

RECOGNITION/EQUIVALENCE OF BACCALAUREATE, BACHELOR'S, MASTER'S AND DOCTORAL DEGREES ISSUED BY ACCREDITED EDUCATIONAL INSTITUTIONS ABROAD

This procedure refers to the academic documents certifying the completion of high school studies, as well as undergraduate, master's and doctoral studies, completed at an accredited institution abroad.

The recognition of academic documents completed abroad by citizens who want to continue their studies in Romania is carried out by the National Center for Recognition and Equivalence of Diplomas (C.N.R.E.D.).

The procedure applies to the following categories of citizens who want to study at the University of Bucharest, for undergraduate, master's and doctoral studies, as well as for the preparatory year:

- a) Romanian citizens;
- b) citizens of other member states of the European Union and the European Economic Area and those of the Swiss Confederation;
- c) citizens of third countries who benefit from equal treatment with Romanian citizens and persons who benefit from a form of international protection on the territory of Romania, according to the law.

The files are submitted to C.N.R.E.D. through higher education institutions.

The procedure is posted on the website of the University and on the websites of the Faculties, in Romanian and English.

Description of the procedure (according to the outline in Appendix 1):

1. The candidate sends the following documents to the faculty, by e-mail:

- the application form for the admission competition;
- the declaration by which he/she acknowledges that he/she cannot be enrolled if C.N.R.E.D. does not equate/recognize the studies (Annex 3);
- the file for the recognition of study documents.

2. The file for the recognition of study documents includes the following papers:

a. standard application (downloadable from the C.N.R.E.D. website);

b. the study document for equivalence/recognition:

- copy, if the document is written in Romanian/English/French/Spanish/Italian;

- copy and legalized translation into Romanian - for other foreign languages.

c. diploma supplement/transcript or any other study document proving the academic performance:

if recognition of the major is requested or the field of study is not mentioned on the diploma:

- copy - if the document is written in Romanian/English/French/Spanish/Italian;

- copy and authorized translation into Romanian - for other foreign languages.

d. other relevant documents, if applicable;

e. personal identification documents, in copy:

- passport;

- identity card;

- proof of name change (if applicable), in copy (for Romanian/English/French/Spanish/Italian) - and legalized translation (for other foreign languages);

f. proof of payment of the fee for the assessment of the file, in copy (fees can also be paid in euros).

For other updated details on the file, you can access C.N.R.E.D. website, as follows:

- recognition and equivalence of pre-university studies:

<https://cnred.edu.ro/studii-preuniversitare/>

- recognition and equivalence of undergraduate, master's and doctoral studies:

<https://cnred.edu.ro/studii-universitare/>

3. The Recognition and Equivalence Commission/Admission Commission at the faculty level verifies the provision of all necessary documents.

4. If the Recognition and Equivalence Commission/Faculty Admission Commission finds that the file is incomplete, it rejects the application and informs the candidate.

5. If the Recognition and Equivalence Commission/Faculty Admission Commission finds that the file is complete, the following steps are taken:

- The Secretariat assign a unique registration number on the recognition application, completed by the candidate, with the following structure: UBFFFXPPPNN, where UB represents the University of Bucharest, FFF represents the faculty code, X represents the study cycle (D-doctorate, L-bachelor's degree, M-master's degree), PPP represents the abbreviation of the study program and NN represents the numerical code, assigned to each file, starting with 01).
- The Secretariat scans each document in the candidate's file separately, together with the commission's opinion (Appendix 2), and sends the file, in electronic format, to the UB Rectorate, at the e-mail address cnred@g.unibuc.ro. The subject of the e-mail will be the registration number on the standard application, followed by the candidate's name, written in capital letters;
- The files of candidates for bachelor's and master's degree studies are submitted by July 31;
- The files of candidates for doctoral studies are submitted at least 30 days before the start of the study program, supplemented by a report specifying the enrollment period for these programs.

6. The Rectorate verifies the candidate's file.

- If it is found that a candidate's file requires completion or clarification, the faculty receives a notification from the Rectorate. The faculty sends the notification to the candidate.
- The documents that complete the initial file are sent by the faculty to the e-mail address cnred@g.unibuc.ro, the subject being: initial registration number_candidate's name_file completion.

7. The Rectorate, through the designated persons, uploads the complete files, supplemented by a communication, to the drive associated with the cnred@g.unibuc.ro account and sends them to C.N.R.E.D., through the Single Electronic Contact Point (PCUe), according to the procedure established by C.N.R.E.D.

8. C.N.R.E.D. checks the documents and sends the University the agreement/request for additional information/resolution to invalidate the file. The assessment of the documents and the issuance of the decision of C.N.R.E.D. shall be carried out within a maximum of 30 working days from the date of registration of the complete file. This time limit may be extended in the event of further checks or consultation of external experts.

9. If C.N.R.E.D. finds that the file is incomplete, it informs the institution on the completion of the file within 3 months from the date of receipt of the notification.

10. If the applicant does not complete the file within the specified deadline, C.N.R.E.D. archives

the file, and the procedure will be resumed based on the submission of a new file.

11. The decision of C.N.R.E.D. can be contested only once, within 30 working days from the date of receipt, through a reasoned request. C.N.R.E.D. decides on the requests within 60 working days. The resolution period may be extended in justified cases, the applicant being informed in this regard.

12. For validated files, C.N.R.E.D. issues the Certificate of Recognition of Studies or a provisional certificate (in electronic format) and sends it to the university, through the Single Electronic Contact Point (PCUe).

13. The Rectorate sends to the faculties, exclusively by e-mail, the certificates of recognition of studies.