



-Excerpt from *Regulation on the organisation and conduct of the admission competition undergraduate programmes and undergraduate programmes offered jointly within the University of Medicine and Pharmacy “Victor Babeș” Timisoara*

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

### V. 1. General provisions

**V.1.1.** In accordance with Order of the Minister of Education No. 3693/2024 approving the Framework Methodology for the organisation of admission to higher education in short-term, bachelor's, master's and doctoral university study cycles, and Order of the Minister of Education No. 5.655/2024 approving the Methodology for the admission of foreign citizens to university and postgraduate studies, on places where tuition fees are paid in foreign currency, based on university autonomy and public accountability, the Victor Babeș University of Medicine and Pharmacy in Timișoara organises an admission competition for citizens of third countries (non-EU) to study programmes in Romanian/English/French, under the conditions set out below.

**V.1.2.** This methodology is intended for foreign citizens, i.e. candidates who are citizens of a third country (who are not citizens of a country in the European Union, the European Economic Area or the Swiss Confederation) who wish to study in Romanian/English/French language study programmes on places with tuition fees paid in foreign currency.

**V.1.3.** This methodology is the only official material regarding the organisation and conduct of the admission competition for foreign candidates at the Victor Babeș University of Medicine and Pharmacy in Timișoara, for undergraduate/combined university studies, and is supplemented by the provisions of subsequent normative acts.

**V.1.4.** References appearing in various publications or communicated in other ways cannot replace the official ones and, consequently, do not bind the Victor Babeș University of Medicine and Pharmacy in Timișoara in any way.

**V.1.5.** The university has no cooperation or representation agreement with agencies that act as intermediaries in the enrolment of candidates. Candidates who enrol in the admission competition and submit their files through agents do not benefit from any advantages in terms of admission compared to candidates who apply on their own.

**V.1.6.** By completing the online application form, candidates for the admission competition assume and declare that all contact details provided (email address, telephone number) belong to them and not to a third party (agent, agency, etc.) and that they have access to all means of communication sent to the university.

**V.1.7.** The Board of Directors has the right to make this methodology compatible with mandatory regulatory acts

**V.1.8.** This methodology may be subject to further changes, depending on the regulations of the Ministry of Education, and candidates are required to keep themselves informed of any changes that may occur and to act accordingly.

**V.1.9.** All communication between the university and candidates enrolled in the admission competition shall be in writing, in paper or electronic format. The status of the application file and the status of the candidate will be available in the candidate's account on the admission platform.

**V.1.10.** The following candidates are eligible to participate in the admission competition for study programmes taught in Romanian/English/French:

- a. who are citizens of a third country of the European Union, proven by holding 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, in accordance with the minimum requirements for access to higher education in Romania, namely the list of high school diplomas recognised by the Ministry of Education and Research mentioned on the university's website,



under useful documents. For graduates of the current school year, only official certificates that replace the diploma (until the diploma is issued) and that contain the final results that will be entered in the future diploma can be accepted.

c. No restrictive measures have been taken against them by the Romanian authorities or by European or international institutions.

**V.1.11.** The above-mentioned candidates may opt for study programmes taught in Romanian, English or French.

**V.1.12.** The number of places/faculties/study programmes will be determined by the university management in accordance with the regulations of the Ministry of Education and will be posted at a later date on the university's website.

**V.1.13.** The university management determines and approves the enrolment figures and the study programmes available for each admission session, in accordance with the legal regulations in force.

## **V. 2. Admission competition schedule**

**V.2.1.** Admission to undergraduate studies for citizens of third countries, to study 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 competition organised in the first session of the current year does not cover/occupy the number of places established for that programme, a second admission session is organised for the remaining unoccupied (vacant) places, in accordance with the calendar and enrolment quota approved by the university management for the second session, under the same conditions and with the same admissions committee as in the first session, at the proposal of the Vice-Rector for International Relations, or managed in accordance with the official decision of the university management.

**V.2.3.** If there are still unfilled places after the end of the admission process, the management of UMF "Victor Babeș" in Timișoara is authorised to decide on the redistribution of places according to the level of competition and the requests of the candidates who participated in one of the competitions organised by the university.

## **V. 3. Procedure for registering candidates for the admission competition**

**V.3.1.** During the period established in the Admission Competition Calendar, candidates will complete the online competition registration form and upload the registration documents (registration file) on the university's website, International Admission Section, current year, assuming responsibility for the authenticity and correspondence between the digital/scanned documents and the originals, as well as for the accuracy 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, specifying the option or options in order of preference (as applicable) from those available according to this methodology. The candidate's option(s) and the final admission average obtained determine their ranking.

**V.3.3.** In the online registration form, the candidate is required to specify exactly the two study programmes and languages of instruction for which they have opted.

**V.3.4.** Candidates' registration for the admission competition by completing the online registration form and uploading the registration documents (file) is finalised on the date set in accordance with the Admission Competition Calendar. Online registration forms that are not completed and files that are incomplete/not filled in by the deadline set in the admission calendar will not be validated.

**V.3.5.** University staff will check the documents uploaded online and validate the registration of candidates with complete files by the date set in the Admission Competition Calendar.

**V.3.6.** Only complete, validated files will be considered; any other file status is not valid for the admission competition.

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



**V.3.8.** Candidates who apply for enrolment in several study programmes offered by UMF "Victor Babeș" in Timișoara will upload the enrolment documents (file) online only once. As a result, candidates who have dual citizenship (EU and NON-EU) must choose one of these categories: EU or NON-EU.

**V.3.9.** After completing the application form and registering for the competition, candidates will receive a confirmation email detailing the next steps, in accordance with this methodology.

**V.3.10.** After the registration period for the admission competition has ended, the options, their order, and other information in the registration form cannot be changed by candidates.

**V.3.11.** Contact details: Vice-Rectorate for 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 were uploaded through an agent/agency.

**V.3.13.** Candidates are responsible for the information regarding the email address provided to the university when registering on the online admission platform.

**V.3.14.** Candidates are required to ensure that their email addresses comply with European Union requirements so that the university does not encounter errors in electronic communication (email addresses must be internationally accepted, e.g. Yahoo, Gmail, Hotmail, etc.). The university is not responsible for the 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, the number of places available for each study programme, fees, and documents required for enrolment in the admission competition.

**V.3.16.** Application files for the admission competition sent to the university by means or channels other than those provided for in this methodology, according to the established calendar, will not be validated.

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

**V.4.1.** The application file and its upload by candidates to the online platform, with the candidates assuming responsibility for the authenticity and correspondence between the digital/scanned documents and the originals, shall contain the following scanned documents, **front and back**, as applicable:

**a.** Personal data protection statement – according to the form in the useful documents section, displayed 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's website;

**c.** High school diploma/equivalent diploma – certified or super-certified copy (Apostille from The Hague/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.** High school transcript/equivalent – certified or super-certified copy (Apostille from The Hague/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;

**e.** Certificate of completion (only for graduates who have not yet received their final diploma) of the baccalaureate exam/equivalent exam, which explicitly states and reflects the passing of the baccalaureate exam/equivalent and the final results obtained by the candidate in this exam) – certified or super-certified copy (Apostille from The Hague/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;

**f.** High school transcripts – certified or super-certified copy (Apostille from The Hague/Ministry of Foreign Affairs, Romanian Embassy) in the official/original language in which it was issued and authorised 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) in 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 certifying permanent residence abroad – simple copy, if the document was issued in English, French or Romanian; certified copy and authorised translation into Romanian/English/French for 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, please consult the form in the useful documents section, posted on the university website, in Romanian, English or French;
  - l. Notarised statement/official document certifying that all documents uploaded by the candidate correspond to one and the same person, in case of discrepancies or differences in documents regarding the candidate's full name (only if applicable, i.e. if the full name is not written identically in all documents submitted);
  - m. Document regarding the consent of the parents or guardian regarding the stay for study purposes on the territory of Romania, if the foreigner is a minor;
  - n. Proof of language proficiency - copy (according to the chapter Language proficiency - Language test in this methodology)
    - o. Proof of payment of the language proficiency test fee, if applicable, in accordance with the Fee Regulations;
    - p. Proof of payment of the file processing fee (non-refundable in case of file processing, respectively in case the documents uploaded online have been verified), according to the Fee Regulation.
- V.4.2.** For information on the requirement for apostille or legalisation of documents issued by countries falling under this category, please contact the Ministry of Foreign Affairs or the Ministry of Education and Research in Romania (National Centre for the Recognition and Equivalence of Diplomas – CNRED).
- V.4.3.** If the university has any doubts about the academic documents submitted by candidates, it will request the official opinion of the Ministry of Education-DGRIAE. As a result, the Ministry of Education and Research may request additional documents, in addition to those mentioned above.
- V.4.4.** If the Ministry of Education and Research finds that an application is incomplete or does not meet its requirements, the Ministry of Education and Research reserves the right to reject the application and not issue a Letter of Acceptance for the citizen in question.
- V.4.5.** In the case of educational documents issued by educational institutions operating under the British system, predictive results are not accepted. The University only accepts educational documents containing the final grades obtained in the baccalaureate/equivalent exam. The GCE (General Certificate of Education) diploma is mandatory;
- V.4.6.** In the case of educational documents issued in Iran, in addition to the high school diploma, the Pre-University diploma is mandatory for graduates prior to 2019, with the admission average representing the arithmetic average of the averages obtained according to the two documents.
- V.4.7.** In the case of educational documents issued in Israel, the graduation certificate is not accepted; it is mandatory to submit the final baccalaureate/equivalent diploma-Bagrut, together with the Psychometric Entrance Test (PET), the admission average being the arithmetic mean of the averages obtained according to the two documents.
- V.4.8.** In the case of educational documents issued in the United States of America, in addition to the high school diploma/equivalent diploma, one of the following documents is mandatory: Scholastic Aptitude Test (SAT)/Advanced Placement Test (APT)/American College Testing (ACT), the admission average representing the arithmetic mean of the averages obtained according to the two documents.
- V.4.9.** Candidates who have subjects in their transcript with a name other than biology/chemistry but which correspond to biology/chemistry are required to submit a certificate issued by the high school/official document certifying that the subject(s) in question are equivalent to biology/chemistry.
- V.4.10.** According to the current provisions of the Ministry of Education and the Romanian Government, documents issued in Romanian by the Romanian authorities may be submitted in copy form. This provision does not apply to translations into Romanian from another language.

## V. 5. Language proficiency - language test





**V.5.1.** In order to register for the admission competition, proven language proficiency is a mandatory requirement and passing the language test is a mandatory and eliminatory condition for registration in the admission competition.

**V.5.2.** For study programmes in Romanian/English/French, candidates must take the ONLINE language test before the date of the admission competition, which will be organised by the Department of Modern Languages at the Victor Babeș University of Medicine and Pharmacy in Timișoara, during the period specified in the admission competition calendar. The test will be graded by the teaching staff as "pass" or "fail." The results of the language tests will be recorded on the admission platform by the technical committee on the same day, after the language tests have been completed.

**V.5.3.** The list of candidates who must take the language test organised by the Department of Modern Languages and Romanian Language at the Victor Babeș University of Medicine and Pharmacy in Timișoara will be posted on the university's website on the date set in the admission competition calendar. The links and access details for taking the language tests ONLINE will be sent to candidates via the admission platform, in the message received after the validation of the file.

**V.5.4.** Candidates who do not participate in and do not pass the language test organised by the university will be excluded from the admission competition, as meeting the language proficiency requirements is a mandatory requirement for enrolment in the admission competition.

**V.5.5.** As an exception to the provisions of point V.5.2, the categories of candidates who **are not required** to take the language test (provided they submit official supporting documents) are:

- candidates from countries where the official language is the same as the language of instruction of the study programme they are applying for (Romanian, English or French) and who can prove, with school documents that they have attended courses in that language (they have completed secondary education/high school/college/undergraduate studies in the language of the study programme for which they are applying).
- candidates who have studied and graduated from a high school with the same language of instruction as the study programme for which the candidate is applying, regardless of the candidate's citizenship or country of origin, and who can prove, with school documents, that they have attended courses in that language;
- candidates who hold an International Baccalaureate (IBDP / International Baccalaureate Diploma Programme, EB / European Baccalaureate Diploma, IGCE - International General Certificate of Education, GCE / General Certificate of Education – Advanced Level) in the language of the study programme for which they have opted;
- candidates who hold an international language proficiency certificate with a minimum level of B2, according to the table below:

Language of study	Accepted language proficiency certificates (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: - Pearson LCCI Certificate in ESOL International TOEFL certificate: - TOEFL iBT - TOEIC



	Trinity College London certificates: - ISE II - minimum pass in all skills OEP - BEC Vantage, BEC Higher - OET TEST
<b>French</b>	DELTA DALF TCF
<b>ENGLISH/ FRENCH</b>	Language certificates, minimum level B2, stamped and signed by a Romanian university accredited to conduct and organise English/French language tests.

**V.5.6.** Only international language proficiency certificates, as per the table above, of candidates applying for a study programme in the language for which the certificate was issued, uploaded to the platform by the deadline for registration for the admission competition, will be considered by the admissions committee.

**V.5.7.** The exam/language proficiency taken as part of the baccalaureate exam is not accepted.

**V.5.8.** Candidates enrolled in the admission competition **for study programmes in Romanian** are required to submit one of the following documents:

- Certificate of language proficiency in Romanian, minimum level B1, issued by institutions authorised by the Romanian Ministry of Education;
- Certificate of completion of the preparatory year in Romanian;
- educational documents issued by educational institutions in Romania or abroad, with teaching in Romanian, for at least 3 consecutive years.

**V.5.9.** The following candidates are exempt from the obligation to submit one of the documents referred to in point V.5.8.

a) present Romanian educational documents (diplomas and certificates) or educational documents, school records attesting to at least 3 consecutive years of study in Romanian, in an accredited educational institution teaching in Romanian;

b) submit certificates or attestations of language proficiency at a minimum level of B1, in accordance with the Common European Framework of Reference for Languages, issued by accredited higher education institutions in Romania that organise preparatory Romanian language courses for foreign citizens, by departments of Romanian language, literature, culture and civilisation at universities abroad/the Romanian Language Institute or the Romanian Cultural Institute.

**V.5.10.** The Department of Modern Languages and Romanian Language of our institution organises tests for Romanian/English/French according to the schedule and conditions established by the representatives of this department, which will be reflected in the fee regulations, schedule and admission methodology.

## **V.6. Conduct of the admission competition**

**V.6.1.** For bachelor's degree programmes, the admission of candidates from third countries (countries outside the EU/EEA/CH) will take the form of an admission competition.

**V.6.2.** Candidates will be admitted on the basis of a competition based on their application files and will be ranked in order of their preferences and their baccalaureate/equivalent average. 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, to which the ex officio score is added.

**V.6.3.** The points awarded ex officio are equivalent to a grade of 3.00, according to the Romanian education grading system.

**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 with a maximum of four decimal places, without rounding.



**V.6.6.** For candidates with educational documents issued in countries where no average is awarded for the baccalaureate exam/equivalent, the overall average for the high school years will be taken into account instead of the baccalaureate average.

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

**V.6.8.** The maximum grade obtained in the country of origin in the baccalaureate exam/equivalent is equivalent to a grade of 7, to which 3 points are automatically added.

**V.6.9.** For candidates with educational documents issued in countries where no average is awarded for the baccalaureate exam/equivalent, the overall average for the high school years will be taken into account instead of the baccalaureate average!

**V.6.10.** In the case of baccalaureate diplomas issued in Morocco, the average obtained in the national exam will be taken into account.

## **V. 7. Admission competition results and candidate ranking**

**V.7.1.** The admissions committee will calculate the admission average and validate the results obtained by each candidate.

**V.7.2.** The results of the admission competition will be published on the date set in accordance with the Admission Competition Calendar, on the university's website, in the International Admission section, depending on when the ranking of candidates is finalised, indicating the number/code of the online registration form, which will replace the candidate's identification details (surname and first name).

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

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

**b)** Descending order of final admission averages obtained by candidates according to university requirements (baccalaureate average/equivalent average, application of tiebreaker criteria 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, to which 3 points are automatically added.

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

**V.7.6.** Candidates will be ranked according to the order of their choices expressed in the application form, based on the general principle of "choice beats average" and in descending order of averages, within the limit of the places available approved for each study programme.

For example:

- Candidate A has Medicine (in French) as their first choice and Pharmacy (in French) as their second choice, and has obtained an average of 10. They are assigned to their first choice.
- Candidate B has Pharmacy (in French) as their first choice and Medicine (in French) as their second choice, and has obtained an average of 9; 14 places for their first choice have been filled by 14 candidates with admission averages higher than theirs. He will be the 15th candidate assigned to his first choice, in the sense that, when assigning places for the Pharmacy (in French) 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 choice and Medicine (in French) as his second choice, and obtained an average of 8; if all the places for his first choice were taken by candidates with higher averages than his, he will be assigned to his second choice, if there are places available.

**V.7.7.** If, after the candidates have been ranked, there are several candidates with the same average in the last place, they will be ranked according to the following criteria:

**a.** The arithmetic mean of the marks obtained in biology during high school;

**b.** The arithmetic mean of the grades obtained in chemistry during high school;

**V.7.8.** Depending on the stage of the admission competition, the results will be as follows:

DEPUTY RECTOR FOR ACADEMIC AFFAIRS

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Tel: +40256220479; Fax: +40256490626  
Email: prorektoratdidactic@umft.ro



- Provisional results, generated on the day of the admission competition;
- Results after resolving any appeals, for study programmes where there have been changes in the average and classification;
- Results after each stage of confirmation of place, reflecting the status of the candidate;
- Results after the end of the registration period established and approved with the agreement of the university management, the list of candidates admitted and provisionally enrolled in the first year;

**V.7.9.** The lists will be displayed with the number/code of the online registration form of the validated files, which will replace the candidate's identification data (name and surname).

**V.7.10.** Exceeding the enrolment/study programme figures approved by the University Senate and legislation is not permitted.

## **V. 8. Submission and resolution of appeals**

**V.8.1.** Any appeals shall be submitted by email [torelint@umft.ro](mailto:torelint@umft.ro) within the period established in accordance with the Admission Competition Calendar.

**V.8.2.** Only appeals concerning the candidate's own admission average obtained in the admission competition will be accepted.

**V.8.3.** The resolution of appeals is the exclusive responsibility of the appeals committee, which will analyse and resolve appeals on the date set in accordance with the Admission Competition Calendar. The committee's decision is final and will be communicated by posting it on the university's website on the date set in accordance with the Admission Competition Calendar.

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

**V.8.5.** Appeals based on ignorance of the Admission Regulations will not be accepted.

**V.8.6.** After resolving any appeals, lists of admitted and rejected candidates will be drawn up and posted for study programmes where there have been changes in classification and averages, including the final, definitive and uncontestable admission averages.

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

## **V. 9. Confirmation of place**

### **Stage I**

**V.9.1.** During the period specified in the admission calendar for the first stage of place confirmation, candidates declared **admitted** following the admission competition organised by UMF "Victor Babeș" in the current year's sessions **are required** to confirm their place by paying the confirmation fee and a 50% advance on the tuition fee, uploading proof of payment to the admission platform and choosing optional subjects, under penalty of losing the place obtained through the competition if these obligations are not fulfilled; as a result, an admitted candidate who has not confirmed their place and has not paid the 50% advance payment of the tuition fee within the period established in the admission calendar will be considered rejected and will automatically appear, according to the order of options and the final admission average, on the list of rejected unconfirmed candidates (who have not uploaded proof of payment of the place confirmation fee on the admission platform).

**V.9.2.** Admitted candidates who have confirmed their place and paid only the confirmation fee, without uploading the 50% advance payment of the tuition fee on the admission platform, will appear on the list of confirmed rejected candidates, in order of choice and final admission averages.

**V.9.3.** During the first stage of place confirmation, **rejected candidates** who participated in the admission competition and obtained a final admission average above 5.00 **can** confirm their place by paying the confirmation fee per option, uploading the proof of payment on the admission platform and choosing the optional subjects, in the event of a place becoming available; in this case, payment of the confirmation fee does not guarantee admission for rejected candidates, who are placed on the waiting list - confirmed rejects. The admission of confirmed rejected





candidates depends on the number of places available/vacant/managed according to the decision of the university management and their position on the list, according to the order of options and final admission averages.

**V.9.4.** Rejected candidates who have confirmed their place in the first stage have priority in the following confirmation stages over rejected candidates who have not confirmed their place.

**V.9.5.** Candidates who have not obtained a final admission average of at least 5 (five) are not entitled to confirm a place and are permanently excluded from the lists ~~at this stage~~.

**V.9.6.** After stage I of confirmation, a candidate's status may be:

- Confirmed admission;
- Confirmed rejected (on hold);
- Unconfirmed rejected - admitted and rejected candidate who did not confirm in stage I.

## Stage II

**V.9.7.** If, after stage I of confirmations, there are still places available (vacancies) during the period established in the admission calendar for stage II, **candidates who confirmed in stage I of confirmations (confirmed rejected)** will have the opportunity to secure their place by paying and uploading proof of payment for the 50% advance payment of the tuition fee within 48 hours of receiving an automatic notification to the email address with which the candidate created their account on the admission platform. Receipt of the notification depends on the candidate's position on the list of confirmed rejections (depending on the order of options and final admission averages).

**V.9.8.** If, after stage I of confirmations, there are still places available (vacancies) and the list of confirmed rejections has been exhausted, during the period established in the admission calendar for stage II, **candidates who did not confirm in stage I of confirmations (unconfirmed rejections)** will have the opportunity to confirm a place by paying and uploading proof of payment for the place confirmation fee and for the 50% advance payment of the tuition fee within 48 hours of receiving an automatic notification to the email address with which the candidate created their account on the admission platform. Receipt of the notification depends on the candidate's position on the list of rejected unconfirmed candidates (depending on the order of options and final admission grades).

## Provisions regarding confirmation of place and running of lists

**V.9.9.** Confirmation of the place by the admitted candidates involves the payment and uploading on the admission platform (My Profile - confirmations - pay fees) of both proofs of payment (confirmation of the place + 50% advance payment of the tuition fee) within the period set for the first stage of confirmation of the place.

**V.9.10.** Confirmation of place on the admission platform also includes the candidate's choice of optional subjects (accessing the account on the online admission platform, confirmations, confirm place), one of which becomes compulsory/semester. The optional subjects will be included in the study contract/annex to the candidate's study contract and cannot be changed later. The confirmation process is incomplete without this step.

**V.9.11.** Proof of payment of the confirmation fee, i.e. the 50% advance payment of the tuition fee, which is not uploaded to the admission platform according to the established calendar, is not considered confirmation of the place.

**V.9.12.** The 50% advance payment of the tuition fee is non-refundable in the case of admitted candidates who have confirmed their place and who subsequently withdraw from their studies/give up their place obtained through competition//do not complete their enrolment by the deadline set in the admission calendar. Exceptions to this provision are candidates who do not obtain the Letter of Acceptance from the Ministry of Education and Research/study visa in a timely manner for reasons beyond their control or who are subsequently admitted to a place of study funded by the Romanian State budget or with a fee in lei (following the passing of an admission competition within our university, type I, II or type III competition - only the RDP category). Any other exceptional situations proven by official documents require the express approval of the university management for the reimbursement of the 50% advance payment of the tuition fee, in accordance with the university's fee



regulations.

**V.9.13.** The place confirmation fee is non-refundable even if no places become available.

**V.9.14.** Candidates may pay the confirmation fee for a maximum of two study programmes, the same ones they chose in the online application form.

**V.9.15.** Candidates who are admitted and confirm their place for their first choice cannot pay the confirmation fee for their second choice, as they are automatically excluded from it.

**V.9.16.** Candidates who confirm their place for both options but are admitted to their second option remain on the waiting list of rejected candidates confirmed for their first option, provided that when a place becomes available, they upload to the platform proof of payment for the 50% advance on the tuition fee (already paid for option 2) + the difference, if applicable, within 48 hours of receiving the automatic notification to the email address with which they created their account on the admission platform.

**V.9.17.** The waiting lists run a maximum of 2 (two) times every 48 hours (after the list of confirmed rejections and unconfirmed rejections has been exhausted, it can only run once more). Rejected candidates who do not complete the place confirmation process within the 48 hours granted will move to the end of the list to which they belong (confirmed rejected / unconfirmed rejected), with the list automatically running to the next candidate. This rejected candidate may only be considered in the second run after all other rejected candidates have been exhausted, if places are available, in the order of options and final admission averages.

**V.9.18.** Candidates who have officially withdrawn (in writing, by email to international@umft.ro) from the admission competition/have withdrawn their application/place will be permanently excluded from the lists and will no longer be considered at any stage of the competition.

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

### **V.10.1. Types of fees:**

- File processing fee (non-refundable if the file is processed, i.e. if the documents uploaded online have been verified by university staff);
- Romanian/English/French language test fee – 150 euros, where applicable;
- Place/option/study programme confirmation fee: €300, non-refundable;
- Tuition fee (studies)/year of study/study programme must be uploaded to the admission platform by the registration deadline; 50% advance payment of tuition fees/admitted candidate who has confirmed their place/study programme – non-refundable according to Chapter V.9.1. of this methodology.
- Registration fee: 100 lei, payable in cash at the university cashier's office upon final enrolment in studies.
- Fees set in euros can be paid by bank transfer to the university's account or by card via the admission platform.

### **V.10.2. The amount of the fees can be found in the Regulations on the amount of tuition fees and other fees within UMFVBT.**

**V.10.3.** Proof of payment can only be obtained from the university's Financial and Accounting Department, contab@umft.ro.

**V.10.4.** All proofs of payment of fees in euros that have not been paid on the admission platform must be uploaded by the candidate to the platform by the deadlines set in the calendar.

### **V.10.5. Beneficiary bank details:**

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

Beneficiary address: Timișoara, Piața Eftimie Murgu No. 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

**V.10.6.** The proof of payment must contain the candidate's full name (first and last name) and the type of payment made – file processing, place confirmation, tuition fee.

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**V.10.7.** If the fees are paid by other persons and not by the candidate, the recipient bank may request additional information and personal data (through the university's Financial-Accounting Department, e.g. identity card/passport, etc.) of the persons who made the payment/transfer and their consent to the processing of their personal data for verification by the bank.

**V.10.8.** The candidate is required to ensure that their proof of payment contains all the information requested in order for it to be processed properly by the university's Financial and Accounting Department.

**V.10.9.** The amount of the tuition fee does not change during an academic year.

**V.10.10.** The amount of the tuition fee does not change until the completion of the university study programme, unless the duration of study provided for by law is exceeded.

**V.10.11.** Tuition fees must be paid before enrolment.

**V.10.12.** Admitted candidates who do not pay the tuition fee and do not upload proof of payment to the admission platform by the deadline set for enrolment are automatically considered to have given up the place obtained through the competition.

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

**V.10.14.** The nominal report/study programme/candidate category regarding the payment of tuition fees and containing the status of candidates admitted and provisionally enrolled in year 1 will be generated from the platform with the approval of the Financial Accounting Service and sent to the dean's offices and the Vice-Rectorate for International Relations prior to the date set in the calendar for the display of the results of candidates provisionally enrolled in year 1.

## **V.11. Procedure for enrolling candidates admitted to undergraduate studies, for the purpose of registration**

**V.11.1.** Enrolment in studies on a self-funded basis, in study programmes in Romanian, English or French, of third-country nationals declared admitted is subject to the fulfilment of all the following conditions:

- a. obtaining a Letter of Acceptance for studies issued by the Ministry of Education and Research;
- b. fulfilment of language proficiency requirements;
- c. confirming their place within the deadlines set out in the admission competition calendar and the conditions set out in this methodology;
- d. payment of all fees provided for in this methodology and in the Regulations on the amount of tuition fees and other fees within UMFVBT;
- e. obtaining a study visa (D-SD) from the Romanian Embassy/Consulate in the country of origin, where applicable. It is the candidate's obligation and responsibility to regulate the conditions for long-term stay in Romania and to contact the competent authorities.
- f. submitting the application file containing the original academic documents and forms in the annexes, as well as the original certified copies of the documents in physical/electronic format, together with the authorised translations in original of the documents submitted in the application file uploaded to the online platform. Certified translations in Romanian are mandatory for the baccalaureate diploma/equivalent, the baccalaureate transcript/equivalent and the birth certificate.

**V.11.2.** The university manages the submission of files to the Ministry of Education and Research – DGRIAE in order to obtain the Letter of Acceptance for studies.

**V.11.3.** The Ministry of Education and Research evaluates the complete files, in accordance with the legal regulations in force, and issues the letters of acceptance within a maximum of 30 working days from the date of receipt of the complete files. This period may be extended accordingly in the event of additional checks.

**V.11.4.** If a candidate submits their file to several universities in Romania, this may lead to a delay in the issuance of the Letter of Acceptance for studies, with the risk that the candidate will not obtain a study visa in time and will not meet the legal deadlines for enrolment at our university!

**V.11.5.** The Letter of Acceptance is a mandatory document for the enrolment of candidates who have been declared admitted following the admission competition.



**V.11.6.** Candidates from third countries (countries outside the EU, EEA, CH) admitted to study programmes taught in Romanian/English/French shall submit the original enrolment documents within the legal deadlines to the Vice-Rector's Office for International Relations of the university, which will draw up the provisional decision on admission to studies, approved and signed by the rector of the university.

**V.11.7.** In order for the provisional decision on admission to studies to be issued, admitted candidates are required to appear in person at the Vice-Rector's Office for International Relations, within the period specified in the admission calendar, to complete the application form in person and to submit the complete file with the following documents in printed format:

- (1). Declaration on the protection of personal data – according to the form in the useful documents section, displayed on the university's website;
- (2). Baccalaureate diploma/equivalent diploma – in original, certified or super-certified copy (Apostille from The Hague/Ministry of Foreign Affairs, Romanian Embassy) in the official/original language in which it was issued and certified translation into Romanian;
- (3). High school transcript/equivalent – original, certified or super-certified copy (Apostille from The Hague/Ministry of Foreign Affairs, Romanian Embassy) in the official/original language in which it was issued and certified translation into Romanian;
- (4). Certificate of completion (only for high school graduates who have not yet received their final diploma) of the baccalaureate exam/equivalent exam, which explicitly states and reflects the passing of the baccalaureate exam/equivalent and the final results obtained by the candidate in this exam) – in original, certified or super-certified copy (Apostille from The Hague/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;
- (5). Notarised statement – only for candidates who submit the document specified in subchapter V.11.6. point (4) – whereby they undertake to submit to the university their high school diploma/equivalent in the original, in the original, a certified/super-certified copy and a certified translation into Romanian immediately after obtaining it from the issuing high school. The deadline is set according to the issuing country
- (6). High school transcripts – certified or super-certified copy (Apostille from The Hague/Ministry of Foreign Affairs, Romanian Embassy) in the official/original language in which it was issued and authorised translation (if applicable) into 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 certifying permanent residence abroad – copy if the document is issued in English/French/Romanian; certified copy and authorised translation into Romanian/English/French for documents issued in a language other than one of these three;
- (10). Marriage certificate (if applicable) – certified copy and authorised 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 found in the useful documents displayed on the university's website, in Romanian, English or French;
- (12). 4 passport-type photos;
- (13). Proof of payment of tuition fees – copy;
- (14). International language proficiency certificate – copy (if applicable);
- (15). Notarised statement from Romanian citizens residing in third countries who wish to enrol in a study programme with payment of the fee in foreign currency, stating that they choose to study on a "self-funded" basis;
- (16). Notarised statement/official document proving that all documents uploaded by the candidate correspond to one and the same person, in case of discrepancies or differences in documents regarding the candidate's full name – if applicable (only if the surname and/or first name is not written identically in all documents submitted);
- (17). Copy of study visa/residence permit – if applicable, according to the conditions of the I.G.I ([tm.igi@mai.gov.ro](mailto:tm.igi@mai.gov.ro)) and M.A.E. ([opinia\\_ta@mae.ro](mailto:opinia_ta@mae.ro)). A study visa is a long-stay visa required for foreign

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nationals who wish to study in a country for more than 90 days. To obtain the visa, the candidate must be admitted to an educational institution and apply to the embassy or consulate of the destination country. Once in the destination country, the study visa is required to obtain a residence permit.

The Schengen visa is a short-term visa that allows transit through the territory of a Schengen state, but does not allow enrolment in university studies.

Students who have completed the enrolment procedure in the first year are required to register with the I.G.I. (General Inspectorate for Immigration) and obtain a residence permit in Romania/registration certificate (CNP), as applicable.

**V.11.8.** In order to complete the enrolment and registration process, admitted foreign citizens shall submit to the faculty secretariats a copy of the decision to admit them to studies, accompanied by copies of the following documents:

- Letter of Acceptance issued by the Ministry of Education and Research;
- Proof/Certificate of language proficiency in Romanian/English/French, as applicable;
- Official documents proving exemption from the language test, where applicable;
- Passport;
- Proof of payment of tuition fees;
- Proof of payment of the registration fee;
- Study contract printed by the candidate in 2 copies - the final study contract can be downloaded from the account created by the candidate on the admission platform (My Profile - Confirmations - View contract)

**V.11.9.** The decision to admit a candidate to study is valid until the date of the enrolment decisions and the final enrolment of admitted foreign citizens, after the complete files of the admitted foreign citizens have been sent by the Vice-Rectorate for International Relations to the faculty secretariats.

**V.11.10.** Candidates who have been declared admitted are required to submit their original academic documents upon enrolment. The original academic documents remain at the faculty for the entire period of study (in accordance with the Romanian legislation in force).

**V.11.11.** Admitted candidates who do not enrol in the first year and do not pay the tuition fee by the deadline set in the admission calendar are automatically considered to have withdrawn and definitively renounced the place obtained through the admission competition and their status as admitted candidates, by failing to comply with the provisions, procedures and enrolment deadline, and do not have the status of students of the Victor Babeș University of Medicine and Pharmacy in Timișoara.