

4. APPLYING AT THE UNIVERSITY OF ORADEA

A. Eligible candidates

- EU, EEA and Swiss Confederation citizens
- EU third countries citizens
- High-school or university graduates from institutions acknowledged in the countries of origin and whose diplomas are recognized by the Romanian Ministry of Education, Research, Youth and Sport.

B. Language of study

Requirements for EU, EEA and Swiss Confederation or third countries to pursue their studies either in **Romanian** or in **English**:

a. Foreign citizens who cannot speak **Romanian** can apply for studies at any specialisation taught in Romanian provided they attend a preparatory year to study Romanian at an authorized institution. At the end of the preparatory year, the candidate has to acquire a language certificate. Should the candidate have enough Romanian language knowledge, they will be tested by the Faculty of Letters to get a Romanian language certificate.

b. Foreign citizens choosing to study in **English** will provide one of the following documents: an acknowledged English language certificate, a proof attesting that they have studied in English, or a language certificate issued by the University of Oradea.

C. Available places

Each year, the Senate of the University of Oradea decides with the approval of the Ministry of Education, Research, Youth and Sport upon the number of available places. The available places are posted on the university website after the adoption of the Senate Decision.

Foreign candidates' enrolment

Candidates from the EU Member States, the EEA and the Swiss Confederation

According to Law 316/2006, "the EU, the EEA and the Swiss Confederation citizens have access to all forms of education under the same conditions as stipulated for the Romanian citizens including tuition fees".

As of 15 June 2009, according to the Ministry of Education memo registered under 39460/21.06.2009, the National Centre for Acknowledgement and Validation of Diplomas (CNRED) at the Romanian Ministry of Education has the duty to acknowledge diplomas issued by the EU, the EEA and the Swiss Confederation. CNRED issues certificates allowing the candidates to apply at public universities. The Letter of Acceptance issued by the General Directorate for International Relations (former European Affairs and the Bologna Secretariat) is no longer needed.

The documents needed for the issuance of the Certificate by the CNRED will be submitted by the International Relations Department at the University of Oradea.

a. Documents to be submitted by the candidates:

1. Application form for the issuance of the Certificate
2. Legalised copy of the high-school diploma
3. Legalised copy of the graduate diploma and transcript of records – if applicable
4. Photocopies of the identification documents: passport – copies of the first four pages or another identification document.
5. The proof of payment to the account of the University of Oradea of the 150 euro non-reimbursable fee
 - Documents in other languages than English and French shall be translated into Romanian or English.
 - Diplomas issued in Italy, Greece, Spain, Portugal and Cyprus shall bear the Hague Apostille Stamp.
 - Diplomas obtained in countries that are not part of Haga Convention must be legalized by the Ministry of Foreign Affairs, Ministry of Education and by a Romanian Embassy/Consulate in the country of the issuance of the diploma
 - For Bacalaureate Diploma obtained in Spain- "*Pruebas de Aptitud para el Acceso a la Universidad, calificación Apto.* "
 - For diplomas obtained in Sweden please attach a testimonial issued by the *Verket för högskoleservice* regarding the access to higher education.

If a candidate is declared eligible and the file is complete, the university will forward the documents to the CNRED. After the assessment of the submitted documents, the CNRED issues a certificate conferring the right to pursue higher education studies in Romania. **Failure to get**

the Certificate issued by the CNRED prevents the candidate from being enrolled at the university.

b. Documents needed for the admission at the faculty

Candidates from the above mentioned countries can enrol for admissions by submitting the Certificates issued by the CNRED together with the application documents during the legal periods. The complete file shall comprise all documents mentioned in the yearly admissions methodology at the University of Oradea, that is:

- Original Baccalaureate Diploma and a legalised translation into Romanian;
- Original high-school Transcript of Records and a legalised translation into Romanian;
- Language certificate for the language of teaching (except for candidates coming from countries where the official language is the language of teaching); the language certificate can be acquired at the University of Oradea when submitting the admission documents after being tested at the Faculty of Letters;
- Certificate issued by the CNRED or a statement that the Certificate will be provided before enrolment (1 October);
- Copy of the birth certificate and a Romanian translation of the birth certificate;
- Copy of the passport or ID;
- Marriage certificate (if the candidate's name has changed);
- Medical certificate;
- Four passport size photos.

c. Tuition fees

According to Law 316/2006, “**the EU, the EEA and the Swiss Confederation citizens** have access to all forms of education under the same conditions as stipulated for the Romanian citizens including tuition fees”. Thus, tuition fees will be the same as those settled by the Senate of the University of Oradea for the upcoming academic year for the Romanian citizens.

European Union citizens do not need study visa in Romania. Nevertheless, they have to inform the Romanian Immigration Office/Bihor Immigration Office on their stay, in order to be issued a Registration Certificate.

Candidates from countries other than EU Member States, the EEA and the Swiss Confederation

In the case of the **citizens coming from countries other than the EU, the EEA and the Swiss Confederation**, the studies are validated by the Directorate General for European Affairs and the Bologna Secretariat at the Romanian Ministry of Education, Research, Youth and Sport. The enrolment file comprises all the documents needed for validation of high-school education.

If a candidate is eligible and the documentation is complete, the International Relations Department at the University of Oradea will forward the file for validation to the Directorate General European Affairs and the Bologna Secretariat.

After the validation of previous studies, the Directorate issues a Letter of Acceptance that the student needs in order to be enrolled and to get the study visa.

Failure to obtain the Letter of Acceptance from the Directorate General European Affairs and the Bologna Secretariat prevents the candidate from enrolling at the University of Oradea.

a. Documents needed for enrolment:

1. Application form for the issuance of the Letter of Acceptance – all cases will be filled in – in two copies; the application form can be downloaded from the following website: <http://www.edu.ro/index.php/articles/c3711>

3. Diplomas attesting previous studies:

Photocopies legalised by a notary public if the documents are issued in English, French, Italian or Spanish – two copies;

- Legalised Romanian translations and photocopies of the original documents, if the original is issued in another language than the ones mentioned above – two copies;

4. Birth certificate, legalised translation into Romanian, English or French (Two copies)

5. Two passport copies;

6. Medical certificate in English or French (attesting that the candidate does not suffer from catching diseases or other diseases incompatible with the future profession) – two copies;

7. Language Certificate for the language of teaching (except for candidates coming from countries where the official language is the language of teaching); the language certificate can be acquired at the University of Oradea when submitting the admission documents after being tested at the Faculty of Letters;

8. Two passport size photos;

9. The proof of payment of the 150 euro non-reimbursable fee for documents processing to the account of the University of Oradea;

- The copies of the study documents, birth certificate, passport and medical certificate will be endorsed by the Romanian embassy in the issuing country.
- NO original documents are needed, only legalised photocopies;
- The candidates will NOT send documents in the language of the country of origin; only documents translated into English, French or Romanian are needed (see enrolment documents);
- NO correspondence shall be e-mailed;
- A document describing the grading system in the institutions where the candidate has previously studies shall be attached (the mark equivalent for the grades from fail to excellent);
- The university has NO obligation or responsibility regarding the actions of possible intermediaries (natural entities or companies).

b. Getting the visa

The EU, the EEA and the Swiss Confederation third countries citizens need a study visa issued by the Romanian embassy in their country of origin. The visa is issued on the basis of the Letter of Acceptance issued by the Directorate General European Affairs and the Bologna Secretariat at the Romanian Ministry of Education, Research, Youth and Sport. If there is no Romanian diplomatic mission in the country of origin, the candidates will contact diplomatic missions in neighbouring countries. Upon arrival and

submitting of the enrolment documents at the faculty, foreign citizens have the obligation to obtain the permit of residence based on the study visa.

c. Tuition fees

The tuition fees for the EU, the EEA and the Swiss Confederation third countries citizens have been settled according to the Senate Decision HS 129/14.09.2009.

Fulltime undergraduate and postgraduate studies

Field of study	Undergraduate, postgraduate and residency education (euro/month)	Post- university, doctoral studies (euro/month)
Technical, Agronomic, Sciences, Mathematics and Applied Mathematics, Sport	297	319
Architecture	385	407
Humanities, Psychology, Economics	242	264
Medicine	352	374
Music and Arts	462	484
Music Performance, Theatre	825	847
Film	1045	1067

The tuition fees will be paid all through the academic year including training periods as stipulated in the curricula. The tuition fees will be paid in advance for a period of 9 months.

The fees for part-time studies and other forms of education are as follows:

Field of study	Licence thesis, dissertation (euro)	Doctoral thesis (euro)
Technical, Agronomic, Sciences, Mathematics and Applied Mathematics, Sport	297	594
Architecture	385	770
Humanities, Psychology, Economics	242	484
Medicine	352	704
Music and Arts	462	924
Music Performance, Theatre	825	1650
Film	1045	2090

The tuition fees for part-time studies and other forms of education organised according to law, the fees equivalent to three months will be paid for each academic year to the amount corresponding to the fulltime education fields of study. The full amount shall be paid before the first exam session.

ENROLMENT

The EU, the EEA and the Swiss Confederation candidates

Candidates passing the admissions will be enrolled according to the Admissions Methodology elaborated by faculties based on the University Methodology. They will confirm their enrolment and pay the enrolment fee within the terms and deadlines settled by the faculty under the same conditions as the Romanian students.

Successful candidates failing to confirm their enrolment before the deadline will no longer be considered.

Candidates failing to submit the Certificate issued by the CNRED before the 1st of October will not be enrolled.

Third countries candidates

Upon arrival, the candidates have to submit the required documents at the faculty of their choice.

According to the Letter of Acceptance, the file will comprise the following documents:

- Letter of Acceptance issued by the Directorate General European Affairs and the Bologna Secretariat at the Romanian Ministry of Education, Research, Youth and Sport.
- The latest original diploma. Candidates for doctoral studies or choosing to have their partial studies validated have to enclose legalised copies of transcripts of records and the corresponding syllabus.
- Translation of the latest diploma legalised by a Romanian diplomatic mission.
- Legalised translation of the birth certificate.
- Medical certificate.
- Passport copy with the study visa for Romania.

These are compulsory documents to be submitted by the candidates. Besides, each faculty has the autonomy to request further documents.

The complete file of the candidate will be submitted within the terms and deadlines settled in the Letter of Acceptance by the Romanian Ministry of Education, Research, Youth and Sport.

The faculty will not accept documents submitted after the deadline stipulated by the MECS.

Within two weeks after the deadline to submit the file, the candidates will take the Romanian language test (for studies in Romanian) or English (for studies in English) in order to acquire the Language Certificate. Candidates failing to take or pass the language test will not be enrolled.

PURSUIING STUDIES

First of all, each foreign student needs the assent of the MECS. In order to do that, the EU, the EEA, the Swiss Confederation, and the third countries will submit the following documents:

Required documents for the issuance of the Letter of Acceptance/Acknowledgement Certificate:

a. EU third countries citizens

1. Application form for the issuance of the Letter of Acceptance – all cases will be filled in – in two copies; the application form can be downloaded from the following website: <http://www.edu.ro/index.php/articles/c3711>
2. Diplomas attesting previous studies: photocopies legalised by a notary public if the documents are issued in

English, French, Italian or Spanish – two copies; legalised Romanian translations and photocopies of the original documents, if the original is issued in another language than the ones mentioned above – two copies;

3. Legalised Romanian, English or French copies of the transcripts of records from the university of origin – two copies

4. Birth certificate – two photocopies; legalised translation into Romanian, English or French – two copies;

5. Two passport copies (ID copies not accepted);

6. Medical certificate in English or French (attesting that the candidate does not suffer from catching diseases or other diseases incompatible with the future profession) – two copies;

7. Language Certificate for the language of teaching (except for candidates coming from countries where the official language is the language of teaching). The language certificate can be acquired at the University of Oradea when submitting the admission documents after being tested at the Faculty of Letters;

8. Two passport size photos;

9. The proof of payment of the 150 euro non-reimbursable fee for documents processing to the account of the University of Oradea according to HS 129/14.09.2009.

b. The EU, the EEA and the Swiss Confederation citizens

1. Application form for the issuance of the Certificate;

2. Legalised copy of the high-school diploma;

3. Legalised copy of the graduate diploma and transcript of records – if applicable;

4. Legalised Romanian, English or French copies of the transcripts of records from the university of origin – two copies
5. Photocopies of the identification documents: passport – copies of the first four pages or another identification document.
6. The proof of payment to the account of the University of Oradea of the 150 euro non-reimbursable fee for documents processing.

Prerequisites for foreign students to pursue their partial or complete studies carried out abroad at the University of Oradea:

- The university of origin is acknowledged by the ministry of education in that country or by the Romanian Ministry of Education, Research, Youth and Sport to be supported by a written certificate issued by one of the abovementioned institutions.
- For studies carried out according to the European Credit Transfer System, a student can be enrolled provided they have acquired a minimum number of credits, that is, 30 credits for the current year of study and 50% of the credits for the subject matters from the previous year/s of study.
- Meeting the requirements concerning the deadlines to submit the files and enrolment application forms.
- The candidates are eligible to pursue their studies for the same study programme covering the same duration;
- The interruption of studies before applying at the University of Oradea should not exceed two years.
- The candidates speak the language of teaching and submit a certificate attesting their language knowledge.

2. Procedures for acknowledgement of studies

Candidates wishing to pursue their studies at the University of Oradea have the duty to submit some documents to validate their previous studies.

The EU, the EEA and the Swiss Confederation students

The candidates will be enrolled according the 2010 Admissions Methodology elaborated by the faculty based on the University Admissions Methodology. Besides the enrolment file, candidates will submit the original transcripts of records and syllabus from the higher education institution where the candidate has studied.

Third countries students

Upon arrival, the candidate who has been admitted to study at the University of Oradea will submit the enrolment file at the faculty of their choice.

According to the Letter of Acceptance, the file must comprise the following documents:

- The Letter of Acceptance issued by the Directorate General European Affairs and the Bologna Secretariat at the MECS.
- The original version of the latest diploma. Candidates for doctoral studies or for acknowledgement of partial studies have to enclose legalised copies of transcripts of records and syllabuses.
- Translation of the latest diploma legalised by a Romanian diplomatic mission.
- Legalised translation of the birth certificate.
- Medical certificate.
- Passport copy with the study visa for Romania.

These compulsory documents will be submitted by candidates. Besides these documents, each faculty has the autonomy to require further documents.

All candidates (EU, EEA, Swiss Confederation, third countries) have to submit the following additional documents to validate previous studies:

- Original and/or translated legalised copy of the transcript of records from the university of origin;
- Copy and legalised translation of the syllabus of the university where the candidate has previously studied;
- Original and legalised copy of the Diploma and transcript of records certified by the Romanian embassy/consulate for graduates with diploma;
- Certificate issued by the ministry of education from the country where the candidate has previously studied or issued by the MECTS attesting that the institution of origin is acknowledged.
- The university has the duty to settle the academic level of studies pursued by the candidates and to verify the authenticity of the documents submitted by the candidates by means of direct contact with the higher education institution issuing the documents. The candidate has the duty to provide contact information for the university.

In order to settle the number of credits imposed by the Regulations on the European Credit Transfer System, syllabuses and study plans of the specialisations will be corroborated. Each faculty will appoint a validation commission in charge with the procedure.

The corroboration of the syllabus and study plan with the series to which the student has been transferred will provide the acknowledgement of the credits and will settle

the exams the student will have to take further according to the local study plan.

Students failing to pass all additional exams as settled by the validation commission or acquire the minimum number of credits to enrol in the following year of study within two semesters will either repeat the activities of that year of study as a fee-paying student, or will be expelled.