### **V. 4. Documents required for the admission competition**

**V.4.1.** The application file and its upload by candidates to the online platform, with the assumption of responsibility by them for the authenticity and correspondence between the digital/scanned documents and the originals, will contain the following scanned documents, **double-sided**, as appropriate:

**a.** Personal Data Protection Declaration - as per the form in the useful documents, posted on the university website;

**b.** Application for the issuance of the Letter of Acceptance to Studies - according to the form in the useful documents, posted on the university website;

**c.** Baccalaureate diploma/equivalent diploma - certified or super-certified copy (Hague Apostille/Ministry of Foreign Affairs, Romanian Embassy) in the official/original language in which it was issued and certified translation (if applicable) into Romanian/English/French;

**d.** Baccalaureate/Equivalent transcript - certified or super-certified copy (Hague Apostille/Ministry of Foreign Affairs, Romanian Embassy) in the official/original language in which it was issued and certified translation (if applicable) in Romanian/English/French;

**e.** The graduation certificate (only for graduates who have not obtained the final diploma) of the baccalaureate/equivalent exam which contains and explicitly reflects the passing of the baccalaureate/equivalent exam and the final results obtained by the candidate in this exam) - legalized or super-legalized copy (Hague Apostille/Ministry of Foreign Affairs, Romanian Embassy) in the official/original language in which it was issued and certified translation (if applicable) in Romanian/English/French;

**f.** Transcript of records for high school years - certified or super-certified copy (Hague Apostille/Ministry of Foreign Affairs, Romanian Embassy) in the official/original language in which it was issued and certified translation (if applicable) into Romanian/English/French;

**g.** Birth certificate/equivalent - certified copy in the official/original language in which it was issued and certified translation (if applicable) into Romanian/English/French;

**h.** Marriage certificate (if applicable) - certified copy in the official/original language in which it was issued and certified translation (if applicable) into Romanian/English/French;

**i.** Passport (valid for at least 6 months from the start of the academic year) - copy;

**j.** Identity card/document proving permanent residence abroad - certified copy and certified translation into Romanian/English/French in case of documents issued in a language other than one of these three;

**k.** Medical certificate according to the model approved by the university or containing all the information according to the model approved by the university, see the form in the useful documents, posted on the university website, in Romanian, English or French;

**l.** Notarized statement/official document certifying that all documents uploaded by the applicant correspond to one and the same person, in case of discrepancies, differences in documents regarding the full name of the applicant (only if applicable, i.e. if the full name is not written identically in all documents submitted);

**m.** Proof of language proficiency - copy (according to chap. Language proficiency - Language test of this methodology);

**n.** Proof of payment of the language proficiency (language) test fee, if applicable, according to the Fees Regulations;





o. Notarial declaration from Romanian citizens residing in third countries who wish to enroll in a study programme with payment of the fee in foreign currency, stating that they **will** study in a financial regime "on their own currency account";

p. Proof of payment of the file processing fee (non-refundable if the file has been processed, i.e. if the documents uploaded online have been verified), as per the Fees Regulation.

**V.4.2.** For information on the obligation to apostille or super-legalize documents issued by countries falling under this scope, please contact the Ministry of Foreign Affairs or the Ministry of Education in Romania (National Centre for the Recognition and Equivalence of Diplomas - CNRED).

**V.4.3.** If the university has any 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 mentioned above.

**V.4.4.** In the case of study documents issued by educational establishments operating on the UK system, predictive results are not accepted. The University will only accept academic documents containing final grades obtained in the baccalaureate/equivalent examination. The GCE (General Certificate of Education) is compulsory;

**V.4.5.** In the case of study documents issued in Iran, the Pre-University Diploma is compulsory for the graduating classes prior to 2019.

**V.4.6.** In the case of educational documents issued in Israel, the graduation certificate is not accepted; it is mandatory to submit the baccalaureate diploma/final equivalent-Bagrut;

**V.4.7.** Candidates who have subjects on their transcript with a name other than biology/chemistry but corresponding to biology/chemistry are required to submit a certificate issued by the high school/official document certifying that the subject/subject is equivalent to biology/chemistry.

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

## **V. 5. Language proficiency - language test**

**V.5.1.** For admission to the entrance exam, proven language proficiency is a mandatory requirement.

**V.5.2.** For the English/French language programmes, candidates **must** take the ONLINE language test before the date of the entrance exam, which will be organised by the Modern Languages Department of the University of Timisoara „Victor Babeș”, during the period specified in the Admissions Calendar, which will be marked "passed" or "failed". The results of the language test will be registered in the admissions platform by the representatives of the Modern Languages Discipline of UMF 'Victor Babeș' on the day of the language tests, according to the Admissions Calendar.

**V.5.3.** The list of candidates who must take the language test organized by UMF „Victor Babeș” in Timisoara, will be posted on the university's website, on the date set according to the admission test calendar.

**V.5.4.** Links and access details for the ONLINE language tests will be posted on our university website before the test date.

**V.5.5.** Candidates who do not participate in and pass the language test organised by the university will be excluded from the entrance exam, as meeting the language proficiency requirements is a mandatory requirement for participation in the entrance exam.

**V.5.6.** By way of exception to the provisions of point. V.5.2, the categories of candidates who **do not have to** take the language test (provided they produce official supporting documents) are:

- applicants who come from countries where the official language is the same as the language of the study programme for which they are applying (English or French) and who can prove, with school documents, that they have studied in that language (have graduated from secondary school / high school / college / undergraduate studies in the language of the study programme for which they are applying).
- candidates who have studied at and graduated from a secondary school with the same language of instruction as that of the study programme for which they are applying, irrespective of the candidate's nationality or country of origin, and who can prove, with school documents, that they have studied in that language;





- candidates who hold an International Baccalaureate Diploma (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 for which they have opted;
- candidates who hold an International Certificate of Language Competence at a minimum level B2, as per the table below:

Language of study	Language proficiency certificates accepted (minimum B2)
<b>English</b>	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: - minimum 6 / "competent user" - Pearson LCCI Certificate in ESOL International TOEFL certificate: - TOEFL iBT - TOEIC Trinity College London certificates: - ISE II - minimum pass in all skills
<b>French</b>	DELF DALF TCF

**V.5.7.** Only international language proficiency certificates, according to the table above, of candidates applying to a study programme in the language for which the certificate was issued will be taken into consideration by the admissions committee.

**V.5.8.** Candidates registered for the entrance exam for Romanian language study programmes are required to submit one of the following documents:

- Language proficiency certificate for Romanian language, minimum level B1, issued by authorized institutions of the Romanian Ministry of Education;
- Certificate of completion of the preparatory year of Romanian language;
- educational certificates issued by educational institutions in Romania or abroad, taught in Romanian, for at least 4 consecutive years.

**V.5.9.** The following are exempt from the obligation to present one of the documents referred to in point (a) V.5.8., candidates who:

- present Romanian educational documents (diplomas and certificates) or academic records, school transcripts certifying at least 4 consecutive years of studies completed in Romanian in an accredited school, teaching in Romanian;
- 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 that organize a preparatory year of Romanian language for foreign citizens, by Romanian language, literature, culture and civilization lectureships in universities abroad/Institute of Romanian Language or by the Romanian Cultural Institute.

**V.5.10.** UMF „Victor Babeș” in Timișoara does not organize language tests for Romanian.



## V. 6. Conduct of the admission competition

**V.6.1.** For undergraduate programmes, admission of candidates from third countries (non-EU/EEA/CH countries) will take the form of an admission competition.

**V.6.2.** Candidates are admitted on the basis of a competitive examination and are ranked in order of the choices made and the baccalaureate/equivalent average. The final admission average consists of the mark obtained in the baccalaureate/equivalent examination or the average of the years of study in the case of countries which do not have a baccalaureate/equivalent examination, plus the marks awarded by default.

**V.6.3.** The score awarded by default is equivalent to 3.00, according to the grading system in Romanian education.

**V.6.4.** The minimum final admission average for undergraduate studies cannot be less than 5.00 (five), according to the Romanian education grading system.

**V.6.5.** The final admission average is expressed to a maximum of four decimal places without rounding.

**V.6.6.** For candidates with educational documents issued in countries where the baccalaureate/equivalent exam average is not awarded, the overall average of the high school years will be taken instead of the baccalaureate average.

**V.6.7.** The calculation of the baccalaureate average will be done by equating the grade obtained in the country of origin according to the Romanian education grading system.

**V.6.8.** The maximum mark obtained in the baccalaureate/equivalent examination in the home country is the equivalent of 7 plus 3 points by default.

## V. 7. Admission test results and ranking of candidates

**V.7.1.** The Admission Committee will calculate the admission average and validate the results thus obtained by each candidate.

**V.7.2.** The results of the admission competition will be published on the date set according to the Admission Competition Calendar, on the university's website, International Admissions section, depending on when the ranking of candidates is completed, with the online application form number/code, which will replace the candidate's identification data (first and last name).

**V.7.3.** The lists will be posted on the university website according to the following criteria:

**a)** The order of the options expressed in the candidate's online application form, respecting the general criterion of the option beats average;

**b)** The descending order of the final admission averages obtained by the candidates according to the university requirements (baccalaureate average/equivalent average, application of the criteria for differentiation in the case of candidates with equal final admission averages, after appeals, after confirmations).

**V.7.4.** The final admission average consists of the grade obtained in the baccalaureate/equivalent exam or the average of the years of study in the case of countries that do not have a baccalaureate/equivalent exam, plus 3 points by default.

**V.7.5.** The final admission average is a minimum of 5.00 (five), according to the Romanian education grading system.

**V.7.6.** An applicant may be admitted to a maximum of one undergraduate degree programme.

**V.7.7.** Candidates will be ranked according to the order of the choices made on the application form, based on the general principle "choice beats average" and in descending order of average, within the limit of the available places approved for each study programme.

For example:

- Candidate A has Medicine (in French) as her first option and Pharmacy (in French) as her second option, and obtained an average of 10. He is assigned to his first option.
- Candidate B has Pharmacy (in French) as his first option and Medicine (in French) as his second option, and obtained an average of 9; 14 places were filled in his first option by 14 candidates with admission averages higher than his average. He will be the 15th candidate allocated to his first option, meaning that in the allocation for the Pharmacy (French language) option, candidate B has priority over candidate A, who has a higher average than candidate B.



· Candidate C has Pharmacy (in French) as his first option and Medicine (in French) as his second option, and has obtained an average of 8; if all the places in his first option have been taken by candidates with higher averages than his, he will be allocated to his second option, if there are any places available.

**V.7.8.** If, after the ranking of the candidates, there are several candidates with equal average in the last place, their ranking will be based on the following criteria:

- a. Arithmetic average of the grades obtained in biology during the high school years;
- b. Arithmetic mean of the grades obtained in chemistry during the high school years;

**V.7.9.** Depending on the stage of the admission competition, the results will be as follows:

- Provisional results, generated on the day of the entrance exam;
- Results after any appeals have been resolved, for study programmes where changes in average and classification have taken place,
- Results after each place confirmation stage,
- Results after the end of the application period established and approved with the agreement of the university management, the list of candidates admitted and provisionally enrolled in year 1;

**V.7.10.** The lists will be displayed with the number/code of the online application form of the validated applications, which will replace the candidate's identification data (first and last name).

**V.7.11.** It is not allowed to exceed the tuition/programme of study figure approved by the University Senate and legislation.

## V. 8. Transmission and settlement of appeals

**V.8.1.** Any appeals must be sent by e-mail to [admission@umft.ro](mailto:admission@umft.ro), within the period set out in the admission competition timetable.

**V.8.2.** Only appeals concerning your own admission average obtained in the admission competition will be admitted.

**V.8.3.** The resolution of appeals is the exclusive responsibility of the Appeals Committee, which will examine and resolve the appeals on the date set in the admission competition timetable. The committee's decision is final and will be published on the university's website on the date set out in the admissions competition timetable.

**V.8.4.** If differences in marks are found, the candidate will be awarded the average resulting from the recalculation of the average, according to the requirements set out in this methodology.

**V.8.5.** No appeals based on ignorance of the admission rules will be admitted.

**V.8.6.** After any appeals have been resolved, lists of admitted and rejected candidates will be drawn up and displayed for the study programmes where changes in classification and average have taken place, including the final, definitive and indisputable admission averages.

**V.8.7.** After the deadline for resolving and replying (by posting) to appeals, the final admission average is final and cannot be changed.

## V. 9. Place confirmation

### Stage I

**V.9.1.** During the period established in the Calendar of the admission contest, **the candidates declared admitted** following the admission contest organized by UMF „Victor Babeș” in Timișoara, current year sessions, **are obliged to** confirm their place in the online platform, by paying the confirmation/option fee, non-refundable fee, respectively uploading the proof of payment on the admission platform, under penalty of losing the place obtained through the contest, in case of non-fulfillment of this obligation.

**V.9.2.** During the period set out in the Admissions Calendar, **unsuccessful candidates** who have been registered **and validated** in the admissions competition and have obtained a final admission average above 5.00, **may confirm their place** by paying the confirmation fee per option or by uploading the proof of payment on the online admission platform, in case of vacancy; in this case, the payment of the confirmation fee does not represent a guarantee for the admission of the rejected candidates, as it depends on the number of available places approved



by the university/programmes of study and on the management of places as decided by the university management.

**V.9.3.** Candidates can confirm for a maximum of two study programmes, the same ones they opted for in their online application form.

**V.9.4.** Proof of payment of the confirmation fee, which is not uploaded online to the admissions platform according to the established timetable, is not considered as confirmation of place.

**V.9.5.** The confirmation fee is non-refundable even if no vacancy occurs.

**V.9.6.** After stage I confirmation, an applicant's status can be:

- Admit confirmed;
- Rejected confirmed (pending);
- Rejected unconfirmed- candidate admitted/not confirmed in stage I.

## Stage II

**V.9.7.** If, after the first confirmation stage, there are still free places (vacancies) within the period established in the admission calendar, **candidates who did not confirm in the first confirmation stage (unconfirmed rejections)**, will have the possibility to confirm a vacancy within 48 hours (Romanian time) from the moment of announcing the vacancy on the email address and/or in the candidate's account on the admission platform, respecting the order of the options, respectively the final admission averages.

**V.9.8.** Candidates who have formally withdrawn (in writing, by e-mail) from the admission competition/ have given up their application/place will be permanently excluded from the list and will not be considered for any further stage of the competition.

**V.9.9.** Candidates who have not obtained a final admission average of at least 5 (five) are not entitled to confirm a place.

**V.9.10.** The filling of vacant/vacant places by unsuccessful candidates will be done in the order of their choices and final admission averages, with priority being given to unsuccessful candidates who have confirmed their place in stage I.

## V. 10. Provisions on registration, confirmation, tuition and enrolment fees

### V.10.1. Types of taxes:

- o File processing fee (non-refundable if the file has been processed, i.e. the documents uploaded online have been verified);
- o English/French language test fee - where applicable;
- o Confirmation fee for place/option/study programme: 300 euro, non-refundable;
- o Tuition fee (studies)/year of study/programme of study must be uploaded on the admission platform by the application deadline;
- o Registration fee: 100 lei, to be paid in cash at the university cashier's office upon final registration.

### V.10.2. The amount of the fees can be found in the Regulation on the amount of tuition and other fees at UMFVBT.

**V.10.3.** All proofs of payment of fees in euro that have not been paid on the admission platform shall be uploaded by the candidate to the platform by the deadlines set out in the calendar.

### V.10.4. Beneficiary bank data:

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

Beneficiary address: Timișoara, Piața Eftimie Murgu Nr. 2, Code 300041.

Beneficiary bank: BANCA TRANSILVANIA.

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

IBAN: RO53BTRL03604202A6896600 (Euro account)

SWIFT: BTRLRO22



**V.10.5.** Proof of payment must contain the full name of the candidate (first and last name) and the type of payment made - file processing, place confirmation, tuition fee.

**V.10.6.** In case the fees are paid by other persons and not by the candidate, there is a possibility that the receiving bank may request additional information and personal data (via the university's Financial-Accounting Service, e.g. identity card/passport etc.) of the persons who made the payment/transfer and their consent to process their personal data for verification by the bank.

**V.10.7.** It is the candidate's responsibility to ensure that proof of payment contains all the required information so that it can be properly processed by the university's Financial Accounting Service.

**V.10.8.** Information on tuition fees can be obtained exclusively from the University's Finance and Accounting Service, [contab@umft.ro](mailto:contab@umft.ro).

**V.10.9.** Tuition fees do not change during an academic year.

**V.10.10.** The amount of the tuition fee does not change until the end of the university study programme if there are no situations that exceed the duration of tuition provided by law.

**V.10.11.** The tuition fee must be paid before enrolment.

**V.10.12.** Successful candidates who do not pay the tuition fee and do not upload proof of payment to the admission platform by the deadline for registration are automatically considered to have withdrawn from the competition.

**V.10.13.** Proof of tuition payment (copy of receipt/payment order) will be uploaded to the online admission platform.

**V.10.14.** The nominal report/programme of study/candidate category regarding the payment of tuition fees and containing the situation of admitted and provisionally enrolled candidates in year 1 will be generated from the platform with the advice of the Financial Accounting Department and sent to the deaneries and the Prorectorate of International Relations prior to the date set in the calendar for posting the results of provisionally enrolled candidates in year 1.

## **V. 11. Application procedure for candidates admitted to undergraduate studies with a view to enrolment**

**V.11.1.** The enrolment of third-country nationals who have been declared admitted to study in Romanian, English or French on their own account is subject to the fulfilment of all the following provisions:

- a.** obtaining the Letter of Acceptance to study issued by the Ministry of Education;
- b.** meeting the language proficiency requirements;
- c.** confirmation of place within the deadlines set in accordance with the admission competition timetable and the conditions laid down in this methodology;
- d.** payment of all fees provided for in this methodology and in the Regulation on the amount of tuition and other fees at UMFVBT;
- e.** obtaining a study visa (D-SD) from the Romanian Embassy/Consulate in the country of origin - where applicable;
- f.** submission of the application file containing the original academic documents and the forms in the annexes, as well as the documents in physical/electronic format in original certified copies, together with the original certified translations of the documents submitted in the application file uploaded to the online platform. Original certified translations in Romanian are mandatory for the baccalaureate/equivalent diploma, the baccalaureate/equivalent transcript and the birth certificate;

**V.11.2.** The University manages the submission of the files to the Ministry of Education - DGRIAE in order to obtain the Letter of Acceptance to study.

**V.11.3.** If a candidate submits his/her application to more than one university in Romania, this may lead to the late issuance of the Letter of Acceptance to study, and there is a risk that the candidate will not obtain the study visa in due time and will not meet the legal deadlines for enrolment at our university!

**V.11.4.** The Letter of Acceptance to study is a compulsory document for the enrolment of the candidates declared admitted after passing the admission competition.

**V.11.5.** The documents submitted by candidates from third countries (non-EU countries, EEA, CH) admitted to the Romanian/English/French taught study programmes will be examined by the International Relations Prorectorate of the university, which will draw up the Decision of admission to study approved and signed by the





rector of the university;

**V.11.6.** In order to apply, successful candidates must submit the following documents in a cardboard envelope to the secretariat of the Prorectorate of International Relations by the closing date for registration, in block letters:

- (1). Declaration on the protection of personal data - according to the form in the useful documents, posted on the university website;
- (2). Baccalaureate diploma/equivalent diploma - original, certified or super-certified copy (Hague Apostille/Ministry of Foreign Affairs, Romanian Embassy) in the official/original language in which it was issued and certified translation (if applicable) into Romanian/English/French;
- (3). Baccalaureate/Equivalent Transcript - original, certified or super-certified copy (Hague Apostille/Ministry of Foreign Affairs, Romanian Embassy) in the official/original language in which it was issued and certified translation (if applicable) into Romanian/English/French;
- (4). The graduation certificate (only for high school graduates who have not obtained the final diploma) of the baccalaureate/equivalent examination which contains and explicitly reflects the passing of the baccalaureate/equivalent examination and the final results obtained by the candidate in this examination) - in original, legalized or super-legalized copy (Hague Apostille/Ministry of Foreign Affairs, Embassy of Romania) in the official/original language in which it was issued and certified translation (if applicable) in Romanian/English/French;
- (5). Notarized statement - only for candidates who submit the document specified in subchapter V.11.6. point (4) - by which they undertake to submit to the university their baccalaureate/equivalent diploma in original, legalized/super-legalized copy and authorized translation into Romanian immediately after obtaining it from the issuing high school. The deadline depends on the issuing country
- (6) Transcript of records for high school years - certified or super-certified copy (Hague Apostille/Ministry of Foreign Affairs, Embassy of Romania) in the official/original language in which it was issued and certified translation (if applicable) in Romanian/English/French;
- (7). Birth certificate/equivalent - certified copy and certified translation into Romanian;
- (8). Passport (valid for at least 6 months from the start of the academic year) - copy;
- (9). Identity card/document proving permanent residence abroad - certified copy and certified translation into Romanian/English/French in the case of documents issued in a language other than one of these three;
- (10) Marriage certificate (if applicable) - certified copy and certified translation into Romanian;
- (11). Medical certificate according to the model approved by the university or containing all the information according to the model approved by the university and which can be found in useful documents posted on the university's website, in Romanian, English or French;
- (12). 4 passport photos;
- (13). Proof of payment of tuition fee - copy;
- (14) International Language Proficiency Certificate - copy (if applicable);
- (15). Notarized declaration from Romanian citizens residing in third countries who wish to enroll in a study programme with payment of the fee in foreign currency, stating that they choose to study in the financial regime "on their own currency account";
- (16). Notarized statement/official document proving that all documents uploaded by the applicant correspond to one and the same person, in case of discrepancies, differences in documents regarding the full name of the applicant - if applicable (only if the name or/and surname is not written identically in all documents submitted);
- (17). Copy of study visa/residence permit - if applicable.

**V.11.7.** In order to sign the university study contract and for enrolment purposes, foreign citizens admitted to the university must present the decision of admission to study (in copy) to the secretaries of the faculties, accompanied by copies of the following documents:

- o Letter of Acceptance to study issued by the Ministry of Education;
- o Proof/Certificate of language proficiency for Romanian/English/French, as appropriate;
- o Official supporting documents showing exemption from taking the language test, where applicable;



- Passport;
- Proof of payment of tuition fees;
- Proof of payment of the registration fee.

**V.11.8.** The decision of admission to studies is valid until the date of the drawing up of the enrolment decisions and the definitive enrolment of the admitted foreign citizens, after the transmission of the complete files of the admitted foreign citizens by the Prorectorate of International Relations to the secretariats of the faculties.

**V.11.9.** Successful candidates are required to submit their original academic documents when applying. The original study documents remain at the faculty for the entire duration of the schooling (according to the Romanian legislation in force).

**V.11.10.** For admitted candidates who do not register in the first year and do not pay the tuition fee by the deadline set in the admission calendar, they are considered, ex officio, to have withdrawn and to have definitively given up the place obtained through the admission competition and the status of admitted candidate, by not complying with the provisions, procedures and deadline for registration and are not students of the University of Medicine and Pharmacy "Victor Babes" of Timisoara.

## CHAPTER VI. METHODOLOGY FOR TYPE III ADMISSION AND ENROLMENT OF ROMANIAN CITIZENS FROM ABROAD IN UNIVERSITY STUDY PROGRAMMES IN THE ROMANIAN LANGUAGE

### VI.1. General provisions

**VI.1.1.** In accordance with the provisions of the National Education Law no. 1/2011, as amended and supplemented, the Joint Order of MEN (no. 3900/16.05.2017) - MAE (A10/2046/26.05.2017) - MRP (no. C/129/07.06.2017) on the approval of the Methodology for the enrolment of Romanians from abroad in the Romanian state higher education, on places without tuition fees but with scholarship, respectively without tuition fees but without scholarship, starting with the academic year 2017-2018, the University Senate approves the present methodology on the organization and conduct of the admission competition for the undergraduate degree cycle for Romanians from abroad.

**VI.1.2.** In state higher education in Romania, Romanians from abroad can benefit from:

- a. study places without tuition fees, but with scholarships, based on the offer of places of the Romanian state universities, with priority respect of the criteria of quality and tuition capacity, according to the legal provisions in force and based on the opportunities identified by the institutions authorized under Law 299/2007 in the field of policies for Romanians abroad and according to the Government Decision no. 16/12.01.2017 in the field of Romania's foreign policy;
- b. study places without tuition fees, but without scholarships, based on the offer of places of the Romanian state universities, with priority respect of the quality criterion and the tuition capacity, according to the legal provisions in force and based on the opportunity identified by the institutions authorized under Law 299/2007 in the field of policies for Romanians abroad and according to the Government Decision no. 16/12.01.2017 in the field of Romania's foreign policy.

**VI.1.3.** Scholarship and non-scholarship places available for each faculty/programme of study, awarded by the Ministry of Education, are filled by candidates according to:

- a. the candidate's choice (according to the "choice beats average" principle);
- b. in descending order of the results obtained in the admission competition;
- c. chronological order of confirmation of place by the candidate.

**VI.1.4.** The category of Romanians living abroad includes, in accordance with the provisions of Law no. 299/2007 on support for Romanians living abroad, republished, with subsequent amendments and additions:

- a. People who freely assume their Romanian cultural identity, people of Romanian origin and those belonging to the Romanian linguistic and cultural core living outside the borders of Romania, regardless of the ethnonym used (Armenians, Aromanians, Basarabians, Bukovinians, Kutušovlahi, Daco-Romanians, Farserites, Hertanians, Istro-Romanians, Danubian Latins, Macedoromani, Macedo-Romanians,



Maramureșeni, Meglenitic, Megleno-Romanians, Moldovans, Moldovlahi, Rămani, Romanians, Vlahi, Vlasi, Volohi, Macedo-Armanji), as well as all other lexical forms semantically related to the above;

**b.** Romanian emigrants, whether or not they have retained Romanian citizenship, their descendants, as well as Romanian citizens with a permanent residence or residence abroad.

## VI.2. Timetable for the admission competition

**VI.2.1.** Admission to undergraduate studies of Romanian citizens from abroad is organized in the July session of the current year, according to the calendar approved by the Board of Directors of the University, at the proposal of the Vice-Rector for International Relations.

## VI.3. Application procedure for the admission competition

**VI.3.1.** During the periods set out in the admissions timetable, candidates will complete the *online* application form and upload the application documents (application file) to the admissions platform on the university's website [www.umft.ro](http://www.umft.ro), assuming responsibility for the authenticity and correspondence between the digital/scanned documents and the originals, as well as the veracity of the personal data entered.

By completing the online application form, candidates consent to the processing of personal data for this purpose.

**VI.3.2.** The registration of candidates for the entrance exam by filling in the application form and uploading the application documents (application file) online, respectively checking the content of the file and validation of the registration by the university staff, will take place during the period established in the Calendar of the entrance exam.

**VI.3.3.** Applications and completions uploaded after the deadline set in the timetable will not be accepted.

**VI.3.4.** Contact details: Prorektorat International Relations: e-mail [international@umft.ro](mailto:international@umft.ro).

**VI.3.5.** After filling in the application form, respectively after the registration for the competition has been completed and validated, candidates will receive an e-mail confirmation and details of the next steps, according to the present Methodology.

**VI.3.6.** Applicants must ensure that their e-mail addresses meet the requirements of the European Union so that the university does not encounter errors in electronic communication (e-mail addresses must be internationally accepted, e.g. Yahoo, gmail, hotmail, etc.). University accepts no liability for non-receipt of e-mails.

**VI.3.7.** Candidates who apply for more than one degree programme offered by UMF "Victor Babeș" in Timisoara will have to upload their application documents (dossier) *online* only once.

**VI.3.8.** When applying, candidates may opt for a maximum of two undergraduate degree programmes, specifying the option, or options in order of preference (as appropriate). Candidates' option(s) and the admission average obtained determine their ranking.

**VI.3.9.** If a candidate submits his/her application to more than one university in Romania, this may lead to a delay in issuing the approval for enrolment, and there is a risk that the candidate will not meet the legal deadlines for enrolment at our university.

**VI.3.10.** The University does not have any kind of cooperation or representation agreement with agencies that broker the application of candidates, and they have no advantage over candidates applying on their own.

**VI.3.11.** Candidates assume full responsibility for the accuracy of the information and authenticity of the documents submitted, even if the documents have been submitted through an agent/agency.

## VI.4. Documents required for the application for admission

**VI.4.1.** The application file and its online uploading by candidates, with the assumption of responsibility by them for the authenticity and correspondence between the digital/scanned documents and the originals, will contain the following scanned documents, double-sided, as appropriate:

- a.** Personal data protection declaration - see Useful documents folder;
- b.** Application for admission to the admission competition - see the Useful documents folder;



- c. Baccalaureate diploma or equivalent - certified / super-certified copy (depending on the issuing country) in the official language of the country where the diploma was issued and certified translation into Romanian;
- d. Transcript of the baccalaureate diploma / equivalent - certified / super-certified copy (depending on the issuing country) in the official language of the country where the diploma was issued and certified translation into Romanian;
- e. Transcripts with grades obtained during high school - certified / super-certified copy (depending on the issuing country) in the official language of the country where the diploma was issued and certified translation into Romanian;
- f. The certificate issued by the educational institution, in place of the baccalaureate diploma, if it has not been issued, in the case of candidates who passed the baccalaureate exam in the session corresponding to the current year / who did not take possession of the final diploma - legalized/super-legalized copy (depending on the issuing country) in the official language of the country where the diploma was issued and certified translation into Romanian;
- g. Passport, valid at least 6 months from the beginning of the academic year - copy;
- h. Permanent residence papers / Identity card - certified copy and certified translation into Romanian;
- i. Birth certificate - certified copy and certified translation into Romanian;
- j. Marriage certificate, if applicable - certified copy and certified translation into Romanian;
- k. Affidavit that he/she has never benefited from a place of study financed by the Romanian state budget (scholarship or tuition fee exemption) for the level of studies requested;
- l. Notarized statement that the candidate does not have residence/stable domicile in Romania;
- m. Affidavit, based on freely expressed will, of assumption of Romanian cultural identity, according to the legislation in force, (except for candidates from Moldova and those who have Romanian citizenship and reside abroad) - see the folder Useful documents;
- n. Certificate of language proficiency for Romanian, minimum level B1, issued by authorized institutions of the Romanian Ministry of Education / Certificate of completion of the preparatory year of Romanian language / Certificate of studies issued by educational institutions in Romania or abroad, with teaching in Romanian, at least 4 consecutive years.
- o. Medical certificate - see Useful documents folder.

**VI.4.2.** According to the current provisions of the Ministry of Education, respectively, of the Romanian Government, documents issued in original, in Romanian, can be sent in copies. This provision does not apply to translations into Romanian from another language.

**VI.4.3.** Candidates who have subjects on their transcript with a name other than biology/chemistry but corresponding to biology/chemistry are required to submit a certificate issued by the high school/official document certifying that the subject/subject is equivalent to biology/chemistry.

**VI.4.4.** Candidates are required to ensure that there are no discrepancies in the way their name is spelt in the documents submitted. If they do not, you must submit a notarised declaration of the correctness of the name in the documents submitted.

**VI.4.5.** Romanians from abroad graduating from preparatory year are subject to all the provisions of this methodology.

## VI.5. Language proficiency

**VI.5.1.** Candidates registered for the entrance examination **for Romanian language study programmes** are required to submit one of the following documents:

- Language proficiency certificate for Romanian language, minimum level B1, issued by authorized institutions of the Romanian Ministry of Education;
- Certificate of completion of the preparatory year of Romanian language;
- educational certificates issued by educational institutions in Romania or abroad, taught in Romanian, for at least 4 consecutive years.

**V.5.2.** The following are exempted from the obligation to present one of the documents referred to in point V.5.3. V.5.1., candidates who:





a) present Romanian educational documents (diplomas and certificates) or academic records, school transcripts certifying at least 4 consecutive years of studies completed in Romanian in an accredited school, teaching in Romanian;

b) 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 that organize a preparatory year of Romanian language for foreign citizens, by Romanian language, literature, culture and civilization lectureships in universities abroad/Institute of Romanian Language or by the Romanian Cultural Institute.

**VI.5.3.** UMF „Victor Babeș” in Timișoara does not organise language tests for Romanian.

## VI.6. Conduct of the admission competition

**VI.6.1.** The admission of candidates to all undergraduate programs, on the places put out to competition for Romanian citizens abroad, is based on the general principle "option beats average".

**VI.6.2.** The admission of Romanian citizens from abroad will take place in the form of an admission competition, based on the average obtained after applying the following calculation formula established by the university:

$$\text{Bacalaureat} \times 0,2 + \left( \frac{\Sigma \text{Biologie}}{\text{numarul de ani de studiu al materiei}} \right) \times 0,6 \\ + \left( \frac{\Sigma \text{Chimie}}{\text{numarul de ani de studiu al materiei}} \right) \times 0,2$$

- g.** Bacalaureate = the average obtained in the bacalaureate/equivalent exam or the average of the years of study in the case of countries that do not have a bacalaureate/equivalent exam.
- h.**  $\Sigma$ Biology = sum of all biology/equivalent grades earned in high school.
- i.**  $\Sigma$ Chemistry = sum of all chemistry/equivalent grades earned in high school.

Where: 0.2 = the weight of the bacalaureate/equivalent examination or the average of the years of study in the case of countries which do not have a bacalaureate/equivalent examination in the formula for calculating the candidate's final average, respectively, the weight of the subject Chemistry in the formula for calculating the candidate's final average.

0,6 = weight of Biology in the final average formula

- j.** The calculation of the final admission average will be made by equating the grades obtained in the home country according to the Romanian education grading system.
- k.** The final admission average for undergraduate studies cannot be less than 5.00 (five), according to the Romanian education grading system.

## VI.7. Admission test results and ranking of candidates

**VI.7.1.** Candidates will be ranked according to the order of the choices made on the application form, in descending order of admission average, within the limit of the places approved for each study programme. A candidate may be admitted to a maximum of one undergraduate programme.

**VI.7.2.** For example:

Candidate A has Medicine as his first option and Pharmacy as his second option and obtained an average of 10. He is assigned to his first option.

Candidate B has Pharmacy as his first option and Medicine as his second option and obtained an average of 9; 14 places were filled in his first option by 14 candidates with admission averages higher than his average. He will be the 15th candidate allocated to his first option, meaning that in the allocation for the Pharmacy option, candidate B has priority over candidate A, who has a higher average than candidate B.

Candidate C has Pharmacy as his first option and Medicine as his second option and has obtained an average of 8;





if all the places in his first option have been filled by candidates with higher averages than his, he will be allocated to his second option, if there are any vacancies.

**VI.7.3.** If there are several candidates with equal averages in the last place, their ranking will be based on the following criteria, as appropriate:

- Grade obtained in biology at the baccalaureate exam;
- Grade obtained in chemistry at the baccalaureate exam;
- Arithmetic average of the averages of the years of secondary education;
- Arithmetic average in Romanian language during the high school years or the grade obtained in the Romanian language test / preparatory year graduation exam.

**VI.7.4.** The provisional results of the admission competition will be published on the date set out in the admission competition calendar on the university's website, [www.umft.ro](http://www.umft.ro), in the International section, depending on the time at which the entry of averages into the computer system is completed, with the online registration form number, which will replace the candidate's identification data (first and last name).

**VI.7.5.** The lists contain the following categories of information:

- Candidates admitted up to the number of places allocated, if applicable, stating their choice and admission average;
- Unsuccessful candidates in descending order of average score;

**VI.7.6.** The results of the admission competition will be signed by the Rector of the University/Chair of the Central Coordination Office, the Chair of the Central Admissions Committee and the Chair of the Admissions Committee.

**VI.7.7.** Depending on the stage of the admission competition, the results will be as follows:

- Provisional results, generated on the day of the entrance exam;
- Results after resolution of any appeals, for study programmes where classification changes have taken place,
- Results after the confirmation stage,
- Results after the end of the 30-day registration period at the beginning of the academic year;

**VI.7.8.** It is not allowed to exceed the tuition/programme of study figure approved by the University Senate and legislation.

## **VI.8. Submission and settlement of appeals**

**VI.8.1.** Any appeals against the results of the admission competition must be submitted on the date set out in the Admission Competition Calendar by e-mail to [relint@umft.ro](mailto:relint@umft.ro). Only appeals concerning your own average will be accepted.

**VI.8.2.** The resolution of appeals is the exclusive responsibility of the Appeals Committee. The committee's decision is final and will be announced on the website.

**VI.8.3.** If differences in marks are found, the candidate will be given the average resulting from the re-evaluation of the file.

**VI.8.4.** Appeals based on ignorance of the Admission Methodology will not be accepted.

**VI.8.5.** Once any appeals have been resolved, lists of admitted and rejected candidates will be drawn up and posted for the study programmes where changes in classification have taken place, containing the final and indisputable results.

**VI.8.6.** After the deadline for resolving and replying (by posting) to appeals, the result of the admission competition is final and cannot be changed.

## **VI.9. Place confirmation**

### **Stage I**

**VI.9.1. Successful candidates are required to confirm their place within the period specified in the Admissions Calendar by uploading a scanned copy of the place confirmation form on the admissions platform, under penalty of losing the place obtained through the competition if they fail to do so.**



**VI.9.2.** After the confirmation stage, an applicant's status can be:

- Admit confirmed;
- Rejected unconfirmed (pending);

## Stage II

**VI.9.3.** During the period established according to the Admission Competition Calendar, a second confirmation phase will take place for candidates with an average above 5 (five) initially declared "rejected" (pending), who have slid, through the admission computer application, in the order of the options expressed and the final admission averages obtained, on the remaining unfilled/vacant places.

**VI.9.4.** The remaining vacancies are distributed to the next candidates, in order of the choices made and the admission averages, via the admission computer application, which is communicated to the candidate's e-mail and account. Candidates will be required to confirm their place **within 48 hours** by uploading the place confirmation form on the admission platform, failing which they will lose their place in the competition.

**VI.9.5.** You can confirm your place in a maximum of two study programmes.

**VI.9.6.** Candidates who withdrew/withdrew their application/place, officially in writing, or did not obtain an average above 5 (five), will be permanently excluded from the list and will not be considered in any stage of the competition.

## VI.10. Application procedure for candidates admitted to undergraduate studies with a view to enrolment

**VI.10.1.** The registration of candidates is subject to:

- passing the entrance exam and confirmation of place;
- obtaining the approval for study tuition issued by the Directorate General for International Relations and European Affairs of the Ministry of Education, in accordance with the legal regulations in force;
- presentation of the proof of graduation from the preparatory year for the Romanian language / certificate attesting knowledge of the Romanian language / certificate that they have studied at least 4 years in Romanian;
- obtaining a study visa/presenting a residence permit - where applicable.

**VI.10.2.** In order to apply, successful candidates must submit the following documents in original to the secretariat of the Prorectorate of International Relations:

- (1). The application form for the admission competition, signed by the candidate; it is downloaded from the account created by the candidate on the admission platform;
- (2). Personal data protection declaration - see Useful documents folder;
- (3). Application form for the competition - see Useful documents folder;
- (4). Baccalaureate diploma or equivalent - original and certified copy in the official language of the country where the diploma was issued and certified translation into Romanian;
- (5). Transcript of records of the baccalaureate/equivalent diploma -- original and certified copy in the official language of the country where the diploma was issued and certified translation into Romanian;
- (6). Transcripts with grades obtained during high school - certified copy in the official language of the country where the diploma was issued and certified translation into Romanian;
- (7). The certificate issued by the educational institution, instead of the baccalaureate diploma, if it has not been issued - for candidates who have passed the baccalaureate exam in the current year's session / who have not received the final diploma;
- (8). Passport, valid at least 6 months from the beginning of the academic year - copy;
- (9). Permanent residence papers / Identity card - certified copy and certified translation into Romanian;
- (10). Birth certificate - certified copy and certified translation into Romanian;
- (11). Marriage certificate, if applicable - certified copy and certified translation into Romanian;
- (12). Affidavit that he/she has never benefited from a place of study financed by the Romanian state budget (scholarship or tuition fee exemption) for the level of studies requested;
- (13). Notarized statement that the candidate does not have a permanent residence/domicile in Romania;
- (14). Affidavit, based on freely expressed will, of assumption of Romanian cultural identity, according to the



legislation in force, (except for candidates from Moldova and those who have Romanian citizenship and reside abroad) - see the folder Useful documents;

(15). Place confirmation form (see Useful documents folder);

(16). Certificate of language proficiency for the Romanian language, issued by authorized institutions of the Romanian Ministry of Education Certificate of graduation from the preparatory year of Romanian language / academic certificates issued by educational institutions in Romania or abroad, teaching in Romanian, at least 4 consecutive years;

(17). Medical certificate - see Useful documents folder;

(18). 4 passport photos

(19). Envelope dosing.

**VI.10.3.** For successful candidates who do not register for the first year by the deadline set out in the Admissions Calendar, they are automatically deemed to have withdrawn their student status by not attending.

**VI.10.4.** Failure to present the original baccalaureate/master's degree or the certificate of recognition of the degree, through the sole fault of the candidate declared admitted, within the time limit set by this Methodology, will result in the loss of the place.

**VI.10.5.** Romanians from abroad enrolled to study in Romania have the following obligations:

- a. to respect the Romanian Constitution and the laws in force of the Romanian State;
- b. comply with the internal rules of the institution in which they work;
- c. comply with the provisions of this methodology;
- d. after obtaining their study visa, to go to the higher education institution to which they have been admitted for enrolment;
- e. to present themselves to the General Inspectorate for Immigration of the Ministry of Internal Affairs in order to obtain a residence permit in Romania for the duration of their studies.

**VI.10.6.** Important! In case of infringement of the above provisions and on the proposal of the higher education institutions, the MoE may withdraw funding for the person concerned.

**VI.10.7.** The following facilities are provided for the beneficiaries of tuition-free study places with scholarships and tuition-free study places without scholarships:

- a. financing of tuition fees for the preparatory year of Romanian language and monthly scholarship, if applicable;
- b. funding of tuition fees for the duration of the university course to which he/she has been admitted and a monthly scholarship, if applicable;
- c. financing of accommodation costs in student dormitories, through the ME budget, within the limit of the allocated grant;
- d. free medical assistance in case of medical and surgical emergencies and diseases with endemic potential, in accordance with the national legislation in force;
- e. transport under the same conditions as for Romanian students, according to legal provisions;

**VI.10.8.** The beneficiaries of the study places offered by the Romanian state are encouraged to get involved in social and civic activities aimed at preserving, affirming and developing the ethnic, linguistic, cultural and religious identity of Romanians abroad, as described by Law 299/2007. Thus, they:

- a. will be encouraged to participate in student associations of Romanians studying abroad in Romania;
- b. will be encouraged to get involved in the organisation of actions and/or programmes dedicated to Romanians abroad by MRP, ICR, MAE and other institutions in Romania or in their countries of origin;
- c. will be encouraged to participate in any other action described by Law 299/2007 carried out by any entity provided for by this law.

**VI.10.9.** A student declared admitted to university studies can receive funding from the budget for only one field of study on the same cycle of studies, a second field of study can be followed only on a fee basis in lei, in the amount provided for Romanian citizens, according to the legal provisions in force.

**VI.10.10.** Students admitted as scholarship holders of the Romanian state in one of the university study cycles, who withdraw from studies or are expelled, can re-enroll with tuition fees in lei, in the amount established for Romanian citizens in accordance with the regulations of each higher education institution. Exceptions are medical cases, approved on the basis of the University Charter, as well as those that have the



approval of the Senate of the higher education institution.

**VI.10.11.** If Romanians from abroad change their permanent residence in Romania during their studies, they may continue their studies in accordance with the regulations of each higher education institution for Romanian citizens with permanent residence in Romania, starting with the following academic year.

## CHAPTER VII. FINAL PROVISIONS

**VII.1.** The places remaining unoccupied after admission are managed at the University level, according to the decisions of the Administrative Council.

**VII.2.** If a second admission session is organized in September and there are still unfilled places, the Board of Directors of UMF "Victor Babeș" in Timisoara is entitled to decide to redistribute the places to other study programs within the faculty or to other faculties, depending on the applications and the level of competition. These places will be filled by students previously admitted to the fee-paying places, during the two admission sessions, in the order of the averages and options expressed.

**VII.3.** The enrolment of the students declared admitted after the admission competition is made by decision of the Rector of UMF "Victor Babeș" in Timisoara.

**VII.4.** After registration is approved, students are registered in the Single Register of Enrolments (RMU) under a unique number, valid for the entire period of study in the specialisation/specialisations/programme/programmes to which they have been admitted.

**VII.5.** For registration purposes, the deans of the faculties and the studies office reserve the right to request additional documents from students provisionally enrolled in the first year, in accordance with the legal provisions in force.

**VII.6.** Failure to present the baccalaureate diploma / state diploma or the certificate of recognition of the diploma, in original, due to the sole fault of the candidate declared admitted, within the deadline set by these Regulations, leads to the loss of the place financed by the state budget.

**VII.7.** An applicant may be admitted and enrolled as a student in a maximum of two study programmes at the same time, regardless of the educational institutions offering them.

**VII.8.** A successful applicant may receive grant funding for one undergraduate programme only.

**VII.9.** Candidates declared admitted to more than one undergraduate degree programme opt for the programme to be financed from the state budget by submitting the original diploma/certificate of recognition of the baccalaureate diploma/certificate or the diploma/certificate of recognition of the diploma/certificate of the previous cycle of studies, as the case may be, to the faculty they wish to follow, respecting the deadline for submission set. This document may be returned to the holder from the second semester onwards, in which case a copy of the document certified 'true to the original' by the faculty secretariat will remain on file.

**VII.10. (1)** Candidates who have received full funding from the state budget (the entire period of study) for a complete undergraduate degree programme, completed/not completed by a bachelor's degree examination, may be admitted and enrolled, after passing the admission competition, only on the fee-paying places, without the right to reclassification on the budgeted places.

**(2)** Candidates who have received partial funding from the state budget for a Bachelor's degree programme and have been admitted to the admission competition organized at UMF "Victor Babeș" in Timisoara, will be enrolled in the fee-paying places, starting with the first year of study.

**(3)** The category of students referred to in para. (2) shall have the right to reclassify to the budgeted places only after passing, on a fee-paying basis, the number of years of study equivalent to the number of years previously followed on a fee-free basis, in compliance with the criteria and performance standards for the annual reclassification of students established by the University management.

**VII.11.** After enrolment, the faculty secretariats generate and post the final lists of candidates declared admitted and enrolled.

**VII.12.** The transition of students from fee-paying to fee-free education will be made according to Law no.



224/2005 and according to the University regulations, approved by the Senate of UMF "Victor Babeș" in Timișoara.

**VII.13.** Candidates admitted to the first year of studies at UMF "Victor Babeș" in Timișoara can benefit from scholarships, according to the law and can obtain accommodation in one of the University's dormitories, according to the conditions provided by the law and the University's own regulations.

**VII.14.** During the course of the study programmes, transfer between study programmes will be possible within the limit of available places, under the conditions laid down by the legislation in force and the students' mobility regulations.

**VII.15.** The collection of personal data from applicants to the admission competition, as well as their processing and storage, shall be carried out in compliance with the legal provisions on the protection of individuals with regard to the processing of personal data and the free movement of such data.

**VII.16.** This Regulation is the only official document concerning the organization and conduct of the admission examination at the University of Medicine and Pharmacy "Victor Babeș" of Timișoara, at the cycle of undergraduate studies and university studies offered combined, cycle I and II, and is supplemented by the provisions of normative acts that have appeared subsequently, as well as by the methodologies for the admission of foreign candidates and Romanian candidates from abroad, approved by the University Senate.

**VII.17.** References appearing in various publications or otherwise communicated cannot replace the official ones and therefore do not commit UMF "Victor Babeș" Timișoara in any way.

**VII.18.** The adoption of this Regulation repeals previous decisions and regulations. Any amendment may be made only with the approval of the University Senate or through the publication of mandatory regulations.

**VII.19.** In exceptional and justified circumstances, derogations from these regulations may be approved by the University's Administrative Board, by decision of the Rector.

**VII.20.** The Board of Directors of the university has the right and the obligation to make these Regulations compatible with the Orders of the Ministry of Education issued up to the date of the entrance exam.

**VII.21.** The Senate of the University of Medicine and Pharmacy „Victor Babeș" of Timișoara approved these Regulations in the meeting of 21.12.2023, amended and completed on 21.02.2024, respectively 27.03.2024, date on which it enters into force.

**Rector,**

**Prof. univ. dr. Octavian Marius Crețu**

*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 CONDITIONS AND PROCEDURE FOR RECOGNITION BY THE CNRED OF DIPLOMAS OBTAINED ABROAD

### I. THE EQUIVALENCE OF THE BACCALAUREATE DIPLOMA OBTAINED BY ROMANIAN CITIZENS ABROAD OR AT AN EDUCATIONAL ESTABLISHMENT THAT ORGANIZES AND CARRIES OUT ON ROMANIAN TERRITORY EDUCATIONAL ACTIVITIES CORRESPONDING TO AN EDUCATIONAL SYSTEM OF ANOTHER COUNTRY

<https://cnred.edu.ro/echivalarea-diplomei-de-bacalaureat-obtinuta-in-strainatate-de-cetatenii-romani/>

#### I. 1. Submission of the file

- **Online** via the **electronic Single Point of Contact** for diplomas issued in Romanian, English, French, Spanish or Italian: <https://edirect.e-guvernare.ro/Admin/Proceduri/ProceduraVizualizare.aspx?IdInregistrare=1176798&IdOperatiune=2>
- **Online** via the **electronic Single Contact Point** for diplomas issued in other languages: <https://edirect.e-guvernare.ro/Admin/Proceduri/ProceduraVizualizare.aspx?IdInregistrare=1176846&IdOperatiune=2>
- **University seat:** University of Medicine and Pharmacy "Victor Babeș" of Timișoara  
Address: Timișoara, Piața Eftimie Murgu Nr. 2, Code 300041, [www.umft.ro](http://www.umft.ro),  
E-mail: [international@umft.ro](mailto:international@umft.ro).
- **at the School Inspectorate of Bucharest or County School Inspectorates**
- **Ministry of Education's Registrar's Office**, by mail or express courier, schedule: Monday-Thursday, 09:00-11:00 and 14:00-16:00 Friday, 09:00-11:00, 12 Spiru Haret Street, ground floor, room 1, Sector 1, 010176 Bucharest

The list of education provider organisations, which organise and carry out educational activities on the territory of Romania corresponding to an educational system in another country, can be consulted at the following address:  
<https://aracip.eu/categorii-documente/info-unitati-invatamant-registre>.

#### I. 2. Required documents

##### 1. Application - for submission in physical format

The standard form can be downloaded:

- on the university website, Admission/Admission section - Forms;
- from the CNRED website: <https://cnred.edu.ro/echivalarea-diplomei-de-bacalaureat-obtinuta-in-strainatate-de-cetatenii-romani/>

##### 2. *Baccalaureate Diploma*

- a copy, if the document of studies is issued in Romanian, English, French, Spanish, Italian
- copy and certified translation into Romanian for documents issued in other languages

##### 3. *Other documents*

- certificate of passing the baccalaureate examination in Italy; Pruebas de Aptitud para el Acceso a la Universidad, calificación Apto in Spain; certificate issued by Universitets-och högskolerådet (UHR) regarding access to university studies in Sweden; etc. - copy for academic documents written in international languages (English, French, Spanish, Italian) or copy and certified translation into Romanian for academic documents written in other languages

##### 4. **Personal identification documents**, copy

- passport / identity card - identity card or ID card



- proof of change of name (if applicable), in copy (Romanian/ English/ French/ Spanish/ Italian) and certified translation (for other languages)

#### **Authentication of documents of studies subject to recognition/equivalence**

1. for diplomas from the Republic of Moldova no apostille or super-legalization is required. Diplomas issued prior to 2008 (as well as diplomas issued after 2008 that cannot be verified through the portal) must be accompanied by the authenticity certificate issued by the Ministry of Education of the Republic of Moldova, as of 01.04.2019, in copy;

2. for countries that are party to the Hague Apostille Convention, documents of studies subject to equivalence/recognition must be endorsed with the Hague Apostille by the competent authorities of the issuing countries documents of studies from Italy, Greece, Spain, Portugal and Cyprus will be endorsed with the Hague Apostille, other EU Member States being exempted;

3. for countries which are NOT party to the Hague Apostille Convention, the study documents will be super-signed or accompanied by the authenticity certificate issued by the competent authorities of the country of origin;

- the super-legalization is applied by the Ministry of Foreign Affairs of the issuing country, the Embassy/Consular Office of Romania in the country concerned and the Ministry of Foreign Affairs of Romania or by the Ministry of Foreign Affairs of the issuing country and its Embassy/Consular Office in Romania and the Ministry of Foreign Affairs of Romania; for countries where there are no diplomatic missions of Romania or which do not have diplomatic missions in Romania, the study documents will be endorsed by the Ministry of Education and the Ministry of Foreign Affairs of the issuing country;

- exemption from surcharge is allowed by law, by an international treaty to which Romania is a party or on the basis of reciprocity.

The list of countries for which apostille or super-legalisation is required can be found at: <https://cnred.edu.ro/lista-statelor-pentru-care-se-solicita-apostilarea-sau-supralegalizarea/>.

### **I. 3. Document evaluation**

The evaluation of the documents and the issuance of the CNRED decision is carried out within a maximum of 30 working days from the date of registration of the complete file. This deadline may be extended accordingly in the event of additional checks or consultation of external experts.

Check the status of the file by visiting: <https://cnred.edu.ro/dosare3/>

### **I. 4. Issue of the certificate**

- **in electronic format**, via the PCUe platform, for dossiers submitted online
- **CNRED**, Monday - Thursday, 09:00 - 12:00, 13:00 - 15:00; Str. Spiru Haret, nr. 12, Sector 1, 010176 Bucharest, National Centre for Diploma Recognition and Equivalence
- **at the university headquarters**
- **at the School Inspectorate of Bucharest or County School Inspectorates**
- **by post**, to the address indicated in the application
- **by express courier** - with payment at destination - the courier service is contracted by the applicant

The certificate shall be issued to the holder or to a person empowered by notarial power of attorney.

### **I. 5. Duplicate release**

In case of loss, complete destruction or damage of the equivalence certificate, a duplicate may be issued.

For the issue of the duplicate, the following documents must be submitted: application; notarial declaration of loss, destruction or damage of the certificate; identity card - copy; certificate of studies which has been equivalence - copy; other documents, if necessary

### **I. 6. The procedure for appeals**

Appeals shall be lodged with the M.E. registry within 45 working days from the date of issue of the recognition/equivalence certificate and, respectively, from the date of becoming aware of the reasons for non-recognition. The deadline for resolving appeals is 60 working days from their registration with the CNRED. The time limit may be extended in justified cases, the applicant being notified in writing by post or e-mail.



## II. RECOGNITION OF STUDIES OF CITIZENS OF MEMBER STATES OF THE EUROPEAN UNION, THE EUROPEAN ECONOMIC AREA AND THE SWISS CONFEDERATION FOR ENROLMENT IN POST-SECONDARY OR HIGHER EDUCATION

<https://cnred.edu.ro/recunoastere-studii-cetateni-europeni-admitere-licenta-in-romania/>

### II. 1. Submission of the file

- **Online** via the **electronic Single Point of Contact** for diplomas issued in Romanian, English, French, Spanish or Italian: <https://edirect.e-guvernare.ro/Admin/Proceduri/ProceduraVizualizare.aspx?IdInregistrare=1178102&IdOperatiune=2>
- **Online** via the **electronic Single Contact Point** for diplomas issued in other languages: <https://edirect.e-guvernare.ro/Admin/Proceduri/ProceduraVizualizare.aspx?IdInregistrare=1178123&IdOperatiune=2>
- **University seat:** University of Medicine and Pharmacy "Victor Babeș" of Timisoara, Prorectorate of International Relations,  
Address: Timișoara, Piața Eftimie Murgu Nr. 2, Code 300041, [www.umft.ro](http://www.umft.ro),  
E-mail: [international@umft.ro](mailto:international@umft.ro)
- **Ministry of Education's Registrar's Office, by post or courier**

Monday-Thursday, 09:00-11:00 and 14:00-16:00 Friday, 09:00-11:00, 12 Spiru Haret Street, ground floor, room 1, Sector 1, 010176 Bucharest

### II. 2. Required documents

**1. Application: Application form or Formulaire de demande** - for submission in physical format

The standard form can be downloaded:

- on the university website, Admission/Admission section - Forms;
- from the CNRED website: <https://cnred.edu.ro/recunoastere-studii-cetateni-europeni-admitere-licenta-in-romania/>

### 2. High school diploma/certificate

- a copy, if the document of studies is issued in Romanian, English, French, Spanish, Italian
- copy and certified translation into Romanian for documents issued in other languages

### 3. Other documents, if applicable

\* Example: Pruebas de Aptitud para el Acceso a la Universidad, calificación Apto from Spain; etc. - copy and certified translation, except for the documents of studies in English, French, Spanish and Italian

\* Example: foreigners, family members of Romanian citizens, holders of a temporary right of residence, must submit proof that they are employed or registered unemployed in order to benefit, under the law, from equal treatment with Romanian citizens in terms of enrolment in studies (GEO no. 194/2002 on the regime of foreigners in Romania with subsequent amendments and additions, republished, Art. 80 para. (3) lit. b) and c))

### 4. Personal identification documents, in copy:

- passport / identity card
- proof of change of name (if applicable), in copy (Romanian/ English/ French/ Spanish/ Italian) and certified translation (for other languages)
- proof of protection on the territory of Romania - for refugees

### 5. Evaluation fee of 100 lei - the fee is not payable by persons benefiting from a form of international protection

Fees, in lei, can be paid:

- at the CNRED cash desk, from Monday to Thursday, between 9:00-12:00, 13:00-15:00
- by Money Order / Postal Order / Bank Transfer mentioning the account below:



Beneficiary: Ministry of Education

Tax ID: 13729380

Bank:

Treasury and Public Accounting Activity of the Municipality of Bucharest - ATCPMB

IBAN Code: RO86TREZ70020E330500XXXX

SWIFT Code: TREZROBU

BIC Code: TREZ.

- through **Ghișeul.ro**

**From abroad**, fees can also be paid in Euro, by Money Order / Bank Transfer, mentioning the account below:

Beneficiary: Ministry of Education

Tax ID: 13729380

Bank:

Banca Comercială Română - BCR, University branch

IBAN code: RO35RNCB0080005630300077

SWIFT code: RNCBROBU

BIC code: RNCB

**Fees in euro are calculated at the exchange rate leu - euro posted by the National Bank of Romania on the day the bank transfer is made.**

**Important:** On the payment order or postal order issued, the IBAN code of the beneficiary, the name of the holder of the certificate and the name of the employer requesting recognition (if applicable) must be written!

### II. 3. Authentication of documents of studies subject to recognition/equivalence

1. for diplomas from the Republic of Moldova no apostille or super-legalization is required. Diplomas issued prior to 2008 (as well as diplomas issued after 2008 that cannot be verified through the portal) must be accompanied by the authenticity certificate issued by the Ministry of Education of the Republic of Moldova, as of 01.04.2019, in copy;

2. for countries that are party to the Hague Apostille Convention, documents of studies subject to equivalence/recognition must be endorsed with the Hague Apostille by the competent authorities of the issuing countries documents of studies from Italy, Greece, Spain, Portugal and Cyprus will be endorsed with the Hague Apostille, other EU Member States being exempted;

3. for countries which are NOT party to the Hague Apostille Convention, the study documents will be super-signed or accompanied by the authenticity certificate issued by the competent authorities of the country of origin;

- the super-legalization is applied by the Ministry of Foreign Affairs of the issuing country, the Embassy/Consular Office of Romania in the country concerned and the Ministry of Foreign Affairs of Romania or by the Ministry of Foreign Affairs of the issuing country and its Embassy/Consular Office in Romania and the Ministry of Foreign Affairs of Romania; for countries where there are no diplomatic missions of Romania or which do not have diplomatic missions in Romania, the study documents will be endorsed by the Ministry of Education and the Ministry of Foreign Affairs of the issuing country;

- exemption from surcharge is allowed by law, by an international treaty to which Romania is a party or on the basis of reciprocity.

List of States for which apostille or super-legalisation is required

### II. 4. Issue of the certificate

- **in electronic format**, via the PCUe platform, for dossiers submitted online

- **at the University** of Medicine and Pharmacy "Victor Babes" University of Timisoara, International Relations Department,

Address: Timișoara, Piața Eftimie Murgu Nr. 2, Code 300041, [www.umft.ro](http://www.umft.ro),

E-mail: [international@umft.ro](mailto:international@umft.ro), [relint@umft.ro](mailto:relint@umft.ro).

- **CNRED**, Monday - Thursday, 09:00 - 12:00, 13:00 - 15:00, Str. Spiru Haret, nr. 12, Sector 1, 010176 Bucharest, National Centre for Recognition and Equivalence of Diplomas

- **by post**, to the address indicated in the application

- **by express courier** - with payment at destination - the courier service is contracted by the applicant

The certificate shall be issued to the holder or to a person empowered by notarial power of attorney.



## II. 5. Duplicate release

In case of loss, complete destruction or damage of the equivalence certificate, a duplicate may be issued. For the issue of the duplicate, the following documents must be submitted: application; notarial statement on the loss, destruction or damage of the certificate; identity card - copy; study certificate that has been equivalence - copy; proof of payment of the 100 lei fee - copy, other documents, if applicable.

## II. 6. The procedure for appeals

Appeals shall be lodged with the M.E. registry within 45 working days from the date of issue of the recognition/equivalence certificate and, respectively, from the date of becoming aware of the reasons for non-recognition. The deadline for resolving appeals is 60 working days from their registration with the CNRED. The time limit may be extended in justified cases, the applicant being notified in writing by post or e-mail.