



BIOTERRA UNIVERSITY of BUCHAREST

ACCREDITED BY LAW 480/2002

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**METHODOLOGY OF STUDENTS' ADMISSION ORGANIZATION FOR
THE UNIVERSITY YEAR 2021 – 2022/ FULL EDUCATION COURSES (Î.F.)**

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

- National Education Law no. 01/2011, with subsequent amendments and completions;
- Law no. 288/2004 regarding the organization of university studies;
- H.G. no. 299/2020 on the approval of the Nomenclature of fields and specializations / programs of undergraduate studies, structures of higher education institutions, fields of license accredited or authorized to operate provisionally, geographical locations, the number of transferable credits for each program university studies, the form of education and the language of instruction, as well as the maximum number of students that can be enrolled in the academic year 2020-2021;
- H.G. no. 297/2020 regarding the fields and programs of accredited master's university studies and the maximum number of students that can be enrolled in the academic year 2020-2021;

- O.U.G. 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 on the approval of the Methodology for receiving studies and schooling of foreign citizens starting with the school / university year 2017-2018;
- ARACIS specific standards;
- Charter of Bioterra University of Bucharest, 2018;
- Order no. 4866/2019 for the modification of the Order of the Minister of National Education and Scientific Research no. 6,156 / 2016 regarding the organization and development of the preparatory year of Romanian language for foreign citizens;
- Minister's Order no. 6102 / 15.12.2016 published in M.O. no. 1071 / 30.12.2016, with the amendments of art.13 of O.M. 3062 / 16.01.2018 published in M.O. no. 116 / 06.02.2018, approved with the address M.E.N. no. 547 / DGIU / 07.12.2018, O.M. 5618/2019 and O.M. 4205/2020.

INFORMATION FOR THE BACHELORS' STUDIES CYCLE

Chapter. I. DOMAINS AND SPECIALIZATIONS

The enrollment and admission of candidates is organized at full-time education courses (F.F.), for the bachelor's fields / specializations / programs authorized / accredited in this regard. Bioterra University of Bucharest, organizes admission to the bachelor's university study cycles for the following specializations / university study programs, corresponding to the bachelor's domains, as follows:

Nr.	Faculty	Bachelor's domain	Specializations / bachelor's university study programs	Accreditation (A) Provisional Operating Authorization (PA)	Form of education	ECTS	Maximum number of students that can be enrolled	Tuition language
1.	Agri-tourism Management in Bucharest	Engineering and management in agriculture and rural development	Engineering and management in public catering and agrotourism	A	IF	240	75	Romanian
2.	Agrotourism Management in Buzau	Engineering and management in agriculture and rural development	Engineering and management in public catering and agrotourism	A	IF	240	50	Romanian
3.	Law	Law	Law in Bucharest	A	IF	240	150	Romanian
			Law in Buzău	AP	IF	240	60	Romanian

			European and International Law in Bucharest	AP	IF	240	50	Romanian
			European and International Law in Bucharest	AP	IF	240	70	English
4.	Food Control and Expertise in Bucharest	Food Engineering	Food Control and Expertise	A	IF	240	90	Romanian
5.	Food Control and Expertise in Buzau	Food Engineering	Food Control and Expertise	AP	IF	240	50	Romanian
6.	General Medical Assistance in Bucharest	Health	General Medical Assistance	AP	IF	240	75	Romanian
			General Medical Assistance	AP	IF	240	75	English

			General Medical Assistance	AP	IF	240	50	Romanian
7.	Informatics	Informatics	Applied Informatics in Bucharest	AP	IF	180	60	Romanian
			Applied Informatics in Bucharest	AP	IF	180	120	English
			Applied Informatics in Buzău	AP	IF	180	60	Romanian

Cap. I.2. ORGANIZATION OF STUDENTS' ADMISSION TO BACHELORS'

UNIVERSITY STUDIES

Bioterra University of Bucharest, organizes admission for the academic year 2021-2022 in two sessions to the specializations / programs of bachelors' studies within U.B.d.B. as follows:

SESSION I: AUGUST 2021

- a) Registration period: JUNE 14 - JULY 30, 2021;
- b) Display of final results: 02 AUGUST 2021.

»SECOND SESSION: SEPTEMBER 2021

- a) Registration period: AUGUST 02 - SEPTEMBER 24, 2021;
- b) Display of final results: SEPTEMBER 27, 2021.

* For the specialization / program of undergraduate studies General Medical Assistance

Bioterra University of Bucharest, organizes an admission contest as follows:

SESSION I: AUGUST 2021

- a) Registration period: JUNE 14 - JULY 30, 2021;
- b) Written test: 02.08.2021, time: 9.00;
- c) Display of results: 02.08.2021;
- d) Submission of appeals: 24 hours from the display of results (02.08.2021);
- e) Displaying the results following the appeals: 04.08.2021;
- f) Display of final results: 05.08.2021.

»SECOND SESSION: SEPTEMBER 2021

- a) Registration period: AUGUST 02 - SEPTEMBER 17, 2021;
- b) Written test: 20.09.2021, time: 9.00;
- c) Display of results: 20.09.2021;
- d) Submission of appeals: 24 hours from the display of the results (20.09.2021);
- e) Displaying the results following the appeals: 22.09.2021;
- f) Display of final results: 24.09.2021.

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

Chapter I.3. CANDIDATE REGISTRATION

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

- b) Candidates enroll only on the basis of the ORIGINAL bacculaureate diploma or a copy of it, with the mention <According to the original>, based on the O.U.G. no. 41/2016.
- c) Candidates who passed the bacculaureate exam in 2021, can be enrolled based on the certificate issued by the high school, which mentions the general average of the bacculaureate.
- d) Upon enrollment, candidates will complete and sign an ENROLLMENT FORM, Annex 1 - Romanian, Annex 2 - English - for college admission and will pay the ENROLLMENT FEE
- e) The registration for the admission contest is made personally or online by the candidate based on the C.I./Passport, and in exceptional cases the registration can be done, on behalf of the candidate, by another person on the basis of a notarial power of attorney.
- f) At the admission contest for each bachelor's / master's degree program, the citizens of the member states of the European Union, of the states belonging to the European Economic Area and of the Swiss Confederation, can apply under the same conditions as the Romanian citizens, including registration fees.
- g) The registration fee for the admission contest for all specializations / bachelor's degree programs within the U.B.d.B. (except for the specialization / undergraduate program of General Medical Assistance) is 150 lei, NON-RETURNABLE, regardless of the result of the contest.
- h) The registration fee for the admission contest for the specialization / undergraduate study program General Medical Assistance is the equivalent of 50 EURO (at the B.N.R. course on the day of payment), NON-RETURNABLE, regardless of the result of the contest.
- i) Candidates from the Placement Centers are exempted from paying the registration fees. The exemption from the registration fee is approved based on the proving documents submitted by the candidate in the registration file.

- j) The children of the teaching staff in activity (teachers, educators / teachers, master instructors) are exempted from paying the registration fee. In this case, the candidates must present a certificate showing the quality of teacher for one of the parents.
- k) The definition of the quality of teacher is made based on the provisions of the National Education Law no. 1/2011, in force at the date of the competition.
- l) The children of the employees of the Bioterra University of Bucharest are exempted from the registration fee for the admission contest.
- m) Candidates benefit from a single exemption date from the payment of the registration fee, regardless of the undergraduate study program and the exam session.

Chapter. I.4. CONTENT OF THE COMPETITION FILE

From the composition of the competition file according to the provisions of the Minister's Order no. 6102 / 15.12.2016 published in M.O. no. 1071 / 30.12.2016, with the amendments of art.13 of O.M. 3062 / 16.01.2018 published in M.O. no. 116 / 06.02.2018, approved with the address M.E.N. no. 547 / DGIU / 07.12.2018 and O.U.G. no. 41/2016, the following acts are part:

1. The ORIGINAL baccalaureate diploma or a copy of it, having applied the mention <According to the original>;
2. For the promotion of the school year 2021, a certificate issued by the high school is submitted, IN ORIGINAL, in which the general average from the baccalaureate is mentioned;
3. Copy of birth certificate, bearing the endorsement <According to the original>;
4. Marriage certificate / Court decision to change the name (as the case may be) in copy, having applied the mention <According to the original>;
5. .I.C/Passport with the words <According to the original> applied;
6. Medical certificate issued by the family doctor;

7. Three color photos type 3/4 cm;

8. Proof of payment of the registration fee (account statement / receipt).

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

9. Copy of the transcript from the high school period, having applied the mention <According to the original>;

10. Agreement regarding the processing of personal data, Annex 3 - Romanian language, Annex 4 - English language.

Head. I.5. ORGANIZATION OF THE STUDENTS' ADMISSION CONTEST FOR THE SPECIALIZATIONS / UNIVERSITY BACHELOR'S STUDIES PROGRAMS

1. The organization of the admission contest and the evaluation of the candidates' files are carried out by the admission commissions, and as the case may be, the commissions for analysis and settlement of appeals, designated separately for each specialization / bachelor studies program.

2. The commissions are made up of teachers from the U.B.d.B. and are established by the decision of the Dean at the proposal of the Faculty Councils.

3. Each commission shall be composed of the chairman, members and secretary of the commission.

4. The chairman of the commission must hold the didactic degree of (university professor / associate professor or head of works / university lecturer).

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

* For undergraduate programs in Bucharest, branches and extensions: Engineering and Management in Public Food and Agrotourism, Food Control and Expertise, Law, European

and International Law, Applied Informatics, the admission contest consists of the general average of the exam of bacalaureate.

6. The overall admission average is calculated as resulting from:

a) the general average from the bacalaureate exam.

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

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

a) the lists of admitted candidates;

b) lists of rejected candidates.

9. The final results will be displayed on the notice boards of the faculties and on the U.B.d.B.

10. If two or more candidates obtain equal averages, the general average during the high school period will be taken into account in the contest.

11. Students declared admitted have the obligation to conclude, within 5 working days, a framework contract for bachelor 'studies, a document that will be signed by both parties and to pay 50% of the amount of tuition fees for year I .

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

* For the bachelor 'studies program of General Medical Assistance in Bucharest and Buzau, the admission contest consists of a WRITTEN TEST - grid test in the discipline HUMAN BIOLOGY.

13. The Admission Commission within the Faculties of General Health Care will display the nominal lists of candidates who are entitled to take the entrance exam and the distribution they have 24 hours before the start of the exam.

14. Candidates are required to verify the accuracy of the data entered in the list displayed and to notify the admission commissions of any discrepancies.
15. The written test takes place for a maximum of 3 hours from the receipt of the subjects.
16. The Commission is obliged to draw up the correction scales which will be displayed within 1 hour of the completion of the entrance examination.
17. Upon entering the examination room where the written test is held, the candidate presents his / her identity card / passport. It is forbidden to hold mobile phones, books and other teaching materials.
18. The distribution of the candidates in the examination room is done in alphabetical order and the distance of two places.
19. Candidates will enter in the halls where the written test is held, with at least 60 minutes before the start of the content.
20. The chairman of the supervisory board, from each examination room, will explain the technical way to complete the standard forms used in the examination.
21. Candidates who will not be present in the hall at the time of the distribution of the subjects, lose the right to take the written test.
22. Any fraud or attempt proven to be fraud during the written test shall be sanctioned by excluding the candidate from the entrance examination, stating in all documents "excluded from the examination".
23. In the event of fraud, the chairman of the supervisory board shall draw up a report which he shall sign together with the other members of the supervisory board and the candidate concerned. If the candidate refuses to sign the minutes, the refusal is recorded.
24. At the end of the examination, the candidates submit the papers to the chairman of the supervisory board, under their own signature on the basis of a nominal table.
25. The evaluation of the grid tests from the written test is made on the basis of the score resulting from the application of the correction grid by the admission commission.

26. The marks obtained in the written test shall be displayed on the notice board of the organizing faculty within 24 hours from the date of the examination, under the signature of the chairman of the Admission Commission and its secretary.
27. The appeals regarding the results obtained at the written test shall be submitted personally by the candidate, at the secretariat of the organizing faculty, within 24 hours from the date / time of displaying the results and shall be resolved within 24 hours from the date / time. expiration of the term for filing appeals.
28. The decisions of the Commission for the analysis and settlement of appeals are final.
29. The deliberation of the commission regarding the establishment of the results of the entrance exams is not public.
30. The ranking of the candidates is made in the descending order of the averages obtained at the admission contest within the limits of the places approved for each study program.
31. The minimum general admission average for undergraduate university studies may not be less than 5.00 (five).
32. If two or more candidates obtain equal averages, the general average for the discipline of BIOLOGY during high school will be taken into account for the equality; if there is another equality, in this situation, it will be taken into account the general average from the baccalaureate exam and / or the general average during the high school studies.
33. The display of the results obtained at the admission contest is made as follows:
- a) provisional lists, with the ranking of candidates generated after admission;
 - b) the final lists with the ranking of the candidates generated after the settlement of the appeals that include the final and indisputable results;
 - c) lists of rejected candidates.
34. The final results will be displayed on the notice board of the Faculty of General Health Care and on the website of the U.B.d.B.

35. The students declared admitted have the obligation to conclude within 10 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 tuition fee for year I.

36. If, within 10 days, a candidate declared admitted, does not confirm the vacancy, it is considered a vacancy and will be filled by dragging the list of candidates who obtained passing the entrance exam.

37. Incomplete files will not be processed, being declared rejected. If the completion of the files is requested, the Faculty of General Health Care will resume the steps described in the Admission Methodology.

Chapter I.6. ADMISSION TO UNIVERSITY BACHELORS' STUDIES FOR FOREIGN CITIZENS

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

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

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

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

Romanian language, literature, culture and civilization lectureships in universities abroad / by the Romanian Language Institute or by the Romanian Cultural Institute.

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

The following are exempt from this test:

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

I.6.2. The registration file of foreign nationals must contain the following documents:

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

- k) medical certificate issued by the family doctor in a language of international circulation;
- l) agreement regarding the processing of personal data, Annex 3 - Romanian language, Annex 4 - English language.

I.6.3. The candidature files prepared according to Chapter I.6 (I.6.2.)

The files are sent directly to the International Relations Center of the U.B.d.B., during the period: 01 FEBRUARY - 06 AUGUST 2021.

1. The U.B.d.B. evaluates the files, according to the legal regulations in force, and communicates the M.E.C (National Ministry of Education).- D.G.R.I.A.E. the list of persons proposed for issuing the letter of acceptance to studies;
2. the list of candidates will be sent to the M.E.C (National Ministry of Education);
3. the list will be accompanied by a copy of the candidate's file prepared according to Chap. I.6., (I.6.3.);
4. the number of files submitted must be within the maximum number of students that can be enrolled in a specialization, according to the regulations in force;
5. after analyzing the file, the M.E.C. issues the letter of acceptance;
6. M.E.C. forward the letters of acceptance to the U.B.d.B. and, as appropriate, diplomatic missions.

I.6.4. Bioterra University of Bucharest, organizes admission for the academic year 2021 - 2022 in two sessions for undergraduate programs in Bucharest, branches and extensions of the U.B.d.B. as follows:

I.6.4.1. For the bachelor's degree programs in Bucharest, branches and extensions:

Engineering and Management in Public Catering and Agrotourism, Food Control and Expertise, Law, European and International Law, Applied Informatics, the admission contest consists of the general average from the exam baccalaureate:

»SESSION I: AUGUST 2021

a) Display of final results: 02 AUGUST 2021.

»SECOND SESSION: SEPTEMBER 2021

a) Display of final results: SEPTEMBER 27, 2021.

* The final results will be displayed on the notice boards of the faculties and on the U.B.d.B.

I.6.4.2. For the bachelors' program of General Medical Assistance in Bucharest and Buzau,

the admission contest consists of a WRITTEN TEST - grid test in the discipline HUMAN

BIOLOGY:

»SESSION I: AUGUST 2021

a) Written test: 02.08.2021, time: 9.00;

b) Display of results: 02.08.2021;

c) Submission of appeals: 24 hours from the display of the results (02.08.2021);

d) Displaying the results following the appeals: 04.08.2021;

e) Display of final results: 05.08.2021.

»SECOND SESSION: SEPTEMBER 2021

a) Written test: 20.09.2021, time: 9.00;

b) Display of results: 20.09.2021;

c) Submission of appeals: 24 hours from the display of the results (20.09.2021);

d) Displaying the results following the appeals: 22.09.2021;

e) Display of final results: 24.09.2021.

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

Chapter. I.7. ANNUAL STUDY FEES FOR UNDERGRADUATE UNIVERSITY

UNDERGRADUATE STUDIES / PROGRAMS

For the academic year 2021 - 2022 the U.B.d.B. established the following fees:

Nr. crt.	Specialization / Bachelor's degree program	For full-time	Teaching language
		education (IF.) (in Euro)	
1.	Engineering and Management in Public	500(U.E.)	Romanian
	Food and Agrotourism in Bucharest	2500 (NON-U.E.)	
2.	Engineering and Management in Public	500(U.E.)	Romanian
	Food and Agrotourism in Buzau	2500 (NON-U.E.)	
3.	Law in Bucharest	500(U.E.)	Romanian
		3500 (NON-U.E.)	
4.	Law in Buzău	500(U.E.)	Romanian
		3500 (NON-U.E.)	

5.	European and	550(U.E.)	Romanian
	International Law in Bucharest	3500 (NON-U.E.)	
6.	European and	850 (U.E.)	English
	International Law in Bucharest (in English)	3500 (NON-U.E.)	
7.	Control and Expertise of	520(U.E.)	Romanian
	Food Products in Bucharest	2500 (NON-U.E.)	
8.	Control and Expertise of	520(U.E.)	Romanian
	Food Products in Buzau	2500 (NON-U.E.)	
9.	General Medical Assistance	1500(U.E.)	Romanian
	in Bucharest	4000 (NON-U.E.)	
10.	General Medical Assistance	1700 (U.E.)	English
	in Bucharest (in English)	4000 (NON-U.E.)	
11.	General Medical Assistance	1500(U.E.)	Romanian
	in Buzau	4000 (NON-U.E.)	
12.	Applied Informatics in Bucharest	1300(U.E.)	Romanian
		3500 (NON-U.E.)	
13.	Applied Informatics in Bucharest (in English)	1700 (U.E.)	English
		3500 (NON-U.E.)	
14.	Applied Informatics in Buzau	1300(U.E.)	Romanian
		3500 (NON-U.E.)	

Chapter I.8. REGISTRATION OF CANDIDATES

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

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

Chapter II. MASTER'S DEGREE CYCLE

Chapter II.1. AREAS AND MASTER'S DEGREE STUDIES PROGRAMS

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

Nr.	Specialization / Master's degree program	Title of Master's degree program	Location City	Teaching language	Full- time educati on (IF)	ECTS	Maximum number of students that can be enrolled
1	LAW	Investigation of terrorism acts	Bucharest	Romanian	IF	90	50

		and public security					
2	FOOD ENGINEERING	Inspection, expertise and legislation in food safety, environmental protection and consumer protection	Bucharest	Romanian	IF	120	50
3	ENGINEERING AND MANAGEMENT IN AGRICULTURE AND RURAL DEVELOPMENT	Performance management in public catering, agrotourism and consumer protection	Bucharest	Romanian	IF	120	50

Chapeter. II.2. ORGANIZATION OF ADMISSION FOR MASTER'S DEGREE

CURRICULUM

Bioterra University of Bucharest, organizes admission to master's degree programs in the academic year 2021 - 2022, as follows:

»SESSION I: AUGUST 2021

a) Registration period: JUNE 14 - JULY 30, 2021;

b) Display of final results: 02 AUGUST 2021.

»SECOND SESSION: SEPTEMBER 2021

a) Registration period: AUGUST 02 - SEPTEMBER 24, 2021;

b) Display of final results: SEPTEMBER 27, 2021.

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

Chapter. II.3. CANDIDATE REGISTRATION

a) Graduates with a bachelor's degree or equivalent can apply for master's degree programs.

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

c) Candidates who passed the bachelor's exam in 2021, can be registered on the basis of the certificate issued by the faculty, which mentions the general average from the bachelor's exam.

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

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

f) At the admission contest for each master's degree program, the citizens of the member states of the European Union, of the states belonging to the European Economic Area and of

the Swiss Confederation, can apply under the same conditions as the Romanian citizens, including the schooling.

g) The registration fee for the admission competition for the master's degree programs within the U.B.d.B. is 150 lei, NON-RETURNABLE, regardless of the results of the contest.

h) Candidates from the Placement Centers are exempted from paying the registration fees.

The exemption from the registration fee is approved based on the proving documents submitted by the candidate in the registration file.

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

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

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

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

Chapter II.4. CONTENT OF THE COMPETITION FILE

The content of the competition file according to the provisions of the Minister's Order no. 6102 / 15.12.2016 published in M.O. no. 1071 / 30.12.2016, with the amendments of art.13 of O.M. 3062 / 16.01.2018 published in M.O. no. 116 / 06.02.2018, approved with the address M.E.N. no. 547 / DGIU / 07.12.2018, O.M. 5618/2019 and O.U.G. no. 41/2016, must have the following documents:

1. ORIGINAL bachelor's degree or a copy thereof, with the words <According to the original> applied;

2. For the promotion of the academic year 2021, a certificate issued by the faculty is submitted, IN ORIGINAL, in which the general average from the bachelor's exam or a copy of it is mentioned, having applied the mention <According to the original>;
3. The supplement to the license diploma IN ORIGINAL or a copy of it, having applied the mention <According to the original>;
4. Baccalaureate diploma IN ORIGINAL or a copy of it having applied the mention <According to the original>;
5. Birth certificate in copy, with the words <According to the original> applied;
6. Marriage certificate / Court decision to change the name (as the case may be) in copy, having applied the mention <According to the original>;
7. C.I. / Copy passport, with the word <According to the original> applied;
8. Medical certificate issued by the family doctor;
9. Three color photos type 3/4 cm;
10. Proof of payment of the registration fee (account statement / receipt).
11. Agreement on the processing of personal data, Annex 3 - Romanian language.

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

Chapter. II.5 ORGANIZING THE ADMISSION COMPETITION FOR THE UNIVERSITY MASTER'S DEGREE PROGRAMS

1. The admission contest consists of the general average from the license exam;
2. The overall admission average is calculated as resulting from:
 - a) the general average from the license exam;
3. The ranking of the candidates is made in the descending order of the averages obtained at the admission contest and within the limits of the places approved for each master's degree program.

4. The minimum general admission average for master's university studies may not be less than 6.00 (six).
5. If two or more candidates obtain equal averages, the general average during the university studies will be taken into account for the tie.
6. The display of the results obtained at the admission contest is made as follows:
 - a) the lists of admitted candidates;
 - b) lists of rejected candidates.
7. The final results will be displayed on the notice board of the Master's Department and on the U.B.d.B.
8. Candidates declared admitted have the obligation to conclude within 5 working days a master's study contract, a document that will be signed by both parties.
9. The files of the rejected candidates or of those who give up the place obtained will be issued by the U.B.d.B., within 48 hours after the submission of an application in this respect, without the collection of additional fees.

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

CITIZENS

- II.6.1. a) For the study programs in which the educational process is carried out in Romanian, the admission is conditioned by the graduation certificate of the preparatory year of Romanian language, organized according to the regulations in force.
- b) The following categories of persons are exempted from the obligation to present the graduation certificate of the preparatory year, when enrolling in study programs with teaching in Romanian:
- b.1. persons who present Romanian study documents (diplomas and certificates) or other study documents, school situations attesting at least 4 consecutive years of studies followed in Romanian, in an educational unit / institution from the Romanian national system.

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

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

- a) birth certificate - copy and legalized translation;
- b) copy of the document certifying the permanent domicile abroad;
- c) copy of the passport;
- d) three color photographs type 3/4 cm;
- e) proof of payment of the registration fee (account statement / receipt).
- f) Application for the issuance of the letter of acceptance to studies, provided in Annex - 6, which is an integral part of this regulation, completed in all fields;
- g) copy and legalized translation of the baccalaureate diploma or its equivalent, authenticated by the competent authorities of the issuing country;
- h) certified copy and translation of the bachelor's degree or its equivalent, authenticated by the competent authorities of the issuing country;
- i) transcripts / diploma supplements - copies and legalized translations, related to the studies performed;
- j) the certificate of graduation of the preparatory year of the Romanian language;
- k) medical certificate issued by the family doctor in a language of international circulation;
- l) agreement regarding the processing of personal data, Annex 3 - Romanian language

II.6.3. The candidature files prepared according to Chapter II.6., (II.6.2.) Are sent directly to the Center for International Relations of the U.B.d.B. in the period: 01 FEBRUARY - 06 AUGUST 2021.

1. The U.B.d.B. evaluates the files, according to the legal regulations in force, and communicates the M.E.C.- D.G.R.I.A.E. the list of persons proposed for issuing the letter of acceptance to studies;
2. The list of candidates will be sent to the M.E.C .;
3. The list will be accompanied by a copy of the candidate's file prepared according to Chap. II.6., (II.6.2.);
4. The number of submitted files must be included in the maximum number of master students that can be enrolled in a specialization, according to the regulations in force;
5. After analyzing the file, the M.E.C. issues the letter of acceptance;
6. M.E.C. forward the letters of acceptance to the U.B.d.B., and as the case may be, to the diplomatic missions.

II.6.4. Bioterra University of Bucharest, organizes admission to the master's degree programs 2021-2022, as follows:

»SESSION I: AUGUST 2021

- a) Display of final results: 02 AUGUST 2021.

»SECOND SESSION: SEPTEMBER 2021

- a) Display of final results: SEPTEMBER 27, 2021.

*. The final results will be displayed on the Master's Department notice board and on the U.B.d.B.

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

1. The admission contest consists of the general average from the license exam;
2. The overall admission average is calculated as resulting from:
 - the general average from the license/bachelor's exam;
3. The ranking of the candidates is made in the descending order of the averages obtained at the admission contest and within the limits of the places approved for each master's degree program.
4. The minimum general admission average for master's university studies may not be less than 6.00 (six).
5. If two or more candidates obtain equal averages, the general average during the university studies will be taken into account for the tie.
6. The display of the results obtained at the admission contest is made as follows:
 - a) the lists of admitted candidates;
 - b) lists of rejected candidates.
7. The final results will be displayed on the notice board of the Master's Department and on the U.B.d.B.
8. Candidates declared admitted have the obligation to conclude within 5 working days a master's study contract, a document that will be signed by both parties.
9. The files of the rejected candidates or of those who give up the place obtained will be issued by the U.B.d.B., within 48 hours after the submission of an application in this respect, without the collection of additional fees.

Chapter. II.7. STUDY FEES

For the master's degree cycle 2021-2022, the Senate of the U.B.d.B. established the following study fees:

Nr.	Title of Master's degree program	Time studied	Fee/ Semester (Euro)	Total Fee (Euro)	Teaching language
1.		4 semesters	300 (U.E.)	1200 (U.E.)	Romanian

	PERFORMANCE MANAGEMENT IN PUBLIC FOOD, AGRICULTURE AND CONSUMER PROTECTION		(500 NON- U.E.)	(2000 NON-U.E.)	
2.	INVESTIGATION OF TERRORISM AND PUBLIC SECURITY ACTS	3 semesters	300 (U.E.) (500 NON-U.E.)	900 (U.E.) (1500 NON-U.E.)	Romanian
3.	INSPECTION, EXPERTISE AND LEGISLATION IN FOOD SAFETY, CONSUMER PROTECTION AND ENVIRONMENTAL PROTECTION	4 semesters	300 (U.E.) (500 NON- U.E.)	1200 (U.E.) (2000 NON-U.E.)	Romanian

Chapter. II.8. REGISTRATION OF CANDIDATES

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

Chapter. III. FINAL AND TRANSITIONAL PROVISIONS

1. The final lists with the ranking of candidates and the lists of rejected candidates shall be drawn up and displayed in Romanian / English, as the case may be.
2. The registration form for admission, the framework contract for the undergraduate / master's degree cycle and the annual study contract are drawn up in Romanian / English, as the case may be.
3. The letter of acceptance is valid only for the higher education institution for which it was issued, starting with the academic year for which it was issued and for the respective university cycle. Any change in the academic course that contradicts the documents in the initial letter of acceptance, will be regulated, at the request of the educational institution involved, by the issuance by the MEC of a new letter of acceptance.
4. Foreign nationals have the following obligations:
 - a) to respect the Romanian Constitution and the laws of the Romanian state;
 - b) to observe the internal regulations of the educational institution in which it carries out its activity;
 - c) to comply with the provisions of this methodology.

This present methodology was approved within the Senate Meeting of Bioterra University of Bucharest on January 18, 2021.

RECTOR,

Prof. Eng. FLOAREA NICOLAE, PhD