



BIOTERRA UNIVERSITY of BUCHAREST
ACCREDITED BY LAW 480/2002

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METHODOLOGY OF ORGANIZATION STUDENTS' ADMISSION
FOR THE UNIVERSITY YEAR 2022 - 2023
Full-time education (IF.)

This methodology has been developed in accordance with the provisions of:

- ✓ National Education Law no. 01/2011, with subsequent amendments and completions;
- ✓ Law no. 288/2004 regarding the organization of university studies;
- ✓ Government Decision no. 403/2021 on the nomenclature of fields and specializations / programs of Bachelors' degree/ undergraduate studies, of the structures of higher education institutions, of the study domains for accredited or authorized to function provisionally undergraduate studies , of the geographical locations of the university units, of the number of transferable credits for each program of the university (ETCS), the form of education and the language of teaching, as well as the maximum number of students that can be enrolled in the academic year 2021-2022;
- ✓ Government Decision no. 385/2021 regarding the fields and programs of accredited master's university studies and the maximum number of students that can be enrolled in the academic year 2021-2022;
- ✓ Law n no. 41/2016 on the establishment of simplification measures at the level of the central public administration and for the modification and completion of some normative acts;
- ✓ Order no. 3473/2017 of March 17, 2017 regarding the approval of the Methodology for receiving foreign citizens for studies and schooling starting with the 2017-2018 school / university year;
- ✓ ARACIS specific standards;
- ✓ Chart of Bioterra University of Bucharest, issued in 2018;
- ✓ Order no. 4866/2019 for the modification of the Order of the Minister of National Education and Scientific Research no.6.156 / 2016 regarding the organization and development of the preparatory year of Romanian language for foreign citizens;
- ✓ Minister's Order no. 6102 / 15.12.2016 published in the Official Gazette no. 1071 / 30.12.2016, with the modifications of art.13 from OM 3062 / 16.01.2018 published in the Official Gazette no. 116 / 06.02.2018, approved by the address of the Minister of National Education no. 547 / DGIU / 07.12.2018, OM 5618/2019, OM 4205/2020 and OM no. 3199/2021.

I. BACHELOR'S STUDY / UNDERGRADUATE STUDY CYCLE

Chapter I.1. FIELDS AND SPECIALIZATIONS

The enrollment and admission of candidates is organized at full-time courses (I.F.), for the bachelor's fields / specializations / undergraduate programs authorized / accredited in this regard.

Bioterra University of Bucharest, organizes admission for the bachelor's study cycles specializations / undergraduate study programs, corresponding to Bachelor's fields, as follows:

N r.	Faculty	Bachelor's field	Specialization / Bachelor's degree program	Accreditation (A) Provisional Operating Authorization (PA)	Form of education: daily courses (IF)	Number of transferable study credits ETCS	Maximum number of enrolled students	Teaching language
1.	Agrotourism Management in Bucharest	Engineering and Management in Agriculture and Rural Development	Engineering and Management in Public Food and Agri-tourism	A	IF	240	75	Romanian
2.	Agrotourism Management in Buzau	Engineering and Management in Agriculture and Rural Development	Engineering and Management in Public Food and Agri-tourism	A	IF	240	50	Romanian
3.	Law	Law	Law in Bucharest	A	IF	240	150	Romanian
			Law in Buzau	PA	IF	240	60	Romanian
			European and International Law in Bucharest	PA	IF	240	50	Romanian
			European and International Law in Bucharest	PA	IF	240	70	English
4.	Food Control and Expertise in Bucharest	Food Engineering	Food Control and Expertise	A	IF	240	90	Romanian
5.	General Medical Assistance in Bucharest	Health	General Medical Assistance	PA	IF	240	75	Romanian
			General Medical Assistance	PA	IF	240	75	English
			General Medical Assistance in Buzau	PA	IF	240	50	Romanian
6.	Computers Science	Computers Science	Applied Computers Science in Bucharest	PA	IF	180	60	Romanian
			Applied Computers Science in Bucharest	PA	IF	180	120	English
			Applied Computer Science in Buzau	PA	IF	180	60	Romanian

Chapter I.2. ORGANIZATION OF ADMISSION TO BACHELOR'S STUDY/ UNDERGRADUATE UNIVERSITY STUDY SPECIALIZATIONS / PROGRAMS

Bioterra University of Bucharest (UdB) organizes admission for the academic year 2022-2023 in two sessions to the specializations / bachelor's degree programs from the UdB structure as follows:

»THE FIRST SESSION : AUGUST 2022

- a) Registration period: 13 JUNE - 29 JULY, 2022;
- b) Display of final results: 1 AUGUST, 2022.

» THE SECOND SESSION: SEPTEMBER 2022

- a) Registration period: 1 AUGUST – 23 SEPTEMBER, 2022;
- b) Display of final results: 26 SEPTEMBER, 2022.

* For the specialization / program of bachelor's degree General Medical Assistance, Bioterra University of Bucharest organizes an admission contest, as follows:

» THE FIRST SESSION : AUGUST 2022

- a) Registration period: 13 JUNE - 29 JULY, 2022;
- b) Written test: 01.AUGUST.2022, (time: 9.00 am);
- c) Display of results: 01.AUGUST.2022;
- d) Submission of contestation: 24 hours from the display of results (01.AUGUST 2022);
- e) Display of contestation results: 03 AUGUST.2022;
- f) Display of final results: 04. AUGUST.2022.

»THE SECOND SESSION: SEPTEMBER 2022

- a) Registration period: 01 AUGUST - 16 SEPTEMBER, 2022;
- b) Written test: 19. SEPTEMBER.2022, (time: 9.00 am);
- c) Display of results: 19. SEPTEMBER.2022;
- d) Submission of contestation: 24 hours from the display of results (19.SEPTEMBER.2022);
- e) Displaying the contestation results: 21. SEPTEMBER.2022;
- f) Display of final results: 22. SEPTEMBER.2022.

* The final results for the two admission sessions for the Bachelor's specializations / undergraduate study programs will be displayed on the notice boards of the faculties and on the UdB website.

Chapter I.3. CANDIDATES REGISTRATION

a) High school graduates with a baccalaureate degree or equivalent can apply for admission to higher education for the bachelor's degree course in full-time (IF) study programs.

b) Candidates enroll only on the basis of the ORIGINAL baccalaureate diploma or a copy of it, with the mention <According to the original>, based on LAW no. 41/2016.

c) Candidates who passed the baccalaureate exam in 2022, can be enrolled based on the certificate issued by the high school, which mentions the general average of the baccalaureate.

d) Upon registration, the candidates will complete and sign an ENROLLMENT FORM, Annex 1 - Romanian language, Annex 2 - English language - for admission to the faculty and will pay the ENROLLMENT FEE.

e) The registration for the admission contest is made in person or online by the candidate based on the Identity Card / Passport, and in exceptional cases the registration can be done, on behalf of the candidate, by another person on the basis of a notarial power of attorney.

f) In the competition for each bachelor's / master's degree program, citizens of the Member States of the European Union, of the states belonging to the European Economic Area and of the Swiss Confederation, can apply under the same conditions as Romanian citizens, including registration fees.

g) Registration fees for the admission at all bachelor's degree specializations / undergraduate programs within the UBdB (except for the specialization / undergraduate program General Medical Assistance) is 200 lei, NON-RETURNABLE, regardless of the result of the contest.

h) The registration fee for the admission contest for the specialization / study program of the General Medical Assistance license is the equivalent of 100 EURO (at the National Bank exchange rate on the day of payment), NON-RETURNABLE, regardless of the result of the contest.

i) Candidates from the Social Placement Centers are exempt from paying the registration fees. Exemption from the registration fee is approved based on the supporting documents submitted by the candidate in the registration file.

j) The children of the active teaching staff (teachers, educators / teachers, foremen instructors) are exempted from paying the registration fee. In this case, the candidates must present a certificate showing the quality of teacher for one of the parents.

k) The definition of the quality of teacher is made on the basis of the provisions of the National Education Law no. 1/2011, in force at the date of the competition.

l) The children of the employees of the Bioterra University of Bucharest are exempted from the registration fee for the admission contest.

m) Candidates benefit from a single exemption date from the payment of the registration fee, regardless of the undergraduate study program and the exam session.

CHAPTER I.4. CONTENT OF THE COMPETITION FILE

The content of the competition file according to the provisions of the Minister's Order no. 6102 / 15.12.2016 published in the Official Gazette no. 1071 / 30.12.2016, with the modifications of art.13 from OM 3062 / 16.01.2018 published in the Official Gazette no. 116 / 06.02.2018, approved by the address MEN no. 547 / DGIU / 07.12.2018 and LAW no. 41/2016, has the following acts:

1. Bacalaureate diploma IN ORIGINAL or a copy of it, having applied the mention <According to the original>;
2. For the high school promotion of the school year 2022, a certificate issued by the high school is submitted, IN ORIGINAL, in which the general average from the bacalaureate is mentioned;
3. Copy of the birth certificate, with the words <According to the original>;
4. Marriage certificate / Court decision to change the name (if applicable) in copy, having applied the mention <According to the original>;
5. Identity Card / Passport in copy, with the words <According to the original> applied;
6. Medical certificate issued by the family doctor;
7. Three color photos, type 3/4 cm;
8. Proof of payment of the registration fee (account statement / receipt).
9. Copy of the transcript of the transcript during high school, with the word <According to the original> applied;
10. Agreement on the processing of personal data, Annex 3 - Romanian language, Annex 4 - English language.

The competition files of the candidates with the submitted documents remain for the whole period of the admission competition at the secretariats of the faculties / undergraduate study programs where the registration was made.

Chapter I.5. THE ADMISSION CONTEST FOR THE BACHELO'S DEGREE/ UNDERGRADUATE UNIVERSITY STUDIES SPECIALIZATIONS / PROGRAMS

1. The organization of the admission contest and the evaluation of the candidates' files are done by the Admission Commissions, and as the case may be the commissions analysis and resolution of contestation, provided separately for each specialization / undergraduate program.

2. The commissions are made up of UBdB teachers and are established by the decision of the Dean at the proposal of the Faculty Council.

3. Each Commission shall be composed of the President Commission, members and secretary of the President.

4. The President of the commission must hold the didactic degree of university professor / university associate professor or university lecturer.

5. The secretary of the commission must have a teaching degree and has only the duties of document management.

* For the bachelor's degree programs in Bucharest, branches and extensions: Engineering and Management in Public Food and Agrotourism, Food Control and Expertise, Law, European and International Law, Applied Computer Science, the admission contest consists of the general average **of the baccalaureate exam.**

6. The overall admission average is calculated as the result of:

a) the general average from the baccalaureate exam.

7. The ranking of the candidates is made in the descending order of the averages obtained at the admission contest, within the limits of the places approved for each undergraduate program.

8. The display of the results obtained at the admission contest is done as follows:

a) lists of admitted candidates;

b) lists of rejected candidates.

9. The final results will be displayed on the notice boards of the faculties and on the UBdB website.

10. If two or more candidates obtain equal averages, a tie will be considered as the general average during high school.

11. The students declared admitted have the obligation to conclude, within 5 working days, a framework contract for the undergraduate study cycle, a document that will be signed by both parties and to pay 50% of the amount of the tuition fee for the first year. .

12. The files of the rejected candidates or of those who give up the place obtained will be issued by UBdB, within 48 hours at the most after the submission of an application in this respect, without charging additional fees.

*** For the undergraduate program of General Medical Assistance in Bucharest and Buzau, the admission contest consists of a WRITTEN TEST – multiple choice test in the discipline HUMAN BIOLOGY.**

13. The Admission Commission within the Faculties of General Health Assistance will display the nominal lists of the candidates who have the right to participate at the exam and the candidates distribution on the halls with 24 hours before the beginning of the exam.

14. Candidates have the obligation to verify the accuracy of the data entered in the displayed lists and to notify the admission commissions in connection with any inconsistencies.

15. The written test takes place for a maximum of 3 hours from the receipt of the subjects.

16. The Commission has the obligation to draw up the correction scales which will be displayed within 1 hour of the completion of the entrance examination.

17. Upon entering the examination room where the written test is held, the candidate presents his / her identity card / passport. Possession of mobile phones, books and other teaching materials is prohibited.

18. The distribution of the candidates in the examination room is done in alphabetical order and at the distance required by the legislation in force.

19. Candidates will enter the halls where the written test is held, at least 60 minutes before the start of the exam.

20. The chairman of the supervisory board, from each examination hall, will explain the technical way of completing the standard used in the examination.

21. Candidates who will not be present in the hall at the time of the distribution of the subjects lose the right to take part at the written test.

22. Any fraud or attempt to prove fraud during the written test shall be sanctioned by excluding the candidate from the content examination, stating in all documents "excluded from the examination".

23. In the event of fraud, the chairman of the supervisory board shall draw up a report which he shall sign together with the other members of the supervisory board and the candidate concerned. If the candidate refuses to sign the minutes, the refusal shall be recorded.

24. At the end of the examination, the candidates submit the papers to the chairman of the supervisory board, under his own signature on the basis of a nominal table.

25. The evaluation of the written multiple choice tests is made on the basis of the score resulting from the application of the correction grid by the admission commission.

26. The marks obtained in the written test shall be displayed on the notice board of the organizing faculty, no later than 24 hours from the date of the examination, under the signature of the President of the Admissions Commission and its secretary.

27. The contestations regarding the results obtained at the written test shall be submitted personally by the candidate, at the secretariat of the organizing faculty, within 24 hours from the date / time of posting the results and shall be resolved within 24 hours from the date / time expiry of the time limit for lodging contestations.

28. The decisions of the Commission for the analysis and settlement of appeals are final.

29. The deliberation of the Commission on the determination of the results of the entrance examinations is not public.

30. The ranking of the candidates is made in the descending order of the averages obtained at the admission contest within the limits of the places approved for each study program.

31. The minimum overall admission average for undergraduate university studies may not be less than 5.00 (five).

32. If two or more candidates obtain equal averages, the tie will be considered the general average for the discipline BIOLOGY during high school, if there is equality and in this situation, will be taken into account, the general average from the baccalaureate exam and / or the general average during high school.

33. The results obtained at the admission competition are displayed as follows:

- a) provisional lists, with the ranking of candidates generated after admission;
- b) the final lists with the ranking of the candidates generated after the settlement of the contestations that include the final and indisputable results;
- c) lists of rejected candidates.

34. The final results will be displayed on the university notice boards.

35. Admitted students have the obligation to conclude within 10 working days a framework contract for the bachelor's degree, a document that will be signed by both parties and to pay 50% of the amount of the tuition fee for year I.

36. If, within 10 days, a candidate declared admitted does not confirm his / her place, he / she will be considered a vacancy and will be filled by dragging the list of candidates who have passed the entrance exam.

37. The incomplete files will not be processed and it will be rejected. If the completion of the files is requested, the **Faculty of General Medical Assistance** will resume the steps described in the Admission Methodology.

Chapter I.6. ADMISSION TO BACHELO'S DEGREE/ UNDERGRADUATE STUDIES FOR FOREIGN CITIZENS

I.6.1. a) For the study programs in which the educational process is carried out in Romanian language, the admission is conditioned by the **Certificate of Graduation of the Preparatory year of Romanian language**, organized according to the Law in force.

b) The following categories of persons are exempted from the obligation to present the graduation certificate of the preparatory year for enrollment in study programs with teaching in Romanian language:

b.1. persons who present Romanian study documents (diplomas and certificates) or other study documents, school situations attesting at least 4 consecutive years of study in Romanian language in a unit / educational institution in the Romanian national system.

b.2. those who, in order to enroll in university education, present certificates or attestations of linguistic competence of minimum level B1, according to the common European frame of reference for foreign languages, issued by accredited higher education institutions in Romania that organize the Romanian language preparatory year for foreign citizens, by the Romanian language, literature, culture and civilization lectureships in foreign universities / Romanian Language Institute or by the Romanian Cultural Institute.

c) In the study programs in which the educational process is taught in English language, the candidates must prove the possession of a **certificate of linguistic competence, of minimum level B1**, in accordance with the provisions of the Order of the Ministry of National Education no. 3473/2017.

The following are exempt from this test:

c.1.) persons who come from countries where the official language of the state is the language in which the courses are organized and which prove, with school documents, that they have attended the courses in that language.

I.6.2. The registration file for foreign students must contain the following documents:

- a) birth certificate - copy and legalized translation;
- b) copy of the document certifying the permanent domicile abroad;
- c) copy of the passport;
- d) three color photographs, type 3/4 cm;
- e) proof of payment of the registration fee (account statement / receipt);
- f) application for the issuance of the letter of acceptance for studies, provided in - Annex 6, which is an integral part of this regulation, completed in all fields;
- g) copy and legalized translation of the baccalaureate diploma or its equivalent, authenticated by the competent authorities of the issuing country;
- h) copy and legalized translation of the certificate attesting the promotion of the baccalaureate exam for the graduates of the current year;
- i) transcripts - copies and legalized translations, related to the studies performed;
- j) the certificate of graduation of the preparatory year of the Romanian language or the certificate of linguistic competence, as the case may be.
- k) medical certificate issued by the family doctor in a language of international circulation;

l) agreement regarding the processing of personal data, Annex 3 - Romanian language, Annex 4 - English language.

I.6.3. The candidature files prepared according to Chapter I.6. (I.6.2.) must be sent directly to the International Relations Center of UBdB, in the period: JANUARY 31 - AUGUST 05 2022.

1. The International Relations Center of UBdB evaluates the files, according to the legal regulations in force, and communicates to the Ministry of Education – DGRIAE, the list of persons proposed for issuing the letter of acceptance for studies;

2. the list of candidates will be sent to the Ministry of Education;

3. the list will be accompanied by a copy of the candidate's file prepared according to Chap. I.6., (I.6.3.);

4. the number of files submitted must be within the maximum number of students that can be enrolled in a specialization, according to the regulations in force;

5. after analyzing the file, the Ministry of Education issues the acceptance letter;

6. **The Ministry of Education sends the letters of acceptance to the UBdB and, as the case may be, to the diplomatic missions.**

I.6.4. Bioterra University of Bucharest organizes admission for the academic year 2022 - 2023 in two sessions for Bachelor's degree/ undergraduate programs in Bucharest and is as follows:

I.6.4.1. For the bachelor's degree programs in Bucharest and within its branches:

- **Engineering and Management in Public Food and Agrotourism,**

- **Food Control and Expertise,**

- **Law, European and International Law,**

- **Applied Computers Science,**

The admission contest consists of the general average of the baccalaureate exam:

»THE FIRST SESSION : AUGUST 2022

a) Display of final results: 01 AUGUST 2022.

»THE SECOND SESSION: SEPTEMBER 2022

a) Display of final results: SEPTEMBER 26, 2022.

* The final results will be displayed on the notice boards of the faculties and on the UBdB website.

I.6.4.2. For the Bachelor's /undergraduate program General Medical Assistance from Bucharest and Buzau, the admission contest consists of:

- a **WRITTEN TEST** – multiple choice test in the discipline **HUMAN BIOLOGY**:

»THE FIRST SESSION : AUGUST 2022

- a) Written test: 01.08.2022, time: 9.00;
- b) Display of results: 01.08.2022;
- c) Submission of appeals: 24 hours from the display of results (01.08.2022);
- d) Display of results following appeals: 03.08.2022;
- e) Display of final results: 04.08.2022.

»THE SECOND SESSION: SEPTEMBER 2022

- a) Written test: 19.09.2022, time: 9.00;
- b) Display of results: 19.09.2022;
- c) Submission of appeals: 24 hours from the display of results (19.09.2022);
- d) Displaying the results following the appeals: 21.09.2021;
- e) Display of final results: 22.09.2022.

* The final results for the two admission sessions to the specializations / undergraduate study programs, will be displayed on the notice boards of the faculties and on the UBdB website

CHAPTER. I.7. ANNUAL STUDY FEES FOR BACHELOR'S SPECIALIZATIONS / UNDERGRADUATE STUDY PROGRAMS

For the academic year 2022 - 2023, the UBdB Senate has established the following Study fees:

Nr.	Specialization / Bachelor's degree program	Form of full-time education (I.F.) (Euro)	Teaching Language
1.	Engineering and Management in Public Food and Agrotourism in Bucharest	600 (EU)	Romanian
		2500 (NON-EU)	
2.	Engineering and Management in Public Food and Agrotourism in Buzau	600 (EU)	Romanian
		2500 (NON-EU)	
3.	Law in Bucharest	700 (EU)	Romanian
		3500 (NON-EU)	

4.	Law in Buzau	700 (EU)	Romanian
		3500 (NON-EU)	
5.	European and International Law in Bucharest	700 (EU)	Romanian
		3500 (NON-EU)	
6.	European and International Law in Bucharest (in English)	850 (EU)	English
		3500 (NON-EU)	
7.	Food Control and Expertise in Bucharest	650 (EU)	Romanian
		2500 (NON-EU)	
8.	General Medical Assistance in Bucharest	1700 (EU)	Romanian
		4000 (NON-EU)	
9.	General Health Care in Bucharest (in English)	1700 (EU)	English
		4000 (NON-EU)	
10.	General Medical Assistance in Buzau	1700 (EU)	Romanian
		4000 (NON-EU)	
11.	Applied Computers Science in Bucharest	700 (EU)	Romania
		3500 (NON-EU)	
12.	Applied Computers Science in Bucharest (in English)	2000 (EU)	English
		3500 (NON-EU)	
13.	Applied Computers Science in Buzau	700 (EU)	Romanian
		3500 (NON-EU)	

Chapter. I.8. REGISTRATION OF THE CANDIDATES

The registration of the candidates declared admitted following the admission competition is done by the decision of the Rector. After the enrollment decision, the students are registered in the **Unique Matriculation Register (RMU)**, with a unique number, valid for the entire period of schooling at the specialization /Bachelor's/ undergraduate program of to which they were admitted.

Enrolled students have the obligation **to conclude an annual study contract** with the higher education institution, a document that will be signed by both parties.

II. UNIVERSITY MASTER'S DEGREE CYCLE

Chapter II.1. STUDY FIELDS AND MASTER'S DEGREE STUDIES PROGRAMS

Bioterra University of Bucharest, organizes admission for the following fields and master's degree programs:

Nr.	Master's degree field	Name of master's degree program	Location	Teaching Language	Form of education on Daily Courses (IF)	Number of transferable study credits	Maximum number of students that can be enrolled
1.	LAW	Investigation of Terrorism Acts and Public Security	Bucharest	Romanian	IF	90	50
2.	FOOD ENGINEERING	Inspection, Expertise and Legislation in Food Safety, Environmental and Consumer Protection	Bucharest	Romanian	IF	120	50
3.	ENGINEERING AND MANAGEMENT IN AGRICULTURE AND RURAL DEVELOPMENT	Performance Management in Public Food, Agri-tourism and Consumer Protection	Bucharest	Romanian	IF	120	50

Chapter. II.2. ORGANIZATION OF ADMISSION FOR MASTER'S DEGREE PROGRAMS

Bioterra University of Bucharest, organizes admission to master's degree programs in the academic year 2022 - 2023, as follows:

»THE FIRST SESSION I: AUGUST 2022

- a) Registration period: 13 JUNE - 29 JULY, 2022;
- b) Display of final results: 01 AUGUST 2022.

»THE SECOND SESSION: SEPTEMBER 2022

- a) Registration period: 01 AUGUST 01 – 23 SEPTEMBER, 2022;
- b) Display of final results: 26 SEPTEMBER , 2022.

* The final results for the two admission sessions will be displayed on the notice board of the Master's Department and on the UBdB website.

Chapter. II.3. CANDIDATES REGISTRATION

a) Graduates with a Bachelor's degree or equivalent may apply for master's degree programs.

b) Candidates register only on the basis of the ORIGINAL Bachelor's degree or a copy of it, with the mention <According to the original> based on LAW no. 41/2016.

c) Candidates who passed the Bachelor's exam in 2022, can be registered on the basis of the certificate issued by the faculty, which mentions the general average of the Bachelor's exam.

d) Upon registration, the candidates will fill in and sign a REGISTRATION FORM, Annex 5 - Romanian language and will pay the REGISTRATION FEE.

e) The registration for the admission contest is made personally by the candidate based on the identity card / passport, and in exceptional cases the registration can be done, on behalf of the candidate, by another person based on a notarial power of attorney.

f) In the competition for each master's degree program, citizens of the Member States of the European Union, of the states belonging to the European Economic Area and of the Swiss Confederation, can apply under the same conditions as the Romanian citizens, including the fees. schooling.

g) Registration fees for the admission contest for master's degree programs from UBdB is 200 lei, NON-RETURNABLE, regardless of the results of the contest.

h) Candidates from the Social Placement Centers are exempted from paying the registration fees. Exemption from the registration fee is approved based on the supporting documents submitted by the candidate in the registration file.

i) The children of the active teaching staff (teachers, foreman instructors) are exempted from paying the registration fee. In this case, the candidates must present a certificate showing the quality of teacher for one of the parents.

j) The definition of the quality of teacher is made on the basis of the provisions of the National Education Law no. 1/2011, in force at the date of the competition.

k) The children of the employees of the Bioterra University of Bucharest are exempted from the registration fee for the admission contest.

l) Candidates benefit from a single exemption date from the payment of the registration fee, regardless of the chosen master's study program and the exam session.

Chapter. II.4. CONTENT OF THE STUDENT COMPETITION FILE

The content of the competition file according to the provisions of the Minister's Order no. 6102 / 15.12.2016 published in the Official Gazette no. 1071 / 30.12.2016, with the modifications of art.13 from OM 3062 / 16.01.2018 published in the Official Gazette no. 116 / 06.02.2018, approved by the Ministry of Education address no. 547 / DGIU / 07.12.2018, OM 5618/2019 and LAW no. 41/2016, has following acts:

1. Bachelor's degree ORIGINAL or a copy there of, with the words <According to the original> applied;
2. For the promotion of the academic year 2022, a certificate issued by the faculty is submitted, IN ORIGINAL, in which the general average from the Bachelor's exam or a copy of it is mentioned, having applied the mention <According to the original>;
3. The supplement to the ORIGINAL Bachelor's degree or a copy thereof, having applied the mention <According to the original>;
4. Baccalaureate diploma IN ORIGINAL or a copy of it having applied the mention <According to the original>;
5. Copy of birth certificate, with the words <According to the original>;
6. Marriage certificate / Court decision to change the name (as the case may be) in copy, having applied the mention <According to the original>;
7. Identity Card / Passport in copy, with the words <According to the original> applied;
8. Medical certificate issued by the family doctor;
9. Three color photos, type 3/4 cm;
10. Proof of payment of the registration fee (account statement / receipt).
11. Agreement on the processing of personal data, Annex 3 - Romanian language.

The files of the candidates with the submitted documents remain for the entire period of the admission competition at the secretariat of the Master Department where the registration was made.

Chapter. II.5. ADMISSION CONTEST FOR MASTER'S DEGREE PROGRAM

1. The admission contest consists of the general average from the Bachelor's exam;
2. The overall admission average is calculated as a result of:
 - a) the general average from the bachelor's exam;
3. The ranking of the candidates is made in the descending order of the averages obtained at the admission contest and within the limits of the places approved for each master's degree program.
4. The minimum general admission average for master's degree studies may not be less than 6.00 (six).
5. If two or more candidates obtain equal averages, a tie will be considered as the general average during university studies.

6. The display of the results obtained at the admission competition is done as follows:
 - a) lists of admitted candidates;
 - b) lists of rejected candidates.
7. The final results will be displayed on the notice board of the Master's Department and on the UBdB website.
8. Candidates declared admitted have the obligation to conclude within 5 working days a master's study contract, a document that will be signed by both parties.
9. The files of the rejected candidates or of those who give up the place obtained will be issued by UBdB, within 48 hours at the most after the submission of an application in this respect, without charging additional fees.

Chapter. II.6. ADMISSION TO MASTER'S DEGREE STUDIES FOR FOREIGN CITIZENS

II.6.1.a) For the study programs in which the educational process is carried out in Romanian language, the admission is conditioned by the **certificate of graduation of the preparatory year of Romanian language**, organized according to the regulations in force.

b) The following categories of persons are exempted from the obligation to present the graduation certificate of the preparatory year, when enrolling in study programs with teaching in Romanian:

b.1. persons who present Romanian study documents (diplomas and certificates) or other study documents, school situations attesting at least 4 consecutive years of study in Romanian, in a unit / educational institution in the Romanian national system.

b.2. those who, in order to enroll in university education, present certificates or attestations of linguistic competence of minimum level B1, according to the common European frame of reference for foreign languages, issued by accredited higher education institutions in Romania that organize the Romanian language preparatory year for foreign citizens, by the Romanian language, literature, culture and civilization lectureships in foreign universities / Romanian Language Institute or by the Romanian Cultural Institute.

II.6.2. The registration file for foreign nationals must contain the following documents:

- a) birth certificate - certified copy and translation;
- b) copy of the document certifying the permanent residence abroad;
- c) copy of passport;
- d) three color photos, type 3/4 cm;
- e) proof of payment of the registration fee (account statement / receipt).
- f) Application for the issuance of the letter of acceptance for studies, provided in Annex - 6, which is an integral part of this Regulation, completed in all fields;
- g) certified copy and translation of the Baccalaureate diploma or its equivalent, authenticated by the competent authorities of the issuing country;
- h) certified copy and translation of the Bachelor's degree or its equivalent, authenticated by the relevant authorities of the issuing country;
- i) transcripts / diploma supplements - copies and legalized translations, related to the studies performed;
- j) the certificate of graduation of the preparatory year for the Romanian language;

k) medical certificate issued by the family doctor in a language of international circulation;

l) agreement on the processing of personal data, Annex 3 - Romanian language.

II.6.3. The candidature files prepared according to Chapter II.6., (II.6.2.) are sent directly to the International Relations Center of UBdB in the period: JANUARY 31 - AUGUST 05 2022.

1. The International Relations Center of UBdB evaluates the files, according to the legal regulations in force, and communicates to the Ministry of Education- D.G.R.I.A.E, the list of persons proposed for issuing the letter of acceptance for studies;

2. The list of candidates will be sent to Ministry of Education;

3. The list will be accompanied by a copy of the candidate's file prepared according to Chap. II.6., (II.6.2.);

4. The number of files submitted must be within the maximum number of master-students that can be enrolled in a specialization, according to the regulations in force;

5. After analyzing the file, the Ministry of Education issues the acceptance letter;

6. The Ministry of Education sends letters of acceptance to the UBdB, and, as the case may be, to the diplomatic missions.

II.6.4. Bioterra University of Bucharest, organizes admission to the master's degree programs 2022-2023, as follows:

»THE FIRST SESSION : AUGUST 2022

a) Display of final results: 01 AUGUST 2022.

»THE SECOND SESSION: SEPTEMBER 2022

a) Display of final results: SEPTEMBER 26, 2022.

*. The final results will be displayed on the Master's Department notice board and on the UBdB website.

II.6.5. The admission contest for master's degree programs:

1. The admission contest consists of the general average of the bachelor's exam;

2. The overall admission average is calculated as a result of:

- the general average from the bachelor's exam;

3. The ranking of the candidates is made in the descending order of the averages obtained at the admission contest and within the limits of the places approved for each master's degree program.

4. The minimum general admission average for master's degree studies may not be less than 6.00 (six).

5. If two or more candidates obtain equal averages, a tie will be considered for the tie general average during university studies.

6. The display of the results obtained at the admission contest is done as follows:
- lists of admitted candidates;
 - lists of rejected candidates.
7. The final results will be displayed on the notice board of the Master's Department and on the UBdB website.
8. Candidates declared admitted have the obligation to conclude within 5 working days a master's study contract, a document that will be signed by both parties.
9. The files of the rejected candidates or of those who give up the place obtained will be issued by UBdB, within 48 hours at the most after the submission of an application in this respect, without charging additional fees.

Chapter. II.7. STUDY FEES

For the Master's degree cycle 2022-2023, the UBdB Senate has established the following study fees:

Nr.	Master's degree program	Time for study	Fee/ Semester (in Euro)	Total fee (in Euro)	Teaching Language
1.	PERFORMANCE MANAGEMENT IN PUBLIC FOOD, AGRICULTURE AND CONSUMER PROTECTION	4 semesters	400 (EU)	1600 (EU)	Romanian
			(700 NON-EU)	(2800 NON-EU)	
2.	INVESTIGATION OF TERRORISM ACTS AND PUBLIC SECURITY	3 semesters	500 (EU)	1500 (EU)	Romanian
			(800 NON-EU)	(2400 NON-EU)	
3.	INSPECTION, EXPERTISE AND LEGISLATION IN FOOD SAFETY, CONSUMER PROTECTION AND ENVIRONMENTAL PROTECTION	4 semesters	400 (EU)	1600 (EU)	Romanian
			(700 NON-EU)	(2800 NON-EU)	

Chapter. II.8. REGISTRATION OF CANDIDATES

- The registration of the candidates declared admitted following the admission contest is done by the decision of the rector. After the enrollment decision, the Masters' students are registered in the Unique Matriculation Register (RMU), with a unique number, valid for the entire period of schooling for the specialization / master's degree program to which they were admitted.
- Enrolled Masters' Students have the obligation to conclude an annual study contract with the higher education institution, a document that will be signed by both parties.

Chapter III. FINAL AND TRANSITIONAL PROVISIONS

1. The final lists with the ranking of candidates and the lists of rejected candidates are drawn up and displayed in Romanian / English, as appropriate.

2. Admission registration form, the framework contract for the bachelor's / master's degree cycle and the annual study contract is drawn up in Romanian / English, as the case may be.

3. The letter of acceptance is valid only for the higher education institution for which it was issued, starting with the academic year for which it was issued and for the respective university cycle. Any change in the academic course that contradicts the documents in the initial letter of acceptance, will be regulated, at the request of the educational institution involved, by the issuance by the Ministry of Education of a new letter of acceptance.

4. Foreign students have the following obligations:

- a) to respect the Romanian Constitution and the laws of the Romanian state;
- b) to observe the internal regulations of the educational institution in which it carries out its activity;
- c) to comply with the provisions of this methodology.

This methodology was approved by Bioterra University Senate Meeting on 31.01.2022.

RECTOR,

Prof. Univ. Dr. Eng. FLOAREA NICOLAE