



**REGULATION
FOR ARGANIZATION OF ADMISSION PROCESS AT *NICOLAE TESTEMITANU* STATE
UNIVERSITY OF MEDICINE AND PHARMACY OF THE REPUBLIC OF MOLDOVA IN
ACADEMIC YEAR 2017-2018**

**II. ORGANIZATION AND DEVELOPMENT OF THE ADMISSION AND DOCUMENTATION
PROCESS FOR INTEGRATED HIGHER EDUCATION OF FOREIGN CITIZENS AND
STATELESS PERSONS**

1. Admission and documentation of foreign citizens and stateless persons

- 1.1 The admission and documentation of foreign citizens in the University is carried out in accordance with the Education Code, the Regulation on the Training of Foreign Citizens and Stateless Persons in Educational Institutions of the Republic of Moldova, approved by the Decision of the Government of the Republic of Moldova no. 746 of 21 June 2003; Law no. 200 of 16.07.2010 on the regime of foreigners in the Republic of Moldova, the Law on the Legal Status of Foreign Citizens and Stateless Persons in the Republic of Moldova No.275-XIII of 10.11.94, the Regulation on the Issuance of Invitation to Foreign Citizens and Stateless Persons, approved by the Government Decision No.33 of 22 January 2004, with subsequent amendments.
- 1.2 Regulation aims to establish the conditions and principles of objective and transparent selection of candidates, foreign citizens, for admission to study in the University.
- 1.3 The admission of foreign citizens to university studies is carried out on a competitive basis and aims at selecting candidates on the basis of knowledge on the subjects and skills for the language of instruction (Romanian, English, Russian), for each faculty.
- 1.4 Admission to pre-university studies (Romanian language, biology, chemistry, physics courses) is based on the contest of the average of documents on education of the candidates, according to the available places.
Note: The grading system of the country of origin is equaled to that of the Republic of Moldova, applying formulas approved by the Ministry of Education.
- 1.5 Foreign citizens and stateless persons are enrolled to pre-university and university studies, based on:
 - a) Constitution of the Republic of Moldova and Legislation in force;
 - b) International treaties, to which Moldova is a party;
 - c) Interstate, intergovernmental agreements and agreements between Ministries;
 - d) The University Charter;
 - e) Agreements between the University and other medical educational institutions abroad, duly authorized;
 - f) Individual contracts concluded between the University and foreigners;
 - g) Collaboration agreements with companies specializing in selecting candidates for studies.
- 1.6 The process of admission is carried out by Admission, Assessment and Appeals Boards, approved by the order of the Rector.
- 1.7 According to the decision of the Admission Board, assessment and interviewing of candidates for their university studies can be done by direct contact in Moldova, in the country of origin of the candidates, or on-line, supported by the University authorized representatives.



2. Registration to admission contest

- 2.1 Foreign citizens or stateless persons who hold a bachelor diploma or other equivalent documents, diploma of higher education, licentiate diploma, can be registered for the admission contest. No age limit for candidates is set at the admission contest. A foreign citizen or stateless person is a person who does not hold the citizenship of the Republic of Moldova.
- 2.2 Each candidate may apply to only one faculty and language of training.
- 2.3 The deadline for submitting the admission documents for integrated higher education for foreign or stateless candidates will be determined in accordance with the legislation in force and the academic timetable approved by the Senate.
- 2.4 The deadline for submitting applications for pre-university studies is October,13 2017.
- 2.5 Citizens of other countries are entitled to participate in the competition for admission to pre-university and university studies at the University, based only on the written invitation from the University.
- 2.6 To participate in the competition for admission to studies, candidates are required to submit to the Admission Board digital and paper versions of the following documents:
- Registration form;
 - Copy of the national identity document (national passport) valid for not less than one year from entry date on the territory of the Republic of Moldova;
 - Copies of documents of education (Bachelor Diploma or its equivalent, for pre-university or university studies) translated into Romanian, English or Russian, notarized and legalized in the manner established by the authorities of the country (Apostille - for member-states of the Hague Convention, for other countries - stamp of the Foreign Ministry of that country, with further legalization in the General Consular Directorate of the Republic of Moldova);
 - Copy of certificate of proficiency in the required language of studies;
 - Notarized copy of birth certificate;
 - Notarized copy of parental consent for persons under the age of 18;
 - Copy of marriage certificate;
 - Medical certificate that includes the following information:
 - absence of diseases that may endanger public health;
 - absence of diseases incompatible with the status of student;
 - list of vaccinations made;
 - blood group in AB0 and Rh system.
 - Declaration of responsibility for veridity and legality of submitted documents;
 - A digital photo 3 x 4 cm for passport / visa and 2 matt photos 3 x 4 for passport / visa.

Note: Documents mentioned in the clauses c), d), e), f), g), h) must be translated into Romanian, Russian or English and must be notarized in the manner established by the legal authorities of that country.

2.7 Copies of documents shall be submitted personally, by authorized persons or by e-mail to the Admission Board.

2.8 To participate in the contest for admission to studies, candidates are required to pay the admission fee personally or through authorized persons or by transfer to the bank account of the University.



3. Assessment Board

- 3.1 The Assessment Board is constituted by the order of the Rector and consists of the Head, group that develop the subjects of assessment and members of the Board.
- 3.2 The Head of the Assessment Board has the following powers:
 - a) instructs the members of the Assessment Board;
 - b) coordinates the work of the Assessment Board;
 - c) is responsible for the integrity of examination tests;
 - d) receives the results and develops and presents the report to the Admission Board.
- 3.3 Members of the group that develop the subjects of assessment have the following tasks:
 - a) develop syllabi on the disciplines (biology, chemistry, physics, language of studies);
 - b) develop tests on each discipline;
 - c) are responsible for the correctness and complexity of the examination tests in accordance with the syllabi;
 - d) ensure the integrity of the examination tests.
- 3.4 Members of the Assessment Board have the following tasks:
 - a) assess the candidate's academic studies certificates;
 - b) fill in the Admission Module of SIMU;
 - c) are responsible for the assessment of candidate's knowledge;
 - d) are responsible for the integrity of examination tests;
 - e) ensure the interviewing of candidates to studies with the purpose of assessment of professional motivation and communication skills.

4. Appeals Board

- 4.1 Appeals Board consists of the Head and members.
- 4.2 Appeals Board works from the beginning of the admission session till the date of the enrolment of candidates.
- 4.3 Appeals are submitted no later than 24 hours after posting the results of admission contest.
- 4.4 Appeals Board examines the appeal of the candidate and presents its conclusion to the Admission Board.
- 4.5 Decisions of the Appeals Board are final and shall be communicated to the applicant within 48 hours after the registration of appeal.

5. Admission procedure

- 5.1 Admission of foreign citizens and stateless persons to the University is made under this Regulation, developed and approved on the basis of university autonomy, in compliance with the legislation in force and the Regulation of the Ministry of Education.
- 5.2 Enrollment of candidates is made by the order of Rector after nostrification of submitted documents, the approval of the Ministry of Education, University approval, based on admission contest after full payment of tuition fee.
- 5.3 Competition for admission consists in obtaining the „admitted / rejected” by candidates after assessment of professional motivation and communication skills in an interview (conversation) and calculation of the contest average.
- 5.4 Graduates of the preparatory course (pre-university studies) are admitted out of competition on the first year of university studies in Romanian, based on the certificates of graduation.



5.5 Admission contest for the holders of a Bachelor's degree (or its equivalent) certified with objects biology, chemistry, physics and language of studies in the University (Romanian, English, Russian) is done using the following formula:

$$AM = 0,3MB + 0,2MC + 0,1MPh, + 0,4ML, \text{ where:}$$

AM – average mark calculated as weighted average;

MB – mark on biology from the diploma of previous studies;

MC – mark on chemistry from the diploma of previous studies;

MPh – mark on physics from the diploma of previous studies;

ML – mark on language of study from the diploma of previous studies.

Note: The grading scale of the country of origin is equated to that of Moldova, applying the formulas approved by the Ministry of Education.

5.6 If one of the components set is missing, the calculation of the average mark is based on admission examination and is done using the following formula:

$$AM = 0,3MBE + 0,2MCE + 0,1MPhE, + 0,4MLE, \text{ where:}$$

AM – average mark calculated as weighted average;

MBE – mark on biology exam;

MCE – mark on chemistry exam;

MPhE – mark on physics exam;

MLE – mark on language (of studies at the University) exam.

5.7 The admission contest average is calculated by hundredths without rounding.

5.8 The appeal of examination results is done according to the regulation in force.

6. Enrollment of candidates

6.1 Enrolment to university studies is done in a descending order of the contest average of candidates who have obtained "admitted" at the interview, on admission rounds, in the limits of available places set for each faculty and language of studies.

6.2 Information on the results of the contest is available to candidates at the end of each round of admission after approval by the Admission Board.

6.3 When more candidates have the same contest average, priority is given to candidates with:

- higher mark on language examination;
- physical disabilities that do not impede the practice of medical profession.

6.4 The admitted candidates are enrolled in the first year of studies under the Admission Board's decision, validated by the order of Rector, after full payment of tuition fee. The amount of tuition fee and other services provided are set by the University Senate for each year of study. The Admission Board has the power to examine and decide the outcome of exceptional cases, with their record in the minutes and subsequent validation of the Board's decision by order of the Rector.

6.5 The transfer of admitted candidates from a specialty to another is prohibited.

6.6 To be registered in the lists of University students, the candidates enrolled by the order of the Rector are required to submit the following documents:

- a) The national identity document (passport in the original) valid for not less than one year from entry date on the territory of the Republic of Moldova, according to the stamp applied at the state border checking point (which confirms the date and the entrance point), and a copy of the long-term visa (for those applicants who enter the Republic of Moldova visa based);
- b) A notarized copy of the national passport according to the above-mentioned remarks;



- c) Letter of acceptance to studies from the University;
- d) Original documents which confirm the previous studies (Bachelor Diploma or its equivalent);
- e) Birth certificate;
- f) Criminal record from the country of origin, translated into the language of the Republic of Moldova, Russian or English, notarized and legalized in the manner established by the state bodies of the country (for states members of The Hague Convention – Apostille, for other countries - stamp of the Ministry of Foreign Affairs of the respective country, with further legalization by General Consular Directorate of the Republic of Moldova).
- g) Evidence of financial means in the minimum amount of 1000 Euro per year;
- h) Parental consent for persons under the age of 18, notarized, translated into the state language of the Republic of Moldova, Russian or English;
- i) Medical certificate that certifies that the candidate does not suffer from diseases that may endanger public health (medical certificate of an established form with indication of the height, color of the eyes and blood group);
- j) Evidence of housing / landlord agreement drawn up by a notary / tenancy / agreement of sale (donation) of housing, order of distribution in the University hostels);
- k) Medical insurance issued by insurance companies in Moldova or international medical insurance (valid for Moldova) from the country of origin, valid for at least 3 months.
- l) Declaration of responsibility for veridity and legality of submitted documents;
- m) A digital photo 3 x 4 cm for passport / visa and 6 matt photos 3 x 4 for passport / visa.

All the above-mentioned documents are submitted in the original and in case of need – their copies, and the ones mentioned in the clauses d), e), f), g), h), and i) of the present paragraph must be translated into the state language of the Republic of Moldova, Russian or English and must be notarized by the legal authorities of the residence country.

- 6.7 Failure to submit the original documents by the set deadline, because of the candidate's exclusive fault, and / or failure to pay the tuition fee leads to the loss of the place at the University, obtained by admission examination. The vacant place is occupied by the next candidate on the contest list.
- 6.8 Foreign citizens and stateless persons enrolled for study in the University are obliged to be present at the Department of Admission, registration and documentation of foreign students within 3 days after entering the Republic of Moldova.
- 6.9 Foreign citizens and stateless persons who study in the University get the right to temporary residence for the period of study, issued by the Department of Migration of the Ministry of Internal Affairs.
- 6.10 Foreign citizens and stateless persons enrolled for study in the University are obliged to respect the Constitution of the Republic of Moldova, the University Charter, Moral Code, internal regulations of *Nicolae Testemitanu* SUMPh and orders of the Rector.

7. Final provisions

- 7.1 Candidates admitted to studies at Nicolae Testemitanu SUMPh sign an individual contract, developed on the basis of Standard Contract on studies at Nicolae Testemitanu SUMPh..
- 7.2 Students enrolled who do not come to studies for more than 10 days without good reason are expelled. Vacancies are occupied by the candidates who are following in the admission list. Tuition fee refund is made according to the individual contract.
- 7.3 Committing fraud conducive to the enrollment of candidates or finding other proven contraventions will be punished under the law in force.
- 7.4 Admission Boards' mandate extends over a calendar year.