

Methodology for Admission to Studies at the West University of Timișoara for Third Country Nationals

***translated by the Department of International Relations from Romanian in order to
additionally support access of potential candidates to information**

CHAPTER I LEGAL FRAMEWORK

Art. 1. This Methodology has been developed in accordance with the following legal provisions:

1. Address of the Ministry of Education no. 887168/19.09.2024;
2. Order of the Minister of Education no. 5655/2024 of 23 July 2024 approving the Methodology regarding the admission to studies of foreign citizens in higher education cycles and postgraduate education, on tuition-fee-paying study places in foreign currency;
3. Order of the Minister of Education no. 5552 of 16 July 2024 approving the Methodology regarding the conditions of study for Romanians everywhere and foreign citizens within accredited public, private, and private confessional higher education institutions in Romania;
4. Order of the Minister of Education no. 4262/2024 of 15 April 2024 approving the Methodology regarding academic mobility of students;
5. Order of the Minister of Education and Research no. 5736/2020 amending the Methodology regarding the admission to studies and schooling of foreign citizens starting with the 2017–2018 academic year, approved by Order of the Minister of National Education no. 3473 of 17 March 2017, published in the Official Gazette of Romania, Part I, no. 967 of 21 October 2020;
6. Order of the Minister of Education and Research no. 4151/2020 amending the Methodology regarding the admission to studies and schooling of foreign citizens starting with the 2017–2018 academic year, approved by Order of the Minister of National Education no. 3473 of 17 March 2017, published in the Official Gazette of Romania, Part I, no. 383 of 13 May 2020;
7. Order of the Minister of National Education no. 3473/2017 approving the Methodology regarding the admission to studies and schooling of foreign citizens starting with the 2017–2018 academic year, published in the Official Gazette of Romania, Part I, no. 233 of 5 April 2017;
8. Order of the Minister of National Education no. 3236/2017 approving the Methodology regarding the admission to studies and schooling of foreign citizens on study places without

payment of tuition fees, with or without scholarship, in accredited public higher education institutions, published in the Official Gazette of Romania, Part I, no. 149 of 28 February 2017;

9. Annex to Order of the Minister of National Education no. 3236/10.02.2017 – Methodology regarding the admission to studies and schooling of foreign citizens on study places without payment of tuition fees, with scholarship, and on study places without payment of tuition fees but without scholarship, in accredited public higher education institutions;
10. Order of the Minister of Education no. 3693/2024 approving the Framework Methodology regarding the organization of admission to higher education in short-cycle, bachelor's, master's, and doctoral study programs, published in the Official Gazette of Romania, Part I, no. 111 of 07 February 2024;
11. Order of the Minister of Education no. 800/05.09.2023 amending Annexes no. 1–3 to Order of the Minister of Education, Research, Youth and Sport no. 5219/2010 regarding the recognition and equivalence of results obtained in internationally recognized examinations certifying foreign language competencies and European-recognized examinations certifying digital competencies, with the corresponding assessment tests included in the baccalaureate examination;
12. National Education Law no. 199/2023;
13. The Code of Students' Rights and Obligations and the Regulations regarding the professional activity of students enrolled in bachelor's and master's degree programs at the West University of Timișoara;
14. The Methodology regarding the awarding of scholarships at the West University of Timișoara;
15. The Methodology for the Organization and Conduct of the Romanian Language Preparatory Year for Foreign Citizens at the Faculty of Letters, History, Philosophy and Theology, West University of Timișoara;
16. The Regulations for the Organization and Conduct of the Final Examination of the Romanian Language Preparatory Year for Foreign Citizens at the Faculty of Letters, History, Philosophy and Theology, West University of Timișoara;
17. Order of the Minister of Education no. 4694/2024 of 12 June 2024 regarding the transfer by public higher education institutions of 5% of the amounts collected from foreign students and trainees to the Ministry of Education.

CHAPTER II CATEGORIES OF APPLICANTS

Section 1: Eligibility Requirements

Art. 2. Foreign citizens from third countries (non-EU states) are individuals who do not hold Romanian citizenship or the citizenship of another member state of the European Union, the European Economic Area, or the Swiss Confederation, as well as persons who request or have obtained a form of protection in Romania, or stateless persons whose stay in the territory of Romania is officially recognized in accordance with the law.

Art. 3. The following citizens from third countries (non-EU states) may access the national higher education system:

a) those holding documents certifying the citizenship of their country of origin and requesting enrollment in studies in Romania on a tuition-fee-paying basis in foreign currency;

b) graduates holding a baccalaureate, bachelor's, master's diploma, or the equivalent thereof, as appropriate, who meet the admission requirements for higher education studies in their country of origin;

c) exception to letter b) – holders of long-cycle higher education diplomas who, according to the legislation of the country of origin, have the right to enroll in doctoral studies without completing the second cycle of master's studies, may, with the consent of the host university, enjoy the rights conferred by their country of origin;

d) those holding diplomas issued by educational institutions recognized in the country of origin – as listed in **Annex 1 to the Methodology regarding the admission to studies and schooling of foreign citizens starting with the 2017–2018 academic year, with subsequent amendments and completions**, for baccalaureate or equivalent diplomas;

e) those who have submitted their admission file within the deadline established by this Methodology;

f) those who have opted for an accredited public or private higher education institution and an accredited study programme;

g) those who have obtained the consent of the educational unit/institution where they wish to study;

h) those holding a passport valid for at least six months from the start date of the study program to which they are applying;

i) those against whom no restrictive measures have been taken by the authorities of Romania, or by European or international institutions.

Art. 4. The specific requirements for vocational education that individuals from third countries (non-EU states) must meet in order to access the national higher education system are:

passing the aptitude tests organized by the respective institutions for higher education in the fields of arts, sports, and architecture, after receiving the Letter of Acceptance for Studies.

Art. 5. Citizens from third countries (non-EU states) are enrolled in studies in Romania by West University of Timișoara (WUT) based on its own Methodology and based on the academic documents. The tuition fees for citizens from third countries for bachelor's, master's, and doctoral studies at WUT are the minimum amounts established by the Government of Romania through Government Ordinance no. 22/2009, regarding the establishment of the minimum tuition fees, in foreign currency, for students who study independently in Romania from countries that are not members of the European Union, nor part of the European Economic Area or the Swiss Confederation, with subsequent amendments and completions.

Tuition fees for foreign citizens from third countries (non-EU states) are as follows:

Study field: Sciences/Mathematics/Sport/Technical/Agronomy

Bachelor's/Master's: 270 €/month

PhD: 290 €/month

Study field: Humanities/Psychology/Economic Sciences

Bachelor's/Master's: 220 €/month

PhD: 240 €/month

Study field: Music and Arts

Bachelor's/Master's: 420 €/month

PhD: 440 €/month

Study field: Music Performance, Theatre

Bachelor's/Master's: 750 €/month

PhD: 770 €/month

Study field: Architecture

Bachelor's/Master's: 350 €/month

PhD: 370 €/month

Study field: Medicine

Bachelor's/Master's: 320 €/month

PhD: 340 €/month

Study field: Film

Bachelor's/Master's: 950 €/month

PhD: 970 €/month

IMPORTANT: Tuition fees must be paid in full at the beginning of the first academic year, according to the Letter of Acceptance for Studies in Romania. Starting with the second academic year, tuition fees in foreign currency may be paid according to the same terms and conditions applied to Romanian citizens.

Section 2: Selection Criteria

Art. 6. In the admission process at WUT for foreign citizens from third countries (non-EU states), the following selection criteria apply:

- a) compliance with the eligibility requirements set forth in national and institutional methodologies and regulations (verified by the **Department of International Relations – DRI**);
- b) compliance with academic performance criteria (results obtained during pre-university or university studies) proposed at the institutional and national level (verified by the faculty), according to the minimum scores specified in Annex 3;
- c) the candidate’s academic activity in the field of knowledge for which they have applied;
- d) the enrollment capacity of WUT;
- e) other criteria in accordance with the regulations of WUT faculties.

CHAPTER III ADMISSION TO A STUDY PROGRAM AT THE WEST UNIVERSITY OF TIMIȘOARA

Section 1: *The Preparatory Year of Romanian Language for foreign citizens*

Art. 7.

- (1) Foreign citizens from third countries (non-EU states) are enrolled in undergraduate and postgraduate studies only after completing the *Romanian Language Preparatory Year for Foreign Citizens* or based on a Certificate attesting knowledge of the Romanian language, if the study program for which they apply is taught in Romanian. By completing the *Romanian Language Preparatory Year for Foreign Citizens*, students acquire general communication skills in Romanian at reference levels B1-B2 and professional linguistic communication skills in Romanian at reference levels B1-B2, through the study of specialized language in the general fields in which they will pursue higher education: Mathematics and Natural Sciences, Engineering Sciences, Biological and Biomedical Sciences, Social Sciences, Humanities and Arts, Physical Education and Sports.
- (2) At WUT, the *Romanian Language Preparatory Year for Foreign Citizens* is organized within the Faculty of Letters, History, Philosophy and Theology, within the enrollment capacity approved by The Romanian Agency for Quality Assurance in Higher Education.
- (3) Applications for *the Romanian Language Preparatory Year for Foreign Citizens* at WUT must be submitted through the online admission platform for third-country citizens, by **August 1st of each year**, within the limits of available places provided by the Faculty of Letters, History, Philosophy and Theology at the beginning of the admission process, for each applicant category according to their financial status (“tuition-fee-paying in foreign currency,” “Scholarship of the Romanian State,” “WUT Scholarship,” with status “family

member of Romanian citizen,” “refugee,” “subsidiary protection,” “stateless,” “long-term residence permit in Romania / EU,” etc.). Applications are evaluated based on the academic performance criteria for third-country citizens proposed at the institutional and national level (*Annex 3*). WUT faculty selection committees reserve the right to apply additional academic performance criteria beyond those specified in *Annex 3*, with the obligation to inform the candidate.

- (4) The Department of International Relations of WUT submits to the Ministry of Education and Research, within the established deadlines, the list of successfully admitted candidates, accompanied by their personal data and information about their academic background, as well as their application files. The Ministry of Education and Research issues the Letter of Acceptance for Studies based on this request and documentation, which is sent to WUT in electronic format.

Art. 8. Applicants wishing to study programs conducted in Romanian are exempt from presenting the Certificate of Completion of the *Romanian Language Preparatory Year for Foreign Citizens* if they belong to one of the following categories:

- a) those presenting Romanian educational documents (diploma and transcripts) or study records certifying at least three consecutive years of study in Romanian in a school unit of the national education system in Romania;
- b) those who, for enrollment in higher education, present language proficiency certificates or attestations of at least B1 level, according to the *Common European Framework of Reference for Languages*, issued by accredited Romanian higher education institutions that organize the *Romanian Language Preparatory Year for Foreign Citizens*, by Romanian language, literature, culture, and civilization departments abroad, by the Romanian Language Institute, or by the Romanian Cultural Institute;
- c) those who pass the Romanian language test, conducted by a specialized committee consisting of teaching staff holding at least the position of lecturer. The examination may take place at WUT or at another accredited higher education institution running such a program. Upon successful completion, a Language Proficiency Certificate is issued.

Art. 9. Admission to *the Romanian Language Preparatory Year for Foreign Citizens* is organized separately from admission to bachelor’s, master’s, or doctoral study programs, with a specific procedure for this year, and requires submission of the same set of documents as for admission to bachelor’s degree programs.

Art. 10. The fee for *the Romanian language preparatory program for foreign citizens* at WUT is determined according to the field of study chosen by the candidate.

Art. 11. Enrollment of students completing *the Romanian Language Preparatory Year for Foreign Citizens* at the universities/faculties they intend to attend afterwards can take place only

after completing the admission process for the study program they aim for (bachelor's, master's, doctoral, etc.) and is conditional upon obtaining a new Letter of Acceptance for Studies.

Section 2: Study Programmes in Foreign Languages

- (1) For study programmes in which the teaching process is conducted in foreign languages, the faculty may organize an online language proficiency test in the respective language, having the obligation to inform the candidate about the organization and conduct of the test.
- (2) Candidates from countries where the official language of the state is the language of instruction of the study programme in question, as well as candidates who hold an internationally recognized language proficiency certificate for the respective foreign language, in accordance with Order of the Minister of Education No. 6152 of August 31, 2023 (*Annex 4*) (minimum level B1, according to the Common European Framework of Reference for Languages).
- (3) If the faculty within WUT organizes a language exam, the candidate will be provided with details regarding the format of the exam and the corresponding schedule. If the faculty within WUT does not organize a language exam, candidates will be recommended other ways of obtaining the language certificate to be admitted to a study programme organized in a foreign language.

Section 3: Cycle I – Admission to a Bachelor's Degree Program

Art. 13. Graduates with a high school diploma or equivalent diploma that allows general access to accredited higher education institutions may apply for admission to the first cycle of university studies (bachelor's degree).

Art. 14. Bachelor's studies at WUT last for 3/4 years and conclude with a bachelor's degree exam and the awarding of a bachelor's degree, in accordance with WUT faculty methodologies.

Art. 15. The application file must contain the following documents:

1. The application for the issuance of the Letter of Acceptance for Studies, completed in all sections, together with the photo in the required format;
2. Documents certifying previous studies - legally certified copies and translations authenticated by the relevant authorities in the issuing country – which allow the individual concerned access to the respective form of education (high school diploma or equivalent);
3. Legally certified copies and translations authenticated by the relevant authorities in the country issuing the certificate attesting to the passing of the baccalaureate exam for current year graduates (if applicable, if necessary);

4. Transcripts of academic records – legally certified copies and translations authenticated by the relevant authorities in the issuing country relating to the studies completed, and the analytical program, in the case of candidates requesting the equivalence of periods of study;
5. Certificate of completion of the Romanian Language Preparatory Year for foreign citizens or language proficiency certificate, as applicable;
6. Birth certificate – legally certified copy and translation, authenticated by the relevant authorities in the issuing country;
7. Copy of the document certifying permanent residence abroad (if applicable);
8. Copy of passport – valid for at least 6 months after the date on which the Letter of Acceptance for Studies is issued;
9. Medical certificate (in a widely spoken language), not older than 90 days, attesting that the person who is going to enroll in studies does not suffer from contagious diseases or other conditions incompatible with the future profession;
10. The completed personal data form;
11. Consent of parents or guardian regarding residence for study purposes in Romania, if the foreigner is a minor;
12. Proof of payment of the application processing fee of 100 EUR, paid into the account:

Beneficiary: West University of Timișoara

Address: Bulevardul Vasile Pârvan nr. 4, 300223, Timișoara, Romania

Banca Comercială Română

Address: Timișoara Branch, 11 Calea Aradului, Timișoara, Romania.

IBAN code: RO 56 RNCB 0249 0492 9471 0008

SWIFT: RNCB RO BU

Art. 16. Original academic documents issued in countries that are signatories of the Hague Apostille Convention must be authenticated by the competent authorities of the issuing country with a Hague Apostille. Original academic documents issued in countries that are not parties to the Hague Apostille Convention must be super-legalized by the Ministry of Foreign Affairs of the issuing country and by the Romanian embassy/consular office in that country, or by the responsible institutions in the country where the documents were issued.

Art. 17.

(1) Submission of application files for a bachelor's degree program at WUT is done through the online admission platform for third-country candidates, by August 1st of each year, or by September 15th for students who complete the Romanian Language Preparatory Year for Foreign Citizens at WUT and request a new Letter of Acceptance for Studies valid for the entire duration of the study cycle for programs conducted in Romanian. The September 15th deadline applies to WUT candidates with final examinations (bachelor's, dissertation, etc.) in the September examination session. Application files for enrollment in a bachelor's degree program at WUT will

be evaluated based on the academic performance criteria proposed at the institutional and national level (Annex 3). WUT faculty selection committees reserve the right to apply additional academic performance criteria beyond those specified in Annex 3, with the obligation to inform the candidate.

- (2) WUT reserves the right to reject an application file if the study program selected by the candidate is no longer offered by the faculty. The candidate shall have the possibility to submit a new application file, being exempt from the payment of a new application processing fee. If the candidate has previously received a Letter of Acceptance for Studies for a program that is no longer offered, the Letter of Acceptance becomes null and void, and the candidate may opt for a new study program. In both cases, submission of a new application file shall be carried out exclusively in accordance with the official admission calendar.
- (3) Incomplete applications will not be processed and will be declared rejected on the online admission platform due to ineligibility. A candidate may add documents to an incomplete file only once, based on the instructions received from the Department of International Relations responsible for certifying the eligibility of the application, and only up to the deadline for processing applications. Procedural steps for processing the applications via the online admission platform for third-country candidates will be carried out only if the files are complete at the above-mentioned deadline.
- (4) The Department of International Relations sends to the Ministry of Education and Research, according to established deadlines, the list of admitted candidates, accompanied by the template containing personal data and information about their educational background, as well as the application files.
- (5) The Ministry of Education and Research issues the Letter of Acceptance for Studies, which is sent to WUT in electronic format within 30 working days from the receipt of complete application files. This deadline may be extended appropriately in the case of additional verifications.
- (6) Incomplete files will not be processed by the Ministry of Education and Research and will be rejected. In the case of incomplete files, only higher education institutions will repeat the steps described above within a maximum of 45 working days from the date communicated, otherwise the file will be closed by the Ministry of Education and Research. The Ministry of Education and Research will issue letters of acceptance within a maximum of 15 working days from the date of receipt of the completed files, in the case of eligible files.
- (7) Upon enrollment, candidates must present the original academic and identity documents from their application file, together with the Letter of Acceptance for Studies, a passport with a valid study visa, a medical certificate issued within the last 90 days, and proof of payment of tuition fees, as applicable.

Section 4: Cycle II – Admission to a Master’s Degree Program

Art. 18. For admission to the second cycle of higher education (master’s studies), candidates may be graduates holding a bachelor’s degree or an equivalent diploma with a similar duration in the respective field in Romania, so that the first and second cycles of higher education cumulatively amount to a minimum of 300 ECTS.

Art. 19. Master’s degree programs at WUT are conducted over a period of 1–2 years and are completed by the submission and defense of a dissertation and the awarding of the master’s degree diploma.

Art. 20. The application file must contain the following documents:

1. The application for the issuance of the Letter of Acceptance for Studies, completed in all sections, together with the photo in the required format;
2. Baccalaureate diploma or its equivalent- legally certified copies and translations and authenticated by the relevant authorities in the issuing country;
3. Legally certified copies and translations and authenticated by the relevant authorities in the issuing country of the study document which grants the holder access to the respective level of education (bachelor’s degree diploma or its equivalent);
4. Legally certified copies and translations and authenticated by the relevant authorities in the issuing country of the certificate attesting the successful completion of the bachelor’s degree examination for current graduates, where applicable, if required;
5. Transcripts of academic records – legally certified copies and translations and authenticated by the relevant authorities in the issuing country relating to the studies completed;
6. Certificate of completion of the Romanian Language Preparatory Year for foreign citizens or language proficiency certificate, as applicable;
7. Birth certificate – legally certified copy and translation, authenticated by the relevant authorities in the issuing country;
8. Copy of the document certifying permanent residence abroad (if applicable);
9. Copy of passport – valid for at least 6 months after the date on which the Letter of Acceptance for Studies is issued;
10. Medical certificate (in a widely spoken language), not older than 90 days, attesting that the person who is going to enroll in studies does not suffer from contagious diseases or other conditions incompatible with the future profession;
11. Marriage certificate – if required to prove a change of name;
12. The completed personal data form;
13. Proof of payment of the application processing fee of 100 EUR, paid into the account:

Beneficiary: West University of Timișoara
Address: Bulevardul Vasile Pârvan nr. 4, 300223, Timișoara, Romania
Banca Comercială Română
Address: Timișoara Branch, 11 Calea Aradului, Timișoara, Romania.
IBAN code: RO 56 RNCB 0249 0492 9471 0008
SWIFT: RNCB RO BU

Art. 21. Original academic documents issued in countries that are parties to the Hague Apostille Convention must be authenticated by the competent authorities of the issuing country with a Hague Apostille. Original academic documents issued in countries that are not parties to the Hague Apostille Convention must be super-legalized by the Ministry of Foreign Affairs of the issuing country and by the Romanian embassy/consular office in that country, or by the responsible institutions in the country where the documents were issued.

Art. 22.

(1) Submission of application files for a master's degree program at WUT is done through the online admission platform for third-country candidates, by August 1st of each year, or by September 15th for students who complete the Romanian Language Preparatory Year for Foreign Citizens at WUT and request a new Letter of Acceptance for Studies valid for the entire duration of the study cycle for programs conducted in Romanian. The September 15th deadline applies to WUT candidates with final examinations (bachelor's, dissertation, etc.) in the September examination session. Application files for enrollment in a bachelor's degree program at WUT will be evaluated based on the academic performance criteria proposed at the institutional and national level (Annex 3). WUT faculty selection committees reserve the right to apply additional academic performance criteria beyond those specified in Annex 3, with the obligation to inform the candidate.

(2) Incomplete application files will not be processed and will be declared rejected on the online admission platform. A candidate may complete an incomplete file only once, based on the instructions received from the Department of International Relations responsible for certifying the eligibility of the application and only until the deadline for processing admission files. Procedural steps for processing the application files via the online admission platform for third-country candidates will be carried out only if the files are completed by the deadline.

(3) The Department of International Relations sends to the Ministry of Education and Research, according to established deadlines, the list of admitted candidates, accompanied by the template containing personal data and information about their educational background, as well as the application files.

(4) The Ministry of Education and Research issues the Letter of Acceptance for Studies, which is sent to WUT in electronic format within 30 working days from the receipt of complete

application files. This deadline may be extended appropriately in the case of additional verifications.

- (5) Incomplete files will not be processed by the Ministry of Education and Research and will be rejected. In the case of incomplete files, only higher education institutions will repeat the steps described above within a maximum of 45 working days from the date communicated, otherwise the file will be closed by the Ministry of Education and Research. The Ministry of Education and Research will issue letters of acceptance within a maximum of 15 working days from the date of receipt of the completed files, in the case of eligible files.
- (6) Upon enrollment, candidates must present the original academic and identity documents from their application file, together with the Letter of Acceptance for Studies, a passport with a valid study visa, a medical certificate issued within the last 90 days, and proof of payment of tuition fees, as applicable.

Section 5: Cycle III – Admission to a Doctoral and Postdoctoral Study Program

Art. 23. For admission to the third cycle of higher education (doctoral studies), candidates may apply if they hold a master's degree or an equivalent diploma with a similar duration in the respective field in Romania.

Art. 24. Doctoral studies at WUT are conducted over a period of 4 years and are completed by the public defense of the doctoral thesis and the awarding of the doctoral degree, in accordance with the regulations of WUT doctoral schools. Admission to doctoral studies is conditional upon passing the entrance examination organized at WUT through Doctoral Schools Council.

Art. 25. The application file must contain the following documents:

1. The application for the issuance of the Letter of Acceptance for Studies, completed in all sections, together with the photo in the required format;
2. Baccalaureate diploma or its equivalent- legally certified copies and translations and authenticated by the relevant authorities in the issuing country;
3. Legally certified copies and translations and authenticated by the relevant authorities in the issuing country of the study document which grants the holder access to the respective level of education (bachelor's degree diploma, master's degree diploma or their equivalent);
4. Legally certified copies and translations and authenticated by the relevant authorities in the issuing country of the certificate attesting the successful completion of the master's degree examination for current graduates, where applicable, if required;
5. Transcripts of academic records (or diploma supplement) – legally certified copies and translations and authenticated by the relevant authorities in the issuing country relating to the studies completed;

6. Certificate of completion of the Romanian Language Preparatory Year for foreign citizens or language proficiency certificate, as applicable;
7. Birth certificate – legally certified copy and translation, authenticated by the relevant authorities in the issuing country;
8. Copy of the document certifying permanent residence abroad (if applicable);
9. Copy of passport – valid for at least 6 months after the date on which the Letter of Acceptance for Studies is issued;
10. Medical certificate (in a widely spoken language), not older than 90 days, attesting that the person who is going to enroll in studies does not suffer from contagious diseases or other conditions incompatible with the future profession;
11. Marriage certificate – if required to prove a change of name;
12. The completed personal data form;
13. Curriculum vitae and portfolio of scientific activity;
14. PhD supervisor agreement;
15. Doctoral research project related to the selected project proposal;
16. Declaration concerning legality of documents submitted;
17. Proof of payment of the application processing fee of 100 EUR, paid into the account:

Beneficiar: Universitatea de Vest din Timișoara (West University of Timișoara)

Adresa: Bulevardul Vasile Pârvan nr. 4, 300223, Timișoara, România Banca Comercială Română

Adresa: Sucursala Timișoara, Calea Aradului nr. 11, Timișoara, România.

Cod IBAN: RO 56 RNCB 0249 0492 9471 0008

SWIFT: RNCB RO BU

Art. 26. Original academic documents issued in countries that are parties to the Hague Apostille Convention must be authenticated by the competent authorities of the issuing country with a Hague Apostille. Original academic documents issued in countries that are not parties to the Hague Apostille Convention must be super-legalized by the Ministry of Foreign Affairs of the issuing country and by the Romanian embassy/consular office in that country, or by the responsible institutions in the country where the documents were issued.

Art. 27.

(1) Submission of application files for a doctoral study program at WUT is done through the online admission platform for third-country candidates by **15 July of each year**, or by 15 September for students who complete the Romanian Language Preparatory Year for Foreign Citizens and request a new Letter of Acceptance for Studies valid for the entire duration of the study cycle for programs conducted in Romanian. Application files for enrollment in a doctoral study program at WUT will be evaluated based on the list of academic performance criteria proposed at the institutional and national level (Annex 3). WUT faculty selection committees

reserve the right to apply additional academic performance criteria beyond those specified in Annex 3, with the obligation to inform the candidate;

(2) Incomplete application files will not be processed and will be declared rejected on the online admission platform. A candidate may complete an incomplete file only once, based on the instructions received from the responsible officer who certifies the eligibility of the application, and only until the application processing deadline (15 July). Procedural steps for processing the application files through the online admission platform for third-country candidates will be resumed only if the files are completed by the deadline;

(3) The Doctoral Studies Office at WUT submits to the Faculty of Letters, History, Philosophy and Theology the list of candidates enrolled in the Romanian Language Preparatory Year for Foreign Citizens through the online admission platform for third-country candidates, for the purpose of pursuing a doctoral study program at WUT;

(4) The Doctoral Studies Office submits to the Department of International Relations the list of admitted candidates, accompanied by the template containing personal data and information about their educational background, as well as the application files, for forwarding to MEC, together with those from the bachelor's and master's study cycles;

(5) The Ministry of Education and Research issues the Letter of Acceptance for Studies, which is sent to WUT electronically within 30 working days from the receipt of complete application files. This deadline may be extended appropriately in the case of additional verifications;

(6) Upon enrollment, candidates must present the original academic and identity documents from their application file, together with the Letter of Acceptance for Studies, a passport with a valid study visa for the purpose of studies, and proof of payment of tuition fees, as applicable;

Art. 28.

(1) Application files for a postdoctoral research grant at WUT shall be submitted online to the address research@e-uvv.ro according to the annual schedule established by the Council for Doctoral Studies at WUT, for processing in accordance with its own methodology;

(2) The Department of International Relations supports the Council for Doctoral Studies in communicating with the Ministry of Education and Research regarding the communication of the admission results for a postdoctoral research grant at WUT and the request for Letters of Acceptance for Studies in Romania.

CHAPTER IV
DESCRIPTION OF THE ADMISSION PROCESS AT
WEST UNIVERSITY OF TIMIȘOARA

Section 1: Submission of an Application File

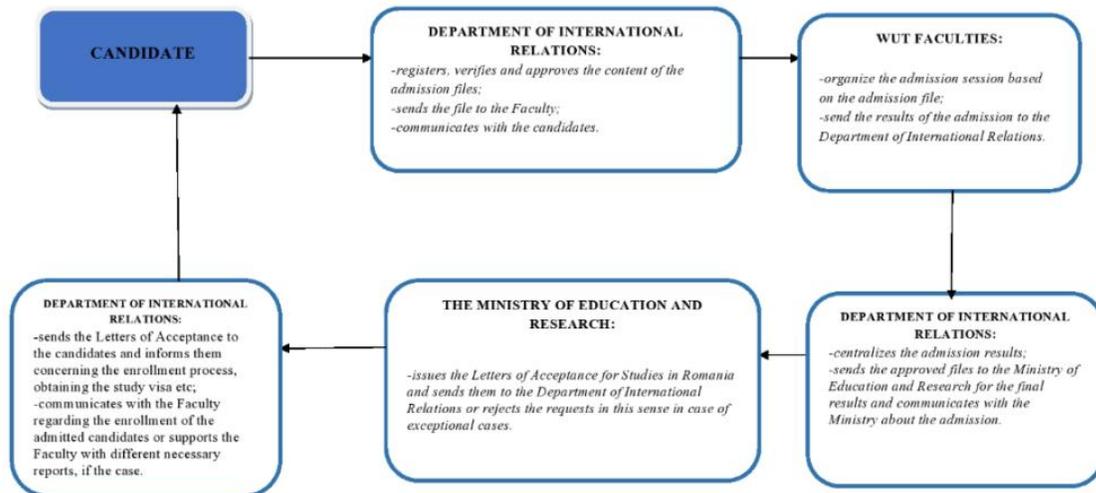
Art. 29.

- (1) The candidate submits the application file through the online admission platform for third-country candidates available at admiterenonue.uvt.ro. The candidate's contact person throughout the admission process is a member of the Global Partnerships and International Students Division within the Department of International Relation, whose contact details are published on the official WUT website, www.uvt.ro.
- (2) The Department of International Relation reviews the application file in terms of the list of required documents and the requested authentications and issues a positive or negative assessment.
- (3) Applications that have been approved are reviewed via the online admission platform for third-country nationals by the faculty evaluation committee for the faculty chosen by the candidate, by the 15th of each month. Applications that remain unvalidated by the faculty evaluation committee will be automatically rejected on the 15th of the following month. The composition of the evaluation committee is determined by a decision of the Faculty Council and consists of at least 3 members and a secretary. Each evaluation committee has access to the admission platform through an institutional account to the application files submitted through the admission platform for the relevant faculty of the WUT.
- (4) Applications for the Romanian Language Preparatory Year for foreign citizens, followed by a bachelor's, master's, or doctoral degree program at WUT or another university, are reviewed through the online admission platform for third-country nationals by the Faculty of Letters, History, Philosophy and Theology evaluation committee.
- (5) The Department of International Relations sends to the Ministry of Education and Research, within the established deadlines, the list of admitted candidates, accompanied by a template containing their personal data and information about their academic background, as requested by the Ministry of Education and Research, as well as their application files.
- (6) Application files for doctoral studies at WUT are reviewed through the online admission platform for third-country candidates by the evaluation committee of the doctoral school chosen by the candidate. The entire admission process is organized through the Doctoral Studies Office, which is responsible for informing the candidates and the Department of International Relations about the admission schedule established annually by the CSUD at WUT. The Doctoral Studies Office submits to the Department of International Relations the list of admitted candidates, accompanied by the template containing personal data and information about their educational background, as well as the application files, for

forwarding to the Ministry of Education and Research, together with those from the bachelor's and master's study cycles.

- (7) The Ministry of Education and Research issues the Letter of Acceptance for Studies, which is sent to WUT electronically within 30 working days from the receipt of complete application files. This deadline may be extended appropriately in the case of additional verifications.
- (8) Incomplete application files will not be processed by the Ministry of Education and Research and will be declared rejected. In the case of completed files, only the higher education institutions will resume the procedural steps described above, within a maximum of 45 working days from the communicated date; otherwise, the file will be classified by the Ministry of Education and Research. The Ministry of Education and Research issues the Letters of Acceptance within a maximum of 15 working days from the receipt of the completed files, in the case of eligible files.
- (9) The Department of International Relations sends the Letter of Acceptance for Studies in electronic format to the rightful holder, ensures communication with them, and issues the certificates necessary for obtaining a study visa for entry into Romania, as well as the residence permit. All Letters of Acceptance are issued by the Ministry of Education and Research in electronic format.
- (10) After receiving the Letter of Acceptance for Studies, the candidate must take the aptitude tests organized by the faculty at WUT for which they applied, if applicable. The faculty will inform the candidate and DRI about the organization and conduct of these tests. Only upon passing the aptitude tests organized by the chosen faculty at WUT can the enrollment process begin.

Section 2: Processing of an application file



Section 3: Admission and Enrollment Process Calendar

Art. 30. The admission process for third-country nationals to WUT is open until 1 August each year for bachelor's and master's degrees and until 15 July each year for doctoral degrees (or September 15 for students who complete the Romanian Language Preparatory Year for Foreign Citizens at WUT and who request a new Letter of Acceptance to Studies valid for the entire duration of the study cycle, for study programs in Romanian), for the following academic year, according to the deadlines specific to each cycle of university studies (bachelor's, master's, and doctoral). The September 15 deadline also applies to candidates who are WUT students with final exams (bachelor's, dissertation, etc.) in the September exam session.

Art. 31. Candidates who have received a Letter of Acceptance for Studies in Romania may be enrolled, in accordance with the legislation in force, **until the last Friday preceding the start of the second semester of the current academic year**, with guaranteed access, upon enrollment, to the academic curriculum corresponding to the period during which they did not participate in the teaching activities of the first semester, within the modular system. For the Romanian Language Preparatory Year for Foreign Citizens, the enrollment deadline takes place **two weeks before the start of the second semester of the current academic year**. Upon enrollment, candidates submit the original documents related to their previous studies and are registered in the matriculation register under a unique number valid for the entire period of study in the program to which they have been admitted. After signing the study contract, certificates attesting WUT student status are issued, which may be used to obtain the residence permit.

For the first year of bachelor's degree programs, the maximum study capacity is established in accordance with Article 30(8) of the Higher Education Law no. 199/2023, as subsequently amended and supplemented. Enrollment in the first year of bachelor's degree programs of foreign students studying on a self-funded basis in foreign currency, Romanian state scholarship holders admitted in accordance with the legislation in force and based on bilateral agreements with other countries, as well as re-enrollment after temporary interruption of studies or extensions of the study period with recognition of courses and transferable credits, regardless of the academic year of study, represent special situations that do not fall under the provisions of Article 123(3) of the Higher Education Law no. 199/2023, as subsequently amended and supplemented.

Art. 32. In exceptional cases, if the study program initially chosen by the candidate is not organized in the respective academic year, the candidate may be enrolled, upon request, in another study program within the same cycle of university studies and the same field, subject to requesting the Ministry of Education and Research to modify the data on the Letter of Acceptance for Studies, where applicable, and with the approval of the dean of the faculty offering the new study program. When the language of instruction of the program initially chosen by the candidate differs from the language of instruction of the new study program, the candidate's enrollment is conditional upon

the submission of a language proficiency certificate for the language in which the new study program is conducted.

CHAPTER V

DESCRIPTION OF THE APPLICATION PROCESS FOR OBTAINING STUDY GRANTS FROM THE ROMANIAN STATE

Art. 33. In accordance with the provisions of the Romanian Government Ordinance no. 22/2009 regarding the establishment of the minimum amount of tuition fees, in foreign currency, for students studying on a self-funded basis in Romania from countries that are not members of the European Union, as well as from countries that are not part of the European Economic Area or the Swiss Confederation, with subsequent amendments and completions, and based on the Methodology for the Admission and Enrollment of Foreign Citizens on Tuition-Free Places with Scholarship and on Tuition-Free Places without Scholarship in Accredited State Higher Education Institutions, approved by the Order of the Minister of National Education no. 3236/2017, for students from third countries (excluding Romanians from abroad) enrolled in fee-paying study places who demonstrate outstanding academic and scientific results, WUT will submit to the Ministry of Education and Research the following:

- a) a maximum of 5 application files;
- b) the official letter, signed by the Rector of WUT, nominating the candidates proposed for a tuition-free study place with a scholarship;
- c) a summary list containing the ranking of candidates in descending order of their grades.

Art. 34. The application file shall contain:

1. the academic record for each year of study (excluding the Romanian Language Preparatory Year for foreign citizens), for candidates applying to continue undergraduate (bachelor's) studies;
2. a copy of the bachelor's degree and the diploma supplement (transcript) or a certificate showing the academic record for all years of study, as well as the results obtained in the bachelor's examination (for current-year graduates), for candidates applying to continue their studies at the master's or doctoral level;
3. curriculum vitae, a list of scientific works, specialized publications, reports, and recommendations from at least two university professors or domain specialists – for candidates applying to doctoral studies;
4. notarized copy of the birth certificate;
5. copy of the passport;
6. copy of the residence permit in Romania.

Art. 35. Application procedure:

1. The nominal list of proposed candidates will be approved by the WUT Senate and published on the official website.

2. The nominal list and the candidates' files will be submitted to the Ministry of Education and Research by 30 November of the academic year.

3. Eligible to apply for these scholarships of the Romanian state are foreign students (except those in their final year of study) who have completed at least one year of study (excluding Romanian Language Preparatory Year for foreign citizens) at a state-accredited higher education institution in Romania and have obtained a minimum average grade of 7.00, as well as foreign graduates of state universities who have obtained a general average of at least 7.00.

Art. 36. Scholarships are awarded in descending order of grade averages, by selecting the top candidates from each university, within the limit of the number of available grants and considering a balanced distribution among universities and, within them, across fields of study. If two candidates have the same average, the ranking will be decided according to the cycle of studies, with priority given, in order, to candidates from the doctoral, master's, and bachelor's cycles. The candidates thus selected become beneficiaries of the grants by order of the Minister of Education and Research. The final selection results will be communicated to higher education institutions and published on the official website of the Ministry.

Art. 37. Status of scholarship holder of the Romanian state:

1. Students holding the status of Romanian state scholarship recipients, enrolled in bachelor's and master's degree programs, who have not obtained 60 transferable credits at the end of the academic year, but have obtained a sufficient number of transferable credits to advance to the next year of study, in accordance with the legislation in force and WUT regulations, shall continue to benefit from the rights associated with the status of Romanian state scholarship holder.

2. The scholarship shall be withdrawn in the event of violation of national legislation or of the rules of academic conduct.

3. Doctoral students who are unable to complete their studies within the standard duration of the program, which is generally 4 years, may receive approval for an extension of studies under a fee-paying regime in Romanian lei, in accordance with the conditions established for Romanian citizens, upon proposal and with the approval of the university senate.

4. Study places without payment of tuition fees and without a scholarship are granted, in accordance with the Methodology for the admission to studies and schooling of foreign citizens on places without payment of tuition fees with scholarship and on places without payment of tuition fees but without scholarship, in accredited public higher education institutions, approved by Order no. 3236/2017, Chapter I, Art. 2, as follows:

a) members of the diplomatic corps and members of the families of the diplomatic corps accredited in Romania, based on a nomination from the diplomatic mission and a recommendation from the Ministry of Foreign Affairs; at the time of enrolment, they shall present the diplomatic

card issued by the Ministry of Foreign Affairs, in the case of foreign citizens, diplomats accredited in Bucharest, and their family members;

b) citizens who request or have obtained a form of protection in Romania, or stateless persons whose stay on the territory of Romania is officially recognized according to the law, for the purpose of attending the Romanian Language Preparatory Year for foreign citizens.

CHAPTER VI

DESCRIPTION OF THE APPLICATION PROCESS FOR OBTAINING THE STATUS OF “WUT SCHOLARSHIP HOLDER”

Art. 38. To ensure an international and multicultural academic environment, and especially to support the inclusion of citizens from non-EU countries in the Romanian education system, WUT organizes annually an admission competition for obtaining the status of “WUT Scholarship Student,” aimed at citizens from non-EU countries with low economic development (low-income countries). The benefits include: exemption from tuition fees and/or exemption from accommodation fees in WUT dormitories and/or the provision of a scholarship/financial aid from the university’s own funds (equivalent to 65 euros/month in RON). The maximum number of scholarships that can be awarded annually by WUT for this category of citizens is 30. If the number of scholarships is not fully allocated in one of the study cycles (bachelor’s, master’s, doctoral), they may be redistributed to where demand is higher.

Art. 39. Candidates who are citizens from non-EU countries and wish to obtain the status of “WUT Scholarship Student” will participate in the admission process organized by WUT according to the legislation and regulations in force. For these candidates, the application file will contain, in addition to the documents required for obtaining a Letter of Acceptance to Studies in Romania, the following:

1. Motivation letter (written in English, French, Spanish, or Romanian)
2. CV (written in English, French, Spanish, or Romanian), highlighting the candidate’s academic/professional experience;
3. Letter of recommendation (written in English, French, Spanish, or Romanian) from a faculty member or specialist in the field of study chosen by the candidate at WUT, recommending the candidate for the desired status.

Art. 40. The application files for obtaining a Letter of Acceptance to study in Romania with the status of “WUT Scholarship Student” are submitted to WUT through the online admission platform for citizens from non-EU countries, available at: **admiterenonue.uvt.ro**.

Art. 41. The admission process for citizens from non-EU countries with the status of “WUT Scholarship Student” takes place until **August 1st of each year**, for the following academic

year, according to the deadlines specific to each cycle of higher education (bachelor's, master's, and doctoral studies).

Art. 42. The faculty evaluation committee established at the level of each faculty reviews, through the online admission platform for citizens from non-EU countries, the application files in order to issue the approval for the issuance of the Letters of Acceptance to Studies in Romania (regardless of financial status) and forwards the results to the Department of International Relations (DRI), in accordance with Art. 29 of this methodology.

Art. 43. To grant the status of "WUT Scholarship Student" with the associated benefits, the application files that received a positive evaluation from the faculties or doctoral schools will subsequently be assessed at the institutional level by the scholarship allocation committee within WUT. The selection of candidates for the status of "WUT Scholar" will consider the economic situation of the country of origin, the academic performance of candidates (minimum average of 8.00 or its equivalent), and the maintenance of geographical balance and cultural diversity. The results of this evaluation are forwarded to the Department of International Relations (DRI), which communicates to the Ministry of Education and Research the list of persons proposed for the issuance of a Letter of Acceptance to Studies with the status of "WUT Scholarship Student."

Art. 44. Candidates who are citizens of third countries of the EU whose application files receive a positive evaluation from the faculty but do not obtain WUT approval for the issuance of a Letter of Acceptance to Studies with the status of "WUT Scholarship Student" will continue the admission process at WUT under the category of citizens to which they belong. Following this process, the Department of International Relations (DRI) communicates to the Ministry of Education and Research the list of persons proposed for the issuance of a Letter of Acceptance to Studies (without the status of "WUT Scholarship Student"), in accordance with Art. 29 of this methodology.

CHAPTER VII

DESCRIPTION OF THE APPLICATION PROCESS FOR REFUGEES, POLITICAL ASYLEES, AND OTHER SPECIAL CATEGORIES OF CANDIDATES ESTABLISHED BY THE MINISTRY OF EDUCATION AND RESEARCH

Art. 45. Refugees and political asylees who have been granted subsidiary protection in Romania shall be enrolled in education in accordance with the following legal provisions:

a) Law no. 122/2006 on asylum in Romania, with subsequent amendments and completions, which specifies in Article 20, paragraph (1), letter h, that "the recognition of refugee status or the granting of subsidiary protection confers the beneficiary the following rights: to have access to all forms of education under the conditions provided by law for Romanian citizens";

b) Government Ordinance no. 44/2004 on the social integration of foreigners who have obtained a form of protection or a residence right in Romania, as well as citizens of European Union member states, the European Economic Area, and the Swiss Confederation, with subsequent amendments and completions, Article 9: “access of foreigners who have obtained a form of international protection in Romania to all forms of education shall be carried out under the conditions established by law for Romanian citizens.”

Art. 46. Refugees and political asylees who have been granted subsidiary protection in Romania shall enroll in studies during the admission periods established for Romanian citizens, in accordance with the regulations of the WUT faculties, provided they obtain a Certificate/Attestation of recognition and equivalence of studies completed abroad from the National Centre for Recognition and Equivalence of Diplomas. Equivalence is granted following the National Centre for Recognition and Equivalence of Diplomas procedures, which are the same as those for citizens from European Union countries, the European Economic Area, and the Swiss Confederation. These procedures are carried out through the Department of International Relations of WUT.

Art. 47. Candidates who are beneficiaries of subsidiary protection in Romania and opt for the Romanian Language Preparatory Year for foreign citizens may enroll in studies without the obligation to present a Certificate/Attestation of recognition and equivalence of studies completed abroad.

Art. 48.

(1) Candidates from non-EU countries who hold a residence permit in Romania as a “family member of a Romanian citizen” (obtained, for example, through marriage to a Romanian citizen) or a long-term residence permit, under the Government Emergency Ordinance no. 194/2002 on the regime of foreigners in Romania, with subsequent amendments and completions, have the same study rights, including financial rights, as Romanian citizens and will participate in the admission process organized for them.

(2) When a student from a non-EU country obtains a new status—such as “Romanian citizen,” “family member of a Romanian citizen,” “European Union citizen,” “refugee,” or any form of subsidiary protection—they must notify the Department of International Relations and the faculty where they are enrolled within a maximum of 30 days from obtaining the new status, in order to have their financial regime updated, obtain any additional documents, and/or participate in a new admission session in the following academic year, if applicable.

Art. 49.

(1) Based on the Cooperation Protocol signed in October 2019 between WUT and the United Nations High Commissioner for Refugees (UNHCR), WUT undertakes to offer full

scholarships as part of a pilot program to promote and support the presence and inclusion of refugees in the Romanian educational system.

(2) At the beginning of each academic year, UNHCR may nominate up to 3 potential candidates for the status of “WUT Scholarship Student,” with the following benefits: exemption from tuition fees and/or exemption from accommodation fees in WUT dormitories and/or the provision of a scholarship/financial aid from the university’s own funds (equivalent to a social scholarship).

(3) Through the coordination of the Department of International Relations, the nominal list sent by UNHCR is submitted to the WUT scholarship allocation committee by October 30 of each calendar year, for the following academic year, for the approval of the “WUT Scholarship Student” status and the associated benefits. The decision of the WUT scholarship allocation committee is communicated to the Department of International Relations and to the faculties where these students are enrolled with “WUT Scholarship Student” status.

Art. 50.

(1) Given the current geopolitical context, citizens of Ukraine may participate in the admission process organized by WUT, considering the legislation in force at the time of enrollment regarding third-country EU citizens and the intergovernmental international agreements concluded in this regard. Submission of applications for a study program at WUT shall take place by August 1 of each year for undergraduate and master’s studies and by July 15 for doctoral studies (respectively September 15 for WUT students completing the Romanian Language Preparatory Year for Foreign Citizens and requesting a new Study Acceptance Letter valid for the entire study cycle), for the following academic year, according to the deadlines specific to each cycle of higher education (bachelor’s, master’s, and doctoral). The September 15 deadline also applies to WUT students with final examinations (bachelor’s, dissertation, etc.) in the September exam session.

(2) The application file for Ukrainian citizens applying for a study program at WUT includes:

a) if the applicant possesses study documents, the application file is prepared and submitted in accordance with the provisions of the Methodology on the conditions of schooling for Romanians worldwide and foreign citizens within accredited state, private, and confessional higher education institutions in Romania, with subsequent amendments and completions.

b) if the applicant does not have documents from the previous study cycle, WUT will prepare for each candidate a file containing: copies of identity documents, any available documents regarding previous studies, the result of the evaluation conducted by the university in accordance with the provisions of the Methodology on student academic mobility, approved by Order of the Minister of Education no. 4262 of April 15, 2024, WUT’s proposal for enrollment in the study program, year of study, and language of instruction, and a declaration by the candidate assuming the obligation specified in art. 3, para. (3) of Annex OME 5140/2019, with subsequent amendments and completions. Ukrainian citizens who do not have documents from the previous study cycle at the time of admission must submit to WUT, before completing their studies, the

diplomas/educational certificates that allowed them access to the study cycle in which they are enrolled.

(3) The financial regime for third-country EU citizens who are graduates of pre-university/university education in Ukraine shall be self-funded (foreign currency) in accordance with the Government Ordinance no. 22 of August 29, 2009, on establishing the minimum tuition fees, in foreign currency, for citizens studying at their own expense in Romania, from countries that are not members of the European Union, the European Economic Area, or the Swiss Confederation, as amended and completed by Law no. 1 of January 6, 2010.

(4) The financial regime for Ukrainian citizens applying for studies at WUT in the 2026 admission session will be self-funded (in lei), with the possibility of tuition fee exemption according to WUT regulations or free tuition with a scholarship from the Romanian Ministry of Education and Research budget, according to the Ministry of Education and Research letter no. 1154 of 09.06.2022.

(5) WUT evaluates the applications in accordance with the regulations in force and submits to the Ministry of Education and Research the list of persons proposed for the issuance of the Study Acceptance Letter, with enrollment carried out according to the Methodology on the conditions of schooling for Romanians worldwide and foreign citizens within accredited state, private, and confessional higher education institutions in Romania.

CHAPTER VIII TUITION FEE REFUND POLICY

Art. 51.

(1) Requests for the reimbursement of tuition fees paid by applicants may be submitted only under special circumstances (listed below), no later than the second Friday of March of the current academic year, accompanied by the original proof of payment. Any fee associated with the reimbursement process will be borne by the applicant:

a) failure to obtain a study visa or obtaining it too late to enroll in studies (if the visa applicant was required to pay the tuition fee for an academic year to complete the visa application);

b) cases of force majeure (political conflicts, medical emergencies, etc.) that prevented the applicant from obtaining a study visa or enrolling, even though the tuition fees were paid and the study visa was obtained;

c) reaching the enrollment capacity of the study program or the non-organization of the program in the academic year (if the applicant has paid the tuition fee for the purpose of obtaining the visa).

(2) Failure to submit the reimbursement request within the deadline specified in paragraph (1) results in the candidate losing the right to request a refund of the tuition fees paid. WUT undertakes to initiate the tuition fee reimbursement procedures, in compliance with the provisions

of this methodology, only if the documentation accompanying the reimbursement request meets the requirements set out in Art. 52.

Art. 52.

Considering the Order of the Ministry of Education and Research No. 4694/2024 dated June 12, 2024, WUT has the capacity to refund 90% of the original tuition fee amount, with 5% being transferred to the Ministry of Education and Research and 5% being retained as a processing fee for the reimbursement application.

Art. 53.

(1) For candidates who, due to the reasons mentioned above, were unable to enroll in the study program they applied for, the request for a refund of the paid tuition fee must be submitted through the online admission platform for non-EU citizens, accompanied by the following documents:

- the tuition fee refund form (to be completed online on the platform);
- a copy of the Letter of Acceptance to Studies;
- a copy of the passport/identity document;
- a copy of the original receipt proving payment;
- a copy of the document proving the non-obtainment of the study visa (if applicable) or proof of the force majeure case mentioned above, provided by the applicant in the original language (if it is Romanian, English, or French) or accompanied by a certified translation into an internationally recognized language;
- a copy of the bank statement — preferably Romanian/European or opened in RON/EUR/USD (in the case of a bank transfer). If the applicant presents themselves in person at the WUT Cashier's Office, a bank statement is not required.

(2) If the candidate is unable to present themselves in person at WUT to request the tuition fee refund or wishes for the refund to be made to a bank account opened in the name of another person, the person authorized by the candidate must present a notarized power of attorney to WUT. Powers of attorney drawn up in a language other than Romanian must always be accompanied by a certified translation. The notarized power of attorney must be submitted both online and in physical form, must be a special power of attorney (not a general one), and must include all necessary information, the full and correct name of the West University of Timișoara. The physical notarized power of attorney must be reviewed by the Legal Office.

(3) After verifying the eligibility of tuition fee reimbursement requests, the Department of International Relations forwards these requests to the Economic and Financial Department of the WUT for the reimbursement of tuition fees to the candidate.

Art. 54.

(1) Fees charged for processing candidates' applications are non-refundable.

(2) Tuition fees are refundable only for the reasons specified in Art. 51 of this methodology. After the deadline (the second Friday of March of the current academic year), tuition fees cannot be refunded for any reason.

(3) Tuition fees can be refunded only to the account of the candidate who applied for a study program at WUT. Refunds may be made to another person only based on a special notarized power of attorney, translated into Romanian and legalized, through which the candidate authorizes the transfer of the requested amount to the authorized person.

(4) If a refund application is submitted incomplete by the deadline or submitted elsewhere than through the dedicated admission platform for third-country EU citizens, the refund request may not be approved. WUT is not responsible for providing details regarding the documents required for a refund, as long as they are available on the website www.ri.uvt.ro or prior communication regarding the refund process has been provided to the candidate.

(5) Candidates who obtain a study visa after the enrollment deadline at WUT will be allowed to participate in a new admission process without paying the application processing fee, and the tuition fee previously paid will be recognized as equivalent to the tuition fee for the following academic year when/if enrollment is effectively completed. If they fail to enroll in the following academic year, they may request a refund of the tuition fee paid up to 2 years earlier, in accordance with the provisions of Art. 51 of this methodology.

CAPITOLUL IX

EXTENSION, REPEATING, RE-ENROLLMENT / RESUMPTION OF STUDIES

Art. 55. Students from non-EU countries have the right to interrupt their studies at WUT, provided that their tuition fees are paid “up to date,” similarly to Romanian students or students from EU countries, the European Economic Area, or the Swiss Confederation. International students may request a study leave starting from the second year of study, for a maximum period of 2 years. Restoration of the original student status is only possible for interruptions due to medical reasons, including maternity. In other cases, resumption of studies for international students is allowed with payment of tuition fees in foreign currency, in accordance with the regulations of each higher education institution.

Art. 56. Students from non-EU countries who have been unenrolled from WUT have the possibility to re-enroll at WUT, similarly to Romanian students, only based on a new Letter of Acceptance to Studies, obtained following the approval of the re-enrollment request and the submission of the required documents through the online admission platform for non-EU citizens.

Art. 57. Students from non-EU countries enrolled in undergraduate or master’s programs at WUT who wish to extend, repeat, re-enroll, or resume their studies may do so only based on a new Letter of Acceptance to Studies in Romania, issued by the Ministry of Education and

Research, obtained following the approval of the faculty where they are/were enrolled, in accordance with the internal regulations and procedures of WUT regarding the academic activity of students in undergraduate, master's, and doctoral programs. Requests for issuing a new Letter of Acceptance to Studies for the purpose of extending, repeating, re-enrolling, or resuming studies at WUT must be submitted through the online admission platform for non-EU citizens, using an institutional account "e-wut.ro," no later than September 15 of the current academic year. Requests must be compiled by all documents required for the issuance of a new Letter of Acceptance to Studies by the Ministry of Education and Research. Tuition fees for extending or repeating studies are those adopted by the Senate for WUT students. For non-EU students re-enrolling at WUT, tuition fees must be paid in full in foreign currency, according to the amount stated in their Letter of Acceptance to Studies, regardless of the reason for re-enrollment, within 30 days of obtaining the new Letter of Acceptance to Studies. Fees for submitting a request to extend, repeat, or re-enroll remain those adopted by the Senate for WUT students.

Art. 58. The extension of studies for doctoral programs is carried out according to the instructions of the Ministry of Education and Research, obtained following the approval of the Doctoral Studies Council, considering the specifics of each individual case and with the issuance of a new Letter of Acceptance to Studies in Romania. Tuition fees must be paid in full in foreign currency, according to the amount stated in the new Letter of Acceptance to Studies.

Art. 59.

(1) Requests for modification of the Letters of Acceptance to Studies issued by the Ministry of Education and Research can only be submitted in writing to the Department of International Relations, including a written justification for the requested modification, and only until the end of the academic year for which the original Letter was issued, provided that a fee of 100 EURO is paid, similar to the admission file processing fee.

(2) For students completing the Romanian Language Preparatory Year for foreign citizens, current legislation requires obtaining a new Letter of Acceptance to Studies issued by the Ministry of Education and Research for the previously selected field of study, through participation in a new admission process. However, students who complete the Romanian Language Preparatory Year for foreign citizens and continue their studies at WUT are exempt from paying the new file processing fee of 100 EURO.

(3) If a student does not pass the Romanian Language Preparatory Year, they can continue their studies by paying the tuition fees in foreign currency, as applicable for international students.

(4) A foreign student admitted to a program on a tuition-free place with a monthly scholarship, or tuition-free without a monthly scholarship, can receive budget funding for only one field of study within the same cycle of higher education. If the student wants to pursue a second field of study in the same cycle, it can only be done under a paid tuition regime in foreign currency.

Art. 60. The faculties and the Department of International Relations issue certificates to students from non-EU countries only after full payment of tuition fees for the current academic year, at the time of requesting the respective certificates.

CHAPTER X – FINAL PROVISIONS

Art. 61. This methodology replaces the document entitled *Methodology regarding the issuance of Letters of Acceptance and enrollment in undergraduate, master's, and doctoral programs at the West University of Timișoara for citizens from non-EU states*. Upon the entry into force of this methodology, any provisions contrary to it shall cease to be valid.

LIST OF ANNEXES

Annex 1: List of secondary school diplomas recognized by the Ministry of Education and Research for the enrollment of foreign citizens in undergraduate programs

Annex 2: Sample Application for the issuance of a Letter of Acceptance to Studies

Annex 2.1: Sample Application for the issuance of a Letter of Acceptance to Studies for Ukrainian citizens

Annex 3: List of WUT academic performance criteria for citizens from non-EU countries

Annex 4: List of internationally recognized exams for certifying foreign language skills, recognized by the Ministry of Education and Research