



UNIVERSITY OF MEDICINE AND PHARMACY "CAROL DAVILA" from BUCHAREST



REGULATIONS OF UNIVERSITY OF MEDICINE AND PHARMACY „CAROL DAVILA” FROM BUCHAREST FOR ORGANIZATION AND DEPLOYMENT OF THE ADMISSION COMPETITION FOR THE BACHELOR'S DEGREE STUDIES

(approved in the meeting of University Senate of 07.06.2021)

These Regulations for organization and deployment of the admission to the bachelor's degree study cycles in University of Medicine and Pharmacy "Carol Davila" from Bucharest are made in accordance with the provisions of:

1. National Education law no. 1/2011, as further amended and supplemented,
2. Law no. 288/2004 for organization of university studies, as further amended and supplemented, and Government Emergency Ordinance no. 133/2000 for graduate and postgraduate education with a fee, over the seats funded by the state budget, approved as further amended by the Law no. 441/2001, as further amended,
3. Law no. 448/2006 for protection and promotion of disabled persons' rights, republished, as further amended and supplemented
4. Government Decision no. 1004/2002 for stimulation of pupils and students who received prizes at the international school Olympics organized for the secondary education and doctoral students who obtained special results in research activity, as further amended and supplemented,
5. Government Decision no. 24/2020 for organization and functioning of the Ministry of National Education and Scientific Research, as further amended and supplemented,
6. Order of the minister of national education no. 3062/2018
7. Order of the minister of education and research no. 5618/2019
8. Order of the minister of education and research no. 4205/2020
9. Order of the Minister of Education no. 3199/2021
10. Order of minister of national education and scientific research no. 6102/2016 published in the Official Gazette of Romania, Part I. no. 1071 of 30th December 2016 as basic act.

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CHAPTER I General Provisions

Art. 1

These Regulations for organization and deployment of the admission competition for bachelor's degree studies establish the general framework for organization of admission to the bachelor's degree cycles.

Art. 2

- (1) The University of Medicine and Pharmacy "Carol Davila" from Bucharest will draw up and apply its own Methodology for organization and deployment of admission to the bachelor's degree study programmes offered in compliance with its own mission, with the institutional strategy and with the requirements of workforce market.
- (2) The Methodology for organization and deployment of admission, the themes and bibliography for the admission contest will be approved every year by the University Senate, at the proposal of the Board of Directors and will be brought to the knowledge of applicants, at least 6 months before the defence of admission contest, by display at the office of faculties and on the webpage of the university.
- (3) In the University of Medicine and Pharmacy "Carol Davila" from Bucharest, by the Methodology for organization and deployment of admission we will inform the applicants about:
 - a) Conditions and documents necessary for enrolment;
 - b) Enrolment period, and date of admission contest;
 - c) Method of deployment of contest (contest subjects, number of questions, duration of written test etc.);
 - d) facilities (tax exemptions) or special conditions (for Olympic students, for graduates of high schools located in the rural environment, for graduates from the social protection system etc.), as well as the necessary supporting documents;
 - e) the annual schooling offer, in compliance with the provisions of art. 138 of National Education Law no. 1/2011, as further amended and supplemented;
 - f) enrolment fees for organization and deployment of admission;
 - g) other useful information for applicants. (art.2/M-c)
- (4) The admission of Romanians from abroad and citizens of third countries and European Union is made based on the special methodologies drawn up by the Ministry of National Education and Scientific Research.
- (5) The University of Medicine and Pharmacy "Carol Davila" from Bucharest organizes admission competition for each programme and cycle of university studies, in view of testing



the knowledge and cognitive skills of applicants.

(6) The management of university and managements of faculties have the whole responsibility for organization and deployment of admission competition. (Art.2, para.5/M-c)

(7) In the University of Medicine and Pharmacy "Carol Davila" from Bucharest, for the bachelor's degree study programmes, the admission competition is organized for the following specializations:

- Specializations with sectoral regulation in EU – duration of studies 4, 5, 6 years (240-300360 ECTS credits)
- Specializations with general regulation in EU – duration of studies 3 years (180 ECTS credits)

CHAPTER II

Organization of admission

Art. 3

The University of Medicine and Pharmacy "Carol Davila" from Bucharest organizes admission competition for each university study cycle.

Art. 4

For the cycle of bachelor's degree studies, the admission competition is organized in the specialties/study programmes accredited or authorized to operate temporarily, according to the legal provisions in force.

Art. 5

- (1) The admission competition in the bachelor's degree studies is taken in Romanian language.
- (2) For the university studies organized in a foreign language, the admission competition is taken in the teaching language of the university study programme. (Art. 5, paragraph 3/M-c)
- (3) The University of Medicine and Pharmacy "Carol Davila" from Bucharest sets forth in its own Methodology for organization and deployment of admission the method of certification of linguistic competences, for the applicants to the study programmes in Romanian language and who do not present study documents, necessary for enrolment, issued by educational institutions from Romania or abroad, with teaching in Romanian language. By exception, for the pupil who attended studies in an international language or in a language of national minorities, the certification of linguistic competences of oral communication in Romanian language is made with high school graduation diploma. (Art. 5, paragraph 4/M-c)
- (4) The University of Medicine and Pharmacy "Carol Davila" from Bucharest sets forth in own Methodology for organization and deployment of admission the method of certification of linguistic competences, for the applicants to the study programmes taught in international foreign languages and who do not present study documents, necessary for enrolment, issued by educational institutions from Romania or abroad, with teaching in that language (Article 5, paragraph 5/M-c).

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Art. 6

In the University of Medicine and Pharmacy "Carol Davila" from Bucharest, in the bachelor's degree study programmes, full-time form of education, seats funded by the state budget (without a fee) and seats with a fee are assured.

Art. 7

- (1) The admission competition for all the bachelor's degree study cycles can be organized in two sessions, in identical conditions, before the start of academic year, but not later than September 30th. (Art.8, paragraph 1/M-c).
- (2) The admission sessions and competition tests are made public at least 6 months before the taking of admission competition by display at the offices of faculties and by publication on the website of the university. (Art.8, paragraph 2/M-c)
- (3) The periods of admission sessions for all specialties in the university are:
 - July – the first examination session;
 - September – the second examination session, which is organized only if after the first session there are unoccupied seats.
- (4) The admission competition date is established every year by decision of the Board of Directors and with the approval of the University Senate.

Admission Commissions

Art. 8

- (1) For the coordination of admission competition, the central admission Commission is created at university level, approved every year by the Rector's decision.
- (2) The central admission Commission, by its president, establishes the work teams engaging in activity for the admission competition both the teaching staff and the auxiliary staff. In the composition of work teams, we cannot include persons who have relatives who take the admission competitions in the University of Medicine and Pharmacy "Carol Davila" from Bucharest.
- (3) For the organization and deployment of admission competition, at each faculty there is the Admission Commission for the faculty, whose president is the faculty dean. The Admission Commission for faculty has the whole responsibility for the good organization and deployment of admission competition at faculty level, with observance of laws and assurance of its security in all the stages of preparation and deployment of admission competition.



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(4) For the organization and deployment of admission competition at each faculty other commissions are founded (commissions for elaboration of subjects, commissions for resolution of complaints, technical commissions, supervisory commissions etc.).

CHAPTER III

Applicants to admission

Art. 9

(1) In the University of Medicine and Pharmacy "Carol Davila" from Bucharest, in the admission competition for the bachelor's degree study programmes, for all specializations, only the graduates with high school graduation diploma obtained in Romania or equivalent diploma, regardless of the graduation year of high school have the right to participate in the admission competition for the bachelor's degree studies.

(2) In the University of Medicine and Pharmacy "Carol Davila" from Bucharest, for the admission competition for the bachelor's degree programmes, for all specializations the citizens of members states of European Union, of the states belonging to the European Economic Area and of the Swiss Confederation can participate in admission in all university study cycles, under the same conditions set out by the law for the Romanian citizens, including regarding the tuition fees. (Art.10/M-c)

(3) The recognition of studies attended by them out of Romania must be made prior to enrolment in the admission competition, each applicant has the obligation to present the study recognition certificate at enrolment in competition.

(4) In admission to all university study cycles from higher military education, the admission competition is carried out with the observance of regulations drawn up by the line ministries. (Art.11/M-c)

(5) In admission in all bachelor's degree study programmes with teaching in Romanian, the citizens of European Union and from third countries have the obligation to prove that they know the Romanian language, according to the methodologies of schooling in Romania, as applicable. (Art.12/M-c)

(6) In the University of Medicine and Pharmacy "Carol Davila" from Bucharest, only the applicants who took the admission competition are admitted for the bachelor's study programmes with teaching in Romanian, except for those enrolled by governmental and/or institutional agreements.

(7) The applicants admitted after the admission competition by evaluation of school performances and personal achievements, Romanian citizens, citizens of other EU member states, of European Economic Area (EEA) or of the Swiss Confederation benefit from seats with study fees, according to the legal regulations in force.



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(8) The citizens from third countries who want to study in the University of Medicine and Pharmacy "Carol Davila" from Bucharest benefit from seats with a fee, according to the legal regulations.

Enrolment of applicants

Art. 10

- (1) In the University of Medicine and Pharmacy "Carol Davila" from Bucharest, the enrolment of applicants is carried out in the offices established by own Methodology for organization and deployment of admission competition for bachelor's degree studies. (Art.15, paragraph 1/M-c).
- (2) In the University of Medicine and Pharmacy "Carol Davila" from Bucharest, the Methodology for organization and deployment of admission competition for bachelor's degree studies can set out the methods for pre-enrolment/enrolment in system online, by uploading of documents by the applicants by taking the responsibility for the authenticity and compliance between the digital/scanned documents and the original documents. (Art.15, para.2 and Art.17/M-c)
- (3) After the end of enrolment period the options of applicants and other information from the enrolment sheet cannot be changed. (Art.19/M-c)
- (4) The applicants to the admission competition in the University of Medicine and Pharmacy "Carol Davila" from Bucharest must present at enrolment the high school graduation diploma or equivalent diploma, in original, or certificate issued by the high school for those who passed the high school graduation examination in June-July session of the year when the admission competition takes place.
- (5) By exception from paragraph (4) for the applicants who passed the high school graduation examinations in the corresponding sessions of the current school year, based on their written agreement, the University of Medicine and Pharmacy "Carol Davila" from Bucharest can interconnect with the integrated software system of education in Romania (SIIIR) in order to take over the personal data and the results obtained in the high school graduation examination of these applicants, if the certificate issued by the educational institution is not necessary. (Art.14, paragraph 2/M-c)
- (6) In the University of Medicine and Pharmacy "Carol Davila" from Bucharest, in own Methodology for admission, we will establish the facilities or special conditions regarding the admission of applicants for bachelor's degree study programmes, who obtained prizes in school Olympics and/or other national or international competitions during the high school studies. (Art.13, paragraph 6/M-c)
- (7) The applicants to the bachelor's degree studies who obtained during the high school studies prizes (prizes I, II, III and mention) in the international school Olympics recognized by the Ministry of National Education benefit from the right to enrol, without taking the admission competition, on seats funded by the state budget, in the higher state educational institutions (Art.13, paragraph 7/M-c).



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- (8) In the University of Medicine and Pharmacy "Carol Davila" from Bucharest we grant in the approved schooling number at least 10 seats funded from the state budget to the graduates with high school graduation diploma from the social protection system. If these seats are not filled, the university redistributes them to the other applicants. (Art.13, paragraph 8/M-c)
- (9) In the University of Medicine and Pharmacy "Carol Davila" from Bucharest, in own Methodology we establish the conditions for admission for budgeted seats, allotted according to the law, to the high school graduates from high schools located in the rural environment (Art.13, paragraph 9/M-c).
- (10) In the University of Medicine and Pharmacy "Carol Davila" from Bucharest, in own Methodology we will establish, according to the law, measures for equality of chances for disabled persons by supporting their access to the higher education institutions. (Art.13, paragraph 5/M-c)
- (11) The applicants who enrolled for the admission competition in another faculty, can present at enrolment the notarized copy of the high school graduation diploma or equivalent diploma and a certificate which shows that the original study act is in another institution, and until the start of the academic year they regulate their situation according to the regulations of the University of Medicine and Pharmacy "Carol Davila" from Bucharest.
- (12) The false declarations entail the exclusion from the admission competition/non-enrolment/expelling of the applicant/student by law.
- (13) Other acts/documents necessary for enrolment in admission competition will be set out in own Methodology for organization and deployment of admission competition, approved every year by the University Senate.
- (14) The enrolment fees for the admission competition are established by the Board of Directors of the university and approved by the University Senate, every year. These fees include the complaint fee.
- (15) An applicant can be admitted and enrolled as student in maximum two study programmes simultaneously, regardless of the study cycle and the educational institutions who offer them. (Art.13, paragraph 1/M-c)
- (16) An applicant who was declared admitted can benefit from financing from the state budget for only one bachelor's programme, with the observance of the legal provisions in force. (Art.13, paragraph 2/M-c)
- (17) The applicant declared admitted in several university study programmes opts for the study programme which will be funded by the state budget, by submission of the diploma/certificate for recognition of high school graduation diploma/certificate in original, at the faculty he/she wants to attend, by observing the submission deadline established by that faculty. (Art.13, paragraph 3/M-c)
- (18) The costs for exceeding the duration of free education, set out by the law, are covered by the students. (Art.13, paragraph 4/M-c)
- (19) The secretariats of faculties receive and check the enrolment files of applicants. Each competition file will be checked by at least one member of admission commission for the faculty.
- (20) For all the applicants enrolled in admission competition we issue a standard competition identity card printed and numbered, which the applicants must have on them, together with the identity card/



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valid passport, for the period of deployment of admission competition.

Admission competition

Art. 11

- (1) In the University of Medicine and Pharmacy "Carol Davila" from Bucharest, the knowledge level and performances of applicants represent the only criterion used in the selection of applicants enrolled and present at the admission competition, for all specializations.
- (2) The admission competition is carried out in conditions which assure the objectivity, correctness and responsibility in evaluation of knowledge and performances of the applicants.
- (3) Admission to the bachelor's studies in the University of Medicine and Pharmacy "Carol Davila" from Bucharest is made by two ways:
 - Admission competition by written test in Romanian language;
 - Admission competition by evaluation of performances and achievements of the applicants, as they result from the file of the applicant.
- (4) The written test is carried out by a multiple-choice questions system (simple complement, grouped complement).
- (5) The competition questions are drawn up by the commissions of specialists established by the admission commissions for the faculty which envisage the balanced coverage of all chapters from the competition themes. The questions are drawn up only in Romanian language.
- (6) The process of elaboration and printing of competition notebooks, respectively 4 types of notebooks for each test (generation of competition questions, of competition notebooks, and their multiplication) is carried out in a location in security conditions.
- (7) For the taking of written test, on the previous day of admission competition, we display at the office of faculties and on the website of the university, the nominal lists of applicants, in alphabetical order, the distribution of applicants in the rooms where they take the written test and the date and time of attendance in competition.
- (8) The applicants have the obligation to check the accuracy of data written on the lists displayed, and to inform the secretariats of faculties about the possible inconsistencies of data specified in the enrolment application or the documents submitted. After the start of written test, we do not admit any changes of the lists displayed.
- (9) At presentation in the competition room, the applicants must have on them the identity card/valid passport and the competition card/badge they received at enrolment.
- (10) The applicants who are not present in the competition rooms when the envelopes with the competition notebooks are opened lose the right to take the written test.



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- (11) The applicants have the obligation to check both the competition questionnaire and the competition notebook in order to identify printing mistakes, in this case the competition questionnaire and/or the competition notebook will be replaced.
- (12) The competition questionnaires must be completed correctly, with the observance of the following rules:
- For completion they use obligatorily black or dark blue pen;
 - The adequate marking of correct answers;
 - On the competition questionnaire we do not admit erasures or corrections which can produce wrong interpretations by the black automatic scanning system.
- (13) The applicants who wrongly completed the competition questionnaire can transcribe the questionnaire without exceeding the time allotted to this test. Under these conditions, the initial questionnaire is annulled on the spot by the room coordinator, under signature;
- (14) Apart from the competition questionnaires and the stamped paper (for rough copy) received from the supervisory commission of the competition, no other paper is used.
- (15) From the start of written test, no applicant can leave the room until after at least 30 minutes and only after he turns in the paper and signs the delivery table.
- (16) During the written test, it is prohibited for the applicants to use their own mini-computers, mobile phones or any electronic devices of communication/recording. The applicants who are caught doing that will be eliminated from the admission competition.
- (17) Any fraud or attempt at fraud proven which contravenes the discipline or university ethics entails the exclusion of the applicant from the admission competition. The exclusion is written in a report signed by all the members of supervisory commission from the room.
- (18) During the written test, the room coordinators and the supervisors cannot offer the applicants indications or clarifications of questions, but they only supervise carefully the deployment of the written test.
- (19) Before the finalization of the written test, the official competition stamp will be applied on the questionnaires of the applicants.
- (20) At the end of written test, the applicants hand over the competition questionnaire and sign the delivery table.

Correction of competition questionnaires and results of admission competition

Art.12

- (1) The correction of competition questionnaires is made after the finalization of written test by all the applicants, in the competition room, in the presence of the applicant and a witness (from among the applicants who sign the competition questionnaire with the applicant), by computer reading (scanning) or by manual correction if the electronic correction cannot be made.



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- (2) The checking of results is made by computer reading (re-scanning). After rescanning, the scores communicated to the rooms can suffer changes.
- (3) Each question has only one correct answer for which we give one point.
- (4) The score obtained is transformed into marks. The scores obtained and their transformation into marks are written in the centralizing catalogue signed by the deans of faculties and countersigned by the president of the central commission.
- (5) The minimum admission mark cannot be lower than 5 (five) or a minimum equivalent number of points.
- (6) The classification criterion is represented by the score/mark obtained in the written test.
- (7) For the applicants with equal score/mark to the last seat funded by the state budget will be set out in own Methodology for organization and deployment of admission competition, specific differentiation criteria.
- (8) The scores/marks obtained by the applicants in admission competition are valid to establish the classification order only in the faculty and specialization for which they applied.
- (9) Within the limit of seats proposed by the Board of Directors and approved by the University Senate, at request, the applicants who took the admission competition, but did not obtain the adequate score/mark for a seat funded by the state budget, can benefit from the seats with a fee, in the descending order of the score/mark.
- (10) The temporary results (temporary lists) of the admission competition, checked and approved by the Central Admission Commission, are brought to the knowledge of applicants by display at the offices of faculties, in a visible place, and on the website of the university, by specifying the date and time of display.
- (11) The list of admitted applicants is displayed in the descending order of the score obtained, within the limit of seats funded by the state budget granted by MEN. The list of non-admitted applicants (rejected) is displayed in alphabetical order.
- (12) The results of admission competition become final after the resolution of complaints.
- (13) After the display of final results (permanent lists), the acts of rejected applicants are returned, upon request, based on the identity card, within maximum 48 hours from the submission of request, without charging any fee. The acts/documents can be returned also to the persons who present notarized power of attorney for this purpose.

Complaints

Art.13

- (1) At the end of the written test, the official grids with correct answers will be displayed at the offices of faculties, in a visible place.
- (1) We do not admit complaints which are based on the lack of knowledge of the admission methodology.
- (2) The complaints regarding the content of written questions or the correctness of the official grid of

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answers are submitted within 2 hours from the finalization of the test. After this deadline the complaint of the content of questions or the accuracy of the official grid of answers is not possible.

(3) The complaints regarding the content of written questions or the correctness of the official answer grid are analysed by a commission of specialists (the complaint resolution commission).

(4) The decision of the complaint resolution commission is final.

(5) The complaints regarding the results of the written test (score/mark) are submitted within 24 hours from the display of results.

(6) The applicants can only contest their own results.

(7) The competition questionnaires which make the object of complaint regarding the results of the written test (score/mark) are re-corrected by computerized reading (re-scanning) in the presence of the applicant who submitted the complaint.

(8) The final results are displayed within 24 hours from the expiry of the resolution deadline of complaints.

(9) The decision of the commission for complaints regarding the results of the written test is final.

(10) If after re-correction, a higher score results than the last admitted score, the applicant is declared admitted.

(11) If after re-correction an equal score to the last admitted score results, the applicant is declared admitted or rejected depending on the differentiation criteria.

(12) After the expiry of the deadline for complaint and answer to complaints, the result of the admission contest is considered final and cannot be changed.

(13) The complaints which refer to the activity of the teaching staff (correctors, supervisors, commissions who draw up the subjects, other commissions) are analysed by the Ethics Commission of the university, at the request of the Central Admission Commission, in order to take the adequate measures.

Confirmation and waiver of the capacity of student

Art. 14

(1) The enrolment of students declared admitted after the admission competition is made by decision of the Rector of the University of Medicine and Pharmacy "Carol Davila" from Bucharest.

(2) In order to enrol, the applicants admitted on the seats funded by the state budget have the obligation to submit in original, until the date established by the Methodology for organization and deployment of admission contest, the diploma/certificate for recognition of the high school graduation diploma/certificate to the secretariat of the faculty. The certificate is valid only for the applicants who passed the high school graduation examination in the sessions of the current school year/academic year. (art.14, paragraph 3/M-c)

(3) The failure to present the high school graduation diploma or the certificate for recognition of diploma or the certificate, in original, in the deadline established by own Methodology for organization



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and deployment of admission contest, leads to the loss of seat funded by the state budget by the exclusive fault of the applicant declared admitted (art.14, paragraph 4/M-c)

(4) The citizens mentioned in art. 2 paragraph (4), declared admitted in the bachelor's degree cycle can be enrolled only based on the high school graduation diploma recognized according to the methodologies drawn up by the specialized divisions from the Ministry of National Education. (art.13, paragraph 10/M-c)

(5) The applicants admitted in the admission contest have the obligation to enrol in the first year of study, at the secretariats of faculties, during the period established by decision of the Board of Directors and approval by the University Senate published by display at the offices of faculties and on the website of the university.

(6) At enrolment the applicants pay an enrolment fee, according to the regulations of the university.

(7) The applicants admitted in the July session who do not enrol in the first year until the deadline established by decision of the Board of Directors approved by the University Senate lose the capacity of student by non-attendance.

(8) The voluntary waiver of the capacity of student can take place the latest until the deadline established by decision of the Board of Directors and approved by the University Senate.

(9) The voluntary waiver of the capacity of student, after enrolment, must be announced until the deadline established by decision of the Board of Directors and approved by the University Senate.

(10) If an applicant waives the capacity of student acquired by competition, before the start of academic year, the seat which remained vacant is filled as applicable:

- By the next applicant, in the descending order of average marks;
- By one of the rejected applicants with equal score/mark to the score/mark of the last applicant declared admitted by applying the differentiation criteria;
- By redistribution in the faculty or university under the same conditions, including differentiation.

(11) If the applicant waives voluntarily or by non-attendance of the capacity of student, the fees paid by him/her are not repaid.

An applicant who benefited from budgetary support for a full bachelor's degree programme finalized or not by a bachelor's degree examination, can attend bachelor's degree studies only with a fee, according to the law.

3. FINAL PROVISIONS

Art. 15

(1) The teaching staff involved in the admission competition do not engage in discussions, do not give information and do not express their opinions to applicants, parents, other persons etc. Any problem appeared during the deployment of admission competition will be reported to the Central Admission



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Commission, the only competent to decide and communicate the solution required.

(2) For the carrying out of admission competition in the best conditions, all the teaching staff must get involved actively and responsibly and answer promptly the requests of the central Admission Commission or admission commissions for the faculties.

(3) In order not to lead to wrong interpretations and disturbances in the deployment of the admission competition the thorough knowledge and rigorous observance of regulations of the Ministry of National Education and of the university are necessary.

(4) Further information about the admission contest for bachelor's degree studies in the University of Medicine and Pharmacy "Carol Davila" from Bucharest can be obtained directly from the secretariats of faculties, the secretariat of the university or from the website of the university.

(5) These Regulations come into force when they are approved by the University Senate of the University of Medicine and Pharmacy "Carol Davila" from Bucharest.

(6) When these regulations come into force, any previous regulation regarding the admission to the bachelor's degree cycles is repealed.

(7) The provisions of these regulations cease their action by law if after their adoption, national regulations with contrary or different effect come into force.