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| --- | --- |
|  | **BIOTERRA UNIVERSITY in BUCHAREST*****ACCREDITED BY LAW 480/2002***81,Gârlei Street, Sector 1, Bucharest, Postal code 013724 Tel./Fax +40 21. 490.61.29, 021. 490.61.27,021 269.34.47, 021 269.34.38[www.bioterra.ro](http://www.bioterra.ro/) |
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# METHODOLOGY FOR ORGANIZING AND PROCESSING ADMISSIONS FOR THE UNIVERSITY YEAR 2023 - 2024

**AT COURSES full-time education (F.F.)**

This Methodology was developed in accordance with the next provisions:

* National Education Law no. 01/2011, with subsequent amendments and additions;
* Law no. 288/2004 regarding the organization of university studies;
* GD no. 433/2022 regarding the Nomenclature of fields and specializations/undergraduate programs, structures of higher education institutions, accredited or provisionally authorized undergraduate fields, geographical locations, number of transferable credits for each degree program university studies, the form of education and the language of teaching, as well as the maximum number of students who can be educated in the academic year 2022-2023 (subsequent legal provisions will be an integral part of this methodology);
* GD no. 434/2022 regarding the fields and programs of accredited master's university studies and the maximum number of students that can be enrolled in the 2022-2023 academic year (subsequent legal provisions will form an integral part of this methodology);
* Law no. 41/2016 regarding 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 admission to studies and schooling of foreign citizens starting with the school/university year 2017-2018;
* ARACIS specific standards;
* Charter of Bioterra University in Bucharest, 2018;
* Order no. 4866/2019 for the amendment of the Order of the Minister of National Education and Scientific Research no. 6.156/2016 regarding the organization and conduct of the Romanian language preparatory year for foreign citizens;
* Minister's Order no. 6102/15.12.2016 published in MO no. 1071/30.12.2016, with the amendments of art. 13 of OM 3062/16.01.2018 published in MO no. 116/06.02.2018, approved by MEN address no. 547/DGIU/07.12.2018, OM 5618/2019, OM 4205/2020, OM no. 3199/2021 and OM no. 3102/2022.

# UNDERGRADUATE UNIVERSITY STUDIES CYCLE (BACHELOR’S DEGREE)

**Chapter I.1. FIELDS AND SPECIALIZATIONS**

Enrollment and admission of candidates is organized at the full-time education courses (F.F.), for the Bachelor's degreefields/specializations/university study programs authorized/accredited in this regard.

Bioterra University in Bucharest organizes admission to undergraduate study cycles for the following specializations/undergraduate study programs, corresponding to the undergraduate fields, as follows:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No** | **Faculty** | **Bachelor's****degree field** | **Specialization****program**  | **Accreditation****(A)****Authorization - Provisional** **(AP)** | **Form of education*****IF – full time education*** | **No.of ETCS****(European transfer credits)** | **Max.****number of students who can be enrolled** | **Language** **of teaching** |
| 1. | Agrotourism Management in Bucharest | Engineering and Management in Agriculture and Rural Development | Engineering and Management in Public Food and Agritourism | 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 Agritourism  | A | IF | 240 | 50 | Romanian |
| 3. | Law | Law | Law in Bucharest | A | IF | 240 | 150 | Romanian |
| Law in Buzau | AP | IF | 240 | 60 | Romanian |
| European andInternational Law in Bucharest | AP | IF | 240 | 50 | Romanian |
| European andInternational Law in Bucharest | AP | IF | 240 | 70 | English |
| 4. | Control and Expertise of Food Products in Bucharest | Food Products Engineering | Control and Expertise of Food Products | A | IF | 240 | 90 | Romanian |
| 5. | General Medical Assistancein Bucharest | Health | General Medical Assistance | AP | IF | 240 | 75 | Romanian |
| General Medical Assistance | AP | IF | 240 | 75 | English |
| General Medical Assistancein Buzau | AP | IF | 240 | 50 | Romanian |
| 6. | Informatics(Computer Science) | Informatics(Computer Science) | Applied Computer Science inBucharest | AP | IF | 180 | 60 | Romanian |
| Applied Computer Science in Bucharest | AP | IF | 180 | 120 | English |
| Applied Computer Science in Bucharest | AP | IF | 180 | 60 | Romanian |

**Chapter I.2. ORGANIZING ADMISSION TO UNIVERSITY SPECIALIZATIONS/UNDERGRADUATE STUDIES PROGRAMS**

**(BACHELOR’S DEGREE)**

Bioterra University in Bucharest (UbdB) organizes admission for the academic year 2023-2024 in two sessions to the specializations/undergraduate study programs in the UBdB structure as follows:

# » SESSION I: AUGUST 2023

1. Registration period: 12 JUNE - 31 JULY, 2023;
2. Announcement of final results: 01 AUGUST 2023.

# » SECOND SESSION: SEPTEMBER 2023

1. Registration period: 01 AUGUST - 22 SEPTEMBER 2023;
2. Announcement of final results: 25 SEPTEMBER, 2023.
* *For the specialization/university study program of* ***General Medical Assistance*** *within Bioterra University of Bucharest, the admissions competition is organized as follows*:

# » SESSION I: AUGUST 2023

a) Registration period: 12 JUNE - 31 JULY, 2023;

b) Written test: 01.08.2023, time: 9.00;

1. Announcement of results: 01.08.2023;
2. Submission of contests: 24 hours after the display of the results (01.08.2023);
3. Announcement of results, following contests: 03.08.2023;
4. Announcement of final results: 04.08.2023.

# » SECOND SESSION: SEPTEMBER 2023

a) Registration period: 01 AUGUST - 15 SEPTEMBER 2023;

b) Written test: 18.09.2023, time: 9.00;

1. Announcement of results: 18.09.2023;
2. Submission of contests: 24 hours after the display of the results (18.09.2023);
3. Announcement of results following contests : 20.09.2023;
4. Announcement of final results: 21.09.2023.
* *The final results for the two sessions of admission to the undergraduate specializations/programmes will be displayed on the faculty notice boards and on the UBdB website.*

# Chapter I.3. REGISTRATION OF CANDIDATES

* 1. High school graduates with a Baccalaureate Degree or a degree equivalent to it can apply for admission to higher education for the Bachelor's degree cycle in full-time education study programs.
	2. Candidates register only on the basis of the Baccalaureate diploma IN ORIGINAL or a copy thereof, according to Law no. 41/2016.
	3. Candidates who passed the Baccalaureate exam in 2023 can be enrolled based on the certificate issued by the high school, which mentions the general average of the baccalaureate.
	4. When registering, candidates will fill in and sign a REGISTRATION FORM, Annex 1 - Romanian language, Annex 2 - English language - for admission to the faculty and will pay the REGISTRATION FEE.
	5. Registration for the admission test is done in person or online by the candidate on the basis of 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.
	6. At the admission 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 the Swiss Confederation, can apply under the same conditions as Romanian citizens, including with regard to the fees sign up.
	7. The registration fee for the admission contest for all specializations/university degree programs within the UBdB (except for the specialization/university degree program General Medical Assistance) is 200 lei, NON-RETURNABLE, regardless of the result of the contest.
	8. The registration fee for the admission competition for the General Medical Nursing specialization/degree study program is the equivalent of 100 EURO (at the BNR rate on the day of payment), NON-RETURNABLE, regardless of the result of the competition.
	9. Candidates from Social Placement Centers are exempt from paying registration fees. The exemption from the registration fee is approved based on the supporting documents submitted by the candidate in the registration file.
	10. The children of active teaching staff (teachers, educators/tutors) are exempt from paying the registration fee. In this case, the candidates must present a certificate from which one of the parents is a teacher.
	11. The definition of teacher quality is based on the provisions of the National Education Law no. 1/2011, in force on the date of the competition.
	12. The children of the employees of Bioterra University in Bucharest are exempted from the registration fee for the admission competition.
	13. Candidates benefit from a one-time exemption from paying the registration fee, regardless of the undergraduate study program and the exam session.

# Chapter I.4. CONTENT OF THE CANDIDATE FILE

The content of the competition candidate file is according to the provisions of the Minister's Order no. 6102/15.12.2016 published in MO no. 1071/30.12.2016, with the changes in art. 13 of OM 3062/16.01.2018 published in MO no. 116/06.02.2018, approved by MEN address no. 547/DGIU/07.12.2018 and Law no. 41/2016.

The following documents are part of the candidate file:

1. ORIGINAL Baccalaureate diploma or a copy thereof;
2. For the promotion of 2023, a certificate issued by the high school, IN ORIGINAL, is submitted, in which the general average from the baccalaureate is mentioned;
3. Birth certificate in copy;
4. Marriage certificate/Court decision on name change (if applicable) in copy;
5. Identity Card/Passport in copy;
6. Medical certificate issued by the family doctor;
7. Three, size 3/4 cm, color photographs;
8. Proof of payment of the registration fee (account statement/receipt).
9. Copy of the transcript from the period of high school studies;
10. Agreement regarding 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 entire period of the admission competition at the secretariates of the undergraduate faculties/programs where the registration was made.

# Chapter I.5. THE ADMISSION COMPETITION PROCESS FOR THE SPECIALIZATIONS/UNDERGRADUATE UNIVERSITY STUDIES PROGRAMS

**(BACHELOR’S DEGREE)**

1. The organization of the admission contest and the evaluation of the candidates' files is carried out by the *Admission* Committees, and as the case may be, the Committee for Analysis and Resolution of Contests, that are separately for each specialization/undergraduate study program.
2. The committees are made up of UBdB teaching staff and are established by the Dean Decision upon the proposal of the Faculty Council.
3. Each Committee is made up of a President, members and Committee Secretary.
4. The President of the Committee must hold the degree of university professor or university lecturer.
5. The Committee 's secretary must hold a teaching degree and only has the authority to administer documents.

# \* For Bachelor’s university degree programs in Bucharest, its branches and extensions: Engineering and Management in Public Food and Agrotourism, Control and Expertise of Food Products, Law, European and International Law, Applied Informatics, the admission test consists of the general average from the exam of baccalaureate.

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

 a) general average from the baccalaureate exam.

1. The ranking of candidates is done in descending order of averages obtained at the admission test, within the limits of the approved places for each bachelor's degree program.
2. The results obtained at the admission competition are displayed as follows:
3. the lists of admitted candidates;
4. the lists of rejected candidates.
5. The final results will be displayed on the faculty notice boards and on the UBdB website
6. If two or more candidates obtain equal averages, the general average from the period of high school studies will be taken into account for the tie-breaker.
7. Admitted students have the obligation to conclude, within 5 working days, a framework contract for the cycle of undergraduate studies, a document that will be signed by both parties, and to pay 50% of the amount of the study fee for the first year.
8. The files of rejected candidates or of those who give up the place obtained will be released by the UBdB, in no more than 48 hours after submitting a request in this regard, without charging any additional fees.

**\* For the General Medical Assistance university study program** - **Bachelor’s degree**- **in Bucharest and Buzau, the admission test consists of a WRITTEN TEST - *multiple choice test* in the HUMAN BIOLOGY discipline.**

1. The admissions committee within the Faculties of General Medical Assistance will announce/display the nominal lists of candidates who have the right to appear for the entrance exam and the distribution of exam halls with 24 hours before the exam begins.
2. Candidates have the obligation to verify the accuracy of the data entered in the displayed lists and to report any inconsistencies to the admissions committees.
3. The written test takes place for a maximum of 3 hours after receiving the subjects.
4. The committee has the obligation to draw up the correction scales that will be displayed within 1 hour after the completion of the admission exam.
5. Upon entering the exam room where the written test is held, the candidate presents the identity card/passport. The possession of mobile phones, books and other didactic materials is prohibited.
6. The distribution of candidates in the exam room is done in alphabetical order and at the distance required by the legislation in force.
7. Candidates will enter the exam halls where the written test is held, at least 60 minutes before its start.
8. The president of the supervision committee, from each exam hall, will explain the technical way of completing the forms used in the exam
9. Candidates who will not be present in the room when the subjects are distributed, lose the right to take the written test.
10. Any fraud or attempt proven to be fraud during the written test is sanctioned by the exclusion of the respective candidate from the entrance exam, mentioning in all documents "excluded from the exam".
11. In case of fraud, the chairman of the supervisory committee draws up a report which he signs together with the other members of the supervisory committee and the candidate in question. If the candidate refuses to sign the minutes, the refusal is recorded.
12. At the end of the exam, the candidates hand over the papers to the chairman of the supervisory committee under their own signature on the basis of a nominal table.
13. The evaluation of grid tests from the written test is based on the score obtained after applying the correction grid by the admission committee.
14. The marks obtained in the written test are displayed on the notice board of the organizing faculty no later than 24 hours after the date of the exam, under the signature of the president of the Admissions Committee and its secretary.
15. Contests regarding the results obtained in the written test are submitted personally by the candidate, to the secretariat of the organizing faculty, within 24 hours of the date/time of the display of the results and are resolved within 24 hours of the date/time of the expiration of the term for submitting contests.
16. The decisions of the committee for analysis and settlement of contest are final.
17. The deliberation of the committee regarding the results of the entrance exams is not public.
18. Candidates are ranked in descending order of averages obtained at the admission test within the limits of the approved places for each study program.
19. The minimum overall average for admission to undergraduate university studies cannot be lower than 5.00 (five).
20. If two or more candidates obtain equal averages, the general average for the BIOLOGY discipline from the period of high school studies will be taken into account for the tie-breaker, if there is equality and in this situation, the overall average of at the baccalaureate exam and / or general average from the period of high school studies.
21. The display of the results obtained at the admission competition is carried out as follows:
22. the provisional lists, with the ranking of candidates generated after admission;
23. the final lists with the ranking of the candidates generated after the resolution of appeals, which include the final and indisputable results;
24. the lists of rejected candidates.
25. The final results will be displayed on the university notice boards.
26. The admitted students have the obligation to conclude within 10 working days a framework contract for the cycle of undergraduate university studies, a document that will be signed by both parties, and to pay 50% of the amount of the study fee for the first year.
27. If, within the 10-day period, a declared admitted candidate does not confirm the occupied seat, it is considered a free seat and is filled by dragging the list of candidates who obtained passing marks in the entrance exam.
28. Incomplete files will not be processed, being declared rejected. If the files are requested to be completed, the Faculty of General Medical Assistance will resume the steps described in the Admission Methodology.

# Chapter I.6. ADMISSION TO UNDERGRADUATE UNIVERSITY STUDIES/BACHELOR’S STUDIES FOR FOREIGN CITIZENS

* + 1. a) For the study programs in which the education process is carried out in Romanian language, admission is conditioned by the Graduation **of the *Certificate of the Preparatory year in Romanian language***, organized according to the regulations in force.
	1. The following categories of persons are exempted from the obligation to present the certificate of completion of the preparatory year when enrolling in study programs taught in Romanian:
		1. persons who present documents of Romanian studies (diplomas and certificates) or other documents of studies, school records certifying at least 4 consecutive years of studies followed in the Romanian language, in an educational unit/institution of the national system in Romania.
		2. those who, in order to enroll in university education, present certificates or attestations of language competence of minimum level B1, according to the common European framework of reference for foreign languages, issued by the accredited higher education institutions in Romania that organize the preparatory year of the Romanian language for foreign citizens, by the lectures of Romanian language, literature, culture and civilization in universities abroad/the Romanian Language Institute or the Romanian Cultural Institute.
	2. For study programs in which the education process is carried out in English, candidates must provide proof of possession of a language proficiency certificate, minimum level B1, in accordance with the provisions of the Order of the Ministry of National Education no. 3473/2017.

Exempted from this test are:

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

* + 1. The registration file of foreign citizens must contain the following documents:
1. birth certificate - copy and legalized translation;
2. copy of the document certifying permanent residence abroad;
3. copy of the passport;
4. three 3/4 cm type color photos;
5. proof of payment of the registration fee (account statement / receipt);
6. application for the issuance of the letter of acceptance to studies, provided in - Annex 6, which is an integral part of this regulation, completed in all fields;
7. copy and legalized translation of the baccalaureate diploma or its equivalent, authenticated by the competent authorities of the issuing country;
8. copy and legalized translation of the certificate certifying the passing of the baccalaureate exam for graduates of the current year;
9. transcripts - certified copies and translations, related to the studies carried out;
10. the certificate of completion of the preparatory year of the Romanian language or the certificate of linguistic competence, as the case may be;
11. medical certificate issued by the family doctor, in a international language ;
12. agreement regarding the processing of personal data, Annex 3 - Romanian language, Annex 4 - English language.
	* 1. The application files done according to Chapter I.6.(I.6.2.) are sent directly to the **International Relations Center of the UBdB**, during the period: JANUARY 30 - AUGUST 04, 2023.
			1. The International Relations Center of the UBdB evaluates the files, according to the legal regulations in force, and communicates to the National Ministry of Education the list of persons proposed for the issuance of the letter of acceptance to studies;
			2. the list of candidates will be sent to the National Ministry of Education;
			3. the list will be accompanied by a copy of the candidate's file drawn up according to Cap. I.6.,(I.6.3.);
			4. the number of submitted is according to the maximum number of students who can be enrolled in a specialization, according to the regulations in force;
			5. after analyzing the file, the National Ministry of Education issues *the Letter of Acceptance*;
			6. The National Ministry of Education sends the *Letters of acceptance* to the UBdB and, as the case may be, to the diplomatic missions.
		2. Bioterra University of Bucharest (UbdB) organizes admission for the academic year 2023 - 2024 in two sessions for undergraduate university study programs in Bucharest, branches and extensions of the UBdB structure as follows:

# For the undergraduate degree programs in Bucharest, its branches and extensions: *Engineering and Management in Public Food and Agrotourism, Control and Expertise of Food Products, Law, European and International Law, Applied Informatics,* the Admission Test consists of the general average of The Baccalaureate exam:

**» SESSION I: AUGUST 2023**

a) Annoucement of final results: 01 AUGUST 2023.

# » SECOND SESSION: SEPTEMBER 2023

1. Annoucement of final results: 25 SEPTEMBER , 2023.

\* The final results will be displayed on the faculty notice boards and on the UBdB website

# For the General Medical Assistance undergraduate study program in Bucharest and Buzau county, the Admission Test consists of a WRITTEN TEST – *multiple choice test* in the HUMAN BIOLOGY discipline:

**» SESSION I: AUGUST 2023**

a) Written test: 01.08.2023, time: 9.00;

1. Annoucement of results: 01.08.2023;
2. Submission of contests: 24 hours after the display of the results (01.08.2023);
3. Annoucement of results following contests: 03.08.2023;
4. Annoucement of final results: 04.08.2023.

# » SECOND SESSION: SEPTEMBER 2023

a) Written test: 18.09.2023, time: 9.00;

1. Annoucement of results: 18.09.2023;
2. Submission of appeals: 24 hours after the display of the results (18.09.2023);
3. Annoucement of results following appeals: 20.09.2023;
4. Annoucement of final results: 21.09.2023.
* The final results for the two sessions of admission to the undergraduate majors/programmes will be displayed on the faculty notice boards and on the UBdB website.

# Chapter. I.7. ANNUAL TUITION FEES FOR SPECIALIZATIONS OF UNDERGRADUATE UNIVERSITY STUDY PROGRAMS/BACHELOR’S STUDIES, RELATED TO THE FIRST YEAR OF STUDY

For the 2023 - 2024 academic year, the UBdB Senate established the following fees:

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Specialization/Bachelor's degree program** | **Form of full-time education** **(in Euro)** | **Language of teaching** |
| 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 AgritourismIn Buzau | 600(EU) | Romanian |
| 2500 (NON-EU) |
| 3. | Law in Bucharest | 700(EU) | Romanian |
| 3500 (NON-EU) |
| 4. | Law inBuzau | 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. | Control and Expertise of Food Products in Bucharest | 650(EU) | Romanian |
| 2500 (NON-EU) |
| 8. | General Medical Assistance in Bucharest | 1700(EU) | Romanian |
| 4000 (NON-EU) |
| 9. | General Medical Assistance in Bucharest (in English) | 1700 (EU) | English |
| 4000 (NON-EU) |
| 10. | General Medical Assistance in Buzau | 1700(EU) | Romanian |
| 4000 (NON-EU) |
| 11. | Applied Computer Sciencein Bucharest | 700(EU) | Romanian |
| 3500 (NON-EU) |
| 12. | Applied Computer Science in Bucharest (in English) | 2000 (EU) | English |
| 3500 (NON-EU) |
| 13. | Applied Computer Sciencein Buzau | 700(EU) | Romanian |
| 3500 (NON-EU) |

# Chapter. I.8. REGISTRATION OF CANDIDATES

The registration of candidates declared admitted following the admission competition is carried out by the *Rector's Decision*. After the matriculation decision, the students are registered in the *Unique Matriculation Register* (RMU), with a unique number, valid for the entire period of study in the specialization/university degree program to which they were admitted.

Enrolled students are required to sign an *Annual Study Contract* with the Higher Education Institution, a document that will be signed by both parties.

# MASTER'S UNIVERSITY STUDIES CYCLE

**Chapter. II.1. DOMAINS AND PROGRAMS OF UNIVERSITY MASTER'S STUDIES**

Bioterra University in Bucharest organizes admission for the following fields and Master's degree programs:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No | **The field of university Master's studies** | **Title of the Master's degree program** | **Location** | **Learning****Language**  | **Form of education**  | **Number of ETCS****(European transfer credits)** | **Maximum number of enrolled****students**  |
| 1. | **LAW** | **Investigating of Terrorism Acts and Public Security** | **Bucharest** | **Romanian** | **Full time** | **90** | **50** |
| 2. | **FOOD ENGINEERING** | **Inspection, Expertise and Legislation in Food Safety, Environmental and Consumer Protection** | **Bucharest** | **Romanian** | **Full time** | **120** | **50** |
| 3. | **ENGINEERING AND MANAGEMENT IN****AGRICULTURE AND RURAL DEVELOPMENT** | **Performant Management in Public Food, Agritourism and Consumer Protection** | **Bucharest** | **Romanian** | **Full time** | **120** | **50** |

# Chapter II.2. ADMISSION PROCESS FOR UNIVERSITY MASTER'S PROGRAMS

Bioterra University in Bucharest organizes admission to master's degree programs in the academic year 2023 - 2024, as follows:

# » SESSION I: AUGUST 2023

1. Registration period: 12JUNE - 31 JULY, 2023;
2. Annoucement of final results: 01 AUGUST 2023.

# » SECOND SESSION: SEPTEMBER 2023

1. Registration period: 01 AUGUST - 22 SEPTEMBER 2023;
2. Annoucement of final results: 25 SEPTEMBER , 2023.
* 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. REGISTRATION OF CANDIDATES

* 1. Graduates with a Bachelor's degree or equivalent can apply for Master's degree programs.
	2. Candidates register only on the basis of the ORIGINAL Bachelor's degree or a copy of it, according to Law no. 41/2016.
	3. Candidates who passed the Bachelor's degree exam in 2023 can be enrolled on the basis of the certificate issued by the faculty, which mentions the general average from the Bachelor's degree exam.
	4. Upon registration, candidates will complete and sign a REGISTRATION FORM,

**Annex 5 - Romanian language** and they will pay the REGISTRATION FEE.

* 1. Registration for the admission test is done personally by the candidate on the basis of 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.
	2. At the admission 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 the Swiss Confederation, can apply under the same conditions as Romanian citizens, including regarding tuition fees.
	3. The registration fee for the admission contest for Master's degree programs within the UBdB is 200 lei, NON-RETURNABLE, regardless of the contest results.
	4. Candidates from Social Placement Centers are exempt from paying registration fees. The exemption from the registration fee is approved based on the supporting documents submitted by the candidate in the registration file.
	5. The children of active teaching staff (teachers, educators/tutors) are exempt from paying the registration fee. In this case, the candidates must present a certificate from which one of the parents is a teacher.
	6. The definition of teacher quality is based on the provisions of the National Education Law no. 1/2011, in force on the date of the competition.
	7. The children of Bioterra University employees in Bucharest are exempt from the registration fee for the admission competition.
	8. Candidates benefit from a one-time exemption from paying the registration fee, regardless of the chosen master's study program and the exam session.

# Chapter. II.4. COMTENT OF THE COMPETITION CANDIDATE FILE

The content candidate file is according to the provisions of Ministerial Order no. 6102/15.12.2016 published in MO no. 1071/30.12.2016, with the amendments of art. 13 of OM 3062/16.01.2018 published in MO no. 116/06.02.2018, approved with MEN address no. 547/DGIU/07.12.2018, OM 5618/2019 and Law no. 41/2016.

 The following documents are part of it:

1. ORIGINAL Bachelor's degree or a copy;
2. For the promotion of 2023, a certificate issued by the faculty, IN ORIGINAL, stating the general average of the Bachelor's degree exam or a copy thereof;
3. The supplement to the bachelor's degree IN ORIGINAL or a copy thereof;
4. ORIGINAL Baccalaureate diploma or a copy thereof;
5. Birth certificate in copy;
6. Marriage certificate/Court decision on name changed (if applicable) in copy;
7. Identity Card / Passport copy;
8. Medical certificate issued by the family doctor;
9. Three, size 3/4 cm color photographs;
10. Proof of payment of the registration fee (account statement/receipt).
11. Agreement regarding the processing of personal data, Annex 3 - Romanian language.

Candidates' competition files with submitted documents remain for the entire duration of the admission competition at the secretariat of the Master's Department where registration was made.

# Chapter II.5. THE ADMISSION COMPETITION PROCESS FOR THE UNIVERSITY MASTER'S PROGRAMS

1. The admission test consists of the general average Bachelor's degree exam;
2. The overall admission average is calculated as the result of:
	1. general average from the licensure exam;
3. Candidates are ranked in descending order of averages obtained at the admission test and within the limits of the approved places for each Master's degree program.
4. The minimum general average for admission to Master's university studies cannot be lower than 6.00 (six).
5. If two or more candidates obtain equal averages, the overall average from the period of university studies will be taken into account for the tie-breaker.
6. The results obtained at the admission competition are displayed as follows:
	1. the lists of admitted candidates;
	2. the 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. Admitted candidates are required to sign a Master's studies contract within 5 working days, a document that will be signed by both parties.
9. The files of rejected candidates or those who give up the place obtained will be released by the UBdB, within 48 hours at most after submitting a request in this regard, without charging any additional fees.

# Chapter II.6. ADMISSION TO MASTER'S UNIVERSITY STUDIES FOR

# THE FOREIGN CITIZENS

* + 1. a) For the study programs in which the educational process takes place in the Romanian language, admission is conditioned by the ***graduation certificate of the preparatory year in the Romanian language***, organized according to the regulations in force.
1. The following categories of persons are exempted from the obligation to present the certificate of completion of the preparatory year, when enrolling in study programs taught in Romanian:
	1. persons who present documents of Romanian studies (diplomas and certificates) or other documents of studies, school records certifying at least 4 years of consecutive studies followed in the Romanian language, in an educational unit/institution of the national system in Romania.
	2. those who, in order to enroll in university education, present certificates or attestations of language competence of minimum level B1, according to the common European framework of reference for foreign languages, issued by the accredited higher education institutions in Romania that organize the preparatory year of the Romanian language for foreign citizens , by the lectureships of Romanian language, literature, culture and civilization in universities abroad/the Romanian Language Institute or the Romanian Cultural Institute.
		1. The registration file of foreign citizens must contain the following documents:
2. birth certificate - copy and legalized translation;
3. copy of the document certifying permanent residence abroad;
4. copy of the passport;
5. three, size 3/4 cm type, color photos;
6. proof of payment of the registration fee (account statement/receipt).
7. application for the issuance of the letter of acceptance to studies, provided in Annex - 6, which is an integral part of this regulation, completed in all fields;
8. copy and legalized translation of the *Baccalaureate diploma or its equivalent*, authenticated by the relevant authorities in the issuing country;
9. copy and legalized translation of the Bachelor's degree or its equivalent, authenticated by the relevant authorities in the issuing country;
10. transcripts/diploma supplements – copies and legalized translations, related to the completed studies;
11. certificate of completion of the Romanian language preparatory year;
12. medical certificate issued by the family doctor in an international language;
13. agreement regarding the processing of personal data, Annex 3 - Romanian language.
	* 1. The application files drawn up according to Chapter II.6., (II.6.2.) are sent directly to the *International Relations Center of the UBdB* in the period: JANUARY 30 - AUGUST 04, 2023.
14. *The International Relations Center of the UBdB* evaluates the files, according to the legal regulations in force, and communicates to the National Ministry of Education the list of persons proposed for the issuance of the letter of acceptance to studies;
15. The list of candidates will be sent to the National Ministry of Education;
16. The list will be accompanied by a copy of the candidate's file drawn up according to Cap. II.6., (II.6.2.);
17. The number of submitted files must fall within the maximum number of master's students who can be enrolled in a specialization, according to the regulations in force;
18. After analyzing the file, the National Ministry of Education issues the *letter of acceptance*;
19. The National Ministry of Education sends the *letters of acceptance* to Bioterra University of Bucharest and, as the case may be, to the diplomatic missions.
	* 1. Bioterra University of Bucharest (UbdB) organizes admission to the 2023-2024 master's degree programs, as follows:

# » SESSION I: AUGUST 2023

a) Announcement of final results: 01 AUGUST 2023.

# » SECOND SESSION: SEPTEMBER 2023

a) Announcement of final results: 25 SEPTEMBER, 2023.

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

* + 1. The admission competition process for Master's degree programs:
1. The admission test consists of the general average of the Bachelor's degree exam;
2. The overall admission average is calculated as the result of:

- general average from the Bachelor's degree exam;

1. Candidates are ranked in descending order of averages obtained at the admission test and within the limits of the approved places for each master's degree program.
2. The minimum general average for admission to master's university studies cannot be lower than 6.00 (six).
3. If two or more candidates obtain equal averages, the overall average from the period of university studies will be taken into account for the tie-breaker.
4. The results obtained at the admission competition are displayed as follows:
5. the lists of admitted candidates;
6. the 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. Admitted candidates are required to sign a Master's studies contract within 5 working days, a document that will be signed by both parties.
9. The files of rejected candidates or those who give up the place obtained will be released by the UBdB, within 48 hours at most after submitting a request in this regard, without charging any additional fees.

# Chapter. II.7. STUDY FEES

For the 2023-2024 master's university study cycle, the UBdB Senate established the following fees:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.**  | **Title of the Master's degree program** | **Period of studies** | **Fee / Semester****(in Euro)** | **Total Fee****(in Euro)** | **Language of teaching** |
| 1. | **PERFORMANT MANAGEMENT IN****PUBLIC FOOD, AGRO-TOURISM AND CONSUMER PROTECTION** | **4 semesters** | **400****(EU countries)** | **1600****(EU countries)** | **Romanian** |
|  **700** **(NON-EU countries)** | **2800****(NON-EU countries)** |
| 2. | **INVESTIGATION OF TERRORISM ACTS AND PUBLIC SECURITY** | **3 semesters** | **500 (EUcountries)** | **1500** **(EU countries)** | **Romanian** |
| **800****(NON-EU countries)** | **2400****(NON-EU countries)** |
| 3. | **INSPECTION, EXPERTISE AND LEGISLATION IN FOOD SAFETY, CONSUMER AND ENVIRONMENTAL PROTECTION** | **4 semesters** | **400****(EU countries)** | **1600****(EU countries)** | **Romanian** |
| **700****(NON-EU countries)** | **2800****(NON-EU countries)** |

# Chapter. II.8. REGISTRATION OF CANDIDATES

1. The enrollment of candidates declared admitted following the admission competition is carried out by the Rector's decision. After the matriculation decision, the master's students are registered in ***the Unique Matriculation Register (RMU),*** with a unique number, valid for the entire period of schooling in the specialization/master's university study program to which they were admitted.
2. Registered Master's students are required to sign 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 definitive lists with the ranking of candidates and the lists of rejected candidates are announced in Romanian/English, as appropriate.
2. The registration form for admission, the framework contract for the Bachelor's/Master's cycle of university studies and the *Annual study contract* are written in Romanian/English, as the case may be.
3. *The Acceptance letter* 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 academic cycle. Any change during the academic course that contravenes the documents in the initial Acceptance letter, will be regulated, at the request of the educational institution involved, by issuing of a new Acceptance letter by the National Ministry of Education.
4. The foreign citizens have the following obligations:
5. to respect the Constitution of Romania and the laws of the Romanian state;
6. to respect the internal regulation of the educational institution in which it carries out the activity;
7. to respect the provisions of this Methodology.

# *This present Methodology was approved in the Senate Meeting of Bioterra University in Bucharest on 30.01.2023.*

**RECTOR,**

**Prof. Univ. Dr. Eng. FLOAREA NICOLAE**