



BIOTERRA UNIVERSITY OF BUCHAREST

ACCREDITED BY LAW 480/2002

Gârlei Str., no. 81, district 1, Bucharest, postal code 013724

Tel./Fax +0040 21 490.61.29, 21 490.61.27,

021 269.34.47, 021 269.34.38

www.bioterra.ro

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METHODOLOGY FOR ORGANIZATION AND IMPLEMENTATION OF ADMISSION FOR THE UNIVERSITY YEAR 2018 - 2019 IN FREQUENCY EDUCATION COURSES

This methodology has been developed in accordance with:

- The Law of National Education no. 01/2011, with subsequent amendments and completions;
- Law no. 288/2004 regarding the organization of university studies;
- G.D. no. 615/2017 regarding the approval of the Nomenclature of the fields and of the specialization / bachelor's degree programs, of the structures of the higher education institutions, of the licensed domains authorized to operate temporarily, of the geographic locations in progress, of the number of transferable credits per program university education, the form of education and the language of instruction, as well as the maximum number of students who can be taught in the academic year 2017-2018;
- G.D. no. 117/2017 regarding the fields and programs of accredited academic university studies and the maximum number of students that can be taught in the academic year 2017-2018;
- G.E.O. no. 41/2016 regarding the establishment of simplification measures in the central public administration and for the modification and completion of some normative acts;
- ARACIS specific standards;
- The University Charter of Bioterra University Bucharest;
- Order of the Minister of National Education and Scientific Research no. 6102 / 30.12.2016 regarding the approval of the Framework Methodology regarding the organization and carrying out of the admission in the bachelor's degree programs.

I. LICENSE UNIVERSITY CYCLE STUDIES

I.1. AREAS AND SPECIALIZATIONS

Candidates' registration and admissions are organized at Frequently Educated Courses (FE) for licensed / specialisations / bachelor's degree programs / accredited degree programs.

Bioterra University Bucharest organizes admissions in the university degree courses for the following specializations / Bachelor's degree program, corresponding to the license areas, as follows:

Crt. No.	Faculty	License Field	Specialization / Bachelor's degree program	Accreditation (A) Authorization for Provisional Operation (AP)	Form of education	Number of transferable study credits	Maximum number of students who can be trained
1.	Agroturistic Management	Engineering and management in agriculture and rural development	Engineering and Management in Public Nutrition and Agrotourism	A	IF	240	75
2.	Agroturistic Management in Focsani	Engineering and management in agriculture and rural development	Engineering and Management in Public Nutrition and Agrotourism	A	IF	240	60
3.	Agroturistic Management in Buzau	Engineering and management in agriculture and rural development	Engineering and Management in Public Nutrition and Agrotourism	A	IF	240	50
4.	Engineering of Food Products	Engineering of Food Products	Engineering of Food Products	A	IF	240	50
5.	Law	Law	Law	A	IF	240	100
6.	Control and Expertise of Food Products	Engineering of Food Products	Food control and expertise	A	IF	240	90
			Consumer and environmental protection	AP	IF	240	90
7.	Control and Expertise of Food Products in Alexandria	Engineering of Food Products	Food control and expertise	A	IF	240	75
8.	Control and Expertise of Food Products in Slobozia	Engineering of Food Products	Food control and expertise	A	IF	240	75
9.	Control and Expertise of Food Products in Buzau	Engineering of Food Products	Food control and expertise	AP	IF	240	50
10.	General Medical Assistance	Health	General Medical Assistance	AP	IF	240	45

I.2. ORGANIZATION OF ADMISSION

Bioterra University Bucharest organizes admission for the academic year 2018 -2019 in two sessions in all specializations / bachelor's degree programs as follows:

»SESSION I: JULY 2018

- Registration period: 18 JUNE - 03 AUGUST 2018;
- Displaying the final results: 04 AUGUST 2018.

»SESSION II: SEPTEMBER 2018

- Registration date: 06 August - 26 September 2018;
- Display final results: 27 SEPTEMBER 2018.

* For the specialization / university studies program The General Medical Assistance, Bioterra University Bucharest, organizes an admission contest as follows:

»SESSION I: JULY 2018

- Registration period: 18 JUNE - 03 AUGUST 2018;
- Written test: 06.08.2018, hour: 9.00.
- Display results: 06.08.2018;
- Submitting complaints: 06.07.08.2018
- Displaying results following complaints: 08.08.2018
- Displaying final results: 08.08. 2018.

»SESSION II: SEPTEMBER 2018

- Registration date: 06 August - 24 September 2018;
- Written test: 25.09.2018, hour: 9.00.
- Display results: 25.09.2018;
- Submitting complaints: 25,26.09.2018
- Displaying results following complaints: 27.09.2018
- Display final results: 27. 09.2018.

* The results for all the specializations / Bachelor's degree program will be displayed at the faculty's notice boards and on the BUB site.

I.3. REGISTRATION OF CANDIDATES

They may apply for admission to higher education, high school graduates with a baccalaureate diploma or diploma equivalent to this for the Bachelor's degree program for the FE studies programs.

Candidates are registered only on the basis of the baccalaureate diploma in ORIGINAL or a copy of it, bearing the indication *<According to the original>*, according to E.O.G. no. 41/2016.

Candidates who passed the baccalaureate exam in 2018 may be enrolled on the basis of the certificate issued by the high school, which indicates the baccalaureate general average.

Upon enrollment, candidates will complete and sign an ENTRY FORM (Annex 1 for admission to faculty, Annex 2 for admission to the Masters) and will pay the REGISTRATION FEE.

Entry to the admission contest is done personally by the candidate based on the P.C. / Passport, and in exceptional cases the enrollment can be made, on behalf of the candidate, by another person on the basis of notarial proxy.

At the admission contest for each degree program, the citizens of the Member States of the European Union, of the countries belonging to the European Economic Area and of the Swiss Confederation can apply under the same conditions as the Romanian citizens, including the enrollment fees.

For non-U.E. foreign citizens, the conditions in force, established by the relevant ministry, will be respected.

Upon admission for university study programs under license in Romanian, foreign nationals are required to submit a certificate of linguistic competence for Romanian language issued by institutions authorized by the competent ministry.

The admission fee for all BUB Bachelor's degree programs / programs (with the exception of the Bachelor's degree / **General Medical Assistance**) is **150 lei**, UNRETURNED, regardless of the results of the contest.

The registration fee for the admission fee for the specialization / licensing program **General Medical Assistance** is **50 EURO** (at the NBR course on the day of payment), non-refundable, regardless of the result of the contest.

They are exempt from enrollment fees, candidates from the Placement Centers. Exemption from the registration fee is approved on the basis of the supporting documents submitted by the candidate in the enrollment file.

They are exempt from the enrollment fee, the children of the teaching staff involved (teachers, educators / teachers, foremen instructors). In this case, the candidates must submit a certificate stating the quality of one of the parents' teaching staff.

The definition of the teaching quality is based on the provisions of the National Education Law no.1 / 2011, in force at the time of the contest.

They are exempt from the registration fee for the admission contest, the children of the employees of Bioterra University Bucharest.

Candidates benefit from a one-time exemption from the registration fee, regardless of the bachelor's degree program and the exam session.

I.4. COMPONENT OF THE COMPETITION DOSSIER

From the component of the competition file according to O.M. no. 6102 / 30.12.2016 and G.E.O. no. 41/2016, the following acts are included:

1. Baccalaureate Diploma in ORIGINAL or a copy of it, with the indication *<According to the original>*;
2. For the promotion of the school year 2018 a certificate issued by the high school, in ORIGINAL, shall be submitted, indicating the baccalaureate general average;
3. The Birth Certificate of Copy, bearing the indication *<According to the original>*;
4. Certificate of marriage/Judicial decision to change the name (if necessary) in copy, having the mention *<According to the original>*;
5. I.C. / Copy passport bearing the indication *<According to the original >* ;

6. The medical certificate issued by the family doctor;
7. Three color photographs, type 3/4 cm;
8. Proof of payment of the registration fee (statement / receipt).

The competition files of the candidates with the submitted papers remain throughout the admission contest at the secretariats of the faculties / bachelor degree programs where the registration was made.

9. For the bachelor's degree program, the **General Medical Assistance**, a copy of the postgraduate course, having the mention < *According to the original*>;

I.5. IMPLEMENTATION OF THE ADMISSION COMPETITION

»Organizing the admission contest and evaluating the motivational essay is done by the admissions committees, and the appeal and resolution commissions, designated separately for each specialization / degree program.

»The commissions are made up of teaching staff of BUB and shall be established by decision of the Dean at the proposal of the faculty councils.

"Each committee is made up of the president, members and secretary.

»The president of the commission must have the teaching degree of a professor / associate professor or head of works / lecturer.

»The commission secretary must have a teaching degree and have only document management duties.

For graduate degree programs: M.A.T., I.P.A., C.E.P.A., P.C.M., LAW and subsidiaries, the admission contest consists of a motivational essay and the general average from the baccalaureate exam;

»The average admissions average is calculated as follows:

- the average of the baccalaureate exam;
- the qualification obtained when preparing the motivational essay (Admitted / Rejected).

»The minimum general admission level for university degree studies may not be less than 5.00 (five).

»The hierarchy of the candidates is in the descending order of the averages obtained at the admission contest and within the limits of the approved places for each degree program of university studies.

»Displaying the results obtained at the admission contest is done as follows:

- provisional lists, with hierarchy of candidates generated after admission;
- the final lists with hierarchy of candidates generated after solving the contestations that contain the definitive and incontestable results;
- lists of rejected candidates.

»These will be displayed at the faculty's notice boards and on the BUB.

»If two or more candidates obtain equal averages, the general average for the BIOLOGY discipline during the high school studies will be taken into consideration.

- For the Faculty of General Medical Assistance, WRITTEN TEST consists of a grid test at the HUMAN BIOLOGY discipline.

»Commissions of General Nursing faculties will display the nominees lists of candidates who have the right to attend the admission exam and assignment to their halls 24 hours before the exam begins.

»Candidates have the obligation to verify the accuracy of the data entered in the displayed lists and to notify the examination boards of any inconsistencies.

»The written test is for a maximum of 3 hours after receiving the topics.

"The Commission has the obligation to draw up the correction scales to be displayed during the written test.

»At the entrance to the examination room where the written test is held, the applicant presents the identity card / passport, being forbidden the entrance with the possession of mobile phones, books and other teaching materials.

»Candidates are distributed in alphabetical order and at a distance of two places.

»Candidates will enter the halls where the written test is held, at least 60 minutes prior to the start.

»The members of the board / committees in each room distribute the exam materials and explain how to use them.

»Candidates who will not be present in the room at the time of distribution of the topics will lose the right to take the written test.

"Any fraud or attempt fraud during the written test shall be sanctioned by the removal of that candidate from the admission exam, and shall be mentioned in all documents" removed from the examination ".

"In the case of fraud, the person in charge of the supervisory committee shall draw up a report to be signed with the other members of the Supervisory Committee and the candidate concerned. In case the candidate refuses to sign the minutes, the refusal is registered.

»At the end of the exam, the candidates give their own papers under the signature of the supervisor responsible on the basis of a nominal table.

»The evaluation of the grid tests from the written test is based on the score resulting from the application of the correction grid by the admissions committee.

»The scores obtained at the written test are displayed on the notice board of the organizing faculty not later than 24 hours from the date of the exam, under the signature of the chairperson of the admissions committee and its secretary.

»The contestations regarding the results obtained at the written test are submitted personally by the candidate, at the secretariat of the organizing faculty and are solved within 24 hours after the results of the analysis and resolution commissions are displayed.

»The Commission's decisions on the analysis and resolution of appeals are final.

»The deliberation of the commission on determining the results of admission exams is not public.

»The hierarchy of candidates is done in descending order of the averages obtained at the admission contest and within the limits of the approved places for each study program.

»If two or more candidates obtain equal environments, the general average for the BIOLOGY discipline during the high school studies and, as the case may be, the general average for the baccalaureate exam, shall be taken into account.

»Displaying the results obtained at the admission contest is done as follows:

- provisional lists, with hierarchy of candidates generated after admission;

-the final lists with hierarchy of candidates generated after solving the contestations that contain the definitive and incontestable results;

- lists of rejected candidates.

»These will be displayed on the notice board of the GMA and on the BUB.

I.6. ANUAL STUDY FEES

For the academic year 2018-2019 the Senate of BUB has set the following fees:

Crt.No.	Specialization	Form of FE (Euro)
1.	M.A.T.	500
2.	I.P.A.	500
3.	LAW	500
4.	C.E.P.A.	520
5.	ENVIRONMENTAL AND CONSUMER	520

	PROTECTION	
6.	MAT - FOCSANI	500
7.	MAT - BUZAU	500
8.	CEPA - ALEXANDRIA	570
9.	CEPA - SLOBOZIA	520
10.	CEPA - BUZĂU	520
11.	GENERAL MEDICAL ASSISTANCE	1500

I.7. INMATRICULATION OF CANDIDATES

The registration of the candidates declared admitted after the admission contest is made by the rector's decision. After the registration decision, the students are enrolled in the Single Matricol Register (SMR), with a unique number, valid for the entire period of study at the specialization / university degree program they were admitted to.

Registered students have the obligation to conclude an annual study contract with the higher education institution, a document that will be signed by both parties. A copy of it will be handed to the student.

II. MASTER UNIVERSITY STUDY CYCLE

II.1. AREAS AND SPECIALIZATIONS

The Bioterra University Bucharest organizes admissions in the Master's degree courses for the following master study areas:

Crt. No.	Master's field of study	Name program of master's degree studies	Geographic location	Teaching language	Form of education	Number of transferable study credits	The maximum number of students that can be trained
1	LAW	Investigation of acts of terrorism and public security	Bucharest	Romanian	IF	90	50
2	FOOD INDUSTRY ENGINEERING	Inspection, expertise and legislation on food safety, environmental protection and consumer protection	Bucharest	Romanian	IF	120	50
3	ENGINEERING AND MANAGEMENT	Performance management in public catering, agritourism and consumer protection	Bucharest	Romanian	IF	120	50

II.2. ORGANIZATION OF ADMISSION

Bioterra University of Bucharest organizes admission to Master's degree courses 2018 - 2020, as follows:

»SESSION I: JULY 2018

- Registration period: 18 JUNE - 03 AUGUST 2018;
- Displaying the final results: 04 AUGUST 2018.

»SESSION II: SEPTEMBER 2018

- Registration date: 06 August - 26 September 2018;
- Display the final results: 27 SEPTEMBER 2018.
- * The results will be displayed at the faculty's notice boards and on the BUB website.

II.3. REGISTRATION OF CANDIDATES

Graduates with a Bachelor's degree or equivalent may apply for Master Degree programs.

Candidates enroll only on the basis of the ORIGINAL license or a copy of it, with the mention *<According to the original>*, as stipulated by G.E.O. no. 41/2016.

Candidates who passed the bachelor's examination in 2018 may be enrolled on the basis of the certificate issued by the faculty, stating the average of the license exam.

Upon enrollment, candidates will complete and sign a Registration Form (Annex 1) and pay the REGISTRATION FEE.

Entry to the admission contest is done personally by the candidate based on the C.I. / Passport, and in exceptional cases the enrollment can be made, on behalf of the candidate, by another person on the basis of notarial proxy.

At the admission contest for each cycle and master degree program, the citizens of the Member States of the European Union, of the countries belonging to the European Economic Area and of the Swiss Confederation may apply under the same conditions as the Romanian citizens, including in respect of schooling fees.

For non-U.E. foreign citizens, the conditions in force, established by the relevant ministry, will be respected.

Upon admission to Romanian master study programs with teaching in Romanian, foreign citizens are required to submit a certificate of linguistic competence for Romanian language issued by institutions authorized by the competent ministry.

The registration fee for the admission contest for Master's degree programs within BUB is **150 lei**, UNRETURNED, regardless of the results of the contest.

They are exempt from enrollment fees, candidates from the Placement Centers. Exemption from the enrollment fee is approved on the basis of the supporting documents submitted by the candidate in the enrollment file.

They are exempt from the enrollment fee, the children of the teaching staff involved (teachers, educators / teachers, foremen instructors). In this case, the candidates must submit a certificate stating the quality of one of the parents' teaching staff.

The definition of the teaching quality is based on the provisions of the National Education Law no.1 / 2011, in force at the time of the contest.

The children of the employees of the Bioterra University Bucharest are exempt from the admission fee.

Candidates benefit from a one-time exemption from the registration fee regardless of the master's degree program chosen and the examination session.

II.4. COMPONENT OF THE COMPETITION FILE

From the file of the competition file according to O.M. no. 6102 / 30.12.2016 and G.E.O. no. 41/2016, the following acts are included:

1. The Bachelor's Degree in ORIGINAL or a copy of it, bearing the statement <According to the original>;
2. For the promotion of the academic year 2018 a certificate issued by the faculty, in ORIGINAL, shall be submitted, mentioning the general average of the license exam or a copy of it, bearing the statement <According to the original>;
3. Supplement to the Bachelor's Degree in ORIGINAL or a copy of it, bearing the statement <According to the original>;
4. The baccalaureate diploma in ORIGINAL or a copy of it with the mention <According to the original>;
5. Birth certificate with copy, bearing the statement <According to the original>;
6. Certificate of marriage / court decision to change the name (if necessary) in copy, having the mention <According to the original>;
7. C.I. / Copy passport with the mention < According to the original > ;
8. The medical certificate issued by the family doctor;
9. Three color photographs, type 3/4 cm;
10. Proof of payment of the registration fee (account / receipt).

Candidates' files with the papers submitted shall remain for the entire period of admission to the Master's Department secretariat where registration was made.

II.5. IMPLEMENTATION OF THE ADMISSION COMPETITION

The admission competition consists of a motivational essay and general media from the license exam;

»The average admissions is calculated as follows:

- the general average of the license exam;
- the qualification obtained when preparing the motivational essay (Admitted / Rejected).

»The minimum general admission for master's degree studies may not be less than 6,00 (six).

»The hierarchy of candidates is made in descending order of the averages obtained at the admission contest and within the limits of the approved places for each master's degree program.

»Displaying the results obtained at the admission contest is done as follows:

- lists of candidates admitted;
- lists of rejected candidates.

»These will be displayed at the Master's Department's notice board and on the BUB website.

I.6. STUDY FEES

For the Master's degree course 2018-2020, the BUB Senate has set the following fees:

Crt. No.	Specialization Master	Length of studies	Value Fee / Semester (Euro)	Total value (Euro)
1.	PERFORMANCE MANAGEMENT IN PUBLIC FOOD, AGRICULTURE AND CONSUMER PROTECTION	4 semesters	300	1200
3.	INVESTIGATION OF TERRORIST	3 semesters	300	900

	AND PUBLIC SECURITY ACTS			
4.	INSPECTION, EXPERTISE AND LEGISLATION IN FOOD SAFETY, CONSUMER PROTECTION AND ENVIRONMENTAL PROTECTION	4 semesters	300	1200

II.7. REGISTRATION OF CANDIDATES

The registration of the candidates declared admitted after the admission contest is made by the rector's decision. After the registration decision, the master students are enrolled in the Single Matricol Register (SMR), with a unique number, valid for the entire period of study at the specialization / Master's degree program to which they were admitted.

The enrolled 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. A copy of it will be handed over to the master.

III. FINAL AND TRANSITORY PROVISIONS

The motivational essay is elaborated in Romanian (ANNEX 3 for admission to faculty, ANNEX 4 for ADMISSION TO MASTER).

The provisional lists, the final lists with the hierarchy of the candidates and the lists of the rejected candidates are drawn up and displayed in Romanian.

The enrollment form for admission and the annual study contract are drafted in Romanian.

This document was approved in the Senate Meeting of Bioterra University Bucharest on 19.01.2018.

RECTOR,
Prof. univ. PhD. , FLOAREA NICOLAE



**MINISTRY OF NATIONAL EDUCATION
BIOTERRA UNIVERSITY OF BUCHAREST
ACCREDITED BY LAW 480/2002**

ANNEX 1.

REGISTRATION FORM

FACULTY:

Domain:

Study program:

Frequency education (FE/LFE)

Form of financing: WITH TAX

PERSONAL DATA OF THE CANDIDATE

P.N.

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Current family name _____

Previous marriage name (if applicable) _____

First name _____

Citizenship _____

Marital status _____

CONTACT DETAILS

Landline _____ mobile phone _____

email _____ @ _____

GRADUATED UNIVERSITY STUDIES (IF APPROPRIATE)

Name of the higher education institution _____

Faculty _____

Domain _____

Study program _____

Title obtained _____

Form of education _____ Graduation Year _____

NOTE:

I've learned to:

- Pay the registration fee - 150 LEI - at the University Cashier;
- Pay the first tuition fee at the University Cashier;
- Complete my enrollment contract with the faculty secretariat.

I declare on my own responsibility that the data presented above is correct.

Date,

Signature,

BIOTERRA UNIVERSITY OF BUCHAREST
Study program.....
Specialization.....
Form of education.....

SCHOLARSHIP CONTRACT
No...../.....

Concluded between:

1. Bioterra University of Bucharest - Study program represented by Prof. PhD. **Nicolae Floarea** as Rector and:

2. as a student at the specialization, the form of education beneficiary of educational services funded by tuition fees, born on the date of Locality (district) str nr bl ap legitimated with BI / CI series ... issued by the Police on ...

Art.1. Object of the contract:

1.1. This contract governs the relations between Bioterra University Bucharest and each enrolled student for the program..... to the specialization with a duration of 4 (four) years. The contract stipulates the rights and obligations of the signatory parties, in accordance with the provisions of the National Education Law no. 1/2011, as amended and supplemented by Law no. 288/ 2004 and supplemented with BUB rules regarding the undergraduate studies and the provisions of the University Charter.

1.2. The disciplines and the number of credits allocated to each discipline are laid down in the Annual Education Contract.

1.3. Bioterra University in Bucharest grants the graduation diploma, after the graduation and promotion of the graduation exam, with the title in the field of and the supplement to the diploma.

1.4. The student's non-observance of the duties arising from this contract entails the application of the sanctions stipulated in the University Charter upon the proposal of the management approved by the rector.

Art.2. Duration of the contract:

2.1. This contract is concluded for the whole schooling period starting with the academic year 2018/2019.

Art.3. The rights and obligations of the parties

3.1. The rights and obligations of BUB :

- a) supervises and follows how the student meets all his / her duties;
- b) sets annually the amount of the study fees, their breakdown by installments and the consequences regarding the non-payment of the fees in due time;
- c) provides the specialized personnel, the study materials, the financial resources and the logistics for carrying out the didactic activities according to the curricula;
- d) elaborates and makes public the regulation on the frequency education;
- e) conclude with the student each year an annual study agreement regulating the annual education plans in the transferable credit system.
- f) ensures the reimbursement of the study fees in case of students' retirement.

3.2. Student's rights and obligations:

A. During university studies, the student has the following rights:

- a) To participate in the training provided in the curriculum, as well as to additional didactic activities organized on request in accordance with the provisions of the University Charter;
- b) to use the material and logistic base of the University with access to all services related to the educational process or sports, cultural, social, vocational guidance and career counseling;
- c) request the University to discontinue or postpone studies for personal reasons;
- d) to participate in the free expression of opinions in the evaluation of the activity for the subjects attended, observing the provisions of the University Charter;
- e) for outstanding performances obtained in professional and scientific activity, to be rewarded in various forms, according to the Senate Decisions of the University:

B. THE STUDENT HAS THE FOLLOWING SPECIFIC OBLIGATIONS:

- a) To observe the rules of discipline and university ethics, according to the university's own regulations;
- b) Carefully use existing material goods in educational spaces, hostels, canteens, libraries, etc. and keep them in good condition. The value of the damages resulting from the degradation or destruction of these goods will be recovered from the one that produced them;
- c) To pay the tuition fee, the value of which will be determined annually by UBdB;
- d) To send all the personal identification data requested by the faculty management and to notify within 7 working days any change of address or personal data;
- e) To be familiar with BUB regulations and accept the changes made to them on the duration of this contract. These will be communicated through the web page / and the faculty's notice.
- f) To attend all the activities stipulated in the curriculum of the study program, which require this, in accordance with the organization of this study program.

Art.4. Funding:

- 4.1 Funding the license studies will be done with the fee set by the BUB Senate.
- 4.2 The amount and method of payment of the study fee is established annually by the Senate BUB and can be paid in full or in installments, the payment terms of which will be specified in the annual study contracts.
- 4.3 For the academic year 2018-2019 the amount of the tuition fee, approved by the Senate BUB is
- 4.4 If the payment is not made within 30 calendar days of maturity, the student will be expelled and may be re-enrolled only after the registration fee and the tuition fee have been paid but only during the current academic year.
- 4.5. Failure to pay tuition fees and / or penalties due for non-payment on time until the date of commencement of the semester exams as stipulated by the structure of the academic year leads to the prohibition of the student's participation in examinations, resulting in all sanctions applicable in the case of non-attendance examinations / examinations at the student's fault.
- 4.6. The tuition fee includes: the cost of the teaching materials in the volume and structure specific to the program; costs of using specific equipment needed to carry out the training process; the cost of educational services provided by third parties and which are integral parts of the training process; costs for ensuring face-to-face regular meetings and ongoing checks as part of the training process; costs for accessing IT through the various IT facilities at the disposal of the institution and its partners; directing expenses; development costs.
- 4.7. The tuition fee does not include the other taxes, such as: enrollment fees, registration taxes, re-enrollment, re-examination, transfer, license fee. These, not being part of the tuition fee, are charged separately, in the amount approved by the Senate BUB.

Art.5. Interruption of studies / Withdrawal:

- 5.1. Students have the right to interrupt their studies or to withdraw on request. In this case, the student will submit to the secretariat the interruption / withdrawal request.
- 5.2. Suspension of studies has the effect of suspending this contract. After resuming the studies, the student must meet the requirements of the curriculum for the course of study.

5.3 In case of student retirement, the reimbursement of the study fees will be as follows:

1. Students who request cancellation of registration within five days of signing the schooling contract but who have not received the education resources will receive the paid tuition fee, less the registration fees.

2. If the application for annulment of the registration is made after five days from the signing of the contract, but before the first scheduled teaching activity, the University will retain 15% of the tuition fee plus the cost of the educational resources received.

3. If the request for withdrawal is made after completing the first planned teaching activity, but less than 50% of the total programmed teaching activities, the university will retain 50% of the total tuition fee, as non-reimbursable, plus the cost of the educational resources received.

After attending more than 50% of all programmed teaching activities, the university will retain the entire tuition fee received.

Art.6. Modification / Termination of the Contract:

6.1. Modification of this contract is made in writing by an addendum.

6.2 The schooling contract shall cease:

- completion of studies;

- at the time of the expatriation of the student for non-payment of the due taxes or for not realizing the minimum number of credits for graduation when transferring to another university;

- in case of withdrawal upon request.

6.3. This agreement shall also cease in the event of force majeure ascertained by a competent authority. The party invoking it has the obligation to notify the other party in writing within a maximum of 5 calendar days from the occurrence and the proof of force majeure shall be communicated within 15 calendar days from its occurrence. Force majeure defends the party who invokes it, the other party being denied the right to claim damages.

Art.7. Litigation:

7.1. The parties agree that all misunderstandings regarding the validity of this contract or resulting from its interpretation, execution or termination shall be settled amicably.

7.2. If it is not possible to resolve disputes amicably, the parties shall address the competent courts of law.

7.3. In disputable situations, interpersonal conflicts, indecent behavior in relationships with other students, or student-teacher relationships, both the student and the teaching staff, can address the body empowered by the Senate to resolve these issues.

7.4. In order to defend his / her rights, the student may address the management bodies of BUB

Art. 8 Final provisions:

8.1. By signing the present contract, the student assumes that he has taken and will be informed about the contents of all regulations, methodologies, disciplines and academic ethics of BUB.

8.2. Annex to this contract is the annual education agreement to be signed at the beginning of each academic year.

8.3. This contract shall take effect from

This contract ends today in two copies, one for each contracting party and shall remain valid for the entire period of tuition.

A copy of the contract is kept by BUB to the student's personal file, and second to the student.

RECTOR,

Prof. PhD. Nicolae Floarea

GENERAL DIRECTOR,

STUDENT,

Name and surname



MINISTRY OF EDUCATION
BIOTERRA UNIVERSITY OF BUCHAREST
Accredited by law 480/2002, published in M.O. n.o. 518 from 17.07.2002

ANNEX 2

REGISTRATION FORM

FACULTY:.....

MASTER / SPECIALTY:

Form of education: FE

Form of financing: TAX

PERSONAL DATA OF THE CANDIDATE

P.N.

--	--	--	--	--	--	--	--	--	--	--	--	--	--

Current family name / _____

Previous marriage name (if applicable) _____

First name _____

Citizenship _____

Marital status _____

CONTACT DATA

Landline _____ mobile phone _____

email _____ @ _____

UNIVERSITY STUDIES GRDUATED

Name of the higher education institution _____

Faculty _____

Domain _____

Study program _____

Title obtained _____

Form of education _____ Graduation Year _____

NOTE:

I have known that I have to:

- Pay the registration fee - 150 LEI - at the University Cashier;
- Pay the first installment of the school fee to the University Cashier;
- Complete the annual study contract at the Master's Department.

I declare on my own responsibility that the above data is correct.

Date,

Signature,



BIOTERRA UNIVERSITY OF BUCHAREST

ACCREDITED BY LAW 480 / 2002

Gârlei Str., no. 81, district 1, Bucharest Tel./Fax
+0040 21 490.61.29, 21 490.61.27, 021
269.34.47, 021 269.34.38 www.bioterra.ro

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ANNEX 4

MOTIVATIONAL ESSAY

requested from the candidates

at the admission exam for the academic year 2018 - 2019

1. Personal details of the candidate

Name (from birth certificate) and original / father's initials:

Current name (from B.I./C.I.):

First name:

Residence:

2. What special achievements did you have during high school to recommend you to be a master in our university?

(Olympics, contests, sports performance, diplomas and medals, volunteer actions, hobbies, etc.).....

3. Write some personal skills or qualities that recommend you for your masters degree program:.....

4. Where did you know about the educational offer of our university?

- Internet;
- leaflets and brochures for presentation;
- mass media (radio, television, newspapers, etc.);
- university employees;
- relatives, friends, colleagues;
- other sources:

5. What are the reasons for choosing the masters program: and the arguments for which you have chosen to study at BUB ?

- ✓ the uniqueness of the study program and the disciplines studied;
- ✓ the material basis of the university;
- ✓ professionalism of teachers;
- ✓ the usefulness of internships;
- ✓ job security;
- ✓ Personal skills in career development;
- ✓ Getting a higher qualification;
- ✓ other reasons

6. What profession / professions do you want to choose after mastering?

- a)
- b)
- c)

7. What are your expectations for mastering work within BUB ?

(accessible study program, thematic workshops, research activities, volunteer activities, sports and socio-cultural activities, etc.)

.....

8. After completing the bachelor's degree program, do you intend to continue your professional training by enrolling in a PhD?

* YES

* NO

9. Other recommendations / suggestions / opinions you want to communicate.....

.....

Date:

Signature of the candidate:

.....

Note:

*All candidates will personally complete the motivational essay;
 The motivational essay will be evaluated with the admitted / rejected grade.*