



No. _____ / _____
 Approved, Dean, _____

APPLICATION FOR THE ASSESSMENT/ EQUIVALENCE OF LANGUAGE COMPETENCE

| CANDIDATE: | | REPRESENTATIVE (if applicable): | |
|--|---|---|---|
| Family name (according to the identity document) | Click or tap here to enter text. | Family name | Click or tap here to enter text. |
| Given name (according to the identity document) | Click or tap here to enter text. | Given name | Click or tap here to enter text. |
| Title | <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Miss | Title | <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Miss |
| Nationality | Click or tap here to enter text. | Phone # | Click or tap here to enter text. |
| Phone # | Click or tap here to enter text. | Email address | Click or tap here to enter text. |
| Email address | Click or tap here to enter text. | Power of attorney #/ date | Click or tap here to enter text. |
| I hereby give my consent for the processing of my personal data. | | I hereby declare having obtained the consent of the candidate regarding the processing of his/her personal data and that I consent to the processing of my personal data. | |

I declare that I know the provisions of the Regulations on the assessment of language competence and issuance of the language competence certificates (CLC) applicable in special situations, that I undertake to follow them and that I agree that during the assessment the commission make recordings and/or screen captures.

| Check | Use | Type | Candidates | Certificate for the language | Minimum level | Validity |
|--------------------------|---|-------------|---|---|--|----------|
| <input type="checkbox"/> | Admission to undergraduate studies | Assessment | Candidates without Baccalaureate/ CLC/ preparatory year for Romanian | Romanian | B1 | 2 years |
| <input type="checkbox"/> | Admission to master studies | Assessment | Candidates without Baccalaureate/ CLC/ preparatory year for Romanian | Romanian | B1 | 2 years |
| <input type="checkbox"/> | Admission to doctoral studies | Assessment | Candidates without Baccalaureate/ CLC/ preparatory year for Romanian | Romanian | B2 | 2 years |
| <input type="checkbox"/> | Admission to residency | Assessment | Candidates without Baccalaureate/ CLC/ preparatory year for Romanian | Romanian | B2 | 2 years |
| <input type="checkbox"/> | Admission to undergraduate studies | Assessment | Candidates to programs taught in a foreign language requiring a CLC | Foreign <input type="checkbox"/> En <input type="checkbox"/> Fr <input type="checkbox"/> De | B1 | 2 years |
| <input type="checkbox"/> | Admission to master studies | Assessment | Candidates | Foreign <input type="checkbox"/> En <input type="checkbox"/> Fr <input type="checkbox"/> De | B2 | 2 years |
| <input type="checkbox"/> | Admission to doctoral studies | Assessment | Candidates | Foreign <input type="checkbox"/> En <input type="checkbox"/> Fr <input type="checkbox"/> De | B2 | 2 years |
| <input type="checkbox"/> | Study grants or scholarships | Assessment | OUC students who have NOT completed 4 semesters x 2h/week of foreign language | Foreign <input type="checkbox"/> En <input type="checkbox"/> Fr <input type="checkbox"/> De <input type="checkbox"/> It <input type="checkbox"/> Tr | A2 | 2 years |
| <input type="checkbox"/> | Personal file (study grants or scholarships, employment etc.) | Equivalence | OUC students who have completed 4 semesters x 2h/week of foreign language | Foreign <input type="checkbox"/> En <input type="checkbox"/> Fr <input type="checkbox"/> De <input type="checkbox"/> It <input type="checkbox"/> Tr | Average mark during the 4 semesters, 2h/ week: - 9-10: B2 - 7-8: B1 - 5-6: A2 | 2 years |
| <input type="checkbox"/> | Academic purposes | Assessment | Academic/ research staff | Foreign <input type="checkbox"/> En <input type="checkbox"/> Fr <input type="checkbox"/> De <input type="checkbox"/> It <input type="checkbox"/> Tr | B1 | 4 years |
| <input type="checkbox"/> | Employment/ personal file | Assessment | Persons looking for a job | Foreign <input type="checkbox"/> En <input type="checkbox"/> Fr <input type="checkbox"/> De <input type="checkbox"/> It <input type="checkbox"/> Tr | In accordance with the requirements of the employer/ applicant | 2 years |

Faculty/ Company _____ Click or tap here to enter text.
Specialization/ career field _____ Click or tap here to enter text.

ANNEXED DOCUMENTS (IN COPY):

- Receipt no. Click or tap here to enter text./ Click or tap here to enter text.
- Candidate's ID
- Power of attorney (if applicable)
- The representative's ID (if applicable)
- Transcript of records/ diploma supplement/ certificate regarding the studied foreign languages (only in the case of equivalence)

Date, Click or tap here to enter text.

Signature, Click or tap here to enter text.

EXCERPT FROM THE REGULATIONS:

- The level of language competence will be determined in accordance with the European Council’s Common European Framework of Reference for Languages (CEFR) (<https://europass.cedefop.europa.eu/ro/resources/european-language-levels-cefr>), adapted to the structure of the academic year.
- The assessment of language competence consists in an oral test and a written test, taken on the same day:
 - o The oral test (10 minutes) consists in: listening comprehension, conversation on general topics and oral discourse regarding the field of interest.
 - o The written test (30 minutes) consists in: reading comprehension (adapted to the required competence level), grammar, vocabulary and speaking.
- Each of the 5 descriptors (listening, spoken interaction, spoken production, reading, writing) are allocated 20 points, totalling 100 points. In order to obtain the level which is tested, the minimum score for each of the 5 descriptors is 14, and the minimum global score is 70. In order to be awarded the immediately lower level, the minimum score for each of the 5 descriptors is 12, and the minimum global score is 60.
- Content examples for the written test may be found online at: <http://litere.univ-ovidius.ro/cerificate-de-competenta-lingvistica>.
- During the state of emergency, the state of alert and in other objective situations in which the assessment of language competence cannot be done face-to-face, this activity may be organized online.
- The assessment/ equivalence sessions are organized by the Faculty of Letters every week, on a day and at a time which is communicated to the applicants in due time.
- The assessment and contestation commissions consist of the president and two assessing members, who are part of the teaching staff of the Faculty of Letters. The members of the commissions are appointed by the management of the Faculty of Letters.
- The individual applications (ANNEX 2) may be submitted to the secretariat of the Faculty of Letters (Constanta, Aleea Universitatii nr. 1, Campus, building A, ground floor, room 026), during working hours (Monday-Thursday, between 9:00-11:00) or online, at the address secretariat_FL@univ-ovidius.ro. Applications will be accompanied by the copy of the identity document of the applicant and by the proof of payment of the assessment/ equivalence fee. If the applications is submitted by a representative, copies of the legalized translation of the power of attorney and of the representative’s identity document will be submitted. In case of equivalence, supporting documents based on which the equivalence will be made will be submitted.
- The assessment commissions will receive weekly the applicants’ files from the secretariat of the Faculty of Letters, on which basis they will schedule the assessment tests.
- After scheduling the tests, the assessment commission will inform the applicants by email or other electronic means about the date, time and link assigned to the tests, at least 2 working days ahead.
- The two assessment tests are taken on the same day, first the oral test and then the written test.
- The oral assessment of the candidates will be made using one of the following platforms: **Webex Meetings/Teams or Microsoft Teams**, which allow the assessment to be organized as individual or group video sessions which the assessment commission will record in full or in part and/or will make screenshots of, with the prior consent of each of the assessed candidates, expressed in writing within the application form. The recordings and/or screenshots thus made represent the proof of the assessment activity and will be archived and kept by the assessment commission for 1 year.
- The written assessment of the candidates will be made using one of the following platforms Microsoft Teams, Webex Meetings/ Teams, Google Classroom, Google Forms or Microsoft Forms, where group or individual tests will be loaded and unlocked on the date and at the time scheduled for the assessment. Candidates will have a fixed interval set by the assessment commission to solve and load their answers on the platform, under their own family name and given name. The files may contain the word-processed answer of the candidates or, as applicable, the answers written by hand by the candidates on A4 sheets of paper and then photocopied and loaded on the platform. The individual files with the answers provided by the applicants loaded on the platform, along with the recordings and/or screenshots made during the assessment video sessions, represent the proof of the assessment activity and will be archived and kept by the assessment commission during the whole academic year.
- During the online assessment, the candidate may not leave the session until after he/she has been tested, with the prior consent of the assessment commission. The candidate may not record or take screenshots without the prior consent of the assessment commission. During the online assessment, the candidate is prohibited from communicating with any third person and from using any software or applications which have not been approved by the commission beforehand. The candidate may not use online materials (by copying, photocopying and reproducing them) for the purpose of his/her assessment. The candidate must have a decent attire during the assessment.
- On the date and at the time scheduled for the online assessment, the commission will begin the video session and will check the attendance of the candidates, based on the individual applications provided by the secretariat of the Faculty of Letters. They will present themselves along with the identity card or the passport, which will be presented to the commission upon request. The candidates will access the assessment video session and will identify themselves within the used online platform exclusively with the personal data (family name and given name) from the identity document.
- In case the assessment cannot be made because of technical problems, it will be rescheduled for the affected candidates.
- In order to obtain the CLC, it is compulsory to take both tests (oral and written). No CLC will be issued if only one of the test has been taken.
- The results of the assessment of language competence will be communicated to the candidates within 24 hours following the written examination, through electronic means of communication.
- Contestations may only be made regarding the written test, within 24 from the communication of the results.
- Contestations are submitted the same way as the application for the assessment/ equivalence of language competence.
- The contestations commission will assess the written paper and will communicate the answer within 24 hours from the submission of the contestation, through electronic channels.
- The certificates of language competence are issued within 5 working days from the communication of the results.
- The certificate of language competence is bilingual (in Romanian and in English).
- The CLC are issued through electronic means of communication and on paper, by the secretariat of the Faculty of Letters (Constanta, Aleea Universitatii nr. 1, Campus, building A, ground floor, room 026), during working hours (Monday-Thursday, between 9:00-11:00).
- The Regulations on the assessment of language competence and issuance of the Certificates of Language competence is available at: <https://univ-ovidius.ro/uoc/documente-oficiale/carta-si-regulamentele-universitatii>.

FEEES AND PAYMENT INFORMATION:

- The assessment/ equivalence fee covers the testing/ equivalence and the issuance of the CLC.
- The value of the assessment/ equivalence fee is approved annually by the Senate of “Ovidius” University of Constanta, as proposed by the Administrative Board, at the request of the Faculty of Letters. (Senate Decision no 230/06.04.2020).
- Paid fees will not be refunded.
- The fee in RON will be paid at any cash desk of OUC in the account RO22TREZ231504601X000611.
- The fee in RON can be paid by bank transfer from any bank, in the account of “Ovidius” University of Constanta, opened at the Constanta Treasury, IBAN: RO74TREZ23120F330500XXXX
- The fee in EURO will be paid in the account of “Ovidius” University of Constanta, opened at Banca Comercială Română of Constanta, IBAN: RO49RNCB0114032053160011 (SWIFT: RNCBROBU).
- The tax number of OUC: 4301332.
- Please specify: “Litere CCL [candidate’s name]”

| 2019/2020 | Romanian citizen | Foreign citizen |
|-------------------|------------------|-----------------|
| Undergraduate | 200 lei | 100 euro |
| Master | | |
| Phd | | |
| Residency | | |
| Scholarships | | |
| Academic purposes | | |
| Employment | | |