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PROCEDURES for organizing and running Masteral Studies Admission at "Ovidius" University of Constanta during the July and September 2017 examination sessions

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1. PURPOSE

The purpose of these Procedures is to describe the organization and running of the competition for the admission to the Masteral studies at „Ovidius” University of Constanta.

2. SCOPE

This Regulation shall apply within "Ovidius" University of Constanta, at the competition for the admission to Masteral studies in the academic year 2017-2018.

3. REFERENCE DOCUMENTS

3.1 Education Law no.1 / 2011, with subsequent amendments and additions;

3.2 Law no. 288/2004 regarding the organization of higher education studies, with subsequent amendments and additions;

3.3 GEO no. 133/2000 regarding fee-paying state undergraduate and postgraduate education, not included within state-subsidized places, with subsequent amendments and additions;

3.4 OMECTS 4945/2012 on the domains of Master's degree programs evaluated by ARACIS organized within higher education institutions, with subsequent amendments and additions;

4.5 G. D. 404/2006 on the organization of master studies;

4.6 OMECTS no. 6000/2012 regarding the approval of the procedures for the enrolment and education of foreign citizens from EU third countries in accredited state and private learning institutions in Romania, with subsequent amendments and additions;;

4.7 OMENCS no. 6102/2016 regarding the approval of the general framework for organizing and running the admissions to undergraduate, master's and doctoral studies..

4. DEFINITIONS AND ABBREVIATIONS

No.	Term	Definition and/or, if the case, the document defining the term
	State-subsidized places	the study expenses (tuition fees) shall be borne from the state budget
	Fee-based places	the study expenses (tuition fees) are borne by students

Abbreviation	Abbreviated term
OUC	„Ovidius” University of Constanta
ISO	International Student Office
FTE	Full-time education
SSP	State-subsidized places
FBP	Fee-based places
GD	Government Decision
MNE	Ministry of National Education
NEL	National Education Law
EU	European Union
EEA	European Economic Area
SC	Swiss Confederation

5. DESCRIPTION OF ACTIVITY

5.1 GENERAL CONSIDERATIONS

ART. 1

- (1) In the 2017-2018 academic year admission to higher education in "Ovidius" University of Constanta is organized as follows: Master's degree as Full-time education in State-subsidized places and fee-based places
- (2) Admission to Master studies will be organized for both graduates enrolled under the Education Law no. 84/1995, republished, and graduates enrolled according to Law. 288/2004 on the organization of university and graduates of studies abroad and recognized by the specialized department within the Ministry of Education as at least undergraduate studies, subject to limited places allocated without tuition and with tuition.
- (3) Taking into consideration both university autonomy and public responsibility, OUC organizes an admission competition for every Master's degree program, in order to test the applicants' knowledge and cognitive, artistic or physical skills.

5.2 ORGANIZING THE ADMISSION

ART. 2

For a cycle of master programs, admission is performed at accredited study programs within the "Ovidius" of Constanta, in accordance with the legal provisions in force.

ART. 3

- (1) The admission to master programs takes place in the Romanian language.
- (2) In the case of Master's degree studies organized in a foreign language, the admission takes place in the teaching language of the respective undergraduate study program. The admission entails first taking an eliminatory language proficiency test for the respective language. There are exempted from this test the applicants from countries whose official language is the language of the respective courses and prove, with supporting documents, that they have attended courses in that language.

ART. 4

The state-subsidized places for the academic year 2017-2018 are approved by Government Decision and are allocated to "Ovidius" University of Constanta by the Order of the Ministry of National Education.

ART. 5

In 2017, enrollment in the entrance examination is conducted according to the schedule set by the Administration Council and approved by the Senate, published on the website of the university. The entrance examination concludes with the publications of the results.

ART. 6

- (1) The competition for admission to master programs is conducted according to the schedule approved by the AC and validated by the Senate before the start of the academic year, but not later than 30 September.
- (2) Admission sessions periods, forms and examination types are published on the website of the OUC and displayed at the faculty notice board.

ART. 7

Competition for admission to the second cycle - Master studies will follow the methodologies of each faculty.

5.3 CONDITIONS OF ENTRY IN THE ADMISSION COMPETITION**ART. 8**

- (1) The right to participate in the competition for admission to master university studies belongs to graduates with bachelor's degree or equivalent.
- (2) Romanian citizens may apply for admission to master academic studies for both state-subsidized and fee-based places (fee to be paid in RON).
- (3) Ethnic Romanians from the Republic of Moldova, the Republic of Albania, the Republic of Bulgaria, the Republic of Macedonia, the Republic of Serbia, the Ukrainian Republic, the Hungarian Republic, as well as the citizens from Diaspora can apply to "Ovidius" University of Constanta according to Art. 224 of the National Education Law no. 1/2011 and the provisions of the Admission Procedures approved by Order of the Minister of National Education.
- (4) Foreign citizens from European Union (EU) member states, from countries belonging to the European Economic Area (EEA) and the Swiss Confederation (CH) can apply for academic masters studies under the same conditions provided by law, including tuition fees, as Romanian citizens.
- (5) Citizens coming from states that are not member states of the European Union, of the European Economic Area as well as of the Swiss Confederation can apply for admission to master academic studies only on Foreign Currency Tuition places, based on the Letter of Acceptance issued by the specialized Directorate in the MEN.
- (6) The participation in the admission competition of foreign citizens is conditioned by the receipt of the certificate for the recognition of the diploma/ letter of acceptance from the relevant authorities within the Ministry, prior to the deadlines set by the Admission Methodologies of OUC faculties.

ART. 9

Each faculty establishes through its own admission methodology the holding of interviews or elimination tests as appropriate. Applicants will be informed at the premises of faculties on the date, time and name of the rooms where they take place. Their publication will be done no later than the day preceding the start of the admission examination.

ART. 10

Upon the admission to the undergraduate studies taught in Romanian, EU citizens and the citizens from third states are required to prove their knowledge of Romanian, according to the methodologies for their schooling in Romania, as appropriate.

ART. 11

By the admission methodologies and procedures, subject to the approval of the Administration Board and the Senate, OUC faculties determine all matters relating to the following:

- selection criteria
- differentiation criteria,
- tuition fees

- the calendar of the admission competition, falling within the general admission calendar set by the Administration Board and the Senate,
- procedures for running and assessing the oral test/ interview, where applicable,
- procedures for the assessment of the motivational essay/ letter of intent, where applicable.

ART. 12

- (1) A candidate may be admitted and enrolled as a student at most two Master studies programs simultaneously regardless of educational institutions offering them.
- (2) A candidate declared admitted can benefit from budget financing (free tuition) for one master's program, by submitting in this respect the original documents for his personal file within 5 days from the final results, according to the methodology of admission of each faculty.
- (3) The candidate admitted for several programs of study without tuition (fee) must opt for the study program he wants to be financed from the state budget.
- (4) Successful candidates who have completed in previous years master study programmes on places financed from the state budget without holding graduate status, may receive funding only for the difference between the number of years corresponding to the second degree program and the number of years of state-financing in the first program.
- (5) A master program graduates who occupied a budgeted position for the entire period studies may opt for admission to a master's program again only for a fee. Where the first master's program was followed on paid tuition the candidate can apply to fill a budgeted position in the new master's program if the admission grade allows the occupation of such a place.
- (6) Each year of study can be funded from the state budget only once.
- (7) Candidates must declare on their own responsibility in the application form the number of years they received funding from the state budget previously in other master's programmes, regardless of the higher education institution whose courses they have followed.
- (8) Related costs of exceeding the free education duration provided by law, shall be supported by the students.

5.4 THE ADMISSION COMPETITION PROCESS

THE REGISTRATION OF THE APPLICANTS

ART. 13

- (1) The registration to the admission competition is performed at the technical admission commission or online, according to the decision of the Faculty Council, subsequent to the approval of the Administration Board and the Senate.
- (2) The registration to the admission competition is made personally, based on the identity card / passport and on the other documents referred to in these Admission Regulations, or by a proxy, specifying clearly the mandate object.
- (3) The applicants opting for providing online registration facilities are required to provide personal identification data, according to their identity card/ passport.

ART. 14

Entries shall be made according to the timetable and schedule established by the Administration Council and approved by the Senate. They will be published on the university website.

ART. 15

- (1) At the faculties where the admission is performed online, in order to register, the applicants shall create an account on the platform, they shall register on the platform and they shall upload the required documents, including the proof of payment of the registration fee; the application form and the admission identification badge are generated automatically, subsequent to the completion of all registration steps.
- (2) For the registration to the admission competition at the faculties that do not organize online admission, the applicants shall fill in an application form (provided by the application centre of each faculty), in which they will enter, under signature and taking full responsibility, all the information requested.
- (3) By filling in the application form, the applicant certifies that s/he is aware of the contents of these procedures for organizing and running the admission competition, as well as of the obligation s/he is under to keep checking for admission updates.
- (4) Applicants shall indicate the fee status (state-subsidized or fee-based) they wish to apply for (depending on the options).
- (5) Applications are submitted under the name on the birth certificate.
- (6) The application form serves as a pre-contract until the study contract is signed (when the applicant is declared admitted).
- (7) The application form will include a note regarding the possibility of the respective programme of study not being organized if the minimum number of students necessary is not reached during the matriculation/enrollment period.

ART. 16

- (1) For Romanian citizens, registration of the candidates is done at each faculty in the places designed for this purpose. The addresses of these locations are published on the websites of faculties.
- (2) For Romanian citizens and for citizens of EU Member States, the EEA and the SC, who obtained / are in possession / have already the certificate of recognition of studies, who apply under the same conditions as Romanian citizens, registration of the candidates is done at each faculty in places specially arranged for this purpose. The addresses of these locations are published on the websites of faculties.
- (3) For foreign citizens in EU Member States, the EEA and the SC who apply under the same conditions as Romanian citizens, but is not in possession of the certificate of recognition of studies issued by the specialized Directorate of the MNE, submitting applications for eligibility assessment will be made according to the schedule established by the Department for foreign students of the OUC. After receiving the certificate of recognition from the specialty Directorate of the MNE, following notification by the DFS, the technical commissions for faculties admission will take the files from DSS before the completion of the registration period, based on a minute of receipt. Registration to admission competitions in 2017 and the release of exam participation cards will be done at the technical committees of the faculties.
- (4) For foreign nationals who apply to study programs with tuition fees in foreign currency submission of application files for eligibility assessment will be done according to schedule, at the Department for foreign students of the OUC. After receiving the acceptance letter / certificate of recognized qualifications by specialized departments of the MNE, following notification by the FSD, the technical admission commissions of faculties admission will take the files from the Department for foreign students before the completion of the registration period, based on receiving a handover report. Admission

registration for the competition of 2017 and the release of exam identification cards will be made at the technical committees of the faculties.

- (5) The Department for foreign students of the OUC and its faculties will ensure the visibility of information regarding the admission of foreign candidates and will answer, according to their competencies, to candidates' requests.
- (6) The University accepts no responsibility in cases where the certificate of recognition of studies / letter of acceptance is not received within the period for registration.

ART. 17

Candidates are obliged to inform themselves regarding the conduct of the admission daily on the website of the university and the faculty notice board, until the lists of final results are published.

ART. 18

- (1) The application file for Romanian citizens who enroll in the entrance examination to faculties that do not organize admission online, will contain the following documents in an envelope folder:

- a. the application-form for the entrance examination in accordance with Art. 15, pt. 2;
- b. birth certificate, copy, with certification of compliance with the original¹;
- c. simple copy of identification document (ID);
- d. marriage certificate, copy, with certification of compliance with originalul¹ for married candidates (who changed their name);
- e. original Baccalaureate diploma.

Candidates who enroll in other degree programs or those who are enrolled in another higher education institution will submit the baccalaureate diploma to certifying conformity with the original by the admissions committee members or, where appropriate, a certified copy of it;

- f. Bachelor degree in original or copy with the certification of compliance with original¹, or graduation certificate (for promotion in 2017) for candidates who enroll in more than one specialties;
- g. Grade Transcript / copy with certification of compliance with the original¹;
- h. certificate showing the quality of student, specifying the regime of studies, in a position paying tuition or tuition free, for each year of study if the candidate has been or is registered at a public or private higher education institution (if applicable);
- i. copy of examination identification card attesting registration to another master study program (where the candidate has submitted original documents)
- j. appropriate medical certificate issued by the family doctor or the school doctor certifying that the person is capable from a medical viewpoint for the study domain where he/she is registering. For the Faculty of Physical Education and Sport the candidate will comply with the methodology of the faculty;
- k. two or four color pictures - where appropriate, ID / identity card type;
- l. Receipt of payment of registration fee issued by the OUC cashiers or, where

¹ From the composition of the registration file, according to Government Emergency Ordinance no. 41/2016 on the establishment of simplification measures at central government level and amending and supplementing certain acts, it is eliminated the requirement for submission of certified copies of documents, replacing them with certification of compliance with the original by members of the Admission Committee where the registration takes place, who are designated to certify compliance with the original documents, with the mention that the certification is exclusively based on the presentation of the original of the document by the candidate (and not a certified copy).

- applicable, certificate or documents showing why enrollment fee exemption;
- m. for Roma candidates the registration file will contain, besides the aforementioned provisions, the following documents:
 - i. the written recommendation from the president of a legally constituted organizations of Roma showing that the candidate belongs to this ethnic group; the membership of that organization is not taken into consideration;
 - ii. certified copy of the court decision certifying the legal constitution of the organization;
 - iii. sworn statement that the candidate is a Rroma, according to the model set out in Annex 1.
- (2) For the compliance certification of study documents or civil status documents it is not acceptable if their original is damaged (broken, cut, illegible) or if there are visible interventions through lamination or otherwise which may create doubts on the originality of the document under certification.

ART. 19

The application file for citizens from EU Member States, the EEA and the SC, shall contain the following documents in an envelope folder:

- a. the application-form for the entrance examination;
- b. birth certificate copy and officially certified translation;
- c. copy of the document attesting that the candidate resides abroad
- d. copy of passport (pages 1-4) valid at the time of enrollment;
- e. the marriage certificate copy and certified translation for married candidates (who changed their name);
- f. Bachelor in original stamped with Hague Apostille or over-legalized by the Ministry of Education, Ministry of Foreign Affairs of the issuing country, the Embassy / Consular Office of Romania in the respective country and the Ministry of Foreign Affairs of Romania / 2 copies, and 2 authenticated translations legalized in Romanian;
- g. baccalaureate diploma or equivalent in original stamped with Hague Apostille or over-legalized by the Ministry of Education, Ministry of Foreign Affairs of the issuing country, the Embassy / Consular Office of Romania in the respective country and the Ministry of Foreign Affairs of Romania / 2 copies, and 2 translations authenticated in Romanian.
- h. transcripts in original corresponding to studies in high school and college (school situation) stamped with Hague Apostille or over-legalized by the Ministry of Education, Ministry of Foreign Affairs of the issuing country, the Embassy / Consular Office of Romania in the respective country and the Ministry of Foreign Affairs of Romania / 2 copies, and two authenticated translations in Romanian.
- i. certificate of recognition of studies issued by the MEN or a certificate of recognition for candidates who graduated in 2017 and at the time of entry are not in possession of the diploma (certificate is issued by CNRED provisionally pending presentation of the final diploma by the applicant, if the applicant exceeds the deadline the certificate becomes invalid);
- j. written request for recognition of studies for European citizens for admission to masteral studies 2017; in two copies, which will be used to obtain the certificate recognizing high school qualifications at the MNE - Appendix 2;
- k. language proficiency certificate issued by the Romanian institutions authorized by MNE, for admission to Master's degree with teaching in Romanian, with minimum accepted level B1;

- l. medical certificate (in an international circulation language) stating that the person to enroll in studies do not suffer from contagious diseases or other illnesses incompatible with the future profession. For the Faculty of Physical Education and Sport the candidate will comply with the faculty's methodology for admission;
- m. two or four color pictures - where appropriate, ID / identity card type;
- n. Receipt of payment of registration fee or, where applicable, the certificate or documents showing reason for enrollment fee exemption;
- o. the certificate showing the quality of student, specifying the regime of studies, on position paying tuition or tuition free, for each year of study, that the candidate has been or is registered at a public or private higher education institution (if applicable);
- p. copy of examination identification card attesting registration to another master study program (where the candidate has submitted original documents)
- q. affidavit for the authenticity of the documents Annex 3.
- r. statement with the list of documents filed under Annex 4;
- s. notarized power of attorney clearly specifying the date of validity, for foreign candidates who do not submit their file personally;
- t. copy of the receipt for dossier evaluation;
- u. on registration, candidates shall submit the file with documents in the application file in original, authenticated by the Romanian Embassy from the issuing country or Hague Apostille, where appropriate, together with the certificate of recognition of studies issued by the MNE or a certificate of recognition and passport with valid visa for the purpose "studies".

ART. 20

The candidacy file for citizens from third parties EU, EEC (European Economic Space), SC (Swiss Confederation) shall contain the following documents in an envelope folder:

- a. the standard application for being registered for the admission exam, Annex no.3
- b. birth certificate, copy and legalized translation
- c. a copy of the document that certifies the address abroad
- d. a copy of the passport (pages 1 -4) valid upon registration
- e. marriage certificate, copy and legalized translation, for married candidates that have changed their name
- f. the original bachelor's degree diploma certified with The Hague apostil or over-legalized by The Ministry of Education, The Ministry of Foreign Affairs in the country of origin, The Embassy/The Romanian Consular Office in the country of origin and by The Ministry of Foreign Affairs in Romania/2 copies and 2 legalized translations in Romanian
- g. baccalaureate diploma or the equivalent certified with The Hague apostil or over-legalized by The Ministry of Education, The Ministry of Foreign Affairs in the country of origin, The Embassy/The Romanian Consular Office in the country of origin and by The Ministry of Foreign Affairs in Romania/2 copies and 2 legalized translations in Romanian
- h. the studies record service in original, afferent to the high school and faculty studies (studies situation) certified with The Hague apostil or over-legalized by The Ministry of Education, The Ministry of Foreign Affairs in the country of origin, The Embassy/The Romanian Consular Office in the country of origin and by The Ministry of Foreign Affairs in Romania/2 copies and 2 legalized translations in Romanian

- i. linguistic competency certificate for Romanian language released by the the certified NME institutions with the minimum level accepted being B1 or a graduation diploma of the preparation year of study (for the admission exam at specializations taught in Romanian)
- j. studies acceptance letter released by the MNE, valid only for cited institution of higher education, starting with the cited academic year and for the cited academic cycle of studies; any surpassing change during the academic year that contradicts the documents needs to be rectified upon the request of the responsible institution of education, through the release of a new studies acceptance letter by the MNE
- k. the application for the release of the studies acceptance letter, Annex 2A/2B, in two copies that has the purpose of obtaining the studies acceptance letter, within the policy of the NME, filled in with all the gaps
- l. the linguistic competency certificate for Romanian language released by the certified NME institutions with the minimum level accepted being B1 or a graduation diploma of the preparation year of study (for the admission exam at specializations taught in Romanian)
- m. medical certificate that certifies that the person in question is medically able for the domain or for the study program that he/she is competing for. For the Faculty of Sport and Physical Education, the articles from its own policy are to be considered.
- n. 2 or 4 coloured pictures, after the case, identity card type
- o. the copy of the receipt for the file evaluation
- p. the receipt for the fee registration
- q. affidavit for the validity of the documents, Annex 3
- r. a statement with the list of the documents in the file, Annex 4
- s. a power of attorney with the clear notification of its valid date, for the candidates that do not submit the file themselves
- t. for matriculation, candidates will present the file with the originals of the application file documents, certified for the confirmation of authenticity by the Embassy of Romania in the issuing country or carrying the apostille of The Hague, whichever is applicable, along with the attestation of recognition of studies issued by the Ministry of National Education or the certificate of recognition and the passport carrying a visa valid for "studies".

ART. 21

(1) Ovidius University of Constanta requires registration fees, file evaluation fees, fees for the Romanian language test and fees for registration according to those established by the Board of Directors and by The University Senate

(2) The fees charged to the candidates are not to be returned in any circumstances, according to par.(1)

ART. 22

Certain categories of candidates benefit from free charges for the registration fee, according to valid documents, as follows:

- a. orphan candidates by the age of 26 will present a copy of the parent's/parents' death certificate(s), according to the original
- b. employed candidates will present a certificate certifying the status of being employed

- c. the teaching staff's children and the administration staff's children, still active, will present certificate according to which one of the parents is an active teacher in pre-higher education
- d. the teaching staff's children and the administration staff's children, retired from activity will present the pension proof and a certificate from the former employer where the parent had worked as a teacher or as administrative staff
- e. the candidates from Orphanages or from foster homes will present a certificate released by The County Department for Child Protection

ART. 23

The file with the documents are to be kept by the committee where the registration has been made, during the admission exam

ART. 24

After the period of registration no modification can be made for the options, as well as other information on the registered application form

THE VERIFICATION AND GRADING OF COMPETITION TESTS

ART. 25

The final result for the admission exam for master degree studies can not be lower than 6,00 (six).

ART. 26

The candidates classification is made in decreasing order according to the final results of the admission exam and due to the number of places approved for each program of studies

ART. 27.

- (1) The final result for admission is calculated as arithmetic average or as weighted average of the marks obtained at the admission exam tasks. The final result is calculated with 2 decimal, without rounding.
- (2) For the final calculation of the admission mark for master degree studies, the score obtained for bachelor 's degree diploma, in coherence with the Methodology of each faculty
- (3) The order of classification resulted after the admission exam will be considered for distributing vacancies financed by state budget, those being awarded to the top candidates in each field/program of studies, in coherence with the Methodology of each faculty
- (4) Two minimum criteria for separating the candidates are established in Methodologies of admission of each faculty, including equal scores obtained at the admission exam , as for the capacity of tuition not to be exceeded and the number of vacancies supported by the state budget, as well, according to the present rules and regulations

ART. 28

- (1) The criteria for checking and grading are to be set through the methodology of each faculty, considering its certain field of activity. The grading scales are displayed after the ending of each session of the admission exam.

- (2) The knowledge related to each program of studies is checked during practical or written tasks according to a bibliography containing academic works. The selection and the display of the bibliography is the duty of each faculty.

ART. 29

The mechanism of the sessions of the admission exam is established through the particular Methodology for admission of faculties regarding the deployment of the admission exam for master degree studies.

ART. 30

The admission is considered in decreasing order of the final results of the exam obtained by the candidates, restricted by the number of allocated vacancies for each faculty or for each program of master degree studies. In the event of having two or more candidates with the same final results, the shootout is done by quantifiable criteria (minimum two, established through own Methodologies by each faculty).

ART. 31

- (1) For the admission exam through the examination of files, the admission is done according to the Methodologies of each faculty
- (2) Upon registration, the candidates will register a motivational essay/a letter of intention, following of its examination in the catalogue with admitted/rejected. The motivational essay/the letter of intention is to be filled in according to the general model shown on the web page of each faculty.
- (3) According to their profile, the faculties can choose the option of an interview, in which case there is no need for the motivational essay or for the letter of intention. The interview, rated in the catalogue with admitted/rejected, is to be held after the register period, within a time frame, established by faculties, communicated at the notice board of each faculty and on the OUC web site.

ART. 32

For the programs of studies that organize admission exams with sessions of knowledge checking, the faculties establish their shootout criteria through their own Methodologies.

THE RESULTS OF THE ADMISSION COMPETITION

ART. 33

- (1) The final results of the admission exam are made public by displaying them at each faculty and on the webpage of OUC.
- (2) The display of the final results obtained at the admission exam is done according to the Methodology of each faculty, step by step, having the outcome of at least two lists:
 - a. Temporary lists, with the hierarchy of the candidates in the decreasing order of the results, which does not convey any status of being admitted or rejected. The candidates have the obligation of checking their own results and to notice, by litigation, within 24 hours from the moment of the display, possible inconsistencies
 - b. The final lists with the hierarchy of the candidates in the decreasing order of the results, resulted after having dealt with the litigations, contain final and incontestable results. The final lists are up-dated through the whole period of the

candidates registration, in the event of having candidates that do not state their option for being registered, written, at the secretaries of faculties/committees, within 48 to 120 hours from the moment of display of the final results.

- (3) After the registration, the final lists are generated and displayed with the candidates declared admitted and registered.

ART. 34

The temporary and the final lists contain the following category of information:

- a. Candidates admitted on the state-subsidized places (SSP), subject to the number of available places
- b. Candidates admitted on fee-based places (FBP), subject to the number of available places
- c. Pending candidates and, if applicable, unsuccessful candidates
- d. Withdrawn candidates.

ART. 35

For the programs of study for master degree reserved for Rroma candidates, an “R” (for “Rroma”) is to be placed near the name of the candidate and a separate column (coloured), following the decreasing order of the final results. For setting the final results, the proceedings are as follows:

- a. A list of the all admitted candidates in decreasing order of the final results is established for the vacancies free of charge for the Rroma community
- b. The mark for the final result can not be lower than 6 (six).
- c. If the number of Rroma candidates in the list, declared admitted, is lower than the number of vacancies supported by the state budget, the vacancies left are available for the second session of admission

ART. 36

- (1) The number of candidates declared admitted does not have to exceed the tuition capacity allocated to each domain or program of study.
- (2) The number of admitted candidates for the vacancies supported by the state budget does not have to exceed the tuition number approved by the administration and by the Senate.

ART. 37

- (1) For those study domains for master degree that the practical sessions are marked by points, each committee is free to agree upon the method of converting the points to marks, method mentioned in the Methodology of each faculty.
- (2) For those programs of study for master degree that allow the admission exam by file, the convert of the points into marks, regarding foreign candidates, is to be made by the technical committees of the faculties according to the rules and regulations and to their own methodology.

ART. 38

- (1) The resolution of appeals is the exclusive attribute of OUC.
- (2) Nu appeals are accepted for oral, sport or artistic abilities examinations.
- (3) Appeals generated by the lack of knowledge of the Regulations for organizing and running the Undergraduate Admission and of the Faculties’ own admission methodologies will not be accepted.

ART. 39

- (1) Any appeals will be solved by the faculty Appeals settlement board.
- (2) The decisions of the Appeals settlement board are final.

ART. 40

Appeals are submitted within one working day from the posting of the provisional lists of the admission competition. The submission of the appeals is made at the OUC Registrar's office, located at 124 Mamaia Boulevard.

ART. 41

Received appeals will be settled within 1 day from their submission deadline.

ART. 42

The communication of the results of the appeals will be made at the faculty's notice boards dedicated to the display of the results of the admission process, by the Technical admission boards of the faculties. The results of the appeals become part of the list with the result of the admission competition.

ART. 43

After the expiration of the settlement deadline and resolution of appeals, the result of the admission competition is considered concluded and can no longer be changed.

ART. 44

Statements or petitions of any kind related to any appeals submitted to the university after the posting of the results of the appeals will no longer be considered.

ART. 45

The appeal is accepted if the difference from the average initially obtained is higher than 0.5 points (to be added or deducted). In this situation, the appeal settlement boards propose a new final average, which they submit for validation to the Central admission board („appeal accepted”).

ART. 46

- (1) The validation of the initial result of a paper by the faculty Appeals settlement board triggers the recalculation of the final result of the admission exam for the candidate in question and implies putting the candidate's name in the proper position on the Final list of results, with all the consequences implied.
- (2) The candidate that has his litigation admitted can become admitted himself only if he obtains a better result than the last candidate on the admitted candidates list.

THE MATRICULATION OF THE CANDIDATES

ART. 47

- (1) The candidates declared admitted have the obligation of register within 48-120 hours from the display of the final results of the admission exam for master degree program of study at OUC at the secretaries of faculties (according to the Methodology of each faculty)

- (2) The matriculation of foreign citizens (who do not have Romanian citizenship or the citizenship of another EU, EEA or SC member state) will be made in accordance with the calendar established by OUC, at the latest by the end of the first semester of the academic year for which the *Letter of acceptance* was issued, based on the legislation in force.
- (3) In the event of a candidate being admitted for two places supported by the state budget for master degree studies, the person in question has to declare, in writing, according to each faculty's policy, his option for one of the places considering that he has to submit his high school diploma and his bachelor's degree diploma. Not submitting the high school diploma and the bachelor's degree diploma, in original, at the candidate's expense, as it is established by the Methodology of each faculty for the admission exam, triggers the loss of the vacancy financed by the state budget.
- (4) Together with the registration application, the candidates declared admitted have the duty of signing the contract of studies that is to be attached to the personal file of each candidate
- (5) In the application form for registration there is notification for the admitted candidate that there is a possibility for the master degree program not to happen if the number of students is not minimum necessary.
- (6) The candidates declared admitted for the tax free vacancies are going to pay for the registration fee and are going to sign the tuition contract.
- (7) The candidates declared admitted for paid vacancies are going to present upon registration the proof of 40% of the annual payment for tuition and are going to sign a contract with the provider institution. The payment cannot be returned if the candidate chooses to withdraw from the program. The candidates declared admitted on paid vacancies that would advance to the vacancies free of charge as a consequence of others withdrawing from the program, are to be given back the tax for registration paid previously.

ART. 48

- (1) The candidates declared rejected or that withdraw from the program can receive back their documents after a request application, personally or by post.
- (2) The Technical committee for admission for each faculty has the duty of give back, in maximum two working days from the moment of the request and unconditioned, without charges, the files of the candidates declared rejected or of those that give up their vacancies obtained by admission exam.
- (3) The candidate that withdraws his documents before the display of the final results of the admission exam is eliminated from the competition.

ART. 49

- (1) In the event of unoccupied vacancies, redistribution is possible, on request, only between the programs of study for the same domain that had the same admission sessions, and only for the candidates that obtained the final result of 6 (six).
- (2) The criteria of redistribution specific to each domain are mentioned in the Methodology of each faculty, displayed at the their window displays
- (3) The result of the redistribution is displayed in maximum two working days from the expiry limit of submitting the application requests, by the duty of the admission committee of each faculty

ART. 50

Successful candidates in the admission competition will be awarded the status of students by means of the matriculation Decision issued by the Rector of the University. After matriculation, students are entered in the Unique Matriculation Register (Registrul matricol unic – RMU), being assigned a unique number which is valid the whole period of studies, for the study program they were admitted to.

5.5. FINAL PROVISIONS**ART. 51**

The methodologies of each faculty are added to the present regulations and are approved separately.

Other remarks related to the organization and deployment of The Admission Exam 2017 are made public by displaying them at the headquarters of faculties and on the institution webpage.

ART. 52

By the time the present regulations are valid, the methodology regarding the organization and the deployment of the admission exam for master degree studies at OUC from July and September 2016, is not longer valid. Changing the present Regulations is done only by the Senate 's approval or through imperative valid documents.

ART. 53

These regulations were adopted during the meeting of the Administrative Board of 07.02.2017 and approved during the meeting of the Senate of "Ovidius" University of Constanta on 09.02.2017.

*President of the Senate of "Ovidius" University of Constanta
University Professor, PhD Ion BOTESCU*

6. Annexes and application forms

Annex 1 – Statutory declaration for Roma candidates;

Annex 2 – Application for the recognition of the studies of European citizens in view of the admission to undergraduate studies 2017;

Annex 2A/2B* – Application for the issuance of the letter of acceptance to studies

Annex 3 – Application form for the registration to the admission competition and Statutory declaration regarding the authenticity of the documents

Annex 4 – Declaration on the list of documents submitted on file

Annex 5 - The list of Hague convention countries.

*Note the Ministry of National Education hasn't posted the new forms so far - Annex 2B and 2B

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1. PURPOSE

2. SCOPE

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4. DEFINITIONS AND ABBREVIATIONS

5. DESCRIPTION OF THE ACTIVITY

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5.2 ORGANIZING THE ADMISSION

5.3 CONDITIONS OF ENTRY IN THE ADMISSION COMPETITION

5.4 THE ADMISSION COMPETITION PROCESS

THE REGISTRATION OF THE APPLICANTS **Error! Bookmark not defined.**

THE VERIFICATION AND GRADING OF COMPETITION TESTS

THE RESULTS OF THE ADMISSION COMPETITION

THE MATRICULATION OF THE CANDIDATES

5.5 FINAL PROVISIONS

6. ANNEXES AND FORMS

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No. _____

APPLICATION FOR RECOGNITION OF STUDIES FOR ENROLMENT TO MASTER / PhD STUDIES, DPPD
2017-2018 UNIVERSITY YEARDEMANDE DE RECONNAISSANCE REQUISE POUR L'ADMISSION AUX MASTER / ÉTUDES DE DOCTORAT,
ANNÉE UNIVERSITAIRE 2017-2018**WRITE CLEARLY IN BLOCK CAPITALS / À REMPLIR EN MAJUSCULES**
ALL FIELDS MUST BE FILLED IN / VEUILLEZ REMPLIR TOUTES LES RUBRIQUES

1. Family name(s) / Nom(s) _____
2. First name(s) / Prénom(s) _____
3. Previous names / Noms portés antérieurement _____
4. Date of birth / Date de naissance: Day/Jour _____ Month/Mois _____ Year/Année _____
5. Place of birth / Lieu de naissance: Country/Pays _____ Place/Ville _____
6. Gender/ Sexe M F
7. National Identity Card (Passport) No. / Carte d'identité /Passeport No. _____
8. Educational background/Études:
- 8.1 Name of university & address / Nom de l'université & adresse _____
- Country/Pays _____ Place/Ville _____
- 8.2 Date of admission / Date d'admission _____
- 8.3 Date of completion / Date de fin d'études _____
- 8.4 Name of the diploma (certificate) issued / Type de brevet ou certificat de fin d'études délivré _____
- 8.5 Other institutions the applicant graduated from and names of the diplomas/certificates received /
Autres études poursuivies et les diplômes/certificats de fin d'études obtenus _____
- 8.6. With the recognition of the major / Avec la reconnaissance de la spécialité
9. Enrolment to studies **in Romania** / Inscription aux études **en Roumanie**:
- Level of studies / Niveau d'études Master PhD / Doctorat DPPD
- 9.1 Name of the university / Nom de l'université _____
- 9.2 Name of the faculty / Nom de la faculté _____
- 9.3 Domain / Domaine _____
- 9.4 Specialization / Spécialité _____
- 9.5 Enrollment into the (1st, 2nd...) _____ year of study / l'année d'études pour l'inscription _____
10. Name of the university previously attended (for transfer applicants only) / Nom de l'université suivie
précédemment (dans le cas d'étudiants transférés) _____
11. **I do hereby declare on my on liability that knowing the dispositions of art. 326 of the Criminal Code, that all information and documents furnished here are true and accurate to the best of my knowledge. / Je déclare par la présente, sur ma responsabilité, en connaissant les dispositions de l'Art. 326 du Code Pénal, que tous les renseignements et documents fournis ici sont véridiques et exacts au meilleur de ma connaissance.**
12. E-mail (in capital letters) / Courriel (en majuscules) _____

Date _____

Signature _____

FIȘĂ ÎNSCRIERE LA STUDII PE CONT PROPRIU VALUTAR
APPLICATION AS SELF PAYING VALUTARY APPLICANT
(AN ACADEMIC 2017-2018)
FOR THE ACADEMIC YEAR 2017-2018

I. Vă rugăm selectați tipul de studiu, facultatea, specializarea și limba de predare pentru care doriți să aplicați:

Please select the study type, faculty, specialization, study language, for which you would like to apply

A. Tip studii : (licență, master, doctorat, rezidențiat, An Pregătitor)
Study type: (bachelor, master, PhD, residency, Preparatory Year)

B. Facultatea: _____
Faculty of choice

C. Specializarea: _____
Specialization

D. Limba de predare: (*Study language*) _____

II. Vă rugăm completați formularul de mai jos cu datele dumneavoastră personale, folosind majuscule: (*candidate will fill in all necessary information with CAPITAL LETTERS*)

Nume: (*Family Name*) _____

Prenume: (*Given Name*) _____

Locul și data nașterii: (*Date & Place of Birth*) _____

Sex: M F **Cetățenie:** Țara: _____ EU / non-EU

Citizenship: Country

Seria și numărul pașaportului: _____ emis la data de _____

Passport Series and Number

Issued at

Adresa (strada, nr, oraș, cod poștal, țara) *Adrees(street, No, Postal Code, Country)*

Număr telefon: (*Phone Number*) _____

Adresă e-mail: (*E-mail address*) _____

Data (*Date*) _____ **Semnătura** (*Signature*) _____

III. Declarație (*Declaration*)

Declar pe propria răspundere că:

I hereby declare, under penalty of perjury

1. Am citit și am luat la cunoștință metodologia de admitere pentru candidații străini ce doresc să studieze în regim CPV (cont propriu valutar) la programele de studiu din cadrul Universității "Ovidius" din Constanța pentru anul universitar 2017-2018.

I have read and am aware of the admission methodology for international candidates that wish to study in self payment (valutary status) at the study programs within "Ovidius" University of Constanta for the 2017-2018 academic year

2. Am luat la cunoștință și sunt de acord ca în cazul în care am fost declarat eligibil, rezultat obținut prin fraudă (ex. Am furnizat informații care nu sunt în conformitate cu realitatea), Universitatea are dreptul de a refuza înmatricularea mea și toate taxele achitate anterior sunt nerambursabile.

I have taken notice and agree that if I have been declared eligible through forgery (eg. I have provided information that are not true), the university is allowed to deny my registration and that all my already paid fees are non-refundable

3. Informațiile completate în fișa de înscriere sunt în concordanță cu realitatea.

The information declared in my application is true and according to reality

4. Am luat la cunoștință și sunt de acord că înmatricularea în urma concursului de admitere este condiționată de obținerea Scrisorii de acceptare / Atestatului de recunoaștere a studiilor de liceu, eliberată de către Ministerul Educației din România.

I have taken notice and agree that my registration after the admission exam is conditioned by the issuance of my acceptance letter / high school recognition from the Romanian Ministry of Education

5. Am luat la cunoștință și sunt de acord ca în cazul în care sunt declarat ADMIS în urma concursului de admitere, am la dispoziție maxim 5 zile pentru a achita taxa de înmatriculare și 40% din contravaloarea taxei de școlarizare pentru programul de studiu selectat, altfel voi fi descalificat. Posibilitatea înmatriculării mele va fi condiționată de emiterea Scrisorii de accept / Atestatului de recunoaștere a studiilor de către Ministerul Educației din România.

I have taken notice and agree that if after the admission exam I am declared admitted I have a maximum of 5 days to pay the registration and 40% of the tuition fee for the chosen study program, or else I may be disqualified. The possibility of my registration is conditioned by the issuance of my acceptance letter / high school recognition from the Romanian Ministry of Education

6. Am luat la cunoștință și sunt de acord că la înmatriculare voi prezenta diploma de liceu sau echivalentul acesteia precum și foile matricole, supralegalizate de către autoritățile de resort, în original. Pentru studii postuniversitare, se vor depune la înmatriculare: diploma de licență și foile matricole, diploma de master și foile matricolă.

I have taken notice and agree that at registration I will submit my high school diploma or the equivalent as well as all transcripts, authorised by the competent authorities in original.

For post graduate studies, the submission of bachelor degree, master's degree and transcripts shall be necessary.

7. În cazul în care sunt admis dar ulterior decid să mă retrag de la studii, iau la cunoștință că Universitatea nu îmi va păstra locul pentru anul universitar următor, iar taxele achitate anterior retragerii sunt nerambursabile.

If after being declared admitted I decide to retrieve myself from the study program, I have taken notice and agree that the university will not keep my seat for the next academic year and all my already paid fees are non-refundable

Data (Date) _____

Semnătura (Signature) _____



UNIVERSITATEA "OVIDIUS" DIN CONSTANȚA

B-dul Mamaia 124, 900527 Constanța

Tel./Fax: 40-241- 606467, 40-241- 606407

E-mail: rectorat2@univ-ovidius.ro

Webpage: www.univ-ovidius.ro

ANEXA 4

DATE PERSONALE CANDIDAT (PERSONAL INFORMATION OF CANDIDATES)	
NUME ȘI PRENUME <i>NAME & SURNAME</i>	
Telefon / Mobil: <i>Tel No / Mobile No</i>	
Adresă e-mail: <i>E-mail address:</i>	
Adresa de domiciliu <i>Full home address:</i>	
Țara: <i>Country:</i>	

DOCUMENTE PREZENTE ÎN DOSARUL DE CANDIDATURĂ PENTRU (DOCUMENTS SUBMITTED IN THE CANDIDATE'S PERSONAL FILE)		
FACULTATEA (FACULTY) _____		
TIPUL DE STUDIU (TYPE OF STUDY: Bachelor, master, PhD, Residency) _____		
SPECIALIZAREA (Specialization) _____		
LIMBA DE PREDARE (Teachig language) _____		
<input type="checkbox"/>	Fișa de înscriere la studii pe cont propriu valutar + chitanța privind taxa de procesare <i>(Application as a self paying valutary candidate + receipt of processing fee)</i>	OBLIGATORIU <i>(COMPULSORY)</i>
<input type="checkbox"/>	Cererea-tip de acceptare la studii în specialitatea solicitată, aprobată de coordonatorul / directorul de program <i>(Application form of acceptance to study in the required specialty approved by coordinator / program director)</i>	OBLIGATORIU DOAR PENTRU CANDIDAȚII LA STUDII DE REZIDENȚIAT <i>(FOR RESIDENCY CADIDATES ONLY)</i>
<input type="checkbox"/>	Fișa de înscriere la studii cu aprobarea conducerii Universității; <i>(Application form of acceptance to study in the required specialty with University management approval;)</i>	OBLIGATORIU DOAR PENTRU CANDIDAȚII LA STUDII DE REZIDENȚIAT <i>(FOR RESIDENCY CADIDATES ONLY)</i>
<input type="checkbox"/>	Certificatul de naștere, în 2 copii legalizate și 2 traduceri legalizate <i>(2 authorised translations & copies of birth certificate)</i>	OBLIGATORIU <i>(COMPULSORY)</i>
<input type="checkbox"/>	2 copii după actul care atestă domiciliul stabil în străinătate și 2 traduceri legalizate <i>(2 authorised translations of the document that states the actual address of candidate)</i>	OBLIGATORIU <i>(COMPULSORY)</i>
<input type="checkbox"/>	2 copii a actului de identitate sau a pașaportului (paginile 1 – 4) valabil la momentul înscrierii <i>(2 copies of valid passport pages 1-4 or valid ID)</i>	OBLIGATORIU <i>(COMPULSORY)</i>

<input type="checkbox"/>	Diploma de bacalaureat sau echivalentul acesteia împreună cu foile matricole aferente anilor de studiu, autentificate de către autoritățile de resort din țara emitentă (apostilă Haga sau supra-legalizată de către Ministerul Învățământului, Ministerul Afacerilor Externe din țara emitentă, Ambasada / Oficiul Consular al României în țara respectivă și Ministerul Afacerilor Externe din România) – 2 copii si 2 traduceri legalizate în limba română <i>(Original high school diploma or the equivalent & all transcripts with 2 authorised translations, authorised by the competent authorities in original. Eg. Hague Apostil, Ministry of Externat Affairs of the issuing country, Consular Office or Romanian Embassy in the issuing country, Romanian Minsitry of External Affairs)</i>	OBLIGATORIU <i>(COMPULSORY)</i>
<input type="checkbox"/>	Diploma de licență sau echivalentul acesteia împreună cu foile matricole aferente anilor de studiu, autentificate de către autoritățile de resort din țara emitentă (apostilă Haga sau supra-legalizată de către Ministerul Învățământului, Ministerul Afacerilor Externe din țara emitentă, Ambasada / Oficiul Consular al României în țara respectivă și Ministerul Afacerilor Externe din România) – 2 copii si 2 traduceri legalizate în limba română <i>(Original Bachelor Degree diploma or the equivalent & all transcripts with 2 authorised translations, authorised by the competent authorities in original. Eg. Hague Apostil Ministry of Externat Affairs of the issuing country, Consular Office or Romanian Embassy in the issuing country, Romanian Minsitry of External Affairs)</i>	OBLIGATORIU PENTRU CANDIDAȚII CARE DORESC SĂ PARTICIPE LA STUDII POSTUNIVERSITARE <i>(FOR POST GRADUATE CADIDATES ONLY)</i>
<input type="checkbox"/>	2 copii și 2 traduceri legalizate a adeverinței care atestă promovarea examenului de licență pentru absolvenții anului curent, după caz; <i>(2 Authorised copies and translations of bachelor exam for the curent year graduates)</i>	OBLIGATORIU PENTRU CANDIDAȚII CARE DORESC SĂ PARTICIPE LA STUDII POSTUNIVERSITARE <i>(FOR POST GRADUATE CADIDATES ONLY)</i>
<input type="checkbox"/>	Atestaul de absolvire a Anului pregător de limna română sau certificatul de competență lingvistică, după caz <i>(Romanian Language proficiency certificate or Romanian language preparatory year diploma)</i>	OBLIGATORIU PENTRU CANDIDAȚII CE DORESC SĂ PARTICIPE LA STDUII ÎN LIMBA ROMÂNĂ <i>(COMPULSORY FOR CANDIDATES THAT APPLY FOR ROMANIAN TEACHING PROGRAMS)</i>
<input type="checkbox"/>	Adeverință medicală/certificatul medical care atestă că persoana respectivă este aptă din punct de vedere medical pentru viitoarea profesie și 2 traduceri legalizate <i>(Medical certificate stating that the candidate is suitable for the future profession & 2 authorised tanslations)</i>	OBLIGATORIU <i>(COMPULSORY)</i>
<input type="checkbox"/>	patru fotografii color, tip buletin/carte de identitate <i>(4 passport side photos)</i>	OBLIGATORIU <i>(COMPULSORY)</i>
<input type="checkbox"/>	Certificatul de căsătorie, în copie legalizată, pentru candidații căsătoriți (care și-au schimbat numele) în două copii legalizate și două traduceri legalizate în limba română <i>(Marriage certificate, authenticated copy for married candidates (who changed the name) in two copies & two authorised translations in Romanian language)</i>	OBLIGATORIU <i>(COMPULSORY)</i>
<input type="checkbox"/>	Procură notarială cu specificarea în clar a datei de valabilitate a acesteia, pentru candidații cetățeni străini care nu depun dosarele personal <i>(Power of Attorney clearly specifying the date of validity, for candidates that do not submit personal files)</i>	OBLIGATORIU <i>(COMPULSORY)</i>
<input type="checkbox"/>	Plic autoadresat <i>(pre-addressed envelope)</i>	OBLIGATORIU <i>(COMPULSORY)</i>

Data și semnătura *(Date & Signature)*