

## **Annex 6a**

### **METHODOLOGY ON THE ORGANIZATION OF ADMISSION FOR INTERNATIONAL CANDIDATES - CITIZENS OF A MEMBER STATE OF THE EUROPEAN UNION, OF THE EUROPEAN ECONOMIC AREA AND OF THE SWISS CONFEDERATION, FOREIGNERS, STATELESS PERSONS OR LONG-TERM RESIDENTS**

#### **1. PURPOSE**

- 1.1. The purpose of this methodology is to describe the admission process at bachelor's level for international candidates - citizens of a Member State of the European Union, the European Economic Area and the Swiss Confederation, foreigners, stateless persons or long-term residents.
- 1.2. This methodology supplements the Regulation on the organization and conduct of the competition for bachelor's degree admission at the Technical University of Cluj-Napoca, in the academic year 2022-2023.

#### **2. LEGISLATION AND SCOPE**

This methodology is based on the specific legislation for foreigners provided in the Regulation on the organization and conduct of the competition for bachelor's degree admission at the Technical University of Cluj-Napoca for the academic year ...../....., to which is added the following legislation:

- (1) Law no. 157 of 11 July 2011 for the revision and completion of several legislative acts regarding the legal status of aliens in Romania
- (2) Government Emergency Ordinance no. 194/2002 (\*\* republished \*\*) for the modification and completion of some normative acts on the legal status of aliens in Romania

#### **3. GROUPS THAT BENEFIT FROM THIS METHODOLOGY**

- 3.1. The persons who benefit from this methodology are those who are defined according to the regulations in force, respectively:
  - Art. 2 from Government Emergency Ordinance no. 194/2002 (\*\* republished \*\*) for the amendment and completion of some normative acts regarding the regime of aliens in Romania as amended by Law 157/2011 on the regime of aliens in Romania,
    - a)** Alien -the person who does not have the Romanian citizenship, the citizenship of another member state of the European Union or of the European Economic Area or the citizenship of the Swiss Confederation;
    - b)** stateless person - the person who does not have the citizenship of any state;
    - c)** resident - the holder of a temporary residence permit granted under the conditions of this emergency ordinance;
    - d)** long-term resident - the holder of a long-term residence permit granted under the conditions of this emergency ordinance;”

3.2. The Technical University of Cluj-Napoca provides equal treatment for international candidates or with study certificates obtained in another educational system other than the Romanian one as provided by:

- Art. 80 ^1 (1) letter b), c) from Government Emergency Ordinance no. 194/2002 (\*\* republished \*\*) for the modification and completion of some normative acts on the legal status of aliens in Romania:

“(1) Aliens, holders of the right of long-term residence, benefit, under the law, from equal treatment with Romanian citizens regarding:

**b)** access to all forms and levels of education and training, including scholarships;

**c)** validation of studies and recognition of diplomas, certificates, certificates of proficiency and professional qualifications, in accordance with the regulations in force;”

- Art. 80 ^1 (3) letter b), c) from Government Emergency Ordinance no. 194/2002 (\*\* republished \*\*) for the modification and completion of some normative acts on the legal status of aliens in Romania:

“(3) Aliens holding a right of temporary residence, employed, registered as unemployed or researchers, benefit, under the law, from equal treatment with Romanian citizens regarding:

**b)** access to all forms and levels of education and training, including scholarships;

**c)** validation of studies and recognition of diplomas, certificates, certificates of proficiency and professional qualifications, in accordance with the regulations in force;”

#### **4. ORGANISATION**

According to the Regulation on the organization and conduct of the competition for bachelor's degree admission, in the academic year ...../....., this competition can be organized in one or two sessions, under identical conditions, by following the calendar established at university level.

#### **5. CANDIDATES REGISTRATION**

5.1 The registration of candidates for the competition of bachelor's degree admission, at all faculties within the Technical University of Cluj-Napoca, will be carried exclusively online, through the TUCN admission platform in accordance with the Regulation on the organization and conduct of the competition for bachelor's degree admission at the Technical University of Cluj-Napoca, in the academic year ...../.....

5.2 In the exceptional case where the TUCN management decides to organize some physical registration points, the candidates will be able to register on the online platform at these points.

5.3 The registration file of the candidates for the competition of bachelor's degree admission, in the academic year ...../....., is composed of all the necessary documents mentioned in Chapter 6 of the Admission Regulation.

#### **6. ADMISSION STEPS FOR INTERNATIONAL CANDIDATES - CITIZENS OF A MEMBER STATE OF THE EUROPEAN UNION, OF THE EUROPEAN ECONOMIC AREA AND OF**

## **THE SWISS CONFEDERATION, FOREIGNERS, STATELESS PERSONS OR LONG-TERM RESIDENTS**

### ***6.1. International candidates who can apply for the places allocated to Romanian citizens***

#### ***6.1.1. These categories comprise:***

- citizens of the EU, the EEA and the Swiss Confederation;
- foreigners benefiting from a form of international protection;
- foreigners holding a right of temporary residence, employed, registered unemployed or researchers;
- foreigners holding a long-term right of residence;
- foreigners, third-country nationals or stateless persons, with a right of long-term residence in the Member States of the European Union or countries which fully apply the provisions of the Schengen acquis;
- other types of foreign citizens who, at the time of admission, are guaranteed by law an equal treatment with that applied to Romanian citizens regarding access to university studies;
- stateless persons.

**Step 1 A - Sending the diploma recognition / validation file to ME-CNRED<sup>1</sup>** either by mail or via PCUe<sup>2</sup> platform [here](#). Information regarding the preparation of the file can be found on the Romanian Ministry of National Education website [here](#). Choose the appropriate procedure from the list displayed, depending on the category, level of education and the language in which the study certificate was issued. For study documents issued in Romanian, English, French, Spanish or Italian, the electronic version is recommended, the process being very easy. For **study documents issued in other languages** than the above, the translated study document will be uploaded on the electronic platform, having the electronic signature of the notary public who performed the legalization. Alternatively, the file requested by the Romanian Ministry of National Education can be physically sent directly to the ME CNRED headquarter, with the legalized translation of the original study documents. The International Relations Office of the Technical University of Cluj-Napoca can provide assistance with the procedures mentioned.

**Step 1 B - Obtaining the certificate of recognition / validation issued by CNRED** either by mail, if you opted for the physical version, or via the [PCUe platform](#) by accessing the “My requests” section, if you opted for the digital version. Alternatively, if the TUCN International Relations Office has chosen to send the file to the ME CNRED, the candidate will be informed about the receipt of the certificate of recognition / validation of studies by the TUCN International Relations Office and will receive the document via online means and / or by mail to the indicated address.

**Step 2 - Registration of the candidate on the platform for admission to bachelor's degree studies on the places allocated for Romanian citizens**

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<sup>1</sup> Romanian National Center for the Recognition and Equivalence of Diplomas

<sup>2</sup> Romanian Electronic Point of Single Contact

**Step 3 - Verification by the TUCN International Relations Office Commission of the specific documents** comprising the application file. If needed, the Commission will send a notification to the candidate to correct the data entered or to complete the uploaded documents.

**Step 4 - Transmission** by the TUCN Commission **of the application file to the TUCN Commission for Equivalence of Grades (abbreviated CES in Romanian)**

**Step 5 - CES takes charge of the equivalence of grades** from the relevant study document uploaded on the platform

**Step 6 - Transmission of the application file** by CES to the admission committee (s)

**Step 7 - Distribution of the candidate on one of the places for Romanian citizens**, with financial status *state funded place* or *place on tuition*, depending on the results obtained in the admission competition, **and display of results**

**Step 8 - Confirmation of the place occupied**, according to the provisions of the Annex to the Regulation on the organization and conduct of the admission competition

**Step 9 - Enrollment of the candidate for college**

## **7. OTHER PROVISIONS**

7.1. International candidates who are citizens of a Member State of the European Union, the European Economic Area and the Swiss Confederation, foreigners, stateless persons, residents or long-term residents who wish to follow the Romanian language preparatory year program should contact the International Relations Office at [international@staff.utcluj.ro](mailto:international@staff.utcluj.ro).

7.2. Citizens from the categories enumerated above, who want to apply for programs organized in a foreign language at the Technical University of Cluj-Napoca must present proof of knowledge of the Romanian language. More details can be obtained on request by writing to [international@staff.utcluj.ro](mailto:international@staff.utcluj.ro).

## Annex 6b

### ADMISSION STEPS FOR INTERNATIONAL CANDIDATES - ROMANIANS EVERYWHERE

**Step 1 - Registration on the admission platform** at bachelor's degree studies on places specially designed for Romanians everywhere.

**Step 2- Verification by the TUCN International Relations Office Commission of the specific documents** comprising the application file. If needed, the Commission will send a notification to the candidate to correct the data entered or to complete the uploaded documents.

**Step 3 A - Transmission** by the TUCN Commission of the **application file to the TUCN Commission for Equivalence of Grades** (abbreviated CES in Romanian), if applicable

**Step 3 B - Transmission** of the application file by CES to the **TUCN International Relations Office Commission**

**Step 4 - Distribution of the candidate on one of the places for Romanians everywhere**, with financial status "*without payment of tuition fees, but with scholarship*", "*without payment of tuition fees, but without scholarship*" or "*with fee in RON*", depending on the options entered and the grade obtained in the admission competition, **and the display of results**

**Step 5 - Confirmation of the place**, according to the provisions of the Annex to the Regulation on the organization and conduct of the admission competition

**Step 6 - Submission of the files** by the TUCN International Relations Office Commission to ME-DGRIAE<sup>3</sup> in order to issue schooling approvals

**Step 7 - Transmission by the TUCN International Relations Office of the schooling approval** to each candidate declared admitted, via e-mail, to the address registered on the admission platform.

**Step 8 - Transmission by the TUCN International Relations Office of the original schooling approvals to the secretariats of the faculties**

**Step 9 - Enrollment of the candidate for college, after obtaining the study visa** from the Romanian diplomatic representatives in the country of origin.

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<sup>3</sup> Romanian Directorate-General for International Relations and European Affairs