



# REGULATIONS ON STUDENT ACADEMIC MOBILITY FOR BACHELOR AND MASTER STUDENTS AT THE "VICTOR BABEȘ" UNIVERSITY OF MEDICINE AND PHARMACY IN TIMISOARA

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## CAPITOLUL I. GENERAL PROVISIONS

### Art. 1

This Regulation lays down the conditions under which student academic mobility can be carried out, namely the general criteria for the recognition and equivalence of studies carried out in other higher education institutions abroad, for the bachelor and/or master cycle of university studies, and is based on the following normative acts:

- Higher Education Law no. 199/2023, with subsequent amendments and additions;
- OME no. 4262/15.04.2024 for the approval of the Methodology on students' academic mobility,
- OMEN no. 5146/2019 on the approval of the generalized application of the European Credit Transfer System;
- OMECTS no. 3223/2012 for the approval of the Methodology for the recognition of study periods abroad;
- OMEN no. 3236/2017 on the approval of the Methodology for the admission of foreign citizens to study and tuition in accredited state higher education institutions without tuition fees and with scholarship and without tuition fees but without scholarship;
- OMEN no. 3473/2017 on the approval of the Methodology for the admission to studies and schooling of foreign citizens starting with the 2017-2018 school/university year, with subsequent amendments and additions;
- OMENCȘ no. 6121/2016 on the approval of the Methodology for the recognition of bachelor, master or postgraduate study documents issued by accredited higher education institutions abroad;
- OMEN no. 3630/2018 on the approval of the Methodology for the recognition and equivalence of pre-university study documents obtained abroad;
- OME no. 3693/2024 for the approval of the Framework Methodology on the organization of admission to short university study cycles, bachelor, master and doctorate,
- ARACIS standards applicable to each degree program;

### Art. 2

(1) Academic mobility is the right of students to be recognized for transferable credits acquired, under the conditions of the law, at other higher education institutions in the country or abroad. Mobility may be internal or international and, where appropriate, permanent or temporary.

(2) Academic mobility takes place in the partner institutions and places where students enrolled in the study program of the receiving higher education institution work.

(3) Academic mobility can be organized in physical, virtual or mixed format.

(4) Academic mobility refers to all types of activities foreseen in the curriculum of the study program: courses, seminars, laboratories, projects, practical work, etc.

(5) Academic mobility shall be carried out in compliance with the legal provisions on higher education enrolment capacity and funding and with this Regulation.

or

(6) The academic mobility is carried out in compliance with the legal provisions on tuition capacity, within the number of places available for mobility, for each study program, per study year, which represents the difference between the approved tuition capacity and the number of students in that year.

### Art. 3

(1) Student status is maintained throughout the period of internal and international mobility.

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(2) Higher education institutions may ensure through the provisions of institutional agreements with partner education institutions that students participating in mobility benefit from the same rights as students enrolled at the host education institution.

#### **Art. 4**

(1) Recognition of transferable credits in the case of internal and international academic mobility shall be granted by higher education institutions to the person who proves that he/she has completed the mobility period with documents issued by the higher education institution he/she attended.

(2) The recognition of the grades/qualifications obtained in the partner institution abroad is based on a conversion grid elaborated and approved by the higher education institution in Romania.

#### **Art. 5**

(1) Academic mobility can be carried out at the request of the student provided that the following conditions are met:

a. the existence of inter-institutional agreements, which set out the conditions for carrying out mobilities between accredited / provisionally authorized higher education institutions: type of mobility, duration of mobility, number of mobilities, field, study programme, funding of temporary mobility, language of study, accommodation conditions, selection of participants, support services offered to mobility participants, conditions for recognition of the results of academic mobility, etc.;

b. the acceptance of the accredited / provisionally authorized higher education institutions, as the case may be, the sending and the receiving higher education institutions, respectively, which consists in completing and signing the standard mobility application form, set out in the Annex which forms an integral part of this Regulation, as follows:

1. the student submits the mobility application to the higher education institution where he/she wishes to be mobile in order to obtain acceptance;
2. After obtaining the mobility agreement, the student applies for the mobility agreement to the higher education institution where he/she is registered;
3. the higher education institution accepting the mobility first signs the student's mobility application, then the institution from which the student is leaving signs;
4. the conditions under which the mobility takes place are also specified in the application;

#### **Art. 6**

At the student's request, the home higher education institution may conclude mobility agreements with another higher education institution in the country or abroad to facilitate student mobility, if there is no inter-institutional agreement between the two institutions at the time.

#### **Art. 7**

In the case of definitive academic mobility, the diploma is issued to the graduate by the higher education institution that organizes the final exam.

#### **Art. 8**

(1) UMFVBT includes in its multiannual strategic plan for institutional development a chapter on the internationalization of the educational process and the accessibility of student academic mobility.

(2) UMFVBT shall implement active measures on making academic mobility opportunities accessible to students, as well as to students at risk, students with disabilities and non-traditional students, including by carrying out specific actions on digitization of the application process for academic mobility.

(3) The UMFVBT may finance, co-finance and/or advance funds from its own income to support the implementation of mobility projects.

#### **Art. 9**

(1) UMFVBT students benefit from a public presentation on the national and international mobility programs available to them, at least once during an academic year.

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(2) For students who are to participate in academic mobilities, UMFVBT offers alternative methods and dates of assessment in certain subjects, if the mobility in which they are participating begins before the end of the examination session provided for by the structure of the academic year, according to institutional regulations.

## CAPITOLUL II. TEMPORARY ACADEMIC MOBILITY

### Art. 10

The student can benefit from temporary mobility between two accredited/ provisionally authorized higher education institutions, as appropriate.

### Art. 11

Internships in university teacher education programs may take place during a period of a traineeship abroad in the framework of a European Union program, which has a component dedicated to initial teacher training, certified by the Europass mobility document.

### Art. 12

The University of Medicine and Pharmacy "Victor Babeș" of Timișoara is a partner in university alliances and develops cooperation agreements in order to develop and mutually help each other in carrying out teaching activities.

### Art. 13

(1) Temporary academic mobility is carried out in accordance with the inter-institutional agreements concerning the respective programs, and requires the completion and signature of the standard mobility application.

(2) Temporary academic mobility, on budgeted or fee-paid places, can be carried out after the first semester and until the end of the penultimate semester, with the end of the exam session, except for mobilities carried out within the framework of international programs such as Erasmus+ etc., which can be carried out in the last semester.

(3) The study period may not extend beyond the end date of the academic year for which it was planned.

(4) Applications for temporary mobility must be submitted to the faculty secretariat, in original, at least 10 days before the beginning of the semester in which the mobility takes place and must contain all the necessary endorsements.

(5) Before the start of the mobility, the student has the obligation to fill in a study contract with the subjects he/she will follow, according to the curriculum of the study program he/she is studying, which will be stamped by both the sending and the receiving institution. At the end of the mobility, the receiving institution is obliged to issue the student's *academic record*.

(6) Appearing for the final exam at the end of the mobility is conditional on fulfilling professional obligations at the university where the temporary mobility took place.

### Art. 14

(1) Temporary academic mobility on your own is temporary mobility undertaken **outside of inter-institutional academic mobility agreements**, at the request of the student who has identified a potential host university.

(2) Temporary academic mobility on own account is realized in compliance with the provisions of Art. 5 para. (3) and (4) of M.E. Order 4262/2024.

(3) At the student's request, the home higher education institution may conclude mobility agreements with another higher education institution in the country or abroad to facilitate student mobility, if there is no inter-institutional agreement between the two institutions at the time.

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(4) Interinstitutional agreement consists of completing and signing the standard mobility application, set out in the Annex which forms an integral part of this Regulation, as follows:

- a) the student or doctoral student submits the mobility application to the higher education institution where he/she wishes to be mobile, in order to obtain acceptance;
- b) after obtaining the mobility agreement, the student or doctoral student applies for the mobility agreement to the higher education institution where he/she is registered;
- c) the higher education institution accepting the mobility first signs the student's mobility application, then the institution from which the student is leaving signs;
- d) the application shall also specify the conditions under which the mobility takes place.

#### **Art. 15**

(1) The compatibility of the curriculum for the recognition of transferable study credits shall be established prior to the period of mobility by the credit equivalence committee of each faculty and the recognition of transferable study credits shall be carried out after the mobility has been completed, in accordance with the regulations of the higher education institutions involved, as appropriate,

(2) Recognition of transferable study credits is carried out after the mobility is completed by the credit equivalence committee of each faculty, by recording it in an Equivalence/Recognition Minutes in accordance with the inter-institutional agreement and the regulations of the higher education institutions involved, as appropriate, and in accordance with the provisions of the Council Recommendation of 26 November 2018 on the promotion of automatic mutual recognition of qualifications acquired through higher education and those acquired following the completion of an upper secondary cycle of education and training and the results of learning periods spent abroad and the European Credit Transfer Credit System (ECTS) User's Guide.

(3) The decision on the equivalence of studies carried out abroad or in another higher education institution in the country, respectively the decision on the equivalence of the internship period carried out abroad shall be issued within a maximum of 10 working days from the moment the student has submitted the equivalence file.

(4) Requests for temporary mobility (for one semester or for one academic year), favorably endorsed by the Dean of the faculty, are submitted to the University's Administrative Council for approval.

#### **Art. 16**

(1) UMFVBT does not impose, by means of institutional regulations, eligibility criteria aimed at the academic performance of students who are beneficiaries of social scholarships for participation in temporary student academic mobility.

(2) The UMFVBT may supplement, from its own funds, the amount of scholarships offered to students for temporary internal or international academic mobility.

(3) The UMFVBT may provide additional financial support measures for students from socio-economically disadvantaged backgrounds who are to benefit from temporary academic mobility, in accordance with institutional regulations.

#### **Art. 17**

(1) Temporary international academic mobility through international programs is carried out in accordance with the regulations governing those programs.

(2) These mobilities are carried out on the basis of the European Commission legislation (Regulation No 1288/2013 of the European Parliament and of the Council of December 11, 2013 establishing the Erasmus + action, the Union Programme for Education, Training, Youth and Sport and repealing Decisions No 1719/2006/EC, No 1720/2006/EC and No 1298/2008/EC), respectively of the bilateral agreements concluded between UMFVBT and the partner universities.

#### **Art. 18**

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The procedure for the recognition of study periods of Erasmus+ students is stipulated in the **Methodologies for the conduct and recognition of study and placement periods within Erasmus+ mobilities for outgoing and incoming students.**

## CAPITOLUL III. DEFINITIVE ACADEMIC MOBILITY (TRANSFER)

### III.A PERMANENT ACADEMIC MOBILITY

#### Art. 19

(1) The definitive academic mobility is done upon the **student's request (Annex no. 1)**, both by state-funded and fee-paying students, in compliance with the legal provisions on the capacity and financing of higher education, and with the consent of the accredited/ provisionally authorized higher education institutions involved and in accordance with their own regulations on internal or international academic mobility and, where appropriate, definitive or temporary student mobility.

(2) Permanent academic mobility can also be within the same higher education institution.

#### Art. 20

For bachelor and master studies, definitive academic mobility can only take place at the beginning of the semester, after the first year/after the second semester and until the end of the penultimate year of studies, between study programs with the same total number of compulsory transferable study credits, in the same fundamental field.

#### Art. 21

(1) Enrolment is made in compliance with the provisions of the regulation of students' professional activity regarding the recognition and equivalence of transferable study credits and the conditions for promotion of study years.

(2) The registration shall be carried out in accordance with the legal requirements for the entry of changes in the single register.

#### Art. 22

In the case of definitive academic mobility, the diploma is issued to the graduate by the higher education institution that organizes the final exam.

#### Art. 23

Permanent internal academic mobility is based on the "grants follow the student" principle.

#### Art. 24

(1) The provisions on permanent academic mobility shall also apply to students from Member States of the European Union, citizens of States belonging to the European Economic Area and the Swiss Confederation, as well as British citizens and members of their families, as beneficiaries of the Agreement on the Withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community 2019/C 384 I/01 subject to the provisions of this Regulation.

(2) In the case of third countries, the provisions of the relevant bilateral agreements and international agreements in force at the time of the mobility will apply.

#### Art. 25

(1) Only full time students may transfer to the UMFVBT from other educational institutions / between UMFVBT study programs. Students with outstanding credits are not accepted for permanent mobility.

(2) Students can obtain mobility within the UMFVBT only if they have been declared admitted in the admission competition organized by the faculties from which they come.

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(3) Students may obtain mobility within UMFVBT, in a specialization different from the one in which they have passed the admission contest, only if they have been declared admitted in the admission contest organized at the faculties from which they come, under the following cumulative conditions:

- a) the student must have taken at least the same competitive examinations as regulated for admission to the UMFVBT study program for which the mobility is requested (e.g., the Biology and Chemistry knowledge test for admission to the Medicine and Dentistry undergraduate programs);
- b) The average obtained in the entrance examination must be at least equal to the lowest average of the admission average of the study program to which the mobility is made, in the year of the entrance examination.

(4) By exception to the provisions of para. 3, letter a), applications for mobility to study programs taught in a foreign language may be approved, subject to the provisions of this Regulation.

#### **Art. 26**

(1) In the ranking/results of the final mobility applications submitted, priority will be given in the following order:

1. mobility applications from the study programs / specializations organized within the University of Medicine and Pharmacy „Victor Babeș" University of Medicine and Pharmacy „Victor Babeș" University of Timișoara;
2. applications for mobility from study programs / specializations organized by universities that are part of the G6 - UMF University Alliance and universities with which UMFVBT has concluded inter-institutional agreements / alliances;
3. mobility requests from study programs/specializations organized by other universities.

(2) If the number of applications for mobility exceeds the number of places available, the Equivalence Commission organized at the level of each faculty shall analyze and evaluate the mobility applications, applying the following criteria in the following order:

- a) Weighted average of the previous study year, calculated according to UMFVBT regulations;
- b) The arithmetic average of the weighted averages of the last previous years of study, calculated according to UMFVBT regulations;
- c) Admission average;
- d) Baccalaureate exam average.

#### **Art. 27**

Students from accredited private faculties can only transfer on a fee-paying basis, without the possibility to reclassify to budgeted places, until the completion of the study program.

#### **Art. 28**

Students who are citizens of third countries, scholarship holders of the Romanian State or funded as a result of intergovernmental agreements, may transfer in compliance with the regulations in force.

#### **Art. 29**

Students who have previously left the UMFVBT by definitive academic mobility (transfer) to other higher education institutions will not be accepted for permanent academic mobility within the UMFVBT.

#### **Art. 30**

The approval of the definitive academic mobility from UMFVBT is conditional upon the payment of all debts to UMFVBT.

#### **Art. 31**

(1) Applications for permanent mobility must be submitted to the higher education institution where the mobility is desired, or to the secretariat of the faculty to which the student wishes to transfer, within the first 15 calendar days of September.

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- (2) The deans of faculties publish on the university's website, 3 days before the deadline for submission of applications, the number of places available for mobility for each study program, by study year, respecting the tuition capacity.
- (3) The head secretary of the faculty to which the student wishes to move receives the applications and presents them to the equivalence committee.
- (4) The deadline for the final decision/assessment of the applications for the definitive mobility of students by the Study Equivalence Commission, organized at the level of each faculty, is maximum 7 calendar days after the end of the enrolment period, but no later than the starting date of the academic year.
- (5) The results of the evaluation of the applications for permanent student mobility are posted on the notice board of the faculties within two working days after the files have been solved, in compliance with the personal data protection provisions in force, or communicated to the applicant students in electronic format, and may be contested within 24 hours after posting/communication.
- (6) Any appeals are settled within 24 hours from the date of the deadline for appeals by the Appeals Committee organized at the level of each faculty, composed of 3 specialized teachers, other than the teachers who initially evaluated the file.
- (7) The approval of applications for permanent academic mobility can only be made within the limit of available places, while respecting the tuition capacity for the study program for which permanent mobility is requested.
- (8) Unsuccessful applications are returned to the applicants and can be collected by them from the faculty secretariats.
- (9) The agreement/approval of the Rector and the Dean of the university/faculty from which the student comes is mandatory for the validation of the mobility.
- (10) The mobility is effective after the applicant student has submitted all the necessary documents required for enrollment by the deadline requested by UMF „Victor Babeș” in Timisoara.

#### Art. 32

The application file for **permanent mobility** will include the following documents, in original, translated into Romanian and legalized (where applicable):

- Application - standard form, registered at the UMFVBT Registrar's Office (Annex no. 1)
- School situation;
- Analytical syllabus (content of subjects studied);
- The curriculum (duration of the subjects studied, number of hours of lectures/practical work, internships);
- Certificate of passing the entrance exam, in the case of mobility between different specializations, specifying the entrance exams and the admission average, issued by the faculty from which the student comes;
- Letter of acceptance to studies / Certificate of equivalence of baccalaureate diploma for foreign students;
- Certificate of language proficiency not older than 5 years for foreign students;
- Medical certificate;
- Proof of payment of the equivalence fee;
- Dosage sachet.

#### Art. 33

(1) All documents requesting the recognition of studies shall be submitted only once. Subsequent additions after the end of the period set for the recognition of studies will not be accepted.

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(2) The request for definitive mobility (transfer) is endorsed by the Dean and approved by the Rector of the University.

**Art. 34**

In order to have your studies recognized, the following cumulative conditions must be met:

a) the content of the subjects studied (attested by the analytical syllabus) and the duration of the subjects studied (attested by the curriculum) must correspond to the equivalent syllabus and curriculum of UMFVBT in a proportion of at least 70%, with the minimum number of hours of theoretical activity;

a) the sum of transferable credits related to subjects that are constituted as differences, due to the lack of study of some subjects in the curriculum of the study programs of UMFVBT and that will be validated by difference exams, cannot exceed 15 credits remaining accumulated in the last two years of study, within the cycle;

b) the calculation of credit units in point (a) shall not include the optional discipline;

c) only subjects in which the applicant passed the exams at the educational institution where he/she studied are taken into account;

d) practical work and clinical placements which have been carried out but which have not been followed by passing the corresponding examination are not recognized;

e) studies that are more than 5 years old from the date of promotion are not equalized.

**Art. 35**

(1) Only studies undertaken in higher education institutions in study programmes in the same fundamental field may be recognized.

(2) The equivalence of undergraduate studies/university studies offered jointly Bachelor's and Master's degrees from the faculties of biology, chemistry, veterinary medicine, nursing, medical colleges or Master's studies is not accepted.

(3) Students who are enrolled through permanent mobility are obliged to take and pass the difference exams in the first and/or the following years after their enrolment in UMFVBT, within the cycle.

(4) Recognition of studies completed in another higher education institution or in another study program within UMFVBT will be carried out only by the Equivalence Commission of each faculty at the beginning of the academic year.

### III.B RECOGNITION OF STUDIES ABROAD

**Art. 36**

Recognition of transferable credits in the case of international academic mobility can be granted by higher education institutions to the person who proves that he/she has completed the mobility period with documents issued by the higher education institution he/she attended.

**Art. 37**

At UMFVBT, students who have studied at a foreign university can apply for recognition of their studies abroad.

**Art. 38**

The evaluation procedure of the file submitted by students who apply for the recognition of studies carried out abroad is provided by this Regulation, in accordance with the Ministry of Education, Science and Culture Order no. 3223/2012 on the Methodology for the recognition of study periods carried out abroad, the MEN Order no. 5140/2019 for the approval of the Methodology on the academic mobility of students, the MEN Order no. 3473/17.03.2017 on the Methodology for the admission and schooling of foreign citizens, starting with the school/university year 2017-2018, with subsequent amendments and additions.

**Art. 39**

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Periods of study carried out on the basis of agreements concluded between accredited higher education institutions in Romania and accredited higher education institutions abroad or international programs are recognized by the University in accordance with the provisions of those agreements or mobility programs.

#### **Art. 40**

(1) The recognition of periods of study undertaken abroad in the framework of unregulated mobility is carried out by the Equivalence Commissions of each faculty, in accordance with this Regulation.

(2) Periods of study abroad can **only** be recognized **for full-time students**. Applications from students with outstanding credits are not accepted.

(3) Recognition of periods of study abroad can be granted after the first year and until the end of the first cycle of studies, and students can be enrolled, as appropriate, in the years of study related to the first cycle, namely years of study II-III, in the specializations of Medicine and Dentistry, and year of study II, in the specialization of Pharmacy.

#### **Art. 41**

(1) The "Victor Babes" University of Medicine and Pharmacy of Timisoara reserves the right to refuse the recognition of studies carried out in other institutions with which there are no agreements on the recognition of studies or which do not apply the ECTS system.

(2) In these cases, the decision is taken by the Committee for the Recognition of Studies of the faculty and approved by the Dean of the faculty.

(3) Appeals shall be dealt with in accordance with this Regulation.

#### **Art. 42**

(1) The file for the recognition of studies abroad contains the following documents:

1. application - standard form specifying the year of studies for which equivalence is requested, as well as the applicant's contact details (e-mail, telephone, country of origin, country from which transfer is requested, permanent address), registered at the UMFVBT Registrar's Office. The standardized form is also available on the University website - [www.umft.ro](http://www.umft.ro) (Annex no. 2);

2. copy and certified translation of your baccalaureate diploma or equivalent, certified by the relevant authorities in the issuing country;

3. a certified copy of the bachelor's degree obtained in Romania or, as the case may be, the attestation issued by the specialized directorate of the Ministry of Education, recognizing the degree obtained abroad/the letter of acceptance to studies;

4. school transcripts for the years of studies containing the grades obtained for the years of studies completed - copy and certified translation into Romanian/English/French, depending on the study program the candidate wishes to apply for;

5. syllabus containing the subjects, number of credits/number of points, number of hours of classes for each subject, issued by the higher education institution from which the applicant comes - copy and certified translation into Romanian/English/French, depending on the study program the applicant wishes to apply for;

6. analytical syllabus (content of the subjects studied in the higher education institution from which the applicant comes) - copy and certified translation into Romanian/English/French, depending on the study program the applicant wishes to apply for;

7. official attestation showing the grading system applied in the institution where they studied, as well as its equivalence in the ECTS system and a certified translation, in Romanian/English/French, depending on the study program the candidate wishes to apply for;

8. Attestation of completion of the preparatory year of Romanian language or certificate of language proficiency in the language of the study program, internationally recognized certificate, minimum level B2 - copy;

9. copy and notarized Romanian/English/French translation of the birth certificate;

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10. copy of the document proving permanent residence abroad;
11. copy of your passport;
12. notarized copy of the marriage certificate, in case the name written on the study documents does not coincide with the name on the identity card, and, if necessary, the notarized translation into Romanian/English/French;
13. a sworn statement that the previous studies have not been interrupted as a result of expulsion due to a breach of the code of ethics and professional conduct of the home university;
14. a medical certificate (in an internationally-recognized language) attesting that the person to be enrolled does not suffer from contagious diseases or other conditions incompatible with the future profession and has been vaccinated against hepatitis B;
15. envelope folder;
16. 105 euro (non-refundable), payable by bank transfer to the account below:

**BENEFICIARY: "VICTOR BABEȘ" UNIVERSITY OF MEDICINE AND PHARMACY OF TIMISOARA**

**Bank name: BANCA TRANSILVANIA, AGENȚIA BEGA TIMIȘOARA**

**Address: Str. Palanca nr. 2, Timișoara, Romania**

▪ **IBAN: RO53BTRL03604202A6896600**

▪ **SWIFT: BTRLRO22TMA**

17. personal data processing declaration
- (2) The evaluation by the specialized/ equivalence committees of the applications of EU and third-country candidates applying for permanent academic mobility is approved, based on the translations into the language of the study program they choose, the documents (curriculum) attesting the academic situation for the years of study completed, respectively the analytical syllabus, with the obligation that, upon registration, the admitted candidate must submit the above documents in copy and certified translation into Romanian, according to Ord. 3223/2012.

#### **Art. 43**

The documents required for application and the application deadline will be published at least 30 days before the start of the application procedure on the International section of the website [www.umft.ro](http://www.umft.ro).

#### **Art. 44**

(1) The file for the recognition of the period of study abroad shall be submitted or mailed by the applicant to the Prorectorate for International Relations of the university, within the period **established by the Prorectorate for International Relations, approved by the Board of Directors, at the address:**

**International Relations Prorectorate**

**"Victor Babes" University of Medicine and Pharmacy of Timișoara, Romania**

**2 Eftimie Murgu Square,**

**Timisoara, code 300041**

**Contact:** Tel: +40 256 434418, +40 256 204250

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

- (2) The Secretary of the Vice-Rector's Office for International Relations verifies that the file contains all the documents stipulated in the previous article and forwards it, through the University Registry, to the Dean of the faculty for which the recognition of studies is requested, in order to convene the specialized/ equivalence committee.
- (3) Faxed or incomplete applications will not be accepted.
- (4) In case the submitted file is incomplete, the secretary of the Prorectorate for International Relations shall communicate to the applicant, as a matter of urgency, electronically, the document(s) that has/ have not been submitted.

. RECTORAT

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(5) The study equivalence commission of each faculty will analyze the files submitted within the period set by the university, within 10 working days from the date of submission of the files to the deans of faculties, in accordance with its own admission methodology, the result being recorded in a report.

(6) The Deans communicate to the candidates and to the Prorectorate for International Relations, by e-mail, the resolutions of the Equivalence Commission for the evaluated students. Candidates who agree with the decision of the Equivalence Commission shall send the file by post/mail/e-mail within 15 days from the date of communication of the decision.

#### **Art. 45**

(1) The deadline for solving the recognition file by the Faculty Equivalence Commission may be extended in cases where it is necessary to verify the authenticity of the school documents and the status of the issuing university, the applicant being informed in writing of the reasons for the failure to solve the file within the legal deadline provided by the legislation in force.

(2) Appeals against recognition decisions may be submitted to the deans of faculties, by e-mail, within a maximum of 3 working days from the date of receipt of the decision of the Equivalence Commission.

(3) The Chief-Secretary shall convene, within 2 working days, the Appeals Committee, composed of 3 specialist teachers, other than the teachers who initially assessed the application, with professional qualifications and competences in the fundamental field of science to which the specialization subject of recognition is circumscribed.

(4) The appeal shall be settled within 3 working days from the date of convening of the Appeals Committee.

#### **Art. 46**

The evaluation by the specialized/equivalence committees at the faculty level of the school documents and study documents for recognition is carried out through the following steps:

1. verification of the status of the study program and of the higher education institution which issued the school documents and study documents subject to recognition, as well as the level of the study program followed in that higher education institution. If the issuing higher education institution is not recognized/accredited in the home State, the study documents submitted by the applicant shall not be recognized;

2. sending to the CNRED, in electronic format, for verification, the school documents submitted in the file, if there are doubts about the authenticity and legality of their issuance;

3. analyzing the following elements:

a) the number of transferable and cumulative study credits - ECTS or points obtained in the course of studies at the higher education institution from which the applicant comes;

b) results obtained during previous schooling, as evidenced by different evaluation/marketing systems. To this end, the averages obtained will be converted using the conversion grid set out in Annex 3 which forms an integral part of this Regulation;

c) the curriculum of the higher education institution from which the applicant comes.

#### **Art. 47**

For the recognition of studies carried out abroad, the conditions laid down in this Regulation for the recognition of studies carried out in another university in the country must be fulfilled:

a) the content of the subjects studied (attested by the analytical syllabus) and the duration of the subjects studied (attested by the curriculum) must correspond to the equivalent syllabus and curriculum of UMFVBT in a proportion of at least 70%, with the minimum number of hours of theoretical activity;

b) the sum of transferable credits related to some subjects that are constituted as differences, due to the lack of study of some subjects in the curriculum of the study programs of UMFVBT and that will be validated by difference exams, cannot exceed 15 credits remaining accumulated in the last two years of study, within the cycle;

c) the calculation of credit units in point (b) shall not include the optional discipline.

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d) only subjects in which the applicant passed the exams at the educational institution where he/she studied are taken into account.

e) practical work and clinical placements which have been carried out but which have not been followed by passing the corresponding examination are not recognized.

f) studies which are more than 5 years old from the date of promotion are not equalized.

#### **Art. 48**

(1) Following the evaluation referred to in the previous article, the members of the specialized/equivalence committees of each faculty, as the case may be, shall pronounce one of the following solutions:

a) automatic recognition, if no substantial differences are found with regard to the above-mentioned elements and the applicant can be granted the minimum number of study credits required for enrolment in the current academic year, as laid down in the University regulations.

b) the taking of compensatory measures, i.e. difference examinations, where substantial differences are found, which must be taken in order to enroll the applicant in the corresponding year of study, within the limit set by the present regulation for internal mobilities. The sum of transferable credits related to subjects that constitute differences due to the lack of study of subjects in the curriculum of the study programs of the UMFVBT and that will be validated by means of difference examinations, may not exceed 15 credits remaining accumulated in the last two years of study, at the most, within the cycle;

c) rejection of the application for recognition of studies abroad for failure to meet the conditions set out in the University regulations.

(2) The decision of the equivalence committee shall be communicated to the applicant by e-mail by the Secretary in charge of the faculty, within two working days after the file has been solved.

(3) From the date of notification of the decision to sit the differential examinations, the applicant must declare in writing, within two working days, his/her agreement to sit the differential examinations.

(4) Both the examinations taken at the higher education institution of provenance and recognized and the examinations taken as compensatory measures shall be recorded in a transcript.

(5) The decision/Resolution of the equivalence committee, accompanied by the applicant's file, shall be forwarded to the Vice-Rector for International Relations, through the University Registry, in order to complete the file.

(6) The applicant file shall be completed with the documents set out in Annex no. 4, as appropriate.

- The minutes of the equivalence committee, from which the year of studies in which the candidates can be enrolled and the possible examinations of difference to be taken, established by each faculty, by comparing the curricula and analytical programs, with the obligation to verify, by the educational institution, the authenticity of the documents submitted, through direct correspondence with the educational institutions issuing the documents of studies, after the file has been solved;

- Certificate of equivalence of the baccalaureate diploma issued by the specialized directorate of the Ministry of Education and Research / Acceptance letter for studies, document issued by the specialized directorate of the Ministry of Education and Research after the University has recognized the periods of study abroad;

- Certificates or attestations of language proficiency, according to the Methodology for the admission and enrolment in undergraduate studies of foreign citizens from third countries and citizens from EU, EEA and CH countries;

- Documents required when applying for admission, according to the Regulation on admission and enrollment in undergraduate studies of foreign citizens from third countries and citizens of EU, EEA and CH countries.

#### **Art. 49**

(1) The enrolment in studies of students for whom the recognition of studies abroad has been approved is carried out under the conditions laid down in this Regulation for the enrolment of foreign citizens in the first year of studies.

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(2) The Vice-Rector for International Relations of the University will give an opinion in principle for the provisional enrollment of students and will issue the Decision (Order) of admission to studies, approved by the Rector of the University.

(3) A non-refundable fee, as stipulated in the Fees Regulation, is payable by bank transfer for the processing of the application file at the Prorectorate for International Relations.

(4) In order to enroll, students must present themselves personally at the secretaries of the faculties, within the deadline set for the enrollment of students, during working hours with the public, with the Decision (Order) of admission to studies, accompanied by copies of the following documents:

- Letter of acceptance to study (for students from third countries, enrolled on their own currency)/B baccalaureate equivalence certificate (for students from EU, EEA and CH);
- the certificate of language proficiency for Romanian (for those studying in Romanian) or the certificate of passing the foreign language test (for those studying in English or French);
- proof of payment of the tuition fee (in full), stamped by the University's Financial Accounting Service.

(5) The complete files of students for whom the recognition of studies abroad has been approved are submitted by the Prorectorate for International Relations to the secretariats of the faculties, in order to prepare the registration decisions.

(6) The decision (Order) of admission to studies is valid until the date of the decisions on the final enrollment and matriculation of foreign students, at the latest until the date set in the admission regulations.

(7) Enrollment of students for whom the recognition of study periods abroad has been approved within the undergraduate undergraduate study cycle is done:

- on the seat with a fee in foreign currency, without the right to reclassification, for EU, EEA, CH, third-country nationals and Romanians living abroad,
- on the spot fee in lei, without the right to reclassification, for Romanian citizens.

(8) After the end of the submission period, the secretariat of the Prorectorate for International Relations will submit to the CRID/the university's chief secretary a centralized statement of the submitted applications submitted and forwarded for evaluation to the equivalence committees of the faculties/doctoral schools, which will include the committees' resolution.

#### **Art. 50**

All documents issued in the process of recognition of studies abroad are kept in the applicant's file.

#### **Art. 51**

The taking of difference exams as compensatory measures is carried out in accordance with the university regulations on the period of taking exams, i.e. the period of remaining exams, the period of re-exams and the payment of the corresponding fee established by the University Senate.

#### **Art. 52**

The supplement to the bachelor's degree diploma is completed, following the recognition of the period of study abroad, in section 5 "Additional information", with the following: the years of study equated, the higher education institution of origin, the mention of having passed the difference exams or selection exams, as appropriate, and the document issued by the Ministry of Education for the approval of the continuation of studies.

## **CAPITOLUL IV. ANNEXES**

Annex 1 - Standard application - Mobility

Annex 2 - Standard application for the recognition of periods of study abroad

Annex 3 - Conversion grid

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## CAPITOLUL V. FINAL AND TRANSITIONAL PROVISIONS

### Art. 53

Applications for academic mobility submitted outside the period covered by this Regulation for the submission of mobility applications may be approved by the Administrative Board of the university, until the deadline set for the enrolment of students, within the limit of available places, without exceeding the tuition capacity for the study program for which the mobility is requested.

### Art. 54

(1) The evaluation and monitoring of student mobility placements are integral parts of the quality assurance system at UMFVBT.

(2) The structure responsible for internal evaluation and quality assurance shall produce an annual report on the process of internal or international academic mobility and propose a plan of measures to improve it and to remedy any shortcomings identified.

(3) The home higher education institution shall provide the student or doctoral student who has participated in an academic mobility with a feedback form to assess the quality of the academic mobility placement in the host university. On the basis of the information collected, a remedial action plan shall be drawn up.

(4) UMFVBT may benefit from funds aimed at increasing the number of academic mobility among students, granted by the National Program for University Internationalization "Study in Romania", a program financed by the Ministry of Education, through funds allocated from the state budget, in accordance with art. (1) of the Law on Higher Education no. 199/2023, as amended and supplemented.

(5) The UMFVBT shall report in the national platforms physical, virtual, blended international mobilities, as well as collaborations in integrated or joint programs, for monitoring and evaluation purposes and to facilitate evidence-based policies.

### Art. 55

On the date of approval of this Regulation, any regulations to the contrary shall be repealed.

The Senate of the "Victor Babeș" University of Medicine and Pharmacy of Timișoara approved the republication of this Regulation in the meeting of 26.07.2024, date on which it enters into force.

**RECTOR,**  
**Prof. Dr. Octavian Marius Crețu**

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

. RECTORAT

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Annex nr. 1

Code :UMFVBT-REG/PD/47/2024- 01

Registration no. \_\_\_\_\_

UNIVERSITY \_\_\_\_\_

(where it comes from)

Nr. \_\_\_\_\_ /Nr \_\_\_\_\_

UNIVERSITY \_\_\_\_\_

(where it comes from)

\_\_\_\_\_ / \_\_\_\_\_

AGREE  
RECTOR,

L.S.

\_\_\_\_\_  
(where it comes from)

AGREE  
RECTOR,

L.S.

\_\_\_\_\_  
(where it comes from)

To

UNIVERSITY \_\_\_\_\_

I, the undersigned \_\_\_\_\_, student at the University \_\_\_\_\_  
\_\_\_\_\_, Faculty \_\_\_\_\_, Program of studies \_\_\_\_\_  
\_\_\_\_\_ year \_\_\_\_\_, academic year \_\_\_\_\_, day courses, fee-paying/fee-free, I hereby  
request you to approve my definitive/temporary **MOBILITY** as a student in the academic year  
..... at the University ....., Faculty ....., study program  
....., organized in the form of education (IF/IFR/ID), study year ....., form of financing  
(budget/fee).

I request this mobility for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_

Please attach the following documents:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Date \_\_\_\_\_

Signature of applicant \_\_\_\_\_

FAVORABLE OPINION

DEAN OF FACULTY

\_\_\_\_\_  
(where it comes from)

FAVORABLE OPINION

DEAN OF FACULTY

\_\_\_\_\_  
(where it comes from)

Study program \_\_\_\_\_,  
year \_\_\_\_\_, univ. year \_\_\_\_\_,  
with fee/ without fee

RECTORAT

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[www.umf.ro](http://www.umf.ro)



*The application must be completed in 2 copies (one copy for each university/faculty)*

**SCHOOL SITUATION  
(summary)**

By academic years, by student (a) \_\_\_\_\_

Year _____	university year _____	media * _____
Year _____	university year _____	media * _____
Year _____	university year _____	media * _____
Year _____	university year _____	media * _____
Year _____	university year _____	media * _____
Year _____	university year _____	media * _____
Year _____	university year _____	media * _____
Year _____	university year _____	media * _____

The duration of studies is \_\_\_\_\_ years,

The undersigned studied at our faculty on places \_\_\_\_\_.

The entrance examination was held at the Faculty of \_\_\_\_\_,  
session \_\_\_\_\_, with the following exams: \_\_\_\_\_, where he  
obtained the average \_\_\_\_\_.

We confirm the accuracy of the data.

CHIEF FACULTY SECRETARY,

FACULTY SECRETARY,

**DECAN,**

\_\_\_\_\_  
**Signature,**

**L.S.**

**Note:** *The application must be completed in duplicate (one copy for each faculty)*

\_\_\_\_\_  
. RECTORAT

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Annex nr. 2 - Code :UMFVBT-REG/PD/47/2024 - 02

Registration no. \_\_\_\_\_

To

**"VICTOR BABEȘ" UNIVERSITY OF MEDICINE AND PHARMACY OF TIMISOARA**

I, the undersigned \_\_\_\_\_, born on \_\_\_\_\_, Country \_\_\_\_\_, Town \_\_\_\_\_, permanent residence \_\_\_\_\_, identified by ID Card/Passport No. \_\_\_\_\_, series \_\_\_\_\_, Nationality \_\_\_\_\_, Ethnicity \_\_\_\_\_, Telephone (with country code) \_\_\_\_\_, E-mail address \_\_\_\_\_, student at the University \_\_\_\_\_ Faculty \_\_\_\_\_, Program of study \_\_\_\_\_, year of study \_\_\_\_\_, academic year \_\_\_\_\_, day courses, tuition fee/no tuition fee, I hereby request you to recognize my studies abroad, with a view to enrolment in the year \_\_\_\_\_, academic year \_\_\_\_\_, at the Faculty \_\_\_\_\_, Program of study: \_\_\_\_\_.

I apply for recognition of my studies abroad for the following reasons:

Please attach the following documents:

Date \_\_\_\_\_

Signature of applicant \_\_\_\_\_

Note: *The application must be completed in 2 copies*

Annex nr. 3 Code :UMFVBT-REG/PD/47/2024 - 03

RECTORAT

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CONVERSION GRID

România	1 – 4	5	6	7	8	9	10
Scala ECTS	F, F Fail	E Sufficient	D Satisfactory	C Good	C Good	B Very Good	A Excellent
Austria	5	-	4	-	3	2	1
Albania	1-4	5	6	7	8	9	10
Bulgaria	2 Слаб	3 Среден	-	-	4 Добър	5 Много добър	6 Отличен
Belgia	7, 8, 9	10	11	12	13, 14	15, 16, 17	18, 19, 20
R.P.Chineză	0-59.99	60-69.99	70-74.99	75-79.99	80-84.99	85-89.99	90-100
Danemarca	0, 3, 5	6	7	8	9	10	11, 13
Confederația Elvețiană	< 3,5	3,5 – 3,99	4,0 – 4,49	4,5 – 4,99	5,0 – 5,49	5,5	5,51 – 6,0
Finlanda		1	1½	-	2	2½	3
Franța	Insuffisant (< 10)	Passable (10 – 10,49)	Passable (10,5 – 10,99)	Assez bien (11,0 – 11,49)	Assez bien (11,5 – 12,49)	Bien (12,5–14,49)	Très bien (14,5–20,0)
R.F.Germania	> 4,01	4,00 3,51	3,5 3,01	3,00 2,51	2,50 2,01	2,00 1,51	1,50 1,00
R. Elena	2, 3, 4	5	6	-	7	8, 9	10
Iordania	0-49.99	50-50.99	51-59.99	60-69.99	70-79.99	80-89.99	90-100
Irlanda	< 25% Fail	25% 39% Pass	40% 44% 3 <sup>rd</sup> pass	45% 54% -	55% - 69% 2 <sup>nd</sup> / II	70% - 84% 2 <sup>nd</sup> / I	85%-100% I
Islanda	Fail	5	-	6	7	8	9, 10
Italia	≤ 17	18, 19	20 – 22	23-24	25-26	27, 28	29,30, 30
Marca Britanică	0 – 39% (Fail)	40 – 49% (3 <sup>rd</sup> )	50 – 54% (2ii)	55 – 59% (2ii)	60 – 64% (2i)	65 – 69% (Upper 2i)	70 – 100% (First)
Norvegia	6-4.1	4-3.5	3.5-3	2.9-2.4	2.3-2	1.9-1.2	1.1-1.0
Olanda	1 4	5	6	-	7	8	9, 10
Polonia	< 3,00	3,00	3,01 3,49	-	3,50 3,99	4,00 4,49	4,50 5,00
Portugalia	1 – 9	10	11, 12	13	14, 15	16, 17	18, 19, 20
Slovenia	5	-	4	-	3	2	1
Slovenia	1-5.9	6	6.1-6.9	7-7.5	7.6-7.9	8-9.9	10
Spania	< 5 Suspenso	5,0 – 5,49 Aprobado	5,5 – 6,49 Aprobado	6,5 – 7,49 Notable	7,5 – 8,49 Notable	8,5 – 9,49 Sobresaliente Excellent	9,5 - 10 Matricula de Honor
Statele Unite ale Americii	F-F/0-59	D/60-65	-/66-72	C/73-79	B/80-86	A-/87-93	A/94-100
Ungaria	1,00 -1,99 elégtelen	-	2,00 – 2,50 elégséges	-	2,51 – 3,50 közepes	3,51 – 4,50 jó	4,51 – 5,00 jeles, kiváló
Turcia	1 - 4 Noksan/ Pek Noksan	4,5 – 4,99	5,00 – 6,49 Orta	6,5 – 6,99 Orta	7,00 - 7,99 Lyi	8,00 – 8,99 Lyi	9,0 – 10,0 Pek iyi

Annex nr. 4 Code :UMFVBT-REG/PD/47/2024 - 04

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***I. The personal file of the student, Romanian citizen, in the case of permanent mobility and/or recognition of studies carried out in other higher education institutions abroad, includes:***

- a) Baccalaureate diploma, plus a copy; in original (for students on state-funded places);
- b) Transcript of marks obtained during high school, plus a copy;
- c) A certificate of recognition of studies issued by the specialized directorate of the Romanian Ministry of Education, in the case of Romanian citizens with a baccalaureate or equivalent diploma obtained in another country;
- d) Proof of funding (budget/tax), for each year of study, issued by higher education institutions, in the case of candidates who were/are enrolled in undergraduate studies, completed or not completed with a bachelor's degree;
- e) Identity card and copy;
- f) Birth certificate, plus a copy.
- g) Marriage 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 the copy has been certified as a true copy by the secretary.
- h) A medical certificate from your family doctor stating that you are "clinically healthy", certifying that you do not suffer from contagious diseases or other conditions incompatible with your future profession;
- i) 4 passport-size photos;
- j) University agreement (standard application - Annex 1, endorsed and approved);
- k) School situation at the time of transfer;
- l) Analytical syllabus (content of subjects studied);
- m) The curriculum (duration of subjects studied, number of hours of lectures/practical work, internships);
- n) Official attestation showing the grading system applied in the institution where you studied and its equivalence in the ECTS system;
- o) Certificate of passing the entrance exam, specifying the entrance exams and the admission average, issued by the faculty from which the student comes, if applicable;
- p) Proof of payment of tuition/mobility fees;
- q) Decision of the equivalence committee, where applicable.
- r) The original study contract in 2 copies, completed and signed.
- s) Proof of tuition fees, if applicable;

***II. The personal file of the student who is an EU citizen, in the case of permanent mobility and/or recognition of studies undertaken in other higher education institutions abroad, includes:***

- a) Personal Data Protection Statement - Annex 1;
- b) Baccalaureate diploma/ equivalent - in original, in 2 certified copies, certified in the original language in which it was issued, in 2 authorized translations into Romanian;
- c) Baccalaureate/equivalent transcript - in original, in 2 legalized copies, supralegalized in the original language in which it was issued, in 2 authorized translations into Romanian;
- d) The matriculation records for the high school years - in a certified, super-certified copy (of each matriculation record) and in a certified Romanian translation (of each matriculation record);
- e) Birth certificate/equivalent - notarized copy and certified translation into Romanian;
- f) Identity card/passport - copy;
- g) Marriage certificate (if applicable) - certified copy and certified translation into Romanian;
- h) Medical certificate in English/French/Romanian;
- i) 4 passport photos;

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[www.umft.ro](http://www.umft.ro)



- j) Proof of tuition fee payment;
- k) A notarized declaration from Romanian citizens stating that they wish to study in 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 their studies and cannot be changed until they pass a new entrance exam, held under the conditions provided for candidates who participate in the entrance exam for budgeted places or places with fee in lei, after which they will begin studies in the first year and only for study programs in Romanian.
- l) University agreement (model application - Annex 1, endorsed and approved);
- m) School situation at the time of transfer;
- n) Analytical syllabus (content of subjects studied);
- o) The curriculum (duration of subjects studied, number of hours of lectures/practical work, internships);
- p) Official attestation showing the grading system applied in the institution where you studied and its equivalence in the ECTS system;
- q) Certificate of passing the entrance exam, specifying the entrance exams and the admission average, issued by the faculty from which the student comes, if applicable;
- r) Proof of payment of fees for study/mobility equivalence;
- s) Baccalaureate equivalence certificate (for students from the EU, EEA and Switzerland);
- t) Language proficiency certificate not older than 5 years for foreign students;
- u) Decision of the equivalence committee, where applicable.
- v) Original, completed and signed study contract.

**III. The personal file of the non-EU student, in the case of permanent mobility and/or recognition of studies carried out in other higher education institutions abroad, includes:**

- a) Personal data protection statement;
- b) Acceptance Letter;
- c) Baccalaureate diploma/equivalent diploma - legalized or supralegalized copy (The Hague Apostille, Ministry of Foreign Affairs, Romanian Embassy) in the official/original language in which it was issued and certified translation (if necessary) in Romanian/English/French;
- d) Baccalaureate/equivalent transcript - legalized or supralegalized copy (The Hague Apostille, Ministry of Foreign Affairs, Romanian Embassy) in the official/original language in which it was issued and certified translation (if necessary) in Romanian/English/French;
- e) Transcripts for the high school years - legalized or supralegalized copy (Apostille from The Hague, Ministry of Foreign Affairs, Romanian Embassy) in the official/original language in which it was issued and authorized translation (if necessary) in Romanian/English/French;
- f) Birth certificate/equivalent - notarized copy in the official/original language in which it was issued and authorized translation (if necessary) into Romanian/English/French;
- g) Marriage certificate (if applicable) - notarized copy in the official/original language in which it was issued and authorized translation (if applicable) into Romanian/English/French;
- h) Passport (valid for at least 6 months from the start of the academic year) - certified copy;
- i) Identity card / document proving permanent residence abroad - certified copy and authorized translation into Romanian / English / French in case of documents issued in a language other than one of these three;
- j) Medical certificate according to the model approved by the university - Annex 3, in Romanian, English or French;
- k) Notarized declaration from Romanian citizens residing in third countries, stating that they wish to pursue their studies financially "on their own currency";
- l) University agreement (model application - Annex 1, endorsed and approved);
- m) School situation at the time of transfer;
- n) Analytical syllabus (content of subjects studied);

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- o) The curriculum (duration of subjects studied, number of hours of lectures/practical work, internships);
- p) Official attestation showing the grading system applied in the institution where you studied and its equivalence to the ECTS system;
- q) Certificate of passing the entrance exam, specifying the entrance exams and the admission average, issued by the faculty from which the student comes, if applicable;
- r) Proof of payment of fees for study/mobility equivalence;
- s) Language proficiency certificate, not older than 5 years;
- t) Decision of the equivalence committee, where applicable.
- u) Original, completed and signed study contract.

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