



A P R O V E D
by the Senate of APSA
minutes no. ____ of ____

REGULATIONS

on the organization of procedure of admission and documentation of foreign citizens and stateless persons in the Academy of Painting “Stati Art” academic year 2016-2017

I. GENERAL PROVISIONS

1.1. This Regulation is made in accordance with Education Code, Regulations on training of foreign citizens and stateless persons in educational institutions of the Republic of Moldova approved by the Government Decision no. 746 of 21 June 2003; Law no. 200 of 16.07.2010 on foreigners in the Republic of Moldova, the Law on the Legal Status of Foreign Citizens and Stateless Persons in the Republic of Moldova no.275-XIII of 11.10.94, Regulations on issuing invitations to foreign citizens and stateless persons approved by Government Decision No. 33 of 22 January 2004 with subsequent amendments.

1.2. Regulations aim to establish the conditions and principles of objective and transparent selection of candidates for admission to study in the Academy of Painting “Stati Art” (hereinafter APSA).

1.3. Admission to university studies is done on a competitive basis and aims to select candidates according to their skills in the professional field of easel painting and knowledge of the language of study (Romanian).

1.4. Foreign citizens and stateless persons are enrolled to graduate studies, based on:

- a) Constitution of the Republic of Moldova and Legislation in force;
- b) International treaties to which Moldova is a party;
- c) Interstate, intergovernmental agreements and agreement between Ministries;
- d) Agreements between APSA and other Art educational institutions abroad, duly authorized;
- e) Individual contracts concluded between APSA and foreigners;

1.5. Admission is done by Admission and Assessment Boards, approved by order of the Rector.

1.6. Assessment and interviewing of candidates for their university studies can be done only by direct contact in the Republic of Moldova, during the entrance examinations.

II. APPLICATION FOR ENTRANCE EXAMINATIONS

2.1. Foreign citizens or stateless persons who hold a bachelor diploma or other equivalent documents, a higher education diploma or bachelor's degree diploma can apply for the entrance examinations. No age limit for candidates is set at the entrance examination. A foreign citizen or stateless person is a person who does not hold the citizenship of the Republic of Moldova.

2.2. The deadline for submitting applications for admission to university for foreign or stateless candidates is August, _____. If after this time there are vacancies according to the plan of registration, an extent of deadline for submission of applications is admitted up to October, _____.

2.3. Citizens of other countries are entitled to participate in the competition for admission to university studies at APSA based solely on the written invitation or registration from the Academy.

2.4. To participate in the competition for admission to studies, candidates are required to submit to the Admission Board the following documents:

- a) Registration form;
- b) Copy of the national identity document (national passport) valid for not less than one year from entry date on the territory of the Republic of Moldova;
- c) Copies of documents confirming their studies (Baccalaureate Diploma or its equivalent);
- d) Copy of the declaration of value of academic certificates issued by the Ministry of Education of the country of origin, which should contain:
 - the confirmation of authenticity of the academic certificates;
 - the duration of studies;
 - the academic and professional value of the academic certificate;
 - the description of grading scale;
- e) Notarized copy of birth certificate;
- f) Notarized copy of parental consent for persons under the age of 18;
- g) A digital photo 3 x 4 cm for passport / visa and 2 matt photos 3 x 4 for passport / visa.

Note: Documents mentioned in the clauses c), d), e) and f) must be translated into the state language of the Republic of Moldova, Russian or English and must be notarized by the legal authorities of the residence country of the applicant.

2.5. Copies of documents shall be submitted personally, by authorized persons or by e-mail to the Admission Board. (apsa.statiart@gmail.com).

III. ADMISSION BOARD

3.1. Admission Board is constituted by the order of the Rector:

- a) Chairman - Rector;
- b) Secretary in charge;
- c) other authorized persons;
- d) secretariat composed of members of the Department of admission, registration and documentation of foreign students and of teaching-staff.

3.2. Admission Board has the following tasks:

- a) receives the files of the candidates for participation in the entrance examination;
- b) selects candidates in accordance with the requirements for admission to APSA;
- c) provides cooperation with the Ministry of Education and the National Migration Bureau of the Ministry of Internal Affairs;
- d) submits for Rector's approval the list of members of the Assessment Boards according to the subjects assessed;
- e) submits for Rector's approval the way of assessment and interviewing of candidates;
- f) organizes and monitors the entrance examinations;
- g) ensures the functioning of the Module "Admission" of the University Informational Management System (UIMS);
- h) selects and proposes candidates for enrolment in accordance with the results of entrance examination;
- i) analyzes and generalizes the results of admission and the work of Admission Board and develops a report on admission and enrolment of candidates;
- j) submits proposals on improvement of admission procedure;
- k) participates in the development of the plan of enrolment and the criteria for selecting candidates for the next academic year.

3.3. The Chairman of the Admission Board has the following powers:

- a) informs the members of the Admission and Assessment Boards about these Regulations and normative acts regulating the organization and development of admission;

- b) sets the tasks to the members of the Board;
 - c) is responsible for the organization and development of the admission session;
 - d) monitors and coordinates the activity of Admission Board;
- 3.4. The Secretary in charge of the Admission Board has the following tasks:
- a) participates in the development of the working plan on organization of admission procedure;
 - b) consults candidates and their parents on issues related to admission;
 - c) makes the instructions and directs the work of the Secretariat;
 - d) is in charge of the accuracy of filling and keeping the personal files of candidates, as well as posting the announcements on the organization of admission and enrolment;
 - e) receives the results of examination tests from the Assessment Board, as well as the results of interviews of candidates;
 - f) develops and submits current reports and the final report of the Board.
- 3.5. The Secretary of the Board that is in charge of technical support has the following tasks:
- a) receives and processes the candidates' files;
 - b) fills in the Admission Module of APSA;
 - c) ensures the communication with the Ministry of Education;
 - d) ensures the communication with the National Bureau of Migration and Asylum;
 - e) organizes the procedure of examinations;
 - f) organizes the interview with candidates in order to assess their professional motivation and communication skills;
 - g) prepares the files of candidates selected for enrolment.

IV. ASSESSMENT BOARD

- 4.1. The Admission Board on the subjects (drawing, painting, composition, language of study) is constituted by the order of the Rector and consists of the Head of the Board and 3 members.
- 4.2. The Head of the Assessment Board on the subjects has the following powers:
- a) instructs the members of the Assessment Board;
 - b) coordinates the work of the Assessment Board;
 - c) monitors the correctness of the assessment process on the subjects;
 - d) is responsible for the integrity of examination tests;
 - e) receives the results and develops and presents the report to the Admission Board.
- 4.3. Members of the Assessment Board on the subjects have the following tasks:
- a) develop syllabi on the disciplines and samples of tests;
 - b) develop tests on each discipline;
 - c) are responsible for the correctness and complexity of the examination tests in accordance with the syllabi;
 - d) are responsible for the assessment of candidates' knowledge and skills ;
 - e) ensure the integrity of the examination tests.

V. ENTRANCE EXAMINATIONS

- 5.1. Entrance examinations at the Faculty of Fine Arts, Specialty Painting include:
- a). Practical exam in Drawing.** Portrait – drawing from model (9 hours). Technique: the candidate will choose the technique and easel drawing materials – coal, sanguine, sous etc. Size: 40 / 50 cm.
 - b) Practical exam in Painting.** Portrait – painting from model (9 hours). Technique: oil on canvas. Size: 40 / 50 cm.

c) Practical exam in Composition. Creating a composition on a given topic. (6 hours).
Technique: oil on canvas. Size: maximum size of the longest side 70 cm.

d) Interview: oral

The candidate will present in front of the Admissions Board works previously created by him/her. These will be not more than 20 artworks created from model (drawings, paintings, compositions, sketches, etc.)

e) The Romanian language examination: oral and written. Compulsory examination for foreign students.

5.2. All materials for all practical tests (painting, drawing, composition) included in the admission methodology will NOT be supplied by the Academy. The candidate must purchase all these materials.

VI. ADMISSION PROCEDURE

6.1. Admission of foreign citizens and stateless persons to APSA is made under these Regulations, developed and approved on the basis of university autonomy, in compliance with the legislation in force and the Regulation of the Ministry of Education.

6.2. Enrolment of candidates is made by order of the Rector after nostrification of submitted documents, approval of the Ministry of Education, Academy approval, as well as entrance examinations.

6.3. Competition for admission consists in obtaining the „pass” mark by candidates after the assessment of professional motivation and communication skills in an interview (conversation) and calculation of the contest average mark.

6.4. Holders of a Baccalaureate Diploma, Bachelor’s degree or of equivalent documents certifying their studies may take part in the first round of admission.

6.5. Competition for admission is done using the following formula:

MC = 0,2MB + 0,6PC + 0,2NR where:

MB – average mark from the diploma of previous studies;

PC – average mark for the entrance examinations in specialty subjects;

NR – the mark for the examination in the Romanian language.

Note: The grading scale of the country of origin is equated to that of Moldova, applying the formulas approved by the Ministry of Education.

6.6. The competition average is calculated by hundredths without rounding.

VII. ENROLLMENT OF CANDIDATES

7.1. Enrolment to university studies is done in a descending order of the competition average mark of candidates, in the limits of available places.

7.2. Information on the results of the competition is available to candidates at the end of each round of admission after approval by the Admission Board.

7.3. When more candidates have the same competition average, priority is given to candidates with: - higher mark on practical specialty examinations;

7.4. The admitted candidates are enrolled in the first year of studies under the Admission Board's decision, validated by the order of Rector, after full payment of tuition fee. The amount of tuition fee and other services provided are set by the Academy Senate for each year of study. The Admission Board has the power to examine and decide the outcome of exceptional cases, with their record in the minutes and subsequent validation of the Board’s decision by order of the Rector.

7.5. To be registered in the lists of University students, the candidates enrolled by the order of the Rector are required to submit the following documents:

a) The national identity document (passport in the original) valid for not less than one year from entry date on the territory of the Republic of Moldova, according to the stamp applied at the state

border checking point (which confirms the date and the entrance point), and a copy of the a long-term visa (for those applicants who enter the Republic of Moldova visa based);

b) a notarized copy of the national passport according to the above mentioned remarks;

c) letter of acceptance to studies from APSA;

d) Original documents which confirm the previous studies (Baccalaureate Diploma or its equivalent);

e) the declaration of academic value of certificates issued by the Ministry of Education of the country of origin, which should contain:

- the confirmation of authenticity of the academic certificates;

- the duration of studies;

- the academic and professional value of the academic certificate;

- the description of grading scale.

f) birth certificate;

g) criminal record from the country of origin, translated into state language of the Republic of Moldova, Russian or English, notarized and legalized in the manner established by the state bodies of the country of origin (for states members of the Hague Convention – Apostille, for other countries - seal of the Ministry of Foreign Affairs of the respective country, with further legalization by General Consular Directorate of the Republic of Moldova).

h) evidence of financial means in the minimum amount of 1500 Euro per year;

i) parental consent for persons under the age of 18, notarized, translated into the state language of the Republic of Moldova, Russian or English;

j) medical certificate that certifies that the candidate does not suffer from diseases that may endanger public health (medical certificate of an established form with indication of the height, color of the eyes and blood group).

k) Evidence of housing / landlord agreement drawn up by a notary / tenancy / agreement of sale (donation) of housing.

l) medical insurance issued by insurance companies in Moldova or international medical insurance (valid for Moldova) from the country of origin, valid for at least 3 months.

m) a digital photo 3 x 4 cm passport / visa type and 6 matt photos 3 x 4 passport / visa type.

All the above mentioned documents are presented in the original and in case of need – their copies, and the ones mentioned in the clauses d), e), f), g) and h) of the present paragraph must be translated into the state language of the Republic of Moldova or English and must be notarized by the legal authorities of the residence country.

7.6. Failure to present the original documents by the set deadline, because of the candidate's exclusive fault, and / or failure to pay the tuition fee leads to the loss of the place at APSA, obtained by entrance examination.

7.7. Foreign citizens and stateless persons enrolled for study in APSA are obliged to report to the Department of Admission, registration and documentation of foreign students within 3 days after entering the Republic of Moldova.

7.8. Foreign citizens and stateless persons who study in APSA get right to temporary residence for the period of study, issued by the Department of Migration of the Ministry of Internal Affairs.

7.9. Foreign citizens and stateless persons enrolled for study in APSA are obliged to respect the Constitution of the Republic of Moldova, the University Charter, Moral Code, internal regulations of APSA and orders of the Rector

VIII. ENTRANCE EXAM FEES

- 8.1. APSA charges registration fees, fees for evaluation of files, fees for the Romanian language test and enrolment fees in amounts determined by the Board of Directors and approved by the Senate of APSA.
- 8.2. Fees are not reimbursed under any circumstances.

IX. FINAL PROVISIONS

- 9.1. Candidates admitted to studies at APSA must sign an individual contract, developed on the basis of Sample-Contract on studies at APSA.
- 9.2. Students enrolled by the Order of the Rector, but who do not come to studies for more than 10 days without good reason are expelled. Vacancies are occupied by the candidates who are following in the admission list.
- 9.3. Committing fraud conducive to the enrolment of candidates or finding other proven offenses will be punished under the law in force.
- 9.4. Admission Boards's mandate extends over a calendar year.
- 9.5. Remuneration of Board's members involved in admission to studies is done according to the law and the number of hours actually worked.