



**Methodology on awarding “Excellence Scholarship” to non-EU students  
admitted to bachelor’s and master’s degree programs**

**I. GENERAL PROVISIONS**

**Legislative framework**

The normative acts that underpin this methodology are:

- Higher Education Law no. 199/2023, with subsequent amendments
- CHARTER of the National University of Science and Technology POLITEHNICA Bucharest
- The methodology for admission to studies and tuition of foreign citizens starting with the 2017-2018 school/university year, modified and supplemented by the Order of the Ministry of Education and Research no. 4151/24.04.2020
- Methodology for admission to studies and tuition of foreign citizens from non-EU states, which are not part of the European Economic Area and the Swiss Confederation, No. 4 /11.01.2024
- The methodology regarding the awarding of scholarships and other forms of financial support for the students of the National University of Science and Technology POLITEHNICA Bucharest;
- Order no. 6463/2023 on the approval of the General Criteria for awarding scholarships and other forms of financial support from the state budget for students and trainees in state higher education, full-time education.

**Art. 1.** The National University of Science and Technology POLITEHNICA Bucharest can award students special scholarships through the “Excellence Scholarship” program, in accordance with law.

**Art. 2.** The present Methodology applies to students admitted to bachelor’s and master’s degree studies, citizens of non-EU member states and non-EEA and Swiss Federation states.

**Art. 3.** The National University of Science and Technology POLITEHNICA Bucharest can award students from non-EU countries a maximum number of 500 special scholarships, during the period 2024-2029, in accordance with law and following the admission criteria established in this methodology. The annual number of scholarships is proposed by the Executive Office of the Board of Directors and approved by the Board of Directors.

**Art. 4.** The selection process of the countries will be carried out by the Executive Office of the



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Board of Directors, based on the data provided by the International Relations Department and through an analysis regarding the recruitment of students from countries where their number is reduced.

**Art. 5.** The foreign students' recruitment will be carried out with the support of diplomatic missions, as well as relevant Ministries (Education and Foreign Affairs) from the candidates' native countries and other institutions affiliated with them.

**Art. 6.** The scholarships awarded by the university through the "Excellence Scholarship" program are financed from own revenues and are awarded to students from non-EU countries, admitted to bachelor's and master's study programs, as an exemption from paying tuition fees.

**Art. 7.** The distribution of the scholarships by study programs and education cycles will be annually done, with the approval of the Executive Office of the Board of Administration and in compliance with the tuition figure of the respective study programs

## **II. BENEFITS OF THE "EXCELLENCE SCHOLARSHIP" PROGRAM**

**Art. 8.** Students admitted to the program are exempt from paying tuition fees for the entire period of study, provided they comply with the provisions of this Methodology and the obligations stipulated in the Study Contracts.

**Art. 9.** Students admitted to this program can benefit from a 10% discount on the accommodation fee in the university's dormitories.

## **III. AWARD SCHOLARSHIP CRITERIA**

**Art 10.** In order to benefit from special "Excellence Scholarships", students are evaluated based on the following specific conditions, according to the evaluation grid in ANNEX 1:

- To fulfill the conditions provided in the *Methodology of the National University of Science and Technology POLITEHNICA Bucharest for admission to studies and tuition of foreign citizens from non-EU states, that are not part of the European Economic Area and the Swiss Confederation*
- To have completed during high school subjects relevant to the field in which university enrollment is requested: mathematics, informatics, statistics, physics, chemistry, humanities and arts, social sciences, mathematics and natural sciences, sports science and physical education , etc.



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- To have outstanding educational achievements (awards at various competitions, school Olympics, etc.)
- To have participated in extracurricular and volunteering activities
- They do not have Romanian citizenship, they have not requested or acquired a form of protection in Romania, they are not stateless, and their residence in Romania is officially recognized according to the law
- They are not members of the diplomatic corps or family members of the diplomatic corps accredited in Romania
- They were recommended by diplomatic missions, relevant Ministries (Education and Foreign Affairs) from the candidates' native countries, or by institutions affiliated with them
- They have not benefited from a scholarship from the Romanian state for the same study cycle
- They have good results during their high school studies, i.e. an average grade of at least 8 (eight) in the baccalaureate exam, or equivalent, corresponding to the grading system in Romania or the qualification "Good", as the case may be
- They have good results during their previous studies (bachelor's degree), respectively an average grade of at least 8 (eight), corresponding to the grading system in Romania
- They are not, until December 31 of the year in which they were nominated, older than 35 years.

#### **IV. SCHOLARSHIP AWARDING PROCEDURE**

**Art. 11.** Scholarships are awarded on the basis of a file competition which is carried out as follows:

- a) The complete file is uploaded to the <https://apply.upb.ro/> platform;
- b) The candidates' eligibility is certified (they must meet the conditions provided by the Methodology of National University of Science and Technology POLITEHNICA Bucharest for admission to studies and tuition of foreign citizens from non-EU states, which are not part of the European Economic Area and the Swiss Confederation)
- c) The file is analyzed by a committee appointed by the Executive Office of the University's Board of Directors; the ranking of files will be based on the criteria included in ANNEX 1 to this Methodology. The average of the previous years of studies, participation in Olympics, contests, participation in extracurricular activities etc. will be taken into account
- d) The result of the competition is brought to the knowledge of the candidate by e-mail.

**Art. 12.** The application file will have the following documents:

- a) Letter of nomination of the candidate received from the institution recommending the candidate/candidates
- b) The documents provided in the Methodology of National University of Science and Technology POLITEHNICA Bucharest for admission to studies and tuition of foreign citizens from non-EU states, which are not part of the European Economic Area and the



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Swiss Confederation

- c) Letter of intent from the candidate (ANNEX II)
- d) Certificates proving the outstanding educational performance and the candidate's involvement in extra-curricular and volunteer activities;
- e) Letters of recommendation;
- f) CV in English or French.

The aforementioned documents must be in French or English and will be uploaded online in the Apply platform.

Enrollment applications that are incomplete or submitted after the deadline specified in the competition calendar will not be considered.

## **V. EVALUATION OF COMPETITION FILES**

**Art. 13.** (1) For the evaluation of the candidates, the Competition Committee classifies the students according to the scores obtained, according to ANNEX I. In case of equal scores, the tie-breaking criterion will be the average grade of the previous year of studies.

(2) In case it is found that the submitted files have inaccuracies or are plagiarized, the respective candidates will be disqualified.

(3) Candidates can submit an appeal within 3 working days from the submission of the result obtained as a result of the competition.

(4) In all referral cases, the Appeals Resolution Commission will resolve the appeal provided within 3 working days of registration and will send the candidate the result by e-mail.

## **VI. COMPETITION COMMISSION**

**Art. 14** (1) The competition commission is made up of the following members:

- The vice-rector responsible for international relations
- The Director of the International Relations Department
- The Head of the Foreign Students Management Service.

(2) The Committee has the following responsibilities:

- a) updates this Methodology, as a result of the legislative changes regarding the awarding of scholarships and other forms of material support for students
- b) evaluates the candidates' files and issues the minutes mentioning the admitted candidates.

(3) In order to resolve any appeals, by the Rector's decision, a Committee for the analysis of appeals will be appointed consisting of three persons, other than those from the Competition Committee.



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**VII. FINAL PROVISIONS**

**Art. 15.** The Executive Office of the Board of Administration may decide to withdraw or suspend the financial support, in special cases such as: submission of false documents, serious deviations from university discipline, failure to promote the academic year or other special situations.

**Art. 16.** This Methodology is consistent with the legal provisions in force and with the Managerial Plan of the Rector 2024-2029.

**Art. 17.** The International Relations Department will carry out the provisions of this methodology. The methodology was approved in the meeting of the Board of Directors on \_\_\_\_\_ and approved in the Senate meeting on \_\_\_\_\_

Approved in the meeting of the UNSTPB Senate dated .....

**President of the Senate,**  
**Prof. engineer Tudor PRISECARU, Ph.D.**



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**ANEXA I**

**EVALUATION CRITERIA**

No.	Criterion / activity	Place	Participations/ awards	No. of points	No. of activities	Total	Observations
1	Letter of candidacy nomination						Eliminatory criterion
2	During high school years, the candidates studied subjects relevant to the field in which enrollment is requested: mathematics, informatics, statistics, physics, chemistry, technology, humanities and arts, social sciences, mathematics and natural sciences, sports science and physical education.						Eliminatory criterion
3	Minimum grade 8 (eight) at the baccalaureate (or equivalent), for bachelor's studies						Eliminatory criterion
4	Minimum grade 8 at the bachelor's degree, for master's studies						Eliminatory criterion
5	Letter of Intent	-	-	max. 10	-		At the committee's consideration
6	Educational performances	-	-	2 points for each 0.25 above average of 8 for the baccalaureate examination			
7	Competitions	international	Awards	20			
			Endorsement	15			
			Participation	10			
		national	Awards	20			
			Endorsement	10			
			Participation	5			
7	Volunteering activities	international	-	15			
		national	-	10			
8	Letters of recommendation	-	-	5			



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9	Other outstanding activities mentioned in the CV	-	-	10			
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**ANNEX II**

**Letter of Intent**

***To the attention of the Evaluation Committee of the “Excellence Scholarships” Special Scholarship Program***

The undersigned (a) ..... wish to apply for this scholarship program.  
[to be completed with the reason regarding this application]

\_\_\_\_\_

I am attaching the following additional information regarding the academic actions I participated in:

<b>A. NONFORMAL / EXTRACURRICULAR / APOLITICAL ACTIVITIES</b>	
<b>Activities in which I have been/am involved</b>	<i>Character and description of the activity</i> _____ <i>The name of the organization I have worked with</i> _____ <i>Contact person:</i> _____ <i>Contact person's phone number:</i> _____ <i>Contact person's e-mail address:</i> _____
<b>Participation to academic competitions</b>	<i>Title of the competition</i> _____ <i>Award [if applicable]</i> _____
<b>Participation to international mobilities (extracurricular activities)</b>	
<b>B. PROJECTS FOR THE BENEFIT OF THE COMMUNITY</b>	
<b>Volunteering activities</b>	<i>Character and description of the project I have been involved:</i> _____ <i>The name of the institution I have worked with:</i> _____



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	<p>_____</p> <p>Contact person: _____</p> <p>Contact person's (phone, e-mail address) _____</p> <p>_____</p> <p><i>The certificate of participation is attached to this document</i></p>
<b>C. ACADEMIC ACTIVITY</b>	
<b>Average grade of the previous years of studies (if applicable)</b>	<p>_____</p> <p>_____</p>

Date,

Signature,

Checking the copies of the requested documents in the file,  
Committee Members - Signature \_\_\_\_\_





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**ANNEX III**

**Declaration on the protection of personal data signed by the scholarship applicant**

The undersigned \_\_\_\_\_, born on \_\_\_\_\_,  
in \_\_\_\_\_, son/daughter of \_\_\_\_\_ and \_\_\_\_\_  
of \_\_\_\_\_, with current residence in \_\_\_\_\_,  
street \_\_\_\_\_, no. \_\_\_\_\_, bl. \_\_\_\_\_, sc. \_\_\_\_\_, ap. \_\_\_\_\_,  
county \_\_\_\_\_, telephone \_\_\_\_\_, holder of B.I./C.I., series \_\_\_\_\_,  
no. \_\_\_\_\_, issued by \_\_\_\_\_ on \_\_\_\_\_,  
CNP \_\_\_\_\_ scholarship applicant \_\_\_\_\_,

Pursuant to art. 13 para. (2), (3) from the Order no. 6463/2023 on the approval of the General Criteria for awarding scholarships and other forms of financial support from the state budget for students and trainees in public higher education, full-time education, I express my agreement regarding the use and processing by the National University of Science and Technology POLITEHNICA Bucharest of the personal data provided through the documents submitted in the scholarship file, in order to verify compliance with the criteria for awarding the special “Excellence Scholarships”.

I declare on my own responsibility that I have taken note of the information and the rights I have, through the General Information Note regarding the processing of personal data of students who are candidates for a scholarship at the National University of Science and Technology POLITEHNICA Bucharest, in accordance with the provisions of the Regulation no. 679 of April 27, 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC.

I declare that I have been made aware of the fact that the refusal to provide the requested personal data entails the impossibility of fulfilling the above-mentioned purpose.

Name and Surname

Date .....

.....

Signature