



MINISTERUL EDUCAȚIEI NAȚIONALE
UNIVERSITATEA „OVIDIUS“ DIN CONSTANȚA
SENAT

Aleea Universității nr. 1, Campus- corp A, 900470 Constanța
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PROCEDURE for transfer of students
To
“OVIDIUS” University of CONSTANȚA

Legal framework:

This procedure was developed based on the following documents:

1. LEN nr.1/2011;
2. H.G. 580/09.07.2014;
3. OMEC 3617/16.03.2005 ;
4. OMCTS 3223/08.02.2012;
5. Legea 288/2004
6. **Carta Universității “Ovidius” din Constanța;**
7. Framework regulation for Credit Transfer Sistem;
8. Regulations for professional activities of students in “Ovidius” University of Constanța.

Art.1. Teaching activity is conducted according to the European credit transfer system ECTS, intra and inter-university, allowing students mobility both horizontally and vertically and flexibility in setting up their professional routes.

Art.2. (1) University "Ovidius" of Constanta can transfer students from other higher education institutions accredited or authorized to function temporarily, if they have the consent of the institution from which the transfer if the transfer meets the legal conditions.

- (2) The transfer student can be carried from one form of education to another, from one faculty to another or from an accredited university or authorized at "Ovidius" Constanta, taking into account the compatibility specializations and curricula application European Credit Transfer system.
- (3) The transfer is done at the student's request with the consent of both institutions involved (Appendix 3).
- (4) There are not accepted transfer students to UOC in first and last year of study in any form

of education in which students were enrolled or requested the transfer.

- (5) Transferred students are accepted since year 2 of study, only if they promoted the status of the faculty and university to which they transfer.
- (6) Students expelled can not benefit of transfer into "Ovidius" University of Constanta.

- Art.3.** (1) The transfer can only be done in limited school capacity approved by ARACIS. Exceptions on overcoming school capacity are available only for European citizens and foreign students from third countries to the extent of 10% of the capacity of schooling, with the approval of the Board and Senate, with the advice and information ministry of education.
- (2) If the number of transfer requests is greater than the number of places available in the corresponding school year in which the students will be enrolled, there will be made a ranking of students according to the results of training (average grade for the last year promoted to the number of credits obtained).

Art.4. The transfer is done only within the same fundamental area of study with the approval of :

- a) Faculty Council, if the transfer is made from one degree program to another or from one form of education to another in the same faculty.
- b) Rector and deans of the two faculties involved in the transfer is made from one faculty to another within the "Ovidius" of Constanta;
- c) Rector of the university where the student comes and asks where the university Rector transfer agreement with the Dean of the faculty hence the transfer of Dean where cases of transfer between different education institutions.

Art.5. The dean of the faculty where the applicant wishes to transfer shall communicate to him, before submitting the file, if it is possible to transfer in terms of including in the number of students approved by ARACIS.

- Art.6.** (1) Credits are transferable from one institution to another on disciplines, groups of subjects (modules) or compact study periods.
- (2) Credits are recognized when acquired, throughout entire schooling and recognition is not affected by the program or curriculum changes.

- Art.7.** (1) "Ovidius" University of Constanța applies ECTS (European Credit Transfer System) for the evaluation of undergraduate activity. By European Credit Transfer System operates the transfer of academic results for both intern students, and also for students coming from other universities in Romania and abroad.
- (2) The number of credits represents the reference feature used for recognizing legal academic studies or periods of studies, made before in the same fundamental area in order to assimilate them and transferring transferable credits and/or continuing studies in a study program.

- Art.8.** (1) Every academic year has 60 transferable credits, resembling a total of 180 transferable credits for Cycle I (3 years of study), 240 transferable credits for 4 years of study, 300 transferable credits for Pharmacy program, with a coupled (cumulated) study (Bachelor and Master) period of 5 years and 360 transferable credits for Medicine and Dental Medicine programs, with a study period of 6 years. The discipline of “Physical education” in the first year of study for Cycle I have 2 credits/year over the 60 transferable credits for the corresponding year.
- (2) Master studies (cycle II) have between 60 to 120 transferable credits, according to the period of undergraduate study.
 - (3) Coupled (cumulated) period of undergraduate and master cycle corresponds to at least 300 transferable credits.

Art.9. (1) Periods for submission and evaluation of transfer files into ”Ovidius” University of din Constanța are presented in Appendix 1.

- (2) Transfer requests are submitted to the faculties, along with necessary documents presented in appendix 2. Personal request and the Declaration with the list of documents submitted in the file (Appendix 4) receive a registration number from the secretary office of the faculty proofing the calendar of submission and the presence f documents in the files.
- (3) For the solicitors that studied abroad, there will be performed the checking by CRID system along with the correspondence with the institutions formerly attended. The checking is performed by the Ministry of education and results are forwarded to the chief secretary of the University.
- (4) Solicitors can submit the file personally or by another person that is legally nominated, this person completing a declaration of submitted documents (Appendix 4).
- (5) Files sent via e-mail or post are not accepted.
- (6) Redrawing rejected files is made personally or by legal representative from the secretary of the faculty where the file was submitted for transfer.

Art.10. (1) For the equivalence / recognition of disciplines pursued by a student in a program of study previously completed, the Commission equivalence / recognition set at the faculty decides to proceed into attributing the examination grade for the disciplines that are recognized, allocating the number of credits correspondent to the current curriculum. The procedure is based on the comparison of scientific content of the recognized discipline with the one/the others promoted by student, present in the Diploma Supplement/ transcript / school situation, disciplines called disciplines that underpin the equity / recognition.

- (2)**Equity/recognition of a discipline** represents the procedure stating that at a certain discipline (called equated discipline) the scientific content (based on course description) is covered at a rate of 75% of content of one or more subjects/differences that the student has passed (called underlying disciplines) and for which are assigned without examination (by equity method) the promoting grades correspondent to equated discipline, allocating the number of credits related to the disciplines provided in the current curriculum.
- (3)**Recognition of a discipline** of study represents the procedure by which is assessed, by analyzing the academic content of a discipline that the student has passed, the fact that replacing that discipline (called recognized discipline) with a discipline in the current curricula (called replaced discipline) is made in the respect of all standards that underlie present teaching curriculum.

- (4) The secretaries of the faculties will record the grades resulted after equity/recognition of the disciplines in the electronic system –UMS. .

Art.11. (1) Establishing difference exams and the year of study is made by the Commission for the equivalence/recognition set at the faculty, based on academic situation accompanying accompanying the request for transfer student and prepares "sheet for equivalence / recognition and differences" (Appendix 6).

- (2) Transfer files containing all documents in appendix 1 along with the "sheet for equivalence / recognition and differences" are sent for approval to the Rectorate with forwarding address.

Art.12. (1) The results of the analyze of transfer files will be displayed on the notice board of Rectorate secretary.

- (2) Accepted files will be transmitted to the secretaries of the faculties, from where the student receives the copy of the sheet for differences made by the Commission for the equivalence/recognition set at the faculty.
- (3) Registration of transferred students from the same faculty from a specialization to another or from a program to another is made with a written request addressed to the Dean of the faculty. The request is analyzed in the Council of the faculty and is signed by the Dean.
- (4) Registration of transferred students from other faculties of same university is made by a written request that is analyzed in the Council of the faculty to which the transfer is made, than is signed by the Dean.
- (5) Registration of transferred students from other universities is made by a written request that is analyzed in the Council of the faculty to which the transfer is made, than is signed by the Dean.
- (6) Decision of registration is given by the Rector, after signing the contract of study and paying the university student registration and tuition fees proposed by the Council of administration and approved by Senate.
- (7) Registration is operated in UMS (University Management System) of “Ovidius” University of Constanța, and the student has the duty of paying tuition fees according to the signed contract of study.
- (8) The transfer students to the “Ovidius” University of Constanța can not be registered in a complementary year of study. They will be registered in the year correspondent to the evaluation made by the Commission for the equivalence/recognition set at the faculty.

Art.13. Difference exams can be taken during exam sessions according to Schooling Year Structure with the payment of corresponding fees for these exams established by the Council of Administration, so they can accomplish the promoting conditions in the superior year of study, according to “Ovidius” University of Constanța regulations.

Art.14. (1) Transferred student can acquire the status of subsidized under the hierarchy of the students for corresponding year of study.

- (2) International students that obtain Romanian citizenship can change the status of CPV into CPL after promoting the admission contest. Obtaining citizenship after registration does not assume implicitly an equal treatment with Romanian students regarding school fees.

Art.15. Students who wish to transfer from "Ovidius" Constanta submit their request to the faculty secretary office to be endorsed by the Dean and approved by the Rector, accompanied by winding sheet proving payment of all obligations to the institution after termination. The student is issued the school situation and if he requests, is issued the schooling syllabus (discipline sheets according to the curriculum of specialization) to serve the university where he is transferred to.

This procedure was approved by the University Senate meeting "Ovidius" Constanta from 11.12.2014 and shall enter into force from that date. The entry into force is repealed Procedure for transfer students at the University "Ovidius" Constanta approved Senate meeting "Ovidius" University of Constanta from 10.09.2012.

This procedure is an integral part of the Rules of organization and conduct of business in the secretarial department.

The entry into force of this procedure shall be repealed any contrary provisions in content regulations, methodologies, procedures etc.

CALENDAR OF TRANSFERS FOR THE ACADEMIC YEAR 2014-2015

I. Submitting file

15 september - 3 october

- Submitting file. Acc. Appendix 2
- A copy of the Declaration submitted documents
- Payment of file processing fee (100 EUR – international students). Proof of payment is required at submitting file (copy of the receipt).

II. File analysis by the Commission for the equivalence / recognition set at faculty level and the forms for equivalence / recognition and differences based on the school situation to the file by the candidate, the establishment of year of study that fits the candidate..

6 - 8 october

III. Aprovevement from the Dean of the Faculty and Rector of University

9 - 10 october

IV. Results

10 october

- candidate is announced about request

V. Registration

13 – 17 october

- Candidate receives the copy of the equivalence / recognition and differences, drafted and signed receipt and acknowledgment

DOCUMENTE NECESARE LA DEPUNEREA DOSARULUI DE TRANSFER

Dosarul candidatului trebuie să conțină următoarele documente, **în două exemplare**:

- a. Cerere de transfer (Anexa 3);
- b. Cerere personală și Declarație cu lista documentelor depuse la dosar (Anexa 4);
- c. Declarație pe propria răspundere pentru veridicitatea actelor (Anexa 5);
- d. Diplomă Bacalaureat sau diplomă echivalentă:
 - în original împreună cu copia și traducerea legalizată, vizată spre autentificare de Ambasada României din țara emitentă sau apostilată Haga, pentru solicitanții străini din statele terțe UE;
 - în original împreună cu copia și traducerea legalizată, pentru cetățenii statelor membre ale UE, SEE și CE;
- e. Atestat de recunoaștere a studiilor sau cerere pentru eliberarea Atestatului, pentru cetățenii din UE, SEE și CE; solicitanții care depun dosarul în vederea obținerii Atestatului de recunoaștere a studiilor efectuate vor prezenta dovada plății taxei pentru evaluarea dosarului de 50 lei către Ministerul Educației Naționale (pe chitanță / ordin de plată / mandat poștal se va menționa la plătitor numele titularului diplomei, așa cum este trecut în actul de studii) și dovada plății taxei de procesare către Universitatea "Ovidius" din Constanța de 50 lei.

Taxa de evaluare (<http://www.cnred.edu.ro/>) se poate achita prin Ordin de plată sau Mandat Poștal în care să fie menționat contul de mai jos:

Beneficiar: Ministerul Educației Naționale Cod Fiscal: 13729380

Banca: Direcția de Trezorerie și Contabilitate Publică a Municipiului București - DTCPMB

Cod IBAN: RO27TREZ7005003XXX000069 Cod SWIFT: TREZROBU Cod BIC:

TREZ

Pe ordinul de plată sau pe mandatul poștal emis trebuie să fie scris codul IBAN al Universității „Ovidius” din Constanța pentru ca plata să fie valabilă!

- f. Cerere pentru eliberarea Scrisorii de accept la studii pentru solicitanții cetățeni străini din state terțe UE;
- g. Foaia matricolă aferentă studiilor efectuate la universitatea de unde vine (situația școlară) în original, împreună cu traducerea legalizată (un exemplar);
- h. Fișele disciplinelor programului de studii parcurs la instituția de învățământ superior de unde provine, în original, împreună cu traducerea legalizată (un exemplar);
- i. Certificat autorizat de cunoaștere a limbii în care se studiază;
- j. Certificat de naștere în copie legalizată, împreună cu traducerea legalizată (pentru certificatele eliberate în alte țări);
- k. Copie după paginile 1-4 din pașaport sau după alt act de identitate;
- l. Adeverința medicală tip M.S. 18.1.1. (și în traducere legalizată), eliberată de cabinetele medicale școlare sau de medicii de familie - după caz - de care aparțin (din care să rezulte că sunt apti pentru domeniul sau programul de studiu la care candidează). Adeverința respectivă va fi însoțită de rezultatele investigațiilor medicale cu privire la radiologia pulmonară și serologia sângelui (VDRL). Solicitanții cetățeni străini au obligația să prezinte adeverința medicală cu termen de valabilitate de maxim 6 luni;
- m. Procură notarială cu specificarea în clar a datei de valabilitate a acesteia (pentru cei care nu depun dosarele personal);
- n. Copia chitanței de procesare a dosarului de transfer;
- o. Copia chitanței de înmatriculare, după acceptarea transferului și după caz: 50 lei/100 EUR, după caz;
- p. Dosar plic.

Nu se acceptă acte trimise pe fax, e-mail sau prin poștă.

a) For citizens from EU, EEA and CH member states:

1. standardized admission application form;
2. certified copy and certified Romanian translation of the birth certificate;
3. Identification Document or passport photocopy (pages 1-4) valid at the time of application;
4. certified copy of the marriage certificate for married applicants (who changed their last name after marriage);
5. Bacalaureate diploma or, for class of 2015 applicants, original copy of Bacalaureate attestation. Applicants who want to register for more undergraduate programmes will provide a certified copy and certified Romanian translation of their Bacalaureate diploma;
6. Recognition of Study Abroad Certificate, issued by the Ministry of Education and Scientific Research or recognition attestation for 2015 graduates who are not yet in possession of their diploma (the attestation is issued by CNRED - National Center for Equivalence and Recognition of Diplomas – to be used as a provisional document until the applicant can submit the actual diploma; if the applicant does not respect the deadline the attestation becomes invalid);
7. original copy or certified copy and certified Romanian translation of the highschool transcript;
8. Romanian Language Proficiency Certificate issued by the institutions authorised by the Ministry of Education and Scientific Research for admission to undergraduate programmes of study taught in Romanian; the minimum level accepted is B1;
9. medical certificate stating that the applicant is medically fit for the programme of study chosen. Applicants to the Faculty of Physical Education and Sports will follow provisions in the faculty-specific entrance examination procedures;
10. two or four colour photographs – 3x4 cm or 3x3.5 cm, as applicable;
11. application fee proof of payment or, where applicable, documents justifying fee exemption;
12. if applicable, a document certifying that the applicant is enrolled as a (state funded or fee-paying) student at a state or private institution of higher education who has the right to apply for admission and a certified copy of their Bacalaureate diploma or equivalent diploma (the original copy of which remains at the first faculty);
13. certified true copy of the admission identification badge confirming application to the first undergraduate programme of study (where the applicant submitted the original copies); the admission identification badge copy will be certified at the secretariat of the faculty in question by means of the signature of the head of the technical admission board and the admission board rubber stamp;
14. Statutory Declaration regarding veracity of documents (Annex 2) and Declaration regarding the application file content (Annex 3);
15. power of attorney (with clear mention of validity date) in the case of foreign applicants who do not submit their files in person.

b) For foreign citizens from EU, EEA and CH third countries:

1. Statutory Declaration regarding veracity of documents;
2. Declaration regarding the application file content;
3. Letter of Acceptance to study issued by the Ministry of Education and Scientific Research;
4. two copies of the **Application for the Issuance of the Letter of Acceptance to study (Annex 1)**;

5. original copy of Baccalaureate diploma or equivalent diploma, **certified for authentication by the Embassy of Romania to the issuer country or endorsed with the Hague Apostille**, accompanied by two certified copies and two certified Romanian translations;
6. original copy of high school transcript, **certified for authentication by the Embassy of Romania to the issuer country or endorsed with the Hague Apostille**, accompanied by two certified copies and two certified Romanian translations;
7. Romanian Language Proficiency Certificate issued by the institutions authorised by the Ministry of Education and Scientific Research (minimum level accepted B1) or Romanian Language Preparatory Year Graduation Certificate (for admission to undergraduate programmes of study taught in Romanian) issued by institutions approved by “Ovidius” University of Constanța;
8. two certified copies and two certified Romanian translations of the birth certificate (in the case of certificates issued in other countries);
9. Identification Document or passport photocopy (pages 1-4) valid at the time of application;
10. two certified copies and two certified Romanian translations of the marriage certificate for married applicants (who changed their last name after marriage);
11. medical certificate stating that the applicant is medically fit for the programme of study chosen. Applicants to the Faculty of Physical Education and Sports will follow provisions in the faculty-specific entrance examination procedures;
12. two or four colour photographs – 3x4 cm or 3x3.5 cm, as applicable;
13. file evaluation fee (€150) proof of payment photocopy;
14. power of attorney (with clear mention of validity date) in the case of foreign applicants who do not submit their files in person.

Appendix 3

Nr. ____ / ____ Universitatea _____ (de unde provine)	Nr. ____ / ____ Universitatea "Ovidius" din Constanța (unde se transferă)
DE ACORD, RECTOR, L.S.	DE ACORD, RECTOR, L.S.
Aviz favorabil, DECAN, L.S.	Aviz favorabil, DECAN, L.S.

DOMNULE RECTOR,

Subsemnatul(a) _____, student în cadrul Universității _____, Facultatea _____, Specializarea _____, an universitar ____ / _____, cursuri de zi (seral / ff), fără taxă (cu taxă), vă rog să binevoiți a-mi aproba transferul la Universitatea _____, Facultatea _____, curs de zi (seral / ff), fără taxă (cu taxă), în anul _ _ de studii, anul universitar ____ / _____.

Solicit acest transfer datorită următoarelor motive _____

_____.

Data _ _ Semnătura _____

Domnului Rector al Universității "Ovidius" din Constanța
(unde se transferă)

CERERE

Subsemnatul....., identificat cu actul de identitate seria, nr., eliberat de la data de, valabilitate, CNP..... cu domiciliul în localitatea, țara....., student la **Universitatea**, solicit transferul în cadrul **Universității “Ovidius” din Constanța**, Facultatea de _____, specializarea _____, și declar pe propria răspundere că am depus la dosar următoarele documente:

- a) _____
- b) _____
- c) _____
- d) _____
- e) _____
- f) _____
- g) _____
- h) _____
- i) _____
- j) _____
- k) _____
- l) _____
- m) _____
- n) _____
- o) _____
- p) _____

Nume și prenume: _____

Semnătura: _____

Data: _____

DECLARAȚIE PE PROPRIA RĂSPUNDERE

Subsemnatul....., identificat cu actul de identitate seria, nr., eliberat de la data de, valabilitate, CNP..... cu domiciliul în localitatea, țara....., student la **Universitatea**, solicit transferul în cadrul **Universității “Ovidius” din Constanța**, Facultatea de _____, specializarea _____, și declar pe propria răspundere că toate documentele din dosar sunt autentice.

Declar pe propria răspundere că datele și informațiile din prezenta declarație sunt conforme cu realitatea. În caz contrar, am luat act că Universitatea ”Ovidius” din Constanța are dreptul de a anula studiile efectuate și de a nu restitui taxele achitate.

Notă: Înțeleg că orice omisiune sau incorectitudine în prezentarea informațiilor este pedepsită conform Codului Penal.

Nume și Prenume: _____

Semnătura: _____

Data: _____



ROMANIA
 MINISTERUL EDUCAȚIEI NAȚIONALE
 UNIVERSITATEA "OVIDIUS" DIN CONSTANȚA
 B-dul Mamaia 124, 900527 Constanța
 Tel./Fax: 40-241- 606467, 511512, 618372, 0723151222
 E-mail: rectorat2@univ-ovidius.ro Webpage: www.univ-ovidius.ro

Facultatea de
 Nr. de înregistrare

Aprobat,
 Decan

FIȘA DE ECHIVALARE/RECUNOAȘTERE ȘI DE DIFERENȚE pentru anul univ.

Numele și prenumele studentului

".....", Facultatea de

Anul universitar până la transfer	CREDITE OBȚINUTE PÂNĂ LA TRANSFER	Anul universitar Conform Plan de Învățământ evaluat	CREDITE OBȚINUTE LA UOC	CREDITE RESTANTE LA UOC	TOTAL CREDITE LA UOC
I					62
II					62
III					60
IV					60
V					60
TOTAL					304

Se înmatriculează în anul

Am luat la cunostință rezultatul evaluării situației mele școlare și sunt de acord cu înmatricularea mea in anul ...,, la specializarea, Facultatea de, Universitatea "Ovidius" din Constanța.

Numele și prenumele studentului

semnătura.....

Data.....

Comisia de echivalare,

1.....
 2.....
 3.....

Numele și prenumele studentului

**FIȘA DE EVALUARE A
SITUAȚIEI ȘCOLARE**

Aprobat Decan,

Universitatea..... Facultatea de

Anul universitar

Se transfera la UNIVERSITATEA "OVIDIUS" DIN CONSTANȚA

FACULTATEA DE

Specializarea

PLAN DE ÎNVĂȚĂMÂNT

Nr. crt	DISCIPLINE ANUL I	Nr. total ore			ECTS alocate	DISCIPLINE STUDIAȚE Echivalate/Recunoscute	Nr. total ore			Note obținute	Note echiv./ recunoscute	ECTS UOC Obținute	Discipline de diferență
		C	S	LP			C	S	LP				
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
	TOTAL CREDITE												

PLAN DE ÎNVĂȚĂMÂNT

Nr. crt	DISCIPLINE ANUL II 2014-2015	Nr. total ore			ECTS alocate	DISCIPLINE STUDIATE Echivalate/Recunoscute	Nr. total ore			Note obținute	Note echiv./ recunoscute	ECTS UOC Obținute	Discipline de diferență
		C	S	LP			C	S	LP				
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
	TOTAL CREDITE												

(*) Discipline optionale: 1.

Comisia de echivalare,

1.....

2.....

3.....