



**METHODOLOGY FOR THE ADMISSION COMPETITION FOR SELF-FUNDED PLACES (FOREIGN CURRENCY) IN THE STUDY PROGRAMS WITH TUITION IN ROMANIAN, ENGLISH OR FRENCH LANGUAGE IN THE ACADEMIC YEAR 2019-2020, BASED ON THE EVALUATION OF THE CANDIDATES' ACADEMIC AND PERSONAL ACHIEVEMENTS**

The admission of self-funded candidates (paying in foreign currency) in the 2019-2020 study programs with tuition in Romanian, English or French language at the “Grigore T. Popa” University of Medicine and Pharmacy (U.M.Ph.) Iași is based on the evaluation of academic and personal achievements and is carried out in compliance with the National Education Law No.1/2011, the guidelines issued by the Ministry of National Education and the rules and regulations of the University, according to the principle of academic autonomy.

Eligibility to enroll in the admission competition for self-funded places (foreign currency), consisting in the evaluation of the candidates' academic and personal achievements, is as follows:

- Citizens from non-EU and EU member states, as well as citizens of the European Economic Area and the Swiss Confederation are eligible to apply for the study programs with tuition in Romanian, English or French language;
- Romanian citizens may apply for the study programs with tuition in English or French language.



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## **Art. 1. General provisions**

a. The admission, by means of evaluating the candidates' academic and personal achievements, for self-funded tuition (foreign currency) at the "Grigore T. Popa" University of Medicine and Pharmacy Iași in the academic year 2019-2020, for the study programs taught in Romanian, French and English language, is carried out by assessing the candidates' application files (see the Candidate File Evaluation Grid – Annex 2) according to this methodology.

b. Individuals holding Romanian citizenship may apply as candidates for self-funded tuition (paying in foreign currency) only in the study programs taught in French and English language.

c. In order to be admitted, candidates must meet the following requirements:

- they have submitted documents indicating their citizenship;
- they have a Bacalaureate Diploma or an equivalent, according to the regulations of the Ministry of National Education;
- they have submitted their application files according to the admission timetable posted on the website of the "Grigore T. Popa" U.M.PH. and have complied with the deadline hereby established;
- they have gone through all the evaluation stages hereby outlined in order to be issued the acceptance to study at the "Grigore T. Popa" University of Medicine and Pharmacy in Iași.

## **Art. 2. Documents required for study enrolment**

The documents required in order to enroll in the study programs offered by the "Grigore T. Popa" University of Medicine and Pharmacy in Iași are as follows:

- Standardized Application Form for the issue of the Letter of Acceptance to study (non-E.U. states) / Certificate form (E.U. states) (2 copies), completely filled out and signed;
- 2 copies and 2 certified translations of the Bacalaureate Diploma, or an equivalent to the Bacalaureate Diploma certified by the relevant authority in the issuing country, including the grades obtained in the Bacalaureate exam. Graduates of 2018 who have not yet received their Bacalaureate Diplomas will submit an official certification signed and/or stamped (depending on the standard procedure of the respective institution), issued by the institution organizing the Bacalaureate Exam; the document should indicate the fact that the candidate has passed the examination and should list the grades obtained for each subject matter (2 certified copies). In

case the document is not issued in French or English, 2 original copies of certified Romanian translation are mandatory.

- 2 copies and 2 certified translations of high-school transcripts or study records. In case the document is not written in French or English, 2 original copies of certified Romanian, French or English translations are mandatory.

- **Other mandatory documents to be submitted in 2 certified copies, or 2 copies and certified translations, according to the in force list of high-school diplomas recognised by the Ministry of National Education in Romania for the registration of the foreign citizens ( *for Romanian citizens who have obtained baccalaureate diplomas abroad: the certificate issued after passing the baccalaureate exam in Italy; Pruebas de Aptitud para el Acceso a la Universidad, calificación Apto from Spain; Panellinies Exetaseis – the certificate issued following the National Examinations for General High Schools from Greece; the certificate issued by Verket för högskoleservice from Sweden; SAT/ACT scores from USA; for the citizens of other EU states: Pruebas de Aptitud para el Acceso a la Universidad, calificación Apto from Spain; Panellinies Exetaseis – the certificate issued following the National Examinations for General High Schools from Greece; SAT/ACT scores from USA*);**

- Birth certificate – 2 copies and 2 certified translations. In case the document is not written in French or English, 2 original copies of certified Romanian, French or English translations are mandatory.

- A copy of the document specifying the permanent home address in the country of origin (issued by the respective Town Hall or the Prefecture). In case the document is not written in French or English, 2 original copies of certified Romanian, French or English translations are mandatory;

- A copy of the passport (pages 1, 2, 3 and 4) valid for at least 6 months following acceptance to study at the University. EU citizens can submit 2 copies of the Identity Document;

- proof of name change/ name change certificate (if it is the case) - 2 copies and 2 certified translations. In case the document is not written in French or English, 2 original copies of certified Romanian, French or English translations are mandatory;

- A medical certificate from the country of origin or residence containing proof of hepatitis B vaccination, information whether or not the candidate is registered as suffering from chronic diseases, a mention that the candidate does not suffer from contagious diseases or other diseases incompatible with the future profession, and the candidate's psychiatric evaluation. In case the document is not written in French or English, 2 original copies of certified Romanian, French or English translations are mandatory;

- 2 certified copies of the Graduation Diploma for the preparatory year of learning the Romanian language, or of the certificate of language skills in the language of tuition, with level B2 /

independent user as the minimal accepted level, for all four language skills (writing, reading, listening, speaking) according to Annex 1, with the exception of citizens of states where French is an official language (France, Belgium, Luxemburg, Canada, Switzerland, Benin) and citizens of states where English is an official language (Great Britain, USA, New Zealand, Australia, Ireland, India, Canada and South Africa ).

*The candidates who graduated the preparatory course of Romanian will follow the same steps in the process of selection.* Citizens of Romanian origins but who come from EU and non-EU countries to apply for self-funded (foreign currency) tuition in Romanian are required to submit a certificate of language skills in Romanian language with level B2 / independent user as the minimal accepted level, or the Graduation Diploma demonstrating successful completion of the preparatory year.

Candidates who submit Romanian study documents (diplomas and certificates) or study documents and transcripts demonstrating successful completion of at least four consecutive years of studies (middle school and/or high school/university) carried out in Romanian, in an educational establishment part of the national system in Romania or abroad **are exempted from the compulsory submission of the Graduation Diploma for the preparatory year or of the certificate of language skills in Romanian for level B2 or higher, when applying for the study program with tuition in Romanian.**

- Statement regarding the enrollment options (Annex 3);
- A receipt of payment of the file processing fee;
- Checklist of submitted documents.

#### **Demonstrating the authenticity of study documents submitted for recognition/equivalence purposes**

1. For diplomas from the Republic of Moldova no additional certification or apostille is necessary. Diplomas issued prior to 2008 (as well as diplomas issued after 2008 which cannot be verified via the portal of the Ministry of National Education) shall be submitted together with an original Statement of Authenticity by the Ministry of Education from the Republic of Moldova;

2. For countries part of the Hague Convention, any study documents submitted for recognition/equivalence shall have the Hague Apostille given by the appropriate authorities in the issuing country; study documents from Italy, Greece, Spain, Portugal and Cyprus shall have the Hague Apostille, while the other EU member states are exempted;
  3. For countries NOT part of the Hague Convention, study documents shall be authenticated additionally or shall be submitted together with Statements of Authenticity from the appropriate institutions in the respective country of origin;
- Additional authentication is carried out by the Ministry of External Affairs in the issuing country and the Romanian Embassy/Consulate in the respective country, or by the Ministry of External Affairs in the issuing country and the country's Embassy/Consulate in Romania and the Romanian Ministry of External Affairs; for countries where there are no Romanian diplomatic missions, the study documents shall be approved by the Ministry of Education and the Ministry of External Affairs from the issuing country;
  - *The candidate's full name (surname, first name) will be written identically (spelling included) in all submitted documents. Any discrepancy/omission will result in the application file not being processed.*

### **Art. 3. The application procedure**

a. The candidate will access the section **Foreign Students' Registration Portal** on the e-platform of the "Grigore T. Popa" University of Medicine and Pharmacy ([www.umfiasi.ro](http://www.umfiasi.ro)) and upload as .jpg, .pdf the scanned documents requested under Article 2, as well as other supporting documentation showing that the criteria listed in the Candidate File Evaluation Grid (Annex 2) have been met; the platform only allows for candidates' documents to be loaded strictly within the period specified in Art.7. Candidates will clearly specify what Faculty and Study Program they are applying to. If candidates wish to apply to several Faculties / Study Programs, they are required to fill in and submit separate application files for each option, while also specifying the descending order of option preference both in the online application (under

the appropriate heading) and by filling out the Statement template (Annex 3), which will be included in the paper-based file. A candidate may apply for a maximum of 3 faculties or study specializations.

- b. CANDIDATES APPLYING ONLINE, ONCE THEIR ELECTRONIC FILE HAD BEEN ASSESSED AND DECLARED ELIGIBLE, MUST ALSO SUBMIT THE FULL PAPER DOCUMENTATION IN A SEALED ENVELOPE. THE FACULTY / STUDY PROGRAM THEY ARE OPTING FOR SHOULD BE CLEARLY MARKED ON THE ENVELOPE. IF THEY CHOOSE TO APPLY FOR MORE THAN ONE FACULTY / STUDY PROGRAM, A SEPARATE APPLICATION FILE MUST BE SUBMITTED FOR EACH OPTION FOR WHICH ELIGIBILITY WAS DECLARED. THE DOCUMENTS FROM THE ELECTRONIC FILE MUST BE IDENTICAL WITH THOSE FROM THE PAPER-BASED FILE. IF THE CANDIDATE APPLIES TO MORE THAN ONE SPECIALIZATION (LANGUAGE OF STUDY) FROM THE SAME FACULTY, HE MUST PHYSICALLY SUBMIT A SINGLE FILE CONTAINING:**
- LANGUAGE CERTIFICATES FOR EACH OPTION FOR WHICH ELIGIBILITY WAS DECLARED ON-LINE.**
  - PAYMENT RECEIPTS OF THE FILE PROCESSING FEE FOR EACH OPTION FOR WHICH ELIGIBILITY WAS DECLARED ON-LINE.**

**The paper-based file shall be sent by mail to the following address:**

**Universitatea de Medicina si Farmacie “Grigore T. Popa” Iași  
Str. Universității, Nr.16, 700115  
Iași, Romania**

c. The documents uploaded on the e-platform of the “Grigore T. Popa” University of Medicine and Pharmacy Iasi, as well as those submitted directly to the University, must be in strict compliance with the announced timeline; failure to meet the deadlines will result in disqualifying the applicant.

d. A non-refundable file processing fee of 250 €/application (file), not including bank fees, shall be paid by the candidate through one of the following banks. Applicants shall add the payment receipt in both electronic and paper format to the application file:

ALPHA BANK

Bank Address: B-dul Independenței nr. 7, Iași, România

Account Number: IBAN- RO23BUCUE01187022511EU98

Bank Code: SWIFT- BUCUROBU

Beneficiary: Universitatea de Medicină și Farmacie „Gr. T. Popa” Iași

or

BRD-GSG

Bank Address: Str. Anastasie Panu nr. 1B-2A, Iași, România

Account Number: IBAN- RO40BRDE240SV34042282400

Bank Code: SWIFT- BRDEROBU

Beneficiary: Universitatea de Medicină și Farmacie „Gr. T. Popa” Iași

or

BANCA COMERCIALA ROMANA

Bank Address: Str. Palat nr.11, cod postal 700019, Iasi

Account Number IBAN - RO32RNCB0175033582340054

Bank Code Cod swift: RNCBROBU

Beneficiary: Universitatea de Medicină și Farmacie „Grigore T. Popa” Iași

The candidate's name and Faculty/specialization of choice shall be mentioned on the proof of payment of the application file processing fee (bank receipt). If the candidate is applying for more faculties/specializations, the fee must be paid separately for each application file.

e. Adding more documents to application files already submitted to the “Grigore T. Popa” U.M.PH. Iasi will not be accepted, unless specifically requested by the Documents Verification Committee in charge with reviewing application files, and strictly within the application period.

f. Candidates shall fill in their personal data from the passport with PRINT LETTERS on the e-learning platform of “Grigore T. Popa” U.M.Ph. Iași, and are responsible for the accuracy of the inputs.

**ANY INACCURACY BETWEEN THE DATAS FROM THE OFFICIAL DOCUMENTS OF THE CANDIDATE AND THOSE FILLED IN THE ONLINE REGISTRATION PLATFORM, WHICH STILL PERSISTS AT THE END OF THE PERIOD OF THE SUBMISSION OF FILES ON PAPER, RESULTS IN THE REJECTION OF THE CANDIDATE'S APPLICATION**

**Art. 4. The procedure for review and evaluation of application files**

a. Candidates' online files are processed, based on random distribution, by a Committee appointed by the Decision of the Administration Board. Each application file will be reviewed by two Secretariat members from the Dean's Office, checking to see if the online file contains all the documents listed in Art.2. If the file is complete, an electronic message will be sent requesting the candidate to submit the documents in paper format. If the file is incomplete, an electronic message will be sent requesting the candidate to supply the missing documents online. If the candidate fails to supply the missing documents, the electronic message of request is sent again. If candidates fail to complete their file after the second electronic message of request, they will be declared rejected and a final electronic message of ineligibility will be sent. If candidates act upon the Committee's request and complete their online file, this will be reviewed by the aforesaid Committee and an electronic message will be sent requesting candidates to submit the documents in paper format.

b. Applications filed at the Registrar Office of the "Grigore T. Popa" U.M.PH. Iași or sent by post/courier, *having the Faculty of the candidate's choice clearly marked on the cover*, will be transferred on the day of arrival to the Chief Secretary of the said Faculty on the basis of a signed Delivery and Acceptance Protocol. Files will be checked for the existence of all documents mentioned in Art. 2 and for any discrepancies compared to documents uploaded by the candidate on the e-learning platform of the "Grigore T. Popa" U.M.Ph. Iași. This will be done by the Documents Conformity Verification Committee made of Faculty Secretariat staff, according to the Procedure. Also, an Accompanying Form (Annex 4) will be attached to each application file. Checked files will be stored securely in a locked cabinet located in the Secretariat of each Faculty.

c. Both the electronic and physical files must contain the required documents.



d. Paper-based files will be reviewed by the Evaluation and Scoring Committee (teaching staff). Each file will be processed by two evaluators and scored separately, in keeping with the Candidate File Evaluation Grid. If the two evaluators score differently, the President of the Committee will ask for the file to be reviewed again in the presence of the evaluators. The score for each file will be recorded both in the paper form attached to the file and in the online registration form of the candidate.

#### **Art. 5. The display of results. Appeals.**

a. Following the evaluation of the application files, candidates will be ranked for each Faculty and study program. If two or more candidates for the same Faculty/study program have an equal final score, the deciding criterion will be the grade for the Baccalaureate Exam.

b. Temporary lists with the potentially admitted candidates will be displayed, in descending order of the obtained score.

c. Candidates may submit an appeal to this results, at the University's Registration Office or by e-mail at the address [rectorat@umfiasi.ro](mailto:rectorat@umfiasi.ro), according to the competition's timetable. The Appeal Resolution Committee will get together, analyze and solve the appeals, and the resolutions will be posted on the Universities' website.

d. After the period of submission and resolution of the candidates' appeals has ended, final lists will be posted.

**e. Appeals submitted after the end of the period of submission of appeals will not be taken into consideration.**

#### **Art. 6. Obtaining the Letter of Acceptance / Certificate**

a. In order for the Letters of Acceptance / Certificates to be issued, the Rector's Office will send to the Ministry of National Education (MNE) the list of potentially admitted candidates by means of the process hereby outlined, together with copies of their application files (according to the instructions issued by the Ministry of National Education).

b. The Letter of Acceptance and the Certificate of Recognition/Equivalence for studies carried out abroad, issued by MNE, are the only documents necessary and mandatory for non-EU citizens to be able to study at the "Grigore T. Popa" U.M.PH. Iași.

## **Art. 7. Students' registration**

a. Admitted candidates will have to inform the university, via e-mail, regarding their decision to enroll. The decision will be accompanied by proof of payment of the tuition fee in full. If the prospective student fails to send such proof, the university reserves its right to reject the application, and the place goes automatically to the first candidate on the approved reserve list.

b. After obtaining the Letter of Acceptance / Certificate of Recognition/Equivalence of studies carried out abroad, issued by MNE, candidates can register within 15 days after the academic year has begun, or at a later date, with the approval of the Administration Board of the "Grigore T. Popa" U.M.Ph. Iași and begin their studies at the Faculty and study program they were admitted at. Failure to respect the registration deadline leads to the cancellation of registration.

c. For registration purposes, candidates who are non-EU citizens must obtain the study visa from the Romanian Embassy in the country of origin, which will be granted based on the Letter of Acceptance issued by the General Direction for International Relations and European Affairs at MNE, Romania.

d. Upon registration, candidates will submit the study documents, the letter of acceptance to studies if this letter was issued to the candidate personally, at his request, and the certificate of language skills or Graduation Diploma for the preparatory year, **in original**.

e. Upon registration, candidates must submit proof of payment of the tuition fee in full. The value of tuition fees is decided by the Senate of "Grigore T. Popa" U.M.PH. Iași in accordance with the National Education Law 1/2011 and the Government Ordinance No. 22/2009.

f. The files of rejected candidates or of those giving up their place shall be returned to the candidates (or their representatives designated by means of power of attorney) no later than 48 hours after a formal request has been filed by the candidate, without any additional fees. The request shall be submitted at the "Grigore T. Popa" U.M.Ph. Iași Registration Office and addressed to the Dean's Office of the Faculty for which the candidate applied initially. Unclaimed files will be disposed of after 1 year of retention.

**Art. 8. Final dispositions**

a. Any changes to regulations underpinning the Methodology for the admission competition for self-funded places (foreign currency) in the study programs with tuition in Romanian, English or French language in the academic year 2019-2020, based on the evaluation of the candidates' academic and personal achievements results in corresponding changes to the methodology hereby outlined.

b. The calendar of the admission competition is decided by the Administration Board of the "Grigore T. Popa" University of Medicine and Pharmacy Iași.

RECTOR

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LEGAL OFFICE

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