



MINISTRY OF EDUCATION
„OVIDIUS” UNIVERSITY OF CONSTANTA
Address: Bd. Mamaia no. 124, 900527 Constanta, Romania
Tel./Fax: +4 0241 606.407, +4 0241 606.467
E-mail: rectorat@univ-ovidius.ro
Web page: www.univ-ovidius.ro

**Admission Methodology for Romanian candidates from everywhere
for Preparatory Year for Romanian Language,
starting with 2021-2022 academic year,
at “Ovidius” University of Constanta**

Approved by Senate Decision/HS no. 622,
at 29.07.2021, 1st edition

Edition	Name, surname, position		Article and paragraph number modified / added	Approved	Legality notice	Approved by HS (Senate Decision)	Revision
	Elaborate	Verified by					
1	Chief Works Dr. Eng. Gabriela Ianculescu	Univ. Prof. Dr. Elena Condrea – Pro-rector	-	HCA Decision no. 918/ 29.07.2021	Notice no. 331/ 29.07.2021	HS no. 662/ 29.07.2021	1

1. PURPOSE

The purpose of this methodology is to describe how to organize and conduct admission contest to Preparatory Year for Romanian Language for Romanian Candidates from Everywhere, within "Ovidius" University of Constanta.

2. FIELD OF APPLICATION

This methodology is applied within "Ovidius" University of Constanta, in the September admission session, at Preparatory Year for Romanian Language of Romanian Candidates from Everywhere, in 2021-2022 academic year.

3. REFERENCE DOCUMENTS

- 3.1. National Education Law no. 1/2011, with subsequent amendments and completions.
- 3.2. OMEN no. 3900/16.05.2017 regarding the approval of the Methodology for schooling Romanians from everywhere in the state higher education in Romania, on study places without payment of tuition fees, but with scholarship, respectively, without payment of tuition fees, but without scholarship, starting with academic year 2017-2018.
- 3.3. OMEN no. 4294 / 29.06.2017 regarding the approval of the schooling procedure for Romanians from everywhere in the state and private accredited pre-university and higher education in Romania, on places with a fee in lei, starting with the school / university year 2017-2018.
- 3.4. OMEN no. 4107 / 06.07.2018 regarding the exemption from the payment of registration fees, file processing, registration, for testing the Romanian language skills, for taking the doctoral admission competition and for the specific aptitude tests of the candidates for the scholarships offered by the Romanian state.
- 3.5. Address no. 711 / 03.06.2020 MEC - Clarifications regarding the implementation of the Methodology for educating Romanians everywhere in the state higher education in Romania, on study places without payment of tuition fees, but with scholarship, respectively, without payment of tuition fees, but without scholarship, starting with the academic year 2017-2018, in the current epidemiological context.
- 3.6. Methodology for admitting Romanian candidates from everywhere to undergraduate and master's degree studies, starting with the academic year 2021-2022, at "Ovidius" University of Constanta.
- 3.7. HG no. 477/2021 on the approval of schooling figures for state pre-university education and for state higher education in the school / university year 2021-2022.

4. DEFINITIONS AND ABBREVIATIONS

Abbreviation	The Abbreviated Term
ME	Ministry of Education
ME-DGRIAE	Directorate-General for International Relations and European Affairs, within the Ministry of Foreign Affairs
OMEN	Order of the Minister of National Education
UOC	„Ovidius” University of Constanta
RP	Romanians from everywhere
CARP	Admission Commission for Romanians from Everywhere, from OUC

5. DESCRIPTION OF ACTIVITY

Art. 1

(1) The admission process for the Preparatory Year for Romanian Language will take place centrally at the university level, by the Admission Commission for Romanians from Everywhere (CARP).

(2) CARP will carry out the entire process of admitting Romanian candidates from everywhere, from registration to registration, inclusive.

(3) The registration of candidates will take place exclusively online (Annex 1), for all Romanians from everywhere, on UOC platform (<https://admitere.univ-ovidius.ro/>), the section Romanians from everywhere.

(4) Romanian candidates from everywhere are exempted from paying registration fees, file processing fees, as well as registration fees.

(5) The admission contest for Preparatory Year for Romanian language takes place on the basis of a file competition.

Art. 2.

(1) Romanians from everywhere who do not know Romanian language can follow Preparatory Year for Romanian language either by admission contest to university studies, or by admission to the Preparatory Year for Romanian language (Section I - Admission to Preparatory Year for Romanian language according with the legal provisions in effect.

SECTION I – Admission at Preparatory Year for Romanian Language

Art. 3

(1) The number of places allocated for Romanian candidates from everywhere is published on UOC website.

(2) Registration of candidates - submission of registration files

- a) The submission / transmission of the registration file is done exclusively online, on UOC website <https://admitere.univ-ovidius.ro/>, in the section for Romanians from everywhere (Annex 1 - Submission of registration files);
- b) The registration file must include the documents specified in Annex 2 - List of required documents and Agreement on the processing of personal data (Annex 4);
- c) The candidates' files are verified by CARP;
- d) After the evaluation of the registration files, the selection of the eligible candidates is made;
- e) Candidates who submit all documents to the application file, in accordance with Annex 2, shall be considered eligible;
- f) Candidates who do not comply with the requirements of Annex 2 regarding the documents to be submitted to the file, will not be able to register to participate in the admission contest of the current session.

(3) Admission and ranking average

- a) The admission average is the average of the baccalaureate exam (or equivalent);
- b) The ranking of candidates is made in descending order of admission averages, on the allocated places (Annex 3c - Application Form for Registration for Preparatory Year for Romanian Language 2021);
- c) In the case of equal averages of admission on the last place, the selection criteria is the average of the years of high school studies (or equivalent).

(4) Admission contest results

- a) *a) The result of the admission competition* will be displayed on UOC website <https://admitere.univ-ovidius.ro/>, at Romanians from everywhere section.

- b) Candidates declared admitted who do not confirm the place occupied by the contest and do not register within 48 hours, lose the place obtained through the admission contest.

(5) Enrollment

- a) Candidates declared admitted must complete and submit *Study Place Confirmation Form* occupied by the contest (Annex 7) and register with the documents as requested at letter d), within 48 hours from the display of the *Result of the contest of admission*, according to the admission calendar, to CARP. Otherwise, they lose their place obtained through the competition.
- b) Until the elimination of the restrictions imposed by the pandemic context, the registration of candidates can be done online, by sending the documents as requested at paragraph 5, letter d), at CARP. Subsequently, these candidates have the obligation to submit the documents provided at paragraph 5, letter d), at the secretariat of the Faculty of Letters, at the term provided by the faculty. Otherwise they will be declared rejected and will lose their place obtained as a result of the Admission Contest.
- c) For on-line enrollment, the number of the study contract is given by CARP in the unique CARP Registration Register, following that when submitting the original documents, the study contract will be registered at the Faculty of Letters, in the Register of study contracts of the program where it is done the enrollment.
- d) The on-line registration of the declared candidates admitted to Preparatory Year for Romanian Language of Romanian candidates from everywhere is done at CARP and consists of:
- completion of Annex 7 (Study place confirmation form);
 - completing the registration application;
 - completing the study contract;
 - proof of payment of min. 25% of the tuition fee (Annex 9), according to the provisions of the study contract - for the candidates declared admitted on the spot with a fee in lei;
 - submission of original study documents, according to Annex 2.

(6) Completion of the admission contest

- a) At the end of each session of Admission Competition, CARP will send to ME - DGRIAE the *List of admitted and registered candidates, as well as their files*, in order to issue the schooling approvals for each admitted candidate (student).
- b) At the end of each session of the Admission Contest, CARP will send to the Faculty of Letters the final *Result of the admission contest* and the files of the admitted and enrolled candidates, including the schooling approvals.

SECTION II – Final provisions

Art. 4

- (1) The calendar of the admission competition is displayed on UOC website.
- (2) If there are requests, the UOC may request the ME to supplement the places allocated to Romanian candidates from everywhere.

Art. 5

- (1) Romanians from everywhere enrolled at studies in Romania have the following obligations:
- a) to respect Romanian Constitution and the laws in force of the Romanian state;
 - b) to comply with UOC regulations;
 - c) to comply with provisions of this methodology;
 - d) to present at General Inspectorate for Immigration within the Ministry of Internal Affairs, in order to obtain the residence permit in Romania for the entire period of studies.
- (2) In case of violation of the provisions provided at the paragraph (1), as well as at the proposal of UOC, ME may withdraw the funding for the person concerned.

Art. 6

Facilities offered to Romanian students from everywhere:

- a) financing the tuition expenses for Preparatory Year for Romanian Language and the monthly scholarship, as the case may be;
- b) financing the tuition expenses for the entire duration of the university cycle for which a monthly scholarship was admitted, as the case may be;
- c) financing the accommodation expenses in the student dormitories, through ME budget, within the allocated subsidy;
- d) free medical assistance in case of medical-surgical emergencies and diseases with endemic-epidemic potential, in accordance with the internal legislation in effect;
- e) transport in the same conditions as for Romanian students, according to the legal provisions in effect.

Art. 7

During the admission sessions, the Central Admission Commission decides exclusively regarding all the problems that have arisen, in compliance with the legal provisions in effect.

Art. 8

This methodology may be revised, depending on the legislative regulations following approval.

Art. 9

Annexes 1-8 are an integral part of this methodology:

Annex 1 - Submission of registration files;

Annex 2 - List of documents required for registration;

Annex 3c - Application for registration for Preparatory Year for Romanian Language;

Annex 4 - GDPR statement;

Annex 5 - Declaration on authenticity and correspondence between digital / scanned and original documents;

Annex 6 - Declaration regarding the affiliation to the Romanian cultural identity;

Annex 7 - Study place confirmation form;

Annex 8 - List of higher education institutions that organize Preparatory Year for Romanian language.

The present methodology was adopted in the meeting of the Board of Administration by HCA no. 918 / 29.07.2021 and approved in the meeting of the Senate of "Ovidius" University of Constanta by HS no. 622 / 29.07.2021.

President of the Senate of "Ovidius" University of Constanta
Univ. Prof. Dr. Habil. Diane Paula Corina VANCEA