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|  CODE USVT -M -102 | University of Life Sciences "King Mihai I" from Timisoara | Issuing body Department of Quality Management |
| | Methodology Regarding the organization and conduct of the admission of international students and Romanian citizens with study documents issued abroad at the "King Mihai I" University of Life Sciences in Timișoara | Ed. 2 Rev. 0 |

METHODOLOGY

REGARDING THE ORGANIZATION AND PROCEDURE OF THE ADMISSION OF INTERNATIONAL CANDIDATES AND ROMANIAN CANDIDATES WITH STUDY DOCUMENTS ISSUED ABROAD AT THE UNIVERSITY OF LIFE SCIENCES "KING MIHAI I" FROM TIMISOARA

| | Name and surname | Function | Date: | Signature |
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| Approved in the Board of Directors by Decision no. 6780 of 28.09.2022 | | | | |
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CHAPTER _ I. FIELD OF APPLICATION

Art. 1 . (1) The present methodology establishes the general framework for organizing in the University of Life Sciences “King Mihai I” from Timișoara the process of admission to university study programs from the undergraduate/master's and doctorate cycle of international candidates and Romanian candidates with study documents issued abroad.

(2) The methodology is applicable to all participants involved in the process of organizing and conducting the admission, respectively international candidates and Romanian candidates with study documents issued abroad , members of the admissions commissions per faculties/appeals commissions , members of the central admissions commission, the chief secretary, the related staff who provide the secretarial work specific to this process related to the methodology.

(3) Users of the methodology are responsible for applying and complying with the provisions of the documents in this methodology.

CAP. II. PURPOSE

Art. 2. The purpose of developing this methodology is to establish rules regarding the organization and conduct of the admission of international candidates and Romanian candidates with study documents issued abroad at ULST.

CAP. III. DEFINITIONS. ABBREVIATIONS

Art. 3 . IN n the content of this methodology will use the following **abbreviations and definitions:**

A) Abbreviations:


- **ULST** – University of Life Sciences “King Mihai I” from Timișoara;
- **NCRED** – National Center for Recognition and Equivalence of Diplomas ;
- **ME** – C Ministry of Education;
- **GDIREA** – General Directorate of International Relations and European Affairs.

B) Definitions:

➤ In accordance with the provisions of *Law no. 299/2007 regarding the support granted to Romanians from everywhere, republished* , with subsequent amendments and additions, **from the category of Romanians from everywhere are :**

a) People who freely assume the Romanian cultural identity, people of Romanian origin and those belonging to the Romanian linguistic and cultural lineage who live outside Romania's borders, regardless of the ethnonym used (Armanians, Armânji, Aromanians, Bessarabians, Bukovinians, Cutovlahi , Daco-Romanians, Farserots, Hertians , Istro -Romanians, Danubian Latins, Macedonian-Romanians, Maramuresians, Meglenites, Megleno -Romanians, Moldavians, Moldovlachs , Rromanians , Romanians, Vlachs, Vlachs, Vlachs , Voloches , Macedonian-Armanians), as well as all the others lexical forms semantically related to the above,

b) Romanians who have emigrated, whether or not they have kept their Romanian

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citizenship, their descendants, as well as Romanian citizens with permanent domicile or residence abroad;

➤ In accordance with the provisions of GEO no. 194/2002 regarding the regime of foreigners in Romania, republished, with subsequent amendments and additions, art. 2: a) foreigner - the person who does not have Romanian citizenship, the citizenship of another member state of the European Union or the European Economic Area or the citizenship of the Swiss Confederation. For the purpose of this methodology, foreign nationals are people who have the citizenship of a third country of the European Union, proven by holding a valid passport

CAP. IV. REFERENCE DOCUMENTS

Art. 4. The present methodology, which regulates admission to ULST, is made in accordance with the following normative documents :

- National Education Law no. 1/2011, with subsequent amendments and additions;
- Law no. 288/2004 on the organization of university studies, with subsequent amendments and additions;
- GEO no. 133/2000 regarding state university and postgraduate education with a fee, over the places financed from the state budget, approved with amendments by Law no. 441/2001, with subsequent amendments and additions;
- Order ME no . 3102/2022 for endorsement Framework methodologies looking organization admission in the study cycles _ bachelor's degree , master's degree and doctorate ;
- MEN Order no. 3473/2017 of March 17, 2017 regarding the approval of the Methodology for admission to studies and schooling of foreign citizens starting with the 2017-2018 school/university year, with subsequent amendments and additions;
- GD no. 288/1993 regarding the education in Romania of citizens from other countries, republished, with subsequent amendments and additions;
- GEO no. 194/2002 regarding the regime of foreigners in Romania, republished, with subsequent amendments and additions;
- OG no. 22/2009 regarding the establishment of the minimum amount of tuition fees, in foreign currency, for citizens studying on their own in Romania , from states that are not members of the European Union, as well as from those that are not part of the European Economic Area and the Confederation Swiss , as amended and supplemented ;
- Order no. M. _ E . N. _ no. 3630/2018 regarding the approval of the Methodology for recognition and equivalence of pre-university level study documents obtained abroad, with subsequent amendments and additions ;
- Order no. MEN no. 6121/2016 regarding the approval of the Methodology for the recognition of bachelor 's, master's or postgraduate study documents issued by accredited institutions of higher education abroad;
- Law no. 299/2007 regarding the support granted to Romanians everywhere, republished, with subsequent amendments and additions;
- MEN Order no. 3900/2017 regarding the approval of the Methodology for the tuition of Romanians from everywhere in state higher education in Romania, on study places without payment of tuition fees, but with a scholarship, respectively, without payment of tuition fees, but without a scholarship, starting from the academic year 2017-2018 ;

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- The regulation regarding the organization and conduct of admission in the cycle of undergraduate university studies in ULST – R028;
- The regulation regarding the organization and conduct of admission to the master's study cycle in ULST - R029;
- The regulation regarding the organization and conduct of admission to university doctorate studies in ULST - R030;
- The organization and functioning regulation of the Department for Distance Education , Part-Time Education and Permanent Education of the University of Life Sciences " King Mihai I " from Timișoara - R031.

CAP. V. DESCRIPTION OF THE METHODOLOGY

CAP. V.1. GENERAL CRITERIA


A. CANDIDATES FOR ADMISSION

Art. 5. They have the right to participate in the admissions competition for bachelor's, master's and doctorate university studies graduates holding study documents corresponding to the previously completed cycle of studies recognized in Romania.

Art. 6. A candidate can simultaneously participate in the admission to several fields and programmer of studies from the same institution or from different institutions of higher education, under the conditions established by the ULST Senate. He can be admitted and enrolled as a student in no more than two study programs at the same time, regardless of the study cycle and the educational institutions that offer them. The candidate admitted to several faculties will submit the original study documents (diploma/certificate of recognition of the diploma/baccalaureate certificate or diploma/certificate of recognition of the diploma/certificate of the previously completed university study cycle) and the other documents provided in the file admission in the original to the faculty where he obtained the budgeted place, respecting the submission deadline established by the latter.

Art. 7. Citizens of the member states of the European Union, the states belonging to the European Economic Area and the Swiss Confederation can apply for admission to all cycles of university studies , under the same conditions provided by law for Romanian citizens, including regarding tuition fees . When registering at ULST, they will submit **two files** :

- a file containing the documents provided for the registration of Romanian citizens, as well as translations into Romanian, legalized or in accordance with the original, of the submitted documents,
- a file provided by the National Center for the Recognition and Equivalence of Diplomas (CNRED), within the Ministry of Education, in order to recognize and equate study documents obtained abroad.

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Art. 8. (1) When registering at ULST, Romanian citizens who have graduated from studies abroad will submit two files :

- a file containing the documents provided for the registration of Romanian citizens, as well as translations into Romanian, legalized or in accordance with the original, of the submitted documents,
- a file provided by the National Center for the Recognition and Equivalence of Diplomas (CNRED), within the Ministry of Education, in order to recognize and equate study documents obtained abroad.

(2) From the composition of the competition file, according to GEO no. 41/2016 regarding the establishment of simplification measures at the level of the central public administration and for the modification and completion of some normative acts, the requirement to submit legalized copies of documents is removed, replacing them with the certification of conformity with the original by the person/persons who have/ have assigned duties in this regard. As an exception, for the creation of the competition file, online registration can be done by uploading the documents by the candidates, with them assuming responsibility for the authenticity and correspondence between the digital/scanned documents and the original ones.

Art. 9. (1) Romanians from everywhere can apply for admission to all cycles of university studies .


(2) To benefit from the rights established by Law no. 299/2007 regarding the support granted to Romanians everywhere, republished, with subsequent amendments and additions, candidates who declare their belonging to the Romanian cultural identity, will submit to the registration at the ULST **two files** :

- a file containing the documents provided for the registration of Romanian citizens, as well as legalized Romanian translations of the submitted documents;
- a file provided by the Ministry of Education through the Schooling Methodology of Romanians from everywhere in state higher education in Romania, on study places without payment of tuition fees but with a scholarship, respectively, without payment of tuition fees but without a scholarship starting from the year academic year 2017-2018, with subsequent changes and additions.

Art. 10. (1) For admission to all cycles of university studies , foreign citizens from third countries can apply .

(2) The education in Romania of foreign citizens is carried out on study places with the payment of tuition fees in foreign currency, by **enrolling directly at the ULST** or , respectively, **through the scholarship program offered by the Romanian state through the Ministry of Foreign Affairs** , to foreign citizens, based on GD 288/1993, through a competition for files organized based on the regulations in force by the Ministry of Foreign Affairs and the Ministry of Education.

(3) Application files for scholarships intended for foreign citizens coming from third countries, all states of the world, with the exception of EU member states and Romanians everywhere, are sent only through diplomatic missions.

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(4) The enrollment file sent to ULST for study places with the payment of tuition fees in foreign currency will contain the documents provided for the enrollment of Romanian citizens, as well as legalized translations into Romanian of the submitted documents, as well as the documents provided by OMEN no. 3473/2017 of March 17, 2017 regarding the approval of the Methodology for admission to studies and tuition of foreign citizens starting from the 2017-2018 school/university year, with subsequent amendments and additions.

(5) The electronic copy of the file, together with the Excel template with the candidates' data and the address for forwarding the files, will be made available to the Ministry of Education (ME) by the ULST, and the MEva sends to the ULST the acceptance letters for studies both in physical format, as well as electronically, scanned.

Art. 11 . Candidates in one of the situations provided for in articles 7, 8, 9 or 10 have the obligation to submit, in addition to the documents provided for the admission of Romanian citizens to ULST , translations into Romanian, legalized, of the submitted documents, as well as the documents provided by the methodologies of the Ministry of Education for the recognition of the studies carried out by them outside Romania.

Art. 12. In view the recognition and equivalence of study documents issued abroad and the issuance of the certificate of recognition of studies or the letter of acceptance to study in Romania , ULST will send the files of registered candidates to the specialized departments within the Ministry of Education (ME), at the National Recognition Center and Equivalence of Diplomas (CNRED) or, as the case may be, at the General Directorate of International Relations and European Affairs (DGRIAE).


Art. 13. (1) Candidates in one of the situations provided for in articles 7, 8, 9 or 10 declared admitted can only be enrolled on the basis of a recognized baccalaureate, bachelor's or master's degree in accordance with the methodologies developed by the specialized departments within the Ministry of Education and after receiving the certificates of recognition of the studies, issued by the National Center for the Recognition and Equivalence of Diplomas or, as the case may be, the letter of acceptance to study in Romania, issued, after checking the files, by the General Directorate of International Relations and European Affairs within Ministry of Education and Ministry of Foreign Affairs.

(2) At registration, candidates will present the original documents of studies and identity from the application file, together with the passport with a valid visa for the purpose of 'studies'.

(3) Original study documents issued in states that are parties to the Hague Apostille Convention must be endorsed by the competent authorities of the issuing countries with the Hague Apostille.

(4) Original study documents issued in states that are not parties to the Hague Apostille Convention will be superlegalized by the Ministry of Foreign Affairs of the issuing country and by the Romanian embassy/consular office in that country. Admitted candidates must enter the country with a study visa and legalize their stay in Romania for the purpose of studies.

Art. 14. Upon admission to all cycles of university studies taught in Romanian, international candidates and Romanian candidates with study documents issued abroad will present the Certificate of Completion of the preparatory year. The following categories

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of people are exempt from the obligation to present the Certificate of Completion of the preparatory year, when enrolling in study programs taught in Romanian:

a) persons who present documents of Romanian studies (diplomas and certificates) or documents of studies, school records certifying at least four consecutive years of studies followed in the Romanian language, in an educational unit/institution of the national system in Romania;

b) those who, in order to enroll in university education, pass the Romanian language test, organized according to the regulations in force.

c) those who, in order to enroll in university education, present Certificates of linguistic competence for the Romanian language, minimum level B1, issued according to the regulations in force.

Art. 15. (1) Upon admission to all cycles of university studies taught in foreign languages, candidates will present a Certificate of Language Proficiency.

(2) For study programs in which the didactic process is conducted in foreign languages, the faculty may organize a foreign language test, with a view to admission. Exempted from this test are people who come from countries where the official language of the state is the language in which the courses are held, those who hold an internationally recognized language certificate of knowledge of the respective foreign language and those who present the necessary study documents for enrollment, issued by educational institutions in Romania or abroad, with teaching in the respective language. International candidates and Romanian candidates with study documents issued abroad who do not have at least four consecutive years of studies followed in Romanian, in an educational unit/institution of the national system in Romania, are required to attend Romanian language courses for foreign students, organized by ULST.

B. ORGANIZATION AND CONDUCT OF ADMISSION


Art. 16. Within the ULST admission for the undergraduate university cycle se organize by fields, at accredited specializations/study programs or authorized to operate provisionally, in accordance with the legal provisions in force.

Art. 17. (1) The organization of admission is the responsibility of ULST in accordance with the general criteria established by the Ministry of Education, taking into account the present methodology for organizing and conducting admission.

(2) The organization of admission for each cycle of university studies can also be carried out online, ULST having the obligation to provide for this method of admission in its own methodology.

Art. 18. For all forms of education (full-time, distance education, education with reduced frequency), admission to the first year of studies is carried out in two sessions for the occupation of places, according to the admission calendar approved by the Board of Administration.

Art. 19. The form of distance and reduced-frequency education is organized by the faculties within ULST for the fields/programmes of studies authorized or accredited for this form of schooling by ARACIS.

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Art. 20. The rector of ULST appoints, by decision, the admissions commissions for the faculties/appeals commissions at the proposal of the faculty councils and the members of the central admissions commission, based on the approval of the Board of Administration.

C. REGISTRATION OF CANDIDATES

Art. 21. The registration of candidates takes place at the university headquarters, in the registration centers open in other locations specified on the university's web page, as well as online, on the university's website or on the university's partner specialized sites.

Art. 22. Enrollment in the admission competition is based on the book of identity/passport and other documents provided in the methodology.

Art. 23. Enrollment in the admission competition can be done, on behalf of the candidate, also by another person by proxy.

Art. 24. In the case of candidates who opt for the online registration/ pre-registration facility, it is necessary to request the personal identification data, according to the identity card/passport and to complete the information on the processing of personal data.


Art. 25. To register for admission, candidates or authorized persons will submit the application files with the documents provided in Annexes A, B and C.

Art. 26. The file with the submitted documents remains for the entire period of the admission competition at the admission committee where the registration was made.

Art. 27. After the end of the registration period the options, their order, as well as others information from the registration form cannot be changed. After the confirmation of the seats by the admitted candidates, within the limits of the remaining vacant seats, the candidates can change their options based on a request to fill them.

Art. 28. Since the candidates have the legal right to appear simultaneously at two or more many study programs for admission to higher education, the file with the original documents is submitted to the first option. Enrollment for the other study programs is based on the above-mentioned documents, presented in copy according to the original, to which is added a certificate of enrollment in the study program where the file with the original documents was submitted.

Art. 29. Candidates who passed the baccalaureate exam in the session of the current year of admission may present at registration, instead of the baccalaureate diploma, a certificate issued by the high school, in which the general average of the baccalaureate, the averages obtained in the years of study as well as the grades obtained in the tests taken, the validity period and the fact that the diploma has not been issued .

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Art. 30. In order to register, admitted candidates have the obligation to submit original diplomas and transcripts to the faculty secretariat.

Art. 31. Failure to present the original diploma or certificate and transcripts, due to fault exclusive of the admitted candidate, within the established term, leads to the loss of the place.

Art. 32. For each candidate registered for admission, ULST will collect the data from the registration form.

Art. 33. Files of rejected candidates or those who give up the place obtained by admission is returned to them, after the results are displayed, within no more than 48 hours from the submission of the application and unconditionally, without charging any fees, based on identity documents. Distance education and part-time education are organized only with a fee.

Art. 34 . ULST charges a fee for processing the study admission file for foreign citizens from member states of the European Union, the European Economic Area and the Confederation Swiss and for foreign citizens of the countries third parties , according to the law, established by the university senate.

Art. 35. In all cases, the exemption from paying the registration fee upon admission is valid for a single study program.


D. CHECKING AND SCORING OF TESTS

Art. 36. Admission to higher education is done strictly in descending order of grades general obtained by the candidates, equaled, the special criteria and within the limit of the number of places for which the competition is organized. The criteria for dividing the candidates are designed in such a way as to ensure total transparency so as not to lead to the need for additional places subsidized from the state budget, nor those with a fee.

Art. 37. In order to comply with these criteria, a central admissions committee will be organized at the ULST level, which will operate and monitor all data related to admission, according to the records and data of the candidates enrolled in each faculty and field separately.

Art. 38. Media general minimum admission of equivalent grades in Romania cannot be lower than 5.00 (five). averages general scores obtained by candidates for admission are valid for establishing the classification order only at the institution, faculty and, as the case may be, the field/programme of study to which they applied, as confirmed by the candidate in the enrollment application.

Art. 39. In order to equalize grades obtained abroad, a Commission for recognition and equalization of grades will be organized at the level of each faculty.

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Art. 40. The general average for admission to undergraduate university studies is calculated by two decimals, without rounding, as follows:

- 80% average from the baccalaureate exam
- 20% arithmetic average of the years of study in high school

Art. 41. Places financed from the state budget are established by order of the minister, based on tuition figures approved by Government Decision published in the Official Gazette of Romania before the start of candidate registration. Places with a tuition fee can be used, upon request, by candidates who are below the admission line for places financed from the budget, in descending order of averages, but who meet the minimum admission requirement and on the basis of freely expressed requests within the deadline set by each faculty .

E. YOUR CONTEST

Art. 42 . ULST, through the appeals commissions, organized at the faculty level, It is the only one in a position to decide on the merits of possible appeals, which are submitted within a maximum of 24 hours, starting from the time and date of the display of the results of the admission session. Complaints submitted will be resolved within 24 hours from the date and time of the end of the submission of complaints. The decisions of the appeal commissions are final.

Art. 43. Appeals are not accepted for oral, sports or artistic aptitude tests and appeals based on ignorance of the admission regulations.

F. FINAL ADMISSION RESULTS

Art. 44. When the admission results are displayed, the admitted candidates who applied to Enrollment in distance education or part-time education can be enrolled in one of these forms of education if the number of admitted candidates allows at least one study group to be formed.


Art. 45. The results of the admissions competition, verified and approved by the Admissions Committee, se make public by displaying at the headquarters of the faculties within the ULST and on their own web page.

Art. 46. The display of the results obtained in the admission competition is carried out in stages, generating at least two types of lists:

- a) provisional lists - with the ranking of candidates, generated after admission;
- b) definitive lists - with the ranking of candidates, generated after the resolution of appeals, which include the definitive and indisputable results.

Art. 47. The lists contain the following categories of information:

- a) The list of candidates admitted for the places financed from the budget, within the limit of the number of places allocated, if applicable;

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- b) The list of candidates admitted for the places with a fee, within the limit of the number of places allocated, if applicable;
- c) List of rejected candidates, if applicable.

CAP. V.2. SPECIAL CRITERIA

Art. 48. The separation of candidates will be based on the average general admission. The separation of candidates with the same general admission average will be done taking into account the highest grade in the mandatory profile test (written test) or in the subjects considered relevant to the field for which they opt.

Art. 49. Candidates will be admitted in descending order a general admission average, until when completing the places financed from the budget and those with a fee.

Art. 50. For each admitted and registered candidate, ULST will collect the data necessary for registration and will process personal data, in accordance with the provisions of Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/ CE (General Data Protection Regulation).

Art. 51. Enrollment of admitted candidates is done by decision of the rector. After approval upon enrollment, students are registered in the Matriculation Register under a unique number, valid for the entire schooling period in the study program/s to which they were admitted.

CAP. VI. ANNEXES

Art. 5 2. Records regarding the organization of student admission international and Romanian citizens with study documents issued abroad at the University of Life Sciences "King Mihai I" from Timișoara it is done using the attached annexes :

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|-------------------|--|------------------------------|
| APPENDIX A | Registration file for citizens the member states of the European Union, the states belonging to the European Economic Area and the Swiss Confederation | CODE: ULST – M102-F01 |
| APPENDIX B | Registration file for foreign nationals from third countries | CODE: ULST – M102-F02 |
| APPENDIX C | Registration file for Romanians everywhere | CODE: ULST – M102-F03 |