

**METHODOLOGY**  
**for admitting foreign citizens from EU third countries to bachelor and master**  
**programmes organized at Politehnica University Timișoara**

**I. General rules concerning the organization and unfoldment of the admission contest**

**Art. 1.** The methodology for admitting foreign citizens from EU third countries to bachelor and master programmes organized at Politehnica University Timișoara (UPT) shall be developed in compliance with the following normative acts:

- a. The National Education Law no. 1/2011, with the subsequent amendments and completions;
- b. Law no. 288/2004 regarding the organization of university studies, with the subsequent amendments and completions;
- c. The Emergency Ordinance no. 194/2002 regarding the status of foreign citizens in Romania;
- d. The Order of the Minister of National Education and Scientific Research no. 6102/2016 regarding the approval of the Framework Methodology for admission to bachelor, master and doctoral studies, with the subsequent amendments and completions;
- e. The Order of the Minister of National Education no. 3236/2017 regarding the approval of the Methodology for admitting foreign citizens to studies and schooling on tuition-free places with scholarship and on tuition-free places without scholarship, in accredited state higher education institutions, with amendments and subsequent completions;
- f. The Order of the Minister of National Education no. 3473/2017 regarding the approval of the Methodology for admitting foreign citizens to studies and schooling starting with the school/academic year 2017-2018;
- g. The Order of the Minister of Education and Research no. 4151/2020 regarding the modification of the Methodology for admitting foreign citizens to studies and schooling starting with the school/academic year 2017-2018;
- h. The Order of the Minister of Education and Research no. 5736/2020 regarding the amendment of the Methodology for admitting foreign citizens to studies and schooling starting with the school/academic year 2017-2018;
- i. The Order no. 3933/2017 regarding the approval of payment terms and methods of reporting the amount of 5% of currency receipts from fees paid by foreign students and trainees to state higher education institutions;
- j. Other specific regulations.

**Art. 2.** In accordance with the methodology developed by Politehnica University Timișoara, the schooling of EU third-country citizens is carried out on tuition places with payment in currency.

The enrolment is available for the bachelor and master programmes listed in ANNEX 1 (bachelor level) and ANNEX 2 (master level) and within the periods being mentioned in the admission calendar (ANNEX 3).

**Art. 3.** For study programmes taught in Romanian, the enrolment is conditioned by the acquisition of the necessary Romanian linguistic competencies. The candidates shall enrol in the Romanian language Preparatory Year organized by accredited higher education

institutions, pursuant to the legal provisions regarding the organization and unfoldment of the Romanian language Preparatory Year (ANNEX 4).

**Art. 4.** When registering for study programmes taught in Romanian, the following categories of persons are exempt from presenting the certificate of graduation from the Romanian language Preparatory Year:

- a) candidates who present Romanian study documents (diplomas) or school records which certify at least four consecutive years of study carried out in Romanian in a school unit within the Romanian national system;
- b) candidates who present upon registration language certificates attesting a level of at least B1 according to the CEFR, issued by Romanian higher education institutions accredited to organize the Preparatory Year of Romanian Language, by lectureships of Romanian Language, Literature and Culture and Civilization within foreign universities/Romanian Language Institute or by the Romanian Cultural Institute.

**Art. 5.** For study programmes conducted in foreign languages, the admission is conditioned by the successful passing of an internationally acknowledged language examination such as TOEFL, Cambridge, IELTS or equivalent. Alternatively, the examination can be organized by the Faculty of Communication Sciences within UPT. Additional details concerning the examination shall be communicated when validation of the application file is completed by the admission board. Persons who come from countries where the official language of the state is the language in which the courses are to be conducted or prove, with study documents, that they attended the courses in that language are also exempt from sitting this examination.

#### **Registration and admission to bachelor's degree studies**

**Art. 6.** EU third-country citizens can submit their application for admission to bachelor's degree studies at Politehnica University Timișoara if they cumulatively meet the following conditions:

- a. they have documents attesting the citizenship of a third state of the European Union (valid passport);
- b. they are graduates holding a baccalaureate diploma or its equivalent, according to the list set out in annex no. 1 to the updated Order of the Minister of National Education no. 3473 of 17.03.2017 (ANNEX 5). For graduates of the current school year, only official certificates that take the place of the diploma and that contain the results to be registered in the future diploma shall be accepted.

**Art. 7.** Candidates' participation in the admission contest is conditioned by their prior registration to this contest.

Registration for the admission competition can be done by sending the application file to the Department of International Relations (DRI) of UPT, in one of the following ways:

- via e-mail at [incoming@upt.ro](mailto:incoming@upt.ro);
- physically at the Department of International Relations of UPT, office 107, Victoriei Square, no. 2, Timișoara;
- by post to the following address: Politehnica University Timișoara, Department of International Relations of UPT, office 107, Victoriei Square, no. 2, Timișoara, 300006.

The submission of the application file and retrieval of the original letter of acceptance can also be done by proxy, provided that they present the original notarial power of attorney by which they are expressly authorized to perform these actions.

**Art. 8.** The **application file** submitted by foreign citizens from EU third countries shall comprise the following documents:

- a. *Application for the issuance of the letter of acceptance for studies* (ANNEX 6) – the form is set out in annex 2 to the updated Order of the Minister of National Education no. 3473 of 17.03.2017 and is to be fully filled in, with enclosed photo, dated and signed;
- b. *Baccalaureate diploma or its equivalent* – copy and legally certified translation (in Romanian, English or French). The document shall be authenticated by the competent authorities in the issuing country;
- c. Copy and legally certified translation of the *certificate attesting the successful passing of the Baccalaureate examination* for graduates of the current year if the original diploma has not yet been issued;
- d. *Transcripts of academic records* – copies and legally certified translations, afferent to the studies completed;
- e. *Certificate attesting the graduation of the Romanian language Preparatory Year or the language certificate*, as applicable;
- f. Copy and legally certified translation of the *birth certificate*;
- g. Copy and legally certified translation of the *marriage certificate* or other documents attesting the change of name (if applicable);
- h. Copy of the *document attesting the permanent residence abroad*;
- i. Copy of the *passport*;
- j. *Medical certificate* (in a widespread international language) attesting that the person to be registered for studies does not suffer from contagious diseases nor other deficiencies incompatible with the future profession;
- k. Consent for processing personal data (ANNEX 7).

Candidates with diplomas issued in NIGERIA shall also provide a double-sided copy of the NECO results card for the higher school certificate issued by NECO or of the WAEC Scratch card for the West African senior school certificate.

**Art. 9.** The admission procedure shall be conducted in the following manner:

- Complete and compliant files, received at DRI, will be validated and assigned a registration number. It shall be used for identification throughout the admission process.
- The files will be sent to the dean's offices of the faculties that coordinate the study programmes for which the candidates have applied, in order to verify the fulfilment of the admission criteria established for the programmes in question, according to Annex 8.
- Following the analysis of the files, the faculties will communicate to DRI the list of successful candidates and that of rejected candidates.
- The DRI officer will communicate to each candidate the result received from the faculties and will send to the Ministry of Education (ME) the list of persons proposed for issuing the letter of acceptance for studies. The list submitted according to the indicated model shall be accompanied by an electronic copy of the candidate's file.
- After analysing the files, the MoEd issues the letters of acceptance which will be sent to higher education institutions and, as appropriate, to diplomatic missions, both in physical and electronic format.

- The DRI officer within UPT will send to the candidates validated by MoEd the letters of acceptance for studies.

### **Registration and admission to master's degree studies**

**Art. 10.** EU third-country citizens can submit their application for admission to master's degree studies at Politehnica University Timișoara if they cumulatively meet the following conditions:

- a. they have documents attesting the citizenship of a third state of the European Union (valid passport);
- b. they are graduates with a bachelor's degree or its equivalent.

**Art. 11.** The application file shall comprise the following documents:

- a. *Application for the issuance of the letter of acceptance for studies* – the form is set out in annex 2 to the updated Order of the Minister of National Education no. 3473 of 17.03.2017 and is to be fully filled in, with enclosed photo, dated and signed (ANNEX 6);
- b. *Baccalaureate diploma or its equivalent* – copy and legally certified translation (in Romanian, English or French). The document shall be authenticated by the competent authorities in the issuing country;
- c. *Bachelor's degree diploma or its equivalent* – copy and legally certified translation (in Romanian, English or French). The document shall be authenticated by the competent authorities in the issuing country;
- d. Copy and legally certified translation of the *certificate attesting the successful passing of the bachelor's degree examination* for graduates of the current year if the original diploma has not yet been issued;
- e. *Transcripts of academic records/ Diploma supplements* – copies and legally certified translations, afferent to the studies completed;
- f. *Certificate attesting the graduation of the Romanian language Preparatory Year or the language certificate*, as applicable;
- g. Copy and legally certified translation of the *birth certificate*;
- h. Copy and legally certified translation of the *marriage certificate* or other documents attesting the change of name (if applicable);
- i. Copy of the *document attesting the permanent residence abroad*;
- j. Copy of the *passport*;
- k. *Medical certificate* (in a widespread international language) attesting that the person to be registered for studies does not suffer from contagious diseases nor other deficiencies incompatible with the future profession;
- l. Consent for processing personal data (ANNEX 9).

Candidates with diplomas issued in NIGERIA shall also provide a double-sided copy of the NECO results card for the higher school certificate issued by NECO or of the WAEC Scratch card for the West African senior school certificate.

**Art. 12.** The admission procedure is identical to that set out in Articles 7 and 9 and applicable to candidates registering for bachelor's degree studies.

### **Student enrolment and management**

**Art. 13.** Enrolment for university courses is conditioned by the successful completion of the admission contest, the payment of the tuition fee and the obtainment of the letter of acceptance for studies issued by the Ministry of Education (ME).

The school payment must be made within a maximum of 30 days of transmission the letter of acceptance issued by the Ministry of Education from DRI to the applicant.

**Art. 14.** The enrolment of foreign citizens shall be done by decision of the rector in accordance with the calendar established by UPT, pursuant to the legislation in force.

**Art. 15.** At the time of registration, the applicants shall submit the letter of acceptance for studies, as well as the original identification and study documents in the application file, 3 colour photos (3/4 cm) and the passport accompanied by a valid visa for “study” purposes. Under exceptional circumstances, established at a national level or as a result of decisions reached at the UPT level, registration can be done based on the authenticated documents submitted online, with the original documents being subsequently submitted in the physical presence of the candidate in Romania.

Original study documents issued within states that are part of the Hague Apostille Convention shall be endorsed for authentication by the competent authorities of the issuing countries and bearing the Hague Apostille.

Original study documents issued within states that are not part of the Hague Apostille Convention shall be superlegalized by the Ministry of Foreign Affairs of the issuing country and by the Romanian embassy/consular office in that country.

If, prior to enrolment, successful candidates give up the places obtained expressly and in writing, the file in physical form shall be returned to them within 48 hours from the submission of the request, without levying additional charges.

**Art. 16.** Upon enrolment, UPT shall enter the names of foreign citizens in the school documents in accordance with the passport data. The same name shall be entered in the documents issued upon study completion (diploma, diploma supplement).

**Art. 17.** The amount of tuition fees for foreign citizens from third countries is established in accordance with the Government Ordinance no. 22/2009, approved with amendments by Law no. 1/2010 (ANNEX 10).

**Art. 18.** The registration and enrolment of foreign students are done according to the calendar established by the decision of the UPT Senate. After enrolment, foreign citizens are registered in the student registry with a unique number valid for the entire period of schooling in the specialization/study programme to which they have been admitted.

In accordance with the legal provisions in force, UPT shall conclude study contracts with the enrolled students.

**Art. 19.** Foreign citizens who acquire Romanian citizenship can occupy either a state-funded place or a tuition place, at the amount established by the university senate for Romanian citizens, provided that they successfully complete the admission process organized in a legally established session, according to own regulations.

Foreign students that during their studies achieve a status other than that of a citizen of non- EU countries (e.g. subsidiary protection, refugee, etc.) shall inform the Department of International Relations of UPT and the faculty which they are enrolled at. The announcement shall be made in writing and within 30 days from the date of acquiring the new status.

**Art. 20.** The letter of acceptance is valid only for the higher education institution for which it was

issued, starting with the academic year for which it was issued and for the corresponding university cycle. Any change in the university course, which contradicts the documents in the initial letter of acceptance, shall be regulated, at the request of the education institution involved, by the issuance of a new letter of acceptance by the Ministry of Education (MoEd).

**Art. 21.** Foreign citizens have the following obligations:

- a) to obey the Romanian Constitution and observe the laws of the Romanian state;
- b) to comply with the internal regulations laid out by UPT within which they carry out their activities;
- c) to comply with the provisions of this methodology.

### **Return of tuition fees**

**Art. 22.** The tuition fees paid by international students from third countries (non-EU) can be returned upon the holder's (student) written request (by completing the application set out in ANNEX 10) under the following conditions:

1. The student was not granted a study visa due to factors beyond UPT, but did apply for a visa within 45 days of receipt by UPT of the letter of acceptance issued by the Ministry of Education and its transmission to the student. In this situation, the student has the obligation to request a refund of the fee within a maximum of 15 days from the notification of the visa refusal. The student's application for reimbursement of the fee shall be accompanied by the following documents: the application (ANNEX 11) signed and dated, the letter of acceptance issued by the Ministry of Education, proof supporting the visa refusal, account statement indicating the IBAN account, SWIFT code and the bank where the refund is requested.
2. The student requests the withdrawal from studies or his/her residence permit in Romania has been revoked/cancelled/terminated. In any of these situations, the reimbursement of the fee is made only for the fees paid in advance, for semesters of studies in which the student has not yet participated, under the conditions of art. 7 (2) of annex no. 1 to the UPT Senate Decision - HS no. 120/2019. The student's application for a refund of the fee shall be made by him/her within 30 days and shall be accompanied by the following documents: the application (Annex 11) signed and dated, account statement indicating the IBAN account, SWIFT code and the bank where the refund is requested, the expulsion order or the provision issued by the competent authority by which the student's residence permit in Romania has been revoked/cancelled/terminated. Along with the request for refund of the fee, the student also requests the withdrawal from studies.
3. The student invokes a case of force majeure (political conflicts, medical emergencies, etc.) that prevents his/her enrolment in UPT despite having obtained the study visa. Subsequently, his/her travel to Romania becomes impossible. These exceptional situations must be rigorously proven by the applicant in accordance with applicable law. The application for a refund of the fee shall be made by the student within 30 days of obtaining the visa and shall be accompanied by the following documents: the application (Annex 10) signed and dated, the letter of acceptance issued by the Ministry of Education, account statement indicating the IBAN account, the SWIFT code and the bank where the refund is requested, proof supporting the visa approval, proof supporting the existence of the exceptional situation that the student is reporting.

In situations where the student does not meet the aforementioned deadlines, the tuition fees covered by him/her become the own revenue of Politehnica University Timișoara and shall be used by it in accordance with the legal provisions. Tuition fees are refundable only in the cases invoked in art.22( points 1, 2 and 3).

**Art. 23.** In the process of verifying applications, the student may be asked to provide additional clarifications/documents.

The Council of Administration shall decide on the refund applications, approving them or disposing their rejection. The result of the analysis shall be communicated to the applicants by the International Relations Department where the reimbursement procedure is initiated and carried out. The Financial-Accounting Department within UPT collaborates with the International Relations Department in order to refund the fees according to the terms established by this procedure.

**Art. 24.** If the refund request is approved, the bank fees and the amount paid by UPT to the Ministry of Education will be deducted from the value of the tuition fee (5% of the fee, according to art. 206, paragraph 2 of Law no. 1/2011).

#### **Final provisions**

**Art. 25.** This methodology shall take effect within UPT starting with the admission sessions for the academic year 2022 – 2023.