



Approved in the Senate's meeting from 25.01.2018

METHODOLOGY FOR THE ADMISSION COMPETITION FOR SELF-FUNDED PLACES (FOREIGN CURRENCY) IN THE MASTER PROGRAM WITH TUITION IN ROMANIAN, ENGLISH OR FRENCH LANGUAGE, IN THE ACADEMIC YEAR 2018-2019

The admission of self-funded candidates (paying in foreign currency) in the master programs with tuition in Romanian, English or French language at the *Grigore T. Popa* University of Medicine and Pharmacy (U.M.Ph.) Iasi, for the academic year 2018-2019 is based on the evaluation of academic and personal achievements and is carried out in compliance with the National Education Law No.1/2011, the guidelines issued by the Ministry of National Education and the rules and regulations of the University, according to the principle of academic autonomy.

Eligibility to enroll in the admission competition for self-funded places (foreign currency), consisting in the evaluation of the candidates' academic and personal achievements, is as follows: citizens from non-EU and EU member states, as well as citizens of the European Economic Area and the Swiss Confederation, and Romanian citizens are eligible to apply for the study programs with tuition in Romanian, English or French language.

Art. 1. General provisions

a. The admission, by means of evaluating the candidates' academic and personal achievements, for self-funded places (foreign currency) at the *Grigore T. Popa* University of Medicine and Pharmacy Iași in the academic year 2018-2019, for the master programs taught in Romanian, French and English language, is carried out by assessing the candidates' application files according to this methodology.



b. In order to be admitted, candidates must meet the following requirements:

- they have submitted documents indicating their citizenship;
- they are graduates with a Bachelor Degree or an equivalent of this document, according to the regulations of the Ministry of National Education;
- they have submitted their application file according to the admission timetable posted on the website of the *Grigore T. Popa* U.M.Ph. Iasi and have complied with the deadline hereby established;

Art. 2. Documents required for study enrolment

The documents required in order to enroll in the master programs offered by the *Grigore T. Popa* University of Medicine and Pharmacy in Iasi are as follows:

- Standardized Application Form for the issue of the Letter of Acceptance to study (non-E.U. states) / Certificate of Recognition and Equivalence of studies carried out abroad form (E.U. states) - 2 copies, completely filled out and signed;

- Certified copies or copies and certified translations in Romanian language if the document is in a different language than English or French, of the Bacalaureate Diploma, or an equivalent to the Bacalaureate Diploma - 2 copies;

- Certified copies or copies and certified translations in Romanian language if the document is in a different language than English or French, of the Bachelor Degree, or an equivalent to the Bachelor Degree.

Graduates of 2018 who have not yet received their Bachelor Degree will submit an official certificate signed and/or stamped (depending on the standard procedure of the respective institution), issued by the institution organizing the Bachelor Degree Exam; the document should indicate the fact that the candidate has passed the examination and must contain the grades obtained for each matter - 2 certified copies. If the document is not issued in French or English, the original certified translation in Romanian language is mandatory - 2 copies;

- Certified copies or copies and certified translations in Romanian language if the document is in a different language than English or French, of high-school transcripts/ study records/diploma supplements for the study years in faculty, authenticated by the competent authorities of the issuing country - 2 copies.

Graduates of 2018 who have not yet received their Bachelor Degree will submit an official certificate signed and/or stamped (depending on the standard procedure of the respective institution), issued by the institution organizing the Bachelor Degree Exam; the document should indicate the average of the study years from the faculty - 2 certified copies. If the

document is not issued in French or English, 2 original certified translations in Romanian language are mandatory;

- Certified copy of the birth certificate, or simple copy and certified translation. In case the document is not written in French or English, Romanian translations are mandatory - 2 copies;

- A copy of the document specifying the permanent residence abroad (issued by the respective Town Hall or the Prefecture in the home city) - 2 copies;

- A copy of the passport (pages 1, 2, 3 and 4) valid for at least 6 months after the date of acceptance to studies at the University - 2 copies;

- A medical certificate from the country of origin or residence containing proof of hepatitis B vaccination; information regarding whether the candidate is registered or not as suffering from chronic diseases, a mention that the candidate does not suffer from contagious diseases or other diseases incompatible with the future profession, and the candidate's psychiatric evaluation. In case the document is not written in French or English, the original copy of certified Romanian translation is mandatory - 2 copies;

- Legalized copy of the language proficiency certificate in the language of tuition, attesting at least B2 level - 2 copies. Persons coming from countries where the official language of the state is the language in which the courses are conducted and which show, with school documents, that they have attended the courses in that language, are exempted from the requirement to present a language proficiency certificate.

- A receipt of payment of the file processing fee;

- Checklist of submitted documents.

Demonstrating the authenticity of study documents submitted for recognition/equivalence purposes

1. For diplomas issued in Republic of Moldova no additional certification or apostille is necessary. Diplomas issued prior to 2008 (as well as diplomas issued after 2008 which cannot be verified via the portal of the Ministry of National Education) shall be submitted together with an original Statement of Authenticity issued by the Ministry of Education from the Republic of Moldova - in original;

2. For countries part of the Hague Convention, any study documents submitted for recognition/equivalence shall have the Hague Apostille given by the appropriate authorities in the issuing country; study documents from Italy, Greece, Spain, Portugal and Cyprus shall have the Hague Apostille, while the other EU member states are exempted;
3. For countries NOT part of the Hague Convention, study documents shall be authenticated additionally or shall be submitted together with Statements of Authenticity from the appropriate institutions in the respective country of origin;
 - *Additional authentication is carried out by the Ministry of External Affairs in the issuing country and the Romanian Embassy/Consulate in the respective country, or by the Ministry of External Affairs in the issuing country and the country's Embassy/Consulate in Romania and the Romanian Ministry of External Affairs; for countries where there are no Romanian diplomatic missions, the study documents shall be approved by the Ministry of Education and the Ministry of External Affairs from the issuing country;*
 - *The candidate's full name (surname, first name) will be written identically (spelling included) in all submitted documents. Any discrepancy/omission will result in the application file not being processed.*

Art. 3. The application procedure

a. The candidate will access the section [Foreign Students' Registration Portal](#) on the e-platform of the *Grigore T. Popa* University of Medicine and Pharmacy (www.umfiasi.ro) and upload as .jpg, .pdf the scanned documents requested under Article 2. The platform only allows for candidates' documents to be loaded strictly within the period established and published on the website. The candidate will specify the Faculty and the master's program that he applies for.

b. CANDIDATES APPLYING ONLINE, ONCE THEIR ELECTRONIC FILE HAD BEEN ASSESSED AND DECLARED ELIGIBLE, MUST ALSO SUBMIT THE FULL PAPER DOCUMENTATION IN A SEALED ENVELOPE (ACCORDING TO ART.2) THE MASTER PROGRAM THEY ARE OPTING FOR SHOULD BE CLEARLY MARKED ON THE EVELOPE, AS WELL AS THE LANGUAGE OF TUITION (ROMANIAN, ENGLISH OR FRENCH). THE DOCUMENTS FROM THE ELECTRONIC FILE MUST BE IDENTICAL WITH THOSE FROM THE PAPER-BASED FILE.

The paper-based file shall be sent by mail to the following address:

Universitatea de Medicina si Farmacie *Grigore T. Popa* Iași

Str. Universității, Nr.16, 700115

Iași, Romania

c. The uploaded documents on the University's website and those submitted by post at the University, must respect the posted calendar. Exceeding this term implies disqualification of the candidate.

d. A non-refundable file processing fee of 100 €/ application (file), not including bank fees, shall be paid by the candidate through one of the following banks. Applicants shall add the payment receipt in both electronic and paper format to the application file:

1. ALPHA BANK

Bank Address: B-dul Independenței nr. 7, Iași, România

Account Number: IBAN- RO23BUCUE01187022511EU98

Bank Code: SWIFT- BUCUROBU

Beneficiary: Universitatea de Medicină și Farmacie „Gr. T. Popa” Iași

2. BRD-GSG

Bank Address: Str. Anastasie Panu nr. 1B-2A, Iași, România

Account Number: IBAN- RO40BRDE240SV34042282400

Bank Code: SWIFT- BRDEROBU

Beneficiary: Universitatea de Medicină și Farmacie „Gr. T. Popa” Iași

3. BANCA COMERCIALA ROMANA

Bank Address: Str. Palat nr.11, cod poștal 700019, Iasi

Account Number IBAN - RO32RNCB0175033582340054

Bank Code Cod swift: RNCBROBU

Beneficiary: Universitatea de Medicină și Farmacie „Grigore T. Popa” Iași

The candidate's name and the choice of master program shall be mentioned on the proof of payment of the application file processing fee (bank receipt).

e. Adding more documents to the application files already submitted to the *Grigore T. Popa* U.M.PH. Iasi will be accepted only in the term allocated to the enrollment period.

f. Candidates shall fill in their personal data from the passport with PRINT LETTERS on the e-learning platform of *Grigore T. Popa* U.M.Ph. Iasi, and are responsible for the accuracy of the inputs.

ANY INACCURACY BETWEEN THE DATAS FROM THE OFFICIAL DOCUMENTS OF THE CANDIDATE AND THOSE FILLED IN THE ONLINE REGISTRATION PLATFORM, WHICH STILL PERSISTS AT THE END OF THE PERIOD OF THE SUBMISSION OF FILES ON PAPER, RESULTS IN THE REJECTION OF THE CANDIDATE'S APPLICATION.

Art. 4. The procedure for review and evaluation of application files:

a. Candidates' online files are processed, based on random distribution, by a Committee appointed by the Decision of the Administration Board. Each application file will be reviewed by two Secretariat members from the Dean's Office, checking to see if the online file contains all the documents listed in Art.2. If the file is complete, an electronic message will be sent requesting the candidate to submit the documents in paper format. If the file is incomplete, an electronic message will be sent requesting the candidate to supply the missing documents online. If the candidate fails to supply the missing documents, the electronic message of request is sent again. If candidates fail to complete their file after the second electronic message of request, they will be declared rejected and a final electronic message of ineligibility will be sent. If candidates act upon the Committee's request and complete their online file, this will be reviewed by the aforesaid Committee and an electronic message will be sent requesting candidates to submit the documents in paper format.

b. Applications filed at the Registrar Office of the "Grigore T. Popa" U.M.P. Iași or sent by post/courier, *having the Master program of the candidate's choice clearly marked on the cover*, will be transferred on the day of arrival to the Chief Secretary of the faculty the candidate applied for, on the basis of a signed Delivery and Acceptance Protocol. Files will be checked for the existence of all documents mentioned in Art. 2 and for any discrepancies compared to documents uploaded by the candidate on the e-learning platform of the *Grigore T. Popa* U.M.Ph. Iasi. This will be done by the Documents Conformity Verification Committee made of Faculty Secretariat staff, according to the Procedure. Also, an Accompanying Form (Annex 4) will be attached to each application file. Checked files will be stored securely in a locked cabinet.

c. Any discrepancy between the documents uploaded on the e-platform and those submitted on paper leads to disqualifying the candidate.

d. Paper-based files will be reviewed by the Evaluation and Scoring Committee (teaching staff). Each file will be processed by two evaluators and scored separately, according with the Candidate File Evaluation Grid. If the two evaluators score differently, the President

of the Committee will ask for the file to be reviewed again in the presence of the evaluators. The score for each file will be recorded both in the paper form attached to the file and in the online registration form of the candidate.

The files will be evaluated by the Evaluation Committee and the mark will be calculated as follows :

-License exam: 40%

-Annual average: 60%

The candidates will be declared admitted in descending order by average of admission.

Art. 5. The display of results. Appeals.

a. Following the evaluation of the application files, candidates will be ranked for each Faculty and master program. If two or more candidates for the same Faculty/master program have an equal final score, the deciding criterion will be the grade for the License Exam.

b. Temporary lists with the potentially admitted candidates will be displayed, in descending order of the obtained score.

c. Candidates may submit an appeal to this results, at the University's Registration Office or by e-mail at the address rectorat@umfiasi.ro, according to the competition's timetable. The Appeal Resolution Committee will get together, analyze and solve the appeals, and the resolutions will be posted on the University's website.

d. After the period of submission and resolution of the candidates' appeals has ended, final lists will be posted.

e. Appeals submitted after the end of the period of submission of appeals will not be taken into consideration.

Art. 6. Obtaining the Letter of Acceptance / Certificate of recognition/equivalence for studies carried out abroad

a. In order for the Letters of Acceptance / Certificates to be issued, the Secretariat of the Rector's Office will send to the Ministry of National Education (MNE) the list of potentially admitted candidates by means of the process hereby outlined, together with copies of their application files (according to the instructions issued by the Ministry of National Education).

b. The Letter of Acceptance and the Certificate of Recognition/Equivalence for studies carried out abroad, issued by MNE, are documents necessary and mandatory for non-EU citizens to be able to study at the *Grigore T. Popa* U.M.Ph. Iasi.

Art. 7. Students' enrolment

a. Admitted candidates will have to inform the University in writing and confirm their decision to enroll. The decision will be accompanied by proof of payment of the tuition fee in full. If the prospective student fails to send such proof, the University reserves its right to reject the application, and the place goes automatically to the first candidate on the approved reserve list.

b. After obtaining the Letter of Acceptance / Certificate of Recognition/Equivalence of studies carried out abroad, issued by MNE, candidates may enroll within 15 days from the beginning of the academic year, or at a later date, approved by the Administration Council of the U.M.Ph. *Grigore T.Popa* Iasi and can begin their studies at the Faculty and master program they were admitted at. Failure to enroll in the enrolment deadline leads to the cancellation of enrolment.

c. For enrolment purposes, candidates who are non-EU citizens must obtain the study visa from the Romanian Embassy in the country of origin, which will be granted based on the Letter of Acceptance issued by the General Direction for International Relations and European Affairs at MNE, Romania.

d. Upon enrolment, candidates will submit the study documents and the language proficiency certificate, at least B2 level, **in original**.

e. Upon enrolment, candidates must submit proof of payment of the tuition fee in full. The value of tuition fees is decided by the Senate of *Grigore T. Popa* U.M.Ph. Iasi in accordance with the National Education Law 1/2011 and the Government Ordinance No. 22/2009. The tuition fee for master programs in English or French language is 2 500 euro/year.

f. The files of rejected candidates or of those giving up their place shall be returned to the candidates (or their representatives designated by means of power of attorney) no later than 48 hours after the submission of a formal request by the candidate, without any additional fees. The request shall be submitted at the *Grigore T. Popa* U.M.Ph. Iasi Registration Office.

Art. 8. General dispositions

a. Any changes to regulations underpinning the Methodology for the admission competition for self-funded places (foreign currency) in the master programs with tuition in Romanian,

English or French language in the academic year 2018-2019, based on the evaluation of the candidates' academic and personal achievements results in corresponding changes to the methodology hereby outlined.

b. The calendar of the admission competition is decided by the Administration Board of the *Grigore T. Popa* University of Medicine and Pharmacy Iași.

RECTOR

Viorel Scripcariu, PhD, M.D.

LEGAL OFFICE

Vasilica Mirela Iacob, Legal adviser