

Instruction on permanent academic mobility of students from recognized higher education institutions in Ukraine

- Academic years 2021-2022 and 2022-2023 -

I. General provisions

Art.1. This instruction is based on the following legal and institutional provisions:

- The National Education Law no. 1/2011;
- The Law no. 172/1998 on the ratification of the Convention on the Recognition of Higher Education Certificates in the States of the Region of Europe, adopted in Lisbon on 11 April 1997;
- The Order no. 5140/2019 for the approval of the Methodology regarding the academic mobility of students, with the subsequent amendments and completions;
- The Order 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;
- The Order no. 3223/2012 for the approval of the Methodology for the recognition of the study periods completed abroad, with subsequent amendments and completions
- The Order no. 5146/2019 on the approval of the general application of the European system of transferable credits, with subsequent amendments and completions;
- Politehnica University Timisoara (hereafter UPT) Carta, updated in 2014;

II. Application field

Art.2 This procedure is applicable in Politehnica University Timisoara, in the academic years 2021-2022 and 2022-2023, for the citizens from third countries of the European Union, who come from higher education institutions recognized in Ukraine, for the three cycles of university studies: bachelor's, master's, doctorate.

III. The contents of the instruction

Art.3 In the academic years 2021-2022 and 2022-2023, the academic mobility for third-country citizens of the European Union who come from recognized higher education institutions in Ukraine is carried out as a result of the student's initiative, with the consent of the Politehnica University Timisoara.

Art.4

Students from recognized higher education institutions in Ukraine apply for permanent mobility (**Annex 1**) at the Information and Documentation Resource Center – Politehnica University Timisoara, in one of the following ways:

- by e-mail at incoming@upt.ro;
- physically at the Politehnica University Timisoara registry office, address: Piata Victoriei, no. 2, Timisoara, 300006
- by mail at the Politehnica University Timisoara address: Piata Victoriei, no. 2, Timisoara, 300006

The application will be accompanied by proof of enrollment in one of the recognized higher education institutions in Ukraine (e.g. residence permit which certifies the quality of student, student card- physical or electronic format, transcript of records, other documents).

In the case in which the student/ PhD student cannot prove the studies completed by documents issued by the higher education institution previously attended in Ukraine, s/he will send to the university, together with the final mobility application also an affidavit (**Annex 2a** and **2b**) in which s/he will present the level of studies followed, committing to present these documents in the next period. Based on its own criteria and in compliance with good international practices, Politehnica University Timisoara will assess the learning outcomes, competences and skills and will decide regarding the recognition and granting of the transferable study credits.

The student/ PhD student in the situation mentioned at paragraph (2) will present to the Politehnica University Timisoara, before graduating, the diplomas that allowed him/her the access to the study cycle s/he enrolled.

Art.5

The analysis and solution of the applications regarding the academic mobility are performed by the Information and Documentation Resource Center of Politehnica University Timisoara, in collaboration with the commissions appointed at the level of each faculty named by the Faculty Council Office. Each commission will be composed by 3 professors with specific expertise in the field.

Art.6

For the study programmes taught in Romanian, the approval of the application is conditioned by the proof of having the necessary knowledge of the Romanian language. This may be done by language certificates certifying minimum a B1 level, according to the Common European Framework of Reference for Languages, issued by accredited Romanian higher education institutions that organize the Preparatory Year of Romanian Language for foreign citizens, by lectureships of Romanian Language, Literature, Culture and Civilization within foreign universities/Romanian Language Institute or by the Romanian Cultural Institute.

In the situations in which the student/PhD student does not have a document to prove the necessary knowledge of the Romanian language, s/he will take a test organized by the Faculty of Communication Sciences of Politehnica University Timisoara, prior to the evaluation of the mobility file. If, as a result of the test, it is found that the student/PhD student does not have the necessary knowledge of the Romanian language, s/he will be advised to enroll in the Preparatory Year of Romanian Language within the higher education institutions authorized to organize such course, the mobility application being rejected without a substantive analysis.

Art.7

For the study programmes conducted in foreign languages, the admission of the application is conditioned by the successful passing of an internationally acknowledged language examination such as TOEFL, Cambridge, IELTS or an equivalent.

In the situations in which the student/PhD student does not have a document to prove the necessary knowledge, s/he will take a test organized by the Faculty of Communication Sciences of Politehnica University Timisoara.

Art.8

In the cases when the testing is done by the Faculty of Communication Sciences, this will issue a certificate to attest the student's language skills. The certificate is then communicated to the Information and Documentation Resource Center of Politehnica University Timisoara and is valid exclusively at Politehnica University Timisoara, within the academic mobility procedure.

Art.9

The applications made by the students in the situation provided by art. 4 (1) and which meet the requirements of art. 6 or art. 7 of the present instruction are analyzed by the commissions appointed at the level of each faculty, which will issue a report of analysis – **Annex 3a**, which will also contain the committee's proposals.

In order to recognize and grant transferable study credits for the students in the situation provided by art. 4 (2) and which meet the requirements of art. 6 or art. 7 of the present instruction, at the level of each field and study program within each faculty of Politehnica University Timisoara, the students will be assessed of their learning outcomes, skills and abilities, in the form of an interview or oral/written tests or by combining the three.

The tests will be organized in accordance with the student's affidavit completed according to **Annex no.2a**, so as to establish:

- The level of knowledge, skills and abilities;
- The compatibility/complementarity of the field and study program chosen by the student with the learning outcomes corresponding to the program in the country of origin;
- If the learning outcomes achieved and evaluated meet the requirements of the program chosen by the student;
- Any other criteria established at the level of the faculty according to

Art.10

Following the results of the tests performed according to art. 9 (2) and in accordance with the student's affidavit, the commission appointed at the faculty level will issue the minutes (**Annex 3b**), which will also contain the commission's proposals. The Information and Documentation Resource Center of Politehnica University Timisoara will make a proposal to the Board of the Politehnica University regarding the permanent academic mobility of the students, starting from the mobility file and the proposals of the commissions established at the faculties' level.

The issued minutes are valid exclusively at the level of the Politehnica University Timișoara for the study program for which the student has applied and under the condition of the student fulfilling the obligation provided in art. 4, paragraph 3 of this instruction.

Art.11

The deadline for solving the recognition file is 10 working days from the date of submission of the complete file/application.

The results of the evaluations and the proposals for admission/rejection of the mobility applications are communicated to the student within maximum 2 days from the issuance.

Appeals against the decisions issued may be submitted to the General Secretary of the University within maximum 3 working days from the date when the student received the results and shall be resolved within 3 working days from the submission of the appeal by the Appeal Commission, which will be composed by 3 professors with specific expertise in the field. The decision of the Appeal Commission is considered final in the administrative procedure.

Art.12

In order to issue the Letters of Acceptance for Studies, the university will send to the General Directorate for International Relations and European Affairs the following documents:

- the application files of each admitted student/PhD student, in accordance with the provisions of the Methodology for admitting to studies and schooling of foreign citizens starting with the school/academic year 2017-2018, with subsequent amendments and completions. For applicants who do not have study documents, the file will contain: the copy of identity documents, the results of the evaluation carried out by the university, the proposal of the university for enrollment in the study program and the language of instruction, as well as the affidavit regarding the assumption of the obligation specified in art. 3, paragraph (3) of the Annex OME 5140/2019 with subsequent amendments and completions.
- the layout used for foreign students.
- for all the applicants, the university will specify the proposed funding method: with fee or financing from the state budget, according to art.10, paragraphs (3) and (4) from Annex OME 5140/2019 with subsequent amendments and completions.

IV. Final Provisions

Art.13

The permanent academic mobility of the mentioned students is realized with a tuition fee, according to Government Ordinance no. 22/2009 regarding the minimum amount of tuition fees, in foreign currency, of citizens studying on their own in Romania, coming 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 Swiss Confederation, approved with amendments by Law no. 1/2010.

In the academic years 2021-2022 and 2022-2023, by exception from the provisions of par. (1), the students, citizens of Ukraine, may benefit from funding from the state budget or from other sources, through the Ministry of Education and, respectively, higher education institutions, according to art. 224 of the National Education Law no. 1/2011, with subsequent amendments and completions.

Art.14 This instruction is completed with the applicable institutional and legal regulations.

Art.15. The instruction was approved by the Senate Board of Politehnica University Timisoara on March 7th 2022.

Nr. Ref.....

MINISTERUL EDUCATIEI
MINISTRY OF EDUCATION
MINISTÈRE DE L'ÉDUCATION

DIRECTIA GENERALA RELATII INTERNAȚIONALE ȘI AFACERI EUROPENE
GENERAL DIRECTION FOR INTERNATIONAL RELATIONS AND EUROPEAN AFFAIRS
DIRECTION GÉNÉRALE DES RELATIONS INTERNATIONALES ET DES AFFAIRES EUROPÉENNES

28-30 G-ral Berthelot Street/12 Spiru Haret Street,010168 Bucharest
 Tel. (+4021) 4056200; 4056300

CERERE PENTRU ELIBERAREA SCRISORII DE ACCEPTARE LA STUDII

APPLICATION FOR THE ISSUANCE OF LETTER OF ACCEPTANCE TO STUDIES

DEMANDE D'APPLICATION POUR LA LETTRE D'ACCEPTATION AUX ÉTUDES

(Se completeaza cu majuscule/ to be filled in with capital letters/ à compléter en majuscules)

1. NUMELE _____ PRENUMELE _____
 (SURNAME/NOMS) (GIVEN NAMES/PRENOMS)

2. NUMELE PURTATE ANTERIOR _____
 (PREVIOUS SURNAMES/ NOMS ANTERIEURS)

3. LOCUL SI DATA NASTERII Tara _____ Localitatea _____ Data _____
 (DATE AND PLACE OF BIRTH/ (COUNTRY/PAYS) (PLACE/LIEU) (DATE/DATE)
 DATE ET LIEU DE NAISSANCE

Z	Z	L	L	A	A	A	A
(D	D	M	M	Y	Y	Y	Y)

4. PRENUMELE PARINTILOR _____
 (PARENTS GIVEN NAMES/PRENOMS DES PARENTS)

5. SEXUL (SEX/SEXE) : M F

6. STAREA CIVILA : CASATORIT(A) NECASATORIT(A) DIVORTAT (A) VADUV(A)
 (CIVIL STATUS/ETAT CIVIL) (MARRIED/MARIE) (SINGLE/CELIBATAIRE) (DIVORCED/DIVORCE) (WIDOWER)/VEUV(VUEUFE)

7. CETATENIA (CETATENIILE) ACTUALE _____ CETATENII ANTERIOARE _____
 (ACTUAL CITIZENSHIP(S)/NATIONALITE(S) ACTUELE(S)) (PREVIOUS CITIZENSHIPS/NATIONALITES ANTERIEURES)

8. DOCUMENT DE CALATORIE : TIPUL _____ SERIE _____ NR. _____
 (TRAVEL DOCUMENT/DOCUMENT DE VOYAGE) (TYPE/TYPER) (SERIE/SERIE) (NO/NO)

ELIBERAT DE TARA : _____ LA DATA _____ VALABILITATE _____
 (COUNTRY ISSUED BY/ EMIS PAR PAYS) (DATE OF ISSUE/A) (VALADITY/EXPIRANT LE)

Z	Z	L	L	A	A	A	A

9. DOMICILIUL PERMANENT ACTUAL : TARA _____ LOCALITATEA _____
 (PERMANENT RESICENCE/DOMICILE (COUNTRY/PAYS) (PLACE/LOCALITE)
 PERMANENT ACTUEL)

10. PROFESIA _____ LOCUL DE MUNCA _____
 (PROFESSION/PROFESSION) (WORK PLACE/ LIEU DE TRAVAIL)

11. ADRESA COMPLETĂ UNDE POATE FI TRIMISĂ SCRISOAREA DE ACCEPTARE
 (THE COMPLETE ADDRESS WHERE THE LETTER OF ACCEPTANCE CAN BE SENT TO YOU / L'ADRESSE COMPLÈTE OÙ ON PEUT ENVOYER LA LETTRE D'ACCEPTATION)

12. EMAIL/ ADRESSE ÉLECTRONIQUE: _____

13. MOTIVATIA DEPLASARII IN ROMANIA (PURPOSE OF VISIT/BUT DE SEJOUR) STUDII (STUDIES / ÉTUDES)

I. Previous education/ Études précédent (Fill in all columns which are applicable to you/ Remplir toutes les colonnes qui vous concernent)

Certificate issued/ Certificat reçu	Country/ Pays	Name of the School/University Nom du Lycée/université	Year of admission Année d'admission	Year of graduation Année d'obtention du diplôme	I have the study documents			
					Original		Copy	
					YES / OUI	NO / NON*	YES / OUI	NO / NON*

* I undertake to present the diplomas that allowed me access to university studies in Ukraine before completing my studies in Romania.

Je m'engage à présenter les diplômes qui m'ont permis d'accéder aux études universitaires en Ukraine avant de terminer mes études en Roumanie.

II. Studies started in Ukraine / Etudes commencées en Ukraine

Studies started in Ukraine Etudes commencées en Ukraine	Branch /Speciality Domaine /Spécialité	The name of the Ukrainian University Le nom de l'Université Ukrainienne	Year of admission/ Année d'admission	Current year of study Année d'étude en cours	Language of instruction Langue d'enseignement
Secondary, in the grade Pré-universitaire, classe					
Undergraduate Universitaire					
Master					
Postgraduate medical education/ Etudes médicale postuniversitaire					
Ph.D. Doctorat					

III. Studies applied in Romania / Option d'études en Roumanie

Studies applied in Romania Option d'études en Roumanie	Branch /Speciality Domaine /Spécialité	Year of study for which I apply Année d'études pour laquelle je sollicite l'inscription	High School/ University Lycée / Université	Language of instruction Langue d'enseignement
Secondary, in the grade Pré-universitaire, classe				
Undergraduate Universitaire				
Master				
Postgraduate medical education/ Etudes médicale postuniversitaire				
Ph.D. Doctorat				

IV. Proficiency in other languages (please, fill in as appropriate: excellent, good, poor)
Langues connues (rempli: excellent, bonne, faible)

Language Langue	Writing Écrit	Speaking Parlée	Institution that issued the certificate Institution qui a émis le certificat

IV. Statement of the applicant / Déclaration du solliciteur

I oblige myself to observe the laws in force in Romania, the school and university rules, regulations and norms, as well as those for social life. / Je suis obligé de respecter les lois en vigueur en Roumanie, les normes et les réglementations des écoles et des universités, ainsi que les règles de cohabitation sociale.

I have taken note of the fact that school fees may change during the years of study and must be paid, in free currency, in advance for a period of at least 9 months for full time courses and at least 3 months for part time courses. / J'ai pris note que la valeur des taxes d'études peut être changée pendant l'année d'études et qu'il faut les payer, en devise étrangère, 9 mois en avance pour les cours complets et 3 mois en avance pour les cours partiels.

I am aware that any untrue information will lead to my disqualification. / Je comprends et j'accepte que toute information incorrecte ou fausse, toute omission vont entraîner ma disqualification.

V. Annex (authenticated copies and translations of the documents, in an internationally wide-spread language)

Annexes (photocopies et traductions légalisées des documents, dans une langue de circulation internationale)

1. The certificate of studies / Les certificats des études
2. The birth certificate / L'acte de naissance
3. Passport / Passeport
4. Documents certifying the quality of student in Ukraine: residence permit for studies, student card, other equivalent documents / documents attestant de la qualité d'étudiant en Ukraine : permis de séjour pour études, carte d'étudiant, autres documents équivalents
5. The list of results of the completed study years (Academic Transcripts) for postgraduate studies applicants and for those wishing to continue studies begun in other countries / La liste complète des résultats des études pour chaque année, pour les solliciteurs des études postuniversitaires et pour les étudiants qui désirent se transférer d'un autre pays.

Date _____

Signature _____

APPLICATION FOR PERMANENT MOBILITY

To,

Politehnica University Timisoara

I, the undersigned, citizen of identified with....., student/PhD student at the academic year at the university, Faculty/Doctoral school, study programme/ study domain, form of education (daily, reduced frequency, distant learning), year of study, financing form (without/ with tuition fee), hereby kindly ask you to approve my student/ PhD mobility in the academic year at the university, Faculty/Doctoral school, study programme/ study domain, form of education (daily, reduced frequency, distant learning), year of study, financing form (without tuition fee/ with tuition fee).

I apply for this mobility for the following reasons:

.....

I declare, at my own risk, that:

- I am a high school / bachelor / master's degree graduate

- Foreign languages studied: _____

- I know / don't know the Romanian language. Written and spoken level¹ _____

- I am a student at the university, faculty....., enrolled in the year.....bachelor/master/PhD

- My academic record is as follows:

- Subjects followed and grades / qualifications obtained:

*1st year:

*2nd year:

*

In case this mobility application is approved, under the sanction of being revoked the administrative documents issued by Politehnica University Timișoara regarding the recognition of the studies followed until the date _____ at the university _____, faculty _____, and the banning of taking my bachelor/diploma/PhD thesis exam, I oblige myself to submit to Politehnica University Timisoara, before completing my studies, the diplomas and other documents that have allowed me the access to the study cycle in which I have been enrolled.

I hereby attach the following documents²:

Surname, name,

Signature

Date.....

Approved

Faculty Dean's Office /PhD School

.....

¹ According to the Common European Framework of Reference for Languages.

² To the extent that the student has the documents, s/he may attach those that can prove the veracity and reality of the statements.

AFFIDAVIT

I, the undersigned,

1. NUMELE _____ PRENUMELE _____
(SURNAME/NOMS) (GIVEN NAMES/PRENOMS)2. NUMELE PURTATE ANTERIOR _____
(PREVIOUS SURNAMES/ NOMS ANTERIEURS)3. LOCUL SI DATA NASTERII Tara _____ Localitatea _____ Data _____
(DATE AND PLACE OF BIRTH/ (COUNTRY/PAYS) (PLACE/LIEU) (DATE/DATE)
DATE ET LIEU DE NAISSANCE

Z	Z	L	L	A	A	A	A
(D	D	M	M	Y	Y	Y	Y)

4. PRENUMELE PARINTILOR _____
(PARENTS GIVEN NAMES/PRENOMS DES PARENTS)5. SEXUL (SEX/SEXE) : M F6. STAREA CIVILA : CASATORIT(A) NECASATORIT(A) DIVORTAT (A) VADUV(A)
(CIVIL STATUS/ETAT CIVIL) (MARRIED/MARIE) (SINGLE/CELIBATAIRE) (DIVORCED/DIVORCE) (WIDOWER)/VEUV(VEUFE)7. CETATENIA (CETATENIILE) ACTUALE _____ CETATENII ANTERIOARE _____
(ACTUAL CITIZENSHIP(S)/NATIONALITE(S) ACTUELE(S)) (PREVIOUS CITIZENSHIPS/NATIONALITES ANTERIEURES)8. DOCUMENT DE CALATORIE : TIPUL _____ SERIE _____ NR. _____
(TRAVEL DOCUMENT/DOCUMENT DE VOYAGE) (TYPE/TYPER) (SERIE/SERIE) (NO/NO)ELIBERAT DE TARA: _____ LA DATA _____ VALABILITATE _____
(COUNTRY ISSUED BY/ EMIS PAR PAYS) (DATE OF ISSUE/A) (VALADITY/EXPIRANT LE)9. DOMICILIUL PERMANENT ACTUAL : TARA _____ LOCALITATEA _____
(PERMANENT RESIDENCE/DOMICILE (COUNTRY/PAYS) (PLACE/LOCALITE)
PERMANENT ACTUEL)10. PROFESIA _____ LOCUL DE MUNCA _____
(PROFESSION/PROFESSION) (WORK PLACE/ LIEU DE TRAVAIL)

I declare at my own risk that I do not have the documents:.....

And, in accordance with art. 3, paragraph 3 of the Annex to Order no. 5140/2019, with subsequent amendments and completions, I expressly oblige myself, under the sanction of being revoked the administrative documents issued by Politehnica University Timișoara regarding the recognition of the studies followed until the date _____ at the university _____, faculty _____, and the banning of taking my bachelor/diploma/PhD thesis exam, to submit to Politehnica University Timișoara, before completing my studies, the diplomas and other documents that have allowed me the access to the study cycle in which I have been enrolled.

No. _____³

MINUTES,
Completed today,.....

During the meeting of the Specialized Commission appointed by the Board of the faculty _____ for the recognition and equivalence of the periods of study in the field _____ in the academic year _____

Following the analysis of the file no. _____ submitted by _____

The Commission found the following: _____, student at the Faculty _____ study program____, year _____, has studied _____ at the University of _____, __X__ years of study, at the date of analysis being enrolled as a student in the academic year _____, semester _____, faculty_____, university _____ instruction language _____.

According to the list of credits presented in the copy, the student obtained credits that are recognized as such:

Academic year	Discipline	Grade	Credits	Politehnica University Timisoara equivalent		
				Discipline/Academic year	Grade	Credits
...

The Commission for the Recognition and Equivalence of Study Periods proposes:

- the recognition of the studies followed⁴ and the enrollment in the year of study, academic year/, language of instruction
- the support of compensatory measures, respectively difference exams⁵, namely,
- the rejection of the application because

As a result of which this report was concluded, today the date of _____

Commission _____

³ Faculty

⁴ In case there are no substantial differences regarding the elements mentioned by art. 7 of Order no. 3223/2012, respectively those from art. 9 of the instruction, and the minimum number of study credits necessary for enrollment in the current academic year can be recognized to the student.

⁵ If substantial differences are found, which must be supported in order to enroll the applicant in the corresponding study year. Substantial differences may consist of:

- a) insufficient number of credits / transferable study points necessary for enrollment in the corresponding study year which s/he would have followed at the higher education institution of origin;
- b) insufficient number of specialized disciplines studied by the applicant within the higher education institution from which s/he comes, in relation to the number of those in the curriculum of the institution to which s/he has applied;
- c) failure to pass the necessary examinations, as the case may be, for the continuation of doctoral studies;
- d) insufficient number of papers or scientific results, articles, papers published in the doctoral studies carried out abroad.