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METHODOLOGY FOR ORGANIZING AND CONDUCTING
THE ADMISSION TO BACHELOR DEGREE STUDY PROGRAMS TAUGHT IN ENGLISH,
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

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. 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;
- Government Decision no.367/2023 for the approval of the framework of fields and specializations / university study programs and the structure of higher education institutions for the academic year 2023-2024.

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 2023 – 2024 academic year the following bachelor degree study programs taught in English, which have been set up in compliance with the law:

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

* **FTS** – 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, usually, 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:

- a. The university admission methodology;
- b. The annual tuition 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 contest and the tests;
- 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. 8

Admission to the bachelor degree study programs taught in English at the Romanian-American University of Bucharest for the 2023 – 2024 academic year is based on a contest checking the candidates' level of knowledge of English, taking into account the baccalaureate average, which represents 50% of the admission grade.

Art. 9

The admission contest 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, an admission session will be held under the same conditions in September 2023, according with the calendar-specific annex.

Art. 10

- a. Only the students who have graduated from high school, with a baccalaureate 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 Ministry of 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 Education.
- e. The admission of citizens from non-European Union states is based on the methodologies especially drafted by the Ministry of 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 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 Exam 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 of the years of undergraduate studies.

- d. Candidates who present certificates issued by the Ministry of 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 Exam 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 Exam 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 Exam test (in English) for all the schools/study programs that they have registered for.

Art. 13

The admission contest registration fee is **100 EURO**.

Art. 14

The subject for the contest is English.

Art. 15

The content of the 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 10 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., online, and at the Romanian-

American University headquarters on Expoziției no. 1B Boulevard, sector 1, between June 01 and July 27 2023, via institutional platform.

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 March 01 (the date starting with which the International Students Office accepts application dossiers) up until September 28 (the date until when the International Students Office 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 March 01, online, on the admission platform www.admission.rau.ro.

Further information can be obtained from the following sources:

Phone: 0372.120.114

Website: www.rau.ro

Email: international@rau.ro

Art. 18

- a.** Each candidate must register on the admission platform.
- b.** Registration for the admission examination can also be made, on behalf of the candidate, by another person upon mandate.
- 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 institutional form – *appendix 1*) – electronically generated, based on the documents submitted at registration.
- *1 online passport type photo*, size ¾ cm;
- Proof of English skills:
 - i. Either an internationally recognized English qualification certificate
 - ii. Either proof of undergoing your previous education fully taught in English
 - iii. Either obtain an online pass in the Romanian-American University English Test

For candidates from third countries:

- *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 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*, photocopy;
- *Application for the issuance of the letter of acceptance*, according to the procedures of the Ministry of Education;

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 candidates from the EU/EEA:

- *Standard form*, according to CNRED procedures;
- *High school diploma* or equivalent – in photocopy, if the document is in Romanian/English/French/Spanish/Italian, respectively copy and authenticated copy (in original) in Romanian language, for the documents issued in the other foreign languages, bearing an apostille or are authenticated, according to the 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*, in photocopy: passport/ID and proof of name change (if applicable), in photocopy (Romanian/English/French/Spanish/Italian) and certified translation (for all the other languages);
- *Birth certificate*, 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;

c. For Romanian citizens:

c1. Romanian citizens with studies in Romania:

- *High school diploma* or equivalent, in photocopy. Candidates who passed the high school graduation examination in the sessions of the 2023 – 2024
- academic year will also submit their high school diploma or a certificate issued by the education institution which should specify the general average obtained in the high school graduation examination and the fact that the diploma has not been issued yet). By way of exception, for candidates who passed the high school graduation examination in the sessions of the 2023 – 2024 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 high school diploma or equivalent, in photocopy;
- *Birth certificate*, photocopy;

- *Marriage certificate* (if applicable), photocopy;
- *Health certificate* issued by the family doctor or (school or local) medical practices, which indicates that the candidate is capable to attend academic studies;
- *Bachelor Degree* or equivalent, accompanied by the Diploma Supplement/Transcript (in photocopy), for those who wish to register for a second School. Candidates who passed the Bachelor degree examination in the sessions of the 2023 – 2024 academic year may submit, instead of the Bachelor degree, a graduation certificate, signed by the dean and the head secretary of the respective School, issued under the law, in photocopy, 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;
- *High school diploma* (certified photocopy) *and a certificate* which stipulates the quality of student in the 2023 - 2024 academic year and the form of education (for students who simultaneously attend the courses of another School), with the observation “High school diploma Series... and Number... is in the student’s file” signed by the dean and head secretary of the respective School;
- *Identity card*, in photocopy;

c2. Romanian citizens with studies abroad or who graduated high school 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:

- *High school diploma* or equivalent, in 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 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 photocopy) or a certificate* which specifies the quality of student in the 2023-2024 academic year, as well as the form of education (for student 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 and Passport*, in photocopy;

c2.2 Candidates with no certification issued by CNRED:

- *Standard form*, according to CNRED procedures;
- *High school diploma* or equivalent, in photocopy, if the document of studies is issued in Romanian/English/French/Italian/Spanish and a certified translation into Romanian (with electronic signature from the notary), 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 photocopy, if the document is in Romanian/English/French/Spanish/Italian, and in photocopy and a certified translation (with electronic signature from the notary) into Romanian for

documents issued in any other foreign languages;

- *Birth certificate*, in photocopy;
- *Proof of name change* (if applicable), in photocopy (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;
- *Personal identification documents*, in photocopy: passport/identity card and proof of name change (if applicable), in photocopy (Romanian/English/French/Italian/Spanish) and certified translation (for any other languages);

d. For Romanian candidates from everywhere:

- High school certificate/Diploma and transcript of records
 - Birth certificate
 - Marriage certificate (if applicable, in case of name changing)
 - Passport – first 3 pages
 - Identity card
 - Medical certificate stating that the applicant is fit to take bachelor's degree courses.
 - Declaration on one's own responsibility, 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 Everywhere, according to the legislation
 - For candidates wishing to attend the second faculty, a Bachelor's Degree or equivalent diploma is added, accompanied by the Diploma Supplement / Registration Sheet
 - * Graduates of the current year's promotion for whom the bachelor's degree has not been issued can electronically upload the graduation certificate with the bachelor's exam
 - For candidates who simultaneously attend another faculty, a Baccalaureate Diploma (photocopy) and a certificate showing student status in the current academic year and the form of education are required
- e. For the admitted and enrolled students, Romanian citizens, those from EU/EEA and Romanians from everywhere, 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.
- f. For the admitted and enrolled students from Third Countries, original documents and/or photocopy of the original are submitted, after students' arrivals in Romania, in physical format, at the International Recruitment and Admission Office, 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. Then, their file will be forwarded and certified by the School secretariat.

Art. 20

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 online placement test (if applicable).

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 an online placement test (if applicable), 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 admission examination schedule will be made public on the 28th of July 2023 on the university's web page, at the www.rau.ro address, 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 (if applicable), 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 English language 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 Exam test or equivalent (50%) and the average of the baccalaureate (50%).
- b. The level of English cannot be lower than B1-B2.
- c. The average for admission cannot be lower than 5 (five), according to the law.
- d. If a grade lower than 5 (five) is obtained, the candidate is declared rejected.

- e. In case the applicant is rejected at the Skype Interview, fails the English test or doesn't receive the letter of acceptance from the Romanian Ministry of Education, his overall admission grade will be 4.
- f. The admission average is calculated to two decimal places, as an integer number.
- g. 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 during the 2023-2024 academic year, 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, at the headquarters of the Romanian-American University, in Bucharest, 1B, Expoziției Avenue, sector 1 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, comprising the final and indisputable results.
 - List of candidates rejected, if appropriate.

Art. 36

Any appeal with regard to the results of the bachelor degree admission examination will be submitted to the university's registry office through the rectorat@rau.ro email address, in no more than 24 hours from the date of the publication of results and will be resolved by the Faculty admissions board, within 48 hours.

- a. 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. After the expiration of the deadline for the resolution of complaints, the results of the admission examination is final and cannot be modified.
- d. 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.

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, Expoziției 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 receiving 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 exam test, in the decreasing order of average grade, but within the legal limits of the tuition figure.

Art. 39

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

- Fill in the 1st year of studies enrollment form request, for the academic year 2023-2024;
- 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, 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;
- 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 candidates 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 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 contract 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 Charta, 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 sessions of December 21, 2022 and updated in May 2023.

RECTOR,
Professor Costel NEGRICEA, PhD

PRESIDENT OF THE SENATE,
Professor Ovidiu FOLCUȚ, PhD