


UNIVERSITATEA „OVIDIUS” din CONSTANȚA 	Procedură operațională UOC-PO-46	Ediția: I	Nr. de ex.: _2_
	PROCEDURĂ OPERAȚIONALĂ PRIVIND ELABORAREA, AVIZAREA ȘI APROBAREA DOCUMENTELOR DE ADMITERE ÎN CADRUL UNIVERSITĂȚII „OVIDIUS” DIN CONSTANȚA	Revizia: 0	Exemplar nr.: _1_

Anexa 4

Methodology for 2024 Admission Contest for Romanian Language Preparatory Program for Romanians from everywhere, at Ovidius University of Constanta

EDITION	Name, surname, position		Article and paragraph number modified / added	Approved	Approved by HS (Senate Decision)	Revision
	Elaborate	Verified by				
1	Lecturer, PhD, Gabriela IANCULESCU Associate Professor, PhD Cristina DAFINOIU	Professor, PhD Elena CONDREA Vicerector		HCA no. 740 / 24.04.2024	HS no. 333 / 16.05.2024	

1. PURPOSE


The purpose of this methodology is to describe how to organize and conducting the admission contest for *Romanian Language Preparatory Program* for for Romanian Candidates from Everywhere, at Ovidius University of Constanta.

2. FIELD OF APPLICATION

This methodology is applied by Admission Committee for romanians from everywhere, for admission contest for *Romanian Language Preparatory Program*, at Ovidius University of Constanta.

3. REFERENCE DOCUMENTS

- 3.1. REGULAMENT privind organizarea și desfășurarea concursului de admitere la studii universitare de licență și master, în Universității „Ovidius” din Constanța, în sesiunile iulie și septembrie 2024.
- 3.2. Methodology regarding organizing and conducting the 2024 Admission Contest for bachelor's and master's degree studies for romanians from everywhere.
- 3.3. 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.
- 3.4. 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.
- 3.5. 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.

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4. DEFINITIONS AND ABBREVIATIONS

Abrevierea	Termenul Abreviat
ME	Ministry of Education
ME-DGRIAE	Ministry of Education – General Directorate 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
CCA	The Central Admission Committee from UOC
RP	Romanians from everywhere
CARP	Admission Committee for Romanians from Everywhere, from UOC
BRAFS	Office of Regulations for Admission and Completion of Studies
DSAMC	Department of Academic Strategies and Quality Management

5. ACTIVITY DESCRIPTION

5.1 CONSIDERAȚII GENERALE

Art. 1

The admission contest is organized and carried out according to the present methodology.

5.2 ORGANIZATION AND CONDUCT OF THE ADMISSION COMPETITION

Art. 2


- (1) *The Romanian language preparatory program* can be followed on the following types of places, within the limits of the places open for competition:
 - ✓ without payment of tuition fees, with scholarship;
 - ✓ without payment of tuition fees, without scholarship;
 - ✓ with the payment of tuition fees in LEI.
- (2) The admission process will be conducted centrally by CARP, at university level.
- (3) CARP will carry out the entire process of admitting Romanian candidates from everywhere, from the submission of registration file to the final enrollment, including.
- (4) Romanian candidates from everywhere are exempt from paying registration fees, file processing fees, and registration fees.

Art. 3

- (1) Romanians from everywhere who do not know the Romanian language and are admitted for university studies, will attend the *Romanian language preparatory program*, in accordance with legal provision.

Art. 4

- (1) The number of places for the 2024-2025 academic year for Romanian candidates from everywhere, as well as tuition fees, are published on the UOC admission page, in the section Romanians from everywhere (<https://admitere.univ-ovidius.ro/romani-de-pretutindenii/>).
- (2) The admission calendar is published on the UOC admission page, in the section Romanians from everywhere (<https://admitere.univ-ovidius.ro/romani-de-pretutindenii/>).

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- (3) The admission contest is organised in 2 (two) sessions: July and September. In september session the unoccupied places in the July session and the vacant places between the two sessions are put up for competition.
- (4) Romanian candidates from everywhere with a baccalaureate diploma or equivalent can participate in the admission competition from the *Romanian Language Preparatory Program*.

Art. 5. Registration of candidates

- (1) The submission of the registration file is done exclusively online, on UOC online registration platform for Romanians from everywhere <http://admitereonline.univ-ovidius.ro/> (**Annex 1**).
- (2) 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**).
- (3) The candidates' files are verified by CARP.
- (4) After the evaluation of the registration files, the selection of the eligible candidates is made.
- (5) Candidates who submit all documents to the application file, in accordance with **Annex 2**, shall be considered eligible.
- (6) 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.

Art. 6. Admission and ranking average


- (1) The admission average is the average of the baccalaureate exam (or equivalent):
 $MA = MB$
MA – admission average
MB – baccalaureate exam average.
- (2) The ranking of candidates is made in descending order of admission averages, on the allocated places.
- (3) 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 MAS (or equivalent).

Art. 7. Admission contest results

- (1) **Initial results** – are the first results of the admission contest, and they contain the ranking of candidates in descending order of admission averages.
- (2) **Intermediate results** – contain general admission averages definitive and indisputable and they are updated throughout the enrollment period, in the situation where the admitted candidates have not registered within the term provided by this Methodology. These results are permanently updated, at 24 or 48 hours, according to the admission calendar and to the enrollment announcements which accompany the results, until the places are occupied or until the lists of candidates are finished.
- (3) **Final results** – are generated after the last date of enrollment, at the end of each session.
- (4) After the two admission sessions, the **Final and cumulative result** or the enrolled candidates is generated, where will be highlighted the free places with scholarship / free places without scholarship / the places with fees in lei.
- (5) The admission contest results will be published on the UOC admission page, in the section Romanians from everywhere (<https://admitere.univ-ovidius.ro/romani-de-pretutindeni/>).

Art. 8. Contents of admission contest results

- (1) The **initial and intermediate results** contain the following information:

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- a. Admitted candidates to free places with scholarship / free places without scholarship / the places with fees in lei, within the limits of the allocated places;
 - b. Candidates waiting;
 - c. Rejected candidates;
 - d. Withdrawn candidates.
- (2) The **final results** contain the following information:
- a. Candidates admitted and enrolled for free places with scholarship / free places without scholarship / the places with fees in lei, within the limits of the allocated places, within the limits of the allocated places;
 - b. Rejected candidates and withdrawn candidates (if appropriate).
- (3) The **final and cumulative results** contain the cumulative lists of enrolled candidates (for free places with scholarship / free places without scholarship / the places with fees in lei), within the limits of the allocated places, in both admission sessions (July and September), in descending order of admission averages, specifying the session in which they enrolled.

Art. 9. Enrollment

- (1) Candidates declared ADMIS must complete and submit to the CARP the documents provided for paragraph (2) of this article, within a maximum of 48 hours from the display of *Results*, according to admission calendar and **announcements accompanying the Results**. Otherwise, they will lose the place obtained through the admission contest.
- (2) The enrollment of admitted candidates is made at CARP and consists of:
 - completing of **Annex 7**;
 - completing the registration application;
 - completing the study contract;
 - proof of payment of min. 25% of the tuition fee, according to the provisions of the study contract – for the candidates declared admitted on the place with a fee in LEI;
 - submission of original study documents, according to **Annex 2**.
- (3) The number of the study contract is given by CARP in the unique CARP Registration Register; after sending the candidates' files to the secretariat of the Faculty of Letters, the study contract will be registered at the in the Registration Register of the Faculty of Letters.

Art. 10. Completion of the admission contest

- (1) At the end of each session of Admission Competition, CARP will send to ME-DGRIAE the *List of admitted and enrolled candidates, as well as their files*, in order to issue the schooling approvals for each admitted candidate (student).
- (2) At the end of the Admission Contest, CARP will send **The Final and cumulative result** of the admission contest to the Faculty of Letters as well as the files of the admitted and enrolled candidates, including the schooling approvals.


5.3 FINAL PROVISIONS

Art. 11

- (1) If there are requests, UOC may request the ME to supplement the allocated.

Art. 12

- (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;

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- 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 provisions provided at the paragraph (1), as well as at the proposal of UOC, ME may withdraw the funding for the person concerned.

Art. 13

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 – only for students admitted on budgeted places;
- 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 – only for students admitted on budgeted places;
- c) financing the accommodation expenses in the student dormitories, through ME budget, within the allocated subsidy – only for students admitted on budgeted places;
- d) free medical assistance in case of medical-surgical emergencies and diseases with endemic-epidemic potential, according to the laws in force;
- e) transport in the same conditions as for Romanian students, according to the laws in force.

Art. 14

During the admission sessions, as well as in the interval between them, the CCA decides exclusively regarding all the problems, according to the laws in force.

Art. 15

- (1) CARP bears full responsibility for the organization and conduct of the admission competition.
- (2) The present methodology is published on UOC admission page, in the section Romanians from everywhere (<https://admitere.univ-ovidius.ro/romani-de-pretutindeni/>).
- (3) The results of the admission contest are published on UOC admission page, in the section Romanians from everywhere (<https://admitere.univ-ovidius.ro/romani-de-pretutindeni/>).

Art. 16

Annexes 1-7 are integral part of this methodology:

Annex 1 – Submission of registration files;

Annex 2 – List of required documents for registration;

Annex 3c – Application form registration for Romanian Language Preparatory Program;

Annex 4 – Declaration regarding GDPR;

Annex 5 – Declaration regarding 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;

Art. 17

Prezenta metodologie poate fi revizuită, în funcție de reglementările legislative ulterioare aprobării.

Data: 12.04.2024

Responsabil comisie,
Ș.I.dr.ing. Gabriela IANCULESCU