

**Universitatea "Aurel Vlaicu" din Arad**



Approved:  
Rector  
Prof. PhD. Ramona LILE

**OPERATIONAL PROCEDURE**  
**FOR AWARDING *Aurel Vlaicu University***  
**SCHOLARSHIPS TO INTERNATIONAL**  
**STUDENTS**

**PO.53**

Editor

**1**

Revisor

**1**

Date of entering into force:

**10.09.2019**

Approved:

**President of the Monitoring Commission**

Prof. PhD. eng. Alexandru POPA

Verified:

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 Universitatea „Aurel Vlaicu“ din Arad <b>Universitatea</b> „Aurel Vlaicu“ din Arad	<b>PROCEDURA OPERAȚIONALĂ</b>	<b>COD: PO. 53</b>	Ediția: I
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**Area of applicability:**

This present procedure is to be applied within all AVU faculties as well as the Interdisciplinary Doctoral School.

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## 1. Aim

1.1 The present procedure establishes the way AVU scholarships are awarded to international students.

1.2 AVU scholarships for international students are conceived as an open competition for foreign students from non-EU or non-EEA countries.

## 2. Applicability

This procedure is to be applied for all faculties within Aurel Vlaicu University of Arad.

## 3. Reference documentation

- National Educational Law no.1/2011 with all subsequent modifications
- Law no. 1/2010 pertaining to the approval of Government Ordinance no. 22/2009 regarding the minimum value of tuition fees, in foreign currency, for foreign citizens studying in Romania that do not come from an EU, Swiss Confederation or European Economic Area country.
- HG no. 288 from 21 .06. 1993 regarding the education and training of foreign citizens in Romania
- OMEN No. 3236/2017 from 10. 02. 2017 regarding the Methodology for accepting foreign citizens for government funded places with/without scholarships in accredited Romanian institutions of higher education.
- AVU University Charter
- OSGG no. 600/2018 for the approval of Internal/Managerial Public entities control code
- SR EN ISO 9001:2015;
- SR EN ISO 19011:2011
- SR EN ISO 9001:2008;
- SR ISO IWA 2:2009 – Quality management systems. Directives for ISO 9001 compliance in the educational field
- PS 01 Procedure for creating and procedure codifying for internal AVU documents

## 4. Term abbreviations

### 4.1. Term abbreviations

No.crt.	Abbreviation	Abbreviated term
1.	PS	System procedure
2.	PO	Operational procedure
3.	CA	Administrative Council
4.	AVU	“Aurel Vlaicu” University of Arad
5.	DAIC	Department for Quality Assurance

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## 5. Description

**Art.1** The "AUREL VLAICU" UNIVERSITY OF ARAD scholarship for international students is designed as a competition for non-EU or non-EEA students based on Government Ordinance no. 288/1993.

**Art.2** The "AUREL VLAICU" UNIVERSITY OF ARAD scholarship for international students is covered from the university's internal funds as well as the university's scholarship fund in accord with Art. 1, paragraph 3 of Law 1/2010.

### **Art.3 Qualification criteria:**

- (1) The scholarship applies to all foreign citizens with the exception of those from EU member states. Foreign citizens with a Romanian heritage and those belonging to historic Romanian communities can benefit from other scholarship programmes and cannot apply for this particular scholarship;
- (2) The applicant must not hold a Romanian citizenship, mustn't have requested or been granted asylum in Romania, must not be a stateless person whose legal residence in Romania is officially recognized by the law, must not be a member of a domestically accredited diplomatic corps and must not have benefited from another state sponsored scholarship for the same cycle of studies;
- (3) The applicants must present superlegalized study documents issued by accredited/recognized institutions from their home country and have a good overall grade record;
- (4) The candidates must not be older, at the 31<sup>st</sup> of December of the year he/she has been nominated for the scholarship, than 35 (for undergraduate and MA studies) or 45 (for PhD and post-university studies);

**Art.4** The scholarship is awarded for undergraduate, MA and PhD, AVU accepted students.

**Art.5** Obtaining the minimum necessary credit point number and signing the Additional Study Contract Form are both necessary conditions for keeping the scholarship for the next academic year.

**Art.6** The scholarship, including the Romanian language preparatory year, if the case, consists of:

- (1) Tuition fees;
- (2) Boarding fees;
- (3) A 300 RON/month financial aid

**Art.7** The scholarship does not cover international/national transportation related costs. Applicants must handle these, as well as associated expenses, themselves.

**Art.8** The application file can be submitted electronically to the following email address: [relatii.internationale@uav.ro](mailto:relatii.internationale@uav.ro) or mailed to: Universitatea "Aurel Vlaicu" din Arad, B-dul Revoluției nr. 77, 310130 Arad, jud Arad, România, and must include the following documents:

- 1) Curriculum vitae, highlighting all notable achievements;
- 2) Motivational letter;
- 3) Three letters of recommendation from the applicant's university teaching staff members.

**Art.9** Candidates that are selected for the **Aurel Vlaicu University of Arad Scholarship** will go through the admission procedure for university studies.

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**Art.10 Application documents:**

- 1) Application form filled out in its entirety (including the email address) Annex 1;
- 2) A legalized copy of each of the following documents. (The documents have to be legalized and translated - into English or Romanian - by either the Romanian Ministry of Foreign Affairs from the issuing country or a Romanian Embassy):
  - a. High school diploma or equivalent;
  - b. University degree or equivalent;
  - c. Diploma supplement.
- 3) In addition to one of the following documents, depending on the case:
  - a. Romanian language preparatory year diploma;
    - (1) Foreign citizens can be enrolled for undergraduate studies taught in Romanian only after completing the preparatory Romanian language programme where level B2 has to be achieved at minimum;
    - (2) The length of the preparatory year for undergraduate studies is of 1 year while for MA/ PhD and post-university studies (including the field of medicine) is of at least 6 months.
    - (3) The institutions of higher education that host Romanian language preparatory year programmes are specified in Annex 1, which is integral to this methodology.
  - b. English Language proficiency certificate (or proof that the student has studied in English);
  - c. Exceptions: applicants from an English speaking country (where English is an official language).
- 4) Birth certificate – legalized copy and translation (into English or Romanian );
- 5) Copy of a document (ID) which certifies the applicant`s permanent foreign address;
- 6) Passport copy;
- 7) Medical certificate (in English, Romanian or French)
- 8) Passport sized photo;

**Art.11** Submitting English language (translated) documents is compulsory for the scholarship application. Incomplete files will be rejected. No further document can be added to the application file after the competition deadline.

**Art.12** The timeframe for submitting applications via regular or online post is: 01 May – 31<sup>st</sup> July.

**Art.13** Candidates` selection is to be made by an evaluation commission appointed by the university`s Rector.

**Art.14** The selection criterion is based on the academic quality proven by the documents included in the application file.

**Art.15 Calendar of the selection process:**

- 1) Applying for the scholarship by way of submitting the application form
- 2) Evaluating the application file
- 3) Ratifying the list of selected candidates (including a waiting list)
- 4) Contacting successful applicants by email

**Art.16** Successful candidates will be notified by email after the end of the selection process while rejected candidates (also notified) can apply for a self funded place (if so desired).

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**Art.17** Applicants that have been awarded the AVU scholarship must submit by email, in the shortest possible time, all other requested documents in order for AVU to be able to forward a request for the admission letter for studies to the Ministry of Education.

#### **Art.18 Enrolment criteria**

- 1) Upon enrolment all students shall include original study documents (diplomas) as well as identification documents in the application file along with the admission letter for studies;
  - a) Passport with a Romanian student visa;
  - b) Certified translation of the Birth certificate (English, Romanian or French) ;
  - c) Original study diplomas issued by states that are part of the Hague Apostille Convention must be certified by the competent authorities with said apostil.
  - d) Original study diplomas issued by states that are not part of the Hague Apostille Convention are to be authenticated by the issuing country`s Foreign Ministry and Romania`s Consulate in that country.
  - e) Medical certificate.
- 2) If foreign students wish to take part in sport or art courses they must demonstrate the required specific abilities.
- 3) Applicants shall be enrolled for undergraduate and graduate studies only after completing the Romanian language preparatory year or based on a certificate attesting their linguistic competence (Romanian or English).

**Note:** In order to obtain all scholarship related information, applicants must contact the vice rector for international relations or the foreign students` representative at the following email address: [relatii.internationale@uav.ro](mailto:relatii.internationale@uav.ro).

#### **6. Annexes**

6.1 Annex 1 (Form F.PO.53.01) "Aurel Vlaicu" University of Arad scholarship application for international students

6.2 Annex 2 (Form F.PO.53.02) Applicant`s declaration

#### **7. Operational procedure. Editions and revisions**

<b>Edition/ revision within the edition</b>	<b>Revised part</b>	<b>Revision</b>	<b>Date of entering into force for the revision/edition</b>
Edition I	X	X	28.02.3019
Rev. 1	Art. 14-18	Modification	10.09.2019

#### **8. Dissemination list**

<b>Aim of dissemination</b>	<b>no. copies</b>	<b>Structure/ Compartment</b>	<b>Way of dissemination</b>
Archiving	1	DAIC	Original stamped and signed copy, email
Evidence		R, CM	email

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Information and Application	Scanned copy	All faculties Interdisciplinary doctoral school	email
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## 9. Final dispositions

The present procedure has been approved through the Administrative Council`s decision no. 22 from 10.09.2019, date on which it entered into force.

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**Anexa 1**

**CERERE DE BURSĂ UNIVERSITATEA "AUREL VLAICU" DIN ARAD PENTRU STUDENȚI  
INTERNAȚIONALI  
DEMANDE DE BOURSE L'UNIVERSITÉ "AUREL VLAICU" D'ARAD POUR LES  
ETUDIANTS ÉTRANGERS  
APPLICATION FORM FOR SCHOLARSHIP "AUREL VLAICU" UNIVERSITY OF ARAD FOR  
FOREIGN STUDENTS**

ANUL ACADEMIC / ANNÉE UNIVERSITAIRE / ACADEMIC YEAR

TIPUL DE BURSĂ / TYPE DE BOURSE / SCHOLARSHIP TYPE

studii universitare de licență / études universitaires de licence / Bachelor's degree studies

studii de masterat / études de master / Master studies

studii de doctorat / thèse de doctorat / PhD studie

OPȚIUNI PENTRU INSTITUȚIA DE ÎNVĂȚĂMÂNT SUPERIOR / OPTIONS POUR  
L'ÉTABLISSEMENT D'ENSEIGNEMENT SUPÉRIEUR / OPTIONS FOR UNIVERSITIES

Universitatea/l'université/university	Facultatea /la faculté/faculty	Tipul de bursă / Type de bourse / Scholarship type	Specializarea/la spécialisation/specialization profile

IDENTITATEA CANDIDATULUI / L'IDENTITÉ DU CANDIDAT / APPLICANT'S IDENTITY

Numele / Nom / Surname: \_\_\_\_\_

Numele înainte de căsătorie/ Nom de jeune fille/Maiden name : \_\_\_\_\_

Prenume / Prénom / Name: \_\_\_\_\_

Sexul / Sexe / Gender :            M             F

Starea civilă / État civil / Marital status:

- celibatar(ă) / célibataire / single
- căsătorit(ă) / marié(e) / married
- divorțat(ă) / divorcé(e) / divorced

Naționalitate / Nationalité / Nationality: \_\_\_\_\_

Data nașterii / Date de naissance / Date of birth: \_\_\_\_\_

Locul nașterii (oraș, departament, țara) / Lieu de naissance (ville, département, pays) / Place of birth  
(city, department, country) : \_\_\_\_\_

Adresa personală (domiciliul permanent) / Adresse permanente / Address (permanent address):

\_\_\_\_\_

Cod poștal / Code postale / Post code: \_\_\_\_\_ Localitatea / Ville / City \_\_\_\_\_

Țara / Pays / Country \_\_\_\_\_



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Telefon / Téléphone / Telephone: Fax / Télécopie / Fax: \_\_\_\_\_

E-mail / Adresse électronique / E-mail: \_\_\_\_\_

Persoana de contact / Personne de contact / Contact person: \_\_\_\_\_

Nume / Nom / Name: \_\_\_\_\_

Adresa / Adresse / Address: \_\_\_\_\_

Telefon / Téléphone / Telephone: \_\_\_\_\_ Fax / Télécopie / Fax: \_\_\_\_\_

E-mail / Adresse électronique / E-mail: \_\_\_\_\_

**Cunoștințe lingvistice / Langues étrangères / Foreign languages :**

- Lb. română / le roumain / Romanian  nivel / niveau / level : \_\_\_\_\_
- Lb. Română /  nivel / niveau / level : \_\_\_\_\_
- Lb. engleză / l'anglais / English  nivel / niveau / level : \_\_\_\_\_
- Alte limbi / d'autres / others  nivel / niveau / level : \_\_\_\_\_

Limba de predare pe perioada studiilor în România este româna / franceza / engleza.

Langue d'enseignement pour la période d'études en Roumanie est le roumain / le français / l'anglais.

The working language while studying in Romania is Romanian /French / English.

Solicit curs pregător de limba română / Je sollicite l'inscription à un cours préparatoire de roumain / I would like to attend Romanian classes before the beginning of my study in Romania:

Da / Oui / Yes

Nu / Non / No

**STUDII EFECTUATE / ÉTUDES EFFECTUÉES / EDUCATION**

Tipul de studii / Types d'études / Type of studies	Instituția de învățământ / L'établissement / Education Institution	Perioada / Période d'études/ Period	Diploma obținută / Diplomes / Diplomas	Mediile obținute / Résultats obtenus par année d'étude / Results on academic years
Studii preuniversitare / Études préuniversitaires / Undergraduate studies				
Studii universitare (detaliat pe ani academici) / Études universitaires (à préciser pour chaque année) / University studies (please detail on academic years)				
Studii postuniversitare (detaliat pe ani academici) / 3-ème cycle (à préciser pour chaque année) Post university				

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studies (please detail on academic years)				
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Activitatea profesională desfășurată până în prezent (loc de muncă, funcție, domeniu) / Activité professionnelle effectuée jusqu'à présent (lieu de travail, fonction détenue, domaine d'activité) / Professional experience until the present moment ( jobs, position, field of work)

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Alte burse și stagii de specializare efectuate/Autres bourses de spécialisation antérieurement effectués / Other scholarships and specialization trainings

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Motivația solicitării bursei de către candidat / Précisez la motivation de la demande de bourse / Applicant's motivation

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Descrierea proiectului de studiu (în cazul studiilor postuniversitare - masterat/doctorat) / Présentez le projet d'études (pour les études du 3-ème cycle - master / doctorat) / Project's description (only for those students who apply for a Master/ PhD programme).

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Activitatea științifică a solicitantului (proiecte de cercetare, lucrări publicate relevante pentru domeniu) / Activité scientifique du candidat (projets de recherche, études publiées relevantes pour le domaine) / Scientific activity (research projects, publications relevant for this field of study).

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## INFORMAȚII SUPLIMENTARE / INFORMATIONS SUPPLÉMENTAIRES / ADDITIONAL INFORMATION

### Prin semnarea prezentului formular, solicitantul se obligă:

- Să ofere coordonate de contact corecte și actualizate, necesare unei comunicări corespunzătoare;
- Să completeze, după caz, toate rubricile. Completarea incompletă sau incorectă determină statutul de “dosar incomplet” și neparticiparea acestuia la concurs
- În cazul în care candidatul nu menționează două opțiuni pentru înscrierea la studii și solicitarea să nu poate fi onorată de universitatea specificată, Ministerul Educației Naționale își rezervă dreptul de a propune candidatului o altă repartizare în același profil, conform disponibilităților instituțiilor de învățământ superior din România. La primirea scrisorii de acceptare la studii cu noua repartizie, candidatul este liber să accepte bursa sau să renunțe la ea, putându-se reorienta pentru continuarea studiilor în România pe cont propriu valutar.

### Ensignant les formulaires, le candidat s’engage à :

- Offrir les données de contact correctes et valables, nécessaires pour une facile communication
- Compléter tous les champs des formulaires, selon le cas; le manque des informations entrainera la considération du dossier comme incomplet et son élimination du concours
- Si le candidat ne mentionne qu’une option et que celle-ci ne peut pas être honorée par l’université respective, le Ministère de l’Éducation Nationale peut proposer au candidat une autre université, avec le même profile. A la réception de la lettre d’acceptation, le candidat est libre d’accepter la bourse ou d’en renoncer, ayant la possibilité de continuer ses études en Roumanie sur son propre compte
- Au cas où le candidat n’accepte pas la bourse jusqu’au 1 octobre année en cours ou, pour les étudiants du cycle secondaire, qu’il ne complète pas le dossier avec la copie du diplôme ou de l’attestation de la fin des études jusqu’au 31 aout année en cours, le Ministère de l’Éducation Nationale va considérer le dossier rejeté et la bourse refusée. Dans ce cas, la bourse sera distribuée au candidat suivant de la liste d’attente.

### Signing the present form, the applicant assumes the responsibility:

- To provide correct and up to date contact details, necessary for a normal communication with the applicant;
- To fill in all the headings of the application form. Incomplete or incorrect data entitle the Commissions to consider that file as disqualified;
- If the applicant mentions only one instead of two options of Romanian universities, and this one is unavailable, The Ministry of National Education would assign another possibility according to the requested profile and the available places within the Romanian higher education system. Upon the receipt of the letter of acceptance to studies with the new assignment, the applicant may accept or reject the scholarship, and can continue his/her studies in Romania on his own account;

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- If until 01 October current year the selected applicant does not accept the scholarship or, in the case of the applicant in the last year of secondary studies, the candidate fails to present, until 31 of august current year the authenticated copy of the diploma, or if the certificate/receipt of the level of studies, the Ministry of National Education is entitled to consider the file rejected and the scholarship will be offered to the next candidate on the waiting list.

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**Anexa 2**

**DECLARAȚIA CANDIDATULUI**

Subsemnatul (a) \_\_\_\_\_

Declar pe propria răspundere că:

- Informațiile furnizate sunt exacte și complete;
- Pe perioada bursei voi respecta cu strictețe legislația românească în vigoare;
- Am luat cunoștință de condițiile de obținere a unei burse de studiu în România și mă voi conforma acestora.

Data:

Semnătura

**DÉCLARATION DU CANDIDAT**

Je, le (la) sousigné(e) \_\_\_\_\_

J'atteste en pleine responsabilité que :

- Les informations fournies sont exactes et complètes;
- Durant la période de bourse, je vais respecter rigoureusement la législation roumaine en vigueur;
- Je vais respecter les délais et les procédures de candidature, en sachant que dans le cas contraire le dossier sera rejeté;
- Je suis en connaissance des conditions d'obtenir une bourse d'études en Roumanie et je vais les respecter.

Signé à:

Signature du candidat

**APPLICANT'S DECLARATION**

I, the undersigned \_\_\_\_\_

Declare on my own responsibility that:

- The information in this file is correct and complete;
- During the scholarship period, I will observe the Romanian legislation in force;
- I will respect the deadlines and application procedures, knowing that their infringement may lead to the rejection of the file;
- I take note of the conditions for obtaining a scholarship in Romania and I will respect them.

Date,

Signature,