

For the admission process for **PhD program** you have to follow **three steps**:

Step 1: Obtaining the certificate of recognition / equivalence of study documents

According to the Romanian Education Law, citizens of EU, Swiss Confederation and the European Economic Area willing to study in Romania are requested to obtain the Certificate of recognition/equivalence of study documents issued by the [National Center of Recognition and Equivalence of Diplomas](#). This Certificate is requested also for the registration for preparatory year, Romanian language course.

In order to obtain this Certificate, the candidates are required to send by e-mail, not later than **August 11, 2017**, at the following address: contact@externe.unibuc.ro, **scanned copies** of the documents mentioned below:

1. [Statement](#)
2. [Application form](#)

Note: for the preparatory year, in the application form, at point no. 9, you will have to fill in as follows:

9.2 Faculty of Letters – preparatory year followed by

9.3. Ph.D. in the field of Biology

3. Proof of completion of secondary school (high school diploma/certificate):

- Copy for documents in Romanian / English / French / Spanish / Italian
- Copy and an official translation in Romanian for documents in other languages

4. Proof of completion of all secondary school levels (transcript of high school years/certificate of each level):

- Copy for documents in Romanian / English / French / Spanish / Italian
- Copy and an official translation in Romanian for documents in other languages

5. Other documents:

- Pruebas de Aptitud para el Acceso a la Universidad from **Spain**

- Vevaiosi Prosvasis for Panellinies Exetaseis – for general high school – from **Greece**
- Scholastic Aptitude Test (SAT) or ACT from **S.U.A.**
- Copy and an official translation in Romanian for documents in other languages than English / French / Spanish / Italian

6. Identification papers - copy

- Passport
- Identity card
- Proof of legal name change, if applicable, copy for documents in Romanian language / English / French / Spanish / Italian, and authorized translation in Romanian for other languages.

7. Proof of payment for evaluation fee - 50 de lei - copy.

The fee can be paid at CNRED Cashier's Office, Spiru Haret Street, 12, Monday to Thursday, 09:00 -12:00 and 13:00 -15:00 or at a Post Office, or via bank tranfer in the bank account:

Beneficiary: Ministry of National Education

Tax Registration Number: 13729380

Bank: Activity of Treasury and Public Accounting of Bucharest Municipality - ATCPMB

IBAN Code: RO86TREZ70020E330500XXXX

SWIFT Code: TREZROBU

BIC Code: TREZ

The payment can be made in **Euro** via bank transfer in the account below:

Beneficiary: Ministry of National Education

Tax Registration Number: 13729380

Bank: Romanian Commercial Bank - BCR, branch Sala Palatului

IBAN Code: RO35RNCB0080005630300077

SWIFT Code: RNCBROBU

BIC Code: RNCB

The fee will be calculated according to the [National Bank of Romania official exchange rate](#) on the day of the payment.

Important: The IBAN number along with owner's and employer's name (if applicable) must be referred to on the proof of payment!

Authentication of study documents

1. Diplomas from Moldova do not need any form of authentication. Diplomas issued before 2008 (and diplomas issued after 2008 which cannot be [verified online](#) shall be accompanied by a [Certificate of Authenticity from the Ministry of Education of Moldova](#) which shall be submitted in original.
2. [Hague Apostille](#) is requested for diplomas from [countries which are parties to the Hague Apostille](#), issued by the [competent authorities](#) in the issuing countries. Hague Apostille Convention is requested for diplomas from Italy, Greece, Spain, Portugal and Cyprus.
3. Diplomas issued in countries which are not parties to the Hague Apostille shall be [authenticated](#) or accompanied by an authentication certificate from by the competent authorities in the issuing countries;
4. Legalization/Authentication is done by the Ministry of Foreign Affairs from the issuing country and the Embassy/Consular Office of Romania in the issuing country or by the Ministry of Foreign Affairs in the issuing country and the issuing country's Embassy/Consular Office in Romania; for countries where Romania does not have a diplomatic mission or countries which do not have diplomatic missions in Romania, the study documents shall be legalized by the Ministry of Education and the Ministry of Foreign Affairs from the issuing country.
5. Legalization/Authentication exemption is allowed under the law of an international treaty to which Romania is party or on a reciprocity basis.

[List of countries for which the authentication of study documents is requested](#)

Evaluation of documents

The processing time is 30 days from the date of registration of the application, which should include proper and complete documentation.

If considerable research or correspondence to obtain necessary information is required, during unusually busy periods or when circumstances beyond our control prevail, the time span as indicated above may be extended.

For additional information, please contact us by e-mail: contact@externe.unibuc.ro or by phone 021 307 73 22.

More information here: <https://www.cnred.edu.ro/en/preuniversity-studies> / <https://www.cnred.edu.ro/en/higher-education>

Step 2: The Enrollment at the Doctoral School of Biology 4 - 11 September 2017

The Enrollment will be done at the Doctoral School of Biology, Splaiul Independenței no. 91-95, sector 5, București. The required documents can be submitted online to the Ph.D. Secretariat at secretariat@bio.unibuc.ro for verification. You will be required to bring the following documents before the interview date:

- Certificate of recognition / equivalence of study documents;
- Copy of the National Identity Card;
- Copy of the Passport;
- Copy and authenticated translation of the birth certificate;
- Copy and authenticated translation of the Marriage certificate (if the name changed subsequent to marriage) or any other document, relevant as a proof of current name;
- Copy and authenticated translation of the High School graduation diploma;
- Copy and authenticated translation of the Bachelor degree diploma with the transcript of records or diploma supplement;
- Copy and authenticated translation of the Master degree diploma with the transcript of records or diploma supplement;
- If the candidate intends to study in Romanian language, one of the following documents will be submitted: certificate of proficiency in Romanian language, or preparatory year graduation certificate, or documents proving the graduation of at least 4 years of study in an educational institution with Romanian as language of instruction;
- An international language proficiency certificate (TOEFL, IELTS, Cambridge) is needed with at least B2 level (we do not offer these certificates here); Candidates who can prove that the official language of their country is also English or French and that they have studied in this language are exempted from the language test;
- Curriculum Vitae;
- List of scientific publications;
- Copies of publications;

- [Registration form for doctoral studies in biology](#);
- Two photos 3/4 cm;
- Receipt of the application processing fee (to be paid at the Faculty of Biology, at registration);
- Ph.D. research proposal;

Guide for drafting Ph.D. research proposal

- The **title** of the research project
- **Relevance / Motivation** of the research project
- Short and precise overview about the **current state of research** that is immediately connected with your own research project. Name the most important contributions of other scientists (not to exceed 2 pages)
- **Aims and objectives** of the research project
- The **experimental design** with some consideration of the methods/approach you might use (not to exceed 2 pages)
- **Expected original results** (not to exceed a half page)
- A list of relevant **references** (cited in the text)

Step 3: Interview for Ph.D. Admission

Interview for Ph.D. admission will be held on **18th September, 2017, 9:00 a.m.**, PCBE Conference Room, ground floor, Faculty of Biology, Spl. Independentei 91-95.

The interview will consist of a 10-15 minute *Ph.D. research proposal PowerPoint presentation*, followed by a question and answer period with examination committee members.

The candidates are requested to register before October 1st, the official opening date of the academic year.

For information regarding the Romanian educational system and ways to obtain a scholarship please access: <http://www.edu.ro/index.php/articles/c1137/> and <http://www.mae.ro/en/node/10251>