

MINISTERUL EDUCAȚIEI



UNIVERSITATEA TEHNICĂ
DIN CLUJ-NAPOCA

REGULATION ON ACADEMIC MOBILITY OF STUDENTS COMING FROM RECOGNISED HIGHER EDUCATION INSTITUTIONS IN UKRAINE

ACADEMIC YEARS 2021-2022 AND 2022-2023

**REGULATION ON ACADEMIC MOBILITY OF STUDENTS COMING FROM
RECOGNISED HIGHER EDUCATION INSTITUTIONS IN UKRAINE**

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CHAPTER 1 - GENERAL PROVISIONS

Art.1.1.

This Regulation is based on the following legal and institutional provisions:

- The Romanian Law of Education no. 1/2011
- Law no. 172/1998 regarding the ratification of the Convention on the Recognition of Qualifications concerning Higher Education in the European Region, adopted in Lisbon on 11 April 1997
- Order no. 5140/2019 approving the Methodology on academic mobility of students, with subsequent amendments and additions
- Order no. 3473/2017 on the approval of the Methodology for the admission to studies and schooling of foreign citizens starting with the school/academic year 2017-2018, with subsequent amendments and additions
- Order no. 3223/2012 approving the Methodology on academic mobility of students abroad, with subsequent amendments and additions
- Order No 5146/2019 approving the generalised application of the European Credit Transfer System, including subsequent amendments and additions
- Memo of the Directorate-General for International Relations and European Affairs 474/CMJ/3 March 2022
- Order of the Romanian Ministry of Education 3325/2 March 2022 regarding on the completion of the Annex to Order no. 5140/2019 approving the Methodology on academic mobility of students, with subsequent amendments and additions
- Memo 138/GP/09.03.2022
- University Fee Regulation of UTCN

CHAPTER 2 - FIELD OF APPLICATION

Art.2.1.

This Regulation shall apply in the Technical University of Cluj-Napoca, in the years 2021-2022 and 2022-2023, for citizens from third countries of the European Union, enrolled in higher education institutions recognized in Ukraine, who had to leave the conflict zones and are on the territory of Romania, for the three cycles of education: bachelor, master, doctorate.

CHAPTER 3 - REGULATION CONTENT

Art.3.1.

In the academic years 2021-2022 and 2022-2023, the academic mobility for citizens of third countries of the European Union, who come from higher education institutions recognized in Ukraine, is carried out following the student's request, with the approval of the Technical University of Cluj-Napoca.

A) Students who come from recognized higher education institutions in Ukraine shall submit

the mobility application **Annex No. 1** to the attention of the Management team of the Technical University of Cluj-Napoca in the following ways:

- Online at international@staff.utcluj.ro.
- Personally or by post to the International Relations Office, Str. Memorandumului Nr. 28, 400114-RO, Cluj-Napoca, Romania (sala 107).

The request (Annex 1) together with the candidate's documents shall be redirected by the International Relations Office ("BRI") to the faculties or to the IOSUD (institution organizing doctoral studies) in the case of doctoral students.

B) In cases where the student/doctoral student cannot prove the completed studies through documents issued by the higher education institution he/she previously attended in Ukraine, he/she will fill in the mobility application in **Annex 2**, and the Technical University of Cluj-Napoca will evaluate, based on its own criteria and in compliance with international good practices, the learning outcomes, competences and skills and decide on the recognition and award of ECTS credits.

The student/PhD student applying for mobility by filling in **Annex 2** will present to the Technical University of Cluj-Napoca, before the completion of his/her studies, the diplomas that allowed him/her access to the study cycle in which he/she was enrolled.

The request (Annex 2) shall be redirected by the BRI to the faculties or to the IOSUD in the case of doctoral students.

Art.3.2.

The analysis and resolution of applications for academic mobility is carried out by the faculties where the candidate applies, through committees approved in the faculty councils. In the case of PhD student candidates, the analysis and resolution of applications is carried out within the UTCN Doctoral School through the Coordinating Councils of the doctoral programmes for the field of application and is approved in a CSUD meeting. Similar to the procedure for the admission to doctoral studies of non-EU citizens, the PhD student candidate must have the approval of a PhD supervisor.

Art.3.3.

For bachelor or master study programmes where the teaching process is conducted in Romanian, the approval of the mobility application is conditional on proof of knowledge of Romanian.

Proof of knowledge of the Romanian language is provided by certificates or attestations of linguistic competence of a minimum B1 level, according to the Common European Framework of Reference for Languages, issued by accredited higher education institutions in Romania that organize the preparatory year of Romanian language for foreign citizens, by Romanian language, literature, culture and civilization lectureships in universities abroad/Institute of Romanian Language or by the Romanian Cultural Institute.

In cases where the student/doctoral student does not have any document to prove his/her knowledge of Romanian, he/she will take a test organized by the Department of Modern Languages

and Communication (DLMC) within the Faculty of Industrial Engineering, Robotics and Production Management prior to the evaluation of the mobility file. If the test shows that the student/PhD student does not have the necessary knowledge of Romanian, he/she will be advised to enrol in the preparatory year of Romanian language at the Technical University of Cluj-Napoca, Department of Modern Languages and Communication.

Art.3.4.

For study programmes in which the learning process is conducted in foreign languages, approval of the mobility application is conditional on passing an internationally recognised language proficiency test such as TOEFL, Cambridge, IELTS or equivalent.

In cases where the student/doctoral student does not have any document to prove the required knowledge, he/she will take a language proficiency test organised by the Department of Modern Languages and Communication (DLMC) within the Faculty of Industrial Engineering, Robotics and Production Management.

Art.3.5.

Following the language proficiency tests, the DLMC issues a certificate certifying whether or not the student has the language proficiency to pursue studies in the language of the specialty programme.

The certificate completes the candidate's file and is valid exclusively at the Technical University of Cluj-Napoca within the academic mobility procedure.

Art.3.6.

In order for the ECTS credits to be recognised and awarded, mobility candidates will be assessed on their learning outcomes, competences and skills in the form of an interview/oral/written tests or a combination of the three methods recommended at the level of each faculty by the assessment committee and at IOSUD level by the proposed assessment/admission committees.

The tests will be organised in accordance with the student's declaration filled in as per **Annex 2** so as to establish:

- Level of knowledge, skills and abilities;
- Compatibility/complementarity of the field and programme of study for which the student opts with the learning outcomes corresponding to the programme in the home country;
- Whether the learning outcomes achieved and assessed meet the requirements of a programme for which the student has opted;
- Other criteria established at faculty level or IOSUD level in the case of PhD students.

Art.3.7.

Following the results of the tests taken in the faculties and in the IOSUD, and in accordance with the candidate's statement, the designated committee at the faculty or IOSUD level will issue a

certificate with one of the following solutions:

- recognition of the studies undertaken, if no substantial differences are found with regard to the elements mentioned in art. 7 of Order no. 3223/2012, respectively those in art. 9 of the present instructions, and the student/PhD student can be granted the minimum number of study credits required for enrolment in the current academic year;
- the taking of compensatory measures, i.e. equivalence examinations, if substantial differences are found, which must be taken in order to enrol the applicant in the corresponding year of study;
- rejection of the application;

the certificate issued is valid exclusively at the level of the Technical University of Cluj-Napoca for the study programme for which the student/doctoral student has applied and under the condition that the student fulfils the obligation regarding the aspect by which the student will present to the Technical University of Cluj-Napoca, before the completion of the studies, the diplomas that allowed him/her to enter the study cycle in which he/she was enrolled.

Art.3.8.

The deadline for processing the recognition file is a maximum of 7 working days from the date of submission of the complete file/application.

The results of the evaluations and the proposals for admission/rejection of mobility applications are communicated to the student within a maximum of 2 days of their issue.

Appeals against the decisions issued may be submitted to the BRI within a maximum of 3 working days from the date of receipt of the result by the student and are settled within 3 working days from the submission of the appeal by the appeals committee, made up of 3 specialised teaching professionals. The decision of the appeals committee is final in the administrative procedure.

Art.3.9.

The lists of students/PhD students admitted at faculty/IOSUD UTCN level accompanied by the study documents/certificates issued regarding the language proficiency tests and the report issued following the evaluations are communicated by the faculties to the BRI which forwards them to the Romanian Ministry of Education in order to issue the Letters of Acceptance to study.

After the issuance of the Letter of Acceptance to study, the enrolment process in the faculties/IOSUD UTCN is completed.

CHAPTER 4 - FINAL PROVISIONS

Art.4.1.

The definitive academic mobility of the mentioned students/PhD students is carried out for a fee, according to the fees foreseen for non-EU citizens in the UTCN University Fee Regulation, except for students who are citizens of Ukraine, who may benefit from funding from the state budget or from other sources, through the Ministry of Education and, respectively, higher education institutions, according to art. 224 of the National Education Law no. 1/2011, with subsequent amendments and additions.-

Art.4.2.

Students who claim to be enrolled in their final year of bachelor's/master's/doctoral studies and apply for permanent mobility at UTCN will be able to be taken on from the academic year 2022-2023.

Art.4.3.

This Regulation shall be supplemented by the applicable institutional and legal regulations.

Art.4.4.

This Regulation was adopted by the Administration Council of UTCN on the _____ (date), and approved by the Senate of UTCN on the _____ (date)

VICE-RECTOR FOR INTERNATIONAL RELATIONS

Prof. Dan Silviu Mândru, Phd, Eng.

Legal approval - the Legal Office

Adelina Popovici, legal advisor

Anexa 1 (RO)

CERERE DE MOBILITATE (POSESOR ACTE DE STUDII)

Către,

Universitatea Tehnică din Cluj-Napoca,

Subsemnatul(a),, cetățean, identificat/ă cu, student(ă)/student(ă) doctorand în anul universitar în cadrul Universității, Facultatea/Școala doctorală, programul de studii/domeniul de studii, anul de studii, forma de finanțare (buget/taxă), prin prezenta vă rog să binevoiți a-mi aproba mobilitatea temporară/definitivă ca student(ă)/student(ă) /doctorand în anul universitar la Universitatea Tehnică din Cluj-Napoca, Facultatea, programul de studii/domeniul de studiianul de studii, forma de finanțare (buget/taxă).

Solicit această mobilitate din următoarele motive:

.....

.....

Anexez următoarele documente:

.....

.....

Data

Aviz favorabil
Decanatul Facultății/
Director CSUD

.....



Annex 1 (EN)

**MOBILITY APPLICATION
(HOLDER OF EDUCATIONAL DOCUMENTS)**

For the attention of

The Technical University of Cluj-Napoca,

I, the undersigned,, citizen, identified with ID / Passport no., student /PhD student in the academic year, within the University, Faculty of / Doctoral School of, program of study / study domain, year of study, form of financing (subsidised/fee-based), I request your approval to approve my temporary/final mobility in my capacity as a student/ PhD student in the academic year, at the Technical University of Cluj-Napoca, Faculty of, program of study / study domain, year of study, form of financing (subsidised/fee-based).

I request the mobility for the following reasons:

.....
.....

Please find attached the following documents:

.....
.....

Date:

Approval
The Dean of the Faculty /
Doctoral School
.....

Anexa 2 (RO)

CERERE DE MOBILITATE (LIPSĂ ACTE DE STUDII)

Către,

Universitatea Tehnică din Cluj-Napoca,

Subsemnatul(a),, cetățean, identificat/ă cu, student(ă)/student(ă) doctorand în anul universitar în cadrul Universității, Facultatea/Școala doctorală, programul de studii/domeniul de studii, anul de studii, forma de finanțare (buget/taxă), prin prezenta vă rog să binevoiți a-mi aproba mobilitatea temporară/definitivă ca student(ă)/student(ă) doctorand în anul universitar la Universitatea Tehnică din Cluj-Napoca, Facultatea, programul de studii/domeniul de studii, anul de studii, forma de finanțare (buget/taxă).

Solicit această mobilitate din următoarele motive:

.....

Declar pe propria răspundere că:

- Sunt absolvent al liceu/facultate/masterat
- Limbi străine studiate: _____
- Cunosc/nu cunosc limba română. Estimare nivel scris și vorbit
- Sunt student al universității _____, facultatea _____, înmatriculat în anul _____ licență/masterat/doctorat.
- Situația mea școlară este următoarea:
 - o Discipline urmate și note/calificative obținute:
 - An I:....
 - An II: ...

În cazul admiterii prezentei cereri de mobilitate, sub sancțiunea revocării actelor administrative emise de Universitatea Tehnică din Cluj-Napoca privind recunoașterea studiilor urmate până la data de ___ la universitatea ___ facultatea ___ și interzicerea susținerii examenului de licență/diplomă/tezei de doctorat, mă oblig să prezint Universității Tehnică din Cluj-Napoca, înainte de finalizarea studiilor, diplomele care mi-au permis accesul în ciclul de studii la care am fost înmatriculat.

Anexez prezentei următoarele documente¹:

Nume, prenume,
Semnătura

Data

Aviz favorabil
Decanatul Facultății/
Director CSUD
.....

¹ După caz, dacă există dovezi suplimentare care pot proba veridicitatea și realitatea informațiilor.

Annex 2 (EN)

MOBILITY APPLICATION (LACK OF EDUCATIONAL DOCUMENTS)

For the attention of

The Technical University of Cluj-Napoca,

I, the undersigned,, citizen, identified with ID / Passport no., student /PhD student in the academic year, within the University, Faculty of / Doctoral School of, program of study / study domain, year of study, form of financing (subsidised/fee-based), I request your approval to approve my temporary/final mobility in my capacity as a student/ PhD student in the academic year, at the Technical University of Cluj-Napoca, Faculty of, program of study / study domain, year of study, form of financing (subsidised/fee-based).

I request the mobility for the following reasons:

.....
.....

I take it upon myself to declare that:

- I am an alumni of the high school / faculty / masters program
- Studies foreign languages: _____
- I know / don't know Romanian. Written and spoken level estimation
- I am a student of University, Faculty of....., enrolled in Year, undergraduate studies / masters studies / PhD studies.
- My academic situation is the following:
 - o Disciplines undertaken and grades / qualifiers obtained:
 - 1st year:
 - 2nd year:

If the present mobility application is accepted, under penalty of revocation of the administrative acts issued by the Technical University of Cluj-Napoca regarding the recognition of the studies completed until ___ at the University of _____ Faculty of _____ and the prohibition to take the bachelor degree examination/diploma/doctoral thesis exam, I undertake to present to the Technical University of Cluj-Napoca, before the completion of my studies, the diplomas that allowed me access to the study cycle in which I was enrolled.

Please find attached the following documents²:

First name and last name,
Signature:

Date:

Approval
The Dean of the Faculty /
Doctoral School
.....

² Where appropriate, if there is additional evidence that can prove the veracity and reality of the information.