

Regulation of the Faculty of Sociology and Psychology on the organisation and conduct of the admission process for master degree study programmes

Faculty of Sociology and Psychology
Academic year 2024-2025

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CHAPTER I

General provisions

Article 1. This Regulation lays down the general framework for the organisation of the admission process to the following Master's degree programmes at the Faculty of Sociology and Psychology of the West University of Timisoara. The Master's degree provides further study in the field of undergraduate studies or in a related field, the acquisition of complementary skills in other fields and the development of scientific research skills.

Article 2. In the academic year 2024-2025, the admission process for the undergraduate degree programmes at Faculty of Sociology and Psychology is organized:

- in accordance with the provisions of the Higher Education Law No 199/2023, as amended;
- based on the following regulations:
 - Romanian Government Decision No 288 of 21 June 1993 on the schooling in Romania of citizens from other countries, with subsequent amendments and additions, republished;
 - Romanian Government Decision no. 689 of 7 October 1994 on the granting of scholarships for studies, doctorate and specialization, and other forms of support for young people of Romanian ethnic origin or Romanian citizens living abroad, with subsequent amendments and additions;
 - Romanian Government Decision no. 1004 of 10 September 2002 on incentives for pupils and students who have received distinctions in international school Olympiads organised for pre-university education and for doctoral students who have achieved outstanding results in their research activity, with subsequent amendments and additions;
 - Romanian Government Decision no 404 of 29 March 2006 on the organisation and conduct of Master's university studies;
 - Romanian Government Decision no. 844 of 13 August 2008 on the amount of scholarships for pupils, students, master's students, doctoral students, doctors in specialization and trainees in postgraduate specialization/training courses from the Republic of Moldova, Ukraine, for those of Romanian ethnic origin from abroad, for Romanian citizens residing abroad, as well as for foreign citizens, Romanian state scholarship holders, studying in state educational institutions and establishments in Romania;
 - Romanian Government Decision no. 369 of 12 June 2013 approving *the Methodology for the accreditation of Master's degree courses*;
 - Romanian Government Ordinance no. 22 of 29 August 2009 on setting the minimum amount of tuition fees, in foreign currency, for citizens studying on their own in

- Romania, from countries that are not members of the European Union, as well as from countries that are not part of the European Economic Area and the Swiss Confederation, approved with amendments and additions by Law no. 1 of 6 January 2010;
- Order of the Minister of Education, Research, Youth and Sport no. 3223 of 8 February 2012 approving the Methodology for the recognition of periods of study abroad;
 - Order of the Minister of National Education and Scientific Research no. 6121 of 20 December 2016 on the approval of *the Methodology for the recognition of bachelor, master or postgraduate diplomas issued by accredited higher education institutions abroad*;
 - Order of the Minister of National Education and Scientific Research No 6156 of 22 December 2016 on the organization and conduct of the preparatory year of Romanian language for foreign citizens, with subsequent amendments and additions;
 - Order of the Minister of National Education no. 3236 of 10 February 2017 on the approval of *the Methodology for the admission of foreign citizens for study and tuition-free places with scholarships and for places without tuition fees but without scholarships in accredited state higher education institutions*;
 - Order of the Minister of National Education no. 3473 of 17 March 2017 on the approval of *the Methodology for the admission to studies and schooling of foreign citizens starting with the school/academic year 2017-2018*, with subsequent amendments and additions;
 - Order of the Minister of National Education, the Minister of Foreign Affairs and the Minister for Romanians Abroad no. 3900/A10/2046/C/129/2017 on the approval of the Methodology for the enrolment of Romanians from abroad in state pre-university education in Romania, in places of study without payment of tuition fees, but with scholarships, respectively without payment of tuition fees, but without scholarship as from the academic year 2017-2018 and of the *Methodology for the enrolment of Romanians from abroad in state higher education in Romania, for places without tuition fees but with scholarship, respectively without tuition fees but without scholarship as from the academic year 2017-2018*;
 - Order of the Minister of National Education no. 4294 of 29 June 2017 on the approval of the enrolment procedure for Romanians from abroad in state and private accredited pre-university and higher education in Romania, for tuition fees in RON, starting with the school/academic year 2017-2018;
 - Order of the Minister of National Education no. 4107 of 6 July 2018 on the exemption from the payment of fees for the application, processing of the file, registration, testing of Romanian language proficiency, the PhD entrance exam and the specific aptitude tests of candidates for scholarships offered by the Romanian state;

- Order of the Minister of Education No 4139 of 29 June 2022 approving *the Framework Methodology for the organization of psycho-pedagogical training programs through specialized departments within accredited higher education institutions*;
- **Order of the Minister of Education no. 3693 of 1 February 2024 approving the Framework Methodology on the organisation of admission to higher education in the short undergraduate, master and doctoral cycles**;
- **Regulations of the West University of Timisoara (UVT) on the organization and conduct of the admission process for Master's degree programs**, approved by the UVT Senate;
- and on the basis of other regulations with a bearing on the field of activity regulated.

CHAPTER II

Organisation of the admission process for Master's degree studies within the Faculty of Sociology and Psychology

Article 3.

(1) For the Master's degree cycle, for the academic year 2024-2025, in accordance with the legislation in force, the following Master's degree programmes legally established within the Faculty of Sociology and Psychology are organised in the fields of master's degree studies accredited by ARACIS:

Master's degree programme	Field of Master's studies	Form of education	Teaching language	Maximum number of students that can be enrolled	Number of places allocated from the state budget*	Number of transferable study credits
Management and supervision in child and family welfare	Social work	full time	Romanian	75	25	120
Occupational, organisational and transport psychology	Psychology	full time	Romanian	75	20	120
Clinical psychology and psychotherapy	Psychology	full time	Romanian	75	28	120
Social entrepreneurship and community development	Sociology	full time	Romanian	75	10	120
Human resource management in the administration of organisations	Sociology	full time	Romanian	75	22	120
Educational management and curriculum development	Educational sciences	full time	Romanian	75	15	120
Counselling and educational integration	Educational sciences	full time	Romanian	75	15	120
Specific language and communication therapies	Educational sciences	full time	Romanian	75	10	120

(2) *The final number of state-funded places allocated to each undergraduate programme will be approved by decision of the UVT Board of Directors, on the proposal of the UVT faculties, following the allocation of state-funded places by the Ministry of Education to UVT.

(3) The curricula of all the Master's degree programmes for which the Faculty of

Sociology and Psychology is organising an admission competition are available online at:
<https://fsp.uvt.ro/educatie/programe-de-master/>.

Article 4. The admission process to the Master's degree cycle in the Faculty of Sociology and Psychology is organized:

- on places financed from the state budget (only for Master's degree programmes in the form of full-time education) through study grants;
- on fee-paying places (for full-time master's degree programmes).

Article 5. Categories of candidates

The following can apply for admission to the Master's degree programme:

- graduates with a bachelor's degree (as per Law no. 288/2004 on the organisation of university studies, as amended and supplemented, National Education Law no. 1/2011, as amended and supplemented, and Higher Education Law no. 199/2023, as amended and supplemented);
- graduates with a bachelor's degree or equivalent of a long university degree (as per Law 84/1995);
- Romanian graduates with studies completed abroad who have a *Certificate of Recognition of Studies*, issued by the specialized department of the Ministry of Education - National Centre for Recognition and Equivalence of Diplomas (CNRED), as at least a Bachelor's degree;
- citizens of the Member States of the European Union, of the States belonging to the European Economic Area and of the Swiss Confederation and British citizens and their family members as beneficiaries of the *Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community 2019/C 384 I/01*, who hold a Certificate of Recognition of Studies issued by the National Centre for the Recognition and Equivalence of Diplomas (CNRED), under the same conditions as those laid down by law for Romanian citizens, including as regards tuition fees (details in Annex 1 to this Regulation);
- foreign citizens of Romanian ethnic origin from Albania, Bulgaria, Macedonia, Republic of Moldova, Serbia, Ukraine and Hungary and the Diaspora, as well as Romanian citizens with permanent residence abroad - they will apply separately for the places financed from the state budget allocated by the Ministry of Education for Romanian citizens from abroad, but only for accredited university study programmes taught in Romanian, or for places with tuition fees, according to *the Methodology for the enrolment of Romanians from abroad in state higher education in Romania, for places without tuition fees but with scholarships, respectively without tuition fees but without scholarships starting from the academic year 2017-2018* respectively according to *The procedure for the enrolment of Romanians from abroad in state and private accredited pre-university and higher education in Romania, for*

places of study with tuition fees in RON, starting with the school/academic year 2017-2018 (also valid for the academic year 2024-2025) (details in Annex 2 of this Regulation);

- Romanian citizens of Roma ethnicity, graduates with a bachelor's degree or equivalent - they have the possibility to apply under the same conditions as Romanian citizens, for places financed by the state budget and for places with a fee, or separately, for places specially allocated for this category of candidates by the Ministry of Education;
- graduates with a bachelor's degree or its equivalent from national minorities or from foster care/social welfare institutions and those with special educational needs or disabilities - for them UVT allocates annually at least 25 places funded from the state budget, which they can apply for separately (in the case of candidates from national minorities, they can apply for separately allocated places only in study programmes that do not exist in state higher education in the language of their minority). If these places are not filled, they will be redistributed to other candidates;
- foreign nationals from non-EU countries of the European Union, the European Economic Area, the Swiss Confederation and the United Kingdom of Great Britain and Northern Ireland - they can apply for admission to the West University of Timisoara (under the financial regime: own currency account), on the basis of a file, and must be admitted to studies or rejected on the basis of the admission process organised at UVT according to the "*Methodology for the issuance of the letter of acceptance and admission to undergraduate and master's studies at the West University of Timisoara of citizens from EU third countries*" and on the basis of the letter of acceptance to study in Romania issued by the Ministry of Education and Research (details in Annex 3 of this Regulation);
- refugees and political asylum seekers who have obtained a form of subsidiary protection in Romania - they are admitted to studies in accordance with the provisions of the *Methodology for the issuance of letters of acceptance and admission of foreign citizens from EU third countries to bachelor and master studies at the West University of Timisoara*.

Article 6.

(1) For foreign nationals from the European Union, the European Economic Area and the Swiss Confederation, as well as for British nationals and their family members, as beneficiaries of the Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community 2019/C 384 I/01, the admission process will take place under the same conditions as for Romanian nationals (provided that the requirements for recognition and equivalence of diplomas are observed).

(2) The recognition of studies completed abroad by foreign citizens and by Romanian citizens who have graduated studies in another country will be carried out by the specialized department of MEdu - *National Centre for the Recognition and Equivalence of Diplomas*

(CNRED) - before the registration of candidates to the entrance exam, each candidate having the obligation to present the certificate of recognition/equivalence of studies, according to the procedure described in Annex 1 of this Regulation.

(3) For Romanian citizens living abroad, the admission competition will be conducted according to the procedure described in Annex 2 to this Regulation, by places financed from the special state budget intended for them, with or without scholarship, or on places with fee.

Article 7. Admission to Master's degree courses at the The Faculty of Sociology and Psychology is carried out in Romanian for all Master's degree programmes.

Article 8. Timing of the admission process

(1) The competition for admission to the Master's cycle at the Faculty of Sociology and Psychology is organized in two sessions, under identical conditions, before the beginning of the academic year, the second session being organized only for those study programs for which, after the first session, there will remain unfilled places.

(2) For the academic year 2024-2025, the timetable for *the contest for admission to the Master's* degree programme at the Faculty of Sociology and Psychology for the first session in July 2024 is as follows:

- Apply online by filling in the data requested by the UVT admissions platform: **15.07.2024, 10:00 a.m**
- Display of the lists of registered candidates (on the website <http://www.fsp.uvt.ro>): **15.07.2024, 16:00 a.m**
- Conduct of admission tests: **16.07.2024**, at the UVT headquarters, between 08:00 and 16:00, for Master's degree programmes that have an admission test. Time and room will be posted on the website <http://www.fsp.uvt.ro> on 15.07.2024 at 20:00
- Deadline for certifying documents as true copies: **16.07.2024, 16:00 a.m.**
- Display of the results of successful candidates (on the website <http://www.fsp.uvt.ro>): **17.07.2024, 10:00**
- Filing appeals: **17.07.2024, 10:00 - 18.07.2024, 10:00** - by e-mail admitere.fsp@e-uvt.ro
- Display of the final results of successful candidates (on the website <http://www.fsp.uvt.ro>): **18.07.2024, 14:00**
- First stage of confirmations: **18.07.2024, 14:00 - 19.07.2024, 14:00**
- Display of the results of the candidates admitted following the first confirmation stage: **19.07.2024, 16:00**
- Second stage of confirmations: **19.07.2024, 16:00 - 22.07.2024, 08:00**

- Display of the final results with the registered candidates (on the website <http://www.fsp.uvt.ro>): **22.07.2024, 14:00**

(3) For the academic year 2024-2025, the *timetable for the entrance examination to the Master's cycle* at the Faculty of Sociology and Psychology for the second session in September 2024 is as follows:

- Apply online by filling in the data requested by the UVT admissions platform: **06.09.2024, 12:00 a.m.**
- Display of the lists of registered candidates (on the website <http://www.fsp.uvt.ro>): **06.09.2024, 18:00 a.m.**
- Conduct of admission tests: **09.09.2024** at the UVT headquarters between 08:00 and 16:00, for Master's degree programmes with an admission test. Time and room will be posted on the website on 06.09.2024 at 20:00
- Deadline for certifying documents as true copies: **09.09.2024, 16:00**
- Display of the results of successful candidates (on the website <http://www.fsp.uvt.ro>): **10.09.2024, 12:00**
- Filing appeals: **10.09.2024, 12:00 - 11.09.2024, 12:00** - by e-mail admitere.fsp@e-uvt.ro
- Display of the final results of successful candidates (on the website <http://www.fsp.uvt.ro>): **11.09.2024, 14:00**
- First stage of confirmations: **11.09.2024, 14:00 - 12.09.2024, 12:00**
- Display of the results of the candidates registered following the first confirmation stage (on the website <http://www.fsp.uvt.ro>): **13.09.2024, 12:00**
- Second stage of confirmations: **13.09.2024, 12:00 - 14.09.2024, 10:00**
- Display of the final results with the registered candidates (on the website <http://www.fsp.uvt.ro>): **14.09.2024, 12:00**

(4) The admission competition for the Master's degree cycle for foreign citizens from EU third countries takes place between 1 March 2024 (from this date the Department of International Relations accepts applications) and 1 September 2024 (date until which the Department of International Relations accepts applications), respectively 15 September 2024 in the case of students who complete the *Romanian language preparatory programme for foreign citizens* and apply for a new *Letter of Acceptance to Studies* valid for the entire duration of the study cycle (details in Annex 3 of this Regulation).

Article 9. Registration for the admission process

(1) Registration for the admission competition is done in person, exclusively online, on the basis of your identity card/passport, your personal identification data and the other information required by the registration form available on the admission platform

(<https://admitereonline.uvt.ro/>). Applicants express their choices for enrolment in the study programmes in order of preference via the online admissions platform. Registration for the admission competition can be made, on behalf of the candidate, also by another person on the basis of a power of attorney to be uploaded on the admission platform, in the section related to the required documents, and certified as true to the original by the UVT operators according to paragraph (5) of this article.

(2) The West University of Timisoara starts the process of online registration of candidates for the admission exam starting in May, on the admission platform (<https://admitereonline.uvt.ro/>), in accordance with the provisions of paragraph (1).

(3) Once an applicant starts the online application process, by creating an account on the platform and entering his/her personal identification data, he/she consents to the processing of his/her personal data by UVT and to be regularly informed about the admission process, the educational offer and UVT services.

(4) The online application process will be completed with validation of your application by the Admission Committee, following verification of its completeness and accuracy, after it has been the application fee has been paid or the fee waiver has been validated by the admission committee at faculty level, based on the supporting documents uploaded on the admission platform.

(5) Applicants will be required to submit all documents necessary for the admission process, in accordance with the provisions of this Regulation in original or certified copy, at least one day before the date of publication of the lists of admitted candidates, in accordance with the admission timetable set out in Article 8, at the admission document collection points at the UVT offices and at the county admission centres organised by the UVT, for scanning and certification as true copy by the UVT operators. Candidates who fail to meet the provisions of this paragraph will not be included in the ranking of the admission process.

(6) By way of exception to paragraph 5, documents issued by legal persons governed by public or private law in electronic form which have a **qualified or advanced electronic signature**, defined in accordance with Article 3(11) and (12) of Regulation (EU) No 910/2014, need not be certified as being in conformity with the original.

(7) After the closing date for registration, the options, their order and other information in the file registered on the online admission platform cannot be changed.

Article 10. Documents required for the admission process

(1) The documents required for the application file for the Master's degree programs in the Faculty of Sociology and Psychology are the following:

1. Identity card/passport;
2. Birth certificate - for UVT graduates of undergraduate studies in the current year the document is not mandatory, it can be taken from the existing file of the

- undergraduate cycle;
3. Marriage certificate - *if applicable*;
 4. Bachelor's degree or equivalent diploma, accompanied by the diploma supplement, or certificate of graduation from undergraduate studies, accompanied by the transcript, for candidates who graduated from undergraduate studies in the current year; UVT graduates of undergraduate studies in the current year do not need to upload the undergraduate graduation certificate and the transcript to the admission platform in order to apply for master's degree studies in the same year, the results of the undergraduate graduation exam, i.e. the average of the years of undergraduate studies, will be taken directly from the candidate's file by the admission committees of the UVT faculties;
 5. Medical certificate issued by the family doctor, not older than 90 days from the date of its presentation at the document reception office, certifying whether the candidate is fit to enrol for university studies and, if applicable, the chronic conditions from which the candidate suffers (neuropsychiatric, psychopathological, pulmonary, dermato-venereal, disability (type, degree), etc.). Specific learning disabilities (dyslexia, dysgraphia, dyscalculia, etc.) or any special educational needs will be attested by a certificate of diagnosis;
 6. Certificate attesting the completion of another Master's degree programme (whether or not completed at the time of application), stating the funding regime under which each year of study was completed (funded by the state budget/fee-paying, if it is/was carried out at a state higher education institution in Romania) and, if applicable, the years and semesters of study during which the student received a scholarship, respectively its type.

(2) Candidates who are Romanian citizens or citizens of Member States of the European Union, the European Economic Area and the Swiss Confederation, as well as British citizens and their family members, as beneficiaries of the *Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community 2019/C 384 I/01*, who have completed their undergraduate outside Romania must submit, in addition to the above documents, the document of equivalence/recognition of studies issued by the *National Centre for the Recognition and Equivalence of Diplomas (CNRED)*. In the case of recognition documents issued online by the specialist directorates of the Ministry of Education, they are uploaded electronically to the admission platform by the candidate, within the deadline set for registration by the regulations on the organization and conduct of the admission process at each faculty, and do not require certification by UVT operators. The necessary documents and the procedure for the equivalence of studies completed outside Romania are listed in Annex

1 of this Regulation.

(3) For admission to Master's degree programmes taught in Romanian, foreign citizens who do not present academic documents issued by Romanian or foreign educational establishments/institutions teaching in Romanian are required to present a certificate of linguistic competence for Romanian issued by institutions authorized by the Ministry of Education.

(4) The documents required for candidates applying for places for Romanians living abroad¹ are listed in Annex 2 to this Regulation.

(5) Candidates eligible for fee exemption under Article 20 of these Regulations will also upload supporting documents for their category to the admission platform.

Article 11.

(1) Candidates who have passed the final examination for the completion of undergraduate studies in the sessions corresponding to the academic year 2023-2024 **at a higher education institution other than UVT** can upload to the admission platform and present the documents required for the admission process at the UVT offices and at the county admission centres organised by UVT, for the admission session immediately following the session in which they passed the undergraduate exam, instead of the bachelor's degree, the original certificate issued by the educational institution, stating the overall average of the bachelor's degree examination, the marks obtained in the tests taken in the bachelor's degree examination, the validity period and the fact that the diploma has not been issued.

(2) Candidates who have passed the final examination for the completion of undergraduate studies in the sessions corresponding to the academic year 2023-2024 **at UVT** do not have to upload to the admission platform or submit at the points of collection of the documents necessary for the admission process at the UVT offices and at the county admission centres organised by UVT the certificate of graduation from undergraduate studies. The results of UVT graduates at the undergraduate university graduation exam for the current year will be made available to the admission committees of the UVT faculties by the UVT General Secretariat.

(3) For the purposes of registration for enrolment in a Master's degree **(3)** For the enrolment in master's degree studies, the candidates admitted to the places financed by the state budget are required to submit at the points of collection of the documents necessary for the admission process in the UVT offices and in the county admission centres organised

¹ Romanians living abroad = persons who freely assume their Romanian cultural identity, persons of Romanian origin and those belonging to the Romanian linguistic and cultural vein living outside the Romanian borders, regardless of the ethnonym used, as well as emigrated Romanians, whether or not they have retained Romanian citizenship, their descendants and Romanian citizens with permanent residence or residency abroad (who do not hold a Romanian identity card).

by the UVT, the bachelor's degree diploma (or the certificate, for the candidates who have passed the bachelor's degree examination in the session of the 2023-2024) in original, original diploma recognition document, if applicable. For graduates of undergraduate studies in the current year at UVT admitted to a master's degree program organized by UVT on a place financed from the state budget, the certificate of graduation from undergraduate studies will be submitted in original to the student's file by the UVT representatives.

(4) In the case of recognition documents issued online by the specialized directorates of the Ministry of Education, they are uploaded electronically on the admission platform by the candidate, within the deadline set for registration by the regulations on the organization and conduct of the admission process at the level of each faculty, and do not require submission or certification according to the original by UVT operators. For registration, candidates who submit the recognition document electronically are required to submit an affidavit confirming the place funded by the state budget.

Article 12. Entrance test(s)/contest

Admission to master's degree studies at the Faculty of Sociology and Psychology is by competitive examination, regardless of the form of education in which they are organised, on the basis of the examinations established by these regulations, with a view to assessing specific competences in the field of study on the basis of a bibliography of specialist works.

All Master's degree programmes in the Faculty of Sociology and Psychology will have an admission test which is a component of the final admission mark. Details of the subject matter and specific bibliography are given in Annexes 4-8.

Tests:

Field of Social Work (Management and Supervision in Child Welfare)

Candidates will draw tickets from the provided topic and will briefly state the main theoretical points associated with that topic. The oral examination is designed to test the candidate's ability to synthesise information into a coherent discourse, the use of specialised language, motivation to pursue the Master's degree programme for which he/she is taking the examination, and, where appropriate, the ability to bring up concrete examples related to the subject of the examination. The entrance exam is conducted individually with each candidate and is completed with a mark of 10% of the total admission average (Annex 4).

Field of Psychology

Occupational, organisational and transport psychology

Grid examination according to the procedure described in Annex 5.

Clinical psychology and psychotherapy

Grid examination according to the procedure described in Annex 6.

Field of Sociology (Human Resource Management in Organizational Administration, Social Entrepreneurship and Community Development)

Candidates will be asked to draw tickets from the provided topic and will have to briefly present the main theoretical points associated with that topic. The oral exam tests the candidate's ability to synthesise information into a coherent discourse, the use of specialised language, motivation to pursue the Master's degree programme for which he/she is taking the exam and, where appropriate, the ability to bring up concrete examples on the subject of the exam. The entrance exam is conducted individually with each candidate and is completed with a mark of 20% of the total admission average (Annex 7).

Field of Educational Sciences (*Educational Management and Curriculum Development, Counselling and Educational Integration, Specific Language and Communication Therapies*)

Argumentative essay. The essay will be uploaded to the admissions platform and will be assessed and marked by the admissions committee. The essay evaluates the ability to argue, the use of concepts specific to the field of study and the ability to construct an argumentative discourse in the chosen field of study. The weight of the test is 20% of the admission average (Annex 8).

Article 13.

(1) For students with disabilities and special educational needs, on the basis of documentary evidence, the admission tests may be adapted according to the type and severity of the disability. These include alternative ways of reading the text (large print, Braille, reader, screen reader), extra time to complete tasks, etc.

(2) For candidates with specific learning disabilities and sensory impairments, on the basis of the diagnostic certificate issued by the competent bodies, upon request, the adaptation of the examination procedures in the admission process shall be made by:

- a) ensuring time additional time to time initially allocated for the preparation of the work;
- b) in the case of candidates with dyslexia, the reading of the subjects is done by a member of the faculty admissions committee; the subjects are read in turn, in the order in which the paper is written;
- c) in the case of candidates with dysgraphia, the candidate is entitled to oral assessment or will dictate the content of the paper to a member of the faculty admissions committee;
- d) in the case of candidates with dyscalculia, the use of a pocket calculator/pencil, Pythagorean board or formula tables is provided.

Article 14.

(1) The West University of Timisoara allocates special places for the following categories of candidates in the Master's admission process:

- Romanian citizens of Roma ethnicity, graduates with a bachelor's degree or its equivalent, who have the possibility to apply separately, under the same conditions as other Romanian citizen candidates, for places financed from the state budget allocated by the Ministry of Education (MEdu) specifically for this category of candidates;
- candidates belonging to national minorities or coming from foster care/social protection system and those with special educational needs or disabilities, graduates with a bachelor's degree or its equivalent, who have the possibility to apply separately, UVT allocating for them annually at least 25 places financed from the state budget (in the case of candidates belonging to national minorities, they can apply for separately allocated places only in study programmes that do not exist in state higher education in the language of their minority).

(2) In order to apply for the specific places allocated to the specific categories referred to in paragraph 1, candidates must express their choice when registering on the admission platform and upload any supporting documents.

(3) For university study programmes for which the admission process is conditional upon the passing of an admission test, candidates of Roma ethnicity, candidates belonging to national minorities (for study programmes which do not exist in state education in the language of the respective minority), candidates coming from foster care/social protection system and candidates with special educational needs or disabilities will be able to benefit from a special place dedicated to them only if they pass the respective admission test, within the limit of the places available for these categories of candidates, in accordance with the provisions of paragraph 5.

(4) The advantage of obtaining a special state-funded place for Roma applicants, applicants from foster care/social welfare institutions or applicants with special educational needs or disabilities is that a student admitted to such a place enjoys tuition-free status for the normal duration of the university studies corresponding to the study programme in which he/she is enrolled, without entering the process of reclassification to places financed from the state budget/fee-paying, provided that the conditions for promotion for the academic year laid down by UVT regulations are met each year.

(5) If more candidates apply for the places referred to in paragraph (1) than the number of places available at UVT level, their selection will be made, in accordance with the provisions of paragraph (3), according to the average of the undergraduate university graduation examination, and then, in case of equal averages, according to the average of the years of undergraduate studies.

(6) The allocation of places for these categories of candidates is made at the UVT level, in accordance with the provisions of Article 11 of the *Regulations of the West University of Timisoara (UVT) on the organization and conduct of the admission process for Master's degree*

programs, approved by the UVT Senate, and all information about this process is published on the website www.admitere.uvt.ro in the sections dedicated to specific categories of candidates.

Article 15. Admission average

(1) The minimum overall average for admission to the master's degree programmes organised by UVT cannot be less than 6.00 (six).

(2) The overall admission average is calculated to two decimal places, without rounding, according to the following formula:

(ML=average of the Bachelor's exam, MAS=average of years of study, P=admission test, minimum grade 5):

Social work (Management and supervision in child welfare):

*Admission average = $ML * 0.50 + MAS * 0.40 + P * 0.10$;*

Occupational, organisational and transport psychology

*Admission average = $ML * 0.33 + P * 0.67$;*

Clinical psychology and psychotherapy

*Admission average = $ML * 0.25 + P * 0.75$;*

Sociology (Human Resource Management in Organizational Administration, Social Entrepreneurship and Community Development)

*Admission average = $ML * 0.50 + MAS * 0.30 + P * 0.20$;*

Educational Sciences (Educational Management and Curriculum Development, Counselling and Educational Integration, Specific Language and Communication Therapies)

*Admission average = $ML * 0.30 + MAS * 0.50 + P * 0.20$.*

(3) The ranking shall be done in descending order of the average obtained in the admission examination and within the limit of the places approved for each university programme.

(4) The overall average or overall scores obtained by candidates in the entrance examination shall be valid for ranking purposes only within the Faculty of Sociology and Psychology, in accordance with these regulations.

(5) Prioritisation resulting from the admission competition will also be used for the allocation of places financed by study grants, which will be awarded to the highest ranked candidates eligible for each programme master's degree programme.

For all study programmes, in the case of more than one applicant having an average equal to the last place allocated to both state-funded and fee-paying places, within the maximum enrolment capacity set, the following criteria will be used (for all study programmes):

- Average obtained at the final exam of the undergraduate studies.
- The mark obtained in the general and specialist knowledge test of the licensing examination.

Article 16. Places funded from the state budget are filled annually according to the academic performance of students. This condition will be stipulated in the study contract concluded by each student with the West University of Timisoara. In the contract (at least for the first year of study) or in an addendum to the study contract (for subsequent years of study, if applicable) it is specified whether the place assigned to the student is financed from the state budget or is fee-paying. Reclassification to a state-funded place entails the obligation for the beneficiary student to submit to UVT an affidavit confirming that he/she is no longer following another Master's degree programme at a state-funded place at another higher education institution in Romania and that he/she has not previously followed that year of study at another Master's degree programme at a state-funded place at a higher education institution in Romania.

Article 17.

(1) An applicant may be admitted and enrolled as a student in a maximum of two university study programmes concurrently, regardless of the study cycle and the educational institutions organising them.

(2) A candidate declared admitted may receive funding from the state budget for only one Master's degree programme. Candidate declared admitted for places financed from the state budget to two university study programmes for the same cycle of studies shall opt, on the admission platform, for the university study programme which will be financed from the state budget, by the deadline of the admission deadline confirmation deadline established by this Regulation.

(3) A candidate who has followed a Master's degree programme on a place financed from the state budget may follow another Master's degree programme only on a fee-paying basis. A candidate who has only partially completed a state-funded Master's degree programme may take up a state-funded place in another Master's degree programme only in those years of study which he/she has not already completed with state funding in another degree programme of the same degree cycle.

(4) The costs of exceeding the normal duration of a university study programme financed from the state budget, as provided by law, shall be borne by the students.

Article 18.

(1) Any *appeals against the admission process* may be submitted within 24 hours of the date of publication of the results of the admission competition, in accordance with the admission timetable set out in Article 8, via the e-mail address admitere.fsp@e-uvt.ro. Appeals shall be examined by the *Appeals Committee* set up at faculty level and the results of appeals shall be posted no later than 24 hours after the deadline for lodging appeals, in accordance with the admissions timetable set out in Article 8. No appeals are allowed for the

oral, sports or artistic aptitude tests. No appeals will be accepted if they are based on ignorance of the admission rules and/or the legislation in force. The decision of the Appeals Committee is final.

(2) The results of the admission competition are made public by posting them on UVT's own website/admission platform, in compliance with the rules on personal data protection.

Article 19.

(1) Within the period set for confirmation of places obtained following the admission competition in accordance with Article 8 of these Regulations, after the appeals have been settled, the candidates declared admitted shall be registered.

(2) Candidates declared admitted to the places financed by the budget shall pay the registration fee.

(3) Candidates declared admitted to the fee-paying places shall pay the amount of the registration fee, the tuition fee (partially - 30% of the annual tuition fee).

(4) UVT signs a university study contract with each registered student.

(5) After enrolment, the final lists are generated and posted, with the candidates declared admitted and enrolled.

(6) By paying the enrolment fee, candidates assume that they have read and understood the provisions of the study contract for the academic year 2024-2025, which will be published on the UVT website and on the UVT platform/website related to the admission process (www.admitere.uvt.ro).

(7) After the end of the periods for confirming places, if there are candidates declared admitted who have not confirmed the place obtained following the admission competition by paying the registration fee, new lists will be displayed with the ranking of the candidates, resulting from the sliding in the ranking of the candidates with lower admission averages on the remaining free places, according to the order of the options selected by them in the file registered on the online admission platform. When drawing up the new ranking(s), consideration will also be given to candidates who, due to the limited number of options selected, were not included in the initial ranking and were therefore not admitted to a place that they could confirm, but who, on the basis of their admission average, qualify for one of the places left vacant following confirmation. Candidates who were initially admitted to lower priority options, but who in subsequent iterations of the rankings become eligible for a higher option, will be declared admitted to the highest priority option in their initial list for which they are eligible.

Article 20. Fees

(1) At the Faculty of Sociology and Psychology, the *application fee* for the Master's entrance examination is 200 RON and the *registration fee* is 150 RON, in accordance with the

decisions of the UVT Senate. The application fee for the entrance exam is payable once per faculty, regardless of the number of Master's degree programmes applied for within the same faculty. If the applicant has applied to degree programmes in different faculties, then he/she will pay the application fee for each faculty. If the candidate applies and wishes to pursue two Master's programmes at UVT simultaneously, he/she will submit an application on the admission platform for each of these programmes and pay the registration fee for each of them. These fees are published on the website of the West University of Timisoara.

(2) The categories of candidates exempted from paying the application fee for the admission process to undergraduate studies, based on the supporting documents uploaded on the online admission platform, are:

- children of all pre-university education staff (teaching, auxiliary teaching and non-teaching staff) in active employment or retired;
- the children of all university teaching staff (teaching staff, auxiliary teaching staff, non-teaching staff and central university library staff) in active employment or retired;
- all staff in higher education and central university libraries;
- applicants with one or both parents deceased, as well as those from single-parent families²;
- candidates from foster care/social protection system;
- candidates at risk of losing their ability to meet their daily living needs due to illness (proven by a medical certificate certifying a chronic condition), disability (proven by an appropriate certificate), poverty (by proving that they received a social scholarship in the last year of high school, in the case of candidates graduating from high school in the current year, or by other supporting documents showing that they received financial support from the Romanian state), according to the decision of the admission committee at the faculty level;

² According to Law No 277/2010 on family support allowance, a single-parent family is defined as a single person and dependent children living together, where the single person is a person in one of the following situations:

- a) is unmarried - this situation is proved by the certificate of celibacy of the candidate's parent issued by the Public Population Registry Service;
- b) is widowed - this is proved by the marriage certificate of the candidate's parents and the death certificate of the deceased parent;
- c) is divorced - this is proved by a divorce certificate/court decision on the dissolution of the marriage of the candidate's parents;
- d) has a spouse who has been declared missing by a court order - this is proved by a court order attesting to this situation;
- e) has a spouse who has been remanded in custody for more than 30 days or is serving a custodial sentence and does not participate in the maintenance of the children - this is proved by a court order to this effect;
- f) has been appointed guardian or has been entrusted with one or more children and is in one of the situations referred to in points a) to c) - this situation is proven by a court judgment.

- athletes with outstanding performances (athletes of CSU-UVT, of clubs and sports sections with which UVT has collaboration agreements, medallists at national, European and world competitions - at the proposal of the Faculty of Physical Education and Sport);
- candidates who have been declared class leaders (class of 2024) in an undergraduate degree programme at the West University of Timisoara (UVT).

(3) Athletes with outstanding performances (athletes of CSU-UVT, of clubs and sports sections with which UVT has collaboration agreements, medallists at national, European and world competitions - at the proposal of the Faculty of Physical Education and Sport) and candidates who have been declared class leaders (class of 2024) in an undergraduate degree program at the West University of Timisoara (UVT) are exempt from paying the registration fee for master studies.

(4) Exemption from the payment of these fees is made only on the basis of supporting documents uploaded by candidates on the online admission platform and presented in original at the points of collection of documents required for the admission process in the UVT offices or in the county admission centres organized by UVT. The approval of exemptions is done by the *Admissions Committee* at faculty level by validating them on the online admissions platform.

(5) The application fee paid will not be refunded if the candidate no longer wishes to complete the admission process or if his/her file is invalidated/rejected for administrative or academic reasons. In case of unjustified payment of a registration fee (e.g.: in the case of payment of several fees for enrolment in several undergraduate programmes in the same faculty, or if the applicant was eligible for fee exemption), the fee may be refunded to the applicant, upon request, on the basis of an online form provided by UVT, or may be used for another enrolment at UVT in the admission sessions of the same academic year, provided that the applicant submits proof of payment on the online admission platform. The fee can only be returned to an account held by the candidate.

(6) Candidates from non-EU countries of the EU, the European Economic Area and the Swiss Confederation and the United Kingdom of Great Britain and Northern Ireland pay an application fee of EUR 75 (for processing the application for admission).

(7) Upon confirmation of the place obtained following the admission competition, in accordance with the timetable for the admission process referred to in Article 8 of these Regulations, candidates declared admitted shall pay the registration fee.

(8) The registration fee paid is not refundable if the candidate no longer wishes to take up the place obtained in the admission process/withdraws from the studies. In the case of unjustified payment of a registration fee (e.g. if the candidate was eligible for fee waiver), the fee may be refunded to the candidate upon request, based on an online application form provided by UVT. The fee can only be returned to an account held by the candidate.

(9) By 31 July 2024 for the July admission session and by 17 September 2024 for the September admission session, students admitted to the Master's cycle of studies for fee-paying places are required to pay 30% of the annual study fee. In case of non-payment by the deadline, the student will lose his/her place.

(10) If, following the confirmation and redistribution process, a student initially admitted to a place with a fee is transferred to a place without a fee, the amount paid, corresponding to 30 percent of the annual study fee, will be refunded, based on a request submitted by the student using an online form provided by UVT. The tuition fee can only be returned to an account held by the student who has been declared admitted.

(11) If a candidate withdraws from the place obtained from the admission process before the starting date of the academic year (30.09.2024), he/she may request, at the latest at the end of the current calendar year, a refund of the first instalment of the tuition fee paid (30%).

(12) Students enrolled concurrently in two different degree programmes at the West University of Timisoara benefit, upon request and with supporting documents, from a 50% reduction of the tuition fee for the degree programme in which they are enrolled on a fee basis. If both degree programmes are followed on a fee-paying basis, a 25% reduction will be claimed for each degree programme in which they are enrolled. The same 50% fee reduction also applies to students who, within a maximum of nine years after graduating from a degree programme at the West University of Timisoara, enrol in another degree programme organised by the university, in the same cycle of university studies as the one they graduated at UVT. The reduction is applied only once for each year of study in which the student is in this situation, on the basis of an application accompanied by supporting documents and submitted to the Student InfoCentre within 10 working days of the start of the academic year.

(13) Students with special social situations, those from foster care/social protection system, students with special educational needs or disabilities, and outstanding athletes may be eligible for study grants that may cover all or part of the tuition fee. Applications for UVT study grants are submitted electronically on the online platform scholarships.uvt.ro until 15 October, in accordance with the provisions of Article 24 of the *Methodology for awarding scholarships* and are evaluated by the Central Commission for awarding UVT scholarships.

(14) Romanian scholarship students do not pay tuition fees.

Article 21. The West University of Timisoara is obliged to return, after the final results have been posted, within 48 hours from the submission of the application and unconditionally, without charging any fees, the documents of the rejected candidates or those who give up their place after the admission process. The free return of documents is maintained for 1 year from the date of the results. After this date, the documents are archived and the West University of Timisoara reserves the right to charge an archiving fee for this

service, in accordance with the decision of the Senate of the West University of Timisoara. The documents will be collected by candidates from the UVT headquarters, even if they have been submitted to another admission centre in the country.

Article 22.

(1) At the Faculty of Sociology and Psychology, an *Admissions Committee*, responsible for the organization and proper conduct of the admissions process at faculty level and an *Appeals Committee*, approved by the Faculty Council, shall be established.

(2) The *admission committee* at faculty level shall consist of the Dean in charge of academic programmes and quality management, 2 teaching and research staff from each department, 1 PhD student from each department, with the role of analysing and validating the competition applications and at least 2 teaching staff per programme, with the role of evaluating the competition samples.

(3) The duties of the members of the *Admission Committee* are:

- a) participation in training sessions;
- b) communication with candidates;
- c) verification and validation of the application files submitted on the platform;
- d) final verification of applications and display of results;
- e) verification and approval of fee waivers in accordance with the university's admissions methodology;
- f) evaluation of tests.

(4) The faculty *appeals committee* is composed of the Dean of the Faculty of Sociology and Psychology, the Vice-Dean responsible for Student Relations, International Relations and Administrative Affairs, the Programme Officer of the Master's degree programme.

(5) The powers of the *Appeals Committee* are:

- a) analysis of appeals;
- b) resolving appeals;
- c) communication of the resolutions of the appeals to the candidates.

Article 23.

(1) Only Master's degree programmes where the number of enrolled students is large enough to allow self-financing of the programme, but not less than:

- 55 unit equivalent students³ / degree programme where teaching activities are conducted

³(a) The notion of unit equivalent student expresses, in mathematical terms, the fact that the process of a student's university education requires different costs, depending on the field (cost factor) and form of education (equivalence factor) in which the student is enrolled; a unit equivalent student is associated with a student in an Master's degree in a field with a cost factor equal to 2. (www.cnfis.ro).

on a common core with other Master's degree programme(s) less than the equivalent of one semester of study;

- 48 unit equivalent students / degree programme where teaching activities are conducted on a common core with other Master's degree programme(s) greater than the equivalent of one semester of study;
- 40 unit equivalent students / degree programme where teaching activities are conducted on a common core with other Master's degree programme(s) greater than the equivalent of one year of study.

(2) The 2nd admission session will be held only for those degree programmes for which at least 50% of the criteria in paragraph 1 have been met. Otherwise, students declared admitted to a degree programme that is no longer being organised will be redistributed to another degree programme, in accordance with the options expressed in the file registered on the online admission platform, within the maximum approved enrolment capacity. The Faculty of Sociology and Psychology will inform candidates if an undergraduate programme is not organised.

(3) The Board of Directors of the West University of Timisoara shall analyse punctually the situations that do not fall under the conditions provided for in paragraphs (1) and (2) of this article and shall decide whether or not to organise university study programmes, on the basis of the development strategy of the West University of Timisoara, in accordance with the law. This analysis will be based on the faculty's arguments regarding the financial sustainability of the respective degree programmes, taking into account the faculty's involvement in promotional actions and its participation in actions undertaken by the university to promote the respective degree programmes. These situations will be presented to the UVT Senate at a later date.

(4) Applicants may indicate more than one option for different degree programmes when applying, stating their order of priority. The faculty will ensure that at the time of enrolment they correctly inform candidates of these options, so that they are aware that the ranking remains definitive.

Article 24.

(1) Students who have been expelled in the first year of Master's studies from places financed by the state budget are entitled to apply for a new admission competition only for fee-paying places, regardless of the chosen form of education.

(b) The number of unit equivalent students for fee-paying students is calculated by relating the tuition fee to the budget funding for a unit equivalent student.

(2) Students who have been expelled in the first year of Master's studies from fee-paying places may take part in a new admission competition and may occupy a place financed from the state budget or a place with a fee.

(3) Students who have been expelled in the first year of their Master's degree may be re-enrolled to the same university degree programme, on a fee-paying basis, on the basis of an application, without taking part again in the entrance examination, only if, after all sessions of the entrance examination for the current academic year have been completed, the enrolment capacity of the field of study of the Master's degree programme namely is thus not exceeded, and no more than 75 students are enrolled in the master's degree programme concerned.

Article 25. This Regulation, as well as the *UVT Regulation on the organization and conduct of the admission process for Master's degree programmes*, are binding for both the Faculty Admission Committee and the candidates and are brought to their attention by posting on the website of the Faculty of Sociology and Psychology (www.fsp.uvt.ro) and on the website dedicated to the admission process at UVT - www.admitere.uvt.ro.

Article 26. The Faculty of Sociology and Psychology is not responsible for:

- errors in enrolment or calculation in the official documents requested from candidates during the admission process (diplomas, enrolment forms);
- filling errors made by candidates in the application form on the online admission platform;
- failure by the applicant to complete the application file on the online admission platform (after payment of the application fee/upload of supporting documents for the fee waiver via the online admission platform, the file must be completed and submitted; payment of the application fee does not constitute submission of the file).

Article 27. Registration for admission to a Master's degree in a specific field can be done regardless of the field in which the Bachelor's degree was obtained.

CHAPTER III

Final and transitional provisions

Article 28. These regulations were approved at the meeting of the Council of the Faculty of Sociology and Psychology on 08.04.2024 and approved at the meeting of the UVT Board of Directors on 22.04.2024.

LIST OF ANNEXES

Annex 1. Admission for citizens from European Union Member States, the European Economic Area and the Swiss Confederation, as well as the United Kingdom of Great Britain and Northern Ireland to Master's studies at the University of West Timisoara. Recognition and equivalence of studies for candidates from EU countries. Recognition and equivalence of diplomas for Romanian citizen candidates with diplomas abroad

Annex 2. Admission of Romanians living abroad to Master's studies

Annex 3. Admission of third-country nationals from the European Union, the European Economic Area, the Swiss Confederation and the United Kingdom of Great Britain and Northern Ireland to Master's studies

Annex 4. Specific conditions for the entrance examination to the Master's degree programmes in the field of **Social Work**

Annex 5. Specific conditions for the entrance examination to the Master's degree programme in **Occupational, Organisational and Transport Psychology**

Annex 6. Specific conditions for the entrance examination to the Master's degree programme **Clinical Psychology and Psychotherapy**

Annex 7. Specific conditions for the entrance examination for Master's degree programmes in the field of **Sociology**

Annex 8. Specific conditions for the entrance examination for Master's degree programmes in the field of **Educational Sciences**

Annex 1**Admission for citizens from European Union Member States, the European Economic Area and the Swiss Confederation, as well as the United Kingdom of Great Britain and Northern Ireland to Master's studies at the University of West Timisoara. Recognition and equivalence of studies for candidates from EU countries. Recognition and equivalence of diplomas for Romanian citizen candidates with diplomas abroad**

Citizens of the Member States of the European Union, of the States belonging to the European Economic Area and of the Swiss Confederation, as well as British citizens and members of their families, as beneficiaries of the Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community 2019/C 384 I/01 may participate in admission to all university studies under the same conditions as those laid down by law for Romanian citizens, including tuition fees.

Candidates from European Union Member States, from the European Economic Area and from the Swiss Confederation who have obtained final baccalaureate diplomas or equivalents in a European country other than Romania must have their studies recognised and equivalenced at the National Centre for the Recognition and Equivalence of Diplomas (CNRED), within Ministry of Education, which will issue the Certificate/Equivalence Certificate, a document which gives the same rights to its holders as to those who have studied in Romania. According to the Law on Higher Education No 199/2023, as amended (art. 35, para. (4)), citizens of the European Union, the European Economic Area and the Swiss Confederation, as well as British citizens and their family members, as beneficiaries of the Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community 2019/C 384 I/01, have access to university studies under the same conditions as Romanian citizens, including tuition fees.

This procedure for recognition and equivalence of studies is also valid for other categories of citizens:

- candidates who are Romanian citizens and have obtained their final baccalaureate or equivalent diplomas in a country other than Romania;
- persons benefiting from subsidiary protection and who according to the legislation have the same study rights as Romanian citizens;

- persons from third countries who are married to Romanian citizens or who are holders of a long-term residence permit in Romania in accordance with GEO 194/2002.

Citizens with previous studies abroad at more than one level of study will submit their application for recognition and equivalence with a view to admission to UVT only for the graduation diploma of the last level of study prior to the one they are going to study at UVT. Recognition certificates issued by CNRED in previous years are valid for the enrolment of Romanian citizens, citizens of EU, EEA and Swiss Confederation member states and British citizens and their family members in the current academic year.

In accordance with the regulations of the Ministry of Education, through the National Centre for the Recognition and Equivalence of Diplomas (CNRED), the files for the recognition of studies of Romanian citizens and citizens of member states of the European Union, the European Economic Area and the Swiss Confederation, as well as British citizens and members of their families are sent only by the universities to MEdu-CNRED, by mail through a delegate of the university or online through [Electronic Single Point of Contact](#). For enrolment in doctoral studies or postgraduate continuing professional development and training programmes, applications must be submitted to the CNRED at least 30 days before the start of the study programme. Any additions requested by the CNRED before any document is issued in this regard must be submitted within a maximum of one (1) year from the date of receipt of the notification, otherwise the files will be closed and the procedure will be resumed on the basis of the submission of a new file.

The procedures for the recognition and equivalence of studies will be carried out through the Department of International Relations (DRI) of UVT, by submitting a file for equivalence, which will then be forwarded by DRI to the Ministry of Education-CNRED. DRI will maintain communication with the CNRED and the applicant and will issue the latter with a certificate stating that his/her educational documents have been sent to the MEdu-CNRED for recognition and equivalence. On the basis of this attestation, the candidate can take part in the admission sessions in July or September, being exempted from the obligation to present at the time of admission an equivalence certificate/certificate (because the CNRED procedures take longer without this regulation this would prevent candidates from participating in admission for reasons beyond their control). **This certificate will be accompanied by the other documents in the admission file specific to each faculty, according to the *UVT Regulation on the organization and conduct of the admission process for Master's degree programs*, and will also be signed by the applicant. This will therefore also be an affidavit by which the candidate, if admitted, undertakes to submit to the Student InfoCentre the Certificate issued by MEdu-CNRED by a date agreed with the faculty representatives, otherwise he/she will lose his/her student status.**

Required documents - candidates from member States of the European Union, the European Economic Area (Iceland, Liechtenstein, Norway) and the Swiss Confederation, as well as British citizens and their family members

The following documents are required for the recognition of studies by the CNRED for admission to Master's studies for **candidates from European Union Member States**, the European Economic Area and the Swiss Confederation, as well as British citizens and their family members:

1. Standard application for recognition of studies (to be downloaded from the CNRED website at the following link: <https://cnred.edu.ro/recunoastere-studii-cetateni-europeni-admitere-master-doctorat/>)

2. The study document for equivalence/recognition:

- a copy, if the diploma is in Romanian/English/French/Spanish/Italian;
- copy and sworn translation (in original) in Romanian for the other languages.

3. Diploma Supplement / Transcript of Records or any other study document showing the course of study - if recognition of specialisation is requested or the field of study is not mentioned on the diploma:

- a copy, if the diploma is in Romanian/English/French/Spanish/Italian;
- copy and sworn translation (in original) in Romanian for the other languages.

4. Other relevant documents (if applicable), for example:

- certificate of authenticity issued by the Ministry of Education of the Republic of Moldova for diplomas issued before 2008;
- for the application to the residency in the field of health in medicine, dentistry and pharmacy (on the basis of the diploma obtained in third countries), the analytical programmes of the courses taken, the full description of the courses/subjects studied, documents relating to the postgraduate courses taken, etc. (copy for Romanian/English/French/Spanish/Italian and copy and certified translation for the other languages).

* Example: Foreigners, family members of Romanian citizens, holders of a right of temporary residence, must submit proof that they are employed or registered unemployed in order to benefit, under the law, from equal treatment with Romanian citizens in terms of enrolment for studies (GEO no. 194/2002 on the regime of foreigners in Romania with subsequent amendments and additions, republished, Art. 80 para. (3) (b) and (c)).

5. Personal identification documents, in copy:

- passport/identity document - identity card or ID;
- proof of change of name (if applicable), in copy (Romanian/English/French/Spanish/Italian) and sworn translation (for other languages);

- proof of protection on Romanian territory - for refugees.

6. Assessment fee of 100 RON - copy of proof of payment. The fee is not payable by persons benefiting from a form of international protection.

Fees can be paid in RON at the CNRED cash desk (Monday to Thursday, between 9:00-12:00 and 13:00-15:00) or by Money Order / Postal Order / Bank Transfer mentioning the account below:

Beneficiary: Ministry of Education

Tax identification number: 13729380

Bank: Treasury and Public Accounting Activity of the Municipality of Bucharest - ATPMB

IBAN: RO86TREZ70020E330500XXXX

SWIFT: TREZROBU

BIC: TREZ

Fees can also be paid through Ghișeul.ro for individuals or companies.

From abroad, fees can also be paid in Euro, by Money Order / Bank Transfer, mentioning the account below:

Beneficiary: Ministry of Education

Tax identification number: 13729380

Bank: Banca Comercială Română - BCR, Universitate branch

IBAN: RO35RNCB0080005630300077

SWIFT: RNCBROBU

BIC: RNCB

Fees in euro are calculated at **the RON-EUR exchange rate posted by the National Bank of Romania** on the day the bank transfer is made.

Important: The IBAN code, the name of the holder of the certificate and the name of the employer requesting recognition (if applicable) must be written on the payment order or postal order issued!

7. The fee for processing the file at UVT: 100 RON - fee for processing and sending to MEdu-CNRED the files of candidates who are citizens of EU Member States, the European Economic Area (Iceland, Liechtenstein, Norway), the Swiss Confederation and the United Kingdom of Great Britain and Northern Ireland (according to UVT Senate Decision no. 94/15.06.2023).

The fee is payable for each application submitted via the admissions platform or by bank transfer.

The fee is not payable by persons benefiting from a form of international protection.

Required documents - Romanian candidates with studies abroad

The following documents are required for the recognition of studies by the CNRED for admission to Master's studies of **Romanian candidates with studies abroad**:

1. **Request asking for the equivalence of the diploma** (to be downloaded from the CNRED website at the following link: <https://cnred.edu.ro/echivalare-studii-superioare-de-licenta-efectuate-in-strainatate/>).

2. The study document for equivalence/recognition

- a copy, if the diploma is in Romanian/English/French/Spanish/Italian;
- copy and sworn translation (in original) in Romanian for the other languages.

3. Diploma Supplement / Transcript of Records or any other study document showing the course of study - if **recognition of specialisation is sought or the field of study is not mentioned on the diploma**

- a copy, if the diploma is in Romanian/English/French/Spanish/Italian;
- copy and sworn translation (in original) in Romanian for the other languages.

4. Other relevant documents, if applicable, for example:

- certificate of authenticity issued by the Ministry of Education of the Republic of Moldova for diplomas issued before 2008;
- for the pursuit of a regulated profession (in the case of educational qualifications obtained in third countries): analytical programmes of the courses followed, full description of the courses/subjects studied, documents relating to the completion of postgraduate courses, etc. (copy for Romanian/English/French/Spanish/Italian and copy and certified translation for other languages);
- Persons who have acquired Romanian citizenship and hold a recognition certificate issued by the CNRED prior to acquiring citizenship shall also submit a copy of the certificate.

5. Personal identification documents, in copy

- passport/identity document - identity card or ID;
- proof of change of name (if applicable), in copy (Romanian/English/French/Spanish/Italian) and sworn translation (for other languages).

6. The fee for processing the file at UVT: 100 RON - fee for processing and sending to MEdU-CNRED the files of candidates who are citizens of EU Member States, the European Economic Area (Iceland, Liechtenstein, Norway), the Swiss Confederation and the United Kingdom of Great Britain and Northern Ireland (according to UVT Senate Decision no. 94/15.06.2023).

The fee is payable for each application submitted via the admissions platform or by bank transfer.

Authentication of documents of studies subject to recognition/equivalence

1. For diplomas from the Republic of Moldova no apostille or super-legalisation is required. Diplomas issued before 2008 (as well as diplomas issued after 2008 which cannot

be verified through the portal) will be accompanied by Certificate of authenticity issued by the Ministry of Education of the Republic of Moldova, as of 01.04.2019, in copy.

2. For states Parties to the Hague Apostille Convention, documents of education subject to equivalence/recognition must be endorsed with The Hague Apostille by the competent authorities of the issuing countries; the educational documents from Italy, Greece, Spain, Portugal and Cyprus will be endorsed with the Hague Apostille, the other EU Member States being exempt.

3. For States which are NOT party to the Hague Apostille Convention, study documents will be super-legalised or be accompanied by an *authenticity certificate* issued by the competent authorities of the country of origin:

- the super-legalisation is applied by the Ministry of Foreign Affairs of the issuing country and the Embassy/Consular Office of Romania in the country concerned and the Ministry of Foreign Affairs of Romania or by the Ministry of Foreign Affairs of the issuing country and its Embassy/Consular Office in Romania and the Ministry of Foreign Affairs of Romania; for countries where there are no diplomatic missions of Romania or which do not have diplomatic missions in Romania, the study documents will be endorsed by the Ministry of Education and the Ministry of Foreign Affairs of the issuing country;
- exemption from super-legalisation is allowed by law, by an international treaty to which Romania is a party or on the basis of reciprocity.

List of States for which apostille or super-legalisation is required:
<https://cnred.edu.ro/lista-statelor-pentru-care-se-solicita-apostilarea-sau-supralegalizarea/>.

Document evaluation

The evaluation of the documents and the issuance of the CNRED decision is carried out within a maximum of 30 days from the date of submission of the complete file. This period may be extended accordingly in the event of additional verifications or consultation of external experts.

The status of the file can be accessed by going to www.cnred.edu.ro/ro/dosare/.

Certificates of recognition of undergraduate studies for the purpose of enrolment in undergraduate studies will be sent to applicant universities by CNRED, by post or issued to the university delegate or online via **Electronic Single Point of Contact**. The *certificate of recognition of pre-university studies for the purpose of enrolment in undergraduate studies* is issued at the CNRED office to the holder or the university delegate, by presenting the original diploma for verification, with the necessary authentication (Hague Apostille or super-legalisation), if applicable. In case the *Certificate of Recognition of Undergraduate Studies for the purpose of enrolment in undergraduate studies* will not be collected by the right holder, the intermediary person shall submit to the university a notarized power of attorney by the holder in Romanian or in an international language.

Issuing duplicates

In case of loss, complete destruction or damage of the equivalence certificate, a duplicate may be issued.

For the issue of the duplicate, the following documents must be submitted: application; notarial declaration regarding the loss, destruction or damage of the certificate; identity card - copy; certificate of studies which has been equivalenced - copy; other documents, if applicable.

Appeal procedure

Appeals shall be lodged at the Registry of the MEdu within 45 days from the date of issue of the recognition/equivalence certificate and from the date on which the reasons for non-recognition become known. The deadline for resolving appeals is 60 days from their registration at CNRED. The deadline may be extended in justified cases, the applicant being notified in writing by post or e-mail.

Studies in Romanian language

If the candidate knows Romanian but is not a Romanian citizen, has not studied for four consecutive years in Romanian, or does not have a certificate of knowledge of Romanian, he/she must obtain such a certificate following an examination (in addition to the entrance exam for the desired study programme). Only later will they be enrolled in the first year of study. Otherwise, the candidate will have to follow the *Romanian language preparatory program for foreign citizens* to learn Romanian. Through the *Romanian language preparatory programme for foreign citizens*, students acquire general communication skills in Romanian within the B1-B2 reference levels and professional language communication skills in Romanian within the B1-B2 reference levels, by studying the specialised languages of the general fields in which they will study: *Mathematics and Natural Sciences, Engineering Sciences, Biological and Biomedical Sciences, Social Sciences, Humanities and Arts, Physical Education and Sports Science*.

The following categories of persons are exempted from the obligation to present the certificate of completion of the *Romanian language preparatory programme for foreign citizens* when applying for university study programmes taught in Romanian:

1) persons who present Romanian educational documents (diplomas and certificates) or educational documents proving at least four consecutive years of study in Romanian in a Romanian national school system;

2) persons who, for the purpose of enrolment in university education, present certificates or attestations of Romanian language proficiency of at least B1 level, according to *the Common European Framework of Reference for Languages*, issued by accredited higher education institutions in Romania that organize the Romanian language preparatory program

for foreign citizens, by Romanian language, literature, culture and civilization departments of universities abroad/Institute of Romanian Language or by the Romanian Cultural Institute;

3) persons who pass the Romanian language test, following examination by a specialist committee made up of university teachers with at least the teaching title of lecturer. The examination may be taken in the higher education institution where the candidate wishes to study, if this higher education institution runs a specialisation/university study programme in Romanian language and literature that is authorised/provisionally authorised to operate or accredited/accredited, or in another accredited higher education institution that runs such a specialisation/university study programme. A certificate of language proficiency will be issued following this examination.

The tuition fee for the *Preparatory Program of Romanian Language for Foreign Nationals*, for the categories of candidates included in this Annex, will be paid in RON, in the amount of 3500 RON, in accordance with the university fees for the current academic year, approved by decision of the UVT Senate.

Foreign language studies

For study programmes where the teaching process is conducted in foreign languages, the faculty may organise an online language proficiency test in that language and must inform the candidate of how it is organised and conducted. Exempted from this test are persons from countries where the official language of the state is the language of study and those who hold an internationally recognised language certificate in the foreign language of study.

Study visa and registration of residence in Romania

Foreign nationals from the EU who wish to study at the West University of Timisoara must enter Romania only on the basis of a valid travel document (accompanied or not by the study visa, as the case may be) and are required to submit their application to the Timis Immigration Service in order to obtain the right of legal residence in Romania for study purposes (residence registration).

Any questions relating to the equivalence of previous grades for the purpose of calculating the admission average are the responsibility of an *Equivalence Committee established at faculty level*, which may use the information resources in this regard from the Department of International Relations of the UVT (databases such as the World Higher Education Database, best practices, etc.).

Annex 2

Admission of Romanians living abroad to Master's studies

In accordance with the provisions of *Law no. 299/2007 on support to Romanians living abroad, republished, with subsequent amendments and additions*: persons who freely assume their Romanian cultural identity, persons of Romanian origin and those belonging to the Romanian linguistic and cultural vein living outside the borders of Romania, regardless of the ethnonym used (Aromanians, Basarabians, Bukovinians, Cutovlachs, Daco-Romanians, Farsians, Hertziens, Istro-Romanians, Danubian Latins, Macedoromanians, Macedo-Romanians, Maramuresans, Meglenians, Megleno-Romanians, Moldovans, Moldovlachs, Wallachians, Vlachs, Vlasi, Volochians, Macedo-Armenians), as well as emigrated Romanians, whether or not they have retained Romanian citizenship, their descendants and Romanian citizens with a permanent address or residence abroad (who do not hold a Romanian identity card - they have no stable domicile in Romania).

For the admission of Romanian citizens from abroad to the West University of Timisoara, the provisions of *the Methodology for the enrolment of Romanians from abroad in state higher education in Romania, for study places without tuition fees but with scholarships, respectively without tuition fees but without scholarships, starting with the academic year 2017-2018*, approved by the Order of the Minister of National Education, the Minister of Foreign Affairs and the Minister for Romanians Abroad no. 3900/A10/2046/C/129/2017, published in the Official Journal of Romania, Part I, no. 628 of 2 August 2017, as well as the specific provisions of the regulations on the organization and conduct of the admission process to undergraduate, master's and doctoral studies at the West University of Timisoara.

Romanian citizens from abroad take part in the entrance exam for special places granted to this category of candidates, financed by the Romanian state budget, only for university study programmes taught in Romanian. These budget-funded places can be:

- no tuition fees, but with **scholarships**,
- no tuition fees but **no scholarship**.

Both categories of beneficiaries have the following facilities:

- funding of tuition fees for the duration of the degree course to which they have been admitted (candidates admitted to places without tuition fees but with a scholarship additionally receive a scholarship);
- funding of accommodation costs in student hostels, through the MEdu budget, within the limit of the allocated grant;
- free medical assistance in case of medical and surgical emergencies and diseases with endemic potential, in accordance with the national legislation in force;
- transport under the same conditions as Romanian students, according to legal provisions;

- other types of scholarships, in accordance with the legislation in force.

Romanian candidates from abroad who present Romanian educational documents related to Romanian-taught study programmes (diplomas and certificates) or educational documents/school records attesting at least four consecutive years of study in Romanian, in an educational establishment/institution of the national system in Romania or abroad, as well as those who present certificates or attestations of linguistic competence in Romanian of at least B2 level, issued by the Institute of the Romanian Language or by the Romanian Cultural Institute can apply directly to Master's degree programmes taught in Romanian.

Romanian citizens from abroad who have acquired Romanian language skills in informal contexts can obtain certification of these skills through an assessment (minimum level B1), defined according to *the Common European Framework of Reference for Language Learning*. The West University of Timisoara, through the Faculty of Letters, History and Theology, organizes the Romanian language skills certification, according to a calendar posted on the university website, at least two weeks before the end of the registration for the entrance exam for university studies at UVT.

Candidates who do not meet the above conditions regarding the knowledge of Romanian language will attend the *Romanian language preparatory program for foreign citizens*, in accordance with the legal provisions in force, the West University of Timisoara running this study program through the Faculty of Letters, History and Theology (for candidates declared admitted to the categories without tuition fees but with scholarship and without tuition fees but without scholarship, the preparatory year of Romanian language is funded in the same regime as the entire study cycle).

Romanian citizens from abroad can also apply for places of study **with tuition fees** in RON (in the same amount as for Romanian citizens), including university study programmes taught in international languages, according to the *Emergency Ordinance of the Romanian Government no. 133/2000 on State university and postgraduate education on a fee-paying basis, over and above the places financed from the State budget, approved with amendments by Law no 441/2001, with subsequent amendments and additions*, and the *Order of the Minister of National Education no. 4294 of 29.06.2017 on the approval of the enrolment procedure for Romanians from abroad in state and private accredited pre-university and higher education in Romania, on fee-paying study places in RON, starting with the school/academic year 2017-2018*, and in accordance with the regulations of each institution.

A student declared admitted to university studies can receive funding from the state budget for only one programme in the same cycle of studies, a second programme of university studies in the same cycle of studies can be followed only on a tuition basis in RON, in the amount provided for Romanian citizens.

Registration for the entrance exam is exclusively online.

Registration for the admission competition is done in person, exclusively online, on

the basis of your identity card/passport, your personal identification data and the other information requested on the application form available on the admission platform www.admitere.uvt.ro / www.admitereonline.uvt.ro in accordance with these rules. Applicants will express their choices for enrolment in the study programmes in order of preference via the online admissions platform.

Once an applicant starts the online application process, by creating an account on the platform and entering his/her personal identification data, he/she consents to the processing of his/her personal data by UVT and to be regularly informed about the admission process, the educational offer and UVT services.

The documents of Romanian candidates from abroad required for the admission process will be uploaded by them on the online admission platform by the deadline for registration set by these regulations and will be submitted in original to UVT by the start date of the academic year (30.09.2024), for scanning and certification according to the original by UVT operators. If the original documents are not submitted to the relevant UVT offices within the deadline set out in these regulations or if discrepancies are found between the data entered in these documents and the data/documents uploaded by candidates on the online admission platform, candidates will lose their confirmed place at UVT. **Romanian candidates living abroad admitted on a place financed by the state budget will lose their confirmed place if they do not submit to UVT their bachelor's degree (or certificate) and the original diploma supplement/matric sheet by the start date of the academic year (30.09.2024).** Candidates who have passed the final examination for the completion of undergraduate studies in the sessions corresponding to the academic year 2023-2024 **at UVT** do not have to upload to the admissions platform or submit at the points of collection of the documents required for the admission process at the UVT offices and at the county admission centres organised by the UVT, the certificate of graduation from undergraduate studies. The results of UVT graduates at the undergraduate university graduation exam for the current year will be made available to the admission committees of the UVT faculties by the UVT General Secretariat.

After the registration period, the options, their order and other information in the file registered on the online admission platform cannot be changed.

Documents required for the Master's admission process for Romanian citizens from abroad (they will be uploaded on the online admission platform by the deadline for registration set by this regulation and will be submitted in original to UVT by the start date of the academic year (30.09.2024), for scanning and certification of their conformity with the original by UVT operators):

- the university application form - completed on the online admissions platform;
- birth certificate - and sworn translation (where applicable) in Romanian or a language of international use;

- ID card/ID;
- passport, valid at least 6 months after the start of the undergraduate program (valid at least until April 2025) - copy of the first 3 pages;
- marriage certificate (if applicable) - and sworn translation into Romanian or an international language;
- standard medical certificate (issued in Romania or in the country of origin) not older than 30 days from the date of its presentation at the document reception office, certifying that the candidate is fit to enrol for university studies and, if applicable, the chronic conditions from which the candidate suffers (neuropsychiatric, psychopathological, pulmonary, dermatovenereal, disability (type, degree), etc.). Specific learning disabilities (dyslexia, dysgraphia, dyscalculia, etc.) or possible special educational needs will be attested by a certificate of diagnosis - and a certified translation into Romanian or an international language (if applicable);
- baccalaureate diploma or equivalent - and sworn translation (where applicable) into Romanian or an international language;
- Bachelor's degree - and certified translation (where applicable) into Romanian or an international language;
- supplement / transcript to the bachelor's degree - and certified translation (where applicable) into Romanian or an international language;
- for candidates who have already followed/graduated from another master's degree programme: master's degree diploma, accompanied by the transcript of records/supplement to the diploma - and certified translations (where applicable) in Romanian or in an international language and/or, if it is a higher education institution in Romania, a certificate from the university where the master's degree programme was followed, specifying the study regime per year (financed from the state budget/fee-paying) (according to the model available on the UVT website, [HERE](#));
- for Romanian citizens residing abroad (CRDS), a sworn statement that he/she does not have a Romanian identity card, drawn up by a notary;
- for ethnic Romanians living abroad, a declaration of belonging to the Romanian cultural identity, endorsed by the diplomatic representations (embassy, consulate) of Romania in the respective country (exception: Republic of Moldova) (according to the draft available on the UVT website, [HERE](#));
- proof of having studied Romanian (for at least four consecutive years of study) or in Romanian, issued by an accredited educational institution abroad or in Romania or, for candidates who have not studied in Romanian but know Romanian, a certificate of linguistic proficiency in Romanian issued by the West University of Timisoara, the Romanian Language Institute or the Romanian Cultural Institute (minimum level B2);

- the recommendation of hierarchs or the consent of religious leaders - for candidates for admission to higher theological education.

The admission process for this category of candidates to the Master's degree programme is conditional on their **participation in the exams at the UVT faculties** running the Master's degree programmes for which they have opted. **They will take admission tests according to the option chosen**, according to the regulations on the organisation and conduct of the admission process to the Master's degree programmes of each faculty for which they have chosen.

The verification of the candidates' files and the calculation of the admission average is the responsibility of the admission committee at faculty level.

The lists with the partial results of the entrance exam (before confirmation of places) and the final results (after confirmation of places) are sent from the faculties to the UVT Chief Secretary and the Department for Quality Management (DMC) and published on the online admissions platform.

The confirmation of the place after the announcement of the partial results is mandatory to keep the place obtained and for the possibility of promotion from the fee-paying system to the state-funded system or the state-funded system with scholarship. Failure to confirm the place leads to its loss.

The calendar of the Master's admission process is posted on the website www.admitere.uvt.ro and includes the exact periods for registration, confirmation, posting of partial/final results for each faculty.

The results of the admission process will be published on the online admissions platform, and successful candidates will confirm their place in the admissions competition via the same platform (www.admitereonline.uvt.ro), by filling in and uploading a confirmation of place form provided by UVT (*the form can be downloaded from [HERE](#)*).

Candidates are required to respect the timetable of the admission process , specific to UVT and each faculty and to confirm, within the mentioned timeframe, the place obtained in the admission competition via the online admission platform. UVT will submit to the Directorate General for International Relations and European Affairs of the Ministry of Education the list of admitted candidates, after they confirm their place, in order to issue *Schooling Approvals* for each student declared admitted. The Ministry of Education and the Ministry of Foreign Affairs can request the application file for the issue of the schooling approval. Once issued by the Ministry of Education, the *Schooling Approval* will be sent by the UVT representatives to each Romanian candidate registered abroad.

Faculties may specifically mention the category of Romanians abroad in their regulations on the organisation and conduct of the admission process, indicating possible specific conditions for participation in the admission process, in addition to those mentioned above, and the method of calculating the admission average.

In order to study and live in Romania, Romanian students from abroad enrolled at the West University of Timisoara (UVT) who do not hold Romanian citizenship are required to complete the following steps:

- obtaining a long-stay visa for studies from the diplomatic mission of the country of residence; a visa is a document issued to the applicant by a host state allowing him/her to enter the territory of that state for a long/short period.
- obtaining a temporary residence permit in Romania, from the Timis County Immigration Service - application submitted at least 30 days before the expiry of the long-stay visa. The temporary residence permit is an identity document, acquired after obtaining a long-stay visa, which gives the right to live in Romania for the duration of studies.

After obtaining the schooling approval from the Romanian Ministry of Education, Romanian students from abroad enrolled at the West University of Timisoara (UVT) apply to the Romanian representative offices in their countries of residence/domicile for a **study visa** and, subsequently, they are required to submit their file to the Timis County Immigration Service in order to obtain the right of legal residence in Romania for the purpose of studying (**residence permit** for the duration of their studies).

If Romanian citizens from abroad change their permanent residence in Romania during their studies, they can continue their studies according to the UVT regulations for Romanian citizens with permanent residence in Romania, starting with the next academic year.

Annex 3

Admission of third-country nationals from the European Union, the European Economic Area, the Swiss Confederation and the United Kingdom of Great Britain and Northern Ireland to the Master's degree programme

The schooling of foreign citizens in Romania is carried out on the basis of the provisions of *the Methodology for the admission and schooling of foreign citizens starting with the school/academic year 2017-2018*, approved by the Order of the Minister of National Education no. 3473 of 17.03.2017, published in the Official Gazette of Romania, Part I, no. 233 of 5 April 2017, with subsequent amendments and additions. Foreign citizens from third countries of the European Union, the European Economic Area, the Swiss Confederation and the United Kingdom of Great Britain and Northern Ireland can apply for studies only after obtaining the *Letter of Acceptance for Studies* issued by the Ministry of Education - Directorate General for International Relations and European Affairs. Foreign citizens from third countries of the European Union submit their application for admission to the West University of Timisoara to the Department of International Relations of UVT, through the online admission platform for citizens from third countries of the EU, available at: admiterenonue.uvt.ro. The application period for admission to the next academic year runs until 1 September of each year, respectively 15 September for students who complete the *Romanian language preparatory programme for foreign citizens* and who apply for a new Letter of Acceptance to Studies valid for the entire duration of the study cycle, for study programmes in Romanian.

Note: Final approval for studies (Letter of Acceptance) is received from the Ministry of Education at the request of the university, following the admission process organised at the West University of Timisoara.

Graduates with a bachelor's degree or equivalent may apply for admission to the Master's degree programme.

The study documents in the application file must be endorsed for authentication by the Romanian Embassy in the issuing country or apostilled under The Hague convention (as appropriate). The admission competition takes place at the West University of Timisoara according to the *Methodology for the admission of citizens from EU third countries to study at the West University of Timisoara*, revised annually, and the latest edition approved by the UVT Senate will be taken into account.

Candidates submit their applications directly to the West University of Timisoara through the online admission platform dedicated to EU third country nationals available at: ***admiterenonue.uvt.ro***. The application period for admission to a study programme at UVT for the academic year 2024-2025 will be the same as for third-country EU citizens in *Methodology for the admission of third-country EU citizens to study at the West University of Timisoara*. Applications for enrolment in a study programme at UVT will be assessed on the basis of the academic performance criteria proposed at institutional and national level. The selection committees of the UVT faculties reserve the right to apply additional academic performance criteria and are obliged to inform the candidate. Representatives of the West University of Timisoara evaluate the file and communicate to the Ministry of Education - Directorate General for International Relations and European Affairs the list of persons proposed for the issuance of *the Letter of Acceptance*. This list must be accompanied by a copy of the *Applications for Letter of Acceptance for Studies* completed by the applicants, a copy of their study documents and a copy of their passport. Directorate-General for International Relations and European Affairs of the MEdu will issue *the Letter of Acceptance for Studies*, which it will send to the requesting higher education institution, and the latter will make it available to the student, if necessary.

Documents required for admission - Master's degree (2 years):

- application for the issue of the *Letter of Acceptance to Studies*, completed in all fields, together with the photo in the requested format;
- documents attesting to studies completed previously - copy and sworn translation authenticated by the relevant authorities in the issuing country - allowing the person concerned access to that form of education (Bachelor's degree or equivalent);
- copy and translation certified and authenticated by the relevant authorities in the issuing country of the certificate attesting to the passing of the Bachelor examination for the current year's graduates (if necessary);
- transcripts - copies and translations certified and authorised by the relevant authorities in the issuing country - relating to the studies completed, and the analytical syllabus in the case of candidates applying for equivalence of periods of study;
- the certificate of completion of the *Romanian language preparatory programme for foreign citizens* or the certificate of linguistic competence, as appropriate;
- birth certificate - copy and translation and authenticated by the relevant authorities in the issuing country;
- copy of the document proving permanent residence abroad (if applicable);
- copy of passport - valid for at least 6 months after the date on which the *Letter of Acceptance to Studies* is issued;
- medical certificate (in an international language), not older than 90 days, certifying that

the person to be enrolled for studies does not suffer from contagious diseases or other conditions incompatible with the future profession; certifying that the person to be enrolled for studies does not suffer from contagious diseases or other conditions incompatible with the future profession;

- marriage certificate - if you need to prove your name change;
- the complete personal data sheet , clearly specifying to whom the *Letter of Acceptance to Studies* should be sent (if applicable);
- agreement to process personal data;
- proof of payment of the application processing fee of EUR 75 (payable for each individual application), if not paid via the admission platform.

By the UVT Senate Decision no. 94/15.06.2023, a fee of 75 euros was established for the processing of applications of foreign candidates from non-EU countries. The fee will be paid through the admission platform or by bank transfer.

The fee is not payable by persons who can prove by documentary evidence that they are beneficiaries of a form of international protection.

I. AUTHENTICATION OF APPLICATION DOCUMENTS

It is **mandatory** that the documents for **admission** are authenticated by the relevant authorities of the issuing country, respectively, as follows:

1. for states which are party to the Hague Apostille Convention, documents of study subject to equivalence/recognition must be endorsed with The Hague Apostille by the competent authorities of the issuing countries;

2. for States which are NOT party to the Hague Apostille Convention, study documents will be super-legalised or be accompanied by an authenticity certificate issued by the competent authorities of the country of origin:

- the super-legalisation is applied by the Ministry of Foreign Affairs of the issuing country, the Embassy/Consular Office of Romania in the country concerned and the Ministry of Foreign Affairs of Romania or by the Ministry of Foreign Affairs of the issuing country and its Embassy/Consular Office in Romania and the Ministry of Foreign Affairs of Romania; for countries where there are no diplomatic missions of Romania or which do not have diplomatic missions in Romania, the study documents will be endorsed by the Ministry of Education and the Ministry of Foreign Affairs of the issuing country;
- exemption from super-legalisation is allowed by law, by an international treaty to which Romania is a party or on the basis of reciprocity.

List of States for which apostille or super-legalisation is required:
<https://cnred.edu.ro/lista-statelor-pentru-care-se-solicita-apostilarea-sau-supralegalizarea/>.

II. AUTHENTICATION OF DOCUMENTS FOR REGISTRATION

At enrolment, candidates must present the original of the study and identity documents from the admission/application file, together with the Letter of Acceptance to Studies and the passport with a valid visa for study purposes.

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

Original study documents issued in states that are not parties to the Hague Apostille Convention will be super-certified by the Ministry of Foreign Affairs of the issuing country and by the Romanian Embassy/Consular Office in that country

Important: Make sure your documents are translated into an international language at the time of admission, and then submit the translation into the language requested by the faculty (if applicable) at the time of enrolment.

At the time of registration in the financial regime OWN CURRENCY ACCOUNT the admitted candidates will submit the original study documents endorsed for authentication by the Romanian Embassy in the issuing country and the Ministry of Foreign Affairs of the issuing country or with the Hague Apostille, if the previous studies were not carried out in Romania, in a country of the European Union or in accordance with legal assistance agreements concluded by Romania with third countries.

III. LETTER OF ACCEPTANCE AND REGISTRATION

Letters of Acceptance to Studies will be sent by the Ministry of Education where applicable, to the holder at the address indicated in the Application, to the higher education institution or to the diplomatic missions of Romania. Candidates applying for studies in vocational fields (arts, sports or architecture) must pass the skill test organised by the faculties concerned after receiving the *Letter of Acceptance to Studies*.

Successful candidates are required to enter the country with a study visa and to legitimize their stay in Romania for study purposes (obtaining the legal right to stay in Romania for study purposes, <Residence permit>). They must present the original documents as mentioned in the section "**AUTHENTICATION OF REGISTRATION DOCUMENTS**". The *Letter of Acceptance to Studies* will be collected from the Department of International Relations of UVT in original by the right holder. If the right holder is unable to collect the *Letter of Acceptance to Studies* in person, the person designated to do so shall present a notarised power of attorney in Romanian or in a language of international circulation stating that he/she has been authorised to collect the original in the right holder's place, or a receipt in the case of collection of the original *Letter of Acceptance to Studies* by a courier company.

Candidates who have received a *Letter of Acceptance to Studies* in Romania may be enrolled until the last Friday before the start of the second semester of the current academic

year, according to the legislation in force, with the assurance of access to the academic program for the period during which he/she did not attend the courses of the first semester in modular system, once enrolled. At enrolment, they submit the original documents relating to their previous studies and are entered in the matriculation register under a unique number valid for the entire period of enrolment in the study programme to which they have been admitted. After signing the study contract, they are issued with certificates of UVT student status, which can be used to obtain a residence permit. Faculties and DRI issue certificates to students from EU third countries only after full payment of the application fees and subsequently of the tuition fees for the academic year in progress at the time of applying for the certificates.

In exceptional cases, if the university programme for which the candidate initially opted is not organised in that year, he/she may be enrolled, upon request, in another university programme in the same cycle of studies and in the same field, with the request to modify the dates of *the Letter of Acceptance for Studies*, with the agreement of the Dean of the Faculty. This is possible if the university degree programme initially chosen and the one chosen subsequently are conducted in different languages only on condition that the candidate presents a certificate of linguistic competence for the language in which the latter is organised. Modification of Letters of Acceptance to Studies issued by MEdu can only be requested in writing, to DRI, including written justification of the request for modification and only until the end of the academic year for which the initial Letter was issued and on the condition of payment of a fee of 75 EURO, similar to the processing fee of the admission file.

IV. ROMANIAN LANGUAGE PREPARATORY PROGRAMME FOR FOREIGN CITIZENS (1 YEAR)

Enrolment in the *Romanian language preparatory programme for foreign citizens* is carried out at the end of the admission process at UVT for candidates from third EU countries only if the candidates have received the *Letter of Acceptance to Studies* in this regard. In the continuation of the *Romanian language preparatory programme for foreign citizens*, candidates for undergraduate, master, doctoral, etc. studies must go through the admission process specific to the faculty/university they intend to enrol in and will receive a new *Letter of Acceptance to Studies* if they are admitted. They will be exempted from paying the second file processing fee of EUR 75.

Thus, foreign citizens from EU third countries who wish to study in Romanian may participate in the admission sessions organized at the desired faculty/university only after graduating from the *Romanian Language Preparatory Programme for Foreign Citizens*, and they will have to obtain a new *Letter of Acceptance to Studies*. During the *Romanian language preparatory programme for foreign citizens*, students acquire general communication skills in Romanian within the B1-B2 reference levels and professional language communication skills

in Romanian within the B1-B2 reference levels by studying the specialised languages of the general fields in which they will study at university: Mathematics and Natural Sciences, Engineering Sciences, Biological and Biomedical Sciences, Social Sciences, Humanities and Arts, Physical Education and Sports Science).

The following categories of persons are exempted from the obligation to present the Certificate of Completion of the Romanian language preparatory programme for foreign citizens when applying for university study programmes taught in Romanian:

- a. persons who present Romanian educational documents (diploma and certificates) or educational documents, school transcripts certifying at least four consecutive years of studies completed, in Romanian, in a school establishment of the Romanian national system;
- b. persons who, for the purpose of enrolment in university education, present *certificates or attestations of language proficiency of at least B1 level*, according to the *Common European Framework of Reference for Languages*, issued by accredited higher education institutions in Romania that organize the Romanian language preparatory program for foreign citizens, by Romanian language, literature, culture and civilization lectureships in universities abroad/Institute of the Romanian Language or by the Romanian Cultural Institute;
- c. persons who pass the Romanian language test, following examination by a specialist committee made up of university teachers holding at least the teaching title of lecturer. The examination may be taken in the higher education institution where the candidate wishes to study, if this higher education institution runs a major/university study programme in Romanian language and literature that is authorised/provisionally authorised to operate or accredited, or in another accredited higher education institution that runs such a specialisation/university study programme. Following this examination, a *Certificate of Language Proficiency* will be issued.

The Romanian language exam can be taken at UVT, in the Faculty of Letters, History and Theology, or in another accredited higher education institution that carries out such an activity. Following this examination, a *Certificate of Language Proficiency* will be issued and added to the application file.

V. FOREIGN LANGUAGE STUDIES

For study programmes where the teaching process is conducted in foreign languages, the faculty may organise an online language proficiency test in that language and must inform the candidate of how it is organised and conducted.

Exempted from this test are persons who come from countries where the official language of the state is the language of instruction of the study programme concerned, as well as persons who hold an internationally recognised language proficiency certificate in the language concerned, according to Order 5905/29.11.2016 (minimum level B1, according to the Common European Framework of Reference for Languages).

If the UVT faculty organises a language exam, the candidate will be given details of how the exam is organised and the timetable. If the UVT faculty does not organise a language exam, candidates will be recommended other ways of obtaining the language certificate in order to be admitted to a study programme organised in a foreign language.

VI. STUDY FEES

The amount of tuition fees for foreign citizens from EU third countries at UVT is provided for in the *Romanian Government Ordinance no. 22 of 29 August 2009 on the establishment of the minimum amount of tuition fees, in foreign currency, for citizens studying on their own in Romania, from countries 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 and additions by Law no. 1 of 6 January 2010*. The fee for the *Romanian language preparatory programme for foreign citizens* at the West University of Timisoara is charged according to the field of study chosen by the candidate.

Fees for foreign nationals from EU third countries are:

Field: Science / Mathematics / Sport / Technical / Agronomy

Bachelor's/Master's degree: 270 € / month

Doctorate: 290 € / month

Field: Humanities/Psychology/Economics

Bachelor's / Master's Degree : 220 € / month

Doctorate: 240 € / month

Field: Music and Arts

Bachelor's/Master's degree: 420 € / month

Doctorate: 440 € / month

Field: Musical performance, theatre

Bachelor's/Master's degree: 750 € / month

Doctorate: 770 € / month

Field: Architecture

Bachelor's/Master's degree: 350 € / month

Doctorate: 370 € / month

Field: Medicine

Bachelor's/Master's degree: 320 € / month

Doctorate: 340 € / month

Field: Film

Bachelor's/Master's degree: 950 € / month

Doctorate: 970 € / month

IMPORTANT: Tuition fees must be paid in full at the beginning of the first year of studies, according to the *Letter of Acceptance to Studies* in Romania. Starting with the second year of studies, tuition fees in foreign currency can be paid within the same terms and conditions applied to Romanian citizens.

VII. REIMBURSEMENT OF TUITION FEES

Refunds of tuition fees paid by candidates will only be made under special conditions (listed below), **by the second Friday of March of the current academic year**, at the request of the candidate, with proof of payment of the fee presented in original and bearing in mind that any fee for the return of the amount in question is borne by the candidate:

- failure to obtain a study visa (if the visa applicant has been asked to pay the study fee for one academic year in order to complete the visa application);
- cases of force majeure (political conflicts, medical emergencies, etc.) which prevented the applicant from enrolling, despite having paid the tuition fees and obtained a study visa.

The candidate's request for the refund of paid tuition fees, accompanied by the documents proving the payment of the fees, will be submitted to the faculty where the student is enrolled and to the UVT management, and the processing of the refund file will be carried out by the faculty where the student is enrolled in collaboration with the Economic-Financial Department. If the candidate has not been able to enrol in the faculty of his/her choice for the reasons mentioned above, approval will be given only by the UVT International Relations Department, not by the faculty. Once approved, the request will be submitted to the Economic and Financial Department for enforcement.

The documents required for a tuition fee refund can be found on the website www.ri.uvt.ro and must be uploaded on the admission platform dedicated to EU third country nationals as follows:

- the form for reimbursement of the requested amount (to be filled in online in the platform);
- copy of the *Letter of Acceptance to Studies*;
- copy of passport/identity card;
- copy of the original receipt showing proof of payment;
- a copy of the proof of non-issuance of the study visa (if applicable) or of the case of force majeure mentioned above, provided by the applicant in the original language (if Romanian, English or French) or accompanied by a sworn translation into an international language;
- copy of the bank statement -preferably Romanian/European or opened in RON/ EUR/USD- (in the case of a bank transfer). If the candidate is unable to come in person to UVT for the tuition fee refund, or wishes the refund to be made to a bank account opened in the name of another person, the person authorized by the candidate for this purpose shall present UVT

with a notarized power of attorney and an identity document. Powers of attorney drawn up in a language other than Romanian shall always be accompanied by a sworn translation. The notarial power of attorney must be submitted in both online and physical format, it must be a special one, not a general one, and it must contain all the necessary information (in particular the complete and correct name of the West University of Timisoara). The notarial power of attorney in physical format is to be approved by the UVT Legal Office.

The application processing fees are not refunded to candidates. Tuition fees are not refundable for reasons other than those listed above. After the deadline (the second Friday of March of the current academic year), tuition fees are not refundable for any reason. The tuition fee can be reimbursed through another person only on the basis of a notarized power of attorney, translated into Romanian and legalized, by which the candidate agrees to transfer the amount requested to the authorized person. In case of submitting an **incomplete** refund application by the deadline, i.e. submitting the refund application somewhere else than on the admission platform dedicated to EU third-country nationals, there is a possibility that the refund application will not be approved. West University of Timisoara is not responsible for providing details of the documents required for reimbursement as long as they are available on the website www.ri.uvt.ro or as long as there has been previous communication with the candidate regarding the reimbursement process. In the case of candidates who obtain study visas after the deadline for enrolment, they will be offered the opportunity to participate in a new admission process, without payment of the application processing fee and with recognition of the previously paid study fee as equivalent to the tuition fee for the following academic year, when/if they actually enrol. If they fail to enrol in the next academic year, they may request a refund of the tuition fee paid 2 years ago, in accordance with the provisions of the *Methodology for the admission of third-country nationals to the West University of Timisoara*.

VIII. SPECIAL CATEGORIES OF EU THIRD-COUNTRY NATIONALS

Refugees and political asylum seekers who have obtained a form of subsidiary protection in Romania will be educated according to the following principles:

- subsequent, where it is stated in Article 20, para. (1), letter h) that "the recognition of refugee status or the granting of subsidiary protection confers on the beneficiary the following rights: to have access to all forms of education, under the conditions laid down by law for Romanian citizens";
- *Romanian Government Ordinance no. 44 of 29 January 2004 on the social integration of foreigners who have acquired international protection or a right of residence in Romania, as well as citizens of the Member States of the European Union and the European Economic Area, with subsequent amendments and additions, which states in Section 3, Article 9, that "access of foreigners who have acquired a form of*

international protection in Romania to all forms of education is carried out under the conditions established by law for Romanian citizens".

Refugees and political asylum seekers who have obtained a form of subsidiary protection in Romania will be able to enrol for studies during the admission periods foreseen for Romanian citizens, provided that they have obtained a *Certificate/Attestation of Recognition and Equivalence of studies completed abroad* from the National Centre for the Recognition and Equivalence of Diplomas (CNRED). Equivalence is carried out by following the CNRED procedures, the same as for citizens from the European Union, the European Economic Area and the Swiss Confederation. This is done through UVT's International Relations Department.

Candidates who are beneficiaries of a form of subsidiary protection in Romania and who opt for the *Romanian language preparatory programme for foreign citizens* may be enrolled in studies without the obligation to present a *Certificate of recognition and equivalence of studies completed abroad*, in accordance with the provisions of the Order of the Minister of National Education no. 6102/2016 for the approval of *the Framework Methodology on the organization of admission to undergraduate, master and doctoral degree courses*, with subsequent amendments and additions, and of the *Order of the Minister of National Education and Scientific Research no. 6.156 of 22 December 2016 on the organization and conduct of the Romanian language preparatory year for foreign citizens, with subsequent amendments and additions*, where there is no mention of the obligation to submit the certificate of recognition of studies completed abroad for enrolment in the *Romanian language preparatory programme for foreign citizens*. In this regard, there are no further details on this issue in Order No 6121 of 20.12.2016 on the approval of *the Methodology for the recognition of bachelor, master or postgraduate study documents issued by accredited higher education institutions abroad*. Consequently, it is not necessary for the CNRED to issue a Certificate in order to enrol in the *Romanian language preparatory programme for foreign citizens*.

Based on the Collaboration Protocol signed in October 2019 between UVT and the **Office of the United Nations High Commissioner for Refugees (UNHCR)**, UVT is committed to offering full scholarships as part of a pilot programme to promote and support the presence and inclusion of refugees in the Romanian education system. At the beginning of each academic year, the UNHCR may nominate up to a maximum of 3 potential candidates for "UVT scholarship" status with the following benefits: tuition fee waiver and/or accommodation fee waiver in UVT dormitories and/or receipt of a scholarship/financial aid from the university's own funds (in an amount equal to a social scholarship). Through DRI, the nominal list sent by UNHCR is submitted to the UVT scholarship allocation committee by 30 October of the academic year for approval of "UVT scholarship holder" status and related

benefits. The decision of the UVT scholarship allocation committee is communicated to the DRI and to the faculties in which these students are enrolled with "UVT scholarship holder" status.

Candidates from EU third countries, holders of a residence permit in Romania "Romanian citizen family member" (acquired through marriage to a Romanian citizen, for example) or a long-term residence permit, based on the *Romanian Government Emergency Ordinance no. 194 of 12.12.2002 on the regime of foreigners in Romania, republished, with subsequent amendments and additions*, have the same study rights, including financial, as Romanian citizens and will participate in the admission process organized for them. When a student who is a third-country EU citizen obtains a different status, such as "Romanian family member", "EU citizen", "refugee" or some form of subsidiary protection, etc., he/she must inform the DRI and the faculty where he/she is enrolled, within 30 days of obtaining the new status, in order to change his/her financial status, to obtain additional documents and/or to participate in a new admission session in the next academic year, as the case may be.

Candidates who are citizens of EU third countries and who wish to obtain the **status of "UVT scholarship holder"** will participate in the admission process conducted at UVT according to the laws and regulations in force. In their case, the application file will contain, in addition to the documents required to obtain a *Letter of Acceptance to Studies in Romania*, the following:

- (1) Cover letter (written in English, French or Spanish, Romanian);
- (2) CV (written in English, French, Spanish, Romanian) highlighting the academic/professional experience of the candidate;
- (3) A letter of recommendation (written in English, French, Spanish, Romanian) from a teacher specialized in the field of study targeted by the candidate at UVT, recommending the candidate for the desired status.

The application files for obtaining a *Letter of Acceptance to Studies in Romania* with the status of "UVT scholarship holder" shall be submitted to UVT through the online platform for admission of citizens from EU third countries available at: admiterenonue.uvt.ro in accordance with the deadlines set out in the *Methodology for the admission of citizens from EU third countries to study at the West University of Timisoara*. The evaluation committee established at the level of each faculty examines the application files in order to issue an opinion for the issuance of *Letters of Acceptance to Studies in Romania* (regardless of financial status) and sends the results to DRI. In order to be granted the status of "UVT scholarship holder", with the related benefits, the application files with a favourable opinion from the faculties will then be evaluated at institutional level by the UVT scholarship allocation committee. The economic situation of the country of origin, the academic performance of the candidates and the maintenance of geographical balance and cultural diversity will be taken into account when determining the candidates with "UVT scholarship holder" status. The

results of this evaluation are forwarded to DRI, which communicates to MEdu - DGRIAE the list of persons proposed for the issuance of a *Letter of Acceptance for Studies* with the status of "UVT scholarship holder".

Candidates who are EU third-country nationals and whose applications are approved by the faculty, but do not obtain UVT's approval for the issuance of a *Letter of Acceptance to Studies* with "UVT scholarship holder" status, continue the admission process at UVT for the category of nationals to which they belong, following which DRI communicates to MEdu - DGRIAE the list of persons proposed for the issuance of a *Letter of Acceptance to Studies* (without "UVT scholarship holder" status).

In accordance with the provisions of *Romanian Government Ordinance no. 22 of 22 August 2009 on the establishment of the minimum amount of tuition fees, in foreign currency, for citizens studying on their own in Romania, from countries that are not members of the European Union, as well as from countries that are not part of the European Economic Area and the Swiss Confederation*, with subsequent amendments and additions, and on the basis of the *Methodology for the admission of foreign citizens to study and study in places without tuition fees and with scholarships and in places without tuition fees but without scholarships in accredited state higher education institutions*, approved by the Order of the Minister of National Education no. 3236 of 10 February 2017, for students from EU third countries (except for Romanians living abroad) enrolled on places with tuition fees in foreign currency, who have outstanding academic and scientific results, in view of their transfer to places without tuition fees, UVT will submit to MEdu - DGRIAE the following:

- (1) a maximum of 5 applications per academic year;
- (2) the official letter, signed by the Rector of UVT, nominating the persons proposed to receive a tuition-free place with a scholarship;
- (3) the summary containing the ranking of the candidates in descending order of averages.

The competition file will contain:

- (1) the academic record for each year of study (except for the *Romanian language preparatory programme for foreign citizens*), for candidates applying for further undergraduate studies;
- (2) a copy of the bachelor's degree and the diploma supplement (transcript of records) or a transcript showing the academic record of all years of study and the results of the bachelor's degree examination (for current year graduates) for candidates applying for further studies at master's or doctoral level;
- (3) curriculum vitae, list of scientific works, specialist publications, references, recommendations from at least two university professors or specialists in the field - for candidates for doctoral studies;
- (4) certified copy of the birth certificate;

- (5) copy of passport;
- (6) copy of the residence permit in Romania.

Application procedure:

(1) The nominal list of nominations will be approved by the UVT Senate and posted on the official website.

(2) The nominal list and the candidates' files shall be submitted to MEdu-DGRIAE by 30 November of each academic year.

(3) Foreign citizen students (except those in their final year) who have completed at least one year of studies (apart from the *Romanian language preparatory programme for foreign citizens*) in a Romanian state accredited higher education institution and have obtained a minimum average of 7.00, as well as foreign citizen graduates of state universities who have obtained an overall average of at least 7.00 may apply for these Romanian state scholarships.

Scholarships are awarded in descending order of average, with the first applications from each university being selected, within the limit of the number of grants available and taking into account a balanced distribution by university and within universities by field of study. If two candidates have the same average, the decision will be made on the basis of the degree cycle, with the candidate from the doctoral, master's and bachelor's degree cycles taking precedence, in order. Candidates thus selected become beneficiaries of grants by order of the Minister of Education. The final selection results will be communicated to the higher education institutions and published on the official website of the Ministry.

Romanian state scholarship status:

Students with Romanian state scholarship status, enrolled in undergraduate and master's degree programmes, who have not obtained 60 transferable credits at the end of the academic year, but have obtained a sufficient number of transferable credits to pass the next academic year, according to the legislation in force and UVT regulations, continue to benefit from the Romanian state scholarship rights. The scholarship is withdrawn in case of violation of national legislation or university rules of conduct.

The study places without tuition fees and without scholarships are granted, in accordance with the provisions of Chapter I, Article 2 of the *Methodology for the admission of foreign citizens to study and study in places without tuition fees and with scholarships and in places without tuition fees but without scholarships in accredited state higher education institutions*, approved by the Order of the Minister of National Education No. 3236 of 10 February 2017, to the following categories of persons:

a) members of the diplomatic corps and family members of the diplomatic corps accredited in Romania, on the basis of a nomination by the diplomatic mission and a recommendation by the Ministry of Foreign Affairs;

b) citizens who apply for or have acquired a form of protection in Romania or stateless persons whose residence on the territory of Romania is officially recognized by law, in order to complete the *Romanian language preparatory program for foreign citizens*.

Students who are EU third-country nationals in undergraduate or master's degree courses at UVT and who apply **to extend/repeat/re-register/resume their studies at UVT** will only be able to do so on the basis of a new Letter of Acceptance to Studies in Romania issued by MEdu, obtained following the agreement given in this respect by the faculty in which they are/were enrolled, in accordance with the provisions of the UVT internal regulations and procedures regarding the professional activity of students in the bachelor, master and doctoral degree courses. Requests for the issuance of a new Letter of Acceptance to Studies in order to extend/repeat/re-enrol/resume studies at UVT, will be submitted through the admissions platform for third country EU citizens, only through an institutional account "e-uvt.ro", until September 30th of each year. Applications will be accompanied by all the documents required for the issuance of a new Letter of Acceptance for Studies by MEdu. Fees for extension or repetition of studies are those adopted by the Senate for UVT students. In the case of EU third-country national students re-enrolled for studies, tuition fees will be paid in full in foreign currency, according to the amount stated on their Letter of Acceptance to Studies, regardless of the reason for re-enrolment.

Given the geopolitical context, for the academic year 2024-2025, **citizens of Ukraine** will be able to participate in the entrance exam organized by UVT taking into account the legislation in force and any international intergovernmental agreements in this regard. The period for submitting applications for admission to a study programme at UVT for the academic year 2024-2025 will be the one provided for citizens from EU third countries in the *Methodology for the admission of citizens from EU third countries to study at the West University of Timisoara*.

The admission file for **citizens of Ukraine** who **wish to be admitted to a study programme at UVT will be composed as follows:**

- a) if the applicant has study documents, the application file will be compiled and submitted in accordance with the provisions of *the Methodology for the admission of foreign citizens to study and schooling from the school/academic year 2017-2018*, as amended.
- b) if the applicant **does not** have any study documents, the UVT will prepare a file for each applicant, which will include: copies of identity documents, any documents related to previously completed studies, the result of the evaluation carried out by the university with the provisions of OME 3325/02.03.2022, the UVT's proposal for enrolment in the study programme, the year of study and the language of instruction, respectively, and a sworn statement by the applicant on assuming the obligation specified in art. 3, para. (3) of Annex OME 5140/2019, as amended.

Citizens who do not have any study documents **will have to present to the West University of Timisoara, before the completion of their studies, the diplomas/education certificates that allowed them to enter the study cycle in which they were previously enrolled .**

The financial regime for third-country EU citizens, graduates of a pre-university/university education in Ukraine, will be on a fee basis (**own foreign currency account**) according to the *Romanian Government Ordinance no. 22 of 29 August 2009 on the establishment of the minimum amount of tuition fees, in foreign currency, for citizens studying on their own account in Romania, from countries that are not members of the European Union, as well as from countries that are not part of the European Economic Area and the Swiss Confederation, approved with amendments and additions by Law no. 1 of 6 January 2010.*

The financial regime for Ukrainian citizens applying to study at UVT in the 2024 admission session will be fee-based (**own account RON**), with the possibility of fee exemption according to UVT regulations or without payment of tuition fees, but with a scholarship from the budget of the Romanian Ministry of Education, according to ME address no. 1154 of 09.06.2022.

West University of Timisoara evaluates the files according to the regulations in force and sends to ME-DGRIAE the list of persons proposed for the issuance of the Letter of Acceptance to Studies, following which the enrolment will be carried out according to *the Methodology for the admission to study and schooling of foreign citizens starting with the school/academic year 2017-2018*, with subsequent amendments and additions.

Specific conditions for admission to the Master's degree programmes in the field of social work

Admission methodology: mixed

The examination to test specialist knowledge is an oral test

- The average is obtained on the basis of:
 - (a) the mark in the examination to check specialist knowledge (weighting 10%), the minimum mark in the oral test being 5;
 - (b) the overall average of the licensing exam (50% weighting);
 - (c) overall average of years of study (40% weighting).

Criteria for the selection:

1. Average years of study at undergraduate level (for candidates who have completed more than one undergraduate degree programme, the admission average of the last programme completed is taken into account);
2. Overall average of the last year of undergraduate studies;
3. Period of voluntary work in the social field, demonstrated by a volunteer contract. (if applicable).

Oral examination:

The admission exam will take the form of an oral examination based on the subject and bibliography. Candidates will be asked to draw tickets from the provided topic and will have to briefly present the main theoretical points associated with that topic. The oral exam tests the candidate's ability to synthesise information into a coherent discourse, the use of specialised language, motivation to pursue the Master's degree programme for which he/she is taking the exam, and, where appropriate, the ability to bring up concrete examples on the subject of the exam. The admission exam is conducted individually with each candidate and is concluded with a mark. The results of the oral examination cannot be contested.

Topics and bibliography for the Master's degree programme Management and Supervision in Child and Family Welfare (MSBFC)

Theme:

1. Dimensions of management space
2. Management functions and decision-making
3. Management levels
4. Managerial skills, roles and competences

5. Human systems providing social services: organisations and institutions
6. Characteristics of organisations/institutions providing social services
7. Functions of the social welfare organisation
8. Supervision and performance evaluation in social work services
9. Evaluation of the usefulness of social programmes / Social programme funding project.

Bibliography

Neamțu George (2003) *Tratat de Asistență Socială*, Polirom Iași pp. 367-400

Annex 5

**Specific conditions for admission
Master's degree programme
Work, Organizational and Transport Psychology (PMPOT)**

Admission methodology: mixed

The examination to test specialist knowledge is of grid type

- The average is obtained on the basis of:
 - (a) the mark in the examination to check specialist knowledge (67% weighting), with a minimum mark of 5 in the grid examination, and
 - (b) the overall average of the undergraduate examination (33% weighting).

Criteria for the selection:

- The grade obtained in the defence of the bachelor thesis.
- Grade obtained in the general and specialist knowledge test of the bachelor exam

Theme

1. Work analysis
2. Recruitment and selection
3. Introductory statistical techniques for hypothesis testing (student t-test, Pearson's r-test and hi-square)

References

Bogathy, Z. (2004). **Manual de psihologia muncii si organizațională**. Iași: Polirom (Chap. 3, 4);
Sava, F. (2011). **Analiza datelor in cercetarea psihologica**. 2nd ed., Cluj-Napoca: ASCR (Cap. 3).

Grid test

The grid test contains 20 items with 4 choices each, of which one and only one is correct. Each correct answer is awarded 0.40 points.

Annex 6

**Specific conditions for admission
Master's degree programme
Clinical Psychology and Psychotherapy (PCPT)**

Admission methodology: mixed

The examination to test specialist knowledge is of grid type

- Average obtained on the basis of:
 - (a) the mark in the examination to check specialist knowledge (75% weighting), the minimum pass mark in the examination grid is 5 and
 - (b) the overall average of the undergraduate examination (25% weighting).

Criteria for the selection:

- The grade obtained in the defence of the bachelor thesis.
- Grade obtained in the general and specialist knowledge test of the bachelor exam

IMPORTANT!

The entrance exam will be taken from all the subjects in the bibliography, regardless of the chosen training direction.

In the Master's degree programme *Clinical Psychology and Psychotherapy*, candidates will be distributed between the two training streams as follows:

1. Each stream is allocated half the number of places in the tuition capacity of the Master's degree programme;
2. Each stream is allocated half of the number of places financed from the state budget of the Master's degree programme;
3. Distribution between the two training streams will be made after each admission session, subject to the number of places available for each stream;
4. Candidates will express their order of choice at the time of registration.

There are four options on the application form:

PCP cognitive behavioural therapy - budget;

PCP cognitive behavioural therapy - fee;

PCP systemic family therapy - budget;

PCP systemic family therapy - fee.

Allocation is automatic, in order of choice and results.

Theme:

I. Topics for Clinical Psychology and Psychopathology:

1. Circumscribing the field of clinical psychology, the scientist-practitioner model (David, 2006, p.13-20)
2. Theoretical models and their application in clinical and psychopathology (David, 2006, p. 21-65; Ionescu, 1998, p 17-34; p. 74-89).

References:

1. David, D. (2006) Psihologie clinică și psihoterapie. Fundamente. Iasi, Polirom;
2. Ionescu, Ș. (1998) Paisprezece abordări în psihopatologie, Iași, Polirom. (translation from French by Bogdan Bălan, original edition published in 1995 by Edition Nathan, Paris).

II. Topics for Family Psychology:

1. Early models and basic techniques: Group process and communication analysis (from Family Therapy, chap. 3, pp 58-100):
2. Fundamental concepts of family therapy (from Family Therapy, chap. 4, 104-132).

Bibliography:

Nichols, M., Schwartz, R., (2005), Terapia de familie. Concepte și metode, 6th ed., Boston: Ed. Pearson

III. Topics for Cognitive Behavioural Psychotherapy:

1. First therapy session of Cognitive Behavioural Therapy
2. Strategies to increase the likelihood of homework completion in Cognitive Behavioural Therapy

References:

1. Beck, J. (2010) Psihoterapie cognitivă – fundamente și perspective, Cluj-Napoca, Romanian, Psychological Testing Services (cap. 3 Structura primei ședințe de terapie / Structure of the first therapy session);
2. Beck, J. (2010) Psihoterapie cognitivă – fundamente și perspective, Cluj-Napoca, Romanian, Psychological Testing Services (cap. 14 Temele de casa / Homework).

Grid test

The test contains 30 items for which the number of correct answers varies from 1 correct answer to all correct answers. The mark is obtained by multiplying the proportion of correct answers by 9 and adding 1 mark by default. The proportion of correct answers is the ratio of the number of correct answers given by the student to the total number of correct answers on the grid.

Specific conditions for admission to the Master's degree programmes in the field of SOCIOLOGY

Admission methodology: mixed

The examination to test specialist knowledge is an oral test

- The average is obtained on the basis of:
 - (a) the mark in the examination to check specialist knowledge (weighting 20%), the minimum mark in the oral test being 5;
 - (b) the overall average of the undergraduate examination (50% weighting);
 - (c) overall average of years of study (30% weighting).

Criteria for the selection:

- Average obtained at the final exam of the bachelor's degree.
- The mark obtained in the general and specialist knowledge test of the licensing examination.

Oral examination:

The admission exam will take the form of an oral examination based on the subject and bibliography. Candidates will be asked to draw tickets from the provided topic and will have to briefly present the main theoretical points associated with that topic. The oral exam tests the candidate's ability to synthesise information into a coherent discourse, the use of specialised language, motivation to pursue the Master's programme for which he/she is taking the exam, and, where appropriate, the ability to bring up concrete examples on the subject of the exam. The admission exam is conducted individually with each candidate and is concluded with a mark. The results of the oral examination cannot be contested.

Exam topics Human Resource Management in Organizational Administration (HRM)

1. MRU functions and objectives. Responsibilities of the human resources department.
2. Possibilities to motivate employees in the context of human resources shortage.
3. Quantitative research in the social sciences. Research stages

References:

1. Mathis, R. L., Nica, P., Rusu, C., Condurache, G., Huțu, C. A., & Iftimescu, A. (1997). Managementul resurselor umane. Editura Economică. pp.3-9,17-18.
2. Ielics, B. (2001). Valorificarea resurselor umane în cadrul firmei. Eurostampa. pp.38-48,197-206.
4. Obrad, C. I. (2018). Cercetarea sociologică: de la proiect la raport. Editura de Vest. pp. 10-16, 21-27, 32-40.

Examination topics Social Entrepreneurship and Community Development (SECD)

Social inclusion

Social economy and entrepreneurship

Social economy in Romania

References:

1. LAW No 292/2011 of 20 December 2011 Law on social work
2. LAW No 219 of 23 July 2015 on social economy
3. DECISION No 585/2016 of 10 August 2016 approving the Methodological Rules for the implementation of the provisions of Law No 219/2015 on social economy
4. Stănescu, Simona Maria - CERCETAREA ECONOMIEI SOCIALE DIN ROMÂNIA, Revista de Economie Sociala, Vol. III • Nr. 4/2013 <https://profitpentruoameni.ro/wp-content/uploads/2013/11/02-CERCETAREA-ECONOMIEI-SOCIALE-DIN-ROMANIA.pdf>

Specific admission requirements for Master's degree programmes in the field of EDUCATIONAL SCIENCES

Admission methodology: mixed

The examination to test specialist knowledge is of essay type

- The average is obtained on the basis of:
 - (a) the mark for the argumentative essay (weighting 20%), with a minimum mark of 5;
 - (b) the overall average of the licensing exam (30% weighting);
 - (c) overall average of years of study (50% weighting).

Criteria for the selection:

- Average obtained at the final exam of the bachelor's degree.
- Grade obtained in the general and specialist knowledge test of the bachelor exam

Argumentative essay:

The essay will be uploaded to the admissions platform.

The topic of the argumentative essay is:

Master's degree - a necessary step in specialist and continuous professional training

The assessment will be based on how candidates deal with the following issues:

- The importance of in-service training for teaching careers;
- Relevance of the chosen Master's degree programme in the current educational context;
- List three relevant competences that can be developed through the chosen Master's degree programme. Importance of the acquired specialization in the development of educational management / educational services / special education.

Technical criteria:

- text typeset TNR 12, 1.5 cm spacing, text alignment on page - Justify;
- diacritics in the text;
- edge sizes: 2.5 cm top, bottom, right, left;
- length: around 2000 - 2500 words.

References:

Bogathy, Z., C., Sulea (coord.) (2008). Manual de tehnici și abilități academice. West University Publishing House.

Dumitru, I. Al. (2008). Consiliere psihopedagogică. Baze teoretice și sugestii practice, Polirom.
- Chap. Career management

Paloș, R., Sava, S. (coord.) (2019) Educația adulților. Baze teoretice și repere practice (ed. a II-a), Polirom

Socaciu, E., Vică, C., Mihailov, E., Gibea, T., Mureșan, V., Constantinescu, M. (2018). Etică și integritate academică, Editura Universității din București