National University of Political Studies and Public Administration
Faculty of Public Administration

Freshman Guide to the Faculty of Public Administration



www.administratiepublica.eu

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Admissions

To apply for admission, candidates must create an account on the dedicated admissions platform and upload all required documents. They should then follow the published admission lists according to the official schedule. These lists may change as admitted candidates complete enrollment.



Throughout the admissions period, candidates are therefore asked to check messages received by email, telephone and SMS, as Faculty representatives may contact them with important information.

Enrollment takes place in person at the Faculty, 30A Expoziției Boulevard, 6th Floor, Sector 1, Bucharest. Our volunteers will guide incoming students through preparing and submitting a complete application file. Admitted candidates will then take their files to the Faculty office for official registration.

Admissions

- 0723.21.20.04
- admitere@administratiepublica.eu



Student Housing

SNSPA publishes an announcement on its website when applications for student housing open. Students who wish to live in a dormitory must complete the questionnaire by the deadline stated in the announcement. Rooms are allocated according to the Student Housing Regulations, and the relevant criteria are also specified in the announcement accompanying the questionnaire.

After the allocation lists are published, students must check in during the designated period. At check-in, they must bring the following documents:

- Identity card, together with proof of registered address;
- Documents confirming eligibility for a fee exemption, if applicable.

Students must also pay the first month’s accommodation fee and sign the accommodation agreement covering their allocated period.

SNSPA has two dormitory buildings, B1 and B2, in the grounds of Henri Coandă High School in the Băneasa area. Rooms are available with either shared or private bathrooms.

Social Services Office: social@snspsa.ro



Beginning of the Academic Year

The academic year begins on October 1. Students are invited to the opening ceremony in Lecture Hall 3, where they can meet the professors, classmates and administrative staff who will accompany them throughout their studies. The event also provides essential information about the Faculty and what to expect during their degree program.

Before the academic year officially begins, Orientation Week helps new students become familiar with the academic environment, Faculty facilities and available resources.

Please note that admitted candidates who have completed enrollment officially become students only on October 1. From that date, they may request and receive documents confirming their student status, such as enrollment certificates and student ID cards.

The APCampus Platform



Platform-related issues

- emil.tabaroiu@administratiepublica.eu

APCampus is the Faculty’s official e-learning platform, providing students with access to a comprehensive, integrated virtual learning environment.

Each student can access virtual classrooms for their enrolled courses. These include:

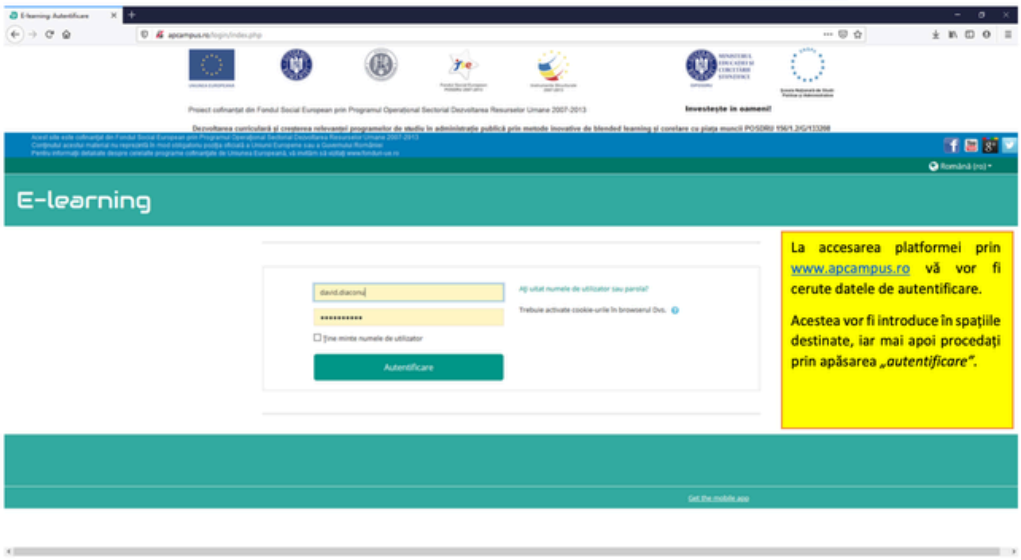
- Course materials uploaded by instructors, including presentations, lecture notes and additional study resources;
- The course syllabus, outlining the content, learning objectives and assessment methods;
- Important documents and materials shared by the course coordinator during the semester.

Through the platform, instructors can assign coursework and assessments, which students can complete and submit online by the stated deadlines. Some course assessments may also take place entirely within APCampus using dedicated online testing and examination tools.

Another key feature is the Digital Noticeboard, the modern counterpart of the Faculty’s physical noticeboard. Students can quickly access the latest Faculty information, announcements and updates in one convenient place.

Scurt ghid de utilizare a platformei APCampus.ro

Platforma de e-learning a Facultății de Administrație Publică se accesează la adresa www.apcampus.ro



AUTENTIFICARE: introduceți numele de utilizator și parola. După ce autentificarea este finalizată va fi afișată pagina implicită ce va prezenta lista cursurilor dumneavoastră. Din lista afișată selectați cursul pe care doriți să îl accesați. În exemplul de mai jos am ales cursul de *Management Public*. **Selectarea cursului se face prin click stânga pe cursul dorit**.

În lista tuturor programelor de studiu, **găsiți programul** dumneavoastră, Licență Zi / Master Zi / Master IFR / Licență ID / Postuniversitar Zi.

În exemplul din dreapta regăsim toate programele de masterat.

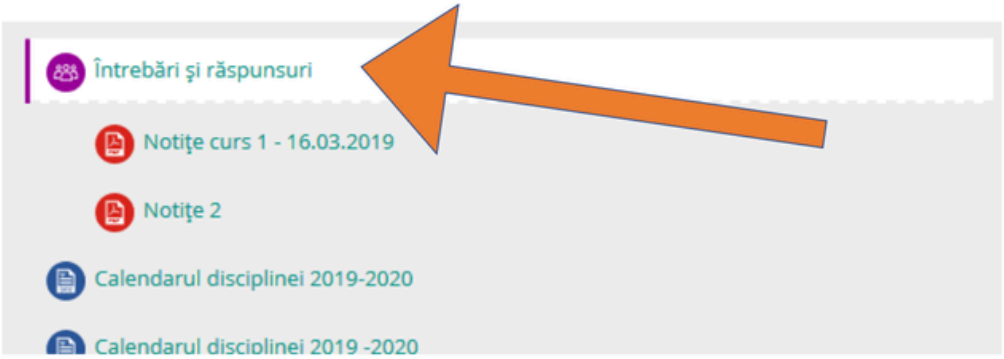
După găsirea programului pe care îl urmați, în cadrul anului de studiu în care sunteți înmatriculat/ă veți găsi cursurile din fiecare semestru.

Prin **click pe titlul acestora vă va fi deschisă pagina cu toate informațiile puse la dispoziție** de către coordonatorul cursului respectiv



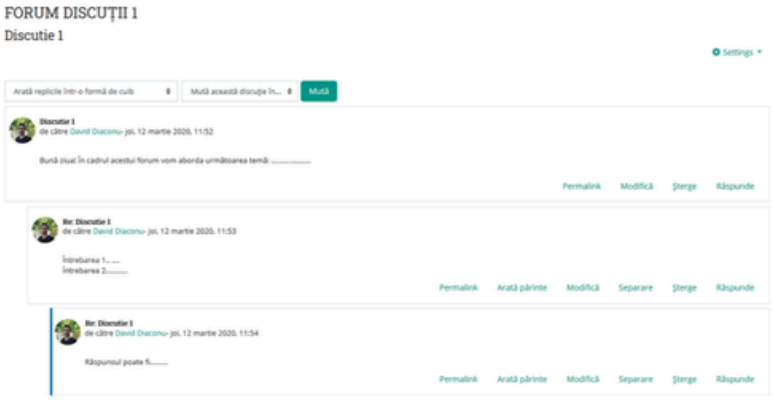


ACTIVITATEA PE FORUM



Pentru a accesa un forum, click pe titlul acestuia sau pe identitatea vizuală (iconița violet). În cadrul forumului puteți adăuga noi intervenții/ camere de discuții sau puteți răspunde intervenției adăugate de către profesor prin *reply/răspunde.*





LUCRĂRI

Prin intermediul APCampus.ro, studenții pot trimite/încărca documentele cerute de către coordonatorii disciplinelor printr-o activitate: **Lucrare.** În cadrul cursului veți găsi diverse activități, asemenea exemplului de mai jos. Acestea fac referire la *lucrări.* Mai precis, prin click pe activitatea respectivă puteți încărca documentul pe care doriți să îl trimiteți către profesor.



Există posibilitatea de a avea un termen limită. Dacă profesorul a propus un termen până la care puteți trimite tema, acesta va fi afișat sub link-ul activității. După ce se deschide noua fereastră, vă este permis să încărcați, fie prin browse document fie prin drag& drop documentul dorit. Acesta trebuie să aibă o dimensiune de maximum 1mb. De preferat sunt versiunile word și PDF.



Campus Life

Student Life Around Campus

The Faculty of Public Administration is located at 30A Expoziției Boulevard, in one of northern Bucharest’s most dynamic and conveniently situated areas, close to several major city landmarks.

Where to Eat

Students have plenty of places to eat near the Faculty. Just a short walk away are cafés and restaurants suitable for a quick break between classes or a leisurely lunch. Students can also use the USAMV cafeteria, which is open to everyone and serves affordable hot meals - a convenient, budget-friendly option.

King Michael I Park (Herăstrău)

King Michael I Park, popularly known as Herăstrău, is only a few minutes from the Faculty. It is Bucharest’s largest park and one of its most popular places for recreation, sports and relaxation. Covering approximately 110 hectares around Herăstrău Lake in the northern part of the city, the park offers wide paths for walking and jogging and green spaces for picnics.

Romexpo Exhibition Center

Romexpo hosts a wide range of events, from technology conferences and car shows to art, fashion and music festivals. These provide students with opportunities for networking, culture and entertainment just steps from the Faculty. Paid parking is also available at ROMEXPO, making it easier to reach the campus and nearby events.

The Expoziției Boulevard area is therefore more than an academic hub: it is a lively urban setting that combines study opportunities with recreation, socializing and personal growth.

Student Representatives



What Does a Student Representative Do?
Student representatives play an active, multifaceted role in Faculty life. Their main responsibilities include:

- Taking part in Faculty councils and meetings, where they have voting rights and can influence decisions affecting students, including curricula, regulations and educational quality.
- Representing fellow students in dealings with Faculty administration by communicating concerns, proposals and requests.
- Sharing relevant Faculty information with classmates to maintain a steady, transparent flow of communication.
- Participating in student activities and projects to improve everyone's academic and extracurricular experience.

Student representatives are therefore an active, responsible voice for the student community. Their involvement directly improves the academic environment and the well-being of those they represent.

At the Faculty of Public Administration, students democratically elect their representatives. These students play an essential part in the Faculty's academic and administrative life, connecting the student community with institutional leadership.

How Are They Elected?

Through a direct, secret and universal vote of all students within the relevant academic unit. Any student may run, and the candidate receiving the most votes becomes the official representative.

How Long Is the Term?

A student may serve on decision-making bodies - the Faculty Council, University Senate or Administrative Council - for no more than five years in total.

Representation on the Faculty Council and SNSPA Senate

Student representatives may also serve on university governing bodies, where students hold at least 25% of the seats.

Faculty Council - student members vote on curricula, regulations and the quality of education.

SNSPA Senate - the university's highest decision-making body, where student representatives influence decisions affecting the entire academic community.

SNSPA Student Council - made up of student representatives serving on the Senate and the councils of academic units; it also elects the student representative to SNSPA's Administrative Council.

Student Association

Email: contact@lsspa.ro

Official website: lsspa.ro

Facebook: SNSPA League of Students in Political and Administrative Sciences

Instagram: SNSPA Students' League (@lsspa.snspa)

Association address: 39 Mihail Kogălniceanu Boulevard, Sector 5, Bucharest.

LSSPA (the SNSPA League of Students in Political and Administrative Sciences) is a student organization whose primary purpose is to protect and promote the professional, social and cultural interests of SNSPA students. It is the only student association at the National University of Political Studies and Public Administration.

The association welcomes all SNSPA students, regardless of faculty, year or mode of study, and acts as an active bridge between students and the university.

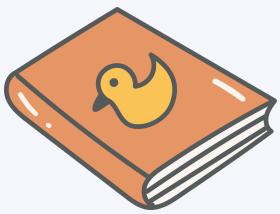
What Does LSSPA Do?

LSSPA organizes a wide range of activities intended to improve the student experience at SNSPA, including:

- Representing student interests in dealings with university and Faculty leaders, ensuring that students' voices are heard in decision-making;
- Organizing cultural, academic and social events for SNSPA students, strengthening extracurricular life and community ties;
- Informing and supporting students about their rights, opportunities and available university resources;
- Encouraging civic engagement and democratic values among students, essential qualities of an SNSPA graduate.

How Can You Get Involved?

Any SNSPA student can contact LSSPA, participate in its activities or seek support from the association.



Mobility Opportunities



Erasmus+ is one of the Faculty's most valuable opportunities: a chance to study or undertake an internship in another European country, with financial support and full academic recognition. SNSPA has 210 agreements with prestigious European universities. Erasmus students can receive financial support to study at partner universities in EU member states, Turkey, Norway, Iceland or Liechtenstein.

Available Types of Mobility

Faculty students can participate in two main types of mobility:

- Study mobility - students spend one or two semesters at a European partner university, taking courses recognized by their home institution. Study abroad must form part of their degree program. Students may undertake multiple mobility activities totaling up to 12 months per degree cycle - bachelor's, master's or doctoral.

- Traineeship mobility (internship) - SNSPA students can gain international work experience through placements abroad, helping them prepare for their future careers. Internships last between 2 and 12 months. Recent graduates may participate if selected during their final year and if they complete the placement within one year of graduation.

Who Can Apply?

For study mobility, students must be enrolled in at least their second year of university studies. This requirement does not apply to traineeships.

Financial Support

Students who use low-emission transportation classified as "green travel" receive an additional EUR 50 on top of their monthly living allowance. Grant amounts vary by destination country and type of mobility. Updated financial details are published with each selection call.

How Does Selection Work?

The Faculty of Public Administration periodically holds Erasmus+ study and traineeship selection rounds, usually in the first or second semester. Students receive assistance from the Faculty and SNSPA Erasmus+ Offices before, during and until the completion of their mobility.

The application typically includes proof of enrollment, an academic transcript, a motivation letter and, in some cases, a research proposal or certificates relevant to the student's field.

Where Can You Find Updates?

Selection announcements, deadlines and required documents are published at erasmus.snspa.ro and on the @ErasmusFAP Facebook page. Students are encouraged to follow these channels so they do not miss opportunities.

Contact

Faculty of Public Administration · SNSPA

Contact Information

Address
30A Expoziției Blvd., Floor 6, Sector 1, Bucharest

Website · General Email
www.administratiepublica.eu · decanat@administratiepublica.eu

Office Hours
Mon–Thu: 13:00–15:00 · Fri: 10:00–12:00

On-Campus Programs Office (IF)

Name	Role	Phone	Email
Roxana Vulpe Chief Secretary	Office Management	0372.249.778	roxana.vulpe@administratiepublica.eu
Ioana Dinu Secretary	On-Campus Bachelor's	0745.12.14.21 / 0372.249.786	ioana.dinu@administratiepublica.eu
Laura Popescu Secretary	On-Campus Bachelor's	0723.21.20.04 / 0372.249.786	laura.popescu@administratiepublica.eu
Claudia Zamfirescu Secretary	On-Campus Master's	0723.21.19.40 / 0372.249.785	claudia.zamfirescu@administratiepublica.eu

Distance/Part-Time Center

Name	Role	Phone	Email
Mihaela Sandu Secretary	Distance Bachelor's	0723.21.19.63	sandu.mihaela@administratiepublica.eu
Roxana Șileanu Secretary	Part-Time Master's	0372.249.784	roxana.sileanu@administratiepublica.eu

Specialized Offices

Office	Phone	Email
Admissions	0723.21.20.04	admitere@administratiepublica.eu
Postgraduate	0722.260.752	exedu@administratiepublica.eu
Tuition and Fees	0738.099.776	taxe@administratiepublica.eu
Diploma Issuance	0372.177.118 / 0372.177.112	diplome@snspa.ro

Other Useful Contacts

General Office
0745.12.14.21

Doctoral Studies
doctorat.snspa.ro

Erasmus+
erasmus.snspa.ro

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secretariat@administratiepublica.eu