

METHODOLOGY

for international transfers at West University of Timișoara at bachelor and master level

Methodology for international transfers
at West University of Timișoara
for Bachelor and Master levels

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Withdrew on

CHAPTER I

General provisions

Art. 1. This Methodology regulates, at the level of the West University of Timișoara, international transfers¹ of students. Thus, it concerns either foreign or Romanian citizens studying abroad, or foreign citizens studying in Romania.

Art. 2. In case of international transfers, the specific conditions shall be considered regarding the admission to studies in Romania, in general, and at the West University of Timișoara, in particular, according to the Law of National Education no. 1/2011, The internal admission regulation for bachelor and and master studies at the West University of Timișoara, and the Methodology concerning the student academic mobility (*Official Journal, Part I, no. 855 from November 24th,*

2014) and the Order of the Ministry of National Education and Scientific Research no. 3855/26.05.2016 to approve the Methodology to admit and educate foreign citizens in public and private pre-university / higher education institutions certified in the school / academic year 2016-2017.

CHAPTER II

Conditions and formalities regarding international transfers

Art. 3. The West University of Timișoara accepts for transfer students registered at higher education institutions in the European Union, the European Economic Area, the Swiss Confederation and EU third countries or foreign citizens registered for studies at higher education institutions in Romania, according to the laws in force and to the conditions set by this Methodology, provided that:

- They come from institutions certified in the country of their activity and the study programmes attended by the respective students are, also, certified and endorsed by national and / or international competent bodies and the diplomas are recognised in Romania (according to the annexes to the Methodology to admit and educate foreign citizens in public and private pre-university / higher education institutions certified).

Art. 4. The transfer is carried out on grounds of a transfer file submitted for such purpose to the Department of International Relations within the West University of Timișoara, containing the documents mentioned at the articles below, according to the applicant's statute. The period for the submission of files is July 15th - September 15th. All documents not issued

¹ Transfer, in this case, means the final mobility of students between two higher education institutions, the university to which the transfer is made being the institution issuing the study diploma.

in Romanian, English or French shall be accompanied by legalised copies of translations in any of these languages.

Art. 5. Transfer to WUT is made by comparing the curricula and the syllabus of the study programme attended until the transfer and those for the programme where the transfer is requested, the student being obliged to submit all relevant documents. The transfer request (together with the supporting documents) shall be analysed and approved / rejected by a Commission organised at the level of the faculty where transfer is requested. It is recommended that the members of the respective commission include the Erasmus coordinator in the faculty and / or the members in the assessment commission for the file of applicants from EU third countries, as well as the faculty Dean. The obligation to verify the authenticity of files rests on WUT, upon direct communication with the education institutions issuing the partial study documents, by means of the General Secretariat and / or the Department of International Relations. The commission shall send to DRI the decision taken, together with the transfer file, within maximum two weeks after receiving the file, to support students and to allow further formalities (at the Ministry of National Education and Scientific Research, if applicable).

Art. 6. The student is responsible for the closure of the academic situation at the institution of origin, WUT having no implication in the process.

Art. 7. Transfer shall only be completed if the study programme attended abroad and the one intended for transfer in Romania have more than 50% of the disciplines in the curriculum similar in contents (knowledge and skills acquired). The percentage shall be set by the Transfer commission comparing the two curricula and syllabuses / discipline sheets.

Art. 8. When requesting transfer **from a higher education institution abroad**, applicants requesting the transfer shall meet all specific conditions imposed for admission to WUT, if related to their access to studies at a higher education institution in Romania, as follows:

8.1. Applicants of Romanian ethnicity completing prior studies abroad shall include in the transfer file the endorsement regarding the recognition and equalisation of priory completed studies (it refers to a study programme priory completed, not to the one partially completed, for which the transfer is requested) from the National Centre for the Recognition and Equalisation of Diplomas within the line Ministry in Romania. They shall no longer be subject to the admission at the West University of Timișoara, and shall be registered on grounds of the transfer file including the attestation issued by CNRED in the university year for which the transfer is requested, on grounds of the equalisation of the partial school transcript issued by the university of origin by the Transfer commission within the faculty, with the possibility to re-contract some

courses included in WUT curriculum and not equalised by courses completed at the institution of origin.

8.2. Applicants citizens of the European Union, European Economic Area and Swiss Confederation, others than Romanians, completing studies abroad shall include in the transfer file the endorsement regarding the recognition and equalisation of priory completed studies (it refers to a study programme priory completed, not to the one partially completed, for which the transfer is requested) from CNRED within the line Ministry in Romania. They shall no longer be subject to the admission at the West University of Timișoara, and shall be registered on grounds of the transfer file including the attestation issued by CNRED in the university year for which the transfer is requested, on grounds of the equalisation of the partial school transcript issued by the university of origin by the Transfer commission within the faculty, with the possibility to re-contract some courses included in WUT curriculum and not equalised by courses completed at the institution of origin.

8.3. Applicants studying at higher education institutions in EU third countries, SEE and Swiss Confederation can transfer considering the laws in force and any international inter-governmental agreements concluded to that end, as follows:

Foreign citizens completing partial studies in another country can continue higher education studies certified in Romania, at bachelor university studies if: they possess documents certifying foreign citizenship; are graduates with high diploma or equivalent; are registered by a higher education institution endorsed by the authorities in the respective country; possess school transcripts and the syllabus afferent to the studies performed; obtain the acceptance from the higher education institution in Romania where they wish to study.

The transfer file shall contain, in addition to the documents requested at article 11: request for the issuance of the Letter of Acceptance for the West University of Timișoara, medical certificate recognised at international level indicating that the applicant is not subject to contagious diseases or other diseases incompatible with the future profession; official documents indicating the grading system applied by the institution of prior studies (for applicants from USE, refer to the WUT operational procedure regarding USA credit conversion to ECTS credits).

The admission procedure applied for these applicants is carried out as follows: files are directly submitted to the certified higher education institutions selected by the student; the higher education institutions assess the files according to the regulations in force and send to MENCS-DGRIAE the list of persons proposed for the issuance of the Letter of Acceptance for studies and the copy of the files including the decision of the Transfer commission within the faculty where the transfer is made,

by September 30th each year; the number of files sent shall observe a limit of 10% exceeding the number approved by ARACIS; after analysing the file, MENCS issues the Letter of Acceptance for studies and sends it to the higher education institutions, this being the single documents required and mandatory for the registration in Romania of this category of students.

Art. 9. Students foreign citizens requesting transfer to WUT **from a higher education institution in Romania**, shall be transferred as follows:

Students citizens of the European Union, European Economic Area and Swiss Confederation who already study in Romania shall transfer in similar conditions as Romanian students.

Foreign citizens of Romanian ethnicity in Diaspora or the Republic of Moldova who already study in Romania and are beneficiaries of grants from the Romanian state shall be transferred according to the Methodology in force for this category of students, upon the consent of the legal representatives of the education institutions involved, maintaining the statute and financial conditions for the studies, observing the principle "subsidy follows the student".

Students foreign citizens from the European Union, European Economic Area and Swiss Confederation third countries who already study in Romania shall request the issuance of a new Letter of Acceptance for studies in Romania, to study at WUT, according to the principle of "final internal mobility" MO no. 651/2011 to approve the *Methodology regarding student academic mobility*, upon the consent of the certified higher education institutions of origin, respectively receiving institutions, as well as upon the consent of MENCS).

The transfer file shall contain, in addition to the documents requested at article 11: request for the issuance of the Letter of Acceptance for WUT, residence permit, attestation for the language of the student's activity internationally recognised, issued by certified institutions, if the study language is other than Romanian, or issued by a higher education institution certified for the Preparatory Year, if the study language is Romanian).

The admission procedure applied for these applicants is carried out as follows: the higher education institutions assess the files according to the regulations in force and send to MENCS-DGRIAE the list of persons proposed for the issuance of the Letter of Acceptance for studies and the decision of the Transfer commission within the faculty where the transfer is made, by September 30th each year; the number of files sent shall observe a limit of 10% exceeding the number approved by ARACIS; subsequently, MENCS issues the Letter of Acceptance for studies and sends it to the

higher education institutions, this being the single documents required and mandatory for the registration in Romania of this category of students.

Art. 10. The West University of Timișoara does not accept transfers in the first and last year of bachelor studies, between the two semesters or after the completion of courses within a study programme at another higher education institution, however prior to taking the bachelor or dissertation exam. In case of students attending the Preparatory Year, transfer requests are accepted after the completion of this programme and prior to commencing the actual study programme selected. Registration is carried out at the beginning of the university year, according to WUT Regulations.

Art. 11. The transfer file shall be submitted to the Department of International Relations within WUT during July-September each year, and shall be sent to the faculties, according to the request. The file shall contain:

1. Transfer request (Annex 1) or the consent of the institution of origin, signed and stamped.
2. School transcript from the institution of origin, at the time transfer is requested.
3. Legalised copy (and translation) of the diploma and school transcript from the last education institution priory graduated.
4. Motivation letter.
5. CNRED attestation regarding the recognition of priory graduated studies (only Romanian citizens with diplomas issued abroad, citizens in the European Union, European Economic Area and Swiss Confederation countries).
6. Letter of Acceptance for studies in Romania for the institution of origin (only for citizens in EU third countries registered in CPV conditions or beneficiaries of grants from the Romanian state, others than citizens in EU third countries Romanians all over the world - foreign citizens of Romanian ethnicity or Romanian citizens residing abroad, beneficiaries of grants from the Romanian state).
7. Copy of the Minister Order regarding registration to the institution of origin (only for students Romanians all over the world - foreign citizens of Romanian ethnicity or Romanian citizens residing abroad, beneficiaries of grants from the Romanian state).
8. Identity documents (birth certificate and passport certifying the domicile abroad, in case of foreign citizens).

CHAPTER 3

Final provisions

Art. 12. Once students of the West University in Timișoara, transferred applicants have the same rights and obligations as the other students of WUT.

Art. 13. This Methodology shall enter into force on 28.07.2016, upon the Senate Decision no. 13 from 28.07.2016.

Art. 14. This Methodology and its Annexes shall be translated to English and French, and such two versions shall also be used.

LIST OF ANNEXES

Annex 1. Request for international transfer

ANNEX 1

Request for international transfer at the West University of Timișoara

UNIVERSITY_
TIMIȘOARA

WEST UNIVERSITY OF

(of origin)

No _

APPROVED,
RECTOR,

No _

APPROVED,
RECTOR,

L.S.

Favourable
endorsement
DEAN,

L.S.

Favourable endorsement
DEAN,

L.S.

L.S.

MR. RECTOR,

The undersigned, _ , student of the
University _____, Faculty
_____, field of studies _____, university
year 201_/201_, year of studies _____, please approve the transfer to the West University of Timișoara,
Faculty _____, field of studies
, university year 201_/201_, year of studies
_____.

I request the transfer for the reasons in the Motivation letter enclosed to this request.

Date _

Signature,