

 <p>UNIVERSITATEA TEHNICĂ DIN CLUJ-NAPOCA BIROUL DE RELAȚII INTERNAȚIONALE</p>	Procedura privind confirmarea actelor de studii sau a statutului de absolvent/fost student al UTCN pentru companii de echivalare/ instituții din străinătate	Ediția: I
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OPERATIONAL PROCEDURE

PROCEDURE FOR CONFIRMATION OF STUDY DOCUMENTS OR OF GRADUATE/EX-STUDENT OF TUCN STATUS FOR EQUIVALENCE COMPANIES/INSTITUTIONS ABROAD

Cod UTCN: PO_BRI_02

1. PURPOSE OF PROCEDURE

The procedure aims to specify regulations for confirmation of study documents issued by TUCN to its graduates or ex-students who apply for equivalence of studies/employment abroad.

2. SCOPE

The procedure applies to the International Relations Office, the Study Documents Offices of all faculties, as well as to the Accounting-Financial Department for all financial aspects.

3. REFERENCE DOCUMENTS

1. First procedure approved by the Senate, UTCN in 2006.
2. Decision Nr. 23156/15.10.2007, approved by the Senate Bureau on the 16.10.2007.
3. Decision of the Senate 555/26.02.2016
4. Governmental decision No. 5800/2015, updated, regarding the registration of accredited Romanian higher education institutions in the Information System for domestic market (ISM).

4. DEFINITIONS AND ABBREVIATIONS

4.1. Definitions

- **Study documents** in higher education are official documents, under special regime, which certify that higher education programmes have been attended and that titles or degrees have been obtained. Study documents are: diploma, certificate or course certificate.
- **Diploma** is an official study document which certifies the professional education of a graduate and that a degree has been obtained as a consequence of graduating Bachelor, Master or PhD programmes.
- **Certificate** is an official document which confirms that a fact is true or that a document is authentic or in which a certain capacity is confirmed, in order for the owner to benefit of the inherent rights.
- **Course certificate** is an official study document which confirms the attendance of a course, learning and acquiring of competencies in a certain field.
- **Duplicate** is the second copy of an official study document, issued in case the first has been lost or damaged completely or partially.
- **transcript of records or diploma supplement** are annexes to the study documents which contain the owner identification information, the study programme and specialization the owner graduated, as well as results obtained during the studies.
- **Register of study documents** is an official document, under special regime, in which the series and number of diploma, personal identification information of the diploma owner, issue date and signature of issuer/owner of diploma are recorded.
- **SWIFT** is a unique international code of identification of banking institutions (acronym of *Society for Worldwide Interbank Financial Telecommunication*)
- **Cod IBAN-** every current bank account has a unique identification number, made of 24 characters. This is called IBAN code (International Bank Account Number), and is internationally recognized.

4.2. Abbreviations

TUCN –Technical University of Cluj-Napoca
CUNBM- North University Centre, Baia Mare
IRO- International Relations Office
RON- Romanian currency
USD- USA currency

5. DESCRIPTION OF PROCEDURE

Types of confirmations

1. confirmation of study documents with fee (a signature and stamp of the Rector's office is applied on each page of the documents issued by TUCN – diplomas/transcripts of records and the first page of the syllabus).
2. confirmation of graduate/ex-student status – no fee (confirmation is issued in writing only, via email or fax).

Note: For specific cases in CUNBM, the IRO of CUNBM will take over the IRO's responsibility.

PART I – CONFIRMATION OF STUDY DOCUMENTS WITH FEE

- 5.1. Documents necessary for the issuing of the confirmation of study documents:
 - Form (Annex 1) – filled in by the graduate, when the graduate is the one sending the documents for confirmation;
 - copy of Graduation diploma/Degree diploma;
 - copy of Transcripts of records with grades obtained during the undergraduate studies/Diploma supplement;
 - Copy of Master's Degree diploma or Postgraduate studies diploma (whichever one applies);
 - copy of Transcripts of records with grades obtained during the Master studies or postgraduate studies/Diploma supplement (whichever one applies);
 - Syllabus (whichever one applies);
 - Copy of receipt for payment of confirmation of study documents fee.
 - A form from the company where the application for confirmation was made.

Note: the graduate first checks the conditions of the equivalence company or institution abroad where she/he applied. If the company/institution requires documents issued in a foreign language, the graduate should use an authorized translation service of a notary's office. The translated documents will later be sent in the same envelope with the confirmation papers.
- 5.2. IRO keeps in touch with the equivalence company/institution, receives the set of documents for which confirmation is requested and sends them to the Office for Study Documents of each faculty, in order for these to be checked.
- 5.3. for documents issued by faculties, IRO collaborates with the faculty secretaries to verify authenticity of documents sent.

- 5.4. the Office for study documents or the faculties confirm in writing to the IRO if the study documents sent for verification are in accordance with the information from their Register of Study Documents .
- 5.5. the set of documents is signed by the Rector's office and is sent by the IRO to the company/institution which requested the confirmation.
- 5.6. the fees for confirmation of studies are:
- 50 USD/set of documents confirmed (these can be given in a sealed and signed envelope to the designated person, to be sent at the given address, via a mail delivery service). Designation document can be issued as a written request or an email request.
 - 40 USD/post charges for the university posting the documents via fast mail of Romanian Mail services.
- 5.7. fees can be paid:
- a) to the tax office of the TUCN (15 Constantin Daicoviciu street)
 - b) by bank transfer in the following bank accounts:

USD account	RON account
UNIVERSITATEA TEHNICA DIN CLUJ-NAPOCA Str. Memorandumului nr. 28, 400114 Cluj - Napoca, Romania IBAN RO66RNCB 0106 0266 0155 0003(USD) COD SWIFT : RNCBROBU Adresa: Banca Comercială Romana (BCR) Sucursala Cluj-Napoca, Str. Barițiu nr. 10-12, Cluj-Napoca Romania	UNIVERSITATEA TEHNICA DIN CLUJ-NAPOCA Str. Memorandumului nr. 28, 400114 Cluj - Napoca, Romania IBAN RO35TREZ 21620F330500XXXX (Romanian lei- RON) COD SWIFT : TREZROBU Adresa: Adresa: BN Trezoreria Municipiului Cluj-Napoca, Str. Regele Ferdinand Nr. 8

In both cases, the proof of payment must be provided before confirmation is issued.

- 5.8. In case the fee is paid via bank transfer, IRO will check with the Financial Department whether the fee has been received in the university's bank account. The confirmation will be issued after the bank transfer has been made.
- 5.9. For dispatch of envelopes via the Romanian Post fast services, the Registration office will prepare the necessary papers of the corresponding bill.
- 5.10. IRO shall inform the company/institution from abroad or the student on the date and number of the dispatch of the envelope containing the set of confirmed study documents requested.

PART 2 – CONFIRMATION OF GRADUATE/EX-STUDENT STATUS – NO FEE

- 5.11. The company/institution sends the request for confirmation of graduate status by email to the IRO, attaching the copy of the diploma issued by TUCN (if the graduate status must be confirmed) and the transcript of records/diploma supplement (if the confirmation of the studies period must be confirmed).
- 5.12. in the case in which the request refers to an ex-student who has not graduated, the company/institution from abroad/the ex-student shall send the IRO copies of documents which certify she/he was a student in the TUCN.
- 5.13. the IRO takes the request accompanied by the necessary documents and forwards it to the Study Documents Office or to the faculties for verification.
- 5.14. for documents issued by faculties, IRO collaborates with the faculty secretaries to verify the authenticity of received documents.
- 5.15. the Study documents office or the faculties confirm in writing to the IRO that the documents under verification are in accordance with the information kept in the registers of the Study documents office/faculties .
- 5.16. IRO confirms the status of graduate/ex-student, in writing to the company/institution from abroad, by email or fax.

PART 3 – CONFIRMATION ON THE ONLINE PLATFORM OF THE INFORMATION SYSTEM FOR DOMESTIC MARKET (ISM)

- 5.17. According to Decision 5800/2015, TUCN is registered to ISM platform and the designated representatives named by decision of the Rector as users of the platform answer to the received requests.

6. RESPONSIBILITIES

- 6.1. the International Relations Office (IRO) keeps in touch with the companies and institutions for the equivalence of study documents from abroad and with the TUCN faculties.
- 6.2. the Study documents office keeps in touch with IRO
- 6.3. the faculties secretaries keep in touch with the IRO and the Study documents office
- 6.4. Finance-Accounting department – for cases when fees are paid - keeps in touch with IRO

7. REGISTERED DOCUMENTS

- form for confirmation of study documents
- written confirmations
- TUCN register
- IRO register
- register of the Study documents office
- faculty register
- ISM system

8. ANNEXES

- Annex 1- form for confirmation of study documents

9. FORMS

- form for confirmation of study documents

FORM FOR CONFIRMATION OF STUDY DOCUMENTS

(to be filled in capital letters)

Graduate (full name when graduate) : _____
Faculty _____
Specialisation _____
year of graduation _____

Graduation Diploma Series/No. _____
Transcript of Records/Diploma supplement attached No. _____
issued on (date) _____

Postgraduate studies diploma/Master's Degree Diploma Series/No. _____
with Transcript of Records/Diploma supplement attached No. _____
issued on (date) _____

I submit the present form accompanied by the following copies of study documents mentioned above (and, optionally, translated copies):

1. _____
2. _____
3. _____
4. _____
5. _____

confirmation of documents shall be sent to the following address:

Name of the institution abroad: _____

Address _____

Country _____ Tel/Fax: _____

E-mail _____; Contact person _____

The designated person (surname/name / no of Identification Document) / when confirmation is to be sent via a designated person:

NAme..... No. of Identification Document.....

Signature.....