
 "Aurel Vlaicu" University from Arad	<b>OPERATIONAL PROCEDURE</b>	<b>CODE: PO. 41</b>	2 <sup>nd</sup> Edition
	regarding the study admission of foreign students		Revision: 0
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# ***OPERATIONAL PROCEDURE***

## **REGARDING THE STUDY ADMISSION OF FOREIGN STUDENTS *2019-2020 ACADEMIC YEAR***


*PO 41*

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**Scope:** This procedure shall apply to all those interested.

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## 1. Purpose

This procedure describes foreign students` study admission for the 2019/2020 academic year

## 2. Scope

**2.1. Stating (defining) the activity** encompassed by this procedure

- The application, admission and enrolment method for foreign citizens within "Aurel Vlaicu" University of Arad;

**2.2. Explicitly delimitating the procedural activity within the portfolio of activities carried out by the public entity**

- The operation is included in the admission - related activities carried out by AVU;

**2.3. Indicating the list of main activities that influence or are influenced by the regulated activity**

- a. This activity depends on the activity of the faculties and other units included in the AVU structure;
- b. All AVU units depend on this activity from the point of view of operations carried out;


**2.4. Data beneficiary and suppliers with regards to thr results of the operational procedure; involved departments.**

- a. This activity depends on the collection of data from all AVU units;
- b. All AVU units benefit from this activity;

## 3. Reference documents

**3.1. Primary legislation**

- Law no. 1/2011 - Law of national education including subsequent amendments and additions;
- Order of the Ministry of National Education and Scientific Research no. 3855/26.05.2016 on the endorsement of the Methodology for the acceptance to studies and schooling of foreign citizens in secondary education units/accredited public or private higher education institutions, during the school/academic year 2016-2017;
- Methodology for the acceptance to studies and schooling of citizens from EU third countries in the public and private education system from Romania (the Ministry of Education, Research, Youth and Sports, published in the Official Gazette of Romania, Part I, no. 722 of 24.10.2012, including subsequent amendments and additions stated in the Order of the Minister of Education Scientific research nr. 3782/06.05.2015;
- Letter no. 37759/CMJ/20.05.2013 from the General Department for International and European Relations, Ministry of National Education, regarding the procedure for the issuing of the acceptance letters for the application to studies in the academic year 2013-2014 of foreign citizens from EU third countries;
- Order of the Ministry of Education, Research, Youth and Sports no. 6000/2012 - The Methodology for the acceptance to studies and schooling of foreign citizens from EU third countries in the accredited public and private education system in Romania;
- Order of the Minister of National Education no. 3359MD/11.03.2013 for the changing and completion of the Order of the Minister of Education, Research, Youth and Sports no. 6000/2012 on the endorsement of the Methodology for the acceptance to studies and schooling of foreign citizens from EU third countries in the accredited public and private education system in Romania;
- Government Ordinance no. 22/2009 establishing the minimum amount of the tuition fees in foreign currency for citizens who study at their own expense (fee in foreign currency)

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from states which are not EU members as well as from states which are not part of the European Economic Area or the Swiss Confederation, as amended by Law no. 1/2010;

- The methodology for the recognition of the study periods abroad, published in the Official Gazette of Romania, Part I, no. 118/16.02.2012;

### 3.3. Secondary legislation

- OSGG no. 600/2018 on the endorsement of the Code of internal/management control 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.
- Guidelines for the implementation of ISO 9001 in the field of education

### 3.4. Other documents

- Resolution of the AVU Senate no. 12.05.2017 "Annex 6 regarding the amount of the tuition fees for foreign citizens";
- Resolution of the Permanent Office of the AVU Senate no. 40/23.02.2018 regarding the members of the main admission committee;
- Other documents, including the internal rules of AVU;
- AVU's Charter;
- The Rules for the organisation and functioning of the "Aurel Vlaicu" University of Arad;
- AVU internal rules;
- Rules, methodologies, procedures approved by the AVU management in the university's fields of activity.
- PS 01 - System procedure on the drawing up and codification of the documented procedures as well as of other internal documents of "Aurel Vlaicu" University of Arad.


## 4. Terms and abbreviations

### 4.1. Definitions of the terms

No.	Term	Definition and/or, if the case may be, the document defining the term
1.	Document	Information accompanied by its support medium.
2.	Procedure	All the steps to be taken, the work methods established and the rules to be applied in order to carry out the activity, responsibility or task.
3.	Operational procedure	All the steps to be taken, the work methods established and the rules to be applied in order to carry out the activity, regarding the process

### 4.2. Abbreviations

No.	Abbreviation	Abbreviated term
1.	PO	Operational procedure
2.	CA	Administrative Board
3.	CM	Monitoring Committee
4.	UAV	"Aurel Vlaicu" University of Arad
5.	DAIC	Department for Quality Insurance and Improvement
6.	MEN	Ministry of National Education

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## 5. Description

### CHAPTER I General provisions

#### Article 1

Foreign citizens are those individuals that do not enjoy Romanian citizenship or the citizenship of a European Union member state, European Economic Space or Swiss Confederation as well as those citizens who solicit or have already attained a legal form of protection within Romania or are stateless persons whose stay on Romanian territory is officially acknowledged according to the law.

#### Article 2

- (1) The schooling of foreign citizens at AVU shall take place as follows:
- a) on tuition-free places without scholarships for compulsory education in Romania;
  - b) on tuition-paying places, in foreign currency, for the upper secondary education, tertiary non-university education and the accredited public or private higher education in Romania;
- (2) Study places described under paragraph (1) shall be occupied based on the schooling capacity in compliance with the admission procedure specific to every educational institution.

### CHAPTER II Study admission policy

#### Studies in Romanian

#### Article 3

Study programmes which rely on Romanian as the main tuition language, require the forehand attainment of Romanian language skills.


#### Article 4

- (1) Foreign citizens may apply for university studies in Romanian after graduating the preparatory year, during which they acquire the necessary Romanian language skills - level B2.
- (2) The duration of the Romanian language preparatory year for Bachelor study programmes is 1 academic year and for Master, PhD and post-university study programmes, including the health care field, it is minimum 6 months.
- (3) Accredited higher education institutions which organise the Romanian language preparatory year are mentioned in the list in Annex no. 1 which is integrant part hereof.

#### Article 5

The following categories are exempted from providing the proficiency certificate for the preparatory year when applying for the study programmes where the teaching language is Romanian:

- a) foreign citizens who hold study documents issued by Romanian institutions (degrees and certificates) or study documents or academic records confirming at least 4 consecutive years of study in Romanian in an education institution in the Romanian national education system;
- b) foreign citizens who, in order to apply for pre-university studies in Romania, take the exams for the assessment of the language skills, according to the legal regulations in force;
- c) foreign citizens who, in order to apply for university studies in Romania, pass the Romanian language exam following the assessment by a special commission made up of teachers having

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at least the title of assistant professor; the exam may be taken at the higher education institution where the applicant wishes to study if such higher education institution organises a specialisation/a study programme on Romanian language and literature temporarily authorised or accredited or at another accredited higher education institution which organises such a specialisation/study programme.

At AVU the assessment shall be carried out by the Department of Modern Languages and Social Sciences within the Faculty of Humanities and Social Sciences.

Following the exam, a language proficiency certificate, level B2, shall be issued by the Romanian Language Institute. This certificate can be used to apply to higher education institutions.

### **Studies in foreign languages**

#### **Article 6**

(1) For study programmes which are conducted in a foreign language, the candidate must hold a linguistic competence certificate issued by an accredited institution

(2) Candidates who originate from countries where the official language coincides with the tuition language of the programme they wish to join and who can prove, with an academic record, that they have been enrolled in courses taught in that language, are exempt from taking a linguistic competence test.

#### **Admission period**

The period during which the file for the admission of foreign citizens can be submitted is 1 April - 13 September 2019 for the academic year 2019-2020.

### **Cycle I – Admission to bachelor degree studies**

#### **Article 7**


Foreign citizens shall have access to bachelor degree studies in the accredited higher education institutions from Romania provided that:

- a) they hold documents proving the citizenship of that state;
- b) they have graduated high school and hold a degree or its equivalent in this respect;
- c) they have got the university confirmation of the admission.

#### **Article 8**

(1) The application file (in two identical copies) shall contain the following:

- a) the AVU application form, included in Annex 3, which is integrant part hereof, filled in entirely;
- b) the application form for the issuance of the acceptance letter included in Annex no. 4, which is integrant part hereof, filled in entirely, in two copies;
- c) birth certificate - copy and notarised translation - in Romanian or in an international language (English or French);
- d) copy of the document indicating the permanent residence abroad;
- e) copy of the passport;
- f) copy and notarised translation - in Romanian or in an international language (English or French) - of the high school degree or its equivalent, authenticated by the relevant authorities in the issuing country;
- g) copy and notarised translation - in Romanian or in an international language (English or French) - of the certificate attesting the passing of the high school graduation tests for the graduates in the current year;
- h) transcripts of grades - copies and notarised translations - in Romanian or in an international language (English or French) for the completed studies;
- i) the Romanian language course graduation certificate or the language proficiency certificate, as the case may be;

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- j) medical certificate (in an international language) confirming that the applicant does not suffer from any contagious disease or any other diseases incompatible with the future profession;
- k) marriage certificate, if the case may be.

### Article 9

The admission procedure, applied for candidates described under art. 7, comprises of the following steps:

a) the files shall be sent to "Aurel Vlaicu" University of Arad, Office for International Students, during the application period, in one of the following ways:

- by e-mail to the address: [rectorat@uav.ro](mailto:rectorat@uav.ro), [relatii.internationale@uav.ro](mailto:relatii.internationale@uav.ro);

- by mail to the following address: Universitatea „Aurel Vlaicu” din Arad, Bd. Revoluției, nr. 77, 310130, Arad, jud. Arad, to the attention of Anca Drăguț;

b) AVU's Office for International Students shall assess the files from the point of view of their content and shall deliver a favourable or unfavourable opinion on the file.

c) then the file shall be sent to the admission committee of the faculty where the applicant wishes to apply.

d) AVU's Office for International Students shall send the list of the applicants, as well as the template including their personal data and academic record to the Ministry of Education, after every assessment period;

e) the list shall be accompanied by a copy of the applicant's file, according to article 8;

f) for the academic year 2019-2020 the submission of the application files for the bachelor degree programmes at AVU shall take place no later than September 13, 2019 and the list of the admitted candidates shall be sent to the Ministry of National Education no later than September 20, 2019, according to article 8 stated in the Methodology on the organisation of the admission to the bachelor, master and PhD cycles of university studies endorsed by the Order of the Minister of National Education, Research and Sports no. 6102/2016.

g) the number of files sent shall not exceed by more than 10% the number of files approved by Romanian Agency for Quality Assurance in Higher Education;

h) after the file assessment, the Ministry of Education shall issue the acceptance letter to studies, in English or French, as the case may be;

i) the acceptance letter to studies is the only document necessary and mandatory for the enrolment to studies of foreign citizens in Romania, together with the application file in original copy;

j) the Ministry of Education shall send the acceptance letters to studies to AVU, the Office for International Students and, as the case may be, to the diplomatic missions;

k) incomplete files shall not be processed and shall be declared rejected.

In case files are completed with the missing documents, AVU shall resume the steps described in the admission procedure, in order to have the files processed by the Ministry of Education.

l) the files of the rejected applicants or of the applicants giving up the place obtained shall be returned to them by the higher education institutions no later than 48 hours from the submission of the request, without the payment of additional fees;

m) the Office for International Students shall send the acceptance letters to studies to the holders, according to their request, and shall ensure the communication with them with the purpose of helping them obtain the study visa and travel to Romania;

n) the acceptance letter in original copy shall be picked up by the holder at the Office for International Students.


If such thing is not possible, the acceptance letters shall be picked by the holder's representative.

### Article 10

(1) Foreign citizens who have completed partial studies in another state may continue their studies in an accredited higher education institution from Romania, at bachelor programmes, provided that:

a) they hold documents proving the citizenship of that state;



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- b) they have graduated high school and hold a degree or its equivalent, according to annex no. 2;
- c) they have been enrolled at a higher education institution recognised by the authorities of that state;
- d) they provide the grade transcripts and the syllabus for the studies completed;
- e) they have received the acceptance of the higher education institution from Romania where they wish to study;
- (2) Studies in the higher education institutions from Romania can be continued after the first year and until the end of the second to last year of study at the same specialisation.
- (3) The enrolment shall be done at the beginning of the new academic year.

### Article 11

The application file (in two identical copies) shall contain the following:

- a) the AVU application form, included in Annex 3, which is integrant part hereof, filled in entirely;
- b) the application form for the issuance of the acceptance letter included in Annex no. 4, which is integrant part hereof, filled in entirely, in two copies;
- c) birth certificate - copy and notarised translation in Romanian or in an international language (English or French);
- d) copy of the document indicating the permanent residence abroad;
- e) copy of the passport;
- f) copy and notarised translation - in Romanian or in an international language (English or French) - of the high school degree or its equivalent, authenticated by the relevant authorities in the issuing country;
- g) transcripts of grades and syllabus - copies and notarised translations - in Romanian or in an international language (English or French) for the studies completed;
- h) official certificate describing the grading system used in the institution where the applicant studied as well as its equivalation to the ECTS system and notarised translation, as the case may be;
- i) the Romanian language course graduation certificate or the language proficiency certificate, as the case may be;
- j) medical certificate (in an international language) confirming the fact that the person to apply for studies does not suffer from any contagious disease or any other diseases incompatible with the future profession;
- k) the protocol of the validation committee which indicates the year of study in which applicants can be admitted and possible equivalence examinations to take, established for every university/faculty, by comparing the curriculum plan and the syllabuses.


The obligation to check the authenticity of the documents submitted shall fall on AVU. This shall be done by means of direct correspondence with the education institutions issuing the study documents.

### Article 12

The admission procedure applicable to applicants at article 10 shall take place as follows:

- a) the files shall be sent to "Aurel Vlaicu" University from Arad, Office for International Students, during the application period, in one of the following ways:
  - by e-mail to the address: [rectorat@uav.ro](mailto:rectorat@uav.ro), [relatii.internationale@uav.ro](mailto:relatii.internationale@uav.ro);
  - by mail to the following address: Universitatea „Aurel Vlaicu” din Arad, Bd. Revoluției, nr. 77, 310130, Arad, jud. Arad, to the attention of Anca Drăguț;
- b) AVU's Office for International Students shall assess the files from the point of view of their content and shall deliver a favourable or unfavourable opinion on the file.
- c) following the favourable opinion, the files shall be sent to the enrolment committee of the faculty where the applicant chose to study for the applicants to be registered with the purpose of not exceeding the schooling capacity.



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d) the AVU's Office for International Students shall send to the Ministry of Education in Romania the list of the applicants accepted after every assessment period as well as the template including the personal data and academic record of every applicant;

e) the list shall be accompanied by a copy of the applicant's file, according to article 11;

f) for the academic year 2019-2020, the submission of the application files for the bachelor degree programmes at AVU shall take place no later than September 15, 2019 and the list of the admitted candidates shall be sent to the Ministry of National Education no later than September 30, 2019, according to article 8 stated in the Methodology on the organisation of the admission to the bachelor, master and PhD cycles of university studies endorsed by the Order of the Minister of National Education, Research and Sports no. 6102/2016.

g) the number of files sent shall not exceed by more than 10% the schooling capacity established by Government Decision;

h) after the file assessment, the Ministry of Education shall issue the acceptance letter to studies, in the English or French language, as the case may be;

i) the acceptance letter to studies is the only document necessary and mandatory for the enrolment to studies of foreign citizens in Romania, together with the application file in original copy;

j) the Ministry of Education shall send the acceptance letters to studies to AVU, the Office for International Students and, as the case may be, to the diplomatic missions;

k) incomplete files shall not be processed and shall be declared rejected.

In case files are completed with the missing documents, AVU shall resume the steps described in the admission procedure, in order to have the files processed by the Ministry of Education.

l) the files of the rejected applicants or of the applicants giving up the place obtained shall be returned by the higher education institutions no later than 48 hours from the submission of the request, without the payment of additional fees.

m) the Office for International Students shall send the acceptance letters to studies to the holders and shall ensure the communication with them with the purpose of helping them obtain the study visa and travel to Romania;

n) the acceptance letter in original copy shall be picked up by the holder at the Office for International Students.

If such thing is not possible, the acceptance letters shall be picked by the holder's representative.

## **Cycle II - Admission to master degree studies**

### **Article 13**

Foreign citizens shall have access to master degree studies in the accredited higher education institutions from Romania provided that:

a) they hold documents proving the citizenship of that state;

b) they hold a bachelor degree or its equivalent;

c) they have got the acceptance of the education institution where they want to study.

### **Article 14**

The application file (in two identical copies) shall contain the following:

a) the AVU application form, included in Annex 3, which is integrant part hereof, filled in entirely;


b) the application form for the issuance of the acceptance letter included in Annex no. 4, which is integrant part hereof, filled in entirely, in two copies;

c) birth certificate - copy and notarised translation in Romanian or in an international language (English or French);

b) copy of the document indicating the permanent residence abroad;

c) copy of the passport;

e) copy and notarised translation - in Romanian or in an international language (English or French) - of the high school degree or its equivalent, authenticated by the relevant authorities in the issuing country;

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- f) copy and notarised translation - in Romanian or in an international language (English or French) - of the bachelor degree or its equivalent, authenticated by the relevant authorities in the issuing country;
- g) transcripts of grades - copies and notarised translations in Romanian or in an international language (English or French) for the studies completed;
- h) the Romanian language course graduation certificate or the language proficiency certificate, as the case may be;
- i) medical certificate (in an international language) confirming the fact that the person to apply for studies does not suffer from any contagious disease or any other diseases incompatible with the future profession.

### Article 15

The admission procedure applicable to applicants at article 13 shall take place as follows:

a) the files shall be sent to "Aurel Vlaicu" University from Arad, Office for International Students, during the application period, in one of the following ways:

- by e-mail to the address: [rectorat@uav.ro](mailto:rectorat@uav.ro), [relatii.internationale@uav.ro](mailto:relatii.internationale@uav.ro);

- by mail to the following address: Universitatea „Aurel Vlaicu” din Arad, Bd. Revoluției, nr. 77, 310130, Arad, jud. Arad, to the attention of Anca Drăguț;

b) AVU's Office for International Students shall assess the files from the point of view of their content and shall deliver a favourable or unfavourable opinion on the file.

c) following the favourable opinion, the files shall be sent to the enrolment committee of the faculty where the applicant chose to study for the applicants to be registered with the purpose of not exceeding the schooling capacity.

d) the AVU's Office for International Students shall send to the Ministry of Education in Romania the list of the applicants accepted after every assessment period as well as the template including the personal data and academic record of every applicant;

e) the list shall be accompanied by a copy of the applicant's file, according to article 14;

f) for the academic year 2019-2020, the submission of the application files for the bachelor degree programmes at AVU shall take place no later than September 13, 2019 and the list of the applicants admitted shall be sent to the Ministry of National Education no later than September 20, 2019, according to article 8 stated in the Methodology on the organisation of the admission to the bachelor, master and PhD cycles of university studies endorsed by the Order of the Minister of National Education, Research and Sports no. 6102/2016.

g) the number of files sent shall not exceed by more than 10% the schooling capacity established by Government Decision;

h) after the file assessment, the Ministry of Education shall issue the acceptance letter to studies, in the English or French language, as the case may be;

i) the acceptance letter to studies is the only document necessary and mandatory for the enrolment to studies of foreign citizens in Romania;

j) the Ministry of Education shall send the acceptance letters to studies to AVU, the Office for International Students and, as the case may be, to the diplomatic missions;


k) incomplete files shall not be processed and shall be declared rejected.

In case files are completed with the missing documents, AVU shall resume the steps described in the admission procedure, in order to have the files processed by the Ministry of Education.

l) the files of the rejected applicants or of the applicants giving up the place obtained shall be returned to them by the higher education institutions no later than 48 hours from the submission of the request, without the payment of additional fees.

m) the Office for International Students shall send the acceptance letters to studies to the holders and shall ensure the communication with them with the purpose of helping them obtain the study visa and travel to Romania;

n) the acceptance letter in original copy shall be picked up by the holder at the Office for International Students.

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If such thing is not possible, the acceptance letters shall be picked by the holder's representative.

#### **Article 16**

Master studies have a duration of 2 years and shall be completed after the submission of a dissertation and the granting of a master degree.

### **Cycle III – Admission to PhD degree studies**

#### **Article 17**

Foreign citizens shall have access to PhD degree studies in the accredited higher education institutions from Romania provided that:

- a) they hold documents proving the citizenship of that state;
- b) they hold a master degree or its equivalent.

#### **Article 18**


The application file (in two identical copies) shall contain the following:

- a) the AVU application form, included in Annex 3, which is integrant part hereof, filled in entirely;
- b) the application form for the issuance of the acceptance letter included in Annex no. 4, which is integrant part hereof, filled in entirely, in two copies;
- c) birth certificate - copy and notarised translation in Romanian or in an international language (English or French);
- d) copy of the document indicating the permanent residence abroad;
- e) copy of the passport;
- f) copy and notarised translation - in Romanian or in an international language (English or French) - of the high school degree or its equivalent, authenticated by the relevant authorities in the issuing country;
- g) copy and notarised translation - in Romanian or in an international language (English or French) - of the bachelor degree or its equivalent, authenticated by the relevant authorities in the issuing country;
- h) copy and notarised translation - in Romanian or in an international language (English or French) - of the master degree or its equivalent, authenticated by the relevant authorities in the issuing country;
- i) copy and notarised translation - in Romanian or in an international language (English or French) - of the certificate attesting the passing of the bachelor graduation tests for the graduates in the current year;
- j) transcripts of grades - copies and notarised translations - in Romanian or in an international language (English or French) for the studies completed;
- k) the Romanian language course graduation certificate or the language proficiency certificate, as the case may be;
- l) medical certificate (in an international language) confirming the fact that the person to apply for studies does not suffer from any contagious disease or any other diseases incompatible with the future profession.

#### **Article 19**

The admission procedure applicable to applicants at article 17 shall take place as follows:

- a) the files shall be sent to "Aurel Vlaicu" University from Arad, Office for International Students, during the application period, in one of the following ways:
  - by e-mail to the address: [rectorat@uav.ro](mailto:rectorat@uav.ro), [relatii.internationale@uav.ro](mailto:relatii.internationale@uav.ro);
  - by mail to the following address: Universitatea „Aurel Vlaicu” din Arad, Bd. Revoluției, nr. 77, 310130, Arad, jud. Arad, to the attention of Anca Drăguț;
- b) the admission shall be possible for the areas of studies approved for the PhD degree, in compliance with the legal provisions in force;
- c) AVU's Office for International Students shall assess the files from the point of view of their content and shall deliver a favourable or unfavourable opinion on the file;

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d) following the favourable opinion, the files shall be sent to AVU's Interdisciplinary PhD School for the admission exams to the PhD studies to be organised.

The admission to PhD studies shall be possible provided that the exam organised by the AVU's Interdisciplinary PhD School is passed. The Interdisciplinary PhD School shall send the Office for Foreign Students the results of the assessment (the list of the applicants admitted).

e) AVU's Office for International Students shall send to the Ministry of National Education, Research and Sports - Department of International Relations and European Affairs the list of the persons proposed for the issuance of the acceptance letter to studies, according to the schedule of AVU's Interdisciplinary PhD School as well as a template containing the personal data and the academic record of every applicant;

f) the list shall be accompanied by a copy of the applicant's file, according to article 18;

g) for the academic year 2019-2020, the application files for PhD studies at AVU's Office for International Students shall be possible until September 01, 2019.

h) after the file assessment, the Ministry of Education shall issue the acceptance letter to studies, in English or French, as the case may be;

i) the acceptance letter to studies is the only document necessary and mandatory for the enrolment to studies of foreign citizens in Romania, together with the application file in original copy;

j) the Ministry of Education shall send the acceptance letters to studies to AVU, the Office for International Students and, as the case may be, to the diplomatic missions;

k) incomplete files shall not be processed and shall be declared rejected.

In case files are completed with the missing documents, AVU shall resume the steps described in the admission procedure, in order to have the files processed by the Ministry of Education.

l) the files of the rejected applicants or of the applicants giving up the place obtained shall be returned by the higher education institutions no later than 48 hours from the submission of the request, without the payment of additional fees.

m) the Office for International Students shall send the acceptance letters to studies to the holders and shall ensure the communication with them with the purpose of helping them obtain the study visa and travel to Romania;

n) the acceptance letter in original copy shall be picked up by the holder at the Office for International Students.

If such thing is not possible, the acceptance letters shall be picked by the holder's representative.

#### **Article 20**

The duration of the PhD study programme is usually 3 years, except for the PhD studies in the fields of human medicine, veterinary medicine and pharmacy, which have a duration of 4 years and shall be completed after the submission of the thesis and obtaining the PhD title.


In special cases, the duration of the PhD studies may be renewed for 1-2 years, upon the approval of the university's Senate, upon the proposal of the PhD supervisor and subject to the availability of appropriate funds.

### **Permanent internal academic mobility**

#### **Article 21**

(1) Permanent internal academic mobility shall take place in compliance with the Order of the Minister of National Education and of the Delegate Minister for Higher Education, Scientific Research and Technological Development no. 651/2014 for the endorsement of the Methodology on the students' academic mobility, upon the acceptance of the accredited higher education institutions where they come from, namely where they go to, and upon the consent of the Ministry of National Education, by issuing an acceptance letter to studies.

(2) The permanent internal academic mobility can be continued after the first year and until the end of the second to last year of study at the same specialisation.

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(3) Permanent internal academic mobility may take place only at the end of a year of study, provided that all the requirements stated in the curriculum plan are met and the enrolment is done at the beginning of the new academic year.

#### **Article 22**

The permanent internal academic mobility shall contain the following:

- a) copy of the document indicating the permanent residence abroad;
- b) copy of the passport;
- c) copy of the residence permit;
- d) the application form for the issuance of the acceptance letter included in Annex no. 4, filled in entirely, in two copies;
- e) transcripts of grades/academic records - certified true copies;
- f) the Romanian language course graduation certificate or the language proficiency certificate, as the case may be;
- g) the protocol of the validation committee which indicates the year of study in which applicants can be admitted and possible equivalence examinations to take, established for every university/faculty, by comparing the curriculum plan and the syllabuses.

The obligation to check the authenticity of the documents submitted shall fall on AVU. This shall be done by means of direct correspondence with the education institutions issuing the study documents.

#### **Article 23**

The acceptance letter to studies is the only document necessary and mandatory for the enrolment to studies of foreign citizens in Romania.

### **CHAPTER III**

#### **Enrolment to studies**

#### **Article 24**

The enrolment of foreign citizens shall be done according to the schedule established by AVU, no later than the last day of vacation of the first semester of the academic year for which the acceptance letter to studies was issued, in accordance with the laws in force.

#### **Article 25**


In order to be enrolled, the applicants shall submit the documents in the application file in original copy, endorsed for authentication by the Romanian embassy in the issuing country or bearing the Hague apostille, as the case may be, together with the acceptance letter to studies and the passport bearing the visa valid for "study" purposes.

#### **Article 26**

The students shall be enrolled after submitting a personal file which must include:

1. Acceptance letter issued by the Ministry of National Education, General Department of International relations and European Affairs - copy;
2. Study documents - original copy and notarise translation in Romanian in original copy;
3. Birth certificate - copy and notarised translation in Romanian in original copy;
4. Copy of the passport - valid for at least six months after the date on which the letter of acceptance to studies is issued;
5. Medical certificate (translated in Romanian or in English) confirming the fact that the candidate does not suffer from any contagious disease or any other diseases incompatible with the future profession;
6. 2 photos in the 3/4 format;
7. Study contract;



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8. Proof of payment of the tuition fee.

**Article 27**

Following the enrolment, foreign citizens shall be registered in the matriculation register under a unique valid number for the entire schooling period at the specialisation/study programme to which they have been admitted.

**Article 28**

AVU has the obligation to conclude the study contracts between the students enrolled and the rector of the university, in compliance with the legal provisions in force.

Study contracts shall be signed at the beginning of the academic year or no later than the date the enrolment can take place according to article 24.

**Article 29**

Upon enrolment, AVU shall write in the student documents the name of the foreign citizens according to the data in the passport.

The same name shall be written on the documents issued upon completion of studies (degree, diploma supplement).

**Article 30**

The enrolment of foreign citizens shall be done by the of the faculties to which the foreign citizens have been admitted.

**CHAPTER IV  
Final provisions**

**Article 31**

The minimum amount of the tuition fees for foreign citizens from EU third countries is indicated in Government Ordinance no. 22/2009, endorsed with further amendments Law no. 1/2010, and the tuition fees applicable for the "Aurel Vlaicu" University of Arad are the ones established by the university's Senate decision.

**Article 32**

Foreign citizens who are granted Romanian citizenship as well as Romanian citizens with fixed residence abroad who acquire the residence in Romania may occupy a government subsidised or a self-funded place, in the amount established by the university Senate for Romanian citizens, provided that they pass the admission exams organised during a legally established exam period, according to the AVU regulations.

**Article 33**

The acceptance letter can only be used with the institution for which it has been issued, beginning with the academic year for which it has been issued and for the cycle of studies for which it has been issued.

Any change during the academic year contrary to the information in the initial letter of acceptance shall be regulated, upon the request of the education institution involved, by the Ministry of National Education, who will issue a new letter of acceptance.


**Article 34**

The application, the enrolment, the academic mobility, temporary or permanent, and the exchange of the area of studies as well as the re-enrolment or the interruption of the studies shall only take place upon the approval of the Ministry of Education.

**Article 35**

Foreign citizens shall undertake to:

a) comply with the Romanian constitution and the laws of the Romanian state;

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- b) comply with the internal rules of the accredited pre-university/higher education institutions where they carry out their activity;  
 c) comply with the provisions of this methodology.

## 6. Responsibilities

- 6.1. **The chief registrar** shall be responsible for the implementation and control of the correct putting into practice of such procedure.

## 7. Annexes

Annex 1. The list of the higher education institutions organising the Romanian language preparatory year

Annex 2. The list of the pre-university study graduation diplomas allowing the access to higher education studies in Romania

Annex 3. Application form for student admission to AVU for foreign citizens

Annex 4. Application form for the issuance of the letter of acceptance to studies

## 8. The situation of the editions and revisions of the editions

<b>Edition/revision within the edition</b>	<b>Revised component</b>	<b>Revision method</b>	<b>Date from which revised provisions come into force</b>
Edition I	X	X	23.05.2017
Edition I rev 1	Legislation update	change	24.04.2018
Edition II	X	X	07.05.2019


## 9. Dissemination list

<b>Purpose of dissemination</b>	<b>Copy no.</b>	<b>Unit/ Department</b>	<b>Distribution method</b>
For archiving	1	DAIC	Original copy, signed and stamped and e-mail
For evidence	Scanned copy	R, CM	E-mail
For information and putting into practice		Chief registrar, Office for International Students, Secretariats of faculties	E-mail

## 10. Final Provisions

Article 38 This system procedure was approved by The Administrative Council through Decision no. 11/07.05.2019 and shall enter into force starting with 07.05.2019.



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## ANNEX 1

LIST of higher education institutions organising the Romanian language preparatory year

Public higher education institutions


1. Universitatea din București
2. Universitatea Politehnică din București
3. Academia de Studii Economice din București
4. Universitatea "1 Decembrie 1918" din Alba Iulia
5. Universitatea "Aurel Vlaicu" din Arad
6. Universitatea din Bacău
7. Universitatea "Transilvania" din Brașov
8. Universitatea "Babeș-Bolyai" din Cluj-Napoca
9. Universitatea Tehnică din Cluj-Napoca
10. Universitatea "Ovidius" din Constanța
11. Universitatea din Craiova
12. Universitatea "Dunărea de Jos" din Galați
13. Universitatea "Alexandru Ioan Cuza" din Iași
14. Universitatea din Oradea
15. Universitatea din Pitești
16. Universitatea Petrol-Gaze din Ploiești
17. Universitatea "Lucian Blaga" din Sibiu
18. Universitatea "Ștefan cel Mare" din Suceava
19. Universitatea de Vest din Timișoara
20. Universitatea "Valahia" din Târgoviște
21. Universitatea "Constantin Brâncuși" din Târgu Jiu
22. Universitatea "Petru Maior" din Târgu Mureș

Private higher education institutions

23. Universitatea "Dimitrie Cantemir" din București
24. Universitatea "Spiru Haret" din București
25. Universitatea Româno-Americană din București
26. Universitatea "Titu Maiorescu" din București

### NOTE:


For the pre-university education, the schools organising the Romanian language preparatory course shall be named by the county school inspectorates/School Inspectorate of Bucharest city.

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## ANNEX 2

### LIST of the pre-university study graduation diplomas allowing the access to higher education studies in Romania

Country	Diploma
Statul Islamic Afganistan	Baccalaureat Certificate/12 Grade Graduation Certificate
Republica Africa Centrală	Baccalaureat/Diplome de Bachelier de l'Enseignement du Second Degre*)
Republica Africa de Sud	Național Senior Certificate - 7 materii din care 3*) promovate cu 60%
Republica Albania	Deftese Pjekurie*)
Republica Algeriană Democratică	Diplome de Bachelier de l'enseignement secondaire general - punctaj și Populară   final minim 12/20 pentru domeniul sănătate; minim 11/20 pentru celelalte domenii
Republica Angola	Certificado de Estudios Pre-Universitarios*/Habilitacoes Literarias*)
Regatul Arabiei Saudite	Tawjihiya (General Secondary Education Certificate) - punctaj final   minim 60%; condiție cumulativă pentru domeniul sănătate: 3 materii*)
Republica Argentina	Titulo de Bachiller*)
Australia	ACT Year 12 Certificate*/Higher School Certificate*/Examination   Result Notice (minimum 11 units) */Northern Territory Certificate of Education (NTCE)*/South Australia Certificate of Education of Northern Territory*/Student Education Profile (Queensland Senior Certificate) */South Australian Certificate of Education (SACE)*/     Tasmanian Certificate of Education (TEC)*/Victorian Certificate of Education (VCE)*/Western Australian Certificate of Education     (WACE)*)
Republica Austria	Reifezeugnis/Reifeprüfungszeugnis/Reife-und Diplomprüfungszeugnis
Baccalaureat European	Diplome du Baccalaureat Europeen*/Europeisk Baccalaureat Diploma*)
Baccalaureat Internațional	Internațional Baccalaureate Diploma*)
Regatul Bahrain	Tawjihiya (Secondary School Leaving Certificate) - punctaj final   minim 60%; condiție cumulativă pentru domeniul sănătate: 3 materii*)
Republica Populară Bangladesh	Higher Secondary Certificate Examination - punctaj final minim   80/100; condiție cumulativă pentru domeniul sănătate: 3 materii*)
Regatul Belgiei	Diploma van secundair onderwijs/Certificat d'Enseignement Secondaire   Superieur (C.E.S.S.) (Section generale)/Abschlusszeugnis der   Oberstufe des Sekundarunterrichts (allgemein bildender und   kunstlerischer Sekundarunterricht)
Republica Benin	Baccalaureat de l'Enseignement du Second Degre*)
Regatul Bhutan	Bhutan Higher Secondary Education Certificate (Class XII) - Indian   School Certificate examination*)
Statul Plurinațional al Boliviei	Diploma Bachiller en Humanidades*)
Bosnia și Herțegovina	Diploma o polozenom završnom ispitu/Diploma o Završenoj Srednjoj   Skoli
Republica Botswana	Botswana General Certificate of Secondary Education*) - minimum B
Republica Federală a Braziliei	Diploma de Ensino Medio/Certificado de Conclusao de Segundo Grau/   Certificado de Conclusao do Ensino Medio + punctaj final 60% la   Exame Nacional do Ensino Medio*/Vestibular*)
Brunei Darussalam	Brunei/Cambridge Advanced Level Certificate of Education -   2 materii*), minimum C
Republica Bulgaria	Diploma za Sredno Obrazovanie
Burkina Faso	Baccalaureat de l'Enseignement du Second Degre*)
Burma (Myanmar)	Basic Education High School Examination/Standard X Examination   (Matriculation*)
Republica Burundi	Diplome d'Etat*)

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| Regatul Cambodgiei | Certificate of Upper Secondary Education\*/Senior High School | Certificate\*/Attestation de Fin d'Etudes Secondaires de l'Enseignement General\* )

| Republica Camerun | Sistem britanic: Cameroon GCE Ordinary Level | | Examinations - Cameroon GCE Advanced Level | | Examinations - 3 materii\*), minimum B | | Sistem francez: Baccalaureat de l'Enseignement | | Secondaire - 3 materii\*), punctaj final 12/20 pentru domeniul | | sănătate, minimum 11/20 pentru celelalte domenii |

| Canada (Alberta) | General/Advanced High School Diploma (Alberta)\* )

| Canada, British Columbia | Secondary School Diploma\*/Senior Secondary Graduation Diploma | (Dogwood Diploma)\* )

| Canada, Manitoba | High School Graduation Diploma\*/Final Secondary School Leaving | Certificate\*) |

| Canada, New Brunswick | High School Graduation Diploma\*/Diplome de Fin d'Etudes | | Secondaires\*) |

| Canada, New Foundland and | High School Graduation Diploma\*) | Labrador | |

| Canada, North West Territories | NWT High School\*) |

| Canada, Nova Scotia | Nova Scotia High School Graduation Diploma\*/High School Completion | Certificate\*) |

| Canada, Nunavut | High School Graduation Diploma\*/School Leaving Certificate\*) |

| Canada, Ontario | Ontario Secondary School Diploma (OSSD) (Advanced level)\* )

| Canada, Prince Edward Island | High School Graduation Diploma\*) |

| Canada, Quebec | Diplome d'Etudes Secondaires (DES) Grade XI + Diplome d'Etudes | | Collegiales\*) |

| Canada, Saskatchewan | Complete Grade 12 Standing\*/Division IV Standing (Record of High | | School Standing)\* ) |

| Canada, Yukon | Secondary School Graduation Diploma\*) |

| Republica Capului Verde | Ensino Secundario - 2 - ciclo\*)

| Caraibe (Anguila/Antigua și | Caribbean Secondary Education Certificate (CSEC) + Caribbean | Barbuda/ Barbados/Belize/ | Advanced Proficiency Certificate (CAPE) - 2 materii\*) A-level, | Insulele Virgine Britanice/ | minimum C | Insulele Cayman/Dominica/ | Granada/Guyana/ Jamaica/ | Montserrat/St. Kitts & St. | | Nevis/ St. Lucia/St. Vicent & | | Grenadines/Trinidad & Tobago/ | | Turks & Insulele Caicos) | |

| Republica Cehă | Vysvedceni o maturitni zkousce obținută la un Gimnazium/Vysvedceni | | o maturitni zkousce (educație generală) de la Stredni odborna skola |

| Republica Chile | Bachillerato en Ciencias/Licencia de Enseñanza Media Humanistico/ | Cientifica\*) |

| Republica Populară Chineză | Senior Secondary Graduation Examination |

| Republica Ciad | Baccalaureat\*) |

| Republica Cipru | Lise Diplomas + Lisans Yerleştime Sinavi - punctaj final minim | 185,3 materii\*)/Apolytirion |

| Republica Columbia | Bachiller Academico\*) |

| Republica Democratică Congo | Diplome d'Etat d'Etudes secondaires du Cycle long/Baccalaureat - | (Zair) | punctaj final minim 12/20; condiție cumulativă pentru domeniul | sănătate: 3 materii\*); pentru celelalte domenii - 11/20 |

| Republica Congo (Brazzaville) | Baccalaureat de l'Enseignement du Second Degre (Enseignement | | General) - punctaj final minim 12/20; condiție cumulativă pentru domenii sănătate: 3 materii\*); minim 11/20 pentru celelalte dome

| Republica Coasta de Fildes | Diplome de Bachelier de l'Enseignement du Second Degre\*) |


| Republica Coreea | Ilbankye Kodung Hakkyo (General High School Diploma)/Certificate of | Graduation\*) |

| Republica Costa Rica | Bachillerato/Diploma Conclusion de Estudios de Educacion | Diversificada/ Bachiller Educacion Media\*) |


| Republica Croația | Svjedodzba o završnom ispitu/Svjedodzba (državnoj) o maturi |

| Republica Cuba | Diploma de Bachiller en Ciencias y Letras\*/Titulo de Bachiller (nivel medio superior de la Education General)\* )


| Regatul Danemarcei | Hojere Handelseksamen (HHX) \*/Hojere Teknisk Eksamen (HTX) \*)/Bevis | | for Hojere Forberedelseseksamen (HF)/Studentereksamensbevis (STX) |

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Republica Djibouti   Baccalaureat de l'Enseignement Secondaire*)
Republica Dominicană   Diploma Bachiller+Pruebas Nacionales de Conclusion de la Educacion     Media*)
Republica Ecuador   Titulo de Bachiller Unico Integral/Diploma Bachiller en Arte/   Ciencias + Cursos pre-universitarios*)
Republica Arabă Egipt   Thanaweya Am'ma (General Secondary School Certificate) - punctaj     final minim 60%; condiție cumulativă pentru domeniul sănătate:   3 materii*)
Republica Elenă   Diploma de finalizare a studiilor liceale + pentru domeniul sănătate     - media finală 10/20 la examenele naționale pentru liceu general     (Panellinies Exetaseis); pentru celelalte domenii - media finală     8/20 la examenele naționale pentru liceu general (Panellinies   Exetaseis)
Republica El Salvador   Diploma Bachiller General*)
Confederația Elvețiană   Certificat de Maturite/Maturity Certificate/Maturitätszeugnis/   Maturitätsausweis
Emiratele Arabe Unite   Shahadat Al-Thanawiya Al-Amma - punctaj final minim 60%; condiție     cumulativă pentru domeniul sănătate: 3 materii*)
Statul Eritreea   Eritrean Secondary School Education Certificate Examination   (ESECE)*)
Republica Estonia   Gumnaasiumi loputunnistus + Riigieksamitunnistus*)
Republica Federală Democrată   Ethiopian Higher Education Entrance Examination - 5 materii,   Etiopia   din care 2*) promovate cu 50 de puncte/minimum C/Grade Point     Average 3
Republica Insulelor Fiji   New Zealand School Certificate/Seventh Form Examination Certificate/     Fiji School Leaving Certificate Examination - 3 materii*)
Republica Finlanda   Ylioppilastutkintotodistus (Studentsexamensbetyg)
Republica Franceză   Diplome du baccalaureat
Republica Gaboneză   Baccalaureat*)
Republica Gambia   West African Examinations Council Senior Secondary School Leaving     Certificate/West African Senior School Certificate Examination     (WASSCE) - 3 materii*) promovate cu C6
Republica Federală Germania   Zeugnis der Allgemeinen Hochschulreife (Abitur)
Republica Ghana   Senior Secondary School Certificate Examination (SSSCE) - cel puțin     6 materii, din care 2*) promovate cu minimum C
Guadalupe   Baccalaureat Deuxieme Părție*)
Republica Guatemala   Diploma de Bachiller en Ciencias y Letras*)
Republica Guineea   Baccalaureat 2eme Părție - punctaj final minim 12/20; condiție     cumulativă pentru domeniul sănătate: 3 materii*); minim 11/20 pentru     celelalte domenii
Republica Guineea Bissau   Certificado de Conclusao do Ensino Secundario*)
Republica Haiti   Certificat de Fin d'Etudes Secondaires Classiques (Premiere +     Deuxieme Părție*)/Diplome d'Etudes Secondaires (Premiere + Deuxieme     Părție) (systeme traditionnel)*/Baccalaureat/Diplome d'Enseignement     Secondaire (systeme reforme) *)
Republica Honduras   Bachillerato Universitario*)/Titulo de Bachiller en Ciencias y     Letras*)
Hong Kong   Hong Kong Certificate of Education Examination (HKCEE) + Hong Kong     Advanced Level Examination (HKALE) - 3 materii*) A Level, minimum C
Republica India   All India Senior School Certificate (AISSC) de la Central Board of Secondary Education (CBSE)/Indian School Certificate (ISC) de la   Council for the Indian School Certificate (CISCE)/Higher Secondary     Certificate (HSC)/Intermediate Certificate, punctaj final minim 60%;     condiție cumulativă pentru domeniul sănătate: 3 materii*) cu punctaj     minim de 70%
Republica Indonezia   IJAZAH Sekolah Menengah Atas*)/Madrasah Aliyah (SMA/MA)*)
Regatul Hașemit al Iordaniei   Tawjihi - punctaj final minim 60%; condiție cumulativă pentru domeniul sănătate: 3 materii*)


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Republica Irak   Al-Edadiyah/Al-Idadiyah Sixth Form Baccalaureat - punctaj final     minim 70%; condiție cumulativă pentru domeniul sănătate: 3 materii*)
Republica Islamică Iran   Diplom-e-Motevasete + Peeshdaneshgah*) (Pre-University year)
Republica Irlanda   Leaving Certificate (Ardeistmeireacht) cu cel puțin șase materii,     din care 2*) promovate la nivel avansat (Higher level) C2, și C3       pentru celelalte domenii
Republica Islanda   Studentsprof (Matriculation Examination*) - punctaj minim 6/10
Statul Israel   Israil Te'udat Bagrut *)
Republica Italiană   Diploma di superamento dell'esame di stato conclusivo dei corsi di     studio di istruzione secondaria superiore (...)/Diploma di Maturita       (...)
Japonia   Kotogakko Sotsugyo Shomeisho (High School Certificate of Graduation)
Republica Kenya   Kenyan Certificate of Secondary Education (KCSE) - 8 materii, din     care 3*) promovate cu minimum C+
Kosovo   Diploma de finalizare a studiilor liceale (Matura/Diploma per     kryerjen e shkolles se mesme te pergjithsme - gjimnazin) + Testi i       Matures Shteterore*)
Statul Kuweit   Shahadat Al-Thanawiya-Al-A'ama - punctaj final minim 60%; condiție     cumulativă pentru domeniul sănătate: 3 materii*)
Republica Populară Democrată   Baccalaureat de l'Enseignement General - 3 materii *),   Laos   punctaj minim 6/10 pentru fiecare materie
Regatul Lesotho   Cambridge Overseas School Certificate - 2 materii*) "pass with     credit"
Republica Letonia   Atestats par visparejo videjo izglitibu*)
Republica Libaneză   Baccalaureat general (Libanais), punctaj final minim 60% sau 12/20     pentru domeniul sănătate, 3 materii*)
Republica Liberia   Senior High School Certificate (SHCE) - 8 materii, din care 3*)       minimum "Good"
Republica Libia   Secondary Education Certificate - punctaj minim 60%, pentru domeniul         sănătate 3 materii*)
Principatul Liechtenstein   Maturazeugnis des Lichtensteinischen Gymnasiums
Republica Lituania   Brandos atestatas (Maturita-certificate)*)
Marele Ducat al Luxemburgului   Diplome/Certificat de Fin d'Etudes secondaires*)
Republica Macedonia   Svidetelstvo za polo en matuski ispit*)
Republica Madagascar   Baccalaureat de l'Enseignement secondaire - punctaj final minim       11/20
Republica Malawi   Malawi School Certificate of Education*)
Federația Malaeziei   Sijil Tinggi Pelajaran Malaysia - pentru domeniul sănătate 3       materii*)
Republica Mali   Baccalaureat Malien - 2eme Pârtie*)
Republica Malta   Matriculation Certificate*), minimum C
Regatul Maroc   Attestation/Diplome du Baccalaureat*) - punctaj final minim 12/20     pentru domeniul sănătate, pentru celelalte domenii - punctaj minim       11/20
Republica Islamică Mauritania   Diplome du Baccalaureat de l'Enseignement Secondaire*)
Republica Mauritius   General Certificate of Education Advanced Level - 2 materii*),       minimum C
Statele Unite Mexicane   Diploma de Bachiller General*)
Republica Moldova   Diploma de bacalaureat
Principatul Monaco   Baccalaureat de l'Enseignement General

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Republica Mozambic   Certificado de Habilitacoes Literarias*)
Republica Muntenegru   Diploma o Zavrsenoj Srednjoj Skoli/Diploma o polozenom zavrshnom     ispitu (Secondary Schoool Leaving Certificate)*)
Republica Namibia   Namibia Senior Secondary Certificate (Higher and Ordinary level) -     6 materii, din care 3*) la nivel avansat (Higher), notă minimă 3
Regatul Nepal   School Leaving Certificate + Higher Secondary Certificate - punctaj   final 70%, 3 materii*)
Noua Zeelandă   Național Certificate of Educational Achievement Level 3*) - minimum   42 de credite
Republica Nicaragua   Bachillerato en Ciencias y Letras*)
Republica Niger   Baccalaureat - 3 materii*)
Republica Federală Nigeria   Senior School Certificate - 5 materii, din care 3*) promovate la     nivel B3/West African Senior School Certificate - 5 materii, din       care 3*) promovate cu minimum 3
Regatul Norvegiei   Vitnemal videregaende opplæring (generell studiekompetanse)*)     Eksamenskarakter nota minimă 4 pentru domeniul sănătate
Sultanatul Oman   Thanawiya Amma (General Certificate/General Education Diploma) -     punctaj final minimum 60%; condiție cumulativă pentru domeniul       sănătate: 3 materii*)
Republica Islamică Pakistan   Higher Secondary School Certificate (recunoscute de Inter Board     Committee of Chairmen), punctaj final minim 80%, 3 materii*) cu un       punctaj minim 80%
Palestina   Tawjih eliberat conform curriculum-ului egiptean sau iordanian -     punctaj final minim 60%; condiție cumulativă pentru domeniul       sănătate: 3 materii*)
Republica Panama   Diploma Bachiller*)
Papua Noua Guinee   Higher School Certificate + one-year foundation course*)
Republica Paraguay   Diploma Bachiller*)
Republica Peru   Certificado de Educacion Secundaria Comun Completa + Curso       preparatorio*)
Republica Polonia   Swiactwo dojrzalosci Liceum Ogolnoksztalcacego*)
Republica Portugheză   Diploma de estudos/ensino secundarios/Certidao de habilitacoes +     Exames Nacionais do Ensino Secundario - 2 materii*) promovate cu       minim 10/20
Statul Qatar   Al-Thanawiya Aama Qatari (Qatar General Secondary Education     Certificate) - punctaj final minim 60%; condiție cumulativă pentru       domeniul sănătate: 3 materii*)
Regatul Țărilor de Jos   Diploma Voorbereidend wetenschappelijk onderwijs
Regatul Unit al Marii Britanii și al Irlandei de Nord   General Certificate of Secondary Education + General Certificate     of Education - 2 A Level, minimum B pentru domeniul sănătate;       minimum D pentru celelalte domenii
Republica Rwanda   Diplome de Fin d'Etudes secondaires*)/Certificat du Cycle Supérieur de l'Enseignement Secondaire*)
Scoția   Scottish Certificate of Secondary Education/Scottish Qualifications     Certificate - 5 materii, din care 2*) Advanced Higher
Republica Senegal   Baccalaureat de l'Enseignement Secondaire (Serie L and S) - 12/20     pentru domeniul sănătate, 11/20 pentru celelalte domenii
Republica Serbia   Diploma o polozenom matuskom ispitu/Diploma o Zavrsenoj Srednjoj     Skoli/Diploma o polozenom zavrshnom ispitu
Republica Sierra Leone   West African Senior School Certificate Examination - 5 materii, din care 2*) promovate cu minimum 6/General Certificate of Education   (GCE) - cinci (5) materii, din care 2*) A-level, minimum C
Republica Singapore   Cambridge General Certificate of Education Ordinary + Cambridge     General Certificate of Education Advanced Level - 2 materii*) AL,       minimum C
Republica Arabă Siriană   Al Shahâda Al Thânawiyya al-Imma (General Secondary School     Certificate) - punctaj final minim 60%; condiție cumulativă pentru       domeniul sănătate: 3 materii*)



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Republica Slovacă   Vysvedcenie o maturitnej skuske (Gymnazium)*
Republica Slovenia   Spricevalo o splosni maturi (Splosna Matura)*
Somalia   Shahaadada Dugsiga Dare (Secondary School Leaving Certificate) cu 3     materii relevante pentru domeniul sănătate
Regatul Spaniei   Titulo de Bachiller + Pruebas de Aptitud para el Acceso a la     Universidad (Selectividad), calificacion Apto, 2 materii*; condiție       cumulativă pentru domeniul sănătate - nota minimă 6/10
Republica Democrată Socialistă   Sri Lanka General Certificate of Education Ordinary Level - 6   Sri Lanka   materii + Sri Lanka General Certificate of Education Advanced Level       (A level)*
Statele Unite ale Americii   High School Graduation Diploma/GED/High School Equivalency Diploma +     Scholastic Aptitude Test (SAT) - condiție cumulativă pentru domeniul     sănătate - minimum 600/800 la 2 materii*);   pentru celelalte domenii     - minimum 420/800 la 2 materii/AP Test - condiție cumulativă pentru     domeniul sănătate - minimum 3/5 la 2 materii*), pentru celelalte       domenii - minimum 2/5 la 2 materii
Republica Sudan   Higher Secondary School Certificate - punctaj final minim 60%;     condiție cumulativă pentru domeniul sănătate - 3 materii*
Regatul Suediei   Slutbetyg Fran Gymnasieskola/Kommunal Vuxenutbildning/Komvux -     punctaj minim 2350 credite - 2 materii*) nivel A, calificativ VG
Republica Surinam   Voorbereidend Wetenschappelijk Onderwijs
Regatul Swaziland   Cambridge Overseas School Certificate (COSC) A level, 2 materii*),       minimum C
Școli internaționale   Diplome de studii liceale emise de instituții de învățământ particulare care desfășoară activități de   învățământ corespunzătoare   unui sistem educațional din altă țară decât cel al țării în care     funcționează instituția respectivă și sunt emise conform sistemului       educațional adoptat.
Taiwan   Senior High School Diploma/Senior High School Certificate of     Graduation + Designed Subjects Examination - 2 materii*
Regatul Thailandei   Certificate of Secondary Education/Certificate of Completion grade       12 *)
Republica Unită Tanzania   Advanced Certificate of Secondary Education - cinci materii, din   care 2*) A-level, minim C
Republica Togoleză   Diplome de Bachelier de l'Enseignement du Troisieme Degre*)
Regatul Tonga   Tonga Național Form Seven Certificate + Pacific Senior Certificate*)
Republica Tunisia   Diplome de Bachelier de l'Enseignement secondaire - punctaj final     minim 12/20 pentru domeniul sănătate, minim 11/20 pentru celelalte   domenii
Republica Turcia   Lise Diplomasi
Țara Galilor   Welsh Baccalaureat-Advanced diploma 2 AL*), minimum B pentru     domeniul sănătate, minim D pentru celelalte domenii
Republica Uganda   Uganda Certificate of Education (UCE) + Uganda Advanced Certificate     of Education - 2 materii AL*), minimum C
Ungaria   Gimnazium Errettsegi Bizonyitvány
Republica Orientală Uruguay   Bachillerato - 2 materii*)
Republica Bolivariană a   Titulo de Bachiller + Prueba de Aptitud Academica*)     Venezuelei
Republica Socialistă Vietnam   Bang Tot Nghiep Pho Thong (Certificate of Secondary School     Graduation)
Republica Yemen   Al Thanawiya - punctaj final minim 70%, 3 materii*)
Republica Zambia   Zambian School Certificate - 6 materii, din care 2*) promovate cu   nota 4
Republica Zimbabwe   Cambridge Higher School Certificate (HSC) - 2 materii*), minimum C/     General Certificate of Education A Level - 2 materii*), minimum C



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ANEXA 3

**CERERE DE ÎNSCRIERE LA STUDII LA UNIVERSITATEA "AUREL VLAICU" DIN ARAD  
PENTRU CETĂŢENII STRĂINI  
DEMANDE D'INSCRIPTION AUX ETUDES A L'UNIVERSITÉ "AUREL VLAICU" D'ARAD  
POUR LES CITOYENS ÉTRANGERS  
APPLICATION FORM FOR STUDENT ADMISSION TO "AUREL VLAICU" UNIVERSITY OF  
ARAD FOR FOREIGN CITIZENS**

OPŢIUNI PENTRU INSTITUŢIA DE ÎNVĂŢĂMÂNT SUPERIOR /OPTIONS POUR  
L'ÉTABLISSEMENT D'ENSEIGNEMENT SUPÉRIEUR / OPTIONS FOR UNIVERSITIES

Universitatea/l'université/university	Facultatea/la faculté/faculty	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): \_\_\_\_\_

\_\_\_\_\_ C

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

Țara / Pays / Country \_\_\_\_\_

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. franceză / le français / French  nivel / niveau / level : \_\_\_\_\_
- Lb. engleză / l'anglais / English  nivel / niveau / level : \_\_\_\_\_
- Alte limbi / d'autres langues / others            nivel / niveau / level: \_\_\_\_\_

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


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

Tuition schooling language while studying in Romania is Romanian / English.

Solicit curs pregătitor de limba română / Je sollicite l'inscription au 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

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### STUDII EFECTUATE / ÉTUDES EFFECTUÉES / EDUCATION

Tipul de studii / Types d'études / Type of studies	Instituțiile 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/ Pre- university 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 studies (please detail on academic years)				

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ANEXA 4

Nr.

Ref.....

**MINISTERUL EDUCAȚIEI NAȚIONALE**  
 MINISTRY OF NATIONAL EDUCATION  
 MINISTÈRE DE L'ÉDUCATION NATIONALE

**DIRECȚIA GENERALĂ RELAȚII INTERNAȚIONALE ȘI  
 AFACERI EUROPENE**  
 GENERAL DIRECTION FOR INTERNATIONAL RELATIONS AND  
 EUROPEAN AFFAIRS  
 DIRECTION GÉNÉRALE DES RELATIONS INTERNATIONALES ET DES  
 AFFAIRES EUROPÉENNES

28-30 G-ral Berthelot Street/12 Spiru Haret Street, 010168 Bucharest  
 Tel. (+4021) 4056200; 4056300

CERERE PENTRU ELIBERAREA SCRISORII DE ACCEPTARE LA STUDII  
 APPLICATION FOR THE ISSUANCE OF LETTER OF ACCEPTANCE TO STUDIES  
 DEMANDE D'APPLICATION POUR LA LETTRE D'ACCEPTATION AUX ÉTUDES  
 (Se completează cu majuscule/ to be filled in with capital letters/ à compléter en majuscules)

1. NUMELE \_\_\_\_\_ PRENUMELE \_\_\_\_\_  
 (SURNAME/NOMS) (GIVEN NAMES/PRENOMS)

2. NUMELE PURTATE ANTERIOR \_\_\_\_\_  
 (PREVIOUS SURNAMES/ NOMS ANTERIEURS)

3. LOCUL ȘI DATA NAȘTERII NAȘTERII \_\_\_\_\_  
 Țara \_\_\_\_\_ Localitatea \_\_\_\_\_ Data 

--	--	--	--	--	--	--	--


  
 (DATE AND PLACE OF BIRTH/ (COUNTRY/PAYS) (PLACE/LIEU) (DATE/DATE) (D D M M Y Y Y Y)  
 DATE ET LIEU DE NAISSANCE

4. PRENUMELE PĂRINȚILOR \_\_\_\_\_  
 (PARENTS GIVEN NAMES/PRENOMS DES PARENTS)

5. SEXUL (SEX/SEXE) :  F  M

6. STAREA CIVILĂ:  
 (CIVIL STATUS/ETAT CIVIL)

CĂSĂTORIT(Ă)  NECĂSĂTORIT(Ă)  DIVORȚAT (Ă)  VĂDUV(Ă)  
 (MARRIED/MARIE) (SINGLE/CELIBATAIRE) (DIVORCED/DIVORCE) (WIDOWER)/VEUV(VUEUFE))

 <p>“Aurel Vlaicu” University from Arad</p>	<b>OPERATIONAL PROCEDURE</b>	<b>CODE: PO. 41</b>	2 <sup>nd</sup> Edition
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7. CETĂȚENIA (CETĂȚENIILE) ACTUALE \_\_\_\_\_  
 (CURRENT CITIZENSHIP(S)/NATIONALITE(S) ACTUELE(S))  
 CETĂȚENII ANTERIOARE \_\_\_\_\_  
 (PREVIOUS CITIZENSHIPS/NATIONALITES ANTERIEURES)

8. DOCUMENT DE CĂLĂTORIE:  
 (TRAVEL DOCUMENT/DOCUMENT DE VOYAGE) :  
 TIPUL \_\_\_\_\_ SERIE \_\_\_\_\_ NR. \_\_\_\_\_  
 (TYPE/TYPER) (SERIE/SERIE) (NO/NO)

ELIBERAT DE ȚARA: \_\_\_\_\_  
 LA DATA \_\_\_\_\_  
 VALABILITATE \_\_\_\_\_  
 (ISSUING COUNTRY / EMIS PAR PAYS) (DATE OF ISSUE/A)  
 (VALADITY/EXPIRANT LE)

Z	Z	L	L	A	A	A	A

9. DOMICILIUL PERMANENT ACTUAL: ȚARA \_\_\_\_\_  
 LOCALITATEA \_\_\_\_\_  
 (PERMANENT RESICENCE/DOMICILE (COUNTRY/PAYS)  
 (PLACE/LOCALITE)  
 PERMANENT ACTUEL)

10. PROFESIA \_\_\_\_\_  
 LOCUL DE MUNCĂ \_\_\_\_\_  
 (PROFESSION/PROFESSION)  
 (WORK PLACE/ LIEU DE TRAVAIL)

11. ADRESA COMPLETĂ UNDE POATE FI TRIMISĂ SCRISOAREA DE ACCEPTARE  
 (THE COMPLETE ADDRESS WHERE THE LETTER OF ACCEPTANCE CAN BE SENT TO  
 YOU / L`ADRESSE COMPLÈTE OÙ ON PEUT ENVOYER LA LETTRE D`ACCEPTATION)

\_\_\_\_\_

\_\_\_\_\_


12. EMAIL/ COURRIEL:

\_\_\_\_\_

\_\_\_\_\_

13. MOTIVAȚIA DEPLASĂRII ÎN ROMÂNIA (PURPOSE OF VISIT/BUT DE SEJOUR)  
 STUDII (STUDIES / ÉTUDES)

NOTE: All the fields are mandatory, must be completed in two copies and have to be accompanied by the documents mentioned in Section V or else your request will not be processed.  
 Tous les champs sont obligatoires, doivent être complétés en deux exemplaires et doivent être accompagnés par les documents mentionnés à la Section V, sinon votre sollicitation ne sera pas analysée.

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**I. Previous education / Études précédentes (Fill in all columns which are applicable to you/ Remplissez toutes les colonnes qui vous concernent)**

Certificate issued/ Certificat rețu	Country/ Pays	Name of School/ Lycée/université	Nom du	Year of admission/ Year of graduation Année d'admission/Année d'obtention du diplôme


**II. Studies applied for in Romania / Option d'études en Roumanie**

Studies applied in Romania	Branch /Speciality	High School/ University	Language of instruction	I apply for the Romanian language course (For YES you have to mention the University)	
Option d'études en Roumanie	Domaine /Spécialité	Lycée / Université	Langue d'enseignement	Je désire suivre le cours préparatoire de langue Roumaine (Pour OUI il faut mentionner l'Université)	
				YES / OUI	NO / NON
Secondary, in the grade Pré-universitaire, classe					
Undergraduate Universitaire					
Master					
Postgraduate medical education/ Etudes médicales postuniversitaires					
Ph.D. Doctorat					

**III. Proficiency in other languages (please, fill in as appropriate: excellent, good, poor)**

**Langues connues (rempli: excellent, bonne, faible)**

Language Langue	Writing Écrit	Speaking Parlée	Institution that issued the certificate Institution qui a émis le certificat
Romanian			

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#### **IV. Statement of the applicant / Déclaration du solliciteur**

I oblige myself to observe the laws in force in Romania, the school and university rules, regulations and norms, as well as those for social life. / Je m'oblige à respecter les lois en vigueur en Roumanie, les normes et les réglementations des écoles et des universités, ainsi que les règles de cohabitation sociale.

I have taken note of the fact that tuition fees may change during the years of study and must be paid, in free currency, in advance for a period of at least 9 months for full time courses and at least 3 months for part time courses. / J'ai pris note que la valeur des taxes d'études peut être changée pendant l'année d'études et qu'il faut les payer, en devise étrangère, 9 mois en avance pour les cours complets et 3 mois en avance pour les cours partiels.

I am aware that any untrue information will lead to my disqualification. / Je comprends et j'accepte que toute information incorrecte ou fausse, toute omission vont entraîner ma disqualification.

#### **V. Annex (authenticated copies and translations of the documents, in an internationally wide-spread language)**

**Annexes (photocopies et traductions légalisées des documents, dans une langue de circulation internationale)**

1. Certificate of studies / Les certificats des études.
2. Birth certificate / L'acte de naissance.
3. Passport / Passeport
4. Medical certificate / Certificat médical.
5. The Transcripts of Records for postgraduate studies applicants and for those wishing to continue studies begun in other countries / La liste complète des résultats des études pour chaque année, pour les solliciteurs des études postuniversitaires et pour les étudiants qui désirent se transférer d'un autre pays.

**On my arrival in Romania I shall submit the original documents.**

**À mon arrivée en Roumanie je vais présenter tous les documents en original.**

Date \_\_\_\_\_

Signature \_\_\_\_\_