

# OPERATIONAL PROCEDURE


## **THE ADMISSION OF FOREIGN CITIZENS, WITHOUT ROMANIAN CITIZENSHIP, FROM THIRD COUNTRIES IN RELATION TO THE EU TO STUDY IN THE UNDERGRADUATE, MASTER, PHD AND PREPARATORY YEAR OF ROMANIAN LANGUAGE STUDIES**

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## 1. THE PURPOSE OF THE PROCEDURE

- 4.1. Regulation of admission and schooling of foreign citizens from third countries in relation to the EU, on a fee basis in foreign currency, and scholarship holders financed by the Ministry of Foreign Affairs, Ministry of Education and Ministry of Economy, Trade and Business Relations.

## 2. APPLICATION DOMAIN

- 5.1. The procedure concerns the admission and schooling of non-EU citizens without Romanian ethnicity.
- 5.2. The main activities which rely on the procedure activity/ on which the procedure activity relies on
- a. Receiving the admission files of non-EU candidates;
  - a. Issuing the Pre-enrolment Consent / Refusal;
  - b. Follow-up on the files until the enrolment;
  - c. Obtaining study grants for non-EU students;
  - d. Permanent academic mobility;
  - e. Expulsion of non-EU students;
  - f. Withdrawal of non-EU students from studies;
  - g. Monitoring the fees of non-EU students;
  - h. Accommodation of non-EU students.
- 5.3. The list of compartments which provide/benefit from the results of the activity in the procedure:
- a. BRI and the International Relations Office UTCN;
  - b. The Faculties within UTCN;
  - c. Organising Institution of Doctoral Studies and the Council for Doctoral Studies;
  - d. Department of Modern Languages and Communication,
  - e. DFC;
  - f. Informatics Department;
  - g. General administrative director

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### 3. REFERENCE DOCUMENTS

#### 3.1. International regulations

Not the case

#### 3.2. Primary legislation


Not the case

#### 3.3. Secondary legislation

- Romanian Ministry of Education Order no. 3236/2017 of 10 February 2017 on the approval of the Methodology for the admission of foreign citizens to study and study in places without tuition fees and with scholarships and in places without tuition fees but without scholarships in accredited state higher education institutions, updated with subsequent amendments and additions;
- OG no. 22/2009 on the establishment of the minimum amount of tuition fees, in foreign currency, for citizens studying on their own in Romania from countries that are not members of the European Union, as well as those that are not part of the European Economic Area and the Swiss Confederation, updated with subsequent amendments and additions;
- Romanian Ministry of Education Order no. 6156/2016 of 22 December 2016 on the organisation and conduct of the preparatory year of Romanian language for foreign citizens, updated with subsequent amendments and additions;
- Order of the Minister of Economy, Entrepreneurship and Tourism No 303/26.04.2021, Annex Procedure by which the Minister of Economy, Entrepreneurship and Tourism carries out the selection process of applications for granting 40 scholarships to foreign citizens based on GD No 288/1993;
- Romanian Ministry of Education Order no. 6156/2016 of 22 December 2016 on the organisation and conduct of the preparatory year of Romanian language for foreign citizens, updated with subsequent amendments and additions;
- Romanian Ministry of Education Order no. 3223 of 8 February 2012 approving the Methodology for the recognition of periods of study abroad, updated with subsequent amendments and additions.

#### 3.4. Tertiary legislation (other documents, including internal regulations of UTCN)

- The decision of the University Senate No 113/ 27.03.2013 on the Methodology for the recognition of periods of study abroad;

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- University Fee Regulation of UTCN;
- ECTS Regulation of the Technical University of Cluj-Napoca.


## 4. DEFINITIONS AND ABBREVIATIONS

### 4.1. Definitions of terms

No.	Term	Definition and/or document which defines the term
1.	International applicants	Candidates who are entitled to apply to the admission competition for places as scholarship holders of the Romanian state from third countries, without Romanian ethnicity, or with a fee in foreign currency, according to the Methodology applicable to them, depending on their nationality and permanent residence.
2.	Eligible file	Documents required to apply to the admission exam for international candidates.
3.	Force majeure and fortuitous event	Force majeure is any external, unforeseeable, absolutely invincible and unavoidable event (Art. 1351 paragraph. (2), New Civil Code). Force majeure events (state of siege, national or local alert or emergency, natural disasters, etc., defined according to the legislation in force) are extraordinary natural phenomena beyond man's control. According to art. 1351 (3) of the New Civil Code - A fortuitous event is an event which could not have been foreseen or prevented by the person who would have been called upon to respond if the event had not occurred.

### 4.2. Term abbreviations

No.	Abbreviations	Abbreviated term
1.	ME	Romanian Ministry of Education
2.	UTCN	Technical University of Cluj-Napoca
3.	CNRED	Romanian National Centre for Recognition and Equivalence of Diplomas
4.	DGRIAE	General Directorate of International Relations and European Affairs
5.	BRI	International Relations Office
6.	DLMC	Department of Modern Languages and Communication
7.	BCA	The Bureau of UTCN Administration Council
8.	IOSUD-UTCN	Organising Institution of Doctoral Studies - UTCN

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9.	CSUD	Council for Doctoral Studies
10	CPV	tax in foreign currency / studying on their own
11	CRID	Information and Documentation Resource Centre
12	ECTS	European Credit Transfer and Accumulation System
13	BIC	Image and Communication Office
14	DFC	Financial - Accounting Direction
15	DGA	The Administrative General Directorate

## 5. DESCRIPTION OF THE PROCEDURE


### 5.1. Generalities

### 5.2. Documentation used:

#### 5.2.1. List and provenance of documents used


<b>PO_BRI_03_A.02</b> Application for the issuing of the Letter of Acceptance for Studies	<b>ME</b>
<b>PO_BRI_03_A.03</b> Pre-enrolment Consent	<b>BRI</b>
<b>PO_BRI_03_A.04</b> Refusal of admission to studies	<b>BRI</b>
<b>PO_BRI_04_A.05</b> Final Academic Mobility Request	<b>BRI</b>
<b>PO_BRI_04_A.06</b> Candidate Tuition Fees Request	<b>BRI</b>
<b>PO_BRI_04_A.07</b> Student Withdrawal Request	
<b>PO_BRI_04_A.08</b> Binding Form	<b>BRI</b>
<b>PO_BRI_04_A.09</b> Excel template	<b>BRI</b>

✓ Identity and educational documents presented in the application file, according to the specific Methodology.

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### 5.2.2. *Conten and role of documents used*

- ✓ Application for the issuing of the Letter of Acceptance for Studies is the document by which the student applies to the Ministry of Education for admission to study in Romania (**PO\_BRI\_03\_A.02** Application for the issuance of the Letter of Acceptance for Studies).
- ✓ The Agreement in Principle represents the acceptance of the Faculty/Department of Modern Languages and Communication to receive a respective applicant (**PO\_BRI\_03\_A.03** Agreement in Principle).
- ✓ Refusal of admission is the refusal of the Faculty/Department of Modern Languages and Communication to admit an applicant (**PO\_BRI\_03\_A.04** Refusal of Admission)
- ✓ The Final Academic Mobility Request is the request to continue studies in another university (**PO\_BRI\_04\_A.05** Final Academic Mobility Request).
- ✓ Candidate Tuition Fees Request is the request to the finance/accounting department for a refund of tuition fees paid in full in advance for the first academic year (**PO\_BRI\_04\_A.06** Candidate Tuition Fees Request).
- ✓ Student Withdrawal Request is the request to the Faculty/Department of Modern Languages and Communication to withdraw from studies (**PO\_BRI\_04\_A.07** Student Withdrawal Request).
- ✓ The Binding Form is the declaration by which the candidate accepts to go through the process of legalisation of study documents (**PO\_BRI\_04\_A.08** Binding Form).
- ✓ The Excel Template represents the University's request to the Ministry of Education to issue Letters of Acceptance for Studies (**PO\_BRI\_04\_A.09** The Excel Template).

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### 5.2.3. Document route

Name of the document	No.	Goes to	The operations performed in relation to the document
Application for issuing the Letter of Acceptance for Studies	1	General Directorate of International Relations and European Affairs	- Registering, processing and approval of the document.
Pre-enrolment Consent	1	The Dean's office of the faculty / IOSUD/DLMC (depending on the case)	- Registers the document - Issues the document
Refusal of admission to studies	1	- BRI The Dean's office of the faculty / IOSUD/DLMC (depending on the case)	- Registers the document - Issue the document
Final Academic Mobility Request	1	CRID	- Registering, processing and approval of the document. -
Candidate Tuition Fees Request	1	- International Relations Office - BCA - Financial - Accounting Department	- Registers the request - Approves the request - Transfers the sum to the candidate
Student Withdrawal Request	1	The Dean's office of the faculty / IOSUD/DLMC (depending on the case)  - BCA - DFC	- Registers the request  - Approves the request - Transfers the sum to the candidate
Binding Form	1	- Candidate - BRI	- Drafts the form - Registers the form
Excel Template	1	The Dean's office of the faculty / IOSUD/DLMC (depending on the case)  - BRI	- Fills in the template  - Centralises the templates and sends them to the Ministry of Education - DGRIAE (Directorate-General for International Relations and European Affairs)

### 5.3. Necessary resources

#### 5.3.1. Material resources

- ✓ Computer, printer, access to internet, scanner.

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### 5.3.2. Human Resources

- ✓ According to the descriptive course of the procedure.

### 5.3.3. Financial resources

- ✓ Send the correspondence and other documents to the Ministry / candidates / students.

## 5.4. Procedure

### 5.4.1. Planning operations and actions

- ✓ The admission calendar for the non-EU citizens will be annually submitted to the BCA for approval; depending on the dates set in the calendar, the online data processing application will be opened on the website [bri.utcluj.ro](http://bri.utcluj.ro)-> ADMISSION -> NON-EU CITIZENS
- ✓ At the end of each academic year, faculties will send to the BRI upon request a list of students who may be eligible for these scholarships.
- ✓ Fees for international students are set out in the UTCN Fee Regulations approved annually and other specific fees at the university level.

### 5.4.2. Ongoing of operations and actions

#### 8.4.2.1. ROMANIAN STATE SCHOLARSHIP HOLDERS WITHOUT ROMANIAN ETHNICITY


**1. DOCUMENTS** The documents required for application and enrolment are set out in the Methodology for the admission to studies and tuition of foreign citizens issued by the Ministry of Education for the category of scholarship holders who are not of Romanian ethnicity or in the regulations of the Ministry in force and in the UTCN regulations on admission and registration for the reference year.

Specific information is also available in **Government Decision No 288/1993 on the schooling of citizens from other countries in Romania, republished, with subsequent amendments and Law No 1/2011, with subsequent amendments and additions.**

**2. THE ROUTE OF THE CANDIDATE'S FILE** The candidate prepares his/her application file in the form requested by the Ministry of Education in the specific Methodology applicable for the reference year or in force at the time and follows the path according to the specific timetables of the embassies/ministry (**PO\_BRI\_03\_A.02** Application for the issuance of the Letter of Acceptance for Studies).

Application requests taken over by DGRIAE redirected to UTCN are taken over by BRI and forwarded to the faculties, DLMC or CSUD, as appropriate, for the issuance of the Pre-enrolment Consent (**PO\_BRI\_03\_A.03**



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Pre-enrolment Consent ) or of the Refusal of admission to studies (**PO\_BRI\_03\_A.04** Refusal of admission to studies).

Faculties, DLMC or IOSUD (as appropriate) issue the Pre-enrolment Consent or the Refusal depending on the allocated tuition figures and their criteria for selecting applications.


The BRI may issue the Refusal in the case of files considered ineligible. BRI centralises the Approvals in Principle issued by the structures for all university cycles (Bachelor, Master, PhD, preparatory year of Romanian language) and forwards them to the DGRIAE. Suppose the BRI, the Dean of the faculty/ DLMC or the IOSUD issues the Refusal of admission to studies in the UTCN. In that case, the BRI forwards to the ministry/ candidate, as appropriate, the decision to reject the application file. Following receipt of the Letter of Acceptance/ Order from the Ministry of Education regarding the inclusion in the Scholarship Register, candidates present themselves to the BRI with the complete file in original and scanned copy for a final check. They will be directed for enrolment at:

- ✓ The Faculty- for Bachelor's/ Master's degree applicants, preparatory year.
- ✓ CSUD- for applications for doctoral studies.

**3. STUDENTS ENROLMENT.** The candidate presents himself to the BRI according to the timetable approved by the BCA, with the complete file in the form established by the Ministry of Education through the specific Methodology and is informed about the next steps to be followed regarding accommodation, registration and extension of the residence permit. The candidate reports to the faculty/IOSUD, as appropriate, for registration and enrolment, as specified in the Letter of Acceptance/Order of the Ministry of Education regarding the Scholarship Register. The list containing the names of the students who present themselves to the University with the original file, with details of the structure in which they are enrolled and financial status, is forwarded by BRI to BCA for issuance of the enrolment decision, which will then be forwarded to the faculty/IOSUD structures, as applicable. The Secretariat issues the student cards, certificates and badges required to register these students with other structures and completes the actual registration process. The Secretariat follows up in dialogue with the IT Department and the Financial-Accounting Department the process of transferring scholarships as approved in the Letter of Acceptance/Order of the Ministry of Education regarding the Scholarship Register.

**4. OTHER CLARIFICATIONS** After registration, the Financial-Accounting Department, in collaboration with the faculties where students are enrolled, and the Computer Science Department, will facilitate the collection of their scholarships through the cashier until the bank account is opened.

For particular situations in which students receive their entry visa to Romania late, BCA will analyse these situations and issue decisions based on the circumstances involved so that these students can be taken over

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without difficulties by the faculties at an administrative and academic level. Financial aspects will also be specified in case these delays affect the course of the scholarships.

For particular cases (e.g. admission to doctoral studies, art education, architecture) and for cases in which Romanian or a foreign language is chosen as the language of study, candidates will be enrolled only after passing the language tests/aptitude tests/quizzes specified in the Methodology issued by the Ministry of Education for this type of candidates for the reference year. For these examinations, the faculties, and where appropriate, IOSUD, DLMC will organise specific examination sessions for this type of candidate and provide them with the necessary information.

Following the examination, they will issue, where appropriate, a report containing the examination results, a certificate of language proficiency or other document justifying the examination, which they will forward to the candidates and inform the BRI immediately after its issue. The fees for these examinations are set out in the UTCN Fee Regulations annually approved.

Details of these tests and examinations are available from the structures (faculties, IOSUD, DLMC).

For candidates who apply through the admission process and wish to have their periods of study at foreign institutions recognised for enrolment in higher years, the CRID will take applications and following analysis of the file will issue the transcript which may allow candidates to be enrolled in higher years if they meet the other conditions according to the Methodology applicable to them.


#### **8.4.2.2. NON-EU CITIZENS, WITH FOREIGN CURRENCY TUITION FEE**

**1. DOCUMENTS** The documents required for application and enrolment are set out in the Methodology for the admission and enrolment of foreign nationals issued by the Ministry of Education for the category of applicants at their own expense or in the Ministry's regulations for the reference year and in the UTCN regulations on admission, enrolment and fees for the reference year or in the application form on the BRI website).

**2. CANDIDATE FILE ROUTE. The candidate accesses the online platform available on the BRI website and uploads the application to the platform according to the timetable approved by the BCA for the reference year. BRI sends the file to:**

- a. The Faculty- for Bachelor's/ Master's degree applicants
- b. DLMC for applications to the preparatory year of Romanian language and applications to foreign language specialisations.
- c. IOSUD- for applications for doctoral studies.

Depending on its selection criteria, the Faculty and, where applicable, DLMC or IOSUD issue the Pre-enrolment Consent (**PO\_BRI\_03\_A.03** Pre-enrolment Consent ) together with the Excel Template requested by the Ministry of Education (**PO\_BRI\_04\_A.09** Excel Template) or the Refusal of admission to studies

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(**PO\_BRI\_03\_A.04** Refusal of admission to studies). When issuing these decisions, additional consideration will be given to the tuition fees approved for this category of international applicants. In the process of deciding which international candidates will be admitted to study at UTCN, the selection criteria set out in the methodologies, the legal provisions issued by the Ministry of Education and the Faculty and IOSUD selection criteria will be applied.

BRI centralises the Approvals in Principle (**PO\_BRI\_03\_A.03** Pre-enrolment Consent ) and the Excel Templates (**PO\_BRI\_04\_A.09** Excel Templates) issued by the faculties/DLMC/IOSUD for all academic cycles (Bachelor, Master, PhD, preparatory year of Romanian language). It sends them to the DGRIAE of the Ministry of Education in the form approved by the Ministry according to the timetable approved by the BCA.


The BRI may issue the Refusal in the case of files considered ineligible. Suppose the BRI, the Dean of the faculty/ DLMC or the IOSUD issues the Refusal of admission to studies in the UTCN. In that case, the BRI forwards to the ministry/ candidate, as appropriate, the decision to reject the application file.

The results of the acceptance to study of candidates from third countries in relation to the EU will be announced by the BRI by email to each candidate. Following receipt of the original Letter of Acceptance to Study from the DGRIAE, the BRI will send this document in original by post to the candidate to apply for a study visa (and/or by email for embassies accepting in this form).

**3. STUDENTS ENROLMENT.** The candidate presents himself to the BRI according to the timetable approved by the BCA, with the complete file in the form established by the Ministry of Education through the specific Methodology and with the proof of payment of the tuition fee, and is informed about the next steps to be followed regarding accommodation, registration and extension of the residence permit. The list containing the names of the students who present themselves to the University with the original file, with details of the structure in which they are enrolled and financial status, is forwarded by BRI to BCA for issuance of the enrolment decision, which will then be forwarded to the faculty/ DLMC/IOSUD, as applicable.

The candidate having a complete file reports to the faculty/CSUD, as appropriate, for registration and enrolment, as specified in the Letter of Acceptance from the Ministry of Education. The faculty/CSUD secretariat takes the complete file in the form established by the Ministry of Education through the specific Methodology and follows the enrolment process, issues student cards, ID cards and certificates necessary to register these students at other structures/institutions.

**4. OTHER CLARIFICATIONS** The Pre-enrolment Consent and the Letter of Acceptance for Studies issued are only valid for the academic year indicated. For particular situations in which students receive their entry visa to Romania late, BCA will analyse these situations and issue decisions based on the circumstances involved so that these students can be taken over without difficulties by the faculties at an administrative and academic level.

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Financial aspects will also be specified in case these delays affect the normal course of the tuition fees payment. Files that are found to be incomplete or not completed promptly by the date set out in the admissions timetable approved in the BCA for the issuance of the Letter of Acceptance will be rejected, and candidates will be notified of this.

For particular cases (e.g. admission to doctoral studies, art education, architecture) and for cases in which Romanian or a foreign language is chosen as the language of study, candidates will be enrolled only after passing the language tests/aptitude tests/quizzes specified in the Methodology issued by the Ministry of Education for this type of candidates for the reference year. For these examinations, the faculties, and where appropriate, IOSUD, DLMC will organise specific examination sessions for this type of candidate.

Following the examination, they will issue, where appropriate, a report containing the examination results, a certificate of language proficiency or other document justifying the examination, which they will forward to the candidates or to the BRI to be included in the complete file of the candidates.


Details of these tests are available from the structures (faculties, IOSUD, DLMC).

In the case of candidates who apply for places at their own expense and do not have the authentications mentioned in the Methodology at the time of application, they will fill in the **PO\_BRI\_04\_A.08** Binding Form, noting that if the file is eligible, they will submit the authenticated documents by the time of enrolment.

For candidates who apply through the admission process and wish to have their periods of study at foreign institutions recognised for enrolment in higher years, the CRID will take applications and, following analysis of the file, will send the report for approval to the Council of the Faculty/ IOSUD. The report may allow candidates to be enrolled in higher years if they meet the other conditions according to the Methodology applicable to them. For candidates who apply through the admission process and wish to have their periods of study at foreign institutions recognised for enrolment in higher years, the CRID will take applications. Following analysis of the file will issue the transcript, which may allow candidates to be enrolled in higher years if they meet the other conditions according to the Methodology applicable to them.

**5. PROVISIONS REGARDING TUITION FEES IN FOREIGN CURRENCY** Tuition fees are payable according to the Ministry of Education regulations in force and according to the UTCN Fee Regulations for the current year. Application processing fees will not be refunded in the event of the issuance of a Refusal or if the candidate who has received an Pre-enrolment Consent or Letter of Acceptance withdraws his/her intention to enrol for studies. All bank charges for the transfer of tuition fees, file processing fees or other fees are entirely borne by the candidates.

Suppose non-EU candidates pay the tuition fee but, for various reasons, do not present themselves with the application for enrolment. In that case, they may request a refund of the tuition fee (**PO\_BRI\_04\_A.06** Candidate

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Tuition Fees Request) within six months of payment. Following this request, UTCN will transfer the amount specified by the applicant.

In the framework of permanent academic mobility, the Finance-Accounting Department keeps in touch with the universities involved to finalise the bank transfer.

Applicants/students, who, for various reasons, pay additional amounts to UTCN for the fees foreseen in the University Fee Regulation, may request a refund of the difference.

Penalties reported to the payment deadlines will be calculated according to the UTCN Fee Regulation for the reference year.

In the case of re-contracted disciplines, the fees for failed credits for international students at their own expense are calculated according to the provisions of the UTCN Fee Regulation for the reference year.

***Withdrawing students submit a request for withdrawal of the file and refund of tuition fees (PO\_BRI\_04\_A.07 Prospective Student Tuition Fees Request) to the faculty/CSUD.*** This is then taken up by the BRI and submitted to the BCA for review, with the Finance-Accounting Department specifying the amount that may be refunded, if applicable.

BRI keeps in touch with the Finance-Accounting Department for details and issues regarding international candidate fees.

The Faculty Secretaries/DLMC/IOSUD liaise with the Finance-Accounting Department and the IT Department on all aspects of international student fees.


Candidates who obtain a Letter of Acceptance for Studies but, for various reasons, are unable to attend studies in the specified academic year may apply to keep the tuition fee until the following academic year, provided they obtain a new Letter of Acceptance valid from the following academic year.

#### **8.4.2.3. OBTAINING STUDY GRANTS FOR NON-EU STUDENTS STUDYING AT THEIR OWN EXPENSE.**

The organisation and conduct of the competition for the award of study grants are carried out based on the provisions of the Ministry of Education through the specific Methodology in force.

At the end of each academic year, faculties will send to the BRI upon request a list of students who may be eligible for these scholarships.

Following the centralisation of eligible applications, the steps indicated in the Methodology issued by the Ministry of Education are followed, which provides details on how the proposed students can become beneficiaries of the grants by the Order of the Minister of Education.

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#### **8.4.2.4. PERMANENT ACADEMIC MOBILITY.**

Permanent academic mobility is carried out based on the Ministry of Education regulations for this category of students for the reference year. For exceptional cases, which are not covered by the regulations and provisions of the Ministry of Education, the BRI will request the support of the DGRIAE in identifying solutions to resolve particular requests.

In the case of permanent academic mobility, the situation of study periods and credits obtained at other universities will be analysed in the CRID committees.

**International students from third countries in relation to the EU may request permanent academic mobility (PO\_BRI\_04\_A.05 Final Academic Mobility Request) between faculties/specialisations/areas of study/universities based on the UTCN ECTS Regulation provisions and based on the Ministry of Education approval, with the observation that these mobilities also affect the right of residence in Romania.**

For particular cases (e.g. Permanent mobility to doctoral studies, art education, architecture) and for cases in which Romanian or a foreign language is chosen as the language of study, candidates will be enrolled only after passing the language tests/aptitude tests/quizzes specified in the Methodology issued by the Ministry of Education for this type of candidates for the reference year. For these examinations, the faculties, and where appropriate, IOSUD, DLMC will organise specific examination sessions for this type of candidate.

Following the examination, they will issue, where appropriate, a report containing the examination results, a certificate of language proficiency or other document justifying the examination, which they will forward to the candidates or to the BRI to be included in the complete file of the candidates.


BRI will notify the Inspectorate General for Immigration about the final academic mobilities approved by the Ministry of Education within UTCN.

#### **8.4.2.5. EXPULSION OF NON-EU STUDENTS.**

International students from third countries in relation to the EU are expelled based on the regulations of the UTCN ECTS Regulation with the observation that the expulsion affects the right of residence in Romania.

Proposals for the expulsion of non-EU students/doctoral candidates are drawn up by the faculties/DLMC/IOSUD. They are submitted through the Registrar's Office to BRI on separate lists from the proposals for the expulsion of Romanian students, with the country of origin mentioned. These proposals must be accompanied, where appropriate, by:

- the student's request to withdraw from studies, stating that he/she is aware of the consequences of expulsion and that the Inspectorate General for Immigration will receive a notice of expulsion.

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- email from the secretary's office informing the student that the Inspectorate General for Immigration will receive a notice of expulsion.

The lists will then be forwarded to BRI for review and approval by the BCA.

BRI will notify the Inspector General for Immigration of any decision to expel non-EU students issued by UTCN.

#### **8.4.2.6. WITHDRAWAL FROM STUDIES OF NON-EU STUDENTS**

**Non-EU students requesting withdrawal from studies will receive the original of the academic transcripts submitted at registration from the Faculty where they are enrolled/IOSUD, as appropriate, following approval of the Withdrawal Request (PO\_BRI\_04\_A.07 Student Withdrawal Request) by the Dean of the Faculty.** Withdrawal from studies is conditional on the approval of the termination form.

Requests will then be forwarded to BRI and redirected to BCA for review and approval.


Students withdrawing from studies may request tuition fee refunds, and these requests will be reviewed by the Faculty/ IOSUD (as appropriate), Finance-Accounting Department and approved by BCA as appropriate.

**Students who complete the withdrawal request will be subject to the provisions of article 8.4.2.5 regarding the expulsion of non-EU students.**

#### **8.4.2.7. TUITION FEES OF NON-EU STUDENTS.**

Fees for international students are set out in the Methodology for Admission and Schooling issued by the Ministry of Education and set out in the UTCN Fee Regulation approved annually and other specific fees at the university level.

Fees for processing registration files, permanent academic mobility, accommodation, canteen or other fees stipulated in the UTCN Fee Regulation are not included in the tuition fees and are payable separately. Fees can be paid by bank transfer to the account indicated by the Financial-Accounting Department or directly at the University cashier's office.

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Tuition fees are considered paid on the date they are registered in the University's account. Suppose the student presents documents confirming the payment of the fee, but it is not in the records of the UTCN Financial-Accounting Department. In that case, the student contacts the bank whose bank transfer service he/she requested to clarify the situation.

All bank transfer fees are entirely borne by the candidate/student. If a bank transfer fee has been charged and deducted from the fee paid, the applicant is obliged to pay the fee.

Penalties for late payment of fees are set out in the UTCN Fee Regulation.

BRI keeps in touch with the Finance-Accounting Department for details and issues regarding international candidate fees.

The Faculty Secretaries/DLMC/IOSUD liaise with the Finance-Accounting Department on all aspects of international student fees.

#### **8.4.2.8. ACCOMMODATION OF NON-EU STUDENTS**


The list of international candidates admitted in the first year (scholarship holders and at their own expense) will be forwarded by BRI to the General administrative director for accommodation approval in the student dormitories, according to UTCN's regulations for accommodation in student dormitories and UTCN's Fee Regulation.

- ✓ **Free accommodation for scholarship holders of the Romanian state without Romanian ethnicity.** According to the specific Methodology for the category of Romanian state scholarship students, they benefit from free accommodation in student dormitories within the limit of the subsidy allocated by the Ministry of Education budget, regardless of the year of study they are in.
- ✓ **Accommodation with fee in the amount provided by the Fee Regulation for students on their own expense.** Undergraduate students in years II, III or IV, II master's and II or III PhD students studying on their own expense can benefit from fee-based accommodation in the amount established by the UTCN Fee Regulation if they are on the lists assigned by the faculties/IOSUD at the beginning of each academic year, based on the analysis of their requests according to the internal procedures of the faculties/IOSUD.

#### **8.4.2.9. Aspects of force majeure.**

In a force majeure situation, the directives communicated by the Ministry of Education, DGRIAE and the university management will be applied.



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#### 8.4.2.10 Refund of tuition fees

A) Tuition fees paid by third countries (non-EU) **candidates** can be refunded when candidates do not present themselves for registration, under the following conditions:

- a.1) The candidate applied to the embassy for obtaining a study visa after receiving a letter of acceptance, but their request was rejected. In this case, the candidate will include in the application the proof of rejection.
- a.2) The candidate invokes a case of force majeure (Disasters, political conflicts, medical emergencies, etc.) which prevents registration to UTCN and makes travel to Romania impossible, although they obtained a study visa. In this case, the applicant will include in their request a proof of the exceptional situation they invoke.


Tuition fees paid by candidates can be refunded, on their written request (Anexa **PO\_BRI\_03\_A.06**), observing the following:

- The request for refund submitted by the candidate will be taken over and analysed no later than **March the 1st** of the academic year for which the candidate applied for admission and will be accompanied by relevant documents certifying the right to refund (e.g. proof of payment of tuition fees, copy of passport, identity card and other additional documents requested by UTCN).
- Refund of tuition fees will be made in accordance with the procedures and deadlines established by the Council of Administration.

Any fees or bank or administrative fees associated with the refund process will be paid by the candidate and will be deducted from the total amount to be refunded, in compliance with the legal provisions referred to in Law 199 of 2023 art 130 part .3.

Refund of tuition fees for candidates can be made to the holder of the Letter of Acceptance to studies or the designated person who made the payment for the candidate, in cash or by bank transfer into the account from which the payment was made. For all situations that involve interbank operations, the International Relations Office submits to the Financial-Accounting Department the documents necessary for the refund of tuition fees, for the cases provided in art. 8.4.2.10 lit. a), and on the approval of The Council of Administration. Situations which cannot be managed within the current legal framework, will be referred to the Legal Office.

If candidates do not meet the above-mentioned payment deadlines, tuition fees paid in advance become The Technical University's own income and will be used in accordance with legal provisions. Tuition fees for non-EU

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candidates may be considered for refund only in the situations mentioned in a.1) and a.2) above. If submitted document are found to be counterfeit documents, the refund of tuition fees will not be granted.

B) Tuition fees paid by third-country **students** (non-EU) may be refunded if candidates submit a request to their faculties (**PO\_BRI\_03\_A.07**), after the faculty / IOSUD confirms submission and the Council of Administration authorizes it.