

Annex to the Order of the Minister of Economy, Trade and Tourism no. 287/10.03.2015 modified by Order of the Deputy Prime Minister, Minister of Economy, Trade and Relations with the Business Environment no. 289/30.03.2016

Procedure through which the Ministry of Economy, Trade and Relations with the Business Environment conducts the selection process for the award of 40 scholarships to foreign citizens or foreign citizens domiciled abroad

1. General conditions

Number of scholarships: 40 scholarships for bachelor, master and PhD studies in Romania, awarded through a competition organized according to the regulations in force by the Ministry of Economy, Commerce and Relations with the Business Environment (MECRMA) and the Ministry of National Education and Scientific Research (MENCS).

Eligibility criteria: Foreign citizens coming from all the states of the world, except EU member states. Priority is given to citizens from non-EU countries with whom Romania has not signed cultural and educational collaboration agreements. Foreign citizens of Romanian origin and those belonging to the Romanian historical communities abroad benefit from other scholarship programs.

Scholarships are awarded for 3 levels of study:

- a) Bachelor: This program is intended for high school graduates or graduates of equivalent pre-university studies, as well as for applicants seeking to obtain the recognition of partial studies and their continuation at a university in Romania. The full study program runs for a period of 3 to 6 years, depending on the profile of the elected faculty, and ends with a bachelor's exam.
- b) Master: This program is intended for university graduates, and runs for a period of 1.5 to 2 years ending with a dissertation.
- c) PhD: This program is intended for bachelor and/or master graduates, and runs for a period of 3-4 years, depending on the profile of the chosen faculty, ending with the defense of a doctoral thesis.

Priority areas: Priority will be given to applications from candidates interested in studying economic and business sciences, agricultural sciences, technical studies, oil and gas, medicine.

Applications in other study fields will not be rejected.

Language of study: To promote the Romanian language and culture among foreign nationals, MENCS decided that the beneficiaries of the scholarships granted by the Romanian state should only study in the Romanian language. For applicants who do not know Romanian, the scholarship program provides an additional preparatory year to learn the Romanian language.

Students who declare they know the Romanian language will have to take a language exam organized by the higher education institutions.

2. Terms of the scholarship

The awarded scholarship, including for the preparatory year if appropriate, covers:

- the tuition fees;
- the accommodation (accommodation will be provided by using the available places in student residences, according to the rules of the Higher Education Institutions) ;
- a financial aid, according to the legislation in force.

Scholarships do not cover international and domestic transportation costs. In this regard, applicants should be prepared to cover from their own funds additional expenses.

Financial aid plan:

In Romania, the academic year begins on October 1st.

Scholarships are awarded to bachelor and master students throughout the academic year, including the winter and spring holidays, but do not cover the summer vacation.

For intramural PhD students, the scholarship is awarded for the whole calendar year.

For all scholarship holders: In the event of repeating the study year, the scholarship of the student is suspended during the repeated year of education, and will be reinstated in the following academic year after the exams from the repeated year have been passed. During the period of suspension of the scholarship, the students who repeat the year will cover their tuition and accommodation costs.

3. Application procedure

Applications can only be submitted through the following entities, which also issue the letter of recommendation:

- the recommendation of the representative of the Ministry of Economy, Trade and Relations with the Business Environment (BPCE) in the respective country, based on the contribution the family, relatives or acquaintances of the young person can have in promoting the economic interests of Romania in their respective country or in the ascribed countries;
- the request/recommendation of the Embassy of the respective country in Bucharest, of the consulates, commercial or cultural offices, honorary consulates of the relevant states;
- the request/recommendation of entities from the real economy (company importing and/or producing goods), supported by the representative of the Ministry of Economy, Trade and Relations with the Business Environment from the respective country, and based on the support that will be provided by awarding the respective scholarship, for significant commercial transactions or complex economic objectives;
- the request/recommendation of NGOs who through their activity can contribute to the promotion of bilateral economic relations, of economic, professional and employers' associations, cultural associations, higher education institutions and other academic institutions.

The applicants must contact directly the entities listed above to obtain information about the scholarships (admission procedures, required documents, deadlines, etc.) and to submit their full application files.

Application files submitted directly at MECRMA or MENCS registrar offices without the above-mentioned recommendation, as well as files submitted after the deadline will not be taken into account.

Application files must contain documents in English or French. If the files contain documents in languages other than French or English, legalized translations in Romanian, French or English of these documents should be provided. Romanian universities can request that all application documents be accompanied by certified copies and legalized translations in Romanian

It is imperative that all the pieces of information written in the forms are accurate.

4. Registration schedule

The deadline for the submission of application files is communicated by each individual entity. The applicant must contact and inquire about the registration timetable, starting with MAY 1ST of this year, to the entity where he/she wants to submit the file.

Entities will set their own deadline for receiving and sending the files by diplomatic courier, so that they are registered at MECRMA – DCERI until AUGUST 31ST.

The foreign diplomatic missions accredited in Bucharest will forward the application files at MECRMA-DCERI, by AUGUST 31ST accompanied by a verbal note/recommendation for each endorsed applicant.

Incomplete files are disqualified and will not be evaluated by the MECRMA commission.

The files of the applicants rejected following the evaluation of the MECRMA and MENCS committees will not be returned.

5. Documents required as part of the application file

The application file for the scholarship must include the following documents:

5.1. The official note from the entity that recommends each applicant.

Note: The entity must specify in this note the following:

- the scholarship program targeted by the applicant and the form of study that he/she intends to follow ("scholarships offered by the Romanian state through MECRMA ");
- full name of the applicant;
- recommendations or comments about the applicant or his/her activity (where applicable);
- a list of the documents included in the application file.

5.2. The MECRMA Application Form ([APPENDIX 1](#)) for a study scholarship in Romania, correctly filled in.

5.3. The MENCS Form ([APPENDIX 2](#)) requesting the issue of the Letter of Acceptance. If the file of the applicant is selected by the MECRMA and MENCS Commissions, MENCS issues

and submits to the applicant, based on this request, the personal letter of acceptance to studies in the Romanian Higher Education system.

The letter of acceptance is necessary for obtaining a long-stay visa and for enrolling at university.

5.4. Legalized copies of the latest awarded degrees (baccalaureate + university diploma, if any) and their legalized translation into Romanian, French or English, if needed.

Note: If the applicant is in the last year of high school, a certificate confirming the level of education and the fact that the person is going to pass his/her graduation exam at the end of the current school year, specifying the date on which his/her diploma will be issued, will be added to the file together with the certificate's certified translation. If his/her file is selected, the applicant who graduated high school or an equivalent form of education is required by NOVEMBER 1st to submit to MENCS a certified copy of the graduation diploma and its legalized translation or, where applicable, the copy of the certificate attesting the fact that he/she is a graduate with the mention of the date by which his/her diploma will be issued.

Applicants who opt for postgraduate studies must submit all the diplomas obtained previously as certified copies, as well as accompanied by their legalized translations.

5.5. Legalized copies of the transcripts of records for completed studies and their legalized translation, if appropriate.

Note: In the case of applicants who graduated high school, and opt for enrolling in Romanian university education, it is necessary to present the certified copy of the transcripts of records from the last school cycle, meaning for high school or its equivalent. For the applicants in the last year of study, the transcripts of records from the previous high school years and the first part of the current school year will be submitted.

In the case of the applicants requesting the recognition of partial university studies (for an intermediary year admission) and the continuation of these studies in Romania, the transcripts of records must be accompanied by the curricula, as a legalized copy, as well as a legalized translation of the curricula for these partial studies.

In the case of the applicants who graduated university studies, and who will opt for a form of postgraduate education, it is mandatory to present the legalized copies of all higher education documents, including the transcripts of records.

5.6. Legalized copy of the birth certificate, and its certified translation.

5.7. Legalized copy of the passport.

5.8. Medical certificate stating that the person who plans to apply for studies has no contagious diseases or other medical conditions incompatible with the planned studies.

5.9. Curriculum Vitae of the applicant.

5.10. Recent photos - 4 pieces, passport format.

The legalization of the documents is done by notaries in the states of residence, or by the sending diplomatic missions, as appropriate.

The entities receiving the application files have the responsibility:

- to verify the accuracy of the filled in MECRMA and MENCS forms;
- to ensure that the applicant keeps a copy of the signed forms;
- to set the deadline for receiving the files and to submit the complete application files, containing all the documents foreseen in the methodology, by diplomatic courier, so that it reaches MECRMA-DCERI until August 31st;

6. Procedure for analyzing the files and selecting the scholarship holders

MECRMA - DCERI analyzes the correctness of the submitted application files, and presents the valid files to the Selection Commission organized within MECRMA. The files selected by the MECRMA Commission will be forwarded to the MENCS Commission.

The members of the two committees assess the application files taking into account the scientific skills of the applicants, as well as the chosen field of study.

The commissions will approve, within the limit of places available, the list of accepted applicants, as well as a number of applicants to be placed on the reserve list, in the event that some of the selected applicants withdraw from the scholarship program.

Tasks of MECRMA:

Form the selection board by order of the Minister of Economy, Trade and Relations with the Business Environment.

The selection committee of MECRMA will meet to review the files which passed the first selection phase.

MECRMA sends to MENCS the files accepted by the MECRMA Commission.

Tasks of MENCS:

The MENCS Commission will meet, and will send to MECRMA the list of admitted applicants.

7. Notification of final results

The results of the scholarship contest will be announced to each entity which submitted application files to MECRMA.

8. Mandatory procedure for admitted applicants

For admitted students, MENCS will issue the "Acceptance Letter for Studies in Romania ", mentioning the obligation (if appropriate) of enrolling in a preparatory year of Romanian language and the institution/institutions of higher education where he/she will be studying.

After receiving the letter of acceptance, the scholarship holder will contact the Romanian embassy in his/her country of residence or the nearest diplomatic mission of Romania, to apply for the long-stay visa.

At the same time, the scholarship holder is required (if appropriate) that at the latest by August 31st to add to the application file the documents that were not submitted beforehand - the copy of the last diploma and its legalized translation (high school or university studies completed after submitting the application file), or a certificate attesting the fact that the applicant is a

graduate of that educational cycle, with the date by which he/she will be awarded the graduation diploma.

Accepted applicants must come to MENCS - The International Relations Division, at the headquarters on Str. General Berthelot nr. 28 -30, sector 1, Bucharest, phone 0040 (0) 21405 62 12, fax 0040 (0) 21 312 66 14, in order to be registered in the Romanian higher education system. The scholarship holders will present:

- a complete file with all the original documents from the application file,
- the letter of acceptance in original, and one copy,
- the passport (original and copy) with a valid long-stay visa for studies, the "SD" symbol.

MENCS will issue a registration order.

The scholarship holder will then present himself/herself with the registration order and the complete file containing all his/her study documents at the Rectorate of the University where he/she was accepted for studies.