



MINISTRY OF EDUCATION AND RESEARCH
National University of Science and Technology
POLITEHNICA Bucharest

METHODOLOGY

**for Admission and Enrollment in Undergraduate, Graduate, and Doctoral
University Studies for Romanians from Everywhere at the National
University of Science and Technology POLITEHNICA Bucharest**



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I. APPLICABLE LEGAL PROVISIONS

Art. 1. The organization and conduct of the admission and enrollment contest for Romanians from everywhere at the POLITEHNICA Bucharest are governed by the following regulations:

(1) Admission to study places without tuition fees but with a scholarship, or without tuition fees and without a scholarship, is conducted in accordance with:

- The Higher Education Law no. 199/2023, with subsequent amendments and additions;
- Law no. 299/2007 on support for Romanians from everywhere, republished, with subsequent amendments and additions;
- Government Decision No. 1653/2024 of December 12, 2024, regarding the funding conditions for study scholarships and specialization, training, or professional development internships granted to Romanians from everywhere and foreign citizens.
- Ministry of Education Order no. 5552/16.04.2024, published in the Official Gazette no. 742/30.07.2024, approving the Methodology regarding the conditions of enrolling for Romanians from everywhere and foreign citizens in accredited higher education institutions in Romania, both public and private;
- Ministry of Education Order no. 5553/16.06.2024, approving the Procedure for issuing acceptance letters for studies for Romanians from everywhere for state and accredited private higher education institutions, for tuition-paying places in Romanian currency, lei;
- Ministry of Education Order no. 4262/2024, approving the Methodology regarding the academic mobility of students.

(2) According to the provisions of Law no. 299/2007 on support for Romanians from everywhere, republished, with subsequent amendments and additions, the category of Romanians from everywhere includes:

- a. Persons belonging to national minorities, linguistic minorities, or indigenous Romanian ethnic groups, or those who belong to the Romanian cultural and ethnic heritage in neighboring countries and other states, who assume their Romanian ethnic, linguistic, and cultural identity before the Romanian authorities, regardless of the ethnonym used;
- b. Romanians who emigrated, whether or not they have retained Romanian citizenship, their descendants, and Romanian citizens residing or having a permanent domicile abroad;



c. Ethnicities who recognize their Romanian origin, located outside the country's borders, registered as another minority in the country of residence, who assume, by self-identification, their belonging to the Romanian cultural and identity space.

II. ENROLLING OF ROMANIANS FROM EVERYWHERE BASED ON TYPES OF STUDY PLACES

Art. 2. Enrolling for Romanians from everywhere can be conducted on:

(1) **Study places without tuition fees but with a scholarship**, based on the allocation of places by the Ministry through the approved enrollment number, for study programs exclusively conducted in Romanian language;

(2) **Study places without tuition fees but without a scholarship**, based on the allocation of places by the Ministry through the approved enrollment number, for study programs exclusively conducted in Romanian language;

(3) Study places with tuition fees in Romanian currency (lei), at the amount set for Romanian citizens, within the limits of the approved enrollment number by the university senate, in accordance with the approved capacity for study programs exclusively conducted in Romanian language;

Art. 3. The financial conditions applicable to the scholarship beneficiaries referred to in **Art. 2** para. (1) include the following benefits:

- a. Tuition fees, including those for the preparatory year in Romanian language;
- b. Exemption from payment of file processing fees during the admission process, registration fees, Romanian language proficiency testing fees, doctoral admission colloquium fees, and specific aptitude tests;
- c. Accommodation expenses in student dormitories, within the subsidy limits established under Art. 149 para. (8) letter a) of the Higher Education Law No. 199/2023, as amended;
- d. Monthly scholarship, within the approved number of places.

Art. 4. Scholarships are terminated upon **loss of student status**, in accordance with the rules and regulations of POLITEHNICA Bucharest.



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Art. 5. The monthly scholarship is suspended during periods of study interruption, subject to approval by POLITEHNICA Bucharest and in line with its internal regulations.

Art. 6. The financial conditions applicable to scholarship beneficiaries referred to in Art. 2 para. (2) include the following benefits:

- a. Tuition fees, including those for the preparatory year in Romanian language;
- b. Exemption from payment of file processing fees during the admission process, registration fees, Romanian language proficiency testing fees, doctoral admission colloquium fees, and specific aptitude tests;
- c. Accommodation expenses in student dormitories, within the subsidy limits established under Art. 149 para. (8) letter a) of the Higher Education Law No. 199/2023, as amended.

Art. 7. Study programs for Romanians from everywhere on tuition-free places are conducted exclusively in Romanian.

Art. 8. The benefits provided in Art. 3 and Art. 6 cease if scholarship students:

- a. Fail to attend courses at the minimum percentage required by POLITEHNICA Bucharest's regulations;
- b. Do not meet the minimum number of transferable credits (ECTS) required for Romanian citizens to pass the preparatory year or subsequent academic years;
- c. Are expelled, in accordance with POLITEHNICA's regulations;
- d. Change their undergraduate/graduate/doctoral field of study;
- e. Violate the obligations in their signed academic contract or POLITEHNICA's internal rules;
- f. Submit a written request for withdrawal;
- g. Engage in activities against the Romanian state or its interests, or against Romanian communities outside Romania.

Art. 9. Decisions regarding suspension or termination of scholarships for Romanians from everywhere are made by the leadership of POLITEHNICA Bucharest, following its own regulations, and are communicated to the Ministry of Education and Research.

Art. 10. Scholarships for Romanians from everywhere cannot be regained once lost under the conditions specified in Art. 8 letters c)–g). They may be regained under the conditions in Art. 8 letters a) and b), only if, in the following academic year, the student meets the minimum attendance requirement specified in POLITEHNICA's regulations and earns the minimum



number of transferable credits (ECTS) necessary for promotion, provided that the total number of scholarship years does not exceed the duration of the study cycle.

Art. 11. Romanians from everywhere may participate in psycho-pedagogical training programs organized by the teacher training departments, subject to tuition fees in Romanian lei, at the same rate as for Romanian citizens.

III. ROMANIAN LANGUAGE PREPARATORY YEAR

Art. 12. Romanians from everywhere who do not know the Romanian language will attend the Romanian language preparatory year, in accordance with the applicable legal provisions;

Art. 13. Romanians from everywhere who have acquired Romanian language skills in non-formal or informal contexts can obtain certification for these skills according to the provisions and exceptions specified in Chapter 5, letter (e) of this methodology.

Art. 14. Completion of studies in the Romanian language preparatory year will be concluded with a graduation exam, after which a *Language Proficiency Certificate* will be issued, which will be added to the candidate's application file.

IV. ADMISSION PROCEDURE

Art. 15. The number of places for undergraduate, graduate, and doctoral studies will be posted on the university's website after being communicated by the Ministry of Education and Research:

(1) The places are allocated to all study programs conducted in Romanian, within the limits of the approved enrollment capacity;

(2) For admission to undergraduate studies, candidates will be ranked in descending order based on their high school graduation (or equivalent) exam grades. Candidates will be exempt from paying the registration fee. Faculties may establish a minimum grade for admission based on the high school graduation exam, and at least one of the exam subjects must align with the



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faculty's entrance exam subjects. These will be communicated to candidates at the beginning of each academic year;

(3) For admission to graduate studies, candidates will be ranked in descending order based on the grades obtained in the admission exam organized by the faculties (according to the same admission regulations applied to Romanian citizens);

(4) For admission to doctoral studies, candidates will be ranked in descending order based on the grades obtained in the admission colloquium organized by the doctoral schools (according to the same admission regulations applied to Romanian citizens);

(5) The admission process will comply with the Ministry of Education and Research's methodology for higher education.

Art. 16. Candidates for undergraduate studies will be admitted based on a file-based competition, being exempt from paying the registration fee.

Art. 17. Candidates will submit their application files for undergraduate studies through the platform: apply.upb.ro.

Art. 18. Candidates are required to complete all fields with the necessary information responsibly and upload all **requested documents**:

- a. Registration form;
- b. Notary declaration stating that the candidate does not have an identity card issued in Romania;
- c. Declaration for processing personal data;
- d. Birth certificate;
- e. Passport (first 3 pages).
- f. Marriage certificate, if applicable;
- g. High School Diploma (or equivalent);
- h. Transcript of records for the high school diploma;
- i. Identity card or other document indicating the current residential address;
- j. Medical certificate confirming the applicant's current health status and any potential history of chronic conditions;
- k. A self-declaration stating that the applicant has not previously benefited from enrolling on study places without tuition fees, with or without a monthly scholarship, for the same level of studies;



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l. A self-declaration, based on freely expressed will, regarding the assumption of Romanian cultural identity, according to the applicable legislation, except for candidates from the Republic of Moldova. Candidates from Ukraine, residing in the Odessa region, are exempt from including the Declaration of Romanian cultural identity in their application file, which must be certified by Romanian authorities. This certified declaration, according to the law, will be submitted after arriving in Romania, by the end of the academic year, and can be certified in Romania by the Department for Romanians from Everywhere within the Ministry of Education and Research;

m. A declaration regarding the authenticity of the documents.

(2) Certified translations of the documents mentioned above, in Romanian, English, or French, must be provided if the original is not issued in one of these languages.

Art. 19. The application files will be verified by the Foreign Student Management Service as follows:

(1) The data in the completed form will be checked along with the uploaded documents, and the candidate will enter the admission competition;

(2) All files uploaded to the platform will be processed, but only complete ones will be declared eligible;

(3) Eligibility will be announced by displaying the results;

(4) Candidates are required to confirm their place by filling in the confirmation form and sending it by email (internationalstudents@upb.ro);

(5) Original documents must be brought in person or sent by mail by the deadline for posting the final list of candidates who will enroll, according to the approved calendar;

(6) The final list of candidates who will enroll will be posted;

(7) The university will centralize and send to the Ministry of Education and Research of Romania: the application forms, documents, and admission results;

(8) The Ministry of Education and Research will send the university the letter of acceptance of the candidates;

(9) If accepted, the candidate will receive the letter of acceptance to study by email from the Ministry of Education and Research;



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(10) The admitted candidate will apply for a study visa at the Romanian Embassy, with the letter of acceptance and other documents requested by the embassy;

(11) After obtaining the study visa, the admitted candidate must present themselves to the Foreign Student Management Office for enrollment.

Art. 20. Admission to fee-paying places will take place under the same conditions established for Romanian citizens and according to the admission regulations for the academic year, published on the POLITEHNICA university's website.

Art. 21. Submission of application files for graduate and doctoral studies:

For the preparation and submission of the Template to the Ministry of Education and Research by the Foreign Students Office, the Faculties, and the Doctoral Schools are required to send to the Foreign Students Management Office the following:

a. copies of the admission files of accepted candidates (including a copy of the high school diploma) to the Foreign Student Management Service;

b. A signed and stamped document containing the following information: the candidates' full names, admission average, field of study, and the specialization of the program to which they have been admitted.

c. The Foreign Student Management Service will centralize and send the completed application forms for approved candidates to the Ministry of Education and Research for the issuance of letters of acceptance for study;

d. The Ministry of Education and Research will send the acceptance letters to the university.

Art. 22. For student enrollment, the complete file will be sent by the Foreign Student Management Service to the faculty's secretariat, according to the university's requirements.

V. ENROLLMENT IN UNIVERSITY STUDIES FOR ROMANIANS FROM EVERYWHERE: ROMANIAN LANGUAGE PREPARATORY YEAR/STUDIES OF SHORT DURATION/UNDERGRADUATE/ GRADUATE /DOCTORAL/POSTDOCTORAL STUDIES

Art. 23. Romanians from everywhere can be enrolled in university studies for the Romanian language preparatory year/short-duration studies/undergraduate/graduate



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/doctoral/postdoctoral studies on tuition-free places with a monthly scholarship, or on tuition-free places without a monthly scholarship, provided they meet the following conditions, as applicable:

- a) have passed the entrance exam/competition organized by the accredited higher education institution, in accordance with the institution's specific methodology;
- b) have passed the specific tests for the art, sports, and architecture profiles;
- c) hold a letter of acceptance to study, issued by the specialized department within the Ministry of Education and Research;
- d) submit original academic documents, as well as copies or certified translations of these documents, in Romanian or in an internationally spoken language, in accordance with the regulations of the higher education institutions (if the documents are not issued by Romanian authorities);
- e) present any other documents required by POLITEHNICA Bucharest, according to its own regulations;
- f) hold a Romanian language proficiency certificate at a minimum B1 level, according to the Common European Framework of Reference for Languages, issued by pre-university education institutions organizing Romanian language preparatory courses, accredited higher education institutions in Romania offering the Romanian language preparatory year for foreign citizens, Romanian language, literature, culture, and civilization departments in foreign higher education institutions, or the Romanian Language Institute. Romanians from everywhere who bring Romanian-issued study documents (diplomas and certificates) or study records showing at least three consecutive years of studies in Romanian are exempted from this requirement;
- g) bring a valid passport with an entry visa for study purposes or a valid identity document allowing residence in Romania, as applicable;
- h) present a self-declaration stating that they have not previously benefited from tuition-free studies with a monthly scholarship/without a monthly scholarship for the same level of studies.

Art. 24. Enrollment of Romanians from everywhere will be carried out by decision of the rector, according to the calendar set by the receiving higher education institution, in compliance with current legislation.



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Art. 25. Romanians from everywhere may be enrolled on tuition-paying places in Romanian currency lei if:

- a) they study at private and confessional accredited higher education institutions;
- b) they opted during admission at state higher education institutions for places with tuition in Romanian currency lei for Romanians from everywhere and were admitted under these conditions;
- c) they have previously received state funding for the same level of studies;
- d) they change their main field of study following a definitive academic mobility;
- e) they have been expelled, for any reason, from another study program at the same level of studies.

Art. 26. Romanians from everywhere will be registered in the Unique Registry of Romania/Integrated National Registry of Diplomas and Study Documents (RMUR/RUNIDAS).

Art. 27. Original study documents issued by countries that are signatories of the Convention for the Abolition of the Requirement of Legalization of Foreign Official Documents, adopted in The Hague on October 5, 1961 (The Hague Apostille Convention), must be certified by the competent authorities in the issuing countries with the Hague Apostille.

Art. 28. Original study documents issued by countries that are not parties to the Hague Apostille Convention must be super-legalized by the Ministry of Foreign Affairs of the issuing country.

Art. 29. Higher education institutions will consider, both during enrollment and when issuing graduation documents (diplomas, diploma supplements), the names of Romanians from everywhere as they appear in their passports or identity documents issued by Romanian authorities (for Romanians from everywhere who have their domicile or residence abroad).

VI. ACADEMIC MOBILITY

Art. 30. Permanent internal academic mobility is carried out in accordance with the Minister of Education's Order No. 4262/15.04.2024, approving the Methodology for Academic Mobility of Students, with the approval of POLITEHNICA Bucharest, the sending and receiving



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institutions, and with the agreement of the Ministry of Education and Research, through the issuance of a new letter of acceptance for studies.

Art. 31. Permanent internal academic mobility is carried out only after the completion of one academic year, and after fulfilling all requirements set out in the educational program. Enrollment occurs with the start of the new academic year, provided the capacity for enrollment in the same specialization is respected and the letter of acceptance for studies is obtained.

Art. 32. In the case of permanent internal academic mobility between higher education institutions, funding will follow the student only if the student remains within the same domain of undergraduate/graduate/doctoral studies and meets the minimum number of transferable credits required to advance in the academic year at the sending institution.

Art. 33. Romanians from everywhere who, following a permanent academic mobility, change their field of study for undergraduate/graduate/doctoral programs will be enrolled only on tuition-paying places in Romanian currency lei.

Art. 34. Romanians from everywhere can participate in international mobility programs **in accordance with the regulations of the higher education institution where they are enrolled, continuing to receive their scholarship during the mobility period.**

Art. 35. The responsibility for verifying the authenticity of the submitted documents lies with POLITEHNICA Bucharest, through direct correspondence with the issuing educational institutions.

VII. CONTINUATION OF STUDIES

Art. 36. Romanians from everywhere who have undertaken partial studies in another country can continue their studies in accredited higher education institutions only on tuition-paying places in Romanian currency lei, if they meet the following conditions:

- a. they were enrolled in a higher education institution recognized by the authorities of the respective country;
- b. they hold transcripts and syllabi/course descriptions related to the studies they have completed;



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c. they have the acceptance of the accredited higher education institution in Romania where they wish to continue their studies;

d. they hold a Romanian language proficiency certificate at a minimum B1 level, according to the Common European Framework of Reference for Languages, issued by pre-university education institutions organizing Romanian language preparatory courses, accredited higher education institutions in Romania offering the Romanian language preparatory year for foreign citizens, language, literature, culture, and civilization departments in foreign higher education institutions, or the Romanian Language Institute, as applicable. Foreign citizens who present Romanian study documents (diplomas and certificates) or documents showing at least three consecutive years of studies in Romanian are exempted from this requirement;

e. they hold a foreign language proficiency certificate, as requested by the higher education institution, if they have been admitted to a program conducted in a foreign language. Foreign citizens from countries where the official language is the language of instruction and who provide school documents proving they have studied in the language of the program are exempt from this requirement.

Art. 37. The continuation of studies in Romanian higher education institutions will be carried out in accordance with the internal regulations of POLITEHNICA Bucharest, provided the enrollment capacity is respected.

Art. 38. POLITEHNICA Bucharest will submit to the Ministry of Education and Research a request for the continuation of studies, accompanied by the opinion of the study equivalence commission and the indication of the academic year in which the student will be enrolled.

Art. 39. The continuation of studies at POLITEHNICA Bucharest is conditioned by the issuance of a letter of acceptance for studies, issued by the Ministry of Education and Research.

Art. 40. In case the study period exceeds the duration provided for the study program in which the student was admitted, POLITEHNICA Bucharest will submit the student's file to the Ministry of Education and Research for the issuance of a new letter of acceptance for studies. The file will include the following documents:

- a. an official letter from the higher education institution;
- b. a copy of the original letter of acceptance for studies issued in favor of the student;
- c. a certificate regarding the student's academic situation.



VIII. INTERRUPTION OF STUDIES, WITHDRAWAL FROM STUDIES, EXCLUSION

Art. 41. Romanians from everywhere can benefit from the interruption of studies starting from the second year of study, for a period of up to 2 years. The restoration of the initial status is possible only for interruptions due to medical reasons, including maternity. In other cases, resumption of studies can only be done with the payment of tuition fees in Romanian currency lei, at the amount established for Romanian citizens, in accordance with the internal regulations of each higher education institution.

Art. 42. Romanians from everywhere who withdraw from studies or are excluded can re-enroll at the same level of studies only on tuition-paying places in Romanian currency lei, at the amount established for Romanian citizens, in accordance with the internal regulations of each higher education institution. Exceptions are made for medical cases approved under the university charter.

Art. 43. If the Romanian language preparatory year is not passed, the continuation of studies can be done with the payment of tuition fees in Romanian currency lei.

Art. 44. The conditions for exclusion, interruption of studies, and the minimum number of ECTS credits required for promotion to the following academic year are established by POLITEHNICA Bucharest in its internal regulations concerning the organization and conduct of university studies.

IX. FINAL PROVISIONS

Art. 45. The vacant places remaining after the first admission session for undergraduate/graduate studies will be allocated in the second admission session, which will take place during the period specified in the Calendar for the Admission of Romanians from Everywhere.

Art. 46.

(1) Romanians from everywhere enrolled in studies in Romania have the following obligations:

- a. to respect the Constitution of Romania and the current laws of the Romanian State;



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- b. to comply with the internal regulations and methodologies of the University;
- c. after obtaining the study visa, they must present themselves at the higher education institution where they have been admitted for enrollment;
- d. to present themselves at the General Inspectorate for Immigration within the Ministry of Internal Affairs for obtaining a residence permit in Romania for the entire duration of their studies.

(2) The provisions of Article 46 paragraph (1) are supplemented by the terms of the study contract, by Order of the Ministry of Education No. 4394/2024 regarding the Student Rights and Obligations Code, and by other applicable legal regulations in force.

Art. 47. A Romanian student from everywhere who is admitted to university studies on a tuition-free basis, with a monthly scholarship, or on a tuition-free basis without a monthly scholarship, can receive state funding for only one field of study, within the same cycle of university studies. A second field of study can only be pursued on a tuition-paying basis in Romanian currency lei, at the amount provided for Romanian citizens, according to the current legal provisions.

Art. 48. For Romanians from everywhere who complete one year of studies at a Romanian state higher education institution, their financial status may be modified from “tuition-free, without scholarship” to “tuition-free, with scholarship,” or vice versa, based on the internal regulations of the universities, within the limit of the available places allocated for the first year. Any modification of the financial status of Romanian students from everywhere will be communicated to the Ministry of Education and Research for the issuance of a new letter of acceptance for studies.

Faculties are required to notify the Foreign Students Office of any changes in a student’s status (such as requests for interruption of studies, withdrawal from studies, change of specialization/field as stated in the Letter of Acceptance, expulsion decisions, or failure to pass the academic year).

Art. 49. Romanians from everywhere enrolled in undergraduate or postgraduate studies who lose their funding may continue their studies, subject to the University’s approval, on a tuition-paying basis in Romanian currency lei.



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Art. 50. The financial conditions applicable to doctoral students who have been granted an extension of their doctoral program, in accordance with the law, are the same as those applied to Romanian citizens.

Art. 51. Romanians from everywhere studying at Romanian higher education institutions must comply with the provisions of the current regulations at the level of the higher education institutions and the applicable laws in Romania.

Art. 52. The amount of tuition fees is established by the higher education institutions, in accordance with the applicable legal provisions.

Art. 53. Candidates cannot be assigned to study programs they have not previously selected with written consent.

Art. 54. The letter of acceptance is valid only for the higher education institution for which it was issued, starting from the academic year for which it was issued and for the respective academic cycle. Any change in the academic status that contradicts the information in the initial letter of acceptance (university, field, subfield of study, doctoral extension/interruption, financial status for Romanians from everywhere, etc.) will be regulated, at the request of POLITEHNICA Bucharest, through the issuance of a new letter of acceptance by the Ministry of Education and Research.

Art. 55. Enrollment in studies, academic mobility, change of field of study, and re-enrollment are carried out exclusively with the approval of the Ministry of Education and Research.

Art. 56. This Methodology was approved in the meeting of the Board of Administration on 25.06.2025 annulling the Senate decision since 12.09.2024.

Art. 57. The Directorate of International Relations through the Foreign Student Management Service and the Faculties within POLITEHNICA Bucharest will carry out the provisions of this methodology.

Mihnea COSTOIU

Rector

President of the Board of Administration