

DECISION
Of the Administration Board of the Politehnica University of Timișoara
No. 02/14.01.2014
- Regarding fees applied for the release of study documents -

Art. 1. The following fees regarding the release of study documents are hereby approved, as per 14.01.2014:

| No. | Type of document | Fee applied |
|-----|--|---|
| 1. | Diploma accompanied by the transcript of records /study annex / diploma supplement (archived study documents) | For two years from the date of completion exam, the diploma can be released or taken out of the archives free of charge. The de-archiving fee will apply as follows: <u>Normal release</u> (first appointment proposed – four working days following the request) - 50 RON for graduates from classes older than 2 years, up to 10 years - 100 RON for graduates from classes older than 10 years, up to 15 years - 150 RON for graduates from classes older than 15 years <u>Expedited release</u> (appointment proposed within the first three working days following the request). De-archiving fees are double as compared to the normal release fees (100, 200, 300 RON respectively). In the case of diplomas that are issued, normally, free of charge, the emergency fee is still charged, equal to the smallest emergency de-archiving fee (100 RON). |
| 2. | Diploma issued as a matter of emergency, accompanied by diploma supplement | Only expedited release: 200 RON, within 10 working days. The emergency preparation of the diploma is conditioned by the existence of the standard forms. |
| 3. | Transcript of records on request (for graduates). (this situation occurs at classes between 1983 and 1989). | - 50 RON for normal release (within five working days) - 100 RON for expedited release (within three working days) |
| 4. | Transcript of records (for unfinished studies) (current students, transferring or transferred students, expelled students, students withdrawn from studies) | - free of charge for students and transferred students. Within three working days from the request. For drop out students and expelled students: - 50 RON for normal release (within five working days after request) - 100 RON for expedited release (within three working days) |
| 5. | Full course description (for graduates) | - 200 RON for normal release (within 15 working days) - 300 RON for expedited release (10 working days) |

| | | |
|-----|--|---|
| 6. | Partial course description (for current students or former students withdrawn from studies or expelled, for which the course description will be release partially, only with regard to the years when the student was registered at UPT). | - 50 RON / year for normal release - 75 RON / year for expedited release |
| 7. | Certificate endorsing the authenticity of the study documents (for the Official Gazette, the education ministry, the apostille, CNRED, employers, etc.) | - 30 RON, for classes up to 10 years old. - 50 RON, for classes older than 10 years. |
| 8. | Duplicate of diploma / certificate (on dedicated form) | - Normal release, fee 100 RON. Within 30 working days. - Expedited release, fee 200 RON. Within 15 working days. |
| 9. | Duplicate of transcript of records, study annex, diploma supplement. | - 80 RON for normal release (within five working days) - 100 RON for expedited release (within three working days) |
| 10. | Certification of conformity with the original, on copies of study documents, introduced in a sealed envelope, and optional sending to various institutions (employers of external verification agents). | 50 RON for the envelope released to the holder of the documents or to a person designated 70 RON for the envelope sent to an institution within the country. 100 RON for the envelope sent to an institution abroad. Envelopes will be sent by the Romanian Postal Service. For other couriers, the additional fees will be supported by the beneficiary. |
| 11. | Certificate of first- and second-degree advanced skills teacher | 50 RON |