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UNIVERSITATEA „TITU MAIORESCU” DIN BUCUREȘTI

Calea Văcărești nr. 187, sector 4, București, cod 040051

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



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Professor Daniel COCHIOR, PhD	

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METHODOLOGY REGARDING ACADEMIC MOBILITY AND ENROLMENT/RE-ENROLMENT IN A HIGHER YEAR OF STUDENTS BY RECOGNITION AND EQUIVALENCE OF STUDIES

Current No.	OPERATION	First name and last name	Position held	Signature
1.	Drafting	Associate Professor Elena RUSU, PhD	Vice-Rector for Education	
2.	Check for content	Associate Professor Cosmin Alec MOLDOVAN, PhD Associate Professor Violeta HANCU, PhD	Dean of the Faculty of Medicine/ Vice-Dean of the Faculty of Dental Medicine	
3.	Check for legality	Maria MERIȘAN	Legal Advisor	
4.	Check for compliance	Alexandra BADEA	Quality Specialist	

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LIST OF ABBREVIATIONS:

TMU – Titu Maiorescu University

DRI – International Relations Department

ME – Ministry of Education

DGRIAE – General Directorate of International Relations and European Affairs

CNRED – National Centre for Recognition and Equivalence of Diplomas

ECTS/SECT- European Credit Transfer System



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CHAPTER I - GENERAL PROVISIONS

Art. 1. This Methodology is developed in accordance with:

- Higher Education Law no. 199/2023;
- Order of the Ministry of Education. 3473/2017 for the approval of the Methodology of accepting to studies and schooling foreign citizens starting with school/academic year 2017-2018;
- Order of the ME no. 4262/2024 for the approval of the Methodology on the academic mobility of students;
- Order of the ME no. 5146/2019 on the approval of the generalized application of the European Credit Transfer System
- Order of the MECTS No. 3223/2012 for the approval of the Methodology for the recognition of study periods carried out abroad;
- Regulation on the professional activity of students in the European System of Transferable Credits of TMU;
- Titu Maiorescu University Charter;
- ARACIS Specific Standards on the external assessment of academic quality in the bachelor's and master's degree programme related to the Specialty Committee no. 12 – Medical Sciences.

Art. 2. (1) This Methodology includes both general provisions that apply to all bachelor's and master's degree programmes organized by the faculties of Titu Maiorescu University, **as well as special provisions that apply to programmes in the field of Health that offer the combined first and second cycle within the Faculties of Medicine, Dental Medicine, Medical Assistance Tg. Jiu and Pharmacy.**

(2) The provisions of this Methodology shall also apply to the recognition of partial studies carried out at other higher education institutions, in the country or abroad, by persons who request the continuation of studies at TMU.

(3) The recognition and equivalence of studies, based on the system of transferable credits, occurs in the following situations: student mobility, enrolment in higher years, resumption of studies after suspension, re-enrolment.

(4) The recognition and equivalence of the subjects studied, of the grades obtained and the recognition of the credits acquired shall be carried out by a **Committee for the recognition and equivalence of studies** (hereinafter referred to as the **Equivalence Committee**), appointed by the Faculty Council, composed of at least three members, specialized teachers from each faculty, one member of which is the Dean/Vice-Dean/one of the Vice-Deans/one of the Directors of the department, who is also the Chairman of the Equivalence Committee.

(5) The Equivalence Committee has the duty of assessing the candidates' files by recording the equivalent grades for each subject and establishing any credits and/or differences in the *Equivalencies and Differences Sheet (ANNEX 3)*, also taking into account the year/years of studies indicated by the candidate in his application. The equivalencies and differences sheet will include the credits equated in advance.



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(6) Based on the assessment made by the Equivalence Committee, the Faculty Council proposes to the Rector of TMU **the enrolment of students** who meet the minimum number of equated credits, necessary to continue their studies in the related study programme **and the year/semester in which they are to be enrolled**, but **without exceeding the annually approved total enrolment figure**, for the related study programme, by Government Decision. The proposal of the Faculty Council is communicated to each applicant individually.

(7) **The provisions of paragraph (6) shall not apply in the case of Erasmus+ type temporary mobility and in the case of resumption of studies after suspension.**

CHAPTER II - STUDENT MOBILITY

SECTION I - GENERAL PROVISIONS

Art. 3. (1) Academic mobility is the process by which students who choose to change their university study programme and/or higher education institution are recognized the transferable credits accumulated at the related accredited higher education institutions, for accredited or provisionally authorized study programmes, in Romania or abroad.

(2) Academic mobility may be: **internal** or **international**, **inter-institutional** or **intra-institutional**, **permanent** or **temporary**.

- a) **internal** mobility can only be permanent and can be carried out within TMU, between faculties, or between study programmes of the same faculty, or between TMU and another higher education institution in Romania.
- b) **By exception to letter a), mobility requests between the Medicine and Medicine in English study programmes and between the Dental Medicine and Dental Medicine in English study programmes are not accepted;**
- c) **international** mobility can be carried out between TMU and other higher education institutions in EU Member States, the European Economic Area, the Swiss Confederation, or third countries, either temporarily, through inter-institutional/international agreements, or permanently;
- d) **inter-institutional** mobility can be carried out between TMU and other higher education institutions in Romania or abroad, it can be **temporary** or **permanent**;
- e) **intra-institutional** mobility can be carried out within TMU, between faculties, or between study programmes of the same faculties;
- f) **permanent** mobility (transfer) can be carried out within TMU or between TMU and other higher education institutions, based on the acceptance of the two institutions, which consists of completing and signing the standard mobility application (provided for in the annex to the Order of the Minister of Education no. 4262/2024);
- g) **temporary** mobility can be carried out between TMU and other higher education institutions, either on the basis of an inter-institutional agreement or on its own (outside an inter-institutional agreement), at the request of the student who has identified a possible host university and **only after the completion of the first year of studies**.



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Art. 4. For permanent mobility, the credits are recognized, equivalent and transferred for the purpose of continuing studies from one study programme to another or between higher education institutions, only if the following general conditions are cumulatively met:

- a) **higher education institutions are institutionally accredited;**
- b) **study programmes have the same level of qualification in the European Qualifications Framework;**
- c) **study programmes are in the same fundamental field;**
- d) **study programmes have the same total number of mandatory transferable credits;**
- e) **study programmes lead to similar competences/learning outcomes.**

Art. 5. (1) In the event that there are several eligible candidates (who meet the minimum number of equivalent credits necessary to continue their studies in the respective year/semester), the vacancies will be filled with candidates in descending order of the total number of equivalent credits for the related study programme.

(2) For **foreign citizen candidates**, who meet the minimum number of equivalent credits, necessary to continue their studies, but who do not qualify for occupying a place in the total enrolment figure approved by GD for the related study programme, TMU may request from the Ministry of Education additional places for them, within the limit of 10% of the enrolment capacity.

Art. 6. (1) Regarding the requests for mobility (transfer) or enrolment in a higher semester/year made by candidates who have completed **partial studies abroad**, the files of candidates with partial studies carried out in **EU and third countries, which can be found in ANNEX 1 (Grade equivalency grid) to Order no. 3223/2012**, will be received/evaluated **as a priority, in all other EU states that are not included in this Annex**, but **also** of candidates with studies carried out in **the Republic of Moldova**.

(2) The main criterion for analysing the files of candidates eligible for mobility/transfer/enrolment/re-enrolment is the curriculum plan compatibility of the study programme requested by the candidate.

3) **By exception, regarding the requests for mobility or enrolment in a higher semester/year in the study programmes in the Health Field, only the files of candidates with partial studies carried out in the states listed in paragraph (1) will be received/evaluated. In order to analyse the files of the eligible candidates, the criterion of the curriculum plan compatibility correlates with the minimum training conditions provided in the European Directive no. 36/2005.**

Art. 7. (1) For enrolment in a higher year, the Equivalence Committee will also take into account the provisions of the Regulation on the professional activity of students in *the European System of Transferable Credits of TMU*, regarding the minimum number of credits necessary for promotion in the following year of study

(2) Titu Maiorescu University reserves the right to refuse recognition of studies carried out in other higher education institutions (in the country or abroad) that do not apply the ECTS system.

(3) If the curriculum of a TMU study programme does not include some subjects from the curriculum of the candidate's institution of origin, they will be considered **differences** and will be validated by difference exams.

(4) In the case of temporary mobility, if the mobility programme in which the student participates begins and ends before the end of the exam session provided in the structure of the academic year, the faculty offers alternative methods and dates of assessment/examination for certain subjects, with the approval of the Faculty Council.

(5) For study programmes in the Health Field:



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- in order to comply with the quality standards in this Field, for enrolment in a higher year, no more than 15 outstanding credits accumulated in the last two years of studies are accepted. In this case, the 15 outstanding credits are calculated according to the number of credits in the TMU curriculum plan and the threshold conditions for each study programme will be respected, according to *the Regulation on the professional activity of students in the European System of Transferable Credits of TMU*;
- for mobility/enrolment in a higher year, studies whose seniority is more than 5 years from the date of their promotion are not equivalent;
- the sum of transferable credits related to subjects that constitute differences cannot exceed 30 credits within the study cycle and 15 credits/academic year, in this calculation not taking into account optional subjects.

SECTION II - CONDITIONS FOR ACHIEVING ACADEMIC MOBILITY

Art. 8. For temporary academic mobility, the following conditions must be cumulatively met:

- a) the existence of an agreement between TMU and the university of origin, accredited or provisionally authorized, which establishes the conditions for carrying out the mobilities between the two institutions, namely: type of mobility, duration of mobility, number of mobilities, field, study programme, establishing the compatibility of the curriculum, financing of mobility.
- b) in order to recognize transferable study credits, the compatibility of the curriculum will be established prior to the mobility period;
- c) the recognition of the study credits accumulated during the mobility period is made after its completion, according to this Methodology/own methodology of the partner university;
- d) it is carried out only after the first year of studies;
- e) in the case of temporary mobility on your own, (outside of an inter-institutional agreement), the consent of TMU and the other institution involved is required, by signing the application – type of mobility (provided in the annex to the Order of the Minister of Education no. 4262/2024), which will also include the conditions under which the mobility takes place. The receiving educational institution signs the first mobility application.
- f) the quality of TMU student is maintained during temporary, domestic or international mobility.

Art. 9. (1) For permanent inter-institutional academic mobility (*incoming*), the following conditions must be cumulatively met:

- a) compliance with the enrolment capacity of TMU, respectively the number of places for the study year of the study programme for which mobility is requested, approved by ARACIS and provided for by the GD on the approval of the nomenclature of fields and specializations/programmes of university studies and the structure of higher education institutions for the corresponding academic year (hereinafter referred to as the corresponding GD);
- b) the university of origin must be accredited;
- c) the existence of the inter-institutional acceptance, by signing the application – type of mobility (provided in the Annex to the Order of the Minister of Education no. 4262/2024);



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- d) For all bachelor's and master's degree programmes, **except for the programmes listed in letter e)**, inter-institutional mobility can be carried out only at the beginning of the semester, after the first semester and until the end of the penultimate semester, between study programmes with the same number of transferable credits, from the same cycle of studies and from the same branch of science.
- e) **for study programmes that offer combined cycle I and II (Medicine, Medicine in English, Dental Medicine, Dental Medicine in English, Pharmacy) inter-institutional mobility can be achieved only at the beginning of the semester, after the first semester and until the end of the penultimate year of studies, between study programmes provided with the same number of transferable credits, from the same cycle of studies and from the same branch of science.**

(2) For permanent intra-institutional academic mobility (within TMU) the following conditions must be cumulatively met:

- a) compliance with the enrolment capacity of TMU, respectively the number of places per year of studies from the study programme for which mobility is requested, approved by ARACIS and provided for by the corresponding GD;
- b) the study programme/faculty of origin must be provisionally accredited/authorized;
- c) approval of the councils of the two faculties (by signing the application – type of mobility – model adapted from the one provided in the Annex to the Order of the Minister of Education no. 4262/2024), if the mobility is carried out between study programmes managed by different faculties within TMU;
- d) the approval of the Faculty Council that manages the two study programmes, if mobility between two programmes of the same faculty is requested;
- e) for all study programmes within TMU, intra-institutional mobility can be carried out only at the beginning of the semester, after the first semester and until the end of the penultimate semester, between study programmes provided with the same number of transferable credits, from the same cycle of studies and from the same branch of science.

SECTION III - STAGES OF ACADEMIC MOBILITY

Art. 10. Temporary academic mobility (national and international)

(1) Temporary enrolment at TMU (*incoming*) is carried out only after the completion of the first year of studies at the university where the student comes from and will be carried out as follows:

- a) Establishing the compatibility of the curriculum in order to recognize the transferable study credits, the conditions for carrying out the mobility, according to the provisions of the agreement concluded between TMU and the higher education institution from which the student comes and the provisions of the regulations of the international programmes in force, if applicable (various national and international mobility programmes, Erasmus+, etc.);
- b) Signing of the mobility agreement between the two higher education institutions; The signing of the study plan (*learning agreement*) for the student, by the representatives of the two faculties is equivalent to the acceptance of mobility between the two higher education institutions;
- c) Enrolment of the student at TMU during the mobility period;



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- d) The actual development of the mobility, respectively the student's participation in all the teaching and assessment activities provided for in the signed study plan, related to the respective study programme within TMU;
- e) Release of the academic transcript by TMU as a result of the completion of the teaching activities provided for in the signed study plan, related to the respective semester/academic year;
- f) Students who wish to apply for international mobilities within the Erasmus+ programme must comply with the provisions of the TMU Erasmus Mobility Regulation.

(2) Study mobility at another University (*outgoing*) is carried out only after the completion of the first year of studies within TMU in the case of national mobilities and **only after the completion of the first 2 years of studies in the case of international mobilities and** will be carried out as follows:

- a) Establishing the compatibility of the curriculum in order to recognize the transferable study credits, the conditions for carrying out the mobility, according to the provisions of the agreement concluded between TMU and the higher education institution from which the student goes on mobility and the provisions of the regulations of the international programmes in force, if applicable (different national and international mobility programmes, Erasmus+, etc.);
- b) Signing of the mobility agreement between the two higher education institutions; The signing of the study plan (*learning agreement*) for the student by the representatives of the two faculties is equivalent to the acceptance of mobility between the two higher education institutions;
- c) Submission by the student to the Faculty Secretariat of the request to apply for national or international temporary mobility, together with the study plan agreed by the two universities and drawn up by the student under the coordination of a Vice-Dean (for national mobilities) or the coordinator of international relations of the faculty (for international mobilities, other than the Erasmus+ programme);
- d) Approval of the student's mobility application file by the Faculty Council;
- e) Sending the student's file to the DRI of TMU, after approval by the Faculty Council, in the case of students applying for international mobility (other than the Erasmus+ programme);
- f) The actual development of the mobility, respectively the student's participation in all the teaching and assessment activities provided for in the signed study plan, related to the respective study programme at the host university;
- g) Release of the academic transcript by the host university, as a result of the completion of the teaching activities provided for in the signed study plan, related to the respective semester/academic year;
- h) Recognition of the transferable study credits obtained by the student during the mobility period through the minutes drawn up by the Faculty Equivalence Committee, based on the academic transcript issued by the university where the student carried out the mobility.

(3) Temporary academic mobility on one's own account shall be carried out under the conditions provided for in **Article 8, letter e)** of this Methodology.

(4) Students wishing to apply for international mobility under the Erasmus+ programme must comply with the provisions of the TMU Erasmus Mobility Regulation.

Art. 11. Permanent academic mobility (transfer) with inter-institutional agreement



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(1) **The permanent mobility at TMU (*incoming*)**, depending on the citizenship and the place of the applicant's high school studies, will be carried out as follows:

1.1. **Citizens with high school/university studies in Romania**

a) **The documents required** for registration are:

- The application for permanent mobility (intra/inter-institutional) (*ANNEX 2*), in two original copies, which must be submitted to the Faculty Secretariat within TMU;
- Application form (*ANNEX 1*) (one copy), which must be submitted to the Faculty Secretariat within TMU that manages the study programme in which the student wishes to continue his/her studies;
- The academic transcript of the semesters/years of study issued by the university of origin;
- Syllabuses/related course syllabuses;
- Receipt attesting the payment of the file analysis fee, established by the Fee Nomenclature Regulation of TMU;
- Documents from the student file in a legalized copy/certified true copy (described in Chapter III of this Methodology).

b) **Period for submitting applications:**

- The period of **the inter-semester vacation**, according to the structure of the related academic year, for definitive academic mobility whose teaching activities will begin in the second semester of the current academic year. **During this period, only the files of Romanian citizen candidates and the files of foreign citizen candidates who have the right to stay on the territory of Romania at the time of submitting the mobility application will be analysed. The files of foreign citizen candidates, submitted during this period and who do not have the right to stay on the territory of Romania, will be analysed and solved by September 30 of the current academic year, and the teaching activities will start in the following academic year;**
- The period between **1 July and 20 September** of the current academic year for permanent academic mobilities whose teaching activities will start in the following academic year.

c) After the completion of the period for submitting the mobility files, either during **the first week of the second semester, or between September 21 and 30** of the current academic year, as the case may be, the Equivalence Committee analyses the mobility applications and establishes the subjects that can be equated and any outstanding difference exams and/or credits, taking into account the provisions of art. 4 – art. 7 and art. 9 of this Methodology. The Faculty Council, based on the equivalency and difference sheets drawn up by the Committee, determines whether and in which semester/year of studies the applicant can be enrolled. The filling of vacant places in a year of studies is carried out in descending order of the total number of credits equivalent, taking into account the provisions of art. 6 of this Methodology.

d) The mobility application, accompanied by the receipt attesting the payment of the mobility fee established by the Fee Nomenclature Regulation of TMU, is endorsed by the Dean of the receiving faculty, is approved by the Rector of TMU and is sent to the student in order to obtain the acceptance of the management of the university/faculty from which he/she comes;

e) The application approved by the management of the two universities is submitted to the Faculty Secretariat for which the student requests mobility;



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- f) In order to enrol at TMU, the student must submit a file with the documents provided for in art. 13 of this Methodology.
- g) As a result of the completion of the above stages, at the proposal of the Faculty Council, the Rector of TMU issues the decision to enrol the student at TMU, at the receiving faculty, at which time the student will acquire all the rights and obligations related to his/her status; he/she will sign the university study contract related to the study programme for which he/she was enrolled, valid for the entire period of his/her studies and completed annually by addendums;
- h) The student will receive an Extract from the Equivalencies and Differences Sheet (ANNEX 3) with the subjects he/she has to take (differences and/or outstanding credits);
- i) The student will be assigned a matriculation number;
- j) The University degree is issued by TMU, provided that the final exam is passed within TMU.

1.2. Foreign citizens or Romanians with high school/university studies abroad

a) The documents required for registration are:

- The application for permanent mobility (Inter-institutional) (ANNEX 2), in two original copies and the Registration application (ANNEX 1) shall be submitted to the DRI of TMU;
- The academic situation of the semesters/years of study issued by the university of origin (translated by an authorized translator into Romanian);
- Syllabuses/related course syllabuses (translated into Romanian by a certified translator);
- Receipt attesting the payment of the file analysis fee;
- The documents in the student file in a legalized copy/certified true copy (including the Certificate of recognition of high school studies, in the case of candidates who already hold it) described in Chapter III of this Methodology.

b) *The period for submitting applications, the analysis and equivalence of studies, the approval of the application and its submission are regulated in point 1.1, letters b) – e) of this article, which shall apply exactly.*

c) After the approval of the mobility, the DRI of TMU sends the files of citizens from third countries to the DGRIAE of the Ministry of Education in order to obtain the Letter of Acceptance for Studies for TMU, and those of EU citizen students and Romanian citizen students with high school studies abroad at CNRED within the Ministry of Education to obtain the Certificate of recognition of the baccalaureate and/or bachelor's degree; Students pay the fee for obtaining the Letter of Acceptance to Studies/Certificate of Recognition of Studies, according to the Fee Nomenclature Regulation of TMU;

d) In order to enrol at TMU, the student must submit a file with the documents provided for in art. 13 of this Methodology; the complete files (including the Letter of Acceptance to Studies/ Certificate of Equivalence) of the candidates who are foreign citizens or Romanians with high school studies abroad will be sent to the faculty by the DRI;

e) Following the completion of the above steps (including obtaining the Letter of Acceptance to Studies/Certificate of Equivalence), at the proposal of the Faculty Council, the Rector of TMU issues the decision to enrol the student at TMU, at the receiving faculty, at which time the student



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will acquire all the rights and obligations related to his/her status; he/she will sign the university study contract related to the study programme for which he/she was enrolled, valid for the entire period of his/her studies and completed annually by addendums;

- f) The student will receive an Extract from the Equivalencies and Differences Sheet (*ANNEX 3*) with the subjects he/she has to take (differences and/or outstanding credits)
- g) The student will be assigned a matriculation number;
- h) The University degree is issued by TMU, provided that the final exam is passed within TMU.

(2) Mobility (transfer) to another University (*outgoing*) is carried out as follows:

- a) The student who wishes to benefit from permanent mobility/transfer to another university will submit an application to the Faculty Secretariat where he/she is enrolled, requesting the issuance **of an academic transcript/certificate/syllabus or course syllabus, etc.**, in order to analyse the student's eligibility by the receiving university/faculty;
- b) The application for permanent mobility, in 2 original copies, signed by the management of the faculty and the host university, is submitted to the Faculty Secretariat of TMU where the student is enrolled and is signed by the faculty management and the Rector of TMU, provided that the student pays the mobility fee specified in the Fee Nomenclature Regulation of TMU;
- c) The faculty issues the student with the original documents from the student's file;
- d) The Rector of TMU issues the decision to expel the student.

Art. 12. The recognition and equivalence of credits for enrolment in a higher year (without inter-institutional agreement), respectively the permanent enrolment at TMU (*incoming*), depending on citizenship and place of high school studies, is carried out according to the provisions of art. 11 of this Methodology, which applies exactly.

CHAPTER III – APPLICATION FILE

Art. 13. (1) The application file of students coming from other universities in Romania, accredited or authorized to operate provisionally, or from universities from other states, who apply for **mobility (transfer)/enrolment** in a higher year, **must include:**

- a) **Standard application form** for transfer/enrolment in a higher year (*ANNEX 1*);
- b) **Standard mobility application**, if applicable (*ANNEX 2*);
- c) **Identity Card**, in original and copy, in case of documents issued in Romanian and certified translation, in original, in Romanian, in case of foreign citizens whose documents are in another language other than Romanian;
- d) **Baccalaureate diploma**, in original and copy. Candidates who are students at another faculty submit their baccalaureate diploma in certified true copy or legalized copy. Candidates who attended high school outside Romania or in Romania in a language other than the one mentioned submit the baccalaureate diploma accompanied by the transcript, in original and a notarized translation into Romanian. For countries that are parties to the Hague Apostille Convention, the baccalaureate diploma must be endorsed with the Hague Apostille by the competent authorities of the issuing



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- countries. For countries that are not parties to the Hague Apostille Convention, the baccalaureate diploma must be super-legalized by the Romanian Embassy/Consular Office in the country concerned. For diplomas from the Republic of Moldova, an apostille or superlegalization is not required. Diplomas issued before 2008 will be accompanied by the Certificate of Authenticity, issued by the Ministry of Education of the Republic of Moldova, in original;
- e) **Affidavit** stating that the candidate does not follow more than two bachelor's degree programmes simultaneously, regardless of the study cycle and the higher education institutions offering them (*ANNEX 4*);
 - f) **Birth certificate**, in original and copy, in the case of documents issued in Romanian. In the case of foreign citizens whose documents are in a language other than the one mentioned, an original notarized translation into Romanian shall be submitted;
 - g) **Marriage certificate** (if applicable), in original and copy, in the case of documents issued in Romanian. In the case of foreign citizens whose documents are in a language other than the one mentioned, an original notarized translation into Romanian shall be submitted;
 - h) **Divorce certificate** or **proof of name change** (if applicable), in original and copy, in the case of documents issued in Romanian. In the case of foreign citizens whose documents are in a language other than the one mentioned, an original notarized translation into Romanian shall be submitted;
 - i) **Medical certificate** issued in the current year by a competent Romanian authority, the medical certificate issued by a foreign competent authority in original and certified true copy translation or notarized translation, if the certificate is issued in a language other than Romanian attesting the state of health at the time of the examination, with the mention "*This certificate was issued for the purpose of enrolment at the university*";
 - j) **Three 3/4 size colour photographs**;
 - k) **Certificate of language proficiency in Romanian**, issued by institutions authorized by the Ministry of Education, minimum level **B1**, or **the graduation certificate of the Romanian Language Preparatory Programme**, in the case of foreign candidates applying for Romanian language study programmes;
 - l) **Internationally recognized English language certificate**: Cambridge, INTERNATIONAL ENGLISH LANGUAGE TESTING SYSTEM (IELTS), TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL) or other internationally recognized certificate; minimum level B1 language proficiency certificate issued by institutions authorized by the Ministry of Education, in the case of candidates for study programmes in English. Candidates who are citizens of states where the official language is English or have study documents attesting to the completion of high school studies in English are exempt from this obligation;
 - m) **Candidate's Information Notice** on Personal Data Processing and **Consent Form** for Personal Data Processing (GDPR) (*ANNEX 6*);
 - n) Affidavit regarding the accuracy of the data in the application form, as well as regarding the correspondence between scanned and original documents, in case of online applications (*ANNEX 5*).
 - o) Descriptive **School transcript** (records grades, number of hours, number of credits) issued by the university of origin; The documents issued by the universities in Romania will contain four signatures (Chief Secretary of the Faculty, Dean, Chief Secretary of the University and Rector);



MINISTERUL EDUCAȚIEI

UNIVERSITATEA „TITU MAIORESCU” DIN BUCUREȘTI

Calea Văcărești nr. 187, sector 4, București, cod 040051

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



- p) **Course syllabuses/syllabuses** for the subjects studied, according to the curriculum plan, of the faculty from which they come;
- q) **Proof of payment of the file analysis fee**, provided by the Fee Nomenclature Regulation of TMU.

(2) Candidates who attended high school outside Romania or in Romania in another education system shall submit other documents, as the case may be, taking into account the documents required by the Ministry of Education for the equivalence of baccalaureate diplomas.

(3) The list of high school diplomas recognized by the Ministry of Education for the enrolment of foreign citizens in undergraduate university studies is annexed to this Methodology (*ANNEX 7*).

(4) The list of countries for which the apostille/superlegalization is requested is annexed to this Methodology (*ANNEX 8*).

CHAPTER IV - FINAL PROVISIONS

Art. 5. (1) This Methodology is completed with the provisions of the Regulation on the professional activity of students in the European Transferable Credit System, of all other regulations as well as with the Decisions of the Senate of Titu Maiorescu University and of the Board of Directors.

(2) This Methodology is brought to the attention of the academic community during the department meetings, by informing all students by posting on the TMU website and by any other means of communication.

(3) Annexes 1 to 8 are an integral part of this Methodology.

(4) **This Methodology enters into force on the date of approval by the Senate, respectively starting with enrolments in the academic year 2024-2025.**

ANNEXES:

ANNEX 1 – Registration Application for transfer/enrolment in a higher year

ANNEX 2 – Mobility application (according to the model provided in the Annex to the Methodology on academic mobility of students, approved by Order of ME no. 4262/2024)

ANNEX 3 – Extract from the Credit Equivalencies and Differences Sheet

ANNEX 4 – Affidavit stating that the candidate does not follow more than two university study programmes at the same time

ANNEX 5 – Affidavit regarding the accuracy of the data in the application form, as well as regarding the correspondence between the scanned and original documents, in case of online application

ANNEX 6 – Information Notice for the candidate regarding the processing of personal data and Consent form for the processing of personal data

ANNEX 7 – List of high school diplomas recognized by the Ministry of Education for the enrolment of foreign citizens in bachelor's degree studies

ANNEX 8 - List of countries for which the apostille/superlegalization is requested



MINISTRY OF EDUCATION

"TITU MAIORESCU" UNIVERSITY FROM BUCHAREST

Calea Văcărești no.187, District 4, Bucharest, postal code 040051

phone: 021 316 16 46, fax: +40 21 311 22 97, e-mail: rectorat@univ.utm.ro, www.utm.ro



LIST OF COUNTRIES ACCEPTED FOR TRANSFER/REENROLLMENT

No.	Country
1	Albania
2	Austria
3	Belgium
4	Bulgaria
5	China
6	Croatia
7	Cyprus
8	Czech Republic
9	Denmark
10	Estonia
11	Finland
12	France
13	Germany
14	Greece
15	Hungary
16	Iceland
17	Ireland
18	Italy
19	Jordan
20	Latvia
21	Lithuania
22	Luxembourg
23	Malta
24	The Netherlands
25	Norway
26	Poland
27	Portugal
28	Slovakia
29	Slovenia
30	Spain
32	Sweden
32	Switzerland
33	Türkiye
34	United Kingdom of Great Britan and Northen Ireland
35	United States of America