



UMFT

Universitatea de
Medicină și Farmacie
„Victor Babeș”
din Timișoara

**ADMISSION AND ENROLLMENT OF CITIZENS FROM COUNTRIES OUTSIDE THE
EUROPEAN UNION, THE EUROPEAN ECONOMIC AREA (EEA) AND THE SWISS
CONFEDERATION TO STUDY PROGRAMS TAUGHT IN ROMANIAN/ENGLISH/FRENCH
ACADEMIC YEAR 2019 - 2020
(JULY 2019)**

I. GENERAL PROVISIONS

- I. 1.** The current admission requirements are applicable to foreign citizens, namely to the candidates from countries OUTSIDE the European Union, the European Economic Area and the Swiss Confederation (hereby called third countries) who wish to apply for the Romanian/English/French study programs, as self-supported fee-based students.
- I. 2.** The present admission requirements represent the only official document regulating the admission process for foreign candidates who wish to apply for undergraduate studies in the Victor Babeș University of Medicine and Pharmacy, Timisoara. The document can be amended by any subsequent legal provisions.
- I. 3.** Any references that may appear in certain publications or that may be communicated through unofficial channels cannot replace the official regulations and, consequently, do not in any way, involve the university.
- I. 4.** The Administrative Board has the right to make the present requirements compatible with imperative legal documents issued until the date of the admission.
- I. 5.** Candidates have the obligation to be up to date with all the possible changes and act consequently.
- I. 6.** Any communication between the university and the candidates registered for the admission takes place in writing, in electronic or hard-copy form.

II. WHO CAN APPLY

- II. 1.** The following candidates are eligible to participate at the admission process for a place at the study programs in English/French/Romanian:
- citizens belonging to third countries, who can prove their citizenship with a valid passport.
 - citizens belonging to third countries who have a valid high-school/equivalent diploma regardless the year when they graduated from high-school, according to the minimal requirements for access to higher education in Romania, as mentioned in Annex 8.

III. STUDY PROGRAMS, NUMBER OF PLACES, TUITION FEES

III. 1. The above mentioned candidates may apply for the study programs taught in Romanian/English/French, according to the number of available places.

III. 2. The number of available places/faculty/study program and the tuition fees are shown in the table below:

No.	FACULTY	STUDY PROGRAM / LANGUAGE	LENGTH OF STUDIES	NUMBER OF PLACES	TUITION FEE/YEAR (EURO)
1.	MEDICINE	Medicine (Romanian)	6 years	25	6000
		Medicine (English)	6 years	25	6000
		Medicine (French)	6 years	20	6000
2.	DENTAL MEDICINE	Dental Medicine (Romanian)	6 years	10	6000
		Dental Medicine (English)	6 years	10	6000
3.	PHARMACY	Pharmacy (French)	5 years	50	6000
		Pharmacy (Romanian)	5 years	10	6000

III. 3. The admitted candidates will be selected according to the own selection criteria established by the university (Annex 4), according to the number of available places approved for each study program.

IV. SCHEDULE OF THE REGISTRATION AND ENROLLMENT:

- **01 April 2019 – 19 July 2019 – 15.30. (local time)** – filling-in and submitting the online registration form available at http://www.umft.eu/admission-2018-of-noneu-citizens_707 without exceeding the deadline for registration; the registration of the candidates; candidates submit/send their files to the International Department; the files are checked and validated by the International Department (ONLY IF THEY ARE COMPLETE). **FILES RECEIVED AFTER THIS DATE WILL NOT BE VALIDATED. WE WILL TAKE INTO ACCOUNT ONLY THOSE FILES WHICH HAVE BEEN RECEIVED AT THE UNIVERSITY REGISTRATION OFFICE OR WERE HANDED IN BY A COURIER/PERSONALLY TO THE INTERNATIONAL OFFICE WITHIN THE DEADLINE MENTIONED ABOVE.**

- **22 July 2019 – 23 July 2019** – classification of the candidates based on the number of points obtained according to the selection criteria of the university;

- **23 July 2019** – the **PROVISIONAL** results for all study programs (together with the number of

points obtained by each candidate) are published on the website of the university http://www.umft.eu/admission-2018-of-noneu-citizens_707 and at the International Department;

- **23 July 2019, 17.00 (local time) – 24 July 2019, 24.00 (local time)** - failed candidates may submit appeals to the Central admission committee; the appeals have to be submitted by e-mail to the address relint@umft.ro;
- **25 July 2019, 9.00-12.00** – the Central Admission Committee solves the appeals; the list with the number of points obtained by each candidate, as well as the results of the selection of the files after the appeals have been resolved will be posted on the website of the university http://www.umft.eu/admission-2018-of-noneu-citizens_707 and at the International Department;
- **25 July 2019, 17.00 (local time) – 26 July 2019, 24.00 (local time) – THE FIRST ROUND OF CONFIRMATIONS:** the candidates who were declared „ADMITTED” have the obligation to confirm their place by e-mail to admission@umft.ro. **The confirmation of the place must be accompanied by the payment by bank transfer of a NON-REFUNDABLE confirmation fee of 200 euros, and candidates have to attach the scanned copy of the bank transfer/proof of payment to their e-mail. Candidates who fail to confirm their place or fail to enclose the proof of payment of the confirmation fee automatically lose their place, the respective place being redistributed to the next candidate on the list of rejected candidates WHO HAVE CONFIRMED THEIR PLACE IN THE FIRST ROUND OF CONFIRMATIONS. THE PAYMENT OF THE CONFIRMATION FEE DOES NOT GUARANTEE THE ADMISSION OF THE CANDIDATE, AS THIS EVENTUALLY DEPENDS ON RECEIVING A LETTER OF ACCEPTANCE TO STUDIES, A STUDY VISA AND THE PAYMENT OF THE TUITION FEE.**

IMPORTANT!!!!!! REJECTED CANDIDATES MAY PAY THE CONFIRMATION FEE IN THE FIRST ROUND OF CONFIRMATIONS, EVEN IF THERE ARE NO VACANT PLACES AT THE RESPECTIVE MOMENT, KEEPING IN MIND THE FOLLOWING:

- a) if no place becomes vacant in the months August – September, the confirmation fee will not be reimbursed;
- b) if a candidate who has paid the confirmation fee does not receive a Letter of Acceptance issued by the Romanian Ministry of Education or a study visa, the confirmation fee will not be reimbursed;
- **29 July 2019** – the financial office checks if the proof of payment of the confirmation fees have been transmitted by the candidates
- **30 July 2019** – posting on the university website http://www.umft.eu/admission-2018-of-noneu-citizens_707 and at the International Department the PROVISIONAL list with the candidates who confirmed their places and with the redistributed places. The places will be redistributed according to the following criteria:

1. **The number of points obtained according to the selection criteria of the university**
 2. **The number of points obtained after applying the differentiating criteria (for candidates with the same number of points)**
 3. **The alphabetical order of the candidates**
- **11 September 2019** – posting on the university website http://www.umft.eu/admission-2018-of-noneu-citizens_707 and at the International Department the PROVISIONAL list with the candidates who confirmed their places in the first round of confirmations and who have received a Letter of Acceptance to Studies from the Ministry of National Education (provided the university has received the letters of acceptance from the ministry up to this date) and the list with VACANT places (as a consequence of the fact that a candidate has withdrawn or hasn't received a letter of acceptance to studies from the Ministry of Education);
 - **12 September – 15 September 2019 – THE SECOND ROUND OF CONFIRMATIONS** – Candidates who were initially rejected and candidates who did not pay the confirmation fee in the first round of confirmation can confirm the places vacated until 11 September 2019. **THE PAYMENT OF THE CONFIRMATION FEE DOES NOT GUARANTEE THE ADMISSION OF THE CANDIDATE, AS THIS EVENTUALLY DEPENDS ON RECEIVING A LETTER OF ACCEPTANCE TO STUDIES, A STUDY VISA AND THE PAYMENT OF THE TUITION FEE;**
 - **16 September 2019** – the beginning of the academic year and of the period for the provisional enrollment of first-year students. The enrollment of the first-year students is **conditioned by having received a Letter of Acceptance to Studies issued by the Romanian Ministry of National Education, having a valid study visa (where applicable) and by the payment of the tuition fee in full. THE TUITION FEE CAN BE PAID IN A SINGLE INSTALLMENT BEFORE ENROLLMENT;**
 - **15 November 2019** – the deadline for the enrollment of first-year students.

V. DOCUMENTS FOR REGISTRATION

V.1. The registration file has to contain the following documents:

- a. **Online application form** – filled in by the candidate by accessing the following link http://www.umft.eu/admission-2018-of-noneu-citizens_707 - Annex 1; **the form has to be filled in and submitted EXCLUSIVELY ONLINE;** afterwards it has to be printed and signed by the candidate;
- b. **Personal data form** (download the form from the Download section); – Annex 2;
- c. **Application** for the issuance of a letter of acceptance for studies (download the form from the

Download section) – Annex 3 (3 copies);

- d. **High-school/equivalent diploma** - 2 certified copies and 1 photocopy (xerox or scan) **IN THE OFFICIAL LANGUAGE OF THE COUNTRY THE DOCUMENT HAS BEEN ISSUED IN** and 2 certified/authenticated translations into Romanian (certified by the **Ministry of Foreign Affairs and the Romanian Embassy** in the country where the document was issued / certified by a notary public / bearing the Hague Apostille); (for special provisions regarding the Hague Apostille or other authentications of diplomas issued in certain countries, please see **chapter VII** "The Hague Apostille And Other Authentications");
- e. **Final transcript/results of the high-school diploma/equivalent-** 2 certified copies and 1 photocopy (photocopy or scan) **IN THE OFFICIAL LANGUAGE OF THE COUNTRY THE DOCUMENT HAS BEEN ISSUED IN** and 2 certified/authenticated translations into Romanian (certified by the **Ministry of Foreign Affairs and the Romanian Embassy** in the country where the document was issued / certified by a notary public / bearing the Hague Apostille); (for special provisions regarding the Hague Apostille or other authentications of diplomas issued in certain countries, please see **chapter VII** "The Hague Apostille And Other Authentications");
- f. **Graduation Certificate** - 2 certified copies and 1 photocopy (photocopy or scan) **IN THE OFFICIAL LANGUAGE OF THE COUNTRY THE DOCUMENT HAS BEEN ISSUED IN** and 2 certified/authenticated translations into Romanian, for the candidates who graduate in 2019 (certified by the **Ministry of Foreign Affairs and the Romanian Embassy** in the country where the document was issued / certified by a notary public / bearing the Hague Apostille); (for special provisions regarding the Hague Apostille or other authentications of certificates issued in certain countries, please see **chapter VII** "The Hague Apostille And Other Authentications"); **(THIS TYPE OF DOCUMENT IS NOT ACCEPTED FOR CERTAIN COUNTRIES, SUCH AS ISRAEL, WHERE ONLY THE FINAL DIPLOMA IS ACCEPTED-BAGRUT)**
- g. **High-school transcripts of records for ALL HIGH-SCHOOL YEARS** (even if the academic results from the last two years can also be found in the diploma) - 2 certified copies and 1 photocopy (photocopy or scan) **IN THE OFFICIAL LANGUAGE OF THE COUNTRY THE DOCUMENT HAS BEEN ISSUED IN** and 2 certified/authenticated translations into Romanian (certified by the **Ministry of Foreign Affairs and the Romanian Embassy** in the country where the document was issued / certified by a notary public / bearing the Hague Apostille); (for special provisions regarding the Hague Apostille or other authentications of study documents issued in certain countries, please see **chapter VII** "The Hague Apostille and Other Authentications");
- h. **Birth certificate/Equivalent** – 2 certified copies and 1 photocopy (photocopy or scan), 2 certified/authenticated translations into Romanian;
- i. **Marriage licence** - 2 certified copies and 2 certified/authenticated translations into Romanian (if applicable);
- j. **Passport** – (valid for at least 6 months from the beginning of the academic year – 16 September 2019) - 2 certified copies;
- k. **The document attesting the candidate's permanent residence in a foreign country** – 2 certified copies and 2 certified translations into Romanian;

- l. **Official documents, accompanied by certified copies, reflecting the correspondence of the candidate's family name and first name as it appears in various documents (birth certificate, ID/passport, study documents) – where applicable;**
- m. **6 Photographs** (passport size);
- n. **Health Certificate**, original and certified copy. If the health certificate has been issued in a language other than Romanian, then it has to be translated into Romanian. The health certificate should state that:
 - the candidate has been immunized for B Hepatitis
 - the candidate suffers / does not suffer from chronic disorders
 - the candidate is mentally and physically fit to pursue medical higher education
 - the candidate does not suffer from any disorder that is incompatible with his/her future profession
- o. **International language certificate** (for English and French, see the list of accepted language certificates, chapter VIII) – certified copy and a simple copy (photocopy/scan) (where applicable);
- p. **Romanian language certificate issued by an institution accredited by the Ministry of National Education/graduation certificate of the preparatory year for the candidates wishing to register for a study program taught in Romanian** (Chapter VIII) – certified copy and a simple copy (photocopy/scan) (where applicable);
- q. **Affidavit for Romanian citizens residing in a non-European country** (certified by a notary) who wish to enroll in a study program as fee-based students, stating that they choose and agree to study as fee-based students;
- r. **Candidates who graduate high-school in 2019** and who haven't received their high-school/equivalent diploma until the date of the enrollment, have to submit an **affidavit** stating that, in case they are admitted, they will submit the original diploma (together with notarized copies and translations) until a certain date (the date is established depending on the country where the diploma was issued);
- s. **For citizens with study documents issued in Tunisia, Algeria, Morocco, Kenya, Somalia the documents have to include a CERTIFICATE OF AUTHENTICITY issued by the respective Ministries of Education, both for the final diploma (baccalaureate) and for the results obtained at the final exam – ORIGINAL, 1 certified copy, 1 certified translation into Romanian;**
- t. **2 cardboard folders;**
- u. **Proof of payment of the processing fee of 150 Euro (non-refundable)**, paid into the following bank account:

Name of the bank: BANCA TRANSILVANIA, AGENTIA BEGA TIMISOARA

Address: Str. Augustin Pacha nr. 1, Timisoara, Romania

IBAN: RO53BTRL03604202A6896600

SWIFT: BTRLRO22TMA

**BENEFICIARY: UNIVERSITATEA DE MEDICINA SI FARMACIE "VICTOR BABES"
DIN TIMISOARA**

COMPLETE AND CORRECT NAME OF THE CANDIDATE.....

PROCESSING FEE

V.2. The documents listed under V.1 can be submitted at the International Department, or they can be sent by registered mail/courier to the address below:

Agnes Balint

Şef Birou Relații Internaționale

Universitatea de Medicină și Farmacie "Victor Babes" din Timișoara

P-ta E. Murgu 2

300041 Timisoara, Romania

Tel: +40 256 434418

Fax: +40 256 220482

e-mail: relint@umft.ro

VI. SPECIAL PROVISIONS

VI. 1. THE UNIVERSITY DOES NOT HAVE ANY AGREEMENT OF COOPERATION OR REPRESENTATION WITH AGENCIES THAT INTERMEDIATE THE REGISTRATION OF THE CANDIDATES. CANDIDATES WHO WISH TO SUBMIT THEIR DOCUMENTS VIA AGENTS/AGENCIES DO NOT BENEFIT FROM ANY ADVANTAGES COMPARED TO CANDIDATES WHO APPLY INDEPENDENTLY. THE CANDIDATES TAKE FULL RESPONSIBILITY FOR THE ACCURACY AND AUTHENTICITY OF THE SUBMITTED DOCUMENTS, EVEN IF THE DOCUMENTS HAVE BEEN SUBMITTED THROUGH AN AGENT/AGENCY.

VI. 2. Candidates are requested to make sure there are no inconsistencies in the way their names are spelled in their various documents. All their documents have to bear exactly the same surname and first name (s). The files containing any inconsistencies in the spelling of the candidates' names will be automatically rejected.

VI. 3. The university does not accept faxed, scanned, e-mailed documents or incomplete files. Authenticated copies have to bear the original signature and stamp of the person/institution who carried out the authentication.

VI. 4. Candidates must submit the original study documents upon enrollment. The original study documents remain at the faculty throughout the student's entire schooling period (according to the requirements of Romanian legislation).

VI. 5. Candidates have the obligation to submit only documents requested in the list of documents for registration (Chapter V). All other documents (CV, letter of recommendation, letter of motivation, proof of extracurricular activities, etc.) will be disregarded.

VI. 6. Candidates can apply for a **single study program** within a single faculty (Medicine, Dental Medicine, Pharmacy); **their option cannot be changed after the registration period closed.**

VI. 7. Incomplete files or files that have been completed after the registration period has ended **(19.07.2019) WILL NOT BE VALIDATED AND WILL BE REJECTED.**

VI. 8. IMPORTANT! If candidates submit their documents to several Romanian universities, this might lead to a delay in the issuance of the Letter of Acceptance to Study; consequently the candidates may not get a study visa in due time thus not being able to meet the registration deadline established by our university!

VI. 9. Candidates having a high-school diploma issued in **ISRAEL (Bagrut)** will receive points (according to our selection criteria) for the relevant subjects that were completed having at least **3 study units.**

VI. 10. Candidates should make sure that their e-mail addresses correspond to the requirements of the European Union (e.g., internationally accepted e-mail addresses, such as yahoo, gmail, hotmail, etc.), otherwise the university might have communication problems when contacting candidates by e-mail. If candidates do not have proper e-mail addresses, the university does not take responsibility for undelivered messages.

VI. 11. CANDIDATES WHO GRADUATE FROM THE PREPARATORY YEAR ARE SUBJECT TO ALL THE REQUIREMENTS OF THE PRESENT METHODOLOGY, CONCERNING: DEADLINES, SELECTION CRITERIA, THE NUMBER OF STUDY PLACES FOR EACH STUDY PROGRAM, FEES, DOCUMENTS FOR REGISTRATION AND ENROLLMENT.

VII. THE HAGUE APOSTILLE AND OTHER AUTHENTICATIONS

VII. 1. The apostille is a stamp or printed form consisting of 10 numbered standard fields which certifies the signature (and the capacity of who placed it) and correctness of the seal/stamp on the document which must be certified.

VII. 2. Apostilles are affixed by *Competent Authorities* designated by the government of a state which is party to the convention.

VII. 3. STUDY DOCUMENTS ISSUED BY STATES THAT ARE NOT SIGNATORIES OF THE HAGUE APOSTILLE CONVENTION MUST BE CERTIFIED BY (documents that do not have this certification will be rejected):

a) The Ministry of Foreign Affairs of the country where the respective document was issued

AND

b) **The Romanian Embassy/Consulate in the respective country (if Romania does not have a diplomatic mission in the country where the diploma was issued, the candidate has to contact the closest Romanian diplomatic mission).**

VII. 4. The following countries need the Hague Apostille on their study documents:

Albania, Andorra, Antigua and Barbuda, Argentina, Armenia, Australia, Azerbaijan, Bahamas, Barbados, Belize, Belarus, Bosnia-Herzegovina, Botswana, Brunei, Cape Verde, Cyprus, People's Republic of China, Colombia, Cook Islands, the Republic of Korea, the Dominican Community, the Dominican Republic, Ecuador, El Salvador, Fiji, Georgia, Greece, Grenada, Honduras, India, Israel, Italy, Japan, Kazakhstan, Lithuania, Lesotho, Liberia, Lichtenstein, F.Y.R. Macedonia, Malawi, Malta, Marshal Islands, Mauritius, Mexico, Moldova, Monaco, Mongolia, Montenegro, Morocco, Namibia, Niue, New Zealand, Panama, Peru, Portugal, Romania, The Russian Federation, St. Kitts and Nevis, St. Lucia, St. Vincent & Grenadine, Samoa, San Marino, Sao Tome & Principe, Seychelles, South Africa, Spain, Surinam, Swaziland, Tonga, Trinidad Tobago, Turkey, the U. S. A., Vanuatu, Venezuela.

VII. 5. For updated information about the Hague Apostille and the authentication of study documents, please access:

- http://www.mai.gov.ro/Info_Apostila/State%20semnatare.html
- <https://www.hcch.net/en/instruments/conventions/status-table/?cid=41>

VIII. LANGUAGE REQUIREMENTS

VIII. 1. The provisionally admitted candidates wishing to study in English or French **HAVE TO** take a language test organized by the language department of our university, test that will be marked with "PASSED" or "FAILED". **The language tests consist in a written and an oral exam and take place between 16 September 2019 - 15 November 2019.** The candidates for the language test will be scheduled by the International Department. Candidates have to pay the language test fee (50 euros) by bank transfer, in the account below:

Name of the bank: BANCA TRANSILVANIA, AGENTIA BEGA TIMISOARA

Address: Str. Augustin Pacha nr. 1, Timisoara, Romania

IBAN: RO53BTRL03604202A6896600

SWIFT: BTRLRO22TMA

BENEFICIARY: UNIVERSITATEA DE MEDICINA SI FARMACIE "VICTOR BABES" DIN TIMISOARA

COMPLETE AND CORRECT NAME OF THE CANDIDATE.....

LANGUAGE TEST FEE

VIII. 2. The language test will be taken before the enrollment and **passing the language test is an eliminatory and obligatory condition** for the final enrollment of the candidates.

VIII. 3. The following candidates are NOT required to take a language test, provided they present justifying documents (certified copy):

- Candidates originating from countries where the official language is the same with the language of the study program they've applied for (for candidates applying for the English and French study programs), and who can prove with official documents (high school, secondary school, university) that they completed their studies IN the respective language.

- Candidates who studied and graduated from high school in the language of study, regardless of their nationality or country of origin, and who can prove with official documents (high school, secondary school, university,) that they completed their studies IN the respective language.

- Candidates awarded international high-school diplomas (IBDP / International Baccalaureate Diploma Programme in the language of study; EB / European Baccalaureate Diploma; IGCE - International General Certificate of Education, GCE / General Certificate of Education – Advanced Level) in the same language as the language of study.

- Candidates awarded a **B2 (or higher)** international language certificate, according to the table below:

Language of Study	Accepted language certificates (minimum B2)
English	Cambridge ESOL certificates: - FCE / First Certificate in English - CAE / Cambridge Advanced in English - CPE / Cambridge Proficiency in English Certificates issued by Michigan University: - ECCE / Examination for the Certificate of Competency in English - ECPE / Examination for the Certificate of Proficiency in English IELTS certificate: - scored at least 6 / „competent user” - Pearson LCCI Certificate in ESOL International TOEFL certificates: - TOEFL iBT - TOEIC
French	DELF DALF TCF

VIII. 4. Candidates who have a language certificate according to the table above are requested to submit it in certified copy together with the registration documents, in the period established by the present admission requirements.

VIII.5. All international language certificates have to be endorsed by the language department of our university.

VIII.6. We will take into account only the language certificates listed in the table above and, only if the language the certificate has been issued for, corresponds to the study program chosen by the candidate.

VIII.7. The language requirements listed above also apply to candidates who wish to transfer from another university.

VIII.8. Candidates applying for a place in Romanian language have to submit a Romanian language certificate issued by an institution accredited by the Romanian Ministry of National education, or the graduation certificate for the preparatory year.

VIII.9. The following candidates applying to studies in Romanian do not have to submit Romanian language certificates/certificate for the graduation of the preparatory year:

a) candidates who submit Romanian study documents (diplomas and certificates), other study documents or transcripts of records which prove that the candidate has studied for at least FOUR consecutive years IN Romanian, in a Romanian accredited school;

b) candidates who submit a Romanian language certificate at least level B1, issued by an institution accredited by the Romanian Ministry of National Education to organize the preparatory year, by Romanian language/literature/culture departments in foreign institutions, by the Institute of the Romanian Language or by the Romanian Cultural Institute.

IX. THE ADMISSION AND THE RESULTS

IX. 1. For undergraduate programs taught in Romanian/English/French (300-360 ECTS) the admission process for foreign candidates consists in the selection of the files and classification of the candidates based on the approved selection criteria.

IX. 2. The admission of the candidates will be based on the number of points obtained by each candidate, observing the own **selection criteria** set by the university (Annex 4), in descending order, according to the number of available places/study program.

IX. 3. The admission committee will only validate and consequently grant points for those results that can be supported by official documents (certified copies).

IX. 4. If, after the classification of the candidates, the last place will be occupied by several candidates with the same number of points, they will be differentiated using the following additional criteria:

- a. the arithmetic mean of the marks obtained for biology during high-school;**
- b. the arithmetic mean of the marks obtained for chemistry during high-school;**
- c. the arithmetic mean of the annual averages during high-school.**

IX. 5. The selection criteria approved by the university will be posted at the International Department and on the university website.

IX. 6. The provisional results of the selection and classification of the candidates for all the study programs, signed by the admission committee, will be made public on **23 July 2019; once all the files have been analyzed and the candidates classified, the number of points obtained will be posted on our website http://www.umft.eu/admission-2018-of-noneu-citizens_707** and at the International Department.

IX. 7. The lists contain the following information:

- The provisionally admitted candidates, according to the number of available places;
- The rejected candidates, where applicable.

IX. 8. The final admission of the candidates depends on:

- the candidates' selection and classification, according to the own selection criteria approved by the university, in the descending order of the number of points obtained, as stipulated in the Admission requirements for citizens of third countries;
- whether the candidates have obtained a Letter of Acceptance to Studies issued by the Ministry of National Education, according to the Order of the MNE regulating the enrollment of foreign citizens in Romanian higher education institutions, amended and revised by the Victor Babes University of Medicine and Pharmacy, Timisoara, after the evaluation of the registration file;
- whether the candidates have passed the obligatory and eliminatory language test marked with „passed/failed” (where applicable);
- whether the candidate has submitted a certificate for the preparatory year or Romanian study documents (diplomas and certificates), other study documents or transcripts of records which prove that the candidate has studied for at least FOUR consecutive years IN Romanian, in a Romanian accredited school, for those wishing to study in Romanian.

IX. 9. The registration documents of the candidates who were rejected or have withdrawn can be picked up either by the candidate, according to Annex 6, either by a mandated person according to Annex 7. If candidates who were rejected or have withdrawn wish to have their documents sent by post/courier, they have to send a request by e-mail to the International Department and bear the shipping fees.

IX. 10. Files that have not been picked up will be discarded on 31 December 2020.

X. SUBMITTING AND SOLVING APPEALS

X. 1. Failed candidates may submit appeals to the Central admission committee; the appeals have to be submitted by e-mail to the address relint@umft.ro, **between 23 July 2019, 17.00 (local time) – 24 July 2019, 24.00 (local time).**

X. 2. The International Department will register all appeals at the university registration office.

X. 3. Appeals will be solved solely by the Central admission committee on **25 July 2019, between 9.00 -12.00**. The decisions of the committee are final and will be made public by posting them at the International Department and on the site of the university [http://www.umft.eu/admission-2018-of-noneu-citizens 707](http://www.umft.eu/admission-2018-of-noneu-citizens-707) .

X. 4. If there are differences in the number of points obtained by a candidate, the candidate will eventually receive the number of points given after the appeal, and that result is final and cannot be contested.

- X. 5. Appeals that prove that the candidate is not familiar with the admission requirements will be rejected.
- X. 6. After the appeals, the list of provisionally admitted and rejected candidates for each study program will be made public.
- X. 7. Appeals cannot be submitted after the deadline mentioned above (X. 1).

XI. CONFIRMATION OF THE PLACE OBTAINED

FIRST ROUND OF CONFIRMATIONS

XI. 1. 25 July 2019, 17.00 (local time) – 26 July 2019, 24.00 (local time) – THE FIRST ROUND OF CONFIRMATIONS: the candidates who were declared provisionally „ADMITTED” have the obligation to confirm their place by e-mail to admission@umft.ro. The confirmation of the place must be accompanied by the payment by bank transfer of a NON-REFUNDABLE confirmation fee of 200 euros, and candidates have to attach the scanned copy of the bank transfer/proof of payment to their e-mail. Candidates who fail to confirm their place or fail to enclose the proof of payment of the confirmation fee automatically lose their place, the respective place being redistributed to the next candidate on the list of rejected candidates **WHO HAVE CONFIRMED THEIR PLACE IN THE FIRST ROUND OF CONFIRMATIONS. THE PAYMENT OF THE CONFIRMATION FEE DOES NOT GUARANTEE THE ADMISSION OF THE CANDIDATE, AS THIS EVENTUALLY DEPENDS ON RECEIVING A LETTER OF ACCEPTANCE TO STUDIES, A STUDY VISA AND THE PAYMENT OF THE TUITION FEE.**

IMPORTANT!!!!!! REJECTED CANDIDATES MAY PAY THE CONFIRMATION FEE IN THE FIRST ROUND OF CONFIRMATIONS, EVEN IF THERE ARE NO VACANT PLACES AT THE RESPECTIVE MOMENT, KEEPING IN MIND THE FOLLOWING:

- a) if no place becomes vacant in the months August – September, the confirmation fee will not be reimbursed;
- b) if a candidate who has paid the confirmation fee does not receive a Letter of Acceptance issued by the Romanian Ministry of Education or a study visa, the confirmation fee will not be reimbursed;

SECOND ROUND OF CONFIRMATIONS

XI. 2. 12 September – 15 September 2019 – THE SECOND ROUND OF CONFIRMATIONS: candidates who were initially rejected and candidates who did not pay the confirmation fee in the first round of confirmation can confirm the places vacated until 11 September 2019. **THE PAYMENT OF THE CONFIRMATION FEE DOES NOT GUARANTEE THE ADMISSION OF THE**

CANDIDATE, AS THIS EVENTUALLY DEPENDS ON RECEIVING A LETTER OF ACCEPTANCE TO STUDIES, A STUDY VISA AND THE PAYMENT OF THE TUITION FEE.

XII. FEES

XII. 1. Registration fees:

Fees meant to cover the candidate's participation for the admission process to a study program in Romanian/English/French:

- Processing fee – 150 euro (**non-refundable**) – paid by bank transfer
- Language test fee, for the tests taken in our university – 50 euro – paid by bank transfer
- Confirmation fee – 200 euro (**non-refundable**) – paid by bank transfer
- Enrollment fee – 100 Lei, paid directly to the university financial office, before completing the enrollment

XII.2. Tuition fees:

- **Tuition fees are established in euro.**
- **The amount of the tuition fees does not change during the academic year.**
- **The amount of the tuition fees remains the same during the entire study period, except for the cases where the respective period has been exceeded.**

XII.3. Regardless of the amount of the tuition fee, all foreign citizens who wish to enroll in the self-supported fee-based form must pay the fee **IN FULL, BY BANK TRANSFER, PRIOR TO ENROLLMENT**. The money has to be transferred into the account below and **the bank commissions are supported by the candidate:**

Name of the bank: BANCA TRANSILVANIA, AGENTIA BEGA TIMISOARA

Address: Str. Augustin Pacha nr. 1, Timisoara, Romania

IBAN: RO53BTRL03604202A6896600

SWIFT: BTRLRO22TMA

BENEFICIARY: UNIVERSITATEA DE MEDICINA SI FARMACIE "VICTOR BABES" DIN TIMISOARA

COMPLETE AND CORRECT NAME OF THE CANDIDATE.....

With the specification: TUITION FEE

XII.4. The payment of the tuition fee in full is a prerequisite for the official enrollment of an admitted candidate. Upon enrollment, admitted candidates have to submit the proof of payment (bank statement) for the whole tuition fee together with the rest of the documents.

XII.5. Candidates who did not finalize their enrollment, who give up their place or who withdraw from studies due to various reasons may request the reimbursement of the tuition fee, if they fill in and

submit a Request for reimbursement – Annex 9. The University has to reimburse the respective fees in a maximum of 30 days from the date the request was registered by the international department. The requests for reimbursement have to be sent to the e-mail addresses: contab@umft.ro and international@umft.ro. **THE REIMBURSEMENT OF THE TUITION FEE WITHIN THE DEADLINES SET OUT IN THIS METHODOLOGY FALLS EXCLUSIVELY UNDER THE RESPONSIBILITY OF THE FINANCIAL-ACCOUNTING OFFICE FROM THE INTERNATIONAL DEPARTMENT.**

XII.6. All information referring to any type of fees, payments/refunds can be obtained from the financial officer of the International Department, Mrs. Bianca Fara contab@umft.ro

XIII. REGISTRATION AND ENROLLMENT

XIII.1. Candidates from countries outside the European Union (EU), the European Economic Area (EEA) and the Swiss Confederation (CH) may enroll in **study programs taught** in Romanian/English/French provided they fulfill **ALL** the conditions listed below:

- a. After the selection process, they have been declared provisionally “ADMITTED” according to the **selection criteria set by the university;**
- b. They have obtained a Letter of Acceptance to Studies from the Ministry of National Education;
- c. They fulfill the language requirements as specified in Chapter VIII;
- d. They have confirmed their place within the deadlines and under the conditions stipulated in the present Methodology;
- e. They have paid, in full, all the fees stipulated in the present Methodology (the processing fee, the confirmation fee, the tuition fee, the enrollment fee, as specified in Chapter XII - FEES) within the stipulated deadlines;
- f. Have a valid study visa (D visa) issued by the Romanian Embassy/Consulate in the country of origin – where applicable;
- g. Their medical certificate has been endorsed by the university physician;
- h. Submitting all the required study documents in the ORIGINAL form.

XIII.2. The documents submitted by candidates outside the European Union (EU), the European Economic Area (EEA) and the Swiss Confederation (CH) who were admitted to the study programmes in English/French/Romanian will be processed by the International Department of the university which will endorse the documents and will issue a provisional enrollment order that will be signed by the Rector of the university.

XIII.3. First-year students have to go to the secretary of their respective faculty and sign a student contract (in two copies), in the interval 16 September 2019 – 15 November 2019, in the established office hours: Monday – Friday, between 12.00-15.00. The student contract can be signed only

personally. The provisional enrollment order (in copy) signed by the Rector has to be accompanied by the following documents, in copy:

- The Letter of Acceptance to Studies;
- Language certificate for the language of study (English / French / Romanian);
- Official documents in notarized copy reflecting that the candidate was exempt from the language test;
- Proof of payment of the tuition fee signed by the financial Department of the university;
- Proof of payment of the enrollment fee.

XIII.4. The provisional enrollment order is valid until the final enrollment of the admitted foreign citizens, but no later than 2 DECEMBER 2019, after the International Department has forwarded the complete files of the admitted foreign citizens to the faculty secretaries.

XIII.5. Foreign citizens (candidates outside the European Union (EU), the European Economic Area (EEA) and the Swiss Confederation (CH) admitted to undergraduate studies have the obligation to hand in their original high-school diploma/equivalent to the International Department, no later than the deadline established for the enrollment into the academic year.

XIII.6. High-school graduates who were admitted but haven't received their high-school diplomas/equivalent until the deadline for the enrollment, have to submit a notarized affidavit in which they guarantee to hand in the original document (plus 2 notarized copies and translations) until a certain deadline (the deadline is set according to the country which issued the study document).

XIII.7. Students who fail to submit the original high-school diploma/equivalent within the established deadlines will be expelled.

XIII.8. Admitted foreign citizens who do not finalize their registration within the established deadline cannot enroll further.

XIII.9. The enrollment of the admitted foreign citizens is conditioned by an enrollment order signed by the Rector of Victor Babes University of Medicine and Pharmacy Timisoara, the payment of the tuition fee and the signing of the student contract.

XIII.10. After the final enrollment, the International Department prepares and posts on the website the final list of admitted and enrolled foreign citizens. The list containing the enrolled students will be forwarded to the International Department by the secretary of each faculty until 15 December 2019.

XIV. FINAL PROVISIONS

XIV. 1. After the selection of the files, according to the selection criteria set by the university, the International Department sends the list of selected candidates and a copy of the candidate's file to the Ministry of National Education, in order to receive a Letter of Acceptance to Studies.

XIV. 2. The number of selected candidates will not exceed the maximum number of students that can be enrolled in each study program, according to the current legal provisions.

XIV. 3. The Ministry of National Education issues Letters of Acceptance to Studies to the eligible

candidates; the letters will be sent to the university and the university subsequently sends scanned copies of the letters to the respective candidates.

XV. ANNEXES

Annex 1 – Online application form

Annex 2 – Personal data form

Annex 3 – Application for issuance of a Letter of Acceptance to Studies by the Ministry of National Education

Annex 4 – Selection criteria established by the university.

Annex 5 – Form for the differentiation of the candidates who have obtained the same number of points after the selection

Annex 6 – Request for the withdrawal of the registration documents – by the candidate

Annex 7 – Affidavit for the withdrawal of the registration documents – by a mandate person

Annex 8 – Minimal requirements for access to higher education in Romania

Annex 9 – Request for the refund of the tuition fee

**Rector,
Prof. univ. dr. Marius Raica**

President of the central admission committee,

Prof. Univ. Dr. Mirela Tomescu

Legal office,

C. j. dr. Codrina Mihaela Levai