

**THE RECTOR’S OFFICE**

**General Department of the Registrar’s Office of the University  
The Office for Foreign Students**

**METHODOLOGY**

**FOR THE ENTRANCE EXAMINATION FOR A BACHELOR’S DEGREE**

**- THE FACULTY OF MEDICINE**

**THE ENGLISH TEACHING MODULE - THE ACADEMIC YEAR 2019-2020**

The own methodology of the University of Medicine and Pharmacy „Carol Davila” Bucharest is drawn up according to:

- The provisions of the National Education Law no. 1/2011;
- OMEN 3473 / 17.03.2017;
- The regulations regarding the professional activity of the students.

For the **Medicine** study programme – **English teaching** – sectorially regulated in the European Union, the duration of the studies is 6 years, and the number of credits which must be obtained is 360.

For the English teaching study programme, the candidates are admitted on a file based competition (by assessment of the school performances and personal achievements).

The Romanian citizens, the citizens from the E.U. countries, the European Economic Area (E.E.A.) and the Swiss Confederation and the foreign citizens from the non-E.U. countries may apply for the entrance examination on a file based competition (by assessment of the school performances and personal achievements).

The minimum condition to apply for the Bachelor’s degree studies is the graduation of an accredited high school in the country of origin and whose awarded diploma should grant access to academic studies in the respective country and should be recognized by the Ministry of National Education (MNE) in Romania.

The enrollment to these studies is subject to the observance of the legal provisions regarding the necessary minimum criteria for attending academic studies, as well as of the legislative provisions concerning the residence in Romania during the studies.

Every year, the University Senate decides, with the approval of the ministry in charge, the maximum number of available seats. For the first year 2019/2020 - **300 seats** have been approved, with a foreign currency fee. ([link](#)) Throughout the period of the studies, the teaching activities (lectures) shall be delivered in English. Due to the need to communicate with the patients, the clinical rotations shall be conducted in Romanian, during all the years of study.

The linguistic competency of the candidates must be proved by the presence of supporting documents in the file, according to one of the two conditions:

1. By submitting an internationally recognized language proficiency certificate;

The certificates must provide an explicit indication of the level of language (minimum B2 level, according to the Common European Framework of Reference for Languages). (**ANNEX 3**); The citizens who have completed high school studies in an educational institution where the language of instruction is English are exempted from presenting the language competency certificate;

2. An English examination, conducted at the Discipline of Modern Languages, the Faculty of Medicine. In order to sit for this exam a fee of €400 (non-EU countries)

**BENEFICIARY : UMF "Carol Davila" București**

**BANK: Banca Comercială Română**

**ACCOUNT: RO19RNCB0090000509620007**

**SWIFT CODE: RNCBROBU**

/ the equivalent value in RON of €400 (EU countries)

**BENEFICIARY: UMF "Carol Davila" București**

**BANK: Banca Comercială Română**

**ACCOUNT: RO87RNCB0090000509620141**

**SWIFT CODE: RNCBROBU**

**OR**

**In cash at the cashier's desk of the University – the Rector's Office**

shall be paid. For this option, the candidates are asked to make a prior appointment at the Office for Foreign Students, by sending an e-mail to [studentistraini@umfcd.ro](mailto:studentistraini@umfcd.ro) and the receipt of payment. The exams (written and oral) are scheduled for **ANNEX 8**

**FOR THE CITIZENS FROM THE E.U. COUNTRIES, THE EUROPEAN ECONOMIC AREA (E.E.A.),  
THE SWISS CONFEDERATION AND THE ROMANIAN CITIZENS**

**How to apply:**

1. The candidate shall access the U.M.F. "Carol Davila" Bucharest platform at ([link](#)) and shall upload all the documents mentioned hereinbelow (check the own selection criteria set by the university and fill in the table with the required information

– **ANNEX 6 + ANNEX 10**).

2. The candidates' files submitted online are subject to a verification by the Office for Foreign Students. The Office for Foreign Students will check whether the file contains all the specified documents. If the file is complete, you shall receive an electronic message requesting the hard copy file. If the file is incomplete, you shall receive a message for correction, following which you shall add the missing documents.

3. Once the file has been validated, the application file shall be sent by mail or delivered personally **IN 2 COPIES** at: UNIVERSITATEA DE MEDICINĂ ȘI FARMACIE "CAROL DAVILA" BUCUREȘTI – RECTORAT – SERVICIUL STUDENȚI STRĂINI (STR. DIONISIE LUPU NR. 37 SECTORUL 2).

The University assumes no responsibility for the efficiency of the postal agent.

**The deadline for the online registration and submission of the files**

**Online registration 06.05.2019 - 20.07.2019**

**Submission of files 20.05.2019 - 31.07.2019**

The files submitted at the Office for Foreign Students or sent by mail shall be checked in order to correspond with all the documents uploaded on the platform and submitted in hard copy.

The assessment committee, appointed by a Decision of the Board of Directors, shall assess the files according to the general selection criteria of the university by awarding a score in accordance with the Assessment Grid.

The candidate is declared eligible when the file is complete. The incomplete files are processed but are not eligible for assessment. The Office for Foreign Students shall send the documents to the Ministry of National Education to request the issue of the Certificate of recognition of studies. If your file is complete and you are declared eligible, the National Centre for Recognition and Equivalence of Diplomas shall issue a CERTIFICATE entitling you to pursue academic studies in Romania.

The enrolment in the study programmes of the university depends on the recognition of the studies by the National Centre for Recognition and Equivalence of Diplomas. The non-recognition by the National Centre for Recognition and Equivalence of Diplomas of your studies denies your enrolment.

## **IMPORTANT!**

• If the surname and forename of the candidate on the Bacalaureate diploma are not identical to the surname and forename appearing on his / her Birth certificate or passport, the candidate is required to submit a certified explanatory note.

• Any inconsistency between the official data of the candidate and those submitted in the on-line registration platform leads to the dismissal of the candidate.

## **The documents required in order to obtain the Certificate of recognition of the studies which will enable your registration for the entrance examination based on the assessment of the school performances and personal achievements:**

**ATTENTION:** The Romanian citizens, who have a Romanian Bacalaureate diploma, submit the file in one copy and do not need recognition of the studies.

1. **Annexes 1 and 2** will be printed/signed in 2 copies from the on-line application, after filling in the personal data ([link](#));

2. An internationally recognized language competency certificate, minimum B2 level, **not** older than 2 years, or the certificate of linguistic competency, obtained from the Discipline of Modern Languages, the Faculty of Medicine, within our university (**ANNEX 3**); The citizens who have completed the high school studies in an educational institution where the language of instruction is English are exempted from providing the language competency certificate;

3. The application form for the recognition of the studies completed abroad (**EU countries** - **ANNEX 4**) will be printed/signed in 2 copies from the on-line application, after filling in the personal data ([link](#));

4. The High school diploma (valid in Romania) - certified translation into Romanian;

### **CHECK THE LIST OF DIPLOMAS THAT ARE VALID IN ROMANIA (ANNEX 7)**

5. The Grade Record (school transcript with grades) – certified translation into Romanian (the subjects like Biology, Physics, Chemistry, Physics-Chemistry, Life Sciences, Mathematics to be specified in the school transcript);

6. The candidates who have passed the Bacalaureate examination in the sessions corresponding to the academic year 2018-2019 may submit, instead of the Bacalaureate diploma, a certificate issued by the high school, obligatorily specifying the grade point average of the Bacalaureate examination, the grade point averages obtained during the years of study, the validity term of the certificate and the fact that the Bacalaureate diploma has not been issued - copy and certified translation into Romanian;

7. The Birth certificate – certified translation into Romanian;

8. A health certificate stating that the candidate to be accepted to studies does not have any contagious diseases or any other diseases incompatible with the medical profession - certified translation into Romanian;

9. The Passport / identity document – copy;

10. The receipt for the non-refundable file processing fee of RON 1,000 to be paid into the account hereinbelow:

**BENEFICIARY: UMF "Carol Davila" București**

**BANK: Banca Comercială Română**

**ACCOUNT: RO87RNCB0090000509620141**

**SWIFT CODE: RNCBROBU**

**OR**

**In cash at the cashier's desk of the University – the Rector's Office**

11. 4 recent photos;

12. Other documents, if necessary

- e.g. Pruebas de Aptitud para el Acceso a la Universidad, calificación Apto from Spain; Panellines Exetaseis – certificate for the national exams for general high school in Greece; Scholastic Aptitude Test (SAT) or ACT in the USA, etc. - copy and certified translation into Romanian, except for the study documents in English, French, Spanish and Italian

13. The receipt for the file evaluation fee - RON 50 - copy for the Ministry of National Education

The fee of RON 50 can be paid in RON at the Cashier's Desk of the MNE- CNRED (opening hours Monday to Thursday, 09:00 -12:00 and 13:00 -15:00) or by money order/ postal order/ bank transfer into the bank account:

Beneficiary: Ministerul Educației Naționale

Tax Registration Number: 13729380

Bank: Activitatea de Trezorerie și Contabilitate Publică a Municipiului București - ATCPMB

IBAN Code: RO86TREZ70020E330500XXXX

SWIFT Code: TREZROBU

BIC Code: TREZ

The fees can also be paid in Euro by money order/ bank transfer into the bank account:

Beneficiary: Ministerul Educației Naționale

Tax Registration Number: 13729380

Bank: Banca Comercială Română - BCR, sucursala Sala Palatului

IBAN Code: RO35RNCB0080005630300077

SWIFT Code: RNCBROBU

BIC Code: RNCB

**The fees in Euro will be calculated** according to the official exchange rate RON - EURO of the National Bank of Romania on the day of the bank transfer.

**Important:** The IBAN code, the name of the holder of the study documents and the employer's name requesting the recognition (if applicable) must be written on the payment order or postal order issued!

## **The authentication of the study documents subject to recognition / equivalence**

1. For the diplomas from the Republic of Moldova no apostille or authentication is required. The diplomas issued before 2008 (as well as the diplomas issued after 2008 that cannot be verified through the portal) will be accompanied by the Certificate of Authenticity issued by the Ministry of Education of the Republic of Moldova, in the original;

2. For the countries which are signatory parties of the Hague Apostille Convention, the study documents subject to equivalence/recognition must bear the Hague Apostille applied by the competent authorities of the issuing countries; the study documents from Italy, Greece, Spain, Portugal and Cyprus shall bear the Hague Convention Apostille, the other EU member countries being exempted;

3. For the countries which ARE NOT signatory parties to the Hague Apostille Convention, the study documents shall be authenticated or accompanied by the Certificate of Authenticity issued by the competent authorities of the country of origin;

### **NOTE**

- the authentication shall be applied by the Ministry of Foreign Affairs of the issuing country and the Embassy/Consular Office of Romania in the respective country or by the Ministry of Foreign Affairs of the issuing country and its Embassy/Consular Office in Romania and the Ministry of Foreign Affairs of Romania; for the countries where there are no diplomatic missions of Romania or that do not have diplomatic missions in Romania, the study documents shall have a certification issued by the Ministry of Education and the Ministry of Foreign Affairs of the issuing country;

- the exemption from authentication is allowed according to the law, as stated by an international treaty to which Romania is a party or based on reciprocity.

The translations made in Greece shall be certified by the Ministry of Foreign Affairs of Greece.

**The entrance examination** consists of a file based competition (by assessment of the school performances and personal achievements), for which citizens from the E.U. countries, the European Economic Area (E.E.A.) and the Swiss Confederation and Romanian citizens may apply. Under Law no. 316/2006, all the citizens mentioned above have the right of access to studies under the same conditions as the Romanian citizens.

Selection criteria ..... **ANNEX 6 + ANNEX 10**.....

The assessment of the competition files shall be performed by the Assessment Committee, appointed by a Decision of the Board of Directors, that will assess the files by awarding a score in accordance with the Assessment Grid. The selection of the candidates will be performed in the descending order of the score obtained.

Following the assessment of the files, the hierarchy of the candidates will be drawn up, the provisional lists with the potentially admitted candidates will be posted on the university website ([www.umfcd.ro](http://www.umfcd.ro)). The selection results cannot be appealed. By selecting your file, the university assumes no obligation as to your actual enrollment to studies.



## **FOR THE CITIZENS FROM THE NON-E.U. COUNTRIES**

### **How to apply:**

1. The candidate shall access the U.M.F. "Carol Davila" Bucharest platform at ([link](#)) and shall upload all the documents mentioned herein below (check the own selection criteria set by the university and fill in the table with the required information –

### **ANNEX 6 + ANNEX 10.**

2. The candidates' files submitted online are subject to a verification by the Office for Foreign Students. The Office for Foreign Students will check whether the file contains all the specified documents. If the file is complete, you shall receive an electronic message requesting the hard copy file. If the file is incomplete, you shall receive a message for correction, following which you shall add the missing documents.

3. Once the file has been validated, the application file shall be sent by mail or will be filed in personally **IN 2 COPIES** at: UNIVERSITATEA DE MEDICINĂ ȘI FARMACIE "CAROL DAVILA" BUCUREȘTI – RECTORAT – SERVICIUL STUDENȚI STRĂINI (STR. DIONISIE LUPU, NR. 37 SECTORUL 2).

The University assumes no responsibility for the efficiency of the postal agent.

### **The deadline for the online registration and submission of files**

**Online registration 06.05.2019 - 20.07.2019**

**Submission of files 20.05.2019 - 31.07.2019**

The files submitted at the Office for Foreign Students or sent by mail shall be checked in order to correspond with all the documents uploaded on the platform and submitted in hard copy.

The assessment committee, appointed by a Decision of the Board of Directors, shall assess the files according to general selection criteria of the university by awarding a score in accordance with the Assessment Grid.

The Office for Foreign Students shall send to the Ministry of National Education - the General Department of International Relations and European Affairs (GDIREA) the list of the selected candidates for the issuance of the Letter of Acceptance to studies.

The enrolment in the study programmes of the university is conditional upon receiving the Letter of Acceptance to studies. Failure to receive the Letter of Acceptance denies your enrolment.

## **IMPORTANT!**

• If the surname and forename of the candidate on the Baccalaureate diploma are not identical to the surname and forename appearing on his / her Birth certificate or passport, the candidate is required to submit a certified explanatory note.

• Any inconsistency between the official data of the candidate and those submitted in the on-line registration platform leads to the dismissal of the candidate.

## **The necessary documents for requiring the issue of the Letter of Acceptance to studies which will enable your registration for the entrance examination based on the assessment of the school performances and personal achievements:**

1. **Annexes 1 and 2** will be printed/signed in 2 copies from the on-line application, after filling in the personal data ([link](#));

2. An internationally recognized language competency certificate, minimum B2 level, **not** older than 2 years, or the certificate of linguistic competency, obtained from the Discipline of Modern Languages, the Faculty of Medicine, within our university (**ANNEX 3**); The citizens who have completed the high school studies in an educational institution in which the language of instruction is English are exempted from providing the language competency certificate;

3. The application form for requesting the Letter of Acceptance (**non-EU countries - ANNEX 5**) will be printed/signed in 2 copies from the on-line application, after filling in the personal data ([link](#));

4. The High school diploma (valid in Romania) - certified translation into Romanian;

### **CHECK THE LIST OF DIPLOMAS THAT ARE VALID IN ROMANIA (ANNEX 7)**

5. The Grade Record (school transcript with grades) – certified translation into Romanian (the subjects like Biology, Physics, Chemistry, Physics-Chemistry, Life Sciences, Mathematics to be specified in the school transcript);

6. The candidates who have passed the Baccalaureate examination in the sessions corresponding to the academic year 2018-2019 may submit, instead of the Baccalaureate diploma, a certificate issued by the high school, obligatorily specifying the grade point average of the Baccalaureate examination, the grade point averages obtained during the years of study, the validity term of the certificate and the fact that the Baccalaureate diploma has not been issued - copy and certified translation into Romanian;

7. The documents certifying the permanent residence abroad / I.D. (non-EU countries) – (certificate from the City Hall or the Prefect's office of the city of residence – translation into Romanian);

8. The birth certificate – certified translation into Romanian;

9. A health certificate stating that the candidate to be accepted to studies does not have any contagious diseases or any other diseases incompatible with the medical profession - certified translation into Romanian;

10. The passport with a validity of minimum six months at the time of the file submission – copy

11. A criminal record certificate - translation into Romanian;

12. 4 photos;

13. The receipt for the non-refundable file processing fee of RON 1,000 to be paid into the account herein below:

**BENEFICIARY: UMF "Carol Davila" București**

**BANK: Banca Comercială Română**

**ACCOUNT: RO87RNCB0090000509620141**

**SWIFT CODE: RNCBROBU**

**OR**

**In cash at the cashier's desk of the University – the Rector's Office**

**The entrance examination** consists of a file based competition (by assessment of the school performances and personal achievements), for which citizens from the non-E.U. countries may apply.

Selection criteria ..... **ANNEX 6 + ANNEX 10**.....

The assessment of the competition files will be performed by the Assessment Committee, appointed by a Decision of the Board of Directors, that will assess the files by awarding a score in accordance with the Assessment Grid. The selection of the candidates will be performed in the descending order of the score obtained.

Following the assessment of the files, the hierarchy of the candidates will be drawn up, the provisional lists with the potentially admitted candidates will be posted on the university website (www.umfcd.ro). The selection results cannot be appealed. By selecting your file, the university assumes no obligation as to your actual enrollment to studies.

**The enrolment is conditional upon:**

- submitting, in the original, the high school diploma (or a notary statement, in Romanian, specifying the date when the high school diploma in the original is to be submitted) and the certificate of linguistic competency;
- fulfilling the legal conditions for enrolment, including the recognition and equivalence of the high school studies by the ministry in charge (The Ministry of National Education);
- signing the study contract and paying the financial obligations.

The candidates admitted will have to confirm their enrolment decision, by proof of the payment of the tuition fee in full and signing the enrolment contract **between 09 - 30.09.2019**, directly at the Office for Foreign Students.

### **The tuition fee**

The tuition fee applicable to the newly enrolled candidates, based on the assessment of their personal files, in the academic year 2019/2020 is **of € 6,000 /year** to be paid at the bank:

**BENEFICIARY : UMF "Carol Davila" București**

**BANK: Banca Comercială Română**

**ACCOUNT: RO19RNCB0090000509620007**

**SWIFT CODE: RNCBROBU**

The tuition fee for the students enrolled in the academic year 2019/2020 shall be paid in full and is a non-refundable fee.

The failure to pay the tuition fees, according to the methodology, throughout the duration of the studies, shall lead to the suspension of the quality of a student. A fee of RON 300 will be charged for regaining the quality of a student.

**VERY IMPORTANT: On the prove of payment must be mentioned the name of the student, as she/he is signing the contract.**

### **Residence in Romania during the studies**

The candidates from the non-E.U. countries require a student visa, issued by the Romanian Embassy from the country of origin. The visa shall be issued based on the Letter of Acceptance to Studies, issued by the General Department of International Relations and European Affairs of the Ministry of National Education in Romania and on the payment in full of the tuition fee.

### **Final provisions**

The above mentioned specifications are valid for the candidates who shall enrol in the first year – 2019/2020 and are in accordance with the Law of National Education no. 1/2011 (with the subsequent amendments and additions), the Orders and Regulations of the Ministry of National Education and the decisions of the Senate of THE UNIVERSITY OF MEDICINE AND PHARMACY “CAROL DAVILA”, Bucharest.

In the event that other legislative changes occur, the Senate of the University will decide accordingly and the respective decision will be posted on the university's website (<http://umfcd.ro>), on the registration platform ([link](#)) (and on the notice boards).

**THE BUSINESS HOURS AT THE RECTOR'S OFFICE –  
THE OFFICE FOR FOREIGN STUDENTS  
(FROM BUCHAREST, 37, DIONISIE LUPU STREET, DISTRICT 2)  
ARE FROM MONDAY TO THURSDAY, BETWEEN 12.30-15.00.**

**THE OFFICE FOR FOREIGN STUDENTS**