
	WORKING PROCEDURE <i>RECOGNITION AND EQUIVALENCE OF UNDERGRADUATE STUDIES</i> CODE: PL-87	Edition : 2
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1. AIM

This procedure aims to establish norms, rules and guidelines to ensure that the activities related to the recognition and equivalence of studies at "Grigore T. Popa" University of Medicine and Pharmacy Iasi are properly conducted.

The procedure for the recognition and equivalence of undergraduate studies provides accuracy and fairness in describing the educational process for the study period, as well as the results obtained by each student / graduate.

2. FIELD OF APPLICATION

This procedure is enforced for the recognition and equivalence of undergraduate studies at "Grigore T. Popa" University of Medicine and Pharmacy Iasi.

3. REFERENCE DOCUMENTS

SR EN ISO 9000:2015 – Quality management systems. Fundamentals and vocabulary

SR EN ISO 9001:2015 – Quality management systems. Requirements

SR EN ISO 9004:2010 – Managing the organisation for sustainable success. A quality management approach

OMFP 400/2015 – regarding the approval of the internal / managerial Code of public entities, with subsequent updates

Law of National Education no.1/2011 (LNE)

Law no. 441/2001 for the approval of the Governmental Emergency Ordinance no. 133/2000 regarding fee-based graduate and undergraduate tuition

Law no. 288/2004 regarding the organisation of undergraduate studies

Charter of "Grigore T. Popa" University of Medicine and Pharmacy Iasi

Statutes of Undergraduate Studies at "Grigore T. Popa" University of Medicine and Pharmacy Iasi

Order no. 3223 / February 8, 2012 concerning the approval of the Methodology for the recognition of study periods completed abroad

Order no. 3677 / April 4, 2012 regarding the equivalence and recognition of study documents obtained abroad which do not correspond to the three Bologna study cycles implemented in Romania


Order no. 3158 / January 31, 2012 concerning approval of the List of prestigious universities from other countries

Order no. 651 / November 19, 2014 for the approval of the Methodology regarding the academic mobility of students

Order no. 3855 / May 26, 2016 for the approval of the Methodology regarding access of foreign citizens to studies and schooling in secondary education/higher education - state and accredited private institutions for the 2016-2017 school/academic year

Order no. 3473 / March 17, 2017 for the approval of the **Methodology** regarding access of foreign citizens to studies and schooling starting with the 2017-2018 school/academic year

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4. DEFINITIONS AND ABBREVIATIONS

This procedure employs terminology as defined in the “SR EN ISO 9000:2015 – Quality management systems. Fundamentals and vocabulary.”

QMS	– Quality Management System
WP	– Working Procedure
AB	– Administration Board
CRID	– Centre for Information and Documentation Resources
CRES	– Study Recognition and Equivalence Committee
CA	– Appeals Committee

5. DESCRIPTION OF PROCEDURE

5.1. *This procedure applies to:*


- I. *THE RECOGNITION AND EQUIVALENCE OF STUDIES carried out in other medical education institutions by students who request enrollment in a year of study other than the first or the final one, including via the final mobility system*
- II. *THE RECOGNITION AND EQUIVALENCE OF STUDIES in the case of students who have interrupted their studies or have withdrawn*
- III. *THE RECOGNITION AND EQUIVALENCE OF STUDIES in the case of Erasmus+ students*

5.2. *This procedure does not apply to students who plan to take the entrance exam in the 1st year, with the exception of students who have previously graduated from another higher education institution.*

CHAPTER I. THE RECOGNITION AND EQUIVALENCE OF STUDIES carried out at other medical education institutions by students who request enrollment in a year of study other than the first or the final one, including via the final mobility system

Art. 1.

The provisions of *this procedure* apply to students of Romanian or foreign citizenship who request ***the recognition and equivalence of study periods previously completed at other higher education institutions from Romania, EU and/or non-EU, EEA and Swiss Federation member states.***

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Art. 2. Students may benefit from final mobility with the following restrictions:

- no sooner than the completion of the 1st year of study and no later than the end of the penultimate year of study for the same specialization;
- only upon completion of an academic year, provided all the curricular requirements are met, with enrollment at the beginning of the subsequent academic year and *strictly based upon availability of seats in the year of study specified by the applicant.*

Art. 3.

*Studies carried out **earlier than six years** before recognition is requested are not recognized and shall have no equivalent.*

Art. 4.

The Centre of Information and Documentation Resources (CRID) operates at university level and is made up of the Vice-rector for Institutional Strategy, the Vice-rector for Graduate Study, 3 teaching staff appointed in this capacity by the university management, and the chief secretary of the university.

Art. 5.

*(1). Following proposal by CRID, a **Study Recognition and Equivalence Committee (CRES)** is set up at faculty level.*

(2). CRES is made up of the dean of the faculty as president, the members of the Dean's Council, and teaching staff with expertise in different specialities appointed in this capacity by the Rector's Decision and following a proposal by CRID.

(3). If the case may be, CRES is entitled to enrol other teaching staff in a consultative capacity in the process of assessing applications.

Art.6.

(1) The recognition and equivalence of studies is done by the Study Recognition and Equivalence Committee (CRES) in each faculty.

(2) CRES has the following responsibilities:


- a. Evaluation of application files for recognition and equivalence of studies;*
- b. Recommendation, upon evaluation, to enrol the applicant in the appropriate year of study or not to recognize previous studies;*
- c. Communication of evaluation results.*

Art. 7.

The recognition and equivalence of studies shall meet the following prerequisites:

*(1) The contents of studied disciplines (according to the respective **syllabi**) and their duration (according to the **curriculum or transcript of records**) *must* correspond with the equivalent syllabi and curriculum at "Grigore T. Popa" University of Medicine and Pharmacy Iași to a degree of **at least 70%**.*

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(2). The sum of transferable credits unacquired as a result of not having studied certain disciplines included in the Faculty curriculum at Grigore T.Popa U.M.Ph. **may not exceed a total of 15 credits** (Physical Education and in-house on-call duties are not included).


(3). For students who graduated from accredited universities in the E.U., equivalence is granted for *disciplines* pertaining to the academic year for which matriculation is requested, as well as for *disciplines* from subsequent years of study, if applicable.

(4). Only disciplines in which the applicant **passed the respective exams** at the educational institution where he/she studied previously shall be taken into consideration.

Art. 8.

The application file submitted for the recognition and equivalence of studies must include the following documents:

1. *The application seeking the issue of an letter indicating that the foreign national is allowed to study in a Romanian institution; all the entries in the application must be filled (Annex 1 – E.U. citizens, Annex 2- non- E.U. citizens);*
2. *The birth certificate – a notarized copy or a copy and a notarized translation in **duplicate**;*
3. *A notarized copy or a copy and the notarized translation of the marriage certificate in **duplicate**, when the name recorded on education related papers is different from the name on the identity card;*
4. *The **duplicate** unnotarized copy of a document indicating the residence address in another country;*
5. *The **duplicate** unnotarized copy of the identity card or of the passport; if necessary, the notarized translation of the said documents could be required;*
6. *The notarized copy of the Baccalaureate Diploma or a copy and a notarized translation of the Diploma, or, if necessary, the notarized copy of the certificate issued by the specialized body within the MESR for the recognition of a diploma obtained in another country and which grants access to higher education, in **duplicate**;*
7. *The notarized copies or notarized copies and translations of the transcripts indicating the academic situation for the passed years of study which should contain the disciplines, grades, number of credits earned and the number of hours allotted to each discipline, issued by the higher education institution attended by the applicant, in **duplicate**;*
8. Duplicate notarized copies or notarized copies and translations of the syllabi of the disciplines studied in the higher education institution previously attended by the applicant;
9. An official document indicating the grading system used in the attended institution as well as the equivalence between the said system and the European Credit Transfer and Accumulation System (ECTS) and if necessary, the notarized translation of the respective document;
10. *Two notarized copies of the certificate indicating that the person in case has graduated the preparatory Romanian language course or two copies of the certificate of language competence in the language of tuition and examination used in the chosen study program – level B2 minimum (except when that is the native*

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language of the applicant, in which case he/she must submit proof of citizenship of a country where that is the official language);

11. An affidavit indicating that prior studies have not been interrupted as a result of being expelled for breaking the code of ethics and conduct of the university of origin (in the Romanian language or, as the case may be, in French or English);
12. *A mobility application for the individuals who come from accredited Romanian universities.*

All the documents required to apply for the equivalence of studies shall be submitted **one time only**. No further additions to the application file are accepted, unless a request for additional documents is formulated by IDRC/CRES.

Art. 9.

The application files for the equivalence of studies will be submitted to the Registry of the University and the applicant will receive a registration number; this procedure has to be performed no later than the 1st of September of the academic year in question

The clerk who receives the file will write on its cover the mention: "To the attention of IDRC."


Art.10.

The Registrar of the University has the following responsibilities:

- collecting the documents submitted by applicants to the University Registry;
- checking that all documents required under Art.8 are included, in accordance with the standard Checklist; if the application file is not complete, the Registrar notifies the applicant urgently via electronic means of the missing document(s) and ensures the safekeeping of proof attesting to such communication;
- checking the legality/authenticity of documents filed for recognition and equivalence by sending formal letters and copies of said documents to the issuing Faculties/Universities (*using the IMI platform if possible*), and ensuring the safekeeping of proof attesting to such communication;
- checking whether the Faculty/University where the applicant studied is listed in the corresponding national CNRED database, and verifying the level of the program of study attended by the applicant in the higher education institution of origin, and ensuring the safekeeping of proof attesting to such verification; if the higher education institution is not recognized/accredited in the state of origin, the academic records submitted by the applicant cannot be recognized;
- in case of doubt relative to the authenticity and legality of the issued documents, the Registrar forwards the academic records (in electronic format) to CNREED for verification, and ensures the safekeeping of proof attesting to such communication.

Art. 11.

(1). After the documents included in the files in accordance with Art. 8 are verified, IDRC will send the files which correspond to the requirements mentioned in Art.10 to CRES for evaluation, within the faculty chosen by the applicant.

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(2). *The Registrar sends the candidate's documents to CRES, accompanied by a cover letter, within a time frame of **maximum 10 working days** and signs a confirmation of delivery indicating the date and hour when the procedure takes place. The period could be extended when the authenticity of the academic records and the status of the issuing university have to be verified; in this case the applicant is to receive a written explanation regarding the delay in solving his/her request beyond the expected date.*

Art. 12.

In order to approve the application regarding the recognition and equivalence of studies:

- (1) CRES checks, upon receiving the documents, that the standard checklist is matched by the filed documents.
- (2) *CRES carries out the evaluation of the files in view of recognition and equivalence of studies. At the end of the process, the proceedings are recorded in a protocol signed by all CRES members.*

Art. 13.

(1) *The process of recognition and equivalence is based on the analysis of the following elements:*


- *the number of transferable accumulated study credits – ECTS - obtained for studies carried out at the higher education institution the applicant is coming from;*
- *the results obtained during the previous studies, indicated by various evaluation/grading schemes. To that end, the average grades obtained will be converted using the conversion grid included in Decision no. 437/05.19.2017 established and applied at Grigore T.Popa U.M.Ph.- Iasi (attached as Annex to this Working Procedure).*
- *the curriculum covered by the applicant in the higher education institution he/she is coming from;*
- *for doctoral studies exclusively: the results of exams and scientific reports defended during doctoral studies attended in the higher education institution the applicant comes from; the list of articles and papers published during doctoral studies attended in the higher education institution the applicant comes from .*

(2) *The process of recognition and equivalence of studies for students enrolled in programs of study taught in a language other than their native one or that of their prior studies is contingent upon submitting proof of linguistic proficiency corresponding to level B2 or higher in the respective language of tuition (by means of internationally recognized certificates), included in the application file submitted to the University Registry.*

Art. 14.

(1). Following the analysis of the elements that make up the process of recognition and equivalence, CRES decides:

- Recognition and equivalence of passed examinations on the basis of reciprocity;
- Equivalence examinations;
- *The year of study the applicant may be enrolled in; for students who are foreign citizens, there is an extra requirement regarding their Romanian language proficiency - level B2*

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minimum, validated by institutions certified for the Romanian language, if they opt for the Romanian study programme.

(2) Subsequently, the process of recognition and equivalence ends with one of the following solutions:

- **The recognition of studies:** if there are no substantial differences with regard to the items mentioned under Art. 7, and the equivalent number of credits is the minimum required for the applicant's enrolment in the requested year of study;
- **The requirement for compensatory measures – equivalence exams, respectively:** in case there are some differences with regard to the items mentioned under Art. 7, but **CRES decides that the applicant may be enrolled in the requested academic year – according to the Art. 7, paragraph 2, provided he/she takes the equivalence exams;**
- **The enrollment in another year of study than the one requested by the applicant:** in case there are substantial differences with regard to the items mentioned under Art. 7, and **CRES decides which is the year of study for which enrollment is approved.**

(3) The enrolment in the year established by CRES upon the evaluation of the application is done based on the available places for the approved year of study without outnumbering the registration limit.

(4) Substantial differences consist in:

- a. A number of transferable credits insufficient for enrollment in the year of study the applicant would have been in at the higher education institution where the previous studies were carried out
- b. An insufficient number of specialized disciplines studied by the applicant at the higher education institution of origin, compared to the number of disciplines present in the Grigore T. Popa U.M.Ph. Iasi curriculum
- c. For doctoral studies: failing to pass the necessary exams, an insufficient number of research reports or articles published during doctoral studies carried out at the university where the applicant comes from.

(5) Students who, due to observed discrepancies between syllabi, are required to take equivalence exams in certain disciplines, must do so and pass all the exams or a part of them **within the first academic year following their enrollment** at “Grigore T. Popa” U.M.Ph. Iasi, so that by the end of that year they do not have more than 15 pending credits. If they do not comply with these requirements, they may be enrolled in a complementary year of study.


Art. 15. The time interval allowed for the evaluation of documents by CRES is of **maximum 10 working days** starting with the date the documents are received from the CRID, except for those cases when additional documents are required.

Art. 16. Upon completion of documents evaluation, CRES communicates in writing to CRID the result of the evaluation and the recommendation either that the applicant be enrolled in the corresponding academic year, or that the previous studies be not recognized.

Art. 17.

(1) Upon completion of the process of recognition and equivalence of studies by CRES, the Chief Secretary of the University:

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- a) writes to the candidate (via email) the result of the recognition and equivalence process and ensures safekeeping of the proof of communication;
 - b) forwards to M.E.N., according to the approved model, the list with the names proposed for the release of the Letter of Acceptance to Studies / Certificate, joined by the copies of the candidates' application files;
 - c) registers the documents for approval by the Rector of the University in order to issue the decision of enrollment in the corresponding academic year within the limit of the available number of places for that year;
 - d) supplements and updates the database with the names of the students whose prior studies have been recognized / equated.
- (2) The Chief Secretary of the Faculty forwards the application file and the enrollment decision signed by the Rector to the Chief Secretary of the Faculty where the application was made.

Art. 18. *The appeals to the decisions of recognition and equivalence*


- (1) *The appeals to the decisions of recognition and equivalence may be submitted to the Registration Office within maximum 3 working days from the day the email containing the decision of recognition and equivalence was sent.*
- (2) *Within two working days CRID summons the Appeals Committee, appointed by Rector's decision, and made up of 3 specialized members of the teaching staff other than the individuals who have first assessed the application file, and having qualifications and professional competences in the field for which the recognition and equivalence were requested.*
- (3) *The appeal is resolved within 3 working days from the date the Appeals Committee has been summoned.*
- (4) *The decision taken by the Appeals Committee, based on their discussion of the appeal, is final and not open to further challenge.*

CHAPTER II. THE RECOGNITION AND EQUIVALENCE OF STUDIES in the case of students who have interrupted their studies or have withdrawn

The equivalence is done according to the general criteria outlined in Chapter I, with the following additions:

Art.1. If the studies were carried out **earlier than six years** before recognition is requested, no equivalence can take place.

Art. 2. The students who interrupted their studies must, upon resuming, fulfill the didactic duties resulting from changes in the curricula (as the study of new disciplines and the taking of equivalence exams for the acquisition of transferable credits).

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CHAPTER III. THE RECOGNITION AND EQUIVALENCE OF STUDIES in the case of Erasmus + students

Art. 1.

The recognition and equivalence of studies for student mobilities and internships.

a) According to criteria mutually accepted by the two Universities, by means of the Bilateral Erasmus+ Agreement of Cooperation, the period of study abroad must receive an immediate full academic recognition.

b) The home university will ensure the recognition of the study period abroad, including exams or other forms of assessment and evaluation, even when the syllabus has a different content.

c) The framework for equivalence of the period of study abroad is the ECTS system. The Faculties shall validate the transcript (study records) containing the results obtained and the corresponding credits, as issued by the partner University.

d) Upon return the CRES corresponding to the Faculty where the student is enrolled decides the grades which will equate the exams taken in the disciplines studied at the partner faculties according to Decision no 437/19.05.2017. The written report for the equivalence of the studies carried out at the partner University will be made in conformity with the academic and internship records along with other documents proving that the student has attended the disciplines mentioned in the learning agreement, and has been graded and has possibly obtained credit.


The equivalence of the grades obtained for the disciplines covering the internship period is done through clear and transparent conversion rules, focused on competences and not on the names of the disciplines, based on a correlation between the grading systems of the two countries.

e) The grades and credits obtained by the students in the courses included in the learning agreement will be recorded in the student's transcript.

f) The equated grades are listed in the equivalence report, the centralized grades register, the official academic record and the R-student program, the calculation of points being automatically made using the following formula: the grade multiplied by the number of credits assigned to the respective discipline. The results of the exams taken by the student upon returning at the University are recorded in special grade registers for each discipline. These are kept in the student's individual file.

g) Erasmus+ students are exempted from the article in the undergraduate studies regulations regarding the passing from one study year to the next, which may be done with a maximum of 15 pending credits still to be obtained from the preceding year, but only for the year when the students return to their home University.

h) The credits obtained abroad must correspond to the disciplines that the student would otherwise study at "Grigore T. Popa" U.M.Ph. Iasi in the respective year of enrolment and travel. Exams passed for disciplines which are part of senior years of study may be recognized as well (credits obtained in advance).

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In the following academic year, Erasmus+ students will be enrolled for the same type of tuition (state-funded or fee-based) for which they were enrolled previously in the year when the Erasmus+ mobility took place.

- i) The Erasmus+ student has the right, according to a specific and non-discriminatory classification procedure, to sit in the following academic year in any exams he/she has not yet passed as a result of participating in the Erasmus+ Programme.
- j) Exams in disciplines which are not included in the study/training agreement referring to the Erasmus+ mobility, as well as failed exams from during the Erasmus+ mobility period are to be taken at the home university during the sessions of exams approved by the respective university.
- k) Special sessions of exams may be organized in case students are unable to participate in sessions of exams approved by the university due to their Erasmus+ mobility.
- l) Work on drafting the graduation thesis and the summer practicum will be credited and recognized only if they were initially included in the student's mobility contract.

5.2. Process description

Activity	Inputs		R	C	I	Documents registration
	From?	What?				
1	2	3	4	5	6	7
Receipt of application form and file and equivalence of studies	Applicant student	Application form + file of documents requested for the recognition and equivalence of studies	Registrar Office + CRID	-	University Chief Secretary	Application file + file of documents for recognition and equivalence of studies
Verifying the existence of documents acc. to Art. 6 of the procedure	CRID	Application form + file of documents requested for the recognition and equivalence of studies	University Chief Secretary	CRI D	CRES	Application file + file of documents for recognition and equivalence of studies
Written communication for verifying authenticity of study documents	Study documents of applicant student	Official letter confirming authenticity of study documents	CRID University Chief Secretary	ME N	Education institution which issued study documents	Official letter



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Activity	Inputs		R	C	I	Documents registration
	From?	What?				
1	2	3	4	5	6	7
Assessment and evaluation of study documents	CRID	Application form + file of documents requested for the recognition and equivalence of studies	CRES Faculty	-	CRID University Chief Secretary	Recognition and equivalence written report
Decisions regarding equivalence and equivalence exams	CRID	Written report	CRES Faculty	D	CRID University Chief Secretary	Recognition and equivalence written report
Informing the applicant student	CRES Faculty	Written report	University Chief Secretary	CRI D	Applicant student	Recognition and equivalence written report
Appealing the equivalence decision	Applicant student	Appeal	University Chief Secretary	CRI D	Appeals commission	Appeal
Appeal decision	University Chief Secretary	Appeal	Appeals committee	CRI D	University Chief Secretary	Equivalence decision
Informing the applicant student	Appeals committee	Equivalence decision	Appeals committee	CRI D	University Chief Secretary	Equivalence decision
Submitting the equivalence decision for enrolment purposes	CRID University Chief Secretary	Enrolment decision	RECTOR CRID	-	CNRED / International Relations Department - MNE	Enrolment decision
Submitting the list of admitted candidates + files	CRID University Chief Secretary	List of admitted candidates + files	CRID University Chief Secretary	RECTOR	CNRED / International Relations Department - MNE	List of admitted candidates + files
If necessary, informing CNRED / MNE of doubts regarding authenticity of study documents	CRID University Chief Secretary	Official letter and study documents of applicant student	CRID University Chief Secretary	RECTOR	CNRED / International Relations Department - MNE	Official letter
Request to issue Letter of Acceptance	CRID University Chief Secretary	Official letter	CRID University Chief Secretary	RECTOR	CNRED / International Relations Department - MNE	Official letter
<p>KEY R – is responsible for the activity C – collaborated I – informs</p>						

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5.3.RESOURCES

5.3.1. Material resources

- Standardized application file (standard template approved and transmitted by the Ministry of National Education)
- The personal file of each applicant student
- The curricula approved by the Faculty Teaching Board and the Senate of “Grigore T. Popa” University of Medicine and Pharmacy Iași
- Exam grading records for each discipline, mentioning the grades awarded to each undergraduate/master student as a result of equivalence/evaluation
- Written report for the recognition and equivalence of studies
- Standardized academic records approved by the Ministry of National Education

5.3.2. Human resources

- University Registrar
- University Chief Secretary
- CRID members
- CRES Faculty members
- Appeals committee members
- Rector, with specific tasks outlined in each case.


5.3.3. Financial resources

The corresponding share of the general expenditure of the “Grigore T. Popa” University of Medicine and Pharmacy Iași for the purchase of consumables necessary for this activity and the subsequent maintenance services.

6. RESPONSIBILITIES

ACTIVITIES	RESPONSIBLE				
	SSU	CRID	CRES	CC	R
Receipt of <i>application</i> + file with documents for the recognition and equivalence of studies	X	X	-	-	-
<i>Verifying the existence of documents acc. Art. 6</i>	X	X	-	-	-
<i>Informing the applicant of any missing documents (if the case)</i>	X	-	-	-	-
<i>Evaluation of study documents</i>	-	X	X	-	-
Decision regarding equivalence exams	-	X	X	-	-
<i>Recognition and equivalence of studies</i>	-	X	X	-	-
Informing the student	X	-	-	-	-
Receiving appeals	X	-	-	-	-
<i>Resolving appeals</i>	-	-	-	X	-
Announcing the results of the final evaluation	X	-	-	-	-
<i>Issuing the enrolment decision</i>	X	X	-	-	-
<i>Approving the enrolment decision</i>	-	-	-	-	X
<i>Submitting to CNRED / MNE the list of admitted candidates (according to the final Template) and files</i>	X	X	-	-	-
<i>Requesting the Letter of Acceptance</i>	X	X	-	-	-

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KEY

CRID – Centre of Resources of Information and Research
 CRES – Commission for the Recognition and Equivalence of Studies
 CC – Appeals Committee
 R – Rector
 SSU – University Chief Secretary

7. ANNEXES AND REGISTERED DOCUMENTS

No.	Name of document	Code	Authorship:	Approved:	No. of copies:	Distributed to:	Duration of safekeeping (years)	Place of safekeeping	Duration of archive (years)
1.	Application form + Documents for the recognition and equivalence of studies	-	<i>Applicant student</i>	CRID	1	Secretariat	7	<i>Faculty Secretariat</i>	Permanent
2.	Written report of recognition and equivalence of studies	-	CRES CC	R / CA	1	Secretary + Student	7	<i>Faculty Secretariat</i>	Permanent
3.	<i>Letter of Acceptance</i>	-	<i>CNRED / International Relations Department</i>	<i>MEN</i>	<i>1</i>	<i>Student file</i>	7	<i>Faculty Secretariat</i>	<i>Permanent</i>
4.	<i>Decision no. 437/19.05.2017</i>	-	<i>Vice-Rector's Office for International Relations</i>	CA	1	Secretariat	7	<i>Faculty Secretariat</i>	<i>Permanent</i>

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