

## **REQUIRED DOCUMENTS FOR THE REGISTRATION IN THE COMPETITION FOR DOCTORAL STUDIES IN THE THE ACADEMIC YEAR 2020 – 2021**

Each candidate who wants to enter the competition for admission to doctoral studies submits to the University Secretary Office - Doctoral Department a registration file (envelope file type) or sends by e-mail (gstegarescu@upg-ploiesti.ro) the following documents:

- a. ANNEX 2 - APPLICATION FOR THE ISSUANCE OF LETTER OF ACCEPTANCE TO STUDIES (form). The doctoral domain and the doctoral adviser to whom the candidate wishes to apply must be specified;
- b. information on the protection of personal data (form);
- c. copy of the passport;
- d. copy of the birth certificate and copy of the identity card;
- e. copy of the marriage certificate (this document is submitted only by the candidates who have changed their name through marriage);
- f. copy of the baccalaureate diploma;
- g. copy, accompanied by the translation into Romanian, if applicable, of the long-term university diploma and its annexes;
- h. copy, accompanied by the translation into Romanian, if applicable, of the diploma of in-depth studies or master's degree (this document may be missing from the file of candidates holding a diploma equivalent to long-term university studies);
- i. curriculum vitae and a list of scientific papers (if applicable);
- j. proof for paying the registration fee for the doctoral admission competition, in the amount of 200 lei (paid at the University Cashier's Office) or by Payment Order (BRD-GSG // RO80BRDE300SV39543213000 // SWIFT BRDEROBU // CIF 2844790) equivalent in EURO ;
- k. two 4x3 cm photos.

**The documents must be translated into English or Romanian and must be endorsed by:  
the Ministry of Education, the Ministry of Foreign Affairs and the Romanian Embassy /  
Consulate in the applicant's country.**

**Incomplete files will not be processed.**

**MINISTERUL EDUCAȚIEI ȘI CERCETĂRII**  
**MINISTRY OF EDUCATION AND RESEARCH**  
**MINISTÈRE DE L'ÉDUCATION ET DE LA RECHERCHE**

**DIRECȚIA GENERALĂ RELAȚII INTERNATIONALE ȘI AFACERI EUROPENE**  
**GENERAL DIRECTION FOR INTERNATIONAL RELATIONS AND EUROPEAN AFFAIRS**  
**DIRECTION GÉNÉRALE DES RELATIONS INTERNATIONALES ET DES AFFAIRES EUROPÉENNES**

28-30 G-ral Berthelot Street/12 Spiru Haret Street, 010168 Bucharest  
 Tel. (+4021) 4056200; 4056300

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**CERERE PENTRU ELIBERAREA SCRISORII DE ACCEPTARE LA STUDII**  
**APPLICATION FOR THE ISSUANCE OF LETTER OF ACCEPTANCE TO STUDIES**  
**DEMANDE D'APPLICATION POUR LA LETTRE D'ACCEPTATION AUX ÉTUDES**  
 (Se completează cu majuscule/ to be filled in with capital letters/ à completer en majuscules)

1. NUMELE \_\_\_\_\_ PRENUMELE \_\_\_\_\_  
 (SURNAME/NOMS) (GIVEN NAMES/PRENOMS)

2. NUMELE PURTATE ANTERIOR \_\_\_\_\_  
 (PREVIOUS SURNAMES/ NOMS ANTERIEURS)

3. LOCUL ȘI DATA NAȘTERII Tara \_\_\_\_\_ Localitatea \_\_\_\_\_ Data \_\_\_\_\_  
 (DATE AND PLACE OF BIRTH/ (COUNTRY/PAYS) (PLACE/LIEU) (DATE/DATE)  
 DATE ET LIEU DE NAISSANCE Y )

<input type="text"/>								
Z (D)	Z D	L M	L M	A Y	A Y	A Y	A Y	A A

4. PRENUMELE PĂRINȚILOR \_\_\_\_\_  
 (PARENTS GIVEN NAMES/PRENOMS DES PARENTS)

5. SEXUL (SEX/SEXE) :  M  F

6. STAREA CIVILĂ :  CĂSĂTORIT(Ă) (MARRIED/MARIE)  NECĂSĂTORIT(Ă) (SINGLE/CELIBATAIRE)  DIVORTAT (Ă) (DIVORCED/DIVORCE)  VĂDUV(Ă) (WIDOWER/VEUV(VEUFE))

7. CETĂȚENIA (CETĂȚENIILE) ACTUALE \_\_\_\_\_ CETĂȚENII ANTERIOARE \_\_\_\_\_  
 (ACTUAL CITIZENSHIP(S) NATIONALITE(S) ACTUELLE(S)) (PREVIOUS CITIZENSHIPS NATIONALITES ANTERIEURES)

8. DOCUMENT DE CĂLĂTORIE : TIPUL \_\_\_\_\_ SERIE \_\_\_\_\_ NR. \_\_\_\_\_  
 (TRAVEL DOCUMENT/DOCUMENT DE VOYAGE) (TYPE/TYPE) (SERIE/SÉRIE) (NO/NO)

ELIBERAT DE ȚARA: \_\_\_\_\_ LA DATA \_\_\_\_\_ VALABILITATE \_\_\_\_\_  
 (COUNTRY ISSUED BY/ EMIS PAR PAYS) (DATE OF ISSUE/A) (VALIDITY/EXPIRATION DATE)

9. DOMICILIUL PERMANENT ACTUAL : ȚARA \_\_\_\_\_ LOCALITATEA \_\_\_\_\_  
 (PERMANENT RESIDENCE DOMICILE (COUNTRY/PAYS) (PLACE/LOCALITE)  
 PERMANENT ACTUEL)

10. PROFESIA \_\_\_\_\_ LOCUL DE MUNCĂ \_\_\_\_\_  
 (PROFESSION/PROFESSION) (WORK PLACE/LIEU DE TRAVAIL)

11. ADRESA COMPLETĂ UNDE POATE FI TRIMISĂ SCRISOAREA DE ACCEPTARE  
 (THE COMPLETE ADDRESS WHERE THE LETTER OF ACCEPTANCE CAN BE SENT TO YOU / L'ADRESSE COMPLÈTE OÙ ON PEUT ENVOYER LA LETTRE D'ACCEPTATION)

12. EMAIL/ COURRIEL:

13. MOTIVAȚIA DEPLASĂRII ÎN ROMÂNIA (PURPOSE OF VISIT/BUT DE SEJOUR)

**NOTE: Toate rubricile sunt obligatorii; cererea trebuie completată în 2 exemplare și însoțită de documentele menționate în Secțiunea V. All the fields are mandatory, must be completed in 2 copies and have to be accompanied by the documents mentioned in Section V, otherwise your request will not be processed. Tous les champs sont obligatoires, doivent être complétés en 2 exemplaires et doivent être accompagnés par les documents mentionnés à la Section V, sinon votre sollicitation ne sera pas analysée.**

**I. Previous education / Études précédentes (Fill in all columns which are applicable to you/ Remplez toutes les colonnes qui vous concernent)**

Certificate issued/ Certificat reçu	Country/ Pays	Name of School/ Nom du Lycée/université	Year of admission/ Year of graduation Année d'admission/Année d'obtention du diplôme

**II. Studies applied for in Romania / Option d'études en Roumanie**

Studies applied in Romania  Option d'études en Roumanie	Branch /Speciality  Domaine /Spécialité	High School/ University  Lycée / Université	Language of instruction  Langue d'enseignement	I apply for the Romanian language course (For YES you have to mention the University)	
				YES / OUI	NO / NON
Secondary, in the grade Pré-universitaire, classe					
Undergraduate Universitaire					
Master					
Postgraduate medical education/ Études médicales postuniversitaires					
Ph.D. Doctorat					

**III. Proficiency in other languages (please, fill in as appropriate: excellent, good, poor)  
Langues connues (rempli: excellent, bonne, faible)**

Language Langue	Writing Écrit	Speaking Parlée	Institution that issued the certificate Institution qui a émis le certificat
Romanian			

**IV. Statement of the applicant / Déclaration du solliciteur**

I oblige myself to observe the laws in force in Romania, the school and university rules, regulations and norms, as well as those for social life. / Je suis obligé de respecter les lois en vigueur en Roumanie, les normes et les réglementations des écoles et des universités, ainsi que les règles de cohabitation sociale.

I have taken note of the fact that school fees may change during the years of study and must be paid, in free currency, in advance for a period of at least 9 months for full time courses and at least 3 months for part time courses. / J'ai pris note que la valeur des taxes d'études peut être changée pendant l'année d'études et qu'il faut les payer, en devise étrangère, 9 mois en avance pour les cours complets et 3 mois en avance pour les cours partiels.

I am aware that any untrue information will lead to my disqualification. / Je comprends et j'accepte que toute information incorrecte ou fausse, toute omission vont entraîner ma disqualification.

**V. Annex (authenticated copies and translations of the documents, in an internationally wide-spread language)**

Annexes (photocopies et traductions légalisées des documents, dans une langue de circulation internationale)

1. The certificate of studies / Les certificats des études.

2. The birth certificate / L'acte de naissance.

3. Passport / Passeport

4. Medical certificate / Certificat médical.

5. The list of results of the completed study years (Academic Transcripts) for postgraduate studies applicants and for those wishing to continue studies begun in other countries / La liste complète des résultats des études pour chaque année, pour les solliciteurs des études postuniversitaires et pour les étudiants qui désirent se transférer d'un autre pays.

On my arrival in Romania I should submit the original documents.

À mon arrivée en Roumanie je vais présenter tous les documents en original.

Date \_\_\_\_\_

Signature \_\_\_\_\_

## INFORMATION REGARDING THE PROTECTION OF PERSONAL DATA

Because we want the relationship with you to be transparent, legal and fair, we inform you that Petroleum-Gas University of Ploiești, based in Ploiești, Bd. București, no. 39, processes your personal data in accordance with the requirements of Article 6 points b and c of Regulation (EU) 679/2016, on the protection of personal data and their free movement, and on the basis of the applicable legislation on the organization and functioning of higher education institutions.

**The purpose** of processing your data is to conclude and put in practice the study contract and/or registration, participation in the admission contest (bachelor, master, doctorate, postgraduate courses, psycho-pedagogical module) conducted by the University.

**Types of personal data processed:** name, surname, personal identification number, date and place of birth, series and ID/passport number, address, citizenship, ethnicity, image, marital status information, material status information, health status, information on studies, or any other information specified in the applicable legislation.

The provision of certain personal data is mandatory for starting the contractual relations with the University and / or registration and participation in the admission contest.

Refusal to provide the data may lead to the impossibility of concluding the study contract and/or of participating in the admission competition.

Your data will be processed during the period of the study contract as well as in accordance with the terms provided by the legislation in force.

All these data can be transmitted to other public institutions or state authorities, such as the Ministry of National Education, the Single Matriculation Register through UEFISCDI, the National Agency for Fiscal Administration, the National Institute of Statistics, other central and local public authorities, based on legal obligations, which the operator has towards these entities regarding the planning, organization and development of specific higher education activities.

We inform you that, in accordance with EU Regulation 2016/679 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, you may exercise the following rights:

- **the right of access; the right to intervene on the data (rectification, updating, blocking, porting or deletion of incomplete or inaccurate data); the right not to be subject to an individual decision; the right to go to court; the right to object to the processing of personal data concerning you and to request their deletion.**

To exercise these rights, you can address a written request, dated and signed to the Petroleum-Gas University of Ploiești, at Bd. București, no.39, zip code 100890, Ploiești, Prahova, Romania.

For more information on data protection you can access the PGU website [www.upg-ploiesti.ro](http://www.upg-ploiesti.ro).

### Declaration of consent regarding the processing of personal data

The undersigned (name, surname) \_\_\_\_\_, student / candidate at the Faculty \_\_\_\_\_

\_\_\_\_\_, I express my consent regarding the use and processing of my personal data by the Petroleum - Gas University of from Ploiești, as an operator, for the purposes described above.

Date of completion:

Signature