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**METHODOLOGY FOR ORGANIZING AND CONDUCTING ADMISSION TO
PREPARATORY YEAR OF ROMANIAN LANGUAGE FOR FOREIGN CITIZENS
FOR THE 2023 – 2024 ACADEMIC YEAR**

CHAPTER I

GENERAL PROVISIONS

Art. 1

The Romanian-American University of Bucharest draws up and observes its own methodology/regulation 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

The Romanian-American University of Bucharest organizes and conducts the Preparatory Year of Romanian Language for Foreign Citizens 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;
- Order of the Ministry of Education no. 3102/2022 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;
- 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, 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. 6156/2016 on the organization and conduct of the preparatory year of the Romanian language for foreign citizens, with its subsequent modifications and amendments;

Art. 3

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

2023 – 2024 academic year the Preparatory Year of Romanian Language, which has been set up in compliance with the law:

IF – full-time studies

No.	Study Program	Accredited (A)/ authorized to function provisionally (AP)	Type of studies*	No. of transferable credit points (ECTS)	Schooling figure
1.	Preparatory Year of Romanian Language	A	FTS	60	75

Art. 4

- a. Admission to the Preparatory Year of Romanian Language at the Romanian-American University of Bucharest is organized based on the university methodology, which has been approved by the Senate, according to the legal provisions in effect.
- b. The selection for the Preparatory Year may be organized, usually, in two sessions, in identical circumstances, before the beginning of the academic year, no later than September 30.
- c. The calendar for the admission sessions 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. 5

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:

- a. The university admission methodology;
- b. The annual schooling figure offer, according to the provisions of art. 138 from the Law of National Education no. 1/2011, with its subsequent modifications and amendments;
- c. 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;
- d. The set calendar for the admission sessions;
- e. The conducting of the admission;
- f. Facilities and special conditions (including for students with disabilities);
- g. Registration fees for organizing and conducting the admission;
- h. Other useful information for the candidates.

Art. 6

- a. The admission for the 2023-2024 academic year for the Preparatory Year of Romanian Language at the Romanian-American University is based on the Letter of Acceptance for studies issued by the Ministry of Education for non-EU candidates, certificate of recognition and equivalence for candidates from the European Union member states and of the states belonging to the European Economic Space and to the Swiss Confederation and approval for studies for Romanians from everywhere.
- b. During the Preparatory Year of Romanian language, foreign citizens enrolled in the program embrace both general knowledge of Romanian language and specific knowledge, correlated with future training profile.
- c. Participants in the Romanian Language Preparatory Year for foreign citizens have the quality of student for the entire period of their presence in the respective program, from enrollment to graduation, except for possible periods of interruption of studies, as well as situations of dropping out of school or expulsion.

Art. 7

The selection for the 2023 – 2024 academic year is organized in July 2023, according to the legal provisions in effect. In case there are any vacant positions left, a second admission session will be organized in September 2023, according to the calendar-specific annex.

Art. 8

- a. High school graduates with a baccalaureate degree equivalent to a diploma issued in Romania or university graduates with a bachelor's degree equivalent to a diploma issued in Romania have the right to enroll in the Preparatory Year of Romanian Language, in both cases, regardless of the year of graduation.
- b. The recognition of the studies done by citizens of other member states of the European Union, of the states belonging to the European Economic Area and of the Swiss Confederation or by the Romanians with studies abroad or with studies in international educational institutions located on the Romanian territory is within the competence of the Ministry of Education (additional information: <http://cnred.edu.ro>).
- c. The admission of Romanians from everywhere is based on the methodologies especially drafted by the Ministry of Education.
- d. The admission of citizens from non-European Union states is based on the methodologies especially drafted by the Ministry of Education.

Art. 9

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.

Art. 10

Romanian citizens, those of the European Union Member States, of the states belonging to the European Economic Area and of the Swiss Confederation can be admitted and enrolled as students in a maximum of two study programs at the same time (example: Preparatory Year and bachelor's / master's program in foreign language), regardless of the study cycle and the educational institutions that offer them, according to the law. Candidates from Third States may be admitted to only one study program as they can receive only one Letter of Acceptance from Ministry of Education.

Art. 11

The registration fee for the admission is **100 EURO**.

Art. 12

- a. The duration of the Preparatory Year of Romanian Language for foreign citizens is one academic year, respectively two semesters, 14 weeks per semester, followed by periods of at least 3 weeks for evaluations.
- b. Each study semester corresponds to 30 transferable credit points (ECTS). One year of study corresponds to 60 transferable credit points (ECTS).
- c. The curriculum contains fundamental disciplines and specialized disciplines that require compulsory attendance.
- d. Preparatory Year of Romanian Language ends with an exam to assess the Romanian language skills for the minimum B1 level, defined according to the Common European Framework of Reference for Language Learning.

CHAPTER II

REGISTRATION OF CANDIDATES

Art. 14

- a. **The registration of candidates** is the responsibility of the International Students Office and is done as follows:
 - a1. For Romanian citizens, it is made between 3 and 26 July, 2023, 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 only in exceptional circumstances, or online, between June 01 and

July 27, 2022.

- a2. For citizens of the European Union member states, states belonging to the European Economic Space and the Swiss Confederation, the selection 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 non-EU citizens, the selection takes place beginning with March 1 (the date starting with which the International Students Office accepts application files) up until September 27 (the date until when the International Students Office accepts application files).
- b. **Pre-registration for the selection:** 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 March 1, online, on the admission platform www.admission.rau.ro.
- c. **Further information** can be obtained from the following sources:
 - Phone: +40372.120.114
 - Website: www.rau.ro
 - Email: international@rau.ro

Art. 15

- a. Registration for the Preparatory Year should be made, by the candidate, on the online platform: admission.rau.ro
- b. In the case of Romanian citizens, the registration 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. 16

Documents necessary for registration are:

- Standard registration form which must be duly completed and signed.
- a. **For non-EU candidates:**
 - a1. ***Who wish to register for undergraduate studies after finalizing the Preparatory Year:***
 - *High school diploma* or equivalent – in photocopy and a certified translation (from the original) authenticated by the competent authorities of the issuing country;
 - ***Transcript of records*** – in photocopy and a certified translation (from the original);
 - *Birth certificate* - photocopy and certified translation;

- *Passport*, simple photocopy;
 - *Proof of name change* (if applicable), in photocopy 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;
 - *An official document which indicates the candidate's permanent residence* in photocopy;
- All documents should be either in Romanian, English, French, Spanish or Italian. Otherwise, certified translations into one of these languages have to be submitted.

a2. Who wish to register for master studies after finalizing the Preparatory Year:

- *Bachelor diploma* or equivalent – in photocopy and a certified translation (from the original authenticated by the competent authorities of the issuing country);
 - *Transcript of records* of the bachelor diploma or equivalent - in photocopy and a certified translation (from the original);
 - *High school diploma* or equivalent – in photocopy and a certified translation (from the original authenticated by the competent authorities of the issuing country);
 - *Birth certificate* - photocopy and certified translation
 - *Passport*, simple photocopy
 - *Proof of name change* (if applicable), in photocopy 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;
 - *An official document which indicates the candidate's permanent residence* – in photocopy
- All documents should be either in Romanian, English, French, Spanish or Italian. Otherwise, certified translations into one of these languages have to be submitted.

b. For EU/EEA candidates:

b1. Who wish to register for undergraduate studies after finalizing the Preparatory Year:

- *Standard form*, according to CNRED procedures;
- *High school diploma* or equivalent – in photocopy, if the document is in Romanian/English/French/Spanish/Italian, and in photocopy and a certified translation (from the original) into Romanian for documents issued in any other foreign languages, apostilled or overlegalized (if applicable), according to CNRED procedures;
- **A school record for the last 2 years which indicates the studied subjects and the achieved grades – in photocopy**, if the document is in Romanian/English/French/Spanish/Italian, and in photocopy and a certified translation (from the original) into Romanian for documents issued in any other foreign languages;
- *Personal identification documents*: 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 or 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;

b2. Who wish to register for master studies after finalizing the Preparatory Year:

- *Standard form*, according to CNRED procedures;
- *Bachelor 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, apostilled or overlegalized (if applicable), according to CNRED procedures;
- *Transcript of records 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;
- *High school 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,
- *Personal identification documents*: 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 or 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;

c. For Romanian citizens:

c1. Who wish to register for undergraduate studies after finalizing the Preparatory Year:

- *High school diploma* or equivalent, in original or photocopy;
- “*Equivalence certificate*” issued by the Ministry of Education, if they studied in an international education system;
- *Transcript* which accompanies the high school diploma or equivalent, in original or photocopy;
- *Birth certificate*, photocopy;
- *Marriage certificate* (if applicable), photocopy;
- *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;

- *High school diploma (certified copy) and a certificate which specify the status of the student in the 2023-2024 academic year, as well as the form of education (for students who simultaneously attend the courses of another School), with the observation “High school diploma Series Number... is in the student’s file”, signed by the dean and head secretary of the said school;*
- *Identity card or Passport, in copy;*

c2. Who wish to register for master studies after finalizing the Preparatory Year:

- *High school diploma or equivalent, in original or photocopy;*
- *Bachelor diploma or equivalent, in original or photocopy. Candidates who passed the university graduation examination in the sessions of the 2023 – 2024 academic year will also submit their bachelor diploma or a certificate issued by the higher education institution (graduation certificate with bachelor’s exam, in photocopy and which should specify the general average obtained, and GPA for the year of studies and the fact that the diploma has not been issued yet.*
- *“Equivalence certificate” issued by the Ministry of Education, if they studied in an international education system;*
- *Transcript which accompanies the bachelor diploma or equivalent, in original or photocopy;*
- *Birth certificate, photocopy;*
- *Marriage certificate (if applicable), photocopy;*
- *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;*
- *Identity card or Passport, in copy;*
- *By way of exception, candidates who are enrolled in another study program, can submit a copy together with a certificate showing the status of student in 2023-2024 academic year, mentioning “High school diploma Series....and No.....is in the student’s file” signed by the Dean and the Chief School of the School.*

d. For Romanian candidates from everywhere:

d1. Who wish to register for undergraduate studies after finalizing the Preparatory Year:

- *High school certificate/Diploma and Transcript of records – in original or photocopy;*
- *Birth certificate – photocopy;*
- *Marriage certificate (if applicable) – photocopy;*
- *Passport – photocopy;*
- *ID card – photocopy;*
- *Medical certificate showing that the applicant is fit for undergraduate courses;*

- *Declaration on one's own responsibility* (affidavit), based on the freely expressed will, to assume the *Romanian* cultural identity, authenticated by the Romanian diplomatic mission in the country of origin or from the Department for Romanians from everywhere, according to the legislation;

d2. Who wish to register for master studies after finalizing the Preparatory Year:

- *Bachelor's degree* and *Diploma Supplement* – in original or photocopy;
- *High school Certificate/Diploma* and *Transcript of records* – in original or photocopy;
- *Birth certificate* – photocopy;
- *Marriage certificate* (if applicable) – photocopy;
- *Passport* – photocopy;
- *ID card* – photocopy;
- *Medical certificate* showing that the applicant is fit for graduate courses;
- *Declaration on one's own responsibility* (affidavit), based on the freely expressed will, to assume the Romanian cultural identity, authenticated by the Romanian diplomatic mission in the country of origin or from the Department for Romanians from everywhere, according to the legislation.

Art. 17

After the end of the registration period, the information in the registration sheet form cannot be changed.

CHAPTER III

ORGANISATION AND UNFOLDING OF THE ADMISSION

Art. 18

- a. The admission for the 2023-2024 academic year for the Preparatory Year of Romanian Language at the Romanian-American University is based on the Letter of Acceptance for studies issued by the Ministry of Education for non-EU candidates, certificate of recognition and equivalence for candidates from the European Union member states and of the states belonging to the European Economic Space and to the Swiss Confederation and approval for studies for Romanians from everywhere.
- b. The admission for the Preparatory Year of Romanian Language for foreign citizens is based on:
 - *Letter of Acceptance for studies* issued by the Ministry of Education, General Directorate for International Relations and European Affairs;
 - *Certificate of recognition and equivalence* for candidates from the European Union member states and of the states belonging to the European Economic Space and to the Swiss Confederation issued by CNRED
 - *Approval for studies* for Romanians from everywhere.

Art. 19

All candidates will be interviewed in the campus or online via audio-video conference technical means (e.g. Skype). 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 and those rejected will not have the possibility to continue the admission procedure.

Art. 20

The list with the admitted candidates will be made available at the university headquarters and on the web page of the institution.

Art. 21

- a. Candidates declared admitted have the obligation to pay the full tuition fee and sign the Learning Agreement in maximum 5 calendar days from the display of results, except for non-EU foreign citizens, who will pay the full tuition fee in maximum 5 calendar days from the moment of obtaining the Letter of Acceptance for studies.
- b. The Learning Agreement is personally signed by the candidate declared admitted.

Art. 22

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

CHAPTER IV

ENROLLMENT OF CANDIDATES DECLARED ADMITTED IN THE FIRST YEAR OF STUDIES

Art. 23

- a. The registration of students is done based on the acceptance documents for studies, issued by the Ministry of Education, after paying the tuition fee and in compliance with the regulations for the long stay in Romania (e.g. Study visa, residence permit or similar status).
- b. After enrollment, students are registered in the Matriculation Register under a unique number, valid during the Preparatory Year.

Art. 24

When the student is registered in the Matriculation Register in the personal file will be included:

- Letter of Acceptance for studies issued by the Ministry of Education, General Directorate for International Relations and European Affairs;
- Certificate of recognition and equivalence for candidates from the European Union member states and of the states belonging to the European Economic Space and to the Swiss Confederation issued by CNRED;
- Study documents - originals and copies- certified translation (in case of candidates from Third Countries, the final document must be superlegalized by the Romanian Embassy or competent authorities);
- Birth certificate- copy or certified translation;
- Passport copy- valid for six months after the date of issuance of the Letter of Acceptance for studies or ID card for European citizens;
- Medical certificate issued by the family doctor or medical offices (translated in English, or in Romanian) showing that the applicant is fit to take university courses
- 3 color photos, size 3/4 cm;
- The Learning Agreement (annex 5), which is valid along the entire Foundation Year, 1 year respectively. The Learning Agreement between the enrolled students and the Rector of the university, according to the law 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 uploaded on the admission platform;
- Pay the entire annual tax for studies.

Art. 25

The enrollment of the admitted students is finalized based on a decision issued by the University Rector.

CHAPTER V

FINAL PROVISIONS

Art. 26

- 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 Preparatory Year for Romanian Language, only after they receive the recognition of their studies from the directorates of the Ministry of Education.

- b. For the foreign citizens, others than the above-mentioned ones, the Letter of Acceptance from the Ministry of 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 learning agreement, 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.

Art. 27

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

Art. 28

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. 29

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

Art. 30

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

Art. 31

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 Preparatory Year of Romanian Language are abrogated.

Art. 32

- a. During Preparatory Year of Romanian language 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.
- b. During the Preparatory Year of Romanian language studies, the provisions of the Regulation on the professional activity of students are applied to the students enrolled within this program, enjoying all the rights and obligations deriving from it.

Art. 33

The dean of the School, the head secretary of the Romanian-American University in Bucharest and person hired at the International Students Office 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 sessions of December 21, 2022.

**RECTOR,
Professor Costel NEGRICEA, PhD**

**PRESIDENT OF THE SENATE,
Professor Ovidiu FOLCUȚ, PhD**