



MINISTRY OF NATIONAL EDUCATION

"TITU MAIORESCU" UNIVERSITY OF BUCHAREST

Calea Văcărești no. 187, 4th sector, Bucharest, 040051

tel.: 021 316 16 46, fax: 021 311 22 97, e-mail: rectorat@utm.ro, www.utm.ro

**REGULATION
ON THE ORGANIZATION AND CONDUCT OF ADMISSION IN THE STUDY
PROGRAMMES MEDICINE (IN ENGLISH) AND DENTAL MEDICINE (IN ENGLISH)
FOR THE ACADEMIC YEAR 2017-2018**

**CHAPTER I
GENERAL PROVISIONS**

Art. 1. The admission to study programmes MEDICINE (IN ENGLISH), Faculty of Medicine, and DENTAL MEDICINE (IN ENGLISH), Faculty of Dental Medicine is carried out according to the provisions of the National Education Law no. 1/2011, the *Methodology on the organization of admission in the undergraduate, master and doctoral degree cycles*, approved by the Ministerial Order no. 6102/2016, the *Methodology on the admission to studies and schooling of foreign citizens starting with the school/academic year 2017-2018*, approved by Ministerial Order no. 3473/2017, and the Regulation on the organization and conduct of admission in the undergraduate and master degree cycles for the academic year 2017-2018 of the *Titu Maiorescu University*.

Art. 2. In order to be accepted to studies in the programmes referred to in art. 1, Romanian citizens, as well as citizens of EU States, EEA and Swiss Confederation and non-EU citizens, who meet the following requirements:

- a) they have submitted documents indicating their citizenships;
- b) they have a Baccalaureate Diploma or an equivalent, according to the regulations of the Ministry of National Education;
- c) they have submitted their application files according to the admission timetable established by this Regulation;
- d) they have gone through all the evaluation stages hereby outlined in order to be issued the acceptance to study at *Titu Maiorescu University*.

Art. 3. At the registration to the admission contest, candidates are required to submit a language proficiency certificate for English, B2 level at minimum, issued by institutions authorized by the Ministry of National Education, or an international certificate for English: Cambridge, INTERNATIONAL ENGLISH LANGUAGE TESTING SYSTEM (IELTS), TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL), or other internationally recognized certificate. Candidates who are citizens of countries in which the official language is English or have study documents certifying high school graduation in English are exempt from this obligation.

Art. 4. At the end of the second academic year, the foreign students and the Romanian students who have not graduated from a Romanian high school must take a Romanian language exam (written and oral). The exam is necessary because the communication with the patients during the clinical training is in Romanian. The exam is assessed with *pass* or *fail* qualifications. Only candidates who have obtained the *pass* qualification can be enrolled in the third year of studies.



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CHAPTER II ENROLLMENT PROCEDURE

Art. 5. Candidates with Romanian citizenship and high school studies in Romania, in Romanian submit an envelope file to the secretariat of the faculty, on the cover of which they will write with capital letters the surname at birth (from birth certificate), current surname (after marriage, adoption, change on request, if applicable), initial/initials of the given name/names of the father (mother, if the father is unknown), the given name of the candidate, the study programme in English for which they are applying, as well as the e-mail address and the mobile phone number, with the following documents:

- application form for enrollment to the admission contest and matriculation in the 1st year of undergraduate studies in English, academic year 2017-2018;
- the baccalaureate diploma, in the original and a copy certified for conformity with the original by the staff designated for this purpose in the university (or legalized copy at the Notary);
- the certificate of passing the baccalaureate exam, in the case of candidates who have passed the baccalaureate exam in the sessions corresponding to the school year 2016-2017, with the obligation to submit to the secretariat of the faculty the baccalaureate diploma, in the original and a copy certified for conformity with the original by the staff designated for this purpose in the university or legalized copy at the Notary, until October 2, 2017, if they are admitted.
- bachelor's diploma (if applicable), in copy certified for conformity with the original by the staff designated for this purpose in the university (or legalized copy at the Notary);
- birth certificate, in copy certified for conformity with the original by the staff designated for this purpose in the university (or legalized copy at the Notary);
- marriage certificate in copy certified for conformity with the original by the staff designated for this purpose in the university (or legalized copy at the Notary), if applicable;
- identity card, in copy certified for conformity with the original by the staff designated for this purpose in the university;
- a health certificate specifying that the candidate is apt for higher education studies and does not have any contagious diseases or any other diseases incompatible with the medical profession;
- a language proficiency certificate for English, B2 level at minimum, issued by institutions authorized by the Ministry of National Education, or an international certificate for English: Cambridge, INTERNATIONAL ENGLISH LANGUAGE TESTING SYSTEM (IELTS), TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL), or other internationally recognized certificate.
- 3 (three) recent photo ID cards;
- proof of payment of the enrollment fee for the admission contest;
- proof of payment of the enrollment fee for the general and medical knowledge test in English.



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Art. 6. Candidates citizens of EU States, EEA and Swiss Confederation, as well as Romanian citizens with studies abroad or other education systems operating on the territory of Romania submit an envelope file to the International Relations Department of the University, on the cover of which they will write with capital letters the surname at birth (from birth certificate), current surname (after marriage, adoption, change on request, if applicable), initial/initials of the given name/names of the father (mother, if the father is unknown), the given name of the candidate, the study programme in English for which they are applying, as well as the e-mail address and the mobile phone number, with the following documents:

- application form for recognition of studies for enrolment to undergraduate studies, academic year 2017-2018;
- the baccalaureate diploma (or the equivalent diploma), in the original, copy certified for conformity with the original by the staff designated for this purpose in the university and legalized translation into Romanian;
- school record (school transcript with grades) for all high school years, in the original, copy certified for conformity with the original by the staff designated for this purpose in the university and legalized translation into Romanian;
- the certificate of passing the baccalaureate exam (or its equivalent) and legalized translation into Romanian, in the case of candidates who have passed the baccalaureate exam in the sessions corresponding to the school year 2016-2017, with the obligation to submit to the secretariat of the faculty the baccalaureate diploma (or the equivalent diploma), in the original and legalized translation into Romanian, until October 2, 2017, if they are admitted.
- birth certificate, in copy certified for conformity with the original by the staff designated for this purpose in the university and legalized translation into Romanian.
- marriage certificate in copy certified for conformity with the original by the staff designated for this purpose in the university and legalized translation into Romanian, if applicable;
- personal identification document (passport and other form of identification proving the citizenship of a member state of the EU, EEA or the Swiss Confederation), in copy certified for conformity with the original by the staff designated for this purpose in the university;
- a health certificate specifying that the candidate is apt for higher education studies and does not have any contagious diseases or any other diseases incompatible with the medical profession;
- a language proficiency certificate for English, B2 level at minimum, issued by institutions authorized by the Ministry of National Education, or an international certificate for English: Cambridge, INTERNATIONAL ENGLISH LANGUAGE TESTING SYSTEM (IELTS), TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL), or other internationally recognized certificate (candidates who are citizens of countries in which the official language is English or have study documents certifying high school graduation in English are exempt from this obligation);
- 3 (three) recent photo ID cards;



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Art. 7. Candidates citizens of non-EU States, submit an envelope file to the International Relations Department of the University, on the cover of which they will write with capital letters the surname at birth (from birth certificate), current surname (after marriage, adoption, change on request, if applicable), initial/initials of the given name/names of the father (mother, if the father is unknown), the given name of the candidate, the study programme in English for which they are applying, as well as the e-mail address and the mobile phone number, with the following documents:

- application form for the issuance of letter of acceptance to studies, academic year 2017-2018;
- the baccalaureate diploma (or the equivalent diploma), in the original, copy certified for conformity with the original by the staff designated for this purpose in the university and legalized translation into Romanian;
- the baccalaureate diploma (or the equivalent diploma), in the original, copy certified for conformity with the original by the staff designated for this purpose in the university and legalized translation into Romanian;
- school record for all high school years, in the original, copy certified for conformity with the original by the staff designated for this purpose in the university and legalized translation into Romanian;
- the certificate of passing the baccalaureate exam (or its equivalent) and legalized translation into Romanian, in the case of candidates who have passed the baccalaureate exam in the sessions corresponding to the school year 2016-2017, with the obligation to submit to the secretariat of the faculty the baccalaureate diploma (or the equivalent diploma), in the original and legalized translation into Romanian, until October 2, 2017, if they are admitted.
- birth certificate, in copy certified for conformity with the original by the staff designated for this purpose in the university and legalized translation into Romanian.
- marriage certificate in copy certified for conformity with the original by the staff designated for this purpose in the university and legalized translation into Romanian, if applicable;
- personal identification document (passport and other form of identification proving the citizenship of a member state of the EU, EEA or the Swiss Confederation), in copy certified for conformity with the original by the staff designated for this purpose in the university;
- a health certificate specifying that the candidate is apt for higher education studies and does not have any contagious diseases or any other diseases incompatible with the medical profession;
- an international certificate for English language: Cambridge, INTERNATIONAL ENGLISH LANGUAGE TESTING SYSTEM (IELTS), TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL), or other internationally recognized certificate;
- 3 (three) recent photo ID cards (candidates who are citizens of countries in which the official language is English or have study documents certifying high school graduation in English are exempt from this obligation);



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Art. 8. (a) The International Relations Department of the University verifies the candidates' files and issues the eligibility sheet. After the issuance of the eligibility sheet, the candidate pays the enrollment fee for the admission contest and the enrollment fee for the General and Medical Knowledge Test in English, at the Cashier Desk of the University. The eligibility sheet, the proof of payments of the enrollment fee for the admission contest and the enrollment fee for the General and Medical Knowledge Test in English must be added to the candidates' file.

(b) Candidates selected for admission should present the file to the secretariat of the faculty, where they fill in the application form for enrollment to the admission contest and matriculation in the 1st year of undergraduate studies in English, academic year 2017-2018.

Art. 9. (a) Candidates who passed the admission contest return to the International Relations Department of the University for the processing and transmission of the file to the Ministry of National Education, for recognition of studies for enrolment to undergraduate studies (citizens of EU States, EEA and Swiss Confederation, as well as Romanian citizens with studies abroad or other education systems operating on the territory of Romania), respective for the issuance of letter of acceptance to studies (citizens of non-EU States). Candidates pay a fee for the processing and transmission of the file to the Ministry of National Education.

(b) The matriculation in the study programmes for citizens of EU States, EEA and Swiss Confederation, as well as Romanian citizens with studies abroad or other education systems operating on the territory of Romania is conditional on the recognition of high school studies by the National Centre for Recognition and Equivalence of Diplomas of the Ministry of National Education (NCRED). The Certificate of recognition of the high school studies should be submitted in the original to the admission file. The non-recognition of high school studies by NCRED impedes the University to matriculate the candidate.

(c) The matriculation in the study programmes for citizens of non-EU States is conditional on the receipt of the letter of acceptance to studies from the General Direction for International Relations and European Affairs of the Ministry of National Education (GDIRE). The letter of acceptance to studies should be submitted in the original to the admission file. Failure to obtain the letter of acceptance to studies from GDIRE impedes the University to matriculate the candidate.

CHAPTER III ADMISSION PROCEDURE

Art. 10. All candidates, with no exception, take the General and Medical Knowledge Test in English. The Test consists of a written examination and an interview (oral examination). The pass mark for each exam cannot be less than **5 (five)**.

Art. 11. (1) The admission is made in descending order of the general averages obtained by the candidates in the admission contest, within the limit of the approved tuition figure.

(2) The general average at the admission contest is calculated as arithmetic mean between the average obtained at the Test in English and the average obtained at the high school graduation exam.



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CHAPTER IV FINAL PROVISIONS

Art. 12. Candidates with Romanian citizenship and high school studies in Romania, in Romanian, candidates citizens of EU States, EEA and Swiss Confederation, as well as Romanian citizens with studies abroad or other education systems operating on the territory of Romania who have been admitted are required to pay at least the first installment of the tuition fee until OCTOBER 2, 2017. Otherwise, the candidate will not be matriculated in the first year of study. The payment of the tuition fee can be made in full at the due date of the first installment.

Art. 13. Candidates citizens of non-EU States who have been admitted are required to pay the tuition fee in full, in order to obtain a residency visa in Romanian for the whole academic year 2017-2018 until OCTOBER 2, 2017. Otherwise, the candidate will not be matriculated in the first year of study.

Art. 14. (a) The application file is returned, upon request, to the rejected candidate, without the payment of a fee.

(b) The application file is returned, upon request, to the admitted candidate who renounces the place obtained by admission until October 2, 2017, without the payment of a fee. If, until this date, the admitted candidate pays the full or part of the tuition fee, the paid amount is refunded to the candidate.

(c) The enrollment fee for the admission contest, the enrollment fee for the General and Medical Knowledge Test in English, and the fee for the processing and transmission of the file to the Ministry of National Education are not refundable in any case.

Art. 15. Admitted candidates have the obligation to sign the study contract with the *Titu Maiorescu University*, represented by the Rector. The contract is valid throughout the entire study period, and is supplemented annually by additional acts.

Art. 16. After the completion of the first year of study, a student matriculated in a study programme in English may be transferred, on request, to the corresponding study programme in Romanian, if the programme has vacancies, if he/she meets the following conditions:

- a) the student has completed the first year of study with a general average of at least **9,50 (nine, 50%)**;
- b) the student supports and promotes the admission contest for the appropriate study programme in Romanian, in accordance with the *Regulation on the organization and conduct of admission in the undergraduate and master degree cycles for the academic year 2017-2018* of the *Titu Maiorescu University*;
- c) the student has graduated high school studies in Romania, in Romanian, or he/she supports and promotes a Romanian language exam (written and oral), in accordance with the *Regulation on the organization and*



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conduct of admission in the undergraduate and master degree cycles for the academic year 2017-2018 of the Titu Maiorescu University.

Art. 16. (a) The provisions of this Regulation are supplemented by the provisions of the *Regulation on the organization and conduct of admission in the undergraduate and master degree cycles for the academic year 2017-2018 of the Titu Maiorescu University.*

(b) The application of this Regulation is done through the methodologies on the organization and conduct of admission in the study programmes in English of the faculties.

Art. 17. This Regulation was approved by the Senate's decision no. 96 / July 06, 2017.

PRESIDENT OF THE SENATE,

Professor PhD Dan Florin UNGUREANU