

 UNIVERSITATEA TEHNICĂ A MOLDOVEI	Regulation on studies of foreign students at PI “Technical University of Moldova”	Code: REG-32-SSStr
		Edition 2
		Review 0

Approved at the UTM Senate Meeting,
dated 19.12.2023, Minutes no. 6

REGULATION ON STUDIES OF FOREIGN STUDENTS AT PI “TECHNICAL UNIVERSITY OF MOLDOVA”

	Position	First name, Surname	Date	Signature
Approved by	UTM Rector	Viorel BOSTAN		
Verified by	Head of the Department of Academic Management and Quality Assurance	Irina TUTUNARU		
Coordinated by	Vice-Rector for Finance and International Relations	Daniela POJAR		
Coordinated by	Head of the Legal Department	Corina MARDARI		
Elaborated by	Head of the Foreign Students Office	Elena SCRIPNIC		

	Regulation on studies of foreign students at PI “Technical University of Moldova”	Code: REG-32-SSStr
		Edition 2
		Review 0

I. GENERAL PROVISIONS

1.1. The Regulation establishes the procedure of organizing and conducting the admission process, the requirements for obtaining the acceptance to study issued by the Ministry of Education and Research of the Republic of Moldova, the procedure of documenting the foreign student and obtaining the residence permit issued by the General Inspectorate for Migration, including the obligations and rights of the Technical University of Moldova (UTM) and the foreign student regarding the organization and development of the educational process.

1.2. The Regulation was elaborated based on national legal provisions, bilateral agreements and conventions to which the Republic of Moldova is party:

- Universal Declaration of Human Rights of December 10, 1948, signed by the Republic of Moldova on March 2, 1992;
- Convention on the Recognition of Qualifications concerning Higher Education in the European Region, concluded on April 11, 1997 and ratified by the Parliament Resolution No.465/1999;
- The Hague Convention on Abolishing the Requirement of Legalization for Foreign Public Documents dated October 5, 1961, to which the Republic of Moldova acceded by Law No.42-XVI of 2 March 2006;
- The Education Code of the Republic of Moldova no.152 dated 17.07.2014;
- Law No.200 dated 16.07.2010 on the Regime of Foreigners in the Republic of Moldova;
- Law No.275-XIII dated 10.11.94 on the legal status of foreign citizens and stateless persons in the Republic of Moldova;
- The Regulation on studies of foreigners in the educational institutions of the Republic of Moldova, approved by the Government Decision of the Republic of Moldova No.504 dated July 4, 2017;
- The Regulation on the application of the apostille, approved by the Government Decision No.163 dated February 15, 2007;
- The Regulation on the procedure of superlegalization of documents, approved by the Government Decision No.421 dated June 26, 2013;
- The Regulation on the recognition, equivalence and authentication of educational documents and qualifications, approved by the Ordinance of the Ministry of Education and Research of

	Regulation on studies of foreign students at PI “Technical University of Moldova”	Code: REG-32-SSStr
		Edition 2
		Review 0

the Republic of Moldova No.1702 dated 26.12.2019;

- The Regulation on the organization and development of admissions at UTM, 1st and 2nd Cycle of studies;
- The Regulation on the organization of Bachelor’s degree studies (1st Cycle) and integrated studies at UTM;
- The Regulation on the organization and development of Master’s degree studies (2nd Cycle) at UTM;
- The Internal Regulation on the University dormitories rules, approved at the UTM Senate Meeting dated 27.10.2017.

1.3. In this Regulation the following terms are used:

- "foreigner" - a person who is not the citizen of the Republic of Moldova or who is stateless;
- "foreign citizen or stateless person" - a person who does not hold the citizenship of the Republic of Moldova.

1.4 This Regulation is not applicable to the citizens of the Republic of Moldova who hold the nationality of another state.

1.5 Foreigners are enrolled at UTM according to the legislation in force, international treaties, projects, international/regional programs to which the Republic of Moldova is a party, agreements concluded between UTM and other educational institutions, authorized in the established way, as well as individual study contracts concluded between foreigners and UTM.

1.6 The foreigners enrolled at UTM are obliged to respect the Constitution and the Legislation of the Republic of Moldova, the provisions of this Regulation, as well as the UTM Charter, the Code of Ethics and Professional Deontology of UTM and the Internal Regulations of UTM, benefiting from the rights and assuming the obligations provided by them.

1.7 The enrolment of foreigners to study at UTM is done on the available places, if necessary, with the consent of the Ministry of Education and Research of the Republic of Moldova.

- a. The coordination with the Ministry of Education and Research of the Republic of Moldova of the applications of foreign candidates for studies is not applicable to citizens of the signatory states of the Convention on the Recognition of Qualifications concerning Higher Education in the European Region, concluded on April 11, 1997 and ratified by the Parliament Decision No.465/1999.
- b. Following the examination of the applications submitted by the categories of foreigners referred to in point 1.7.1 and the completion of the recognition procedures, UTM shall issue

	Regulation on studies of foreign students at PI “Technical University of Moldova”	Code: REG-32-SSStr
		Edition 2
		Review 0

an administrative act of acceptance to study, indicating the period of study and the programme to which the foreigner has been enrolled or, if applicable, the rejection of the candidate.

1.8 The foreigners who are enrolled at UTM obtain the temporary residence right for studies and the temporary residence permit under the conditions provided for by the Law no. 200 dated July 16, 2010 on the regime of foreigners in the Republic of Moldova.

1.9 The foreigners enrolled to study sign the University Study Contract, which regulates student’s relationship with the University in terms of academic, financial, social and other specific aspects, including the Annual Agreement to the Study Contract.

II. THE REGISTRATION OF FOREIGNERS FOR THE ADMISSION EXAMINATION

2.1 The admission to the study-programmes at UTM is organized based on the Nomenclature of the fields of vocational training and specialties to which foreign citizens or stateless persons can apply.

2.2 The studies for foreigners are carried out in Romanian or, at the candidates’ request, in another language, depending on the University’s offer.

2.3 The foreigners can apply to the admission examination and can apply for Bachelor’s (1st Cycle) and Master’s (2nd Cycle) degree studies, if they have the appropriate educational background for the level of studies for which they opt and hold the appropriate documents (baccalaureate diploma, higher education diploma or Bachelor’s degree, Master’s degree or their equivalent documents).

2.4 The foreigners who will be enrolled in the 1st Cycle (Bachelor’s degree studies) on the basis of the Protocols of Cooperation in the field of education and who have a secondary school diploma or its equivalents, will follow a compensatory academic year at UTM.

2.5 The foreigners who will be enrolled in the 2nd Cycle (Master’s degree studies) based on the Protocols of Cooperation in the field of education and who hold a higher education degree or its equivalent and do not know the language in which the requested study-programme is offered, will follow the Preparatory Courses for Foreigners.

2.6 The foreigners will be enrolled at UTM only on the places of study with payment of tuition fees, in the amount established according to the legislation in force.

2.7 The foreign citizens and stateless persons can be enrolled to study with budgetary funding based on the Protocols of Cooperation in the field of education between the Republic of Moldova and the countries from which they come, according to the Regulation on studies of foreigners in educational

	Regulation on studies of foreign students at PI “Technical University of Moldova”	Code: REG-32-SSStr
		Edition 2
		Review 0

institutions of the Republic of Moldova, approved by the Government Decision of the Republic of Moldova no.504 dated July 4, 2017.

2.8 The foreigners are enrolled in the higher education institutions of the Republic of Moldova, 1st Cycle (bachelor’s degree studies) and 2nd Cycle (master’s degree studies), to integrated specialized higher education studies twice a year, by October 15 and February 15, according to the academic calendar approved by the educational institution, and for part-time studies, by December 1 and March 1 of the current academic year, provided that the Ministry of Education and Research of the Republic of Moldova issues the letters of acceptance of the candidates to the studies.

2.9 The admission procedure applied to foreign candidates to study at UTM is as follows:

- the foreigners submit their applications for admission themselves, through authorized persons or through persons with whom the university has signed cooperation agreements. The applications can be sent by e-mail or directly to the UTM, the Foreign Students Office;
- The Foreign Students Office evaluates the applications according to the legal regulations in force and issues invitations to study, communicating the need to evaluate the foreigner's language competence in which he/she intends to study or issues a letter of rejection in case of non-compliance of the application;
- in case of citizens of states requiring acceptance to study, the Foreign Students Office submits to the Ministry of Education and Research of the Republic of Moldova the list of candidates, accompanied by a copy of their applications, for the issuance of the letter of acceptance to study;
- following the analysis of the application, the Ministry of Education and Research of the Republic of Moldova issues a letter of acceptance or rejection of the candidate to study.

2.10 The applications of foreigners submitted to the Foreign Students Office for examination shall include the following documents:

- the UTM application form, according to the template published on the UTM website <https://admitere.utm.md/cetateni-straini/>;
- the copy of the identity document from the country of origin with a validity period of at least one year from the date of arrival on the territory of the Republic of Moldova;
- the copy and the legalized translation of the marriage certificate, if it is not drawn up in an international language (if applicable);
- the copy of the certificate of completion of training courses for foreigners (if applicable);

	Regulation on studies of foreign students at PI “Technical University of Moldova”	Code: REG-32-SSStr
		Edition 2
		Review 0

- the copy and the legalized translation of the baccalaureate diploma or its equivalent for enrolment in the 1st Cycle (Bachelor’s degree studies) or integrated higher education studies;
- the copy and the legalized translation of the bachelor’s degree diploma and diploma supplement or the equivalents of these documents for enrolment in the 2nd Cycle (master’s degree studies);
- the self-declaration of the applicant regarding the veracity of the presented data and documents according to the template published on the UTM website <https://admitere.utm.md/cetateni-straini/>.

The documents mentioned in point 2.10 will be translated into Romanian, English or French, notarized and legalized in the manner established by the state bodies in that country (for countries that are members of the Hague Convention - the apostille, and for the other countries - the stamp of the Ministry of Foreign Affairs of the respective country, later with superlegalization at the General Consular Directorate of the Republic of Moldova).

2.11 The admission of foreign citizens to study-programmes in which the education process for foreigners is carried out in Romanian is conditional on acquiring or demonstrating language proficiency in Romanian. The latter can be acquired following the Preparatory Courses for Foreigners, such as:

- a. the Preparatory Courses for Foreigners with a duration of 8 months, which are considered completed when obtaining a graduation certificate, according to the template approved by the Ministry of Education and Research of the Republic of Moldova;
- b. the courses offered by UTM with a duration of 3 - 6 months (the duration is determined according to the candidate’s request). The University, according to the template approved at the institutional level, issues the certificate of completion of the Romanian language courses.

2.12 The following categories of people are exempt from the obligation to present the certificate of completion of training courses for foreigners when enrolling in higher education study-programmes taught in Romanian:

- the foreigners presenting educational documents (diplomas, certificates, school records) certifying at least one semester of studies in Romanian in an educational institution in the Republic of Moldova or abroad;
- the foreigners who for the purpose of enrolling for studies, pass the Romanian language test being evaluated by a specialized commission within the educational institution for which the candidate opts;

	Regulation on studies of foreign students at PI “Technical University of Moldova”	Code: REG-32-SSStr
		Edition 2
		Review 0

- the foreigners who, in order to be enroll in a higher education institution, present certificates of minimum language proficiency of level B2.

2.13 The foreigners can opt for admission to study-programmes in authorized or accredited languages of international circulation. As for the higher education study-programmes in which the education process is delivered in a foreign language, admission is conditional on passing a language proficiency test organized by UTM, according to its own methodology. The following categories are exempt from the obligation to take this test:

- the foreigners who come from countries where the official language of the state is the language in which the studies will be carried out;
- the foreigners who present documents of studies that demonstrate the completion of studies in a foreign language or at foreign language faculties;
- the foreigners who present certificates of minimum language proficiency of level B2.

2.14 UTM offers Russian and English language courses for foreigners who choose to study within the study-programmes offered in these languages.

III. ENROLLMENT AND DOCUMENTATION OF FOREIGN CANDIDATES

3.1 The enrolment of candidates declared admitted following the competition, will be done by the Ordinance of the UTM Rector after the notification of the presented documents, and, if applicable, by the approval by the Ministry of Education and Research of the Republic of Moldova and the full payment of the tuition fee. The UTM Senate determines the amount of study fees and other services provided by the University.

3.2 The enrolment of foreigners will be done according to the conditions mentioned in the Cooperation Agreements of the Republic of Moldova with other states and the present Regulation.

3.3 The foreign citizens, enrolled to study at UTM are obliged to present themselves at the Foreign Students Office of the University, within 3 (three) days from the moment of their arrival on the territory of the Republic of Moldova, in order to be informed about the residence rules and to start the documentation procedure.

3.4 The right of temporary residence is granted to foreign citizens, enrolled at UTM, for the entire period of study, through the issuance of the residence permit by the General Inspectorate for Migration of the Ministry of Internal Affairs of the Republic of Moldova.

3.5 The applications of foreigners from countries requiring a long-stay type D entry visa and who need an invitation to study issued by the General Inspectorate for Migration will include the following

	Regulation on studies of foreign students at PI “Technical University of Moldova”	Code: REG-32-SSStr
		Edition 2
		Review 0

documents:

- UTM request letter - the application form for the issue of the invitation, must be completed legibly and fully in Latin characters, signed by the administrator, with the wet stamp application (the application form can be found on the website <https://igm.gov.md/ro>);
- UTM request/motivation letter, written in a free form, regarding the issuance of the invitation, indicating the purpose of the arrival on the territory of the Republic of Moldova of the invited person, with the registration number, dated and signed by the administrator, with the wet stamp application;
- the copy of the state border crossing document of the foreigner, with a validity period of not less than one year;
- the copy of previous visas obtained for the Republic of Moldova and/or other countries;
- applicant’s proof of financial subsistence, in the amount of EUR 30/day for the period of stay on the territory of the Republic of Moldova and for the return to the country of residence;
- the criminal record issued by the country of origin, translated into the state language of the Republic of Moldova, notarized and legalized in the way established by the state bodies of that country (for member-countries of the Hague Convention - apostille, for other countries - stamp of the Ministry of Foreign Affairs of the respective country, subsequently with superlegalization at the General Consular Directorate of the Republic of Moldova);
- the power of attorney - if the application is submitted by an employee authorized by the administrator, with the original and a copy of his/her valid identity card;

The invitation issued by the competent authority for foreigners, which represents one of the conditions for obtaining a long-stay type D visa for entry on the territory of the Republic of Moldova by certain categories of citizens, shall be presented in original by the invited person to the diplomatic missions or consular offices of the Republic of Moldova in order to obtain an entry-exit visa to/from the Republic of Moldova.

3.6 After the entry of the foreigners on the territory of the Republic of Moldova, the Foreign Students Office will submit their applications to the General Inspectorate for Migration to apply for the right of temporary residence.

3.7 The applications of foreigners to the General Inspectorate for Migration concerning the request for temporary residence shall include the following documents (original and copy):

- the completed and signed application for provisional residence permit for study purposes;
- the foreigner's national passport (valid for the entire period of study), with the appropriate

 UNIVERSITATEA TEHNICĂ A MOLDOVEI	Regulation on studies of foreign students at PI “Technical University of Moldova”	Code: REG-32-SSStr
		Edition 2
		Review 0

entries applied by the state border control body (confirming the date and place of crossing the state border), and a copy of the long-stay visa (for foreigners entering on a visa basis);

- UTM request letter;
- the approval of enrolment for studies issued by the Ministry of Education and Research of the Republic of Moldova (if applicable);
- the copy of the enrolment Ordinance issued by UTM;
- the declaration of proof of living space, recommended for the entire period of study, lease/purchase contract;
- the health insurance for at least three months (can be acquired at any insurance office on the territory of the Republic of Moldova);
- the proof of means of maintenance, the bank statement valid for no more than 10 days. The bank certificate confirming the financial means available for the period of studies (the certificate will contain the amount necessary for the payment of the study contract, legalization of the stay in the Republic of Moldova, medical insurance, accommodation and maintenance). The amount mentioned in the certificate should be at least 3200 EUR;
- the criminal record issued by the country of origin, confirmed for the entire territory of the country and the translation into the state language (the criminal record of the foreigner's country of origin is considered valid for 6 months from the issue date, if the validity period is not indicated in this document);
- parents' consent letter, apostilled or superlegalized, for persons under 18 years of age;
- 4 colour photos, 3x4 format;
- the Study Contract;
- the receipt for payment of the state fee and the fee of issuing the invitation.

3.8 The non-presentation of the original documents within the established deadline, due to the sole fault of the admitted candidate, and/or due to the non-payment of the tuition fee will result in the loss of the admission place at UTM.

IV. THE TRANSFER OF FOREIGN STUDENTS

4.1 The foreigners who have studied in another country can continue their studies in the higher education institutions of the Republic of Moldova under the following conditions:

- they are holders of a degree certificate giving access to the level of study for which they opt;
- they have studied at a foreign higher education institution recognized by the authorities of the

	Regulation on studies of foreign students at PI “Technical University of Moldova”	Code: REG-32-SSStr
		Edition 2
		Review 0

country concerned;

- they hold transcripts of their studies;
- they have the pre-acceptance letter issued by the higher education institution of the Republic of Moldova;

4.2 The transfer can be made from one institution to another based on the foreign student's request letter, by the Order of the Rector of the institution to which the student is to be transferred, or upon the proposal of the Dean of the Faculty at which the student will be enrolled. It is mandatory to attach an extract from the transcript of records, which will be translated and notarized, to the application approved by the Rector of the institution from which the student is transferring.

4.3 The transfer can be made from the second and subsequent years, with the exception of the last year of study.

4.4 The transfer is allowed only after the end of the study year, but no later than October 1 of the new study year, and is carried out under the following conditions:

- only to specialities in the same or related field of study/field of training;
- by following the admission conditions for the study-programme and passing successfully the year of study;
- on the available places, according to the registration quota for that year.

4.5 In case of transfer, the application of the foreigner submitted for examination to the Ministry of Education and Research of the Republic of Moldova shall include, except the documents provided at the point 2.10., the following documents:

- the transcripts of records related to the completed studies - copies and legalized translations, if applicable;
- the certificates proving language proficiency in which the studies will be carried out;
- the decision of the educational institution regarding the year of study in which the candidate will be enrolled or study-programme differences to be passed.

V. LEGALIZATION OF FOREIGNERS' DOCUMENTS ISSUED UPON GRADUATION

5.1 The foreigners who have fully completed the study-programme and have passed the examinations for the completion of a level of studies, upon their departure from the country, must legalize the documents of studies obtained, under the conditions provided for by the Regulation on the application of the apostille, approved by the Government Decision no.163 dated February 15, 2007, the Regulation on the procedure of superlegalization of documents, approved by the Government

	Regulation on studies of foreign students at PI “Technical University of Moldova”	Code: REG-32-SSStr
		Edition 2
		Review 0

Decision no.421 dated June 26, 2013, and the Regulation on the recognition, equivalence and authentication of the study documents and qualifications, approved by the Ordinance of the Minister of Education and Research of the Republic of Moldova no.1702 dated 26.12.2019.

VI. RIGHTS AND OBLIGATIONS OF UTM

6.1 UTM rights

6.1.1 To enrol the student according to the Regulation on organization and development of admission to higher education institutions in the Republic of Moldova.

6.1.2 To conclude an individual contract with each student enrolled for studies, according to the model approved by the Institutional Strategic Development Board.

6.1.3 To carry out the training of the student at the study-programme to which he/she is enrolled, according to the requirements of Bologna Process, national standards for training specialists at bachelor's/master's degree studies, curricula and syllabuses, regulations and instructions of the Ministry of Education and Research of the Republic of Moldova and UTM Regulations.

6.1.4 To transfer the student to the next academic year after accomplishing the activities set out in the curriculum for the current year of study.

6.1.5 To determine the amount of tuition and other fees according to the decisions of the University Senate and of the Institutional Strategic Development Board.

6.1.6 To ask the student to leave the classroom with subsequent recovery of the study hours according to the regulations in force, if he/she shows a deviant behaviour that violates the provisions of the internal regulations of the University.

6.1.7 To expel the student in case of:

- violation of the legislation of the Republic of Moldova in force;
- violation of the provisions of the present Regulation, the University Charter and/or other internal regulations of UTM, Internal Regulations of the University dormitories, the decisions of the UTM administrative board and UTM Code of Ethics and Professional Deontology;
- violation of at least one provision stipulated in the study contract;
- accumulation at the end of the academic year of a deficit exceeding 20 ECTS credits for full-time study mode or 17 ECTS credits for part-time study mode;
- unjustified absence from at least 1/3 of the time scheduled for the course units included in the curriculum during a semester;
- non-payment of the tuition fee by September 15, including for the first-year students by

	Regulation on studies of foreign students at PI “Technical University of Moldova”	Code: REG-32-SSStr
		Edition 2
		Review 0

October 15 of the respective academic year;

- fraudulently passing an examination;
- the occurrence of medical contraindications for further studies;
- failure to apply for and/or present a health insurance policy to the Dean’s Office within 1 month from the beginning of each calendar year;
- upon student request, or in other cases provided for by University regulations and/or legislation in force.

6.1.8 To extend, if necessary, the student's period of study (to accept the repetition of the academic year not more than twice for the whole study period) according to the regulations approved by the University.

6.1.9 Based on UTM possibilities and student’s academic results, he/she can be provided, if necessary, with a dormitory according to the legislation of the Republic of Moldova and the normative acts of the University.

6.1.10 The University will not cover travel, accommodation and food costs and other costs of the student or his/her family.

6.1.11 UTM can organize the academic year starting from October 15 and ending on July 30 for the first year of studies, if the academic group is complete and with the provision of an intensive study program for the recovery of subjects.

6.1.12 According to the Regulation on the studies of foreigners in the higher educational institutions of the Republic of Moldova the academic year can start on February 15 and end by December 30, if full academic groups are formed (with a number of not less than 15 students).

6.2 UTM obligations

6.2.1 UTM is responsible for the correct submission of documents within the deadlines set by the normative acts in force, which regulate the procedure of inviting and documenting the stay of foreigners on the territory of the Republic of Moldova.

6.2.2 UTM is responsible for the qualitative organization of the educational process for foreigners.

6.2.3 UTM is obliged to inform the Ministry of Education and Research of the Republic of Moldova and the competent authorities about illegal actions carried out by foreigners on the territory of the Republic of Moldova, which violate state security, public order, health and morality of population, including actions of ideological and religious character that contravene the legislation in force, on the basis of the information submitted by the competent bodies with reference to the illegal actions of

	Regulation on studies of foreign students at PI “Technical University of Moldova”	Code: REG-32-SSStr
		Edition 2
		Review 0

students.

6.2.4 UTM should submit annual statistical reports on the number of foreigners enrolled by January 1, according to the model approved by the Ministry of Education and Research of the Republic of Moldova.

6.2.5 UTM is obliged to inform foreign citizens on the legal aspects concerning the regime of foreigners in the Republic of Moldova, with the warning of the consequences that may arise in case of violation of national legislation in this field.

6.2.6 In case of expelling foreigners, UTM is obliged to send to the competent authority for foreigners, within 5 working days, the extract from the expelling order and the temporary residence permit.

6.2.7 In case of expelling foreigners for reasons of loss of contact with the educational institution, UTM will inform the competent authority for foreigners within 5 working days.

6.2.8 To regularly organize trainings with the support and the presence of the competent bodies in order to inform the students about the national legislation on the residence of foreign citizens in the Republic of Moldova.

6.2.9 To assign the student a personal account in the Management Information System.

6.2.10 To issue to the student the documents of graduation from the University according to the legislation in force of the Republic of Moldova, indicating the speciality conferred.

6.2.11 To offer students the possibility to use the classrooms, the computer centre, the reading rooms, the library, sports and cultural facilities of the university under equal terms as students who are citizens of the Republic of Moldova.

6.2.12 UTM will be responsible for the completion of the application form with all original academic documents by the end of the first academic year.

VII. RIGHTS AND OBLIGATIONS OF THE FOREIGN STUDENT

7.1 The rights of foreign student

7.1.1 To benefit from the rights stipulated in the documents mentioned in the legislation of the Republic of Moldova and the internal regulations of the University.

7.1.2 To be provided with necessary conditions for studying according to the current legislation of the Republic of Moldova.

7.1.3 To be transferred to study to another specialty in the same general field of study, if the student meets the requirements of the University Regulations, for those students who study based on Collaboration Agreements, only with the approval of the Ministry of Education and Research of the

	Regulation on studies of foreign students at PI “Technical University of Moldova”	Code: REG-32-SSStr
		Edition 2
		Review 0

Republic of Moldova.

7.1.4 If, at the beginning of the first academic year, the number of students applying for a speciality with the language of instruction concerned is less than 10, the student will be offered a transfer to a related speciality or to another mode of study. The transfer of the student to another speciality or another mode of study is carried out based on student’s request. If the student does not accept the transfer to another specialty or another mode of study, the contract is cancelled and the tuition fee paid for the current and subsequent semesters will be reimbursed to the student.

7.1.5 To repeat the discipline, the semester or the year of study for a fee, if necessary.

7.1.6 To use the library, laboratories, sports facilities of UTM according to the university regulations and rules.

7.1.7 To participate in student scientific conferences, to get involved in research activities within the limits and in the procedure provided by UTM Internal Regulations.

7.1.8 To participate in student unions, scientific clubs or organizations, which are legally established entities, that do not violate UTM Charter and the legislation in force.

7.1.9 To elect students and to be elected among students as a member of the Senate, the Faculty Council and to participate in the student self-government boards.

7.1.10 To pass 1 (one) examination for each subject, and in case of failure - up to 2 (two) re-examinations in accordance with the timetable and Regulations in force.

7.1.11 To be granted academic leave according to the approved regulation.

7.1.12 To carry out extracurricular activities within the university according to the regulations in force.

7.1.13 The tuition fee paid by the student is not reimbursed except in the following cases:

- in case of expelling, the tuition fee paid for the current semester will be reimbursed to the student if the student has applied for expelling no later than 15 days after the beginning of the semester, regardless of the academic situation. The absence from studies or failure to study is not a reason for reimbursement of the fee, except in cases of illness of the student, justified by a medical certificate confirming the inability to attend studies. If the medical certificate is issued in a foreign language, the student will provide its legalized translation in Romanian;
- in case of expelling the student on own initiative, based on the submission of a request within 2 months from the beginning of the academic year, the payment for the study paid by the student will be reimbursed withholding the payments for the actual period of study.

7.2 The obligations of foreign student

	Regulation on studies of foreign students at PI “Technical University of Moldova”	Code: REG-32-SSStr
		Edition 2
		Review 0

7.2.1 Foreign citizens, enrolled to study at UTM, are obliged to come to the Foreign Students Section of the University within 3 (three) days, from the moment of entering on the territory of the Republic of Moldova, in order to be informed about the residence rules and to start the documentation procedure.

7.2.2 The foreigner enrolled for studies in the higher education institutions of the Republic of Moldova is responsible for the authenticity and veracity of the documents presented in the file.

7.2.3 The student should know and respect the legislation of the Republic of Moldova in force, including the provisions of the normative acts on studies, rules of living and travelling on the territory of the Republic of Moldova established for foreign citizens.

7.2.4 The student should know and is obliged to comply with the provisions of the present Regulation, the University Charter, the Internal Regulations of the University dormitories and other regulations approved by the University, the decisions of the University Senate, the Administrative Board, as well as the Rector's ordinances.

7.2.5 The student should be present for studies at the University on the date stipulated in the academic calendar of each academic year.

7.2.6 The student should pay the tuition fee for the first year of study by September 15 of the respective year of study or by October 30 if the year of study starts on October 15. The tuition fee for each subsequent year shall be transferred to UTM account in the established amount, for the respective year of study, by September 1 of each academic year.

7.2.7 The student should, for fee, recover laboratory classes missed without justification, repeat the failed disciplines, and pay for the documents issued by the University according to the approved fees.

7.2.8 The student should accomplish in due time the curriculum of the study-programme, taking all the evaluations according to the timetable approved by the University.

7.2.9 The student should accumulate the number of transferable credits required by the study-programme for each academic year.

7.2.10 In case of violation of the legislation of the Republic of Moldova and the Internal Regulations of the University, the student is legally liable according to the legislation of the Republic of Moldova in force.

7.2.11 The student has to cover all the costs related to his/her roundtrip travel in all possible cases (arrival at the place of study, travel to the country of origin and on the territory of the Republic of Moldova). In case of forced displacement from the territory of the Republic of Moldova for certain reasons, the student is obliged to cover all the costs at his/her own expense.

	Regulation on studies of foreign students at PI “Technical University of Moldova”	Code: REG-32-SSStr
		Edition 2
		Review 0

7.2.12 The student should cover the full cost of any loss or damage to University property, including teaching materials.

7.2.13 The student should respond promptly to the requests coming from the representatives of the University administration sent through the approved communication method.

7.2.14 In case of expelling, the student is obliged to accomplish all the requirements specified in the liquidation form and to leave the territory of the Republic of Moldova within the term established by the legislation in force, covering all the related costs at his/her own expense.

7.2.15 The student should notify UTM, 15 days in advance, about the intention to interrupt or terminate studies, the need to be granted an academic leave, for repeating the missed discipline, semester or year of study.

7.2.16 The student should acquire and present to the Dean's Office of the Faculty the health insurance policy within 1 month from the beginning of each calendar year.

7.2.17 The student should register on time and extend the validity of the national passport, strictly observe the passport and visa regime. At the end of the studies, because of various reasons, the foreign student is obliged to return the temporary residence permit and leave the country within 10 days.

7.2.18 The student should present a copy of the rental contract to the Foreign Students Office (within 3 (three) days after the contract is signed).

7.2.19 In case of change of residence visa, personal data, loss of provisional residence documents or their damage, the student is obliged to report to the Foreign Students Office within 72 hours with the presentation of the necessary documents.

7.2.20 In order to update the provisional residence permit, the student is obliged to go to the Foreign Students Office, 30 working days before the expiry of the permit, with the presentation of the necessary documents.

7.2.21 In case of violation of the legislation of the Republic of Moldova and the Internal Regulations of the University, the student is legally, financially and materially liable according to the legislation of the Republic of Moldova in force.

7.2.22 The student should submit, at the University request, by the set deadlines, the confirmations of the documents submitted in the admission process and/or amended documents.

7.2.23 The student should give his/her consent for personal data processing by the authorised university subdivisions.

7.2.24 The student should not smoke or consume alcoholic beverages and narcotic substances in the University premises where they carry out their theoretical and practical courses, including student

 <small>UNIVERSITATEA TEHNICĂ A MOLDOVEI</small>	Regulation on studies of foreign students at PI “Technical University of Moldova”	Code: REG-32-SSStr
		Edition 2
		Review 0

dormitories.

VIII. SPECIAL PROVISIONS

8.1 The acceptance letter, issued by the Ministry of Education and Research of the Republic of Moldova according to the provisions of 2.9 of this Regulation, is valid only for the higher education institution for which it was issued, starting from the academic year for which it was issued and for the respective cycle of study. Any change in the duration of the foreigner’s studies, which is contrary to the content of the initial letter of acceptance, will be regulated, at the request of the educational institution concerned, by issuing a new letter of acceptance by the Ministry of Education and Research of the Republic of Moldova.

8.2 The enrolment to studies, the academic mobility, the change of the field of study, the re-enrolment to studies, the transfer (from one educational institution/mode of study to another) is carried out with the approval of the Ministry of Education and Research of the Republic of Moldova, under the Regulations on the organization of studies.

IX. FINAL PROVISIONS

9.1 The Foreign Students Office is obliged to inform all foreign students of the provisions of the present Regulation.

9.2 Present Regulation enters into force from the moment of its approval by the UTM Senate.

9.3 After its approval by the UTM Senate, the Regulation will be published on the official website of the institution.