

Methodology for issuing Letters of Acceptance and enrolling EU third countries' citizens at Bachelor and Master programmes

**Methodology for issuing Letters of Acceptance
and enrolling EU third countries' citizens
at Bachelor and Master programmes organized at
West University of Timișoara**

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CHAPTER I Legal provisions

Art. 1. This Methodology is prepared according to:

- (1) 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.
- (2) Methodology to admit and educate foreign citizens from EU third countries in the public and private education institutions certified in Romania (Ministry of Education, Research, Youth and Sports, published in the Official Journal, Part I, no. 722 from 24/10/2012), with the amendments specified by the Order of the Minister of Education and Scientific Research no. 3782/06.05.2015.
- (3) Order of the Minister of National Education no. 3359 MD/11.03.2013 published in the Romanian Official Journal, Part I, no. 147/19.03.2013, to amend and supplement the Order of the Minister of Education, Research, Youth and Sports no. 6000/2012 regarding the approval of the Methodology to admit and educate foreign citizens from EU third countries in the public and private education institutions certified in Romania.
- (4) Address no. 37759/ CMJ/ 20.05.2013 from the General Service of International Relations and European Affairs, Ministry of National Education, regarding the procedure for the issuance of Letters of Acceptance to apply for studies in the university year 2013-2014 of foreign citizens from EU third countries.

CHAPTER II Conditions for admission to studies

Section 1: Eligibility conditions:

Foreign citizens are such persons without Romanian citizenship or citizens in another European Union country, in the European Economic Area or the Swiss Confederation, as well as citizens requesting or obtaining some form of protection in Romania or stateless the residence of whom in Romania is officially recognised according to law.

Art. 2. Such persons in EU third countries may access the national education system who:

- (1) hold documents certifying the citizenship in the country of origin and requesting the application for studies in Romania in personal currency account;
- (2) hold study documents issued by education institutions recognised in the country of origin - Annex 2 to the Order of the Minister 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 2016-201, for high school diplomas and equivalents;
- (3) submit the admission file within the term set by this Methodology.
 - (4) select a public or private education institution certified and a specialisation / study programme certified;
 - (5) obtain the approval of the education unit / institution where they wish to study.

Art. 3. Specific conditions the persons in EU third countries must meet to access the national higher education system are:

- to promote the skill tests organised for higher education in arts, sports and architecture, after receiving the Letter of Acceptance to Studies;

Art. 4. According to the Address of the Ministry of National Education - General Service of International Relations and European Affairs - no. 37759/ CMJ/ 20.05.2013 regarding the procedure for the issuance of Letters of Acceptance to apply for studies in the university year 2013-2014 of foreign citizens from EU third countries, the endorsement of application files for the issuance of the Letters of Acceptance is achieved considering the following recommendations:

- (1) for citizens in the Republic of Cameroon and the Islamic Republic of Pakistan, endorsements shall be issued only for such citizens designated as beneficiaries of grants from the Romanian state;
- (2) the endorsements for citizens from the Democratic Republic Congo, People's Republic of Bangladesh and Somalia are only issued after a careful analysis of the file and upon a specific request for each case to be addressed to M.E.N.C.Ș. for the issuance of the Letter;
- (1) for foreigners from countries with a major migration risk, special attention shall be given to the documents certifying the training in the country of origin, the applicants with very good educational results outlined by graduation grades taking precedence (for instance, at least C for Indian and Nigerian citizens; at least 11 at the high school graduation exam for Algerian, Moroccan and Tunisian citizens) and those supporting they graduated, according to the field and speciality selected, the appropriate disciplines. Examples as follows:
 - for the field of economic sciences: geography, mathematics, English / French;
 - for the field of health: biology, physics, chemistry, English / French;
 - for the fields of engineering sciences and accurate sciences: mathematics, physics, English / French;
 - for the field of architecture and town planning: mathematics, drawing;
 - for the field of agricultural and forestry sciences: biology, English.

Section 2: Selection criteria

Art. 5. For the process of admission of foreign citizens to studies in the higher education institutions certified in Romania, the following selection criteria shall apply:

- (1) observance of the eligibility conditions stated at Art. 2, 3, 4;
- (2) results obtained during the pre-university / university studies;
- (3) the applicant's academic activity in the field of activity selected;
- (4) number of seats available in the certified higher education institutions;
- (5) other criteria requested by the universities in the internal methodologies;

CHAPTER III

Organisation of admission and admission to studies

Section 1: Organisation of admission for the issuance of endorsements for the issuance of Letters of acceptance

Art. 6. Contest organisation:

- (1) The applicant shall send the file (1 legalised copy and 1 photocopy) to the Department of International Relations (D.R.I.) within the West University of Timișoara. The applicant's contact person for the admission period is member of D.R.I. The Department of International Relations shall submit the file to the persons responsible within the General Secretariat of WUT for verification. After endorsement, the file is sent to the faculty selected by the applicant for admission. Upon registration, the admitted applicant is obliged to submit the original documents to the application file.
- (2) Faculties shall establish a commission (at least 3 persons + a commission secretary) per faculty to assess the files. In order to improve the admission process and the access of possible admitted applicants to studies - visa, the Commission shall gather at the end of May, June, July, September 15th-20th to assess the files received in prior periods. Citizens from EU third countries can only be admitted to certified specialisations. After receiving the Letter of Acceptance, applicants must promote skill tests organised within the West University of Timișoara, if applicable.
- (3) Study language. If the didactic process is organised in Romanian, the applicant must demonstrate it speaks Romanian by submitting a linguistic certificate for Romanian (which can be obtained from the Faculty of Letters, History and Theology, including) or by graduating the courses of the Preparatory year. For the study programmes organised in foreign languages, a language exam shall be organised for the applicants if required, except for applicants from countries where the official language is the language of the courses or those holding a linguistic attestation certifying the respective language, recognised at international level.
- (4) Upon the completion of admission, faculties shall send to D.R.I. the application files together with a table containing information on the admitted and rejected citizens, using the template sent by the General Service of International Relations and European Affairs within the Ministry of National Education and Scientific Research.

1. BACHELOR admission table

First and last name	Country of origin	Specialisation / Teaching language	Results at relevant disciplines in the field requested	Results obtained at high school studies, per year	Admitted / Rejected

2. MASTER admission table

First and last name	Country of origin	Specialisation / Teaching language	Results at relevant disciplines in the field requested	Results obtained at high school studies, per years	Results at relevant disciplines in the field requested	Results obtained at university studies, per years	Admitted / Rejected

NOTE: For postgraduate university studies, admission is organised by means of the Council of Doctoral Higher Education within the West University of Timișoara and the Department of International Relations shall support CSUD during the communication with the Ministry of National Education and Scientific Research in terms of the process to submit the results of the admission and the request of Letters of Acceptance for Studies in Romania.

- (5) D.R.I. shall centralise the information sent by faculties and submit the list of admitted applicants to the Ministry of National Education and Scientific Research (M.E.N.C.Ș.) after each of the assessment sessions carried out by the Commissions within faculties.
- (6) M.E.N.C.Ș. shall send the Letters of Acceptance for Studies to the West University of Timișoara, Department of International Relations.
- (7) The Department of International Relations shall send the Letters of Acceptance for studies to the beneficiaries and shall ensure ongoing communication with the same and the information and institutional support to obtain the study visas, residence in Romania, the completion of procedures to obtain the residence permit, etc.

Section 2: Preparatory year

Art. 7. Foreign citizens from EU third countries are registered to university and postgraduate studies only after graduating the Preparatory year or on grounds of the linguistic certificate for Romanian if the study programme selected is organised in Romanian; during the preparatory year, applicants selecting this study programme acquire the necessary Romanian knowledge, as well as specific knowledge, correlated with the profile of their future training (anatomy, physics, chemistry, mechanical drawing, etc.).

Art. 8. For the application to study programmes in Romanian, the following categories of persons are exempted from submitting the certificate for the graduation of preparatory year:

- (1) persons submitting Romanian study documents (diplomas and certificates) or study documents certifying at least four subsequent years of studies in a pre-university education unit or at least three subsequent years of studies in a higher education institution certified in the national system in Romania.
- (2) persons promoting the Romanian test with a speciality commission consisting of professors holding at least the position of lecturer.

Art. 9. The exam can be taken with the West University of Timișoara, at the Faculty of Letters, History and Theology or with another higher education institution certified which carries out such specialisation / study programme. After the exam, a linguistic skill certificate shall be issued. Applicants who, at the time of application, do not hold a linguistic certificate and do not choose the Preparatory year but apply for a study programme in Romanian shall submit a statement on one's own account regarding the addition to the application file of the linguistic certificate; otherwise, they shall apply for the Preparatory year.

Art. 10. The fee for the preparatory year in Romanian, at the West University of Timișoara, is charged according to the study field selected by the applicant.

Section 3: Studies in foreign languages

Art. 11. For the study programmes carried out in a foreign language, a test for the respective language is organised by the faculty concerned. The persons from countries where the official language is the language of the courses and the persons holding an internationally recognised linguistic attestation are exempted from the test.

Section 4: Cycle I - Application for admission to bachelor university studies

Art. 12. The application for admission to bachelor university studies of foreign citizens in EU third countries is made considering the following criteria and conditions:

- (1) Graduates with high school diploma or equivalent allowing the general access to certified higher education institutions can apply for admission to cycle I of bachelor university studies.
- (2) Citizens in EU third countries are registered for studies in Romania by certified universities on grounds of the internal methodology and study documents.
- (3) The quantum of the tuition fees for foreign citizens in third countries is the one stated by the Government Ordinance no. 22/2009 regarding the establishment of minimum tuition fees in currency for citizens studying on their own in Romania, from countries not members of the European Union, as well as not part of the European Economic Area or the Swiss Confederation, approved with amendments and supplements by Law no. 1/2010. The fee for the Preparatory year for Romanian, within the West University of Timișoara is charged according to the field of studies selected by the applicant.

Art. 13. The application file shall contain the following documents (in two copies):

- (1) Application for the issuance of the Letter of Acceptance for Studies, completed at all lines, in two copies, with enclosed photo;
- (2) Study document - copy and legalised translation - allowing access of the person concerned to the respective form of education (high school diploma or equivalent) – documents shall be authenticated by the line authorities in the issuing country; copy and

- legalised translation of the certificate for the promotion of the high school graduation exam for graduates of current year;
- (3) School transcripts – copies and legalised translations - afferent to the studies graduated and curriculum, for applicants who request the equalisation of some study periods
 - (4) Certificate regarding the graduation of the preparatory year in Romanian or the linguistic certificate, as applicable;
 - (5) Birth certificate – copy and legalised translation;
 - (6) Copy of the document certifying the domicile abroad (if applicable);
 - (7) Passport copy – valid for at least 6 months after the issuance of the Letter of Acceptance for Studies;
 - (8) Medical certificate (in an international language) certifying that the person wishing to apply for studies has no contagious diseases nor other deficiencies incompatible with the future profession;
 - (9) Marriage certificate – if required to support the change of name;
 - (10) Personal data sheet completed, clearly specifying where the Letter of Acceptance for Studies is to be sent;
 - (11) Evidence of payment of EUR 75, the fee for the processing of the application file, paid in account:
Beneficiary: Universitatea de Vest din Timisoara (West University of Timisoara) Address: Bulevardul Vasile Pârvan nr. 4, 300223, Timișoara, Romania
Banca Comercială Română (Romanian Commercial Bank)
Address: Timișoara Branch, Calea Aradului nr. 11, Timișoara, Romania.
IBAN account: RO 56 RNCB 0249 0492 9471 0008
SWIFT: RNCB RO BU

Art. 14. According to the Order of the Ministry of National Education and Scientific Research no. 3855/26.05.2016 regarding the approval of the "Methodology to admit and educate foreign citizens in public and private pre-university / higher education institutions certified in Romania in the school / university year 2016-2017", applicants must send the files directly to the West University of Timișoara which shall assess the files and communicate to the Ministry of National Education and Scientific Research - General Service of International Relations and European Affairs the list of persons proposed for the issuance of the Letter of Acceptance. The list of applicants shall be sent to M.E.N.C.Ș. the latest by **August 12th** each year and shall be mandatory accompanied by a copy of the applicants' files, according to Art. 13, as well as a template with the personal data and school progress of each applicant, according to M.E.N.C.Ș. requirements. The General Service of International Relations shall issue the Letter of Acceptance for Studies, in English or French, as applicable, and shall send such to the requesting higher education institution. Incomplete files shall not be processed, being rejected. In case of file completion, DRI shall repeat the steps described for the admission procedure for these to be processed by M.E.N.C.Ș. The files of rejected applicants or of applicants waving the seat obtained shall be returned to the applicants within maximum 48 hours after the request is submitted to that end, without additional fees.

Art. 15. At the time of registration, the applicants shall submit the Letter of Acceptance for Studies in Romania in original, as well as the original documents in the application file, endorsed for authentication by the Romanian Embassy in the country of origin or bearing the Hague Apostille if prior studies are not graduated in Romania, in a European Union country or according to the legal support agreements between Romania and third countries.

Section 5: Cycle II - Application for admission to master university studies

Art. 16. For admission to cycle II of master university studies, such graduates holding a bachelor diploma or equivalent for a similar duration as for the respective specialisation in Romania may apply, so that cycle I and cycle II accumulate a minimum of 300 ECTS.

Art. 17. Master university studies are organised for 1-2 years and are completed by the dissertation and the issuance of the Master Diploma.

Art. 18. The application file shall contain the following documents (in two copies):

- (1) Application for the issuance of the Letter of Acceptance for Studies, completed at all lines, in two copies, with enclosed photo in the format requested;
- (2) High school diploma or equivalent – copy and legalised translation; documents shall be authenticated by the line authorities in the issuing country;
- (3) Study documents - copy and legalised translation - allowing access of the person concerned to the respective form of education (bachelor diploma or equivalent) – documents shall be authenticated by the line authorities in the issuing country;
- (4) School transcripts – copies and legalised translations - afferent to studies completed;
- (5) Certificate regarding the graduation of the preparatory year in Romanian or the linguistic certificate, as applicable;
- (6) Birth certificate – copy and legalised translation;
- (7) Copy of the document certifying the domicile abroad (if applicable);
- Passport copy – valid for at least 6 months after the issuance of the Letter of Acceptance for Studies;
- (9) Medical certificate (in an international language) certifying that the person wishing to apply for studies has no contagious diseases nor other deficiencies incompatible with the future profession;
- (10) Marriage certificate – if required to support the change of name;
- (11) Personal data sheet completed, clearly specifying where the Letter of Acceptance for Studies is to be sent;
- (12) Evidence of payment of EUR 75, the fee for the processing of the application file, paid in account:

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

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

Banca Comercială Română (Romanian Commercial Bank)

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

IBAN account: RO 56 RNCB 0249 0492 9471 0008

SWIFT: RNCB RO BU

Art.19. According to the Order of the Ministry of National Education and Scientific Research no. 3855/26.05.2016 regarding the approval of the "Methodology to admit and educate foreign citizens in public and private pre-university / higher education institutions certified in Romania in the school / university year 2016-2017", applicants must send the files directly to the West University of Timișoara which shall assess the files and communicate to the Ministry of National Education and Scientific Research - General Service of International Relations and European Affairs the list of persons proposed for the issuance of the Letter of Acceptance. The list of applicants shall be sent to M.E.N.C.Ș. the latest by **August 19th** each year and shall be mandatory accompanied by a copy of the applicants' files, according to Art. 18, as well as a template with the personal data and school progress of each applicant, according to M.E.N.C.Ș. requirements. The General Service of International Relations shall issue

the Letter of Acceptance for Studies, in English or French, as applicable, and shall send such to the requesting higher education institution. Incomplete files shall not be processed, being rejected. In case of file completion, DRI shall repeat the steps described for the admission procedure for these to be processed by M.E.N.C.Ș. The files of rejected applicants or of applicants waving the seat obtained shall be returned to the applicants within maximum 48 hours after the request is submitted to that end, without additional fees.

Art. 20. At the time of registration, the applicants shall submit the Letter of Acceptance for Studies in Romania in original, as well as the original documents in the application file, endorsed for authentication by the Romanian Embassy in the country of origin or bearing the Hague Apostille if prior studies are not graduated in Romania, in a European Union country or according to the legal support agreements between Romania and third countries. Admitted applicants are obliged to enter the country with a study visa and legalise the residence in Romania for studies.

Section 6: Cycle III - Application for admission to postgraduate university studies

Art. 21. Graduates holding a master diploma or equivalent for a period similar to the respective specialisation in Romania may apply for admission to cycle III of postgraduate university studies.

Art. 22. Postgraduate university studies at WUT are organised for 3 years and are completed by the public presentation of the thesis and the issuance of the title of Doctor. The admission to postgraduate university studies is conditioned by the promotion of the exam organised by WUT, by means of the Council for Doctoral University Studies (CSUD).

Art. 23. The application file shall contain the following documents (in two copies):

- (1) Application for the issuance of the Letter of Acceptance for Studies, completed at all lines, in two copies, with enclosed photo in the format requested;
- (2) High school diploma or equivalent – copy and legalised translation; documents shall be authenticated by the line authorities in the issuing country;
- (3) Study document - copy and legalised translation - allowing access of the person concerned to the respective form of education (bachelor and master diploma or equivalent); documents shall be authenticated by the line authorities in the issuing country;
- (4) School transcripts – copies and legalised translations - afferent to studies completed;
- (5) Certificate regarding the graduation of the preparatory year in Romanian or the linguistic certificate, as applicable;
- (6) Birth certificate – copy and legalised translation;
- (7) Copy of the document certifying the domicile abroad (if applicable);
- Passport copy – valid for at least 6 months after the issuance of the Letter of Acceptance for Studies;
- (9) Medical certificate (in an international language) certifying that the person wishing to apply for studies has no contagious diseases nor other deficiencies incompatible with the future profession;
- (10) Marriage certificate – if required to support the change of name;
- (11) Personal data sheet completed, clearly specifying where the Letter of Acceptance for Studies;
- (12) Evidence of payment of EUR 75, the fee for the processing of the application file, paid in account:
Beneficiary: Universitatea de Vest din Timișoara (West University of Timișoara)

Address: Bulevardul Vasile Pârvan nr. 4, 300223, Timișoara, Romania
Banca Comercială Română (Romanian Commercial Bank)

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

IBAN account: RO 56 RNCB 0249 0492 9471 0008

SWIFT: RNCB RO BU

Art.24. According to the Order of the Ministry of National Education and Scientific Research no. 3855/26.05.2016 regarding the approval of the "Methodology to admit and educate foreign citizens in public and private pre-university / higher education institutions certified in Romania in the school / university year 2016-2017", applicants must send the files directly to the West University of Timișoara which shall assess the files and communicate to the Ministry of National Education and Scientific Research - General Service of International Relations and European Affairs the list of persons proposed for the issuance of the Letter of Acceptance. The list of applicants shall be sent to M.E.N.C.Ș. the latest by **September 30th** each year and shall be mandatory accompanied by a copy of the applicants' files, according to Art. 23, as well as a template with the personal data and school progress of each applicant, according to M.E.N.C.Ș. requirements. The General Service of International Relations shall issue the Letter of Acceptance for Studies, in English or French, as applicable, and shall send such to the requesting higher education institution. Incomplete files shall not be processed, being rejected. In case of file completion, DRI shall repeat the steps described for the admission procedure for these to processed by M.E.N.C.Ș. The files of rejected applicants or of applicants waving the seat obtained shall be returned to the applicants within maximum 48 hours after the request is submitted to that end, without additional fees.

Art.25. At the time of registration, the applicants shall submit the Letter of Acceptance for Studies in Romania in original, as well as the original documents in the application file, endorsed for authentication by the Romanian Embassy in the country of origin or bearing the Hague Apostille if prior studies are not graduated in Romania, in a European Union country or according to the legal support agreements between Romania and third countries. Admitted applicants are obliged to enter the country with a study visa and legalise the residence in Romania for studies.

Art. 26. Foreign students from EU third countries are entitled to suspend studies at the West University of Timișoara, provided all fees are fully paid, similarly to Romanian students or students from countries in the European Union, European Economic Area or the Swiss Confederation, however for maximum one year, without the possibility to suspend studies for two subsequent years. Students citizens of EU third countries expelled from WUT have the possibility to re-register with WUT only on grounds of a new Letter of Acceptance for Studies in Romania obtained after promoting a new admission session. Students in final years who wish to re-register to complete the programme of registration but were expelled for the failure to pay the fees or for the failure to obtain the sufficient number of credits for promotion are entitled to a single re-registration in the year immediately following the year of graduation.

Section 7: Organisation and performance of the contest for study grants on grounds of the provisions in the Order to the Minister of National Education and Scientific Research no.

3775/16.05.2016, regarding the Methodology to admit and educate foreign citizens on seats without tuition fee, but with a grant, in certified public higher education institutions for foreign citizens with good educational results

Art. 27. Each certified higher education institution registering foreign citizens from UE third countries (except for citizens from the Republic of Moldova, foreign citizens of Romanian ethnicity and Romanian citizens residing abroad) registered on paid seats in currency (according to the provisions in Government Ordinance no. 22/2009, approved with amendments and supplements by Law no. 1/2010) with special academic and scientific results shall submit to the Ministry of National Education and Scientific Research - General Service of International Relations and European Affairs:

- (1) maximum 5 application files;
- (2) official address signed by the rector of the education institution appointing the persons proposed to receive a study seat without the payment of tuition fees, but with a grant;
- (3) the list containing the applicant's ranking, in decreasing order of

Art. 28. The application file shall contain:

- (1) the school transcript for each year of study (except for the preparatory year) for the applicants requesting the continuance of bachelor university studies;
- (2) copy of the bachelor diploma and the diploma supplement (school transcript) or a certificate indicating the school situation for all years of study, as well as the results obtained at the bachelor exam (for graduates of current year), for applicants who request the continuance of master or postgraduate university studies.
- (3) curriculum vitae, list of scientific works, speciality publications, reports, recommendations from at least two professors or specialists in the field - for applicants to postgraduate university studies;
- (4) legalised copy of the birth certificate;
- (5) passport copy;
- (6) copy of the residence permit in Romania;

Art. 29. Application procedure:

- (1) The senates of the certified higher education institutions shall set the criteria on grounds of which the proposals for applications are formulated and shall communicate the same to the possible applicants by posting them on the institution official web site.
- (2) The nominal list of the application proposals shall be approved by the senate of the certified higher education institution and posted on the official web site.
- (3) The nominal list and the applicants' files shall be sent to M.E.N.C.Ș.-D.G.R.IA.E., until November 30th of the university year.

Art. 25. To obtain the grants from the Romanian state, foreign citizens may apply (except for those in the final year) who graduated at least one year of study besides the preparatory year) in a certified public higher education institution in Romania and obtained at least the average grade 8.00, as well as foreign citizens of public universities who obtained the minimum average grade 8.00.

Art. 30. Grants are awarded in the decreasing order of average grades, selecting the first applications from each university, within the number of available grants and considering the balanced distribution per universities and within such per fields of studies. If two applicants obtain the same average grade, the break shall be made according to the study cycle, the applicant from postgraduate, master and bachelor cycle taking priority in this order. Applicants so selected become beneficiaries of grants upon the order of the minister of national education and scientific research. The final results of the selection shall be communicated to the higher education institutions and published on the official web site of the ministry.

Art. 31. An admitted applicant can benefit of budget funding for a single field of study for the study period stated, a second field of study being subject to currency pay. The beneficiary of a study grant who, at the end of the academic year, fails to achieve the number of 60 credits, loses the title of beneficiary of a grant from the Romanian state. Under such conditions, the studies can only be continued subject to a currency fee.

Section 8: Refugees and beneficiaries of political asylum

Art. 32. Refugees and political asylum beneficiaries who obtain some form of protection in Romania shall be received for studies according to the following principles:

- (1) Law no. 122/2006, regarding asylum in Romania, where article 20, paragraph (1) letter h mentions that "The recognition of the statute of refugee or the provision of protection grants the beneficiary the following rights: access to all forms of education, in the conditions stated by law for Romanian citizens".
- (2) Ordinance no. 44/2004, version updated on 12/06/2007, regarding the social inclusion of foreigners who obtain some form of protection or the right of residence in Romania, as well as citizens in European Union countries, countries in the European Economic Area, where Section 3, Art. 9 specifies that "Access of foreigners who obtain some form of protection in Romania for all forms of education is made under the conditions set by law for Romanian citizens".
- (3) Refugees and beneficiaries of political asylum who obtain some form of protection in Romania shall apply for studies during the admission periods stated for Romanian citizens, provided a Certificate / Attestation for the recognition and equalisation of studies graduated abroad is obtained from the National Centre for the Recognition and Equalisation of Diplomas (C.N.R.E.D.) The equalisation is made observing C.N.R.E.D. procedures, the same stated for citizens from European Union countries, countries from the European Economic Area and from the Swiss Confederation. Such formalities are carried out by means of the Department of International Relations within WUT.
- (4) Applicants benefiting of some form of protection in Romania selecting the Preparatory year for Romanian can be registered for studies without the obligation to submit a certificate / attestation for the recognition and equalisation of studies abroad, according to order no. 3165/04.02.2015 to approve the Master Methodology concerning the organisation of admission to bachelor, master and postgraduate university studies for the academic year 20152016, as well as OMENCS no. 3107/2016 - amended by OMENCS 3755/2016 to approve the "Master Methodology regarding the admission to

bachelor, master and postgraduate university studies for the academic year 2016/2017", where the obligation to submit the certificate for the recognition of studies carried out outside Romania is not mentioned to apply for the Preparatory year and no mention concerning this exists. Consequently, C.N.R.E.D. shall issue no attestation for the application for the Preparatory year in Romanian.

Art. 33. Applicants from EU third countries, holders of a residence permit in Romania "member of a Romanian citizen family" (after marriage to a Romanian citizen, for instance) or holders of a long term residence permit, on grounds of GO no. 194/12.12.2002 regarding the Conditions of foreigners in Romania, have the same rights for studies, including in financial terms, as Romanian citizens and shall participate to the admission process organised for the latter.

Section 9: Schedule of admission and admission to studies

Art. 34. The period for the admission of foreign citizens in EU third countries at the West University of Timișoara is February-September (the calendar year in progress for the following university year), according to the specific deadlines set for each category (bachelor, master and postgraduate), detailed above.

Art. 35. Applicants who receive a Letter of Acceptance for studies in Romania can be registered by the end of the first semester of the current academic year, according to the laws in force, ensuring access to the academic curriculum afferent to the period in which they do not attend the classes of the first semester in modular system, together with the registration. At the time of registration, they shall submit the documents regarding prior studies in original to the faculty secretariat, shall be registered in the school register under a unique number, valid for the entire school period for the study specialisation / programme for which they are admitted, shall sign the study agreements and shall subsequently receive certificates regarding the statute of students which can be used to obtain documents requested from the Department of International Relations to initiate the procedures for the residence permit.

Art 36. In exceptional cases, if the study programme initially selected by the applicant is no longer organised for the respective year, the applicant can be registered, upon request, to another study programme of the same level and field, requesting the change of the data in the Letter of Acceptance for Studies, if applicable, subject to the consent of the faculty dean. The same is possible if the study programme initially selected and subsequently selected are carried out in different languages, only provided that the respective applicant submits a linguistic certificate for the language of the latter programme.

Section 10: Return of tuition fees

Art. 37. The tuition fees paid by applicants are only returned in special situations (listed below), until maximum January of the current academic year, upon the applicant's request, provided that the evidence regarding the payment of the fee is submitted in original and considering that any fee for the return of the respective amount is incurred by the applicant:

- failure to obtain the study visa (if the applicant is requested to pay the tuition fee for one academic year to complete the visa file).
- force majeure situations (political conflicts, medical emergencies) preventing the applicant from registering, although the tuition fees are paid and the study visa obtained.

Art. 38. The applicant's request for the return of paid tuition fees accompanied by the documents supporting the payment shall be approved by the Faculty where the student is registered and the Department of International relations. After approval, it shall be sent for execution to the Economic-Financial Department.

Art. 39. The file processing fees are not returned to applicants. The tuition fees mentioned at article 37 are not returned for reasons others than the ones listed at art. 37 and, after January of the university year in progress, the fees are not returned in these situations either.

Section 11: Steps of admission for citizens in EU third countries at the West University of Timișoara at bachelor or master study programmes, respectively the Preparatory Year

APPLICANT

Department of International Relations – reception of files and communication with citizens / applicants wishing to study to WUT

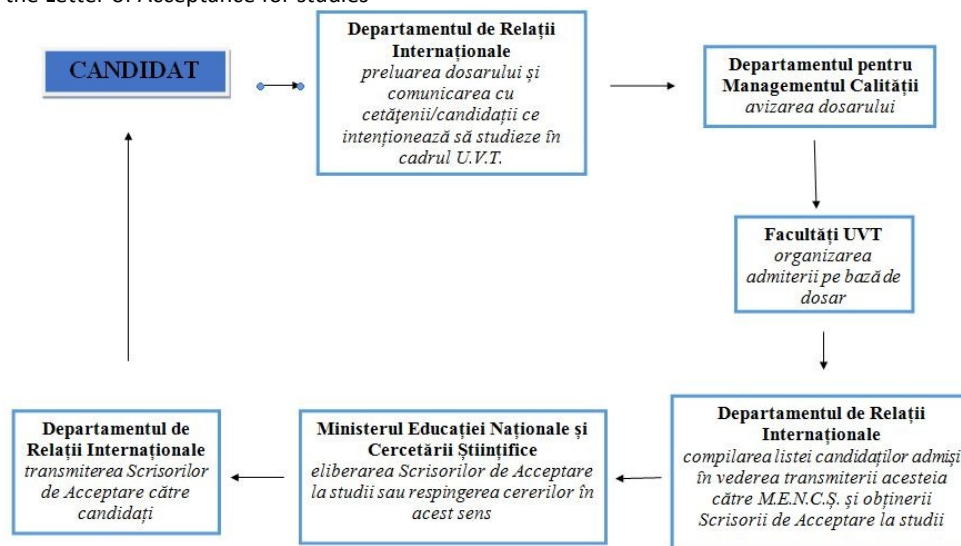
Department of Quality Management – endorsement of file

WUT faculties – organisation of admission based on files

Department of International Relations – delivery of Letters of Acceptance to applicants

Ministry of national Education and Scientific Research – issuance of Letters of Acceptance for studies or rejection of requests

Department of International Relations – preparation of the list of admitted applicants to deliver the same to MENCS and obtain the Letter of Acceptance for studies



CHAPTER IV

Art. 40. This Methodology (the 4th edition) was approved by the University Senate Meeting from 16.06.2016 and shall enter into force as of this date. The 1st edition was approved on 27.06.2013, the 2nd edition on 29.01.2015, the 3rd edition on 14.01.2016.