

Universitatea "Aurel Vlaicu" din Arad



Approved:
Rector
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OPERATIONAL PROCEDURE
REGARDING FOREIGN CITIZNES` ENROLMENT
FOR THE ROMANIAN LANGUAGE
PREPARATORY YEAR PROGRAMME
2019-2020

PO.49

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Area of applicability:

The present procedure is to be applied for “Aurel Vlaicu” University of Arad.

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Aim

The present procedure describes the application as well as the graduation process for the Romanian Language Preparatory Year programme (2019-2020 academic year).

Area of applicability

This procedure is to be applied for “Aurel Vlaicu” University of Arad.

Reference documents

3.1. Primary legislation

- National Education Law no. 1/2011 with all subsequent modifications and changes, based on art. 3 and art. 192, paragraph 2;
- OMECTS no. 6156 from 22nd of December 2016 regarding the setup of the Romanian language preparatory year programme;
- Preparatory language course specific evaluation standards issued by the National Council for Academic Evaluation and Accreditation (ARACIS);
- Law no. 87/2006 for the approval of Emergency Ordinance no. 75/2005 pertaining to educational quality assurance.

3.3. Secondary legislation

- Ministry of Education Order no. 3855/26.05.2016 regarding the ratification of the Methodology for foreign citizens` enrollment and tuition in private and public accredited (pre)university level institutions of education for the 2016-2017 academic year;
- Ministry of Education Order no. 3775/16.05.2016 regarding the enrollment and tuition of foreign citizens on self-funded places with a scholarship;
- Order no. 3236 from the 10th of February 2017 regarding the study acceptance methodology for foreign citizens –tuition fee free /paid tuition with scholarship- in accredited institutions of higher education;
- OSGG no. 600/2018 for the approval of the Internal/Managerial Assessment Code for public entities;
- 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 applying the ISO 9001 standard in education.

3.4. Other documents

- The Student Code of Conduct - rights and obligations;
- The Regulation regarding professional activity, based on the transferable credit system;
- Order no. 200/2016 regarding the modifications and additions the Government’s Secretary Order no. 400/2015 pertaining to the approval of the Internal Managerial Assessment Code for public entities;
- Other, field related, normative acts.
- PS 01 The system procedure for encoding and creating AVU procedures and other internal documents

Terms and abbreviations

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4.1. Abbreviation of terms

Nr.crt.	Abbreviation	Abbreviated term
1.	PO	Operational procedure
2.	CA	Administrative Council
3.	AVU	“Aurel Vlaicu” University of Arad
4.	DAIC	Department for Quality Assurance and Improvement
5.	FSUS	Faculty of Humanities and Social Studies

Description

Chapter I General regulations

Art. 1

EU and non-EU member state citizens as well as those from EEA states and from the Swiss confederation can apply for the entire range of provided university studies taught in Romanian, after they have graduated the preparatory language year programme or already have a diploma attesting their Romanian language proficiency.

Art. 2

(1) Foreign citizens who have been granted an AVU agreement-in-principle (based on the application file) and have been issued an MNE university acceptance letter can enroll for the Romanian language preparatory year programme.

(2) During the Romanian language preparatory year programme students are to gain general as well as specific Romanian language skills, that are to be applied to their future academic path.

Art. 3

Participants in the Romanian language preparatory year programme are legally construed as students for the entire period of their studies (enrollment to graduation).

Art. 4

The Romanian language preparatory year course for foreign students is a full time academic programme. Tuition related fees are usually self-supported.

Art. 5

The minimum amount for tuition fee costs (non-EU foreign students) is determined by Government Ordinance 22/2009, approved with subsequent modifications by Law no.1/2010; as for AVU tuition fee costs, these are decided through a University Senate Decision.

Art. 6

Romanian language preparatory year programme graduates gain access to the entire range of university studies - undergraduate, Ma and PhD studies, post university studies etc.

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Chapter II Eligibility

Art. 7

Non-EU citizens who wish to enroll for the Romanian language preparatory year must fulfil the following eligibility criteria:

- a) Hold documents attesting their citizenship and foreign permanent address (outside the EU, the EEA and Swiss Confederation);
- b) hold a high school diploma/equivalent, in accord with Annex 2 which is an integral part of this procedure;

Art. 8

Usually, for all enrollment, withdrawal etc. related activities, the candidate`s presence is mandatory.

Chapter III Admission to study 2019-2020

Application period

The application period for the Romanian language preparatory year is 1.04.2019 – 15.09.2019.

Art. 9

(1) The Application file (2 identical copies) must include the following:

- a) Application form (filled out for every section) for the Romanian language preparatory year (Annex 3) which is an integral part of the present procedure;
- b) Application form for the issuing of the university acceptance letter (Annex 4) in 2 copies;
- c) Birth certificate – copy and legalized translation- into Romanian or an international language (English or French);
- d) Copy of the document attesting a foreign residence;
- e) Passport copy;
- f) Copy and legalized translation – into Romanian or an international language (English or French) – of the high school diploma/ equivalent, supra-legalized by the issuing country`s authorities;
- g) Copy and legalized translation – into Romanian or an international language (English or French) – of the certificate attesting high school graduation, if the diploma has not yet been issued at the moment of application;
- h) Copy and legalized translations – into Romanian or an international language (English or French) – of the grade transcripts for all finalized studies;
- i) Romanian language preparatory year diploma, or a language certificate, depending on the case;
- j) Medical certificate (translated into English or Romanian) which proves the fact the future student does not suffer from any contagious diseases or other medical impairments that are incompatible with the student`s future profession;
- k) marriage certificate, if this resulted in a subsequent change of name.

Art. 10

The admission procedure for candidates that fall within the provisions of art. 9 is conducted as follows:

- a) admission files are to be sent to AVU`s Department for Foreign Studies within the application period, in one of two ways:

- by e-mail: rectorat@uav.ro, relatii.internationale@uav.ro;

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- by regular mail at the following address: Universitatea „Aurel Vlaicu” din Arad, Bd. Revoluției, nr. 77, 310130, Arad, jud. Arad, (attn. Anca Drăguț);
- b) AVU`s Department for Foreign Students verifies the application files from the perspective of their content and approves or rejects files based solely in relation to this aspect;
- f) AVU`s Department for Foreign Students forwards MNE a list with accepted students after each faculty`s evaluation session has finished in addition to a short outline of the students` personal data and academic results;
- g) the list of accepted students is to be accompanied by a copy of the application file according to art. 9;
- h) applications for undergraduate studies for the 2019-2020 academic year must be submitted until the 15th of September 2019 and the list of successful candidates shall be transmitted to MNE until the 30th of September 2019, in accord with article 8 of the Methodology regarding undergraduate, MA and PhD study enrollment approved through OMENCS no. 6102/2016.
- i) the number of application files transmitted to MNE must not exceed 10% of the number of ARACIS approved study places;
- j) after analyzing the file, the Ministry of National Education (MNE) issues a university acceptance letter in English or French (according to the case);
- k) the university acceptance letter is the only compulsory and required document for the enrolment process of foreign citizens in Romania;
- l) MNE issues a university acceptance letters towards AVU (Department for Foreign Students) or the Romanian legation, depending on the case;
- m) incomplete application files shall be automatically rejected. If the application file is updated, AVU will start the admission process from the beginning so that the Ministry of National Education can process the file;
- n) all failed application files and the files of those who renounce their university place shall be returned (free of charge) by every institution of higher education within 48 hours from logging an official request form;
- o) The Department for Foreign Students shall forward the university acceptance letters to students and, at the same time, maintain contact in order to aid with the student visa proceedings and the preparations for traveling to Romania;
- p) the letter of acceptance is to be issued directly to the applicant by the Department for Foreign Students; if this is not possible then a representative may take hold of the documents.

CHAPTER IV **Enrolment process**

Art. 11

Foreign students` enrolment is made in accord with AVU`s internal calendar i.e. the last day of the inter-semester holiday (before the start of the first semester of the academic year the university acceptance letter has been issued for) is the last possible date for the enrollment process, as stipulated by legal requirements.

Art.12

Upon registration, applicants shall present the original application file documents - that are to be authenticated by the Romanian embassy from the issuing country, or carry a Hague Apostille, - in addition to the university acceptance letter and a passport/study visa.

Art. 13

Students` enrolment consists of submitting an application file containing:

University acceptance letter issued by the Romanian Ministry of Education – the Office of International and European Relations–copy;

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1. Study diplomas – original and legalized translation into Romanian;
2. Birth certificate – a copy and legalized translation into Romanian;
3. Passport copy – the passport has to be valid for at least 6 months after the date the university acceptance letter has been issued;
4. Medical certificate (translated into English or Romanian) which proves the fact the future student does not suffer from any contagious diseases or other medical impairments that are incompatible with the student`s future profession.;
5. 2, ¾ size photos;
6. Study contract;
7. Proof of paying the tuition fee.

Art. 14

After enrollment, foreign citizens are entered into a student registry and are assigned an exclusive number which is valid throughout their entire academic tenure for the specialization/study programme to which they have been admitted to.

Art. 15

AVU is legally bound to issue study contracts (between enrolled students and the university`s rector) in accord with current legal requirements. Study contracts are to be signed at the beginning of the academic year or (under the provisions of article 24) at the moment of the enrolment at latest.

Art. 16

Upon enrolment AVU shall use the applicant`s passport name. The same name shall be used when issuing the final study documents (diploma, diploma supplement).

Art. 17

The enrolment for the Romanian language preparatory year for foreign students is carried out at the Faculty of Humanities and Social Studies` Secretariat.

CHAPTER V Final dispositions

Art. 18

The university acceptance letter is valid solely for the institution of higher education, study cycle and the academic year it has been issued for. All changes that are not in accord with the original university acceptance letter shall be rectified, at the request of the host university, through a MEN issued new letter of acceptance.

Art. 19

The application, enrolment (temporary or definitive), changes related to the field of study, reenrollment and the suspension of studies can solely be achieved with the approval of the Romanian Ministry of Education.


Art. 20

Foreign citizens have the following obligations:

- a) to respect the Romanian constitution and national laws;
- b) to respect the university`s internal regulations;
- c) to respect the present methodology`s provisions.

Forms used within this procedure:

- F.PO.41.01. the list of institutions of higher education that host a Romanian language preparatory year
- F.PO.41.02. the list of secondary education diplomas that grant access to Romanian university level education
- F.PO.41.03. AVU enrollment application form for foreign students

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F.PO.41.04. Application form for issuing a university acceptance letter

Responsibilities

6.1. **The chief secretary** is responsible for implementing and supervising the correct application of the present procedure.

Editions and revisions

Edition/ revision within the edition	Revised part	revision	Date of entering into force
First edition	X	X	30.05.2018
Second edition	X	X	07.05.2019

Dissemination list

Aim of dissemination	Ex. no.	Structure/ Department	Dissemination modality
Archival	1	DAIC	Original copy, signed and stamped as well as email
Evidence	Scanned copy	R, CM	Email
Information and Enforcement		Chief secretary, Foreign Students` Department, Faculty secretariats	Email

Final dispositions

Art.21 Based on art. 6 paragraph 1. a. and Art. 13 from the EU Parliament 2026/679 Regulation from 27th of April, 2016, all AVU students must fill out forms: F.PO.13.03, F.PO.13.07, F.PO.13.10.

Art.22 Students who wish to apply for accommodation in one of the student dorms **must** fill out form F.PO.06-SSA.01.

Art.23 The present procedure has been approved through the Administrative Council` s Decision no. 11 from 07.05.2019, at which date it also entered into force.