



Reference documents:

- National Education Act No. 1/ 2011, and subsequent amendments and additions, art. 123, 138, 142, 145, 156, 199, 200, 205, 277
- Law No. 288/2004 on the organisation of university studies, and subsequent amendments and additions
- Government Emergency Ordinance No. 133/ 2000, regarding state higher education with tuition fee, over the places financed from the state budget, approved with amendments by Law No. 441/2001, with subsequent alterations
- Law No. 448/2006 on the protection and promotion of the rights of persons with disabilities, republished, with subsequent amendments and completions, art. 76
- Government Decision No. 404/2006 on the organisation and development of master's graduate studies
- Order No. 6102/2016 of the Minister of National Education and Scientific Research for the approval of the Framework Methodology regarding the organisation of admission in the of undergraduate, master's and doctoral graduate study cycles
- Order of the Minister of National Education No. 3062/2018 on amending Art. 13 of the Annex to the Order of the Minister of National Education and Scientific Research for the approval of the Framework Methodology regarding the organisation of admission in the of undergraduate, master's and doctoral graduate study cycles
- Government Emergency Ordinance No. 41/2016 on establishing simplification measures at the level of central public administration and for amending and supplementing some normative acts
- Government Decision No. 641/2019 for amending annexes no. 1 and 2 to Government Decision No. 318/2019 on the fields and programmes of accredited master's degree studies and the maximum number of students which can be enrolled in the academic year 2019-2020, published in the Official Gazette of Romania, Part I, no. 727 of September 4, 2019, with subsequent amendments and completions
- Order of the Minister of National Education No. 3900/16.05.2017 - Methodology of schooling *Romanians everywhere* in state higher education in Romania, on free tuition-fees for places of study, and with a scholarship, respectively, free tuition-fees for schooling, but without a scholarship, starting with the academic year 2017-2018, Annex no.2, with subsequent amendments and completions
- Order of the Minister of National Education No. 3473/17.03.2017 - on the approval of the Methodology of receiving students for studies and schooling of foreign citizens starting with the school/university year 2017-2018, Annex, with subsequent amendments and completions
- Order of the Minister of Education and Research No. 5618/20.12.2019 - amending paragraph (4) of Article 5 of the Framework Methodology regarding the organisation of admission in the of undergraduate, master's and doctoral graduate study cycles approved by Order of the Minister of National Education and scientific research No.6102 / 2016.

METHODOLOGY REGARDING THE ORGANISATION OF ADMISSION IN THE MASTER'S DEGREE CYCLE

Regulation Code: UMFST-REG-93 Edition 02

Drafted by: Vice rector of IOMS

Date: January 28, 2020

Verified by: The Administrative Board

Date: April 6, 2020

Approved by: Senate

Date: April 6, 2020

Date of enforcement:	April 7, 2020
Date of withdrawal:	



CHAPTER I. General provisions

Art. 1. The George Emil Palade University of Medicine, Pharmacy, Sciences and Technology of Târgu Mureș (UMFST) organises competition for the admission in the master's degree cycle.

Art. 2. In accordance with the mission and strategy of the UMFST, as well as with the requirements of the labor market, an admission competition is organised for **accredited master's degree programmes**.

Art. 3. (1) The admission to the master's degree cycle is organised by the UMFST based on the **current methodology** developed in accordance with the framework-methodology approved by Order No. 6102/2016 of the Minister of National Education and Scientific Research, with subsequent amendments and completions and approved by the UMFST Senate.

(2) The methodology for organising the admission in the master's degree cycle is brought to the attention of those interested by posting on the UMFST notice-board and on the admission website at www.umfst.ro.

(3) The admission of **Romanians everywhere**, as well as of the citizens from third countries to the European Union is made on the basis of the methodologies specially issued by the Ministry of Education and Research (MER) and of the university own procedure.

CHAPTER II. Organisation of the admission

Art. 4. The admission competition is organised separately, on education types (Full-time education, Part-time education) for **accredited** master's degree programmes.

Art. 5. The admission to master's degree programmes is held in the language of instruction of the graduate study programme.

Art.6. Upon admission to master's degree studies with teaching in languages of international circulation, candidates who do not present study documents, required for registration, issued by educational institutions in Romania or abroad, with teaching in the language of international circulation, can obtain the **certificate of linguistic competence for the language of international circulation** within the Center for Applied Linguistic Research and Cultural Studies (CCLASC) of the UMFST or from other competent institutions.

Art. 7. (1) The competition for admission to the master's degree programmes belonging to IOMS for all forms of education is organised in identical conditions, in compliance with the provisions of the applicable normative acts and the current methodology.

(2) **The periods of the admission sessions, the forms and the competition tests** are made public by posting on the admission website at www.umfst.ro.

Art. 8. In order to coordinate the preparation, organisation and development of the admission competition, a **technical admission committee for written / oral exams and subcommittees for the analysis and settlement of appeals** is appointed, at the proposal of the deans and with the approval of the vice-rector IOMS, validated by the Administrative Board by the rector's decision.

CHAPTER III. Candidates for admission

Art. 9. All graduates holding a bachelor's degree obtained in Romania or equivalent **have the right to participate in the admission competition for master's degree cycle**, regardless of the year of graduation of the bachelor's programme.

Art. 10. The citizens of the member states of the European Union, of the states belonging to the European Economic Area and of the Swiss Confederation are allowed to participate in the admission competition of the master's degree cycle, under the same conditions provided by law for Romanian citizens, including tuition fees.

Art. 11. (1) Citizens of the Republic of Moldova, upon registration for the admission competition must prove their Moldovan citizenship and permanent residence in the Republic of Moldova, according to the identity documents if they are applying for the special places allocated for the Republic of Moldova. In the case of dual Romanian-Moldovan citizenship, the candidates will opt for one of the citizenships with which they want to



participate in the competition and this option cannot be changed during the admission of the respective academic year.

(2) **Candidates who opt for the places reserved for the Roma ethnic group** will bring a signed and stamped recommendation issued by a legal organisation of the Roma ethnic group, which certifies the candidate's affiliation to this ethnic group. The distribution of budgeted places for Roma candidates will be done according to those submitted by MER (Ministry of Education and Research), including regarding the request for additional documents necessary to occupy this budgeted place.

Art. 12. Candidates for admission occupy the places approved for the first year in descending order of the general admission averages.

Art. 13. The total number of candidates declared admitted may not exceed the maximum number of students who can be enrolled, approved for each field of master studies.

Art. 14. A candidate can simultaneously participate to the admission competition in several fields / study programmes within the UMFST of Târgu Mureș or of different higher education institutions, but can be admitted and enrolled as a **student at a maximum of two study programmes at the same time**, regardless of the study cycle and the higher education institutions that offer them.

Art. 15. (1) A candidate declared admitted **may benefit from funding from the state budget for one single master's degree programme** in compliance with the legal provisions in force.

(2) Candidates who have benefited wholly or partly from funding from the state budget have the obligation to **declare on their own responsibility** in the enrolment application the year of graduation, the study programme (master's degree) and the university where they held a budgeted place and the number of semesters in which they benefited from a place financed from the state budget.

Art. 16. The candidate declared admitted to several study programmes within the UMFST or other universities **opts for the study programmes financed from the state budget**, by compulsory submission of the bachelor's degree / certificate of recognition of the diploma / certificate of the university study cycle previously graduated, as the case may be, **in original**, at the program he / she wishes to follow, respecting the submission deadline established by the UMFST admission calendar.

Art. 17. Candidates declared admitted, according to the deadline set in the admission calendar, **must confirm the place they obtained by signing the master's degree study contract**. The places for which there are no confirmations, after the expiration of the term, will be made available, open to be occupied by redistribution or by a new admission competition, in accordance with those established in the admission calendar.

CHAPTER IV. Carrying out the admission competition for the master's degree programmes

A. The educational offer, conditions and admission criteria

Art. 18. The educational offer, the conditions for participation in the competition, the admission criteria, the examination form, the tie-breaking criteria for equal average grades are approved by the Administrative Board and are posted on the admission website at www.umfst.ro.

Art. 19. Candidates who enroll **in several master's degree programmes simultaneously** will submit separate enrollment files for each of them and will also pay separate enrollment fees.

B. Admission calendar 2020

Art. 20. Admission to master's degree programmes is organised, according to the admission calendar approved by the Administrative Board and posted on the admission website at www.umfst.ro

C. Documents required at registration

Art. 21. (1) The registration for admission of candidates is made on the university website, **exclusively through the online registration platform**.



(2) In order to register for the competition, the candidates will fill in a **Registration Form**. The completion of the data will be done online, using the online registration platform, the candidate assuming responsibility for the statements made.

(3) In order to **enter the competition, the candidates will fill in the data requested by the online form and will have to upload the following scanned documents:**

- Bachelor's degree diploma/ equivalent or certificate;
- Baccalaureate diploma or equivalent;
- Certificate of recognition of the studies carried out by the citizens of the member states of the European Union, of the states belonging to the European Economic Area and of the Swiss Confederation;
- Transcript of record / supplement to the bachelor's degree diploma;
- Curriculum vitae and memorandum of scientific activity with the list of papers prepared / published (for candidates who are required to submit these documents for admission / tiebreaker), the original of the two documents will be presented by each candidate to the examination board on the day of the interview;
- Birth certificate;
- Identity card (identity card or passport within validity);
- Medical certificate issued by the family doctor;
- Proof of payment of the admission fee;
- Proof justifying the admission fee exemption;
- Identity card type photography;
- Declaration of consent (GDPR) completed and signed (downloaded from the registration platform).

(4) After the validation of the registration, each candidate will print his/her **registration form and the competition badge**.

(5) After the final completion of the online registration, nominal lists and catalogs for the registered candidates will be issued, in alphabetical order. They will be sent to the Examination Committees approved by the rector's decision, at least 24 hours before the beginning of the examination test. Any notification regarding the existence of inaccuracies of the data specified in the documents is verified, the necessary corrections being made directly on the lists / catalog at the latest 3 hours before the beginning of the test.

D. Admission fee

Art. 22. Part-time education is organised only for a fee.

Art. 23. The admission fee is approved by the Senate.

E. Facilities - special conditions. Equal opportunities for people with disabilities

Art. 24. (1) The following candidates **are exempted from paying the admission registration fee:**

- a) orphans of both parents;
- b) people coming from orphanages or placement centers.
- c) children of the teaching and auxiliary teaching staff, in activity or retired;
- d) employees and children of employees and retired staff of the UMFST;

(2) The exemptions from points a), b) and c) are granted only to the candidates who **have not exceeded the age of 25 years**.

(3) The children of the teaching and auxiliary teaching staff in activity or retired **benefit from free accommodation in dormitories**.

Art. 25. (1) The candidates who request **the exemption from the payment of the registration fees for admission** will present as proving documents:

- a) copies certified for compliance with the original, after the death certificates of the parents in the case of those orphaned by both parents, for the facility from art. 24 paragraph (1) letter. a);
- b) certificate from the orphanage or placement center - in the case of candidates in this situation, for the facility from art. 24 paragraph (1) letter b);



c) certificate that at least one parent is a teaching / auxiliary teaching staff in activity or retired - for the facility from art. 24 par. (1) letter c) and art. 24 paragraph (3);

d) certificate regarding the employment in UMFST, art. 24 paragraph (1) letter. d).

(2) The above-mentioned certificates will be signed by the management of the institution that issues them and will be presented in original (upon confirmation of the place). Exemption from the payment of the registration fee is made only on the basis of the documents submitted by the candidates which show that they are part of one of the entitled categories. **The exemption applies only to the competition in which the confirmation of the place is made with the original bachelor's degree diploma or certificate.**

Art. 26. The exemption from the registration / admission fee does not apply to candidates who have graduated from a master's degree programme funded by the state budget.

Art. 27. The UMFST establishes the following measures on equal opportunities for persons with disabilities:

- a) exemption from the payment of the admission fee, based on the documents justifying the disability;
- b) ensuring a space adapted to the type and degree of disability in order to facilitate access to the entrance exam and confirmation of the place;
- c) providing technical-administrative support in filling in the online form, the file confirming the place and in taking the tests of the admission contest adapted to the type and degree of disability.

F. Verification and grading of competition tests

Art. 28. (1) The admission to the master's degree study programmes is made through a competition, based on **the general average grades / admission points** obtained.

(2) The **minimum general average grade of admission** to master's degree studies may not be less than **6.00 (six)**.

(3) The **general admission average grade** is calculated by two decimals, without rounding.

Art. 29. (1) Each coordinating department of the master's degree programme will establish for the examination the **topics and the bibliography** to the disciplines specified in the accreditation of the programme. The topics, for each master's degree programme, will specify the form of examination.

(2) The subjects of the competition tests are based on the topics posted on the admission website at www.umfst.ro.

(3) The verification and grading criteria are elaborated and validated by the examination board.

(4) The classification of the candidates by types of places (budgeted / financed, fee) is assigned by the Examination Board nominated by the rector's decision.

G. Competition results and appeals

Art. 30. The results of the admission competition are posted on the admission website at www.umfst.ro.

Art. 31. (1) Any **appeals** regarding the result of the admission are submitted to the IOMS secretariat within maximum 24 hours from the posting of the final results of the competition. The period for resolving the appeals is maximum 24 hours from the expiration of the term for their submission.

(2) The communication of the results of the appeals is made by posting at the address www.umfst.ro, by the care of the Technical Sub-committee for admission of the faculty.

(3) The decision of the appeals commission is final.

(4) After the expiration of the term for solving and responding to appeals, the result of the admission contest is considered final and cannot be modified.

(5) No appeals are allowed for oral tests.

(6) Appeals based on ignorance of the admission methodology are not allowed

(7) The resolution of the appeals is exclusively within the competence of the appeals commission of each study program within UMFST.



H. Enrolment in the first year of studies

Art.32. (1) The registration of the candidates declared admitted in the first year of studies is made after the settlement of the appeals, at the UMFST headquarters according to the admission calendar and in the designated spaces, displayed at www.umfst.ro.

(2) **Upon confirmation of the place, the candidates will submit an envelope** with the following documents:

- Registration form, listed and signed;
- Bachelor's degree / equivalent or certificate, in original or copy for certification for conformity with the original;
- Baccalaureate diploma or equivalent diploma, copy for certification for compliance with the original;
- Certificate of recognition of the studies carried out by the citizens of the member states of the European Union, of the states belonging to the European Economic Area and of the Swiss Confederation (if applicable);
- Transcript of record / supplement to the bachelor's degree diploma; copy for certification for conformity with the original (except for candidates who passed the bachelor's exam in 2020);
- Birth certificate, in copy for certification for compliance with the original;
- Marriage certificate, in copy for certification for conformity with the original (if applicable);
- Copy of identity card (for candidates from the European Union, the states belonging to the European Economic Area) and passport for candidates from other states, in copy;
- Standard medical certificate, issued by the family doctor;
- Two bulletin type photos;
- Certificate stating the quality of student - master student, as well as the financing method (from the state budget, fee) for the students - master students who want to attend two master programmes in parallel;
- Receipt of payment of the registration fee (candidates who participate simultaneously in the admission competition for two or more master's degree programmes will pay the admission fee separately for each of them);
- Proof justifying the exemption from the admission fee, for candidates who fall within the provisions of this methodology;
- Declaration of Consent (GDPR), completed and signed (downloaded from the registration platform).

(3) When candidates confirm their place, they must present the original of the documents that must be submitted to the procedure of conformity with the original.

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

Art.33. (1) **Registration** for the admission competition is made **in person**, based on the identity card / passport and the other documents provided in art.32 of this methodology or can also be done, in the name of the candidate **by another person** on the basis of notarial power of attorney.

(2) The certificate is valid only for the candidates who passed the bachelor's exam in the current year.

(3) **Failure to present the original bachelor's degree/certificate**, through the exclusive fault of the admitted candidate, within the term established by this methodology, **leads to the loss of the place financed from the state budget**.

(4) **The presentation of the original bachelor's degree** will be mandatory within the validity period of the certificate, for the candidates admitted on the place financed from the state budget, and those who submitted the original bachelor's degree to another programme of study / faculty / university will submit, within the validity period of the certificate, a certified copy for the conformity with the original of the bachelor's degree.

Art. 34. (1) The candidates declared admitted are **enrolled in the first year of study** based on the results of admission, by the **decision of the rector of the UMFST** and based on the master's degree contract.

(2) After the approval of the enrolment, the master students are registered in the **Unique Matriculation Register (UMR)** with a unique number valid for the entire schooling period for the specialisation / specialisations / programme / programmes of study to which they were admitted.

(3) The enrolled master students have the obligation to sign the master study contracts.

Art.35. Romanians everywhere, as well as citizens of third countries of the European Union declared admitted to the master's degree cycle, can enrol only on the basis of a bachelor's degree which is in



accordance with the methodologies developed by the specialised departments within the Ministry of Education and Research.

FINAL PROVISIONS

Art.36. Any problems that occur during the admission contest will be solved by the Technical Admission Committee of the university, in compliance with this methodology.

Art.37. The UMFST has no obligation towards the admitted candidates regarding accommodation, meals, distributions, etc., except for the case provided in art. 20 paragraph 3 of Order no. 6102/2016 of the Minister of National Education and Scientific Research for the approval of the Framework Methodology regarding the organization of the admission in the cycles of bachelor, master and doctoral studies.

The Senate of the George Emil Palade University of Medicine, Pharmacy, Sciences and Technology George Emil Palade of Târgu Mureș approved this Methodology on April 6, 2020 and it enters into force on April 7, 2020.