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MINISTRY OF NATIONAL EDUCATION

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**METHODOLOGY FOR ORGANIZING AND CONDUCTING
ADMISSION TO BACHELOR DEGREE STUDY PROGRAMS TAUGHT IN ENGLISH,
FOR THE 2020 – 2021 ACADEMIC YEAR**

CHAPTER I

GENERAL PROVISIONS

Art. 1

The Romanian-American University of Bucharest draws up and observes its own methodology for the organization and admission to its study programs, according to its mission, institutional strategy and the labor market, in compliance with the law.

Art. 2

On the basis of university autonomy and public accountability, the Romanian-American University of Bucharest organizes an admission contest for every study program and cycle of academic studies, in view of testing knowledge and cognitive abilities, in compliance with the legal provisions in effect.

Art. 3

The organization and conducting of the admission contest to the bachelor degree study programs taught in English is based on the following legislation:

- Law of national education no. 1/2011, with its additional modifications and amendments;
- Law no. 288/2004 regarding the organization of academic studies, with its subsequent modifications and amendments;
- Law no. 448/2006 bearing on the protection and observance of the rights of people with disabilities, republished, with its subsequent modifications and amendments;
- Government Decision no. 1004/2002 regarding the pupils and students who have received distinctions at international school Olympics organized for pre-academic education, with its subsequent modifications and amendments;
- Order of the Ministry of Education no. 4501/2003 for the approval of methodological Norms regarding the registration of foreign students, of foreign students of Romanian ethnicity and of Romanian students who live abroad for the accredited private higher education institutions in Romania;
- Order of the Ministry of Education no. 4022/2008 for the approval of the Regulations for the organization and functioning of the National Center for Recognition and Equivalence of Diplomas and of the Methodology for the Recognition and Equivalence of diplomas, certificates and scientific titles;
- Order of the Ministry of Education no. 3473/2017 for the approval of the Methodology for the study admission and tuition of foreign citizens beginning with the 2017-2018 academic year;
- Order of the Ministry of Education no. 6102/2016 for the approval of the framework Methodology regarding the organization of the admission to bachelor, master and doctoral degree study cycles, with its subsequent modifications and amendments;
- Government Decision no. 299/2020 regarding the approval of the domain and major/academic study program Nomenclature and of the structure of higher education institutions for the 2020-2021 academic year.

Art. 4

The Romanian-American University of Bucharest, a higher education institution, legal entity of private law and public utility, part of the national system of education, accredited by law, organizes in the 2020 – 2021 academic year the following bachelor degree study programs taught in English, which have been set up in compliance with the law:

Nr. crt.	School	Domain for bachelor degree studies	Major/ bachelor degree study program	Accredited (A)/ authorized to function provisionally (AP)	Type of studies*	No. of credits of transferable studies
1.	School of Computer Science for Business Management	Cybernetics, Statistics and Economic IT	Economic IT (in English)	A	FTS	180
2.	School of Domestic and International Business, Banking and Finance	International Economics and Business	International Business (in English)	A	FTS	180

* IF – full-time studies

Art. 5

- a. Admission to the bachelor degree cycle of academic studies at the Romanian-American University of Bucharest is organized on bachelor degree domains, for the accredited majors/study programs, based on the university methodology, which has been approved by the Senate, according to the legal provisions in effect.
- b. The admission contest for the bachelor degree academic studies may be organized in two sessions, in identical circumstances, before the beginning of the academic year, no later than September 30.
- c. The admission contest for the bachelor degree academic studies for the programs that are taught in English is taken in English.
- d. The calendar for the admission sessions, as well as the forms and tests of the contest are established through the institutional methodology and are made public in agreement with the legal provisions in effect, by being displayed at the university headquarters and on the web page of the institution.

Art. 6

The organization and conducting of the admission contest for the bachelor degree cycle of academic studies lies within the competence of the Admission Central Committee of the Romanian-

American University of Bucharest and of the Admission School Committees, named by Rector Decision, which are responsible for the adequate implementation of the current methodology.

Art. 7

In agreement with the legal provisions in effect, the Romanian-American University of Bucharest informs the candidates, by display at the university headquarters and on the web page of the institution, on:

- The university admission methodology;
- The annual tuition offer, according to the provisions of art. 138 form the Law of National Education no. 1/2011, with its subsequent modifications and amendments;
- The terms and documents that are necessary for the registration, including the conditions and procedure for the admission of foreign students and the recognition of the diplomas acquired abroad, in compliance with the law;
- The set calendar for the admission sessions;
- The conducting of the contest and the tests;
- Facilities and special conditions (including for students with disabilities);
- Registration fees for organizing and conducting the admission;
- Other useful information for the candidates.

Art. 8

Admission to the bachelor degree study programs taught in English at the Romanian-American University of Bucharest for the 2020 – 2021 academic year is based on a contest checking the candidates' level of knowledge of English, taking into account the bacalaureate average, which represents 50% of the admission grade.

Art. 9

The admission contest for the 2020 – 2021 academic year is organized in July 2020, according to the legal provisions in effect. In case there are any vacant positions left, a second admission session will be organized in September 2020.

Art. 10

- a. Only the students who have graduated from high school, with a bacalaureate diploma obtained in Romania or an equivalent, irrespective of the year of graduation, have the right to participate in the admission contest for the bachelor degree academic studies.
- b. Citizens of the European Union member states and of the states belonging to the European Economic Space and to the Swiss Confederation may participate in the admission under the same conditions stipulated by the law for Romanian citizens, including as far as the tuition fees are concerned.
- c. The recognition of the studies pursued by citizens of other member states of the European Union, of states belonging to the European Economic Space and to the Swiss Confederation, or by Romanian citizens abroad or in foreign education institutions located on Romanian territory falls within the area of competence of the specialized body in the Ministry of National Education (additional information: <http://cnred.edu.ro>)

- d. The admission of Romanians from everywhere is based on the methodologies especially drafted by the Ministry of National Education.
- e. The admission of citizens from non-European Union states is based on the methodologies especially drafted by the Ministry of National Education.

Art. 11

- a. The university has adopted, in compliance with the law, a set of measures regarding the equality of opportunity for people with disabilities, ensuring, where necessary, additional support customized for the needs of adults with disabilities, supporting their access inside the institution.
- b. According to the law, higher education institutions establish, within their own methodologies, special facilities or conditions regarding the admission to bachelor degree study programs of candidates that have received, during high school, distinctions in school Olympics and/or other national or international competitions.
- c. Consequently, at the Romanian-American University of Bucharest, graduates of high schools where the language of teaching is English or who have obtained the average 10 in English at the baccalaureate examination, the 1st, 2nd and 3rd prizes, special mentions and awards at national and international school English Olympics (recognized by the Ministry of National Education), as well as graduates of bachelor degree programs with an English language profile, or other profile but taught in English at accredited/authorized higher education institutions who wish to register for a second bachelor degree academic study program are admitted without taking an admission examination. International Olympic students who have obtained the average 10 (ten) at the baccalaureate examination in English are declared admitted with a 10 (ten). Those who have obtained prizes or mentions at national school Olympics in English may be admitted, having their mark for the written test equaled with a 10 (ten). Graduates who have a bachelor degree diploma who register for a second bachelor degree program may be admitted based on the equivalence of the admission average with the general average obtained from those corresponding to the years of study in the respective bachelor program.
- d. Candidates who present certificates issued by the Ministry of National Education or acknowledged by it, as well as certificates of English recognized internationally may be admitted based on them, the grade from the certificate or its equivalent representing the grade for the written test.
- e. Candidates who have an international certificate of English at an upper-intermediate or advanced level, as well as those who have studied exclusively in English and those whose official language is English may be admitted based on the assessment performed as a result of an online interview, through audio-video conference (for instance, Skype), having their grade equaled for the written test, according to the equivalence grid.

Art. 12

- a. Romanian citizens, those of European Union member states, of states belonging to the European Economic Space and the Swiss Confederation may be admitted and registered as students of at most two study programs simultaneously, irrespective of the cycle of studies and the education institutions providing them, according to the law. Candidates from Other States may be admitted to only one study program, as they can receive only one Acceptance Letter from the Ministry of Education.
- b. Romanian candidates, those from European Union member states, from states belonging to the European Economic Space and the Swiss Confederation may register for more schools/majors/study programs, under the following conditions:
- They submit a registration dossier for every school whose study program/major they opt for;
 - They pay the contest registration fee for every option that they make;
 - They take only one written test (in English) for all the schools/study programs that they have registered for.

Art. 13

The admission contest registration fee is **50 EURO**.

Art. 14

The subject for the contest is English.

Art. 15

The content of the written multiple choice tests for the assessment of the level of linguistic competence corresponds to the international best practices in the field.

Art. 16

The Central Admission Committee will make the information regarding the conducting of the admission contest and its results public by displaying it at the University headquarters and on the website page, under the assigned heading.

CHAPTER II

REGISTRATION OF CANDIDATES FOR THE ADMISSION CONTEST

Art. 17

a. Registration for the contest is made as follows:

a1. For Romanian citizens, it is made between 1 and 18 July, 2020, from Monday to Friday, from 8:00 a.m. to 6:00 p.m., and, on Saturdays and Sundays, from 9:00 a.m. to 2:00 p.m., at the

Romanian-American University headquarters on Expoziției no. 1B Boulevard, sector 1, or online, between June 22 and July 17 2020, via inscriere.rau.ro.

a2. For citizens of the European Union member states, states belonging to the European Economic Space and the Swiss Confederation, the admission will take place under the same conditions as for the Romanian citizens (provided that the requirements regarding the recognition and equivalence of diplomas should be observed).

a3. For the citizens of other states, the admission takes place beginning with February 11 (the date starting with which the Department of International Relations accepts application dossiers) up until August 25 (the date until when the Department of International Relations accepts application dossiers).

b. Pre-registration for the contest:

Romanian citizens, those of European Union member states, of states belonging to the European Economic Space and the Swiss Confederation and citizens from Other States may pre-register beginning with February 11, online, on the admission platform www.admission.ro-am.ro, or by dossier submission at the Department of International Relations.

c. Further information can be obtained from the following sources:

Phone: 0372.120.114

Website: www.ro-am.ro; www.rau.ro

Email: international@rau.ro

Art. 18

- a.** Each candidate must register in person.
- b.** Registration for the admission examination can also be made, on behalf of the candidate, by another person, under a proxy.
- c.** In the case of Romanian citizens, the examination file set according to Government Emergency Order no. 41/2016 on the establishment of measures to simplify the public central administration and the completion of normative acts does no longer contain the requirement to submit certified copies of documents, which are to be replaced by copies acknowledged as compliant with the original by the person/s in charge with this responsibility.

Art. 19

Documents necessary for registration for the examination are:

- *Standard registration form* (standard institution form – *appendix 1*). The form is signed by the secretary who performs the registration or by the representative of the Department of International Relations who verifies the file, and by the candidate;
 - *An appendix to the receipt* which certifies payment of the examination fee (EUR 50);
 - *3 color photos*, size ¾ cm;
- a. For candidates from third countries:**
- *Highschool diploma* or equivalent – in copy, if the document is in Romanian/English/French/Spanish/Italian, and in copy and a certified translation (from the original)

into Romanian for documents issued in any other foreign languages;

- *A school record* for the last 2 years which indicates the studied subjects and the achieved grades - in copy, if the document is in Romanian/English/French/Spanish/Italian, and in copy and a certified translation (from the original) into Romanian for documents issued in any other foreign languages;
- *Birth certificate* – copy and certified translation;
- *Passport*, simple copy;
- *Proof of name change* (if applicable), in copy (Romanian/English/French/Spanish/Italian) and certified translation (for all the other languages);
- *Health certificate* (in an international language), which acknowledges that the person who is about to register for the studies does not suffer from contagious disease or any other conditions incompatible with their future profession;
- *An official document which indicates the candidate's permanent residence*, photocopy;
- *Application for the issuance of the letter of acceptance*, according to the procedures of the Ministry of National Education;
- Internationally recognized *English language certificate*, in compliance with the appendix (equivalence list), in original.

b. For candidates from the EU/EEA:

- *Standard form*, according to CNRED procedures;
- *Highschool diploma* or equivalent – in copy, if the document is in Romanian/English/French/Spanish/Italian, and in copy and a certified translation (from the original) into Romanian for documents issued in any other foreign languages;
- *A school record* for the last 2 years which indicates the studied subjects and the achieved grades - in copy, if the document is in Romanian/English/French/Spanish/Italian, and in copy and a certified translation (from the original) into Romanian for documents issued in any other foreign languages;
- *Personal identification documents*, in copy: passport/ID and proof of name change (if applicable), in copy, and proof of name change (if applicable), in copy (Romanian/English/French/Spanish/Italian) and certified translation (for all the other languages);
- *Birth certificate*, copy and certified translation;
- *Health certificate* (in an international language), which acknowledges that the person who is about to register for the studies does not suffer from contagious disease or any other conditions incompatible with their future profession;
- Internationally recognized *English language certificate*, in compliance with the appendix (equivalence list), in original;
- *Proof of payment of the assessment fee* of RON 50 (for CNRED).

c. For Romanian citizens:

c1. Romanian citizens with studies in Romania:

- *Highschool diploma* or equivalent, in original or certified copy acknowledged as compliant with the

original by the secretary who performs the registration, based on the original document which is returned to the candidate. Candidates who passed the highschool graduation examination in the sessions of the 2019 – 2020 academic year will also submit their highschool diploma or a certificate issued by the education institution (original certificate signed by the highschool principal and head secretary or a copy certified as compliant with the original by the secretary who performs the registration, based on the original document which is returned to the candidate, and which should specify the general average obtained in the highschool graduation examination and the fact that the diploma has not been issued yet. By way of exception, for candidates who passed the highschool graduation examination in the sessions of the 2019 – 2020 academic year, based on a written agreement, higher education institutions can interconnect with the Integrated Romanian electronic system of education (SIIR) in order to take over personal data and the results obtained in this examination by such candidates, in which case the certificate issued by the said education institution is no longer needed;

- *Transcript* accompanying the highschool diploma or equivalent, in original or photocopy certified as compliant with the original by the secretary who performs the registration based on the original document which is returned to the candidate;
- *Birth certificate*, photocopy certified by the secretary who performs the registration based on the original document which is returned to the candidate;
- *Marriage certificate* (if applicable), photocopy certified by the secretary who performs the registration based on the original document which is returned to the candidate;
- *Health certificate* issued by the family doctor or (school or local) medical practices, which indicates that the candidate is capable to attend academic studies;
- *Highschool diploma* or equivalent, accompanied by the *Diploma Supplement/Transcript* (in original or copy certified as compliant with the original by the secretary who performs the registration, based on the original document which is returned to the candidate), for those who wish to register for a second School. Candidates who passed the Bachelor degree examination in the sessions of the 2019 – 2020 academic year may submit, instead of the Bachelor degree, a graduation certificate, in original, signed by the dean and the head secretary of the respective School, issued under the law, or in photocopy certified as compliant with the original by the secretary who performs the registration based on the original document which is returned to the candidate, and which indicates the general average, the averages of the years of study, the validity term and the fact that the diploma has not been released yet;
- *Highschool diploma* (certified copy) and a *certificate* which stipulates the quality of student in the 2019 - 2020 academic year and the form of education (for students who simultaneously attend the courses of another School), with the observation “Highschool diploma Series... and Number... is in the student’s file” signed by the dean and head secretary of the respective School;

- *English certificate* (as applicable) issued with approval of the Ministry of National Education or recognized by it, as well as English language certificates of international acclaim in compliance with the appendix (equivalence list), in original;
- *Identity card*, in photocopy;

c2. Romanian citizens with studies abroad or who graduated highschool institutions which organize and carry out, on Romania's territory, training activities corresponding to an educational system from a foreign country:

c2.1 Candidates with certificates issued by CNRED:

- *Highschool diploma* or equivalent, in original or photocopy certified by the secretary who performs the registration based on the original document which is returned to the candidate;
- "*Equivalence certificate*" issued by the Ministry of National Education;
- *Transcript* which accompanies the highschool diploma or equivalent, in original or photocopy certified by the secretary who performs the registration based on the original document which is returned to the candidate;
- *Birth certificate*, photocopy certified by the secretary who performs the registration based on the original document which is returned to the candidate;
- *Marriage certificate* (if applicable), photocopy certified by the secretary who performs the registration based on the original document which is returned to the candidate;
- *Health certificate* (in an international language) issued by the family doctor or by (school or local) medical practices, which acknowledges that the person who is about to register for the studies does not suffer from contagious disease or any other conditions incompatible with their future profession;
- Internationally recognized *English certificate*, in compliance with the appendix (equivalence list – at least grade 8), in original;
- *Highschool diploma (certified copy) and a certificate* which specify the quality of student in the 2019-2020 academic year, as well as the form of education (for student who simultaneously attend the courses of another SCHOOL), with the observation "Highschool diploma Series Number... is in the student's file", signed by the dean and head secretary of the said school;
- *Identity card and Passport*, in copy;

c2.2 Candidates with no certification issued by CNRED:

- *Standard form*, according to CNRED procedures;
- *Highschool diploma* or equivalent, in copy, if the document of studies is issued in Romania/English/French/Italian/Spanish and a certified translation into Romanian (in original), for documents issued in all the other foreign languages, with apostille and overcertification according to the CNRED procedure;
- *A school record* for the last 2 years which indicates the studied subjects and the achieved grades - in copy, if the document is in Romanian/English/French/Spanish/Italian, and in copy and a certified translation (from the original) into Romanian for documents issued in any other foreign languages;
- *Birth certificate*, in copy, certified by the school secretary who performs the registration, based on the

original document which is returned to the candidate;

- *Proof of name change* (if applicable), in copy (Romanian/English/French/Italian/Spanish) and certified translation (for any other languages);
- *Health certificate* (in an international language) issued by the family doctor or by (school or local) medical practices, which acknowledges that the person who is about to register for the studies does not suffer from contagious disease or any other conditions incompatible with their future profession;
- Internationally recognized *English certificate*, in compliance with the appendix (equivalence list), in original;
- *Personal identification documents*, in copy: passport/identity card and proof of name change (if applicable), in copy (Romanian/English/French/Italian/Spanish) and certified translation (for any other languages);
- *Proof of payment of the assessment fee of RON 50* (for CNRED).

The documents are submitted in a cardboard envelope file or will be sent to the Romanian-American University, Department of Foreign Relations.

Art. 20

- a. The file with the documents will be kept at the Office for International Students throughout the admission examination.
- b. Upon completion of the registration period, the information in the registration sheet cannot be changed.

CHAPTER III

ORGANISATION AND UNFOLDING OF THE ADMISSION EXAMINATION

Art. 21

Under the law, the following committees are set up at the Romanian-American University for the organisation and performance at high quality standards of the examination for admission to Bachelor studies:

- Central Admission Committee
- Admission committee for each School
- Surveillance committee
- Grading committee
- Technical committee

Art. 22

The Central Committee and the Technical Committee are set up at University level, through decision of the University Rector, with approval of the University Senate, having attributes delegated by the Senate, under the law.

Art. 23

The admission committee for each School, the surveillance committees and the grading committees are set through decision of the Rector, with approval of the University Senate, at the proposal of School Councils.

Art. 24

- a. The admission committee for each School consists of:
 - the Chairman (School dean);
 - 2- 5 members;
 - a Secretary.
- b. The admission committee is also in charge with solving any potential problems related to the results of the written test.
- c. The committee secretary has the sole attribution of managing documents.
- d. Under the law, the committee members may not have, with the candidates or among themselves, any relation of spouses, in-laws or relatives up to the third degree.

Art. 25

The responsibilities of the committees constituted for the organization and unfolding of the bachelor degree admission examination, at the Romanian-American University, represents an annex to the present methodology (*annex 2*).

Art. 26

The committees constituted at faculty level will communicate their final results, to the Central Admission Examination Committee, no later than 24 hours from the ending of the admission examination.

Art. 27

The *admission examination* is made up of an interview and a written test, both in English. The date of the interview will be set at the time of the application, which can coincide with the date of application, or it can be scheduled at a later date. The interview is eliminatory offering access to the written test, as those rejected will not have the possibility to continue the admission procedure. The written test takes place on the 19th of July 2020, in the campus of the Romanian-American University, in Bucharest, 1B, Expozitiei Avenue, sector 1. The admission examination schedule will be made public on the 18th of July 2020, in the campus and on the university's web page, dedicated section. Candidates have the obligation to check the correctness of the data on the lists and to inform the committees of any inconsistencies with real data. Foreign candidates have the possibility for an online interview and English language examination, via the audio-video conference technical means (e.g. Skype).

Art. 28

Access of the candidates in the exam rooms can be made only with identity card/ passport and birth certificate, for the married female candidates. It is strictly forbidden the access with textbooks, mobile

phones, memory devices, footnotes, or any other research material, each candidate being obliged to possess only the identification documents and writing instruments (blue ink pen/ ballpoint pen). In case drafts are necessary, they will be offered by the university.

Art.29

The admission examination takes place as following:

1. In the campus:

- a) Until the date of the written examination (included), the candidate will have the interview in English. In case the candidate is declared admitted, he/ she can attend the written examination.
- b) The Faculty Admission Committee, via its surveillance committee supervisor, will distribute the brochures, containing the grid tests, instructions, as well as the contest grid.
- c) The duration of the written test is 2 hours, from the moment when the supervisor of the surveillance committee informs candidates of the examination's starting time.
- d) At the end of the examination, before leaving the room, candidates must give the grid tests, draft papers and the brochure.
- e) The examination grid is handed under handwritten signature, to one of the surveillance committee members, who seals the paper on the security corner, in the presence of the candidate.

2) Online:

- a) The candidate will have the interview in English. In case he/ she is declared admitted, can attend the written test.
- b) The representative of the admission committee gets in contact with the candidate, via specific communication platforms (Skype), offering candidates the log in data and necessary instructions for the written test.
- c) The test lasts 80 minutes, from the moment when the candidate accesses the test.
- d) The test is made up of 45 questions, structured in two parts: grammar and vocabulary/ listening test.
- e) Candidates have the obligation to finish the test in 80 minutes, otherwise being considered invalid.
- f) After the end of the examination, the committee must communicate the results in maximum. 2 days.

Art. 30

The attempted fraud (identity fraud, cheating, discussions with other candidates, etc.) will be immediately sanctioned, and candidates will be eliminated from competition/ examination, without any possibility to enroll in an admission examination at the Romanian-American University, in Bucharest.

Art. 31

The examination grids do not contain the identification data of the candidate (name, father's name, surname) or those with distinctive signs, will be considered invalid.

Art.32

- a) The average for admission is calculated based on the mark in the written test or equivalent (50%) and the average of the baccalaureate (50%).
- b) The level of English cannot be lower than B2.
- c) The average for admission cannot be lower than 5 (five), according to the law.
- d) The average for admission is valid for the classification order only at the Romanian-American University, in Bucharest, on the bachelor program chosen by the candidates, according to the present methodology.

Art. 33

The admission is limited to the numbers approved by the Senate of the university, according to the legal provisions in force, for each faculty, bachelor degree/ major and form of studies, in the decreasing order of the admission average. In the situation in which, on the final position, there are more students with the same average, they will be delimited according to the following criteria, in the below mentioned order:

- 1. The mark on the admission examination or equivalent;
- 2. Average of the Baccalaureate;
- 3. Average of the marks in English, during the high school years

Art. 34

For the bachelor degree programs, where the number of accepted candidates is smaller than the available number of seats, according to the decision of the university's senate, the respective program will not be organized, and the candidates will have the possibility to opt for a different program. (annex 3)

Art. 35

- a) The list with the admitted candidates will be made available in no more than 2 days from the date of the examination, in the campus of the Romanian-American University, and on the institutional web page, dedicated section.
- b) The results will be made available gradually, generating the following types of lists:
 - Final lists – with the hierarchy of the candidates, generated after the resolution of complaints, and containing the final results.
 - List of candidates rejected, if appropriate.

Art. 36

- a) Any appeal with regard to the results of the bachelor degree admission examination will be submitted to the university's registry office, no later than 24 hours after the results have been made available,

and will be answered by the faculty's committee in maximum 24 hours. The decision of the committee is final, according to the law.

- b) Complaints are not admitted in case the present methodology is not known.
- c) Validation of the changes on the initial scores by the Admission Committee of the faculty, involves a reassessment of the average grade of the respective candidate, as well as a new position on the general hierarchy list of the candidates, in a decreasing order, with all consequences involved. The application of this provision cannot influence in any way the situation of the candidates declared admitted initially.
- d) After the expiration of the deadline for the resolution of complaints, the results of the admission examination is final and cannot be modified.

Art. 37

The final results of the admission examination (after resolution of complaints) will be made available in the campus of the Romanian-American University in Bucharest, 1B, Expozitiei Avenue, sector 1 and on the institutional web page, dedicated section, in maximum 4 calendar days from the examination.

CHAPTER IV

ENROLLMENT OF CANDIDATES DECLARED ADMITTED IN THE FIRST YEAR OF STUDIES

Art. 38

- a) According to law, after resolution of complaints, the enrollment of admitted candidates is made.
- b) Candidates declared admitted have the obligation to enroll in the 1st year of studies, in maximum 5 calendar days from the display of results, except for foreign citizens, who will enroll after the receipt of the study visa, upon arrival in Romania.
- c) Candidates declared admitted who do not enroll in the set deadline (5 calendar days from the display of results), can lose their position. In these conditions, on the positions that will now be available can be enrolled the candidates that were considered rejected, but who passed the written test, in the decreasing order of average grade, but within the legal limits of the tuition figure.

Art. 39

For the enrollment on the 1st year of studies, candidates declared admitted should:

- Fill in the 1st year of studies enrollment form request, for the academic year 2020-2021, available at the faculty secretariat (institutional form, annex 4).
- Sign the contract of studies (annex 5), which is valid along the entire bachelor studies period, 3 years respectively. The contract of studies between the enrolled students and the rector of the university, according to the law.
- Pay the entire annual tax for studies.

Art. 40

Enrollment is made personally, the enrolment form and contract of studies being signed by the candidate that is declared admitted, only after the payment of the study tax.

Art. 41

- a) After enrollment, final lists are generated and displayed, with the candidates declared admitted and enrolled.
- b) Enrollment of the candidate declared admitted after the admission examination is made by decision of the rector.
- c) After enrollment approval, students are enrolled in the Unique Number Registry (UNR) with a unique number, valid for the entire period of studies on the study program, study programs where they have been admitted.

Art. 42

Candidates that were declared rejected or who give up on the position achieved by contest, and do not request to be enrolled during the period of time set by the present methodology, have the possibility to request their documents file, in 48 hours, based on the identity card/ passport, without paying any tax.

Art. 43

- a) Students that are citizens of the EU member states, of the European Economic Space and of the Swiss Confederation, ethnics Romanians, as well as Romanian citizens living abroad and/ or have graduated high school abroad can be admitted in the 1st year of studies by contest, only after they receive the recognition of their studies from the Ministry of National Education.
- b) For the foreign citizens, others than the above-mentioned ones, the letter of acceptance from the Ministry of National Education, according to the law, is necessary and mandatory, for the registration. The value of the tax for this category of students is regulated in the contact of studies, according to the methodologies specific for each category of foreign citizens, according to the law.
- c) For foreign citizens, others than the above-mentioned ones, study visa, issued by the Romanian authorities is mandatory for the enrollment, except for the citizens from states where specific regulations are in force or for those who have a labor permit for the entire period of studies.

CHAPTER V

FINAL PROVISIONS

Art. 44

The management of the Romanian-American University and the faculty staff assumes the entire responsibility of the organization and unfolding of the admission examination, for the bachelor studies, according to the law.

Art. 45

Candidates declared admitted have the obligation to pay the entire value of the tax in maximum 5 calendar days from the display of results, except for the candidates from tertiary states who will pay the entire value of the tax in maximum 5 calendar days from the receipt of the Letter of Acceptance.

Art. 46

Candidates declared admitted can apply for tuition, according to the regulations in force.

Art. 47

In exceptional situations, upon the approval of the administrative council, the rector can decide to exonerate, from payment of tax, certain categories of students.

Art. 48

Until the issue of the enrollment decision, candidates declared admitted are not issued documents certifying their status of a student.

Art. 49

The enrollment for the admission examination confirms full compliance from the candidates' part, with the present methodology.

Art. 50

During Bachelor studies, students must be aware of and comply with the University Charter, any internal normative documents derived from it, the Regulation on students' professional activity, the regulations, methodologies and procedures approved by the University Senate, under the law.

Art. 51

On the date this methodology is approved by the University Senate, all the previous internal regulations on the organization and unfolding of the admission examination for Bachelor study programs in English are abrogated.

Art. 52

The deans, the head secretary of the Romanian-American University in Bucharest and School head secretaries will apply the provisions of this methodology, being in charge with the enforcement thereof.

This Methodology, approved by the Senate of the Romanian-American University in its session of December 18, 2019, was completed with the subsequent legal provisions and approved in the Senate meeting of January 27, 2020/ May 15, 2020.

RECTOR,
Professor Ovidiu FOLCUȚ, PhD

PRESIDENT OF THE SENATE,
Professor Ana-Maria PREDA, PhD