



# METHODOLOGY REGARDING THE ACADEMIC MOBILITY OF DOCTORAL STUDENTS WITHIN THE "VICTOR BABEŞ" UNIVERSITY OF MEDICINE AND PHARMACY IN TIMIȘOARA

	Position, Name and surname	Date	Signature
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## CONTENTS

CHAPTER I. GENERAL PROVISIONS .....	3
CHAPTER II. ACADEMIC MOBILITY .....	3
CHAPTER III. TEMPORARY ACADEMIC MOBILITY .....	5
CHAPTER IV. PERMANENT ACADEMIC MOBILITY (TRANSFER).....	7
CHAPTER IV. FINAL PROVISIONS .....	9
CHAPTER IV. ANNEXES .....	10

COUNCIL FOR DOCTORAL STUDIES

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## CHAPTER I. GENERAL PROVISIONS

**Art. 1.** This Methodology establishes the conditions under which the academic mobility of doctoral students may be carried out, namely the general criteria for the recognition and equivalence of studies undertaken at other higher education institutions abroad, for the doctoral cycle of university studies, and is based on the following normative acts:

- Higher Education Law No. 199/2023, as amended and supplemented;
- OME No. 4262/15.04.2024 approving the Methodology on student academic mobility,
- OMEN No. 5146/2019 approving the generalised application of the European Credit Transfer System;
- Order of the Ministry of Education No. 3020/2024 approving the Framework Regulation on doctoral studies;
- OMECTS No. 3223/2012 approving the Methodology for the recognition of periods of study abroad;
- MECTS Order No. 4394/2024 approving the Code of Student Rights and Obligations;
- M.E. Order No. 5.552 of 16 July 2024 approving the Methodology on the conditions for the enrolment of Romanians everywhere and foreign citizens in state, private and private religious higher education institutions accredited in Romania;
- Order of the Ministry of Education No. 5,655 of 23 July 2024 on the admission of foreign citizens to university and postgraduate studies, on places where tuition fees are paid in foreign currency;
- OME No. 3693/2024 approving the Framework Methodology for the organisation of admission to short-term, bachelor's, master's and doctoral university study programmes,
- Charter of the Victor Babeș University of Medicine and Pharmacy in Timișoara, adopted by H.S. No. 245/31770/22.11.2023, amended and supplemented by H.S. No. 127/9700/28.04.2025,
- Regulations governing the organisation and conduct of doctoral studies within IOSUD – UMFVBT;
- Regulations governing doctoral schools within UMFVBT.

## CHAPTER II. ACADEMIC MOBILITY

### Art. 2.

Academic mobility represents the right of doctoral students to have their transferable credits recognised, under the conditions of the law, at other accredited/provisionally authorised higher education institutions in the country or abroad.

### Art. 3.

- (1) Student academic mobility can be internal or international and, as the case may be, permanent or temporary.
- (2) Academic mobility may be organised in physical, virtual or mixed formats.
- (3) Academic mobility refers to all types of activities provided for in the curriculum of the respective study programme: courses, seminars, laboratories, projects, practical activities, etc.

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(4) Academic mobility takes place at partner locations and institutions where students enrolled in the study programme at the host higher education institution carry out their activities.

**Art. 4.**

The mobility of doctoral students can be facilitated by doctoral schools through:

- a. concluding institutional agreements or partnerships, approved by the doctoral school council;
- b. joint doctoral research;
- c. exchanges of doctoral students and teaching and research staff with internationally recognised universities;
- d. participation in international consortia, with the aim of including doctoral research topics in international scientific projects.

**Art. 5.**

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

(2) IOSUD – UMFVBT can ensure, through the provisions of institutional agreements concluded with partner educational institutions, that students participating in mobility programmes enjoy the same rights as students enrolled in the respective host educational institution.

**Art. 6.**

(1) The recognition of transferable credits in the case of internal and international academic mobility is carried out by higher education institutions for the person who proves the completion of the mobility period with documents issued by the higher education institution they attended.

(2) The recognition of grades/marks obtained at the partner institution abroad shall be based on a conversion grid developed and approved at the level of the higher education institution in Romania.

**Art. 7. (1) Academic mobility may be carried out as a result of an action initiated by the doctoral student,**

(1) Academic mobility may take place as a result of an action initiated by the doctoral student, subject to the following conditions:

- a) the existence of inter-institutional agreements;
- b) the acceptance of the accredited/provisionally authorised higher education institutions, as the case may be, of origin and host.

**Art. 8.**

(2) Inter-institutional agreements establish the conditions for mobility between accredited/provisionally authorised higher education institutions: type of mobility, duration of mobility, number of mobilities, field in which the mobility takes place, study programme to be followed, financing of temporary mobility and source, language of study, accommodation conditions, method of selection of participants, support services offered to mobility participants, conditions for recognition of academic mobility results, etc.

(3) Inter-institutional acceptance consists of completing and signing a standard application form for temporary or permanent mobility (transfer) provided in Annex 1, which is an integral part of this methodology, as follows:

- a) the doctoral student submits the mobility application to the higher education institution where they wish to undertake mobility, in order to obtain acceptance;

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- b) after obtaining the mobility approval, the doctoral student requests the mobility approval from the higher education institution where he/she is enrolled as a doctoral student;
- c) the higher education institution that accepts the mobility signs the student's first mobility application, then the institution from which the student is leaving will also sign;
- d) the application also specifies the conditions under which the mobility takes place;
- e) the mobility application must have the approval of the doctoral supervisor.

#### **Art. 9.**

At the student's request, the higher education institution of origin 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 that time.

#### **Art. 10.**

- (1) IOSUD - UMFVBT includes in its multi-annual strategic plan for institutional development a chapter on the internationalisation of the educational process and the accessibility of academic mobility for students.
- (2) IOSUD - UMFVBT implements active measures to make 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 to digitise the academic mobility enrolment process.
- (3) IOSUD - UMFVBT may finance, co-finance and/or advance funds from its own revenues to support the implementation of mobility projects.

#### **Art. 11.**

- (1) UMFVBT students benefit from a public presentation on the national and international mobility programmes available to them, at least once during an academic year.
- (2) For students who are going to participate in academic mobility, UMFVBT offers alternative assessment methods and dates for certain subjects, if the mobility in which they participate begins before the end of the exam session provided for in the academic year structure, in accordance with institutional regulations.

### **CHAPTER III. TEMPORARY ACADEMIC MOBILITY**

#### **Art. 12.**

- (1) Doctoral students may benefit from temporary academic mobility between two accredited/provisionally authorised higher education institutions, as appropriate.
- (1) Temporary academic mobility on one's own behalf represents temporary mobility carried out outside the inter-institutional academic mobility agreements, at the request of the doctoral student who has identified a possible host university, in compliance with the provisions of Art. 5, paragraphs (3) and (4) of Order M.E. 4262/2024. Inter-institutional approval consists of completing and signing the standard mobility application form, provided in the annex which is an integral part of these regulations, as follows:

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(2) Interinstitutional acceptance consists of completing and signing the standard mobility application form, provided in [the annex](#) which forms an integral part of these regulations, as follows:

- a)** the student or doctoral student submits the mobility application to the higher education institution where they wish to study, in order to obtain acceptance;
- b)** after obtaining the mobility acceptance, the student or doctoral student requests the mobility acceptance from the higher education institution where they are enrolled;
- c)** the higher education institution that accepts the mobility signs the student's first mobility application, then the institution from which the student is leaving signs it;
- d)** the application also specifies the conditions under which the mobility takes place.

(3) The recognition of transferable study credits is carried out after the completion of the mobility, in accordance with the inter-institutional agreement and the regulations of the higher education institutions involved, as appropriate.

(4) The decision on the equivalence of studies carried out abroad or at 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 equivalence file was submitted by the student.

(5) Applications for temporary mobility (for one semester or one academic year), approved by the Director of the doctoral school, are subject to the approval of the CSUD.

#### **Art. 13.**

The compatibility of the curriculum for the recognition of transferable study credits shall be established prior to the mobility period, and the recognition of transferable study credits shall be carried out after the completion of the mobility, in accordance with the regulations of the higher education institutions involved, where applicable, and in accordance with the provisions of the Council Recommendation of 26 November 2018 on the promotion of automatic mutual recognition of qualifications acquired in higher education and those acquired as a result of completing a secondary education and training cycle, as well as the results of learning periods spent abroad and the European Credit Transfer System (ECTS) User's Guide.

#### **Art. 14.**

Temporary academic mobility, on state-funded or fee-paying places, may take place after the first semester and until the end of the penultimate semester, with the exception of mobility under international programmes such as Erasmus+, etc., which may also take place in the last semester.

#### **Art. 15.**

Practical activities within university study programmes for teaching positions may take place during an internship abroad within a European Union programme that has a component dedicated to initial teacher training, a period certified by the Europass mobility document.

#### **Art. 16.**

(1) Temporary international academic mobility through international programmes shall be carried out in accordance with the regulations governing those programmes.

**(2)** Higher education institutions may not impose, through institutional regulations, eligibility criteria relating to the academic performance of students receiving social scholarships for participation in temporary student academic mobility.

**(3)** Educational institutions may supplement, from their own funds, the amount of scholarships offered to students for temporary internal or international academic mobility.

**(4)** Higher education institutions may offer additional financial support measures for students from disadvantaged socio-economic backgrounds who are to benefit from temporary academic mobility, in accordance with institutional regulations.

## CHAPTER IV. PERMANENT ACADEMIC MOBILITY (TRANSFER)

### Art. 17.

Permanent academic mobility may be undertaken by both state-funded and fee-paying students, in compliance with the legal provisions on enrolment capacity and higher education funding and with the consent of the accredited/provisionally authorised higher education institutions involved and in accordance with their own regulations on internal or international academic mobility and, where applicable, definitive or temporary mobility of students.

### Art. 18.

Permanent academic mobility is based on the principle of "funding follows the student".

### Art. 19.

The provisions on permanent academic mobility also apply to doctoral students from Member States of the European Union, citizens of countries belonging to the European Economic Area and the Swiss Confederation, as well as British citizens and their family members, 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.

### Art. 20.

For third countries, the provisions of definitive academic mobility, bilateral agreements and international agreements on the subject, in force at the time of mobility, shall apply.

### Art. 21.

**(1)** The definitive academic mobilities that doctoral students may undertake, **upon request**, are:

- within the same doctoral field between accredited doctoral schools, after completing the training programme based on advanced university studies (first year), in compliance with the provisions of the framework regulation on doctoral studies (Annex No. 1);
- within the same doctoral school for duly justified situations concerning doctoral supervisors (retirement, death, etc.) or other well-justified cases, with the agreement of all those involved (Annex 2), with the opinion of the doctoral supervisors and the Doctoral School Council and approval from the CSUD;

### Art. 22.

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(1) The mobility of the doctoral student can only take place with a doctoral supervisor in the field in which the doctoral student was enrolled.

(2) Mobility shall be carried out while maintaining the research topic initially chosen. In exceptional circumstances, if it is decided by mutual agreement with the new doctoral supervisor that the research topic should be changed, the reasons for the change shall be justified.

(3) Mobility may take place at the beginning of the academic year/semester, except in exceptional cases (death of the supervisor, illness, other valid reasons).

#### **Art. 23.**

(1) The application for permanent mobility shall be submitted in two original copies to the secretariat of the doctoral school to which the student wishes to transfer, within the first 15 calendar days of September, i.e. 10 working days before the start of the second semester, the deadline for submitting applications being, in this case, three working days.

(2) The standard application form, registered with the IOSUD - UMFVBT Registry, shall be accompanied by the following documents, translated into Romanian and certified (where applicable):

- Copy of identity card;
- Copy of birth certificate;
- Copy of the study contract and annexes from the IOSUD of origin;
- Curriculum Vitae;
- Academic record (first year), in original;
- Curriculum (first year - duration of subjects studied, number of hours of lectures/practical work, internships), copy;
- Certificate of admission to the entrance exam, issued by the doctoral school from which the student originates, in original;
- Letter of acceptance to studies/Certificate of equivalence of the diploma for the previously completed university studies, for foreign students, in copy;
- documents certifying doctoral studies (certificates of participation in subjects, minutes from the project, research reports, individual activity plan within the doctoral programme, minutes of the scientific research project defence, scientific research project, etc.), in copy;
- Certificate of language proficiency in an international language, not older than 5 years, for foreign students, in copy;
- Certificate of language proficiency in Romanian, for foreign students, in copy;
- Medical certificate, in original;
- Proof of payment of the academic mobility fee;
- Envelope file.

#### **Art. 24.**

(1) All documents shall be submitted once only. No subsequent additions to the files shall be accepted after the end of the period set for the analysis and resolution of the files submitted for mobility.

(2) The application for definitive academic mobility (Annex no. 1) shall be endorsed by the Director of the Doctoral School, the doctoral supervisor and approved by the Rector of the University.

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**(3)** The Doctoral School Secretariat shall publish on the university website, 3 days before the deadline for submitting applications, the number of places available for mobility for each doctoral field, by year of study, in accordance with the enrolment quota.

**(4)** The Secretary of the Doctoral School receives the applications and submits them to the equivalence committee.

**(5)** The deadline for the evaluation of applications for permanent student mobility by the Equivalence Committee, organised at the level of each Doctoral School, is a maximum of 7 calendar days from the end of the registration period, but no later than the start date of the academic year/semester.

**(6)** The results of the evaluation of the files for the definitive mobility of students are posted on the university's website within two working days of the resolution of the files, in compliance with the provisions on personal data protection in force, or communicated to the applicant students in electronic format, and may be contested within 24 hours of posting/communication.

**(7)** Any appeals shall be resolved within 24 hours of the deadline for appeals by the Appeals Committee organised at the level of each doctoral school, consisting of three specialist teaching staff other than those who initially assessed the file.

**(8)** The approval of final academic mobility files can only be made within the limits of available places, in compliance with the enrolment quota for the doctoral field for which final mobility is requested.

**(9)** Rejected files are returned to the applicants and can be collected by them from the secretariat of the doctoral school.

**(10)** For the mobility to be validated, the agreement/approval of the Rector and the Director of the Doctoral School of the university/Doctoral School from which the doctoral student comes is mandatory.

**(11)** Mobility is effective after the applicant student has submitted all the documents required for enrolment by the deadline requested by IOSUD – UMFVBT (Annex no. 3).

#### **Art. 26.**

(1) Enrolment is carried out in accordance with the provisions of the Institutional Regulations on the conduct of doctoral studies, the recognition and equivalence of transferable study credits and the conditions for promotion to the first year.

(2) Enrolment shall be carried out in accordance with the legal requirements regarding the recording of changes in the Single Matriculation Register.

#### **Art. 27.**

In the case of permanent academic mobility, the diploma shall be issued to the graduate by the higher education institution organising the final examination.

### **CHAPTER IV. FINAL PROVISIONS**

#### **Art. 28.**

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**(1)** The evaluation and monitoring of the academic mobility placements of students are an integral part of the quality assurance system at the level of the higher education institution.

**(2)** The structure responsible for internal evaluation and quality assurance at the higher education institution shall produce an annual report on the process of internal or international academic mobility and shall propose a plan of measures both to improve them and to remedy any deficiencies identified.

**(3)** The higher education institution of origin shall provide the student or doctoral student who has participated in academic mobility with a feedback form for evaluating the quality of the academic mobility period carried out at the host university. Based on the information collected, a plan of measures shall be drawn up to remedy the deficiencies identified.

**(4)** Higher education institutions may benefit from funds intended to increase the number of academic mobility programmes among students, granted through the National Programme for University Internationalisation "Study in Romania", a programme financed by the Ministry of Education, through funds allocated from the state budget, in accordance with Article 120(1) (1) of the Higher Education Law No. 199/2023, as amended and supplemented.

**(5)** Higher education institutions shall report on national platforms physical, virtual and mixed international mobility, as well as collaborations in integrated or joint programmes, for the purposes of monitoring and evaluation, as well as to facilitate evidence-based policies.

**Art. 29.**

The Senate of the Victor Babeș University of Medicine and Pharmacy in Timișoara approved and republished this Methodology at its meeting on 29 October 2025, the date on which it enters into force.

## CHAPTER IV. ANNEXES

Annex no. 1 – Application form for permanent or temporary mobility between institutions

Annex no. 2 – Application form for permanent mobility within IOSUD – UMFVBT

Annex no. 3 – List of documents

**Rector,**  
**Prof. Octavian Marius Crețu**

**Director of CSUD,**  
**Prof. Cristina Adriana Dehelean**

*The handwritten signature is affixed to the original version of the document, which is kept in the archives of the University Senate. This document has the same legal force as the original document.*

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„VICTOR BĂBEŞ“ DIN TIMIŞOARA

Annex no. 1 Code: UMFVBT-MET/CSUD/37/2025- 01

### Registration no.

IOSUD - UNIVERSITY \_\_\_\_\_  
(where it comes from)  
No /

IOSUD - UNIVERSITY \_\_\_\_\_  
(where it com  
No.)

AGREE  
RECTOR,

L.S.

AGREED  
RECTOR,

---

L.S.  
(where it comes from)  
from)

(where it comes

---

J. S.

L.S.

(where it comes from)  
from)

To

## UNIVERSITY

I, the undersigned, ..... student/doctoral student in the academic year ....., at the University ....., Doctoral School ....., field of study ....., organised in the form of education (IF/IFR), academic year ....., form of financing (budget/fee), hereby kindly request your approval for temporary/permanent mobility as a student/doctoral student in the academic year ..... at the University of ....., Doctoral School ....., field of study ....., organised in the form of education (IF/IFR), year of study ....., form of funding (budget/fee).

I request this mobility for the following reasons:

I enclose the following documents:

Date

Applicant's signature

## FAVOURABLE OPINION DIRECTOR OF THE DOCTORAL SCHOOL SCHOOL

FAVOURABLE OPINION  
DIRECTOR OF THE DOCTORAL

(where it comes from)

(where it comes from)

FAVOURABLE OPINION  
PhD supervisor  
Prof. Dr. \_\_\_\_\_  
(where he/she comes from)

FAVOURABLE OPINION  
PhD supervisor  
Prof. Dr. \_\_\_\_\_  
(where they come from)



*The application must be completed in duplicate (one copy for each university/doctoral school)*

### **ACADEMIC SITUATION (summary)**

By academic year, regarding the student (a) \_\_\_\_\_

Year \_\_\_\_\_ academic year \_\_\_\_\_ average \* \_\_\_\_\_  
Year \_\_\_\_\_ academic year \_\_\_\_\_ average \* \_\_\_\_\_  
Year \_\_\_\_\_ academic year \_\_\_\_\_ average \* \_\_\_\_\_  
Year \_\_\_\_\_ academic year \_\_\_\_\_ average \* \_\_\_\_\_  
Year \_\_\_\_\_ academic year \_\_\_\_\_ average \* \_\_\_\_\_  
Year \_\_\_\_\_ academic year \_\_\_\_\_ average \* \_\_\_\_\_  
Year \_\_\_\_\_ academic year \_\_\_\_\_ average \* \_\_\_\_\_  
Year \_\_\_\_\_ academic year \_\_\_\_\_ average \* \_\_\_\_\_

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

The above-mentioned person studied at our University on site \_\_\_\_\_.

The entrance examination was taken at the Doctoral School \_\_\_\_\_, session \_\_\_\_\_, with the following competitive tests: \_\_\_\_\_, where he/she obtained an average grade of \_\_\_\_\_.

We confirm the accuracy of the data.

**Director of the Doctoral School,**

Signature,

**SECRETARY,**

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



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Annex 2 - Code: UMFVBT-MET/CSUD/37/2025- 02  
Registration number (University Registry) \_\_\_\_\_

Approved

Decision of the Council for Doctoral Studies No. ....../.....

Approved,

Decision of the Doctoral School Council no. ....../.....

To

**THE MANAGEMENT OF THE UNIVERSITY OF MEDICINE  
AND PHARMACY "VICTOR BABEŞ" IN TIMIȘOARA,**

I, the undersigned, \_\_\_\_\_ doctoral student in the year \_\_\_\_\_, academic year \_\_\_\_\_ enrolled on \_\_\_\_\_ registration number \_\_\_\_\_ Doctoral School \_\_\_\_\_ field \_\_\_\_\_ type of education (IF/IFR) \_\_\_\_\_ form of funding \_\_\_\_\_, with doctoral supervisor Prof. Dr. \_\_\_\_\_ hereby request your approval for my definitive academic mobility (**transfer**) to doctoral supervisor ..... at the Doctoral School ....., starting with the academic year ...../....., from the date of..... (date on which the academic year begins).

I note that the research topic initially chosen will remain unchanged.

*(In exceptional cases, if it is mutually agreed that the research topic should be changed, the reasons for the change shall be stated.)*

The reason for requesting this permanent academic mobility is:

- failure to fulfil the legal or contractual obligations assumed by the doctoral supervisor;
- unavailability of the doctoral supervisor (retirement, death, etc.)
- other reasons relating to the supervisory relationship between the doctoral supervisor and the doctoral student (*the reasons shall be stated*).

Signature of doctoral student

I agree

Name .....

Signature of current doctoral supervisor

I agree

Name .....

Signature of new doctoral supervisor



Annex no. 3 - Code: UMFVBT-MET/CSUD/37/2025- 03

## OPIS

### Documents required for doctoral student mobility

- Standard application form, signed, in original, 2 copies
- Copy of identity card
- Birth certificate, copy;
- Study contract and annexes from the IOSUD of origin, in copy;
- Curriculum Vitae
- Academic record (first year), original
- Curriculum (first year - duration of subjects studied, number of hours of lectures/practical work, internships), copy;
- Certificate of admission to the entrance exam, issued by the doctoral school from which the student originates, in original;
- Letter of acceptance to studies/Certificate of equivalence of the diploma for the previously completed university studies, for foreign students, in copy;
- documents certifying doctoral studies (certificates of participation in subjects, minutes from the project, research reports, individual activity plan within the doctoral programme, minutes of the scientific research project defence, scientific research project, etc.), in copy;
- Certificate of language proficiency in an international language, not older than 5 years, for foreign students, in copy;
- Certificate of language proficiency in Romanian, for foreign students, in copy;
- Medical certificate, in original;
- Proof of payment of the academic mobility fee;
- Envelope file.