

Ministry of Education and Research

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**METHODOLOGY FOR ORGANIZING AND CONDUCTING
THE ADMISSION TO THE MASTER DEGREE PROGRAMS IN ENGLISH
FOR THE ACADEMIC YEAR 2020-2021**

CHAPTER I

GENERAL PROVISIONS

Art. 1

The Romanian - American University in Bucharest elaborates and enforces its Methodology for Organizing and Conducting the Admission to Master Degree Programs, in line with its mission, institutional strategy, and the requirements of the labor market, according to the law.

Art. 2

Based on university autonomy and assuming public accountability, the Romanian - American University in Bucharest organizes an Admission Contest for each program and cycle of academic studies to test knowledge and cognitive skills, according to the legal provisions in force.

Art. 3

The organization and conduct of the Admission Contest for the Master Degree Programs in English at the Romanian-American University in Bucharest is based on the following normative acts:

- ✓ The Law of National Education no. 1/2011, as subsequently amended and supplemented;
- ✓ The Law no. 288/2004 on the organization of academic studies, as subsequently amended and supplemented;
- ✓ The Government Decision (G.D.) no. 404/2006 on organizing and conducting Master degree Programs;
- ✓ The Law no. 448/2006 on the protection and promotion of the rights of disabled persons, republished, as subsequently amended and supplemented;
- ✓ The Order of the Minister of Education and Research (OMEC) no. 4501/2003 on the approval of the Methodological Norms for the enrollment of foreign citizens, foreign citizens of Romanian ethnic origin and of the Romanian citizens residing abroad in accredited private higher education institutions from Romania;
- ✓ The Order of the Minister of Education, Research, Youth and Sports (OMECS) no. 4022/2008 concerning the approval of the Regulations for organizing and functioning of the National Center for Equivalence and Recognition of Diplomas and the Methodology for Equivalence and Recognition of Scientific Diplomas, Certificates and Titles.
- ✓ The Order of the Minister of National Education and Scientific Research (O.M.E.N.C.S.) no. 6102/2016 on the approval of the Methodology for organizing the admission to the bachelor, master and doctoral degree programs, as subsequently amended and supplemented;

- ✓ The Order of the Minister of Education, Research, Youth and Sports (OMECTS) no. 3473/2017 on the admission to studies and tuition of third-country citizens and the Methodology for enforcing the Minister's Order, as subsequently amended and supplemented;
- ✓ The Government Decision no. 297/2020 on the accredited domains and Master Degree Programs and the maximum number of students that can be enrolled in the academic year 2020 – 2021, as subsequently amended and supplemented;
- ✓ The Law no. 55/2020 on measures for the prevention and combating of the effects of COVID 19 pandemic;
- ✓ The Government Decision (G.D.) no 58/2020 on taking measures for the proper functioning of the education system.
- ✓ The Government Decision (G.D.) no 70/2020 on the regulation of the measures, to be taken starting from 15 May 2020, in the context of the epidemic situation determined by the spread of SARS-CoV-2 coronavirus, for the extension of certain terms, for amending and supplementing the Law no. 227/2015 with regard to the Fiscal code, the Law of National Education no. 1/ 2011, as well as other legal acts.
- ✓ Decision no. 394/2020 regarding the declaration of the lock down and the measures applicable along this period, for the prevention and fight against the effects of the COVID-19 pandemic.
- ✓ Decision no. 476/2020 regarding the prolongation of the lockdown on the territory of Romania and the measures applicable during this period for the prevention and fight against the effects of the COVID-19 pandemic.
- ✓ PM Order on establishing measures for the prevention and fight against SARS-CoV-2 disease in the education establishments/ education institutions, public institutions and all structures under the subordination or coordination of the Ministry of Education and Research, Issuer MINISTRY OF EDUCATION AND RESEARCH No. 4.259/ 15 May 2020, Issuer Ministry of Health No. 827/ 15 May 2020.

Art. 4

As a higher education institution and a legal entity of public utility, governed by the private law, part of the national education system, accredited by law, The Romanian-American University organizes for the academic year 2020 – 2021 the following accredited Master Degree Programs in English:

No.	School	Domain of Master degree	Accredited Master degree Programs	ECTS
			FTs – Full time studies	
1.	School of Domestic and International Economy of Tourism	Business Administration	Business Management in Tourism and Aviation	120
2.	School of Computer Science for Business Management	Economic Informatics	Computer Science for Business	120
3.	School of Management – Marketing	Marketing	Strategic Marketing	120
4.	School of Domestic and International Business, Banking and Finance	Economics and International Business	International Business and Entrepreneurship	120
		Finance	Finance	120
5.	School of European Economic Studies	Economics and International Business	International Economic Relations and Economic Diplomacy	120

Art. 5

- a. Master degree programs ensure an in-depth research in the domain of a bachelor degree program or in a close domain, the acquisition of complementary competencies in other domains, and the development of scientific research skills.

- b.** Only graduates with a Bachelor degree issued in Romania or an equivalent, regardless of the graduation year of the Bachelor program, have the right to participate in the Admission Contest for the Master Degree Programs.
- c.** Higher education institutions organize admission contests for each cycle of academic studies, according to the law.
- d.** The Admission Contest for Master Degree Programs is organized for the accredited Master Programs within the higher education institution, according to the legal provisions in force.
- e.** The Admission Contest may be organized in two sessions, under the same conditions, before the beginning of the academic year, but not later than 30 September.
- f.** Candidates entering the Admission Contest for Master Degree Programs in English will take an examination in English.
- g.** The organization and conduct of the admission contest for the Master Degree Programs at the Romanian-American University in Bucharest is in accordance with the Methodology approved by the Senate, in compliance with the legislation in force.

Art. 6

In accordance with the legal provisions in force, the Romanian-American University of Bucharest informs the candidates by displaying all the necessary information at the headquarters of the institution and on the RAU website:

- a.** Its Admission Methodology;
- b.** The annual tuition offer, according to the provisions of art.138 of the National Education Law no. 1/2011, as subsequently amended and supplemented¹;
- c.** The requirements and documents needed for registration, as well as the requirements and procedure for the recognition of diplomas issued by higher education institutions abroad, according to the law;
- d.** The timeframes established for the admission sessions;
- e.** The full process of the contest and its tests;
- f.** The facilities or special conditions (also for disabled people);
- g.** The registration fees for organizing and conducting the Admission Contest;

¹The Law no. 84/1995 was abrogated by art. 361, paragraph (2) of the Law of National Education no. 1/2011

h. Other useful information.

Art. 7

The organization and conduct of the Admission Contest is under the competence of the Central Admission Committee of the Romanian American University in Bucharest and of the School Admission Committees, appointed by Rector's Decision, which are responsible for the correct application of the present methodology.

Art. 8

The admission contest for the academic year 2020 - 2021 is organized in July 2020. For the remaining study places, another admission contest will be organized, under the same conditions, ***in September 2020.***

Art. 9

Graduates with a bachelor degree in the same domain or in any domain may register for the Admission Contest.

Art. 10

- a. The Admission Contest must be attended by graduates with a bachelor degree or an equivalent of long-term academic studies, according to the Law of Education no. 84/1995, republished, with the subsequent modifications and completions, graduates with a bachelor degree in the cycle of bachelor degree programs according to the Law no.288/2004 on the organization of university studies, with the subsequent modifications and completions, as well as the graduates of studies completed abroad and recognized by the specialized Department within the Ministry of Education and Research.
- b. Citizens of the Member States of the European Union, of the countries belonging to the European Economic Area and of the Swiss Confederation may participate in the Admission Contest under the same conditions stipulated by the law for the Romanian citizens, also regarding the tuition fees;
- c. Recognition of degrees of citizens from other Member States of the European Union, States belonging to the European Economic Area and the Swiss Confederation or degrees of Romanian citizens issued by institutions abroad or by foreign educational institutions located in Romania is the responsibility of the specialized Department within the Ministry of Education and Research (for additional information: <http://www.cnred.edu.ro>).
- d. Admission of Romanians from everywhere is based on the Methodologies elaborated by the Ministry of Education and Research.
- e. Admission of third-country nationals – outside the European Union – is based on the Methodologies elaborated by the Ministry of Education and Research.

- f. The Romanian-American University has adopted, in accordance with the law, measures on equal opportunities for people with disabilities, providing, where necessary, additional support adapted to the needs of adults with disabilities, thus facilitating their access to education.

Art. 11

A candidate may be admitted and enrolled in at most two study programs simultaneously, regardless of the cycle of studies and the educational institutions which offer them, according to the law. Third-country candidates may be admitted to a single study program because they receive only a single Letter of Acceptance from the Ministry of Education and Research.

Art. 12

a. The admission to the Master Degree Programs at the Romanian-American University in Bucharest, during the academic year 2020 – 2021, is done by competition, through a written examination based on a written essay/project which must be elaborated according to the displayed specialized themes, taking into account the average of the bachelor examination, according to the procedure specific to each Master Degree Program, by final averages in descending order, within the limits of available places.

b. The essay/project must be drafted in English, according to the specialized themes and the guidelines displayed on the RAU website for each Master Degree Program;

c. Admission to Master Degree Programs in English is subject to an eliminatory test – an interview in English and the English language assessment (or by presenting an international upper-intermediate or advanced Certificate of English or evidence/degrees attesting the completion of previous studies entirely in English, and also if the official language is English);

Art. 13

The registration fee for the admission exam is **50 EUR**.

Art. 14

The tuition fees are established for each Master Degree Program and all the necessary information about them is displayed on the website.

Art. 15

If the minimum number of study places established to ensure the sustainability of the Master Degree Programs is not allocated, according to the University Senate's decision, the respective Master Programs will not be organized in the academic year 2020 – 2021; nevertheless, the admitted candidates will have the right to opt for another Master Program belonging to the same domain or, as the case may be, to opt for a Master Program within the same fundamental field of sciences – Economic Sciences – within the limits of available places (*Annex 4*).

CHAPTER II
REGISTRATION OF CANDIDATES IN THE ADMISSION EXAM

Art. 16

a. The enrollment to the admission exam will be as detailed below:

- 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., online or, only in exceptional circumstances, at the Romanian-American University headquarters on Expoziției no. 1B Boulevard, sector 1, between June 22 and July 17 2020, via inscriere.rau.ro
- a2.** For citizens from the Member States of the European Union, countries belonging to the European Economic Area 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 the equivalence of the diplomas are respected).
- a3.** For citizens of third countries, the admission takes place from February 11th (the date on which the International Relations Department is open for application files) and up to August 25th (the date by which the International Relations Department is open for application files).

b. Pre-enrollment:

Romanian citizens, citizens of the Member States of the European Union, states belonging to the European Economic Area and the Swiss Confederation and third-country nationals may pre-enroll as of February 11th, online, on the admission platform www.admission.ro-am.ro or by applying at the International Relations Department.

c. Exam date: July 24th, 2020

d. Additional information can be obtained from the following sources:

Telephone: 0372.120.114

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

E-mail: international@rau.ro

Art. 17

- a.** The enrollment to the admission exam is done personally by the candidate.
- b.** The enrollment to the admission exam can be done on behalf of the candidate by another person based on a proxy of attorney.
- c.** In the case of the Romanian citizens, the exam file, according to Government Emergency Ordinance no. 41/2016 on the establishment of simplification measures at the level of the central

public administration and on amending and completing some normative acts, is accepted without observing the requirement of the documents certified by a notary public and it is replaced by a “according to the original” certification, by the person(s) who is/are appointed in this respect.

Art. 18

a. Documents required for the enrollment to the admission exam:

- *Standard application* (institutional standard form - Annex 1) – electronically generated, based on the documents submitted at registration.
- *3 color photos*, size ¾ cm;
- *Essay in English* (according to the specialized topics and in compliance with the general structure shown on the University website for each Master's program); in print and electronically;
- *Handwritten statement on the originality of the essay/project* (institutional form - Annex 2);
- *Supportive document* to the tax invoice relating to the payment of the exam fee (EUR 50);
- Internationally recognized *English language certificate* according to the annex (list of equivalences) or *English language certification*, issued under the aegis of the Ministry of Education and Research or recognized by it, in original (as the case may be);
- *Medical certificate* (in an international language) / *Medical certificate* issued by the family doctor or medical (school or territorial) offices stating that the person to be enrolled does not suffer from contagious diseases or other conditions incompatible with the future profession;

a1. For Third Country Candidates:

- *Application for the issue of the letter of acceptance to studies* according to Ministry of Education and Research procedures;
- *Bachelor degree* or equivalent diploma - copy and certified translation certified by the competent authorities of the issuing country;
- *Transcripts of grades/Diploma Supplements* - copy and legalized translations;
- *High school diploma* or equivalent diploma - copy and legalized translation authenticated by the competent authorities of the issuing country;
- *Birth certificate* - copy and legalized translation;
- *Passport*, photocopy;
- *Proof of name change* (if applicable), copy (Romanian/English/French/Spanish/Italian) and legalized translation (for other languages);
- *Official document stating the permanent address of the candidate* - photocopy;

a2. For EU/EEA candidates:

- *Standard application* according to CNRED procedures;
- *Bachelor degree* or equivalent diploma - copy if the study documents are issued in Romanian/English/French/Spanish/Italian, respectively copy and legalized translation in Romanian (in original) for the documents issued in other languages, apostiled or supra-legalized if necessary;
- *Transcripts of grades / Diploma Supplements* or any other study documents showing school background – if there is a need to confirm the major or if the study field is not indicated on the diploma – copy, if the study document is issued in Romanian/English/French/Spanish/Italian, respectively copy and legalized translation in Romanian (in original) for documents issued in other languages;
- *Baccalaureate diploma* or equivalent diploma - copy if the study document is issued in Romanian/English/French/Spanish/Italian, respectively copy and legalized translation in Romanian (in original) for documents issued in other languages, apostiled and supra-legalized if necessary;
- *Identification documents* – copy: passport/identity document and the proof of name change (if applicable), copy (Romanian/English/French/Spanish/Italian) and legalized translation (for other languages);
- *Birth certificate* - copy and legalized translation;
- *Receipt of the evaluation fee* – 50 RON (for CNRED);

a3. For Romanian citizens:**a3.1. With studies in Romania:**

- *Bachelor diploma* or equivalent *diploma*, accompanied by the *Diploma Supplement / School Transcript*, in original or photocopy certified by the enrollment secretary, on the basis of the original document to be returned to the candidate. Candidates who passed the bachelor exam in the sessions of the school year 2019 – 2020 will submit the bachelor diploma or certificate issued by the higher education institution (bachelor graduation certificate in original or photocopy certified by the enrollment secretary on the basis of the original document to be returned to the candidate, mentioning the general average, the averages obtained during the study years, the validity term and the fact that the diploma was not issued);
- *The baccalaureate diploma* or equivalent diploma, accompanied by the *School Transcript*, in original or the photocopy certified for compliance with the original by the enrollment secretary, on the basis of the original document to be returned to the candidate. If the student is enrolled in another study program, he may submit a copy accompanied by a certificate stating that he is a student in the academic year 2020 - 2021, stating that "the Baccalaureate Diploma Series ... and

Number ... are in the student's file", signed by the Dean and the chief secretary of the respective faculty;

- *Birth certificate*, certified photocopy of by the enrollment secretary, based on the original document is returned candidate;
- *Marriage Certificate* (if applicable), photocopy certified by the enrollment secretary, based on the original document which is returned to the candidate;
- *Identify card/passport* – copy.

a3.2. With studies abroad:

a3.2.1. Candidates with a certificate issued by CNRED:

- *Bachelor diploma* or equivalent *diploma*, accompanied by *the Diploma Supplement / School Transcript*, in original or photocopy certified for compliance with the original by the secretary making the enrollment, based on the original document returned to the candidate. Candidates who passed the bachelor exam in the sessions of the academic year 2019 - 2020 will submit the bachelor diploma or the certificate issued by the higher education institution (the certificate of graduation with a bachelor examination in original or photocopy certified by the secretary making the enrollment on the basis of the original document to be returned to the candidate, mentioning the general average, the averages obtained during the study years, the validity term and the fact that the diploma was not issued);
- *"Certificate/Certificate of equivalence"* issued by the Ministry of Education and Research;
- *The Baccalaureate diploma* or equivalent diploma, accompanied by *School Transcript*, in original or photocopy certified for compliance with the original by the secretary making the enrollment, based on the original document returned to the candidate. If the student is enrolled in another study program, he may submit a copy accompanied by a certificate stating that he is a student in the academic year 2020 - 2021, stating that "the Baccalaureate Diploma Series ... and Number ... are in the student's file", signed by the Dean and the chief secretary of the respective faculty;
- *Birth certificate*, photocopy certified for compliance with the original by the secretary who makes enrollment, based on the original document which is returned to the candidate;
- *Marriage Certificate* (if applicable), photocopy certified by the enrollment secretary, based on the original document which is returned to the candidate;
- *Identify card/passport* – copy

a3.2.2. Candidates without a certificate issued by CNRED:

- *Standard* application, according to the CNRED procedures;

- *Bachelor degree* or equivalent diploma, accompanied by the *Diploma Supplement / School Transcript* – copy, if the study document is issued in Romanian/English/French/Spanish/Italian, respectively copy and legalized translation in Romanian (in original) for the documents issued in other languages, apostiled or supra-legalized according to the CNRED procedure;
 - *Baccalaureate diploma* or equivalent diploma, accompanied by the *School Transcript* - copy if the study document is issued in Romanian/English/French/Spanish/Italian, respectively copy and legalized translation in Romanian (in original) for documents issued in other languages;
 - *Birth certificate* - copy certified for compliance with the original by the enrollment secretary, based on the original that is returned to the candidate;
 - *Marriage certificate* (if necessary), copy certified for compliance with the original by the enrollment secretary, based on the original that is returned to the candidate;
 - *Identification document*: passport/identification document and the proof of name change (if applicable), in copy (Romanian/English/French/Spanish/Italian) and certified translation (for the other languages);
 - *Receipt of the evaluation fee* – 50 RON (for CNRED)
 - For the admitted and enrolled students, Romanian citizens, original documents and/or photocopy of the original certified by the faculty secretariat, are submitted, before the beginning of the academic year, in physical format, at the Faculty secretariat, in cardboard envelope file, on the cover mentioning the faculty, study program (specialization), form of education, name and surname of the candidate, email address and personal telephone number.
- b. Incomplete files are not accepted for the enrollment to the admission exam.
 - c. The file with the documents remains during the entire admission period at the International Students' Bureau.
 - d. After the registration deadline, the information in the application form cannot be changed.

CHAPTER III

ORGANIZATION AND IMPLEMENTATION OF THE ADMISSION

Art. 19

For the organization and fulfillment of the admission for the master degree programs at quality standards, within the Romanian-American University of Bucharest, the following committees are set up, according to the law:

- a. Central Commission
- b. School Master's Commission
- c. Specialized Commission
- d. Technical Commission

Art. 20

a. The **Central Commission** and the **Technical Commission** are established at the University level by the decision of the Rector, with the approval of the University Senate, having delegated powers, according to the law.

b. The **School Master's Commission** is established by the decision of the Rector, with the approval of the University Senate, at the proposal of the School Councils.

c. The **Specialized Commissions** are established by the decision of the Rector, with the approval of the University Senate, at the proposal of the specialized departments and School Councils.

d. The powers of the commissions set up for the organization and fulfillment of the admission exam for the master degree programs at the Romanian-American University in Bucharest, are an annex to this methodology (*Annex 3*).

e. According to the law, the members of the established commissions cannot be with the ones evaluated or between them in a relationship of spouses, in-laws and relatives up to 3rd degree inclusively.

Art. 21

a. The **School Master's Commission** consists of:

- President (Dean of the faculty)
- 2 to 5 members
- Secretary

b. The School Master's Commission has the right to solve potential complaints about the results of the evaluation.

c. The secretary of the School Master's Commission has only the tasks of document management.

Art. 22

a. **Specialized Commissions** (for evaluating essays/projects) are organized per major/study programs. These consist of:

- president;
- 2 members of specialized teaching staff, with the teaching degree of at least Ph.D. lecturer;
- Secretary.

b. The secretary of the Specialized Commission has no right to grade essays/ projects.

c. The secretary of the Specialized Commission must have at least the teaching degree of university assistant and has only the tasks of document management.

Art. 23

The Specialized committees of the schools organizing the master degree programs evaluate the essays/projects on the basis of the following **evaluation criteria**:

- Scientific substantiation of the topic (40%)
- Originality (30%)
- Adherence to the specific themes of elaboration, graphic design and graphics, according to the procedure specific to each master degree program (10%).
- Consistency in presentation (20%).

Art. 24

a. Each member of the Specialized Commission gives a grade from 1-10 – round number, the final grade resulting from their average, provided that between the grades there is not a difference of more than two points. If, by way of exception, there is a difference of more than two points between the grades awarded by the members of the Specialized Commission, the chairperson of the commission will ask in writing *the School Master's Commission* to delegate the competence to one of its members to reassess the essay/project and harmonize the scientific arguments of the members of the Specialized Commission.

b. The deliberation of the commissions on determining the results of the admission examination is not public, according to the law.

c. If the members of the Specialized Commission find and prove the plagiarism of the essay/project, they grade it with 1 (one), the candidate enrolled in the admission exam is declared rejected, is held accountable for false statement and loses the right to enroll in the study programs organized within the Romanian-American University in Bucharest, according to the law.

Art. 25

a. The admission exam is an interview in English, an English language exam and the evaluation of the essay in English.

b. Foreign candidates have the opportunity to give the online interview and English exam through the technical means of online conferencing (e.g. Skype).

c. If the student has an international certificate of English with the upper-intermediate or advanced level or if previous studies were conducted entirely in English or if the official language of the country of origin is English, he does not need to take exams of English.

d. The interview in English is decisive for attending the admission exam, the rejected candidates being unable to continue the process.

e. In the case of candidates who pass the elimination test (interview and English exam), the admission average is calculated taking into account the essay grade given by the Specialized Commission and the average of the Bachelor degree exam, in a proportion specific to the master degree program for which the candidate has opted.

f. The admission average is calculated with two decimals, without rounding.

g. The minimum admission average is specific to each master degree program, but cannot be less than 6 (six), according to the law.

h. The admission average is valid for the classification order only at the Romanian-American University of Bucharest, in accordance with the present methodology, according to the law.

Art. 26

a. The admission is made according to the tuition number approved by the University Senate, according to the law, for each master degree program, in descending order of the average admission.

b. If, in the admission classification, there are several candidates who have obtained the same average, they will be graded according to the grade for the essay/project evaluation, in terms of *scientific substantiation* and *originality*.

Art. 27

Candidates declared "*rejected*" to a master degree program may be declared "*admitted*" by redistribution, on the remaining available places, in another master's program, belonging to the same field of study or, as the case may be, in a master degree program within the same fundamental field of sciences - Economic Sciences - only if they meet the specific requirements of the respective program related to the minimum admission average (*Annex 4*).

Art. 28

The commissions set up at the faculty level will communicate to the Central Commission, within 24 hours after the admission examination, the final results of the admission exam.

Art. 29

a. The final results of the admission exam are communicated within 4 calendar days from the date of the admission exam, at the headquarters of the University from Bucharest, 1B Expozitiei Blvd., sector 1, and on the University's web page, in the dedicated section.

b. The results of the admission exam are posted in stages, generating at least the following types of lists:

- Provisional lists - with hierarchy of candidates, generated after admission;
- Final lists – with the hierarchy of the candidates, generated after the resolution of complaints, comprising the final and indisputable results.

- List of candidates rejected, if appropriate.

Art. 30

a. Any complaints about the results of the admission exam are submitted to Registry of the University within 24 hours from the date of communicating the results and will be solved by the School Master's Commission within a maximum of 24 hours without the candidates' access to the essay/project re-evaluation.

b. The grade given by the Commission is final, according to the law.

c. Disagreements based on the lack of knowledge of the admission methodology are not admitted.

d. Once the resolution and response time (through communication) has expired, the result of the admission exam is final and can no longer be changed.

Art. 31

Validation of the change in the initial score given to an essay/project by the School Master's Commission will entail recalculating the admission average of the candidate and moving him into the appropriate position in the general hierarchy of candidates, in descending order of the averages, with all the related consequences. Applying this provision will in no way affect the situation of the initially admitted candidates.

CHAPTER IV **ENROLLMENT OF ADMITTED CANDIDATES** **IN THE FIRST YEAR OF STUDIES**

Art. 32

a. According to the law, after the appeals have been solved, the admitted candidates are enrolled.

b. Candidates declared admitted are required to enroll in the first year of study within **5 calendar days** from the communication of the final results, except for the foreign citizens, who will enroll after receiving the study visa and arriving in Romania.

c. Successful candidates, who do not enroll within the set deadline (5 calendar days after the final results are communicated), may lose their place obtained in the exam. Under these conditions, the unoccupied places will be taken by the candidates declared rejected who obtained the required level, in the decreasing order of their final admission averages and up to the limit of the published tuition numbers.

Art. 33

For enrollment in the first year of study, candidates declared admitted must:

- Fill in the "**Application for enrollment in the first year of study, academic year 2020 - 2021**" (*institutional form, Annex 5*);

- Sign the "**Study Contract**" (Annex 6) valid for the duration of the master degree studies (2 years for the programs organized in the economic field). The study contract is concluded between the enrolled students and the Rector of the University, as the legal representative of the University, according to the law; after signing by the enrolling students, it will be scanned/ photocopied and sent at the following e-mail address: international@rau.ro;
- Fully pay annual fee of studies.

Art. 34

a. The enrollment is done personally, the enrollment application and the study contract are signed by the candidate declared admitted only after paying the study fee.

b. After enrollment, the final lists are generated and posted with the candidates declared admitted and enrolled.

Art. 35

The enrollment of the candidates declared admitted after the admission exam is made by the Decision of the Rector of the University. After enrollment approval, students are registered in the Single Register (RMU) with the unique number valid for the whole schooling period at the specialization/specializations/ program/study programs where they were admitted.

Art. 36

Candidates declared rejected or those who drop out can take their document files only in person in 48 hours from the submission of the application, based on their identity documents, without paying any fees.

Art. 37

a. Students - citizens of Member States of the European Union, the states belonging to the European Economic Area and the Swiss Confederation, citizens of Romanian ethnic origin and Romanian citizens domiciled abroad and/or who graduated high schools abroad can be admitted in the first year by exam only after their studies are recognized by the specialized departments from the Ministry of Education and Research.

b. For other citizens but those from point (a) above, the Study Acceptance Letter issued by the Ministry of Education and Research, according to the law, is necessary and mandatory for the enrollment for studies. The study fees for these students are stipulated in the Study Contract according to the methodology specific to each category of foreign students, according to the law.

c. Foreign citizens, others than those under point (a) above, must have a study visa or study residence permit, issued by the Romanian authorities, in order to enroll for studies. Exception are the citizens for

states that enjoy a derogation in this respect and the citizens who have a long term residence permit, respectively a labor permit for the entire duration of studies.

CHAPTER V

FINAL PROVISIONS

Art. 38

The management of the Romanian-American University and of the schools undertake full responsibility for organizing and fulfilling the admission exam in the Master's programs, according to the law.

Art. 39

In exceptional circumstances, with the approval of the Board of Directors, the Rector may decide to waive the registration fee for certain categories of candidates.

Art. 40

Until the decision for the enrollment in the first year of studies is issued, the candidates declared admitted cannot receive certificates proving the quality of student/master's student.

Art. 41

The enrollment in the admission exam confirms the full acceptance by candidates of the provisions of the present methodology.

Art. 42

During university studies, students/master's students must know and abide by the University Charter, its internal normative documents, regulations, methodologies and procedures approved by the University Senate, according to the law.

Art. 43

On the approval of this methodology by the University Senate, all prior regulations on the organization and fulfillment of the admission exams in the master's programs in English, are abrogated.

Art. 44

Deans, Chief Secretary of the Romanian - American University and school secretary chiefs will implement the provisions of this methodology, being responsible for its implementation.

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 and June 24, 2020.

RECTOR,
Professor Costel NEGRICEA, PhD

PRESIDENT OF THE SENATE,
Professor Ovidiu FOLCUȚ, PhD