



**The Senate of the Bucharest University of
Economic Studies**

The Council For Doctoral Studies

**METHODOLOGY
FOR THE ORGANIZATION AND CONDUCT OF ADMISSION TO
DOCTORAL STUDIES**

2022-2023

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PREAMBLE

The organization and conduct of the Admission contest to Doctoral Studies in the Bucharest University of Economic Studies are based on the following normative acts:

- **Law no. 1/2011** of National Education, with the subsequent modifications and additions;
- **Law no. 288/2004** regarding the organization of university studies, with subsequent modifications and additions;
- **GD no. 681/2011** regarding the Code of Doctoral Studies (CDS), with the subsequent modifications and additions;
- **OMEC nr. 4205 din 06.05.2020** regarding the modification of some provisions from the annex of the Order of the Minister of National Education and Scientific Research no. 6.102 / 2016 for the approval of the Framework Methodology regarding the organization of admission in the cycles of undergraduate, master's and doctoral studies;
- **OMEC no. 4206 of 06.05.2020** regarding some measures in the field of higher education in Romania;
- **OMEC no. 4151 of 24.04.2020** regarding the amendment of OMEN 3473 of 17.03.2017 regarding the approval of the Methodology for receiving foreign citizens for studies and schooling starting with the 2017-2018 school / university year;
- **Decision 299/2020** on the approval of the Nomenclature of fields and specializations / university study programs and the structure of higher education institutions for the academic year 2020-2021, with subsequent modifications and additions;
- **ORDER no. 4022/2008** regarding the Regulation for organizing and functioning of the National Centre for the Recognition and Equivalence of Diplomas and the Methodology for the recognition and equivalence of diplomas, certificates and academic titles;
- **ORDER no. 6.121 of 20th December 2016** regarding the Methodology for the recognition of documents at Bachelor's, Master's and postgraduate level issued by accredited higher education institution from abroad;
- **ORDER no. 3473/2017 of 17th March 2017** regarding the Methodology for acceptance to studies and tuition of foreign citizens starting with the 2017-2018 academic year;
- **ORDER no. 3838 of 11.07.2014** regarding the modification and completion of some normative acts of the national educational system;
- **ORDER no. 6102/15.12.2016** for the approval of the Framework-Methodology for the organization of admission to Bachelor's, Master's and Doctoral studies, published in the Official Gazette no. 1071 of 30th December 2016;
- **ORDER no. 3199/01.02.2021** for the modification and completion of the Methodology regarding the organization of the admission in the cycles of undergraduate, master and doctoral studies, approved by the Order of the Minister of National Education and Scientific Research no. 6.102/2016
- **ORDER no. 3236/2017** regarding the approval of the Methodology for admission to studies and tuition of tuition-exempt foreign citizens on scholarship, and of tuition exempt foreign citizens without scholarship, in accredited state higher education institutions;
- **ORDER no. 3922/02.06.2016** regarding the tuition of Romanian citizens living outside the Romanian state, in the Republic of Moldova, Ukraine, Hungary, the Balkan Region and the Diaspora in public and private higher education institutions in Romania, in accredited study programmes, starting with the academic year 2016-2017;
- **Emergency GD no. 133/2000** regarding the tuition fee-based university and postgraduate governmental education, over the state budget financed seats, approved with amendments by Law no. 441/2001, with subsequent modifications;
- **Regulation no. 679 of 27th April 2016** on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and the repealing of Directive

95/46/EC (General Data Protection Regulation) issued by the European Parliament and the Council of the European Union.

- **ASE's policy regarding the protection of personal data.**

The Bucharest University of Economic Studies (ASE) is a university of advanced research and education - according to **OMECTS no. 5262/2011** on the finding of the results of the classification of universities - to which the Romanian Agency for Quality Assurance in Higher Education (ARACIS) awarded in 2018 the qualification *High degree of trust*, as a result of the institutional evaluation and in 2021 *the accreditation for IOSUD ASE and for all fields of doctoral studies from ASE Bucharest*, thus having the right to organise Doctoral Studies in the fundamental field of study of Social Sciences, namely in the scientific areas: *Economic Sciences* and *Juridical Sciences*, in the following doctoral areas: Business Administration, Cybernetics and Statistics, Accounting, Economics, International Business and Economics, Finance, Economic Informatics, Management, Marketing and Law.

CHAPTER 1.

GENERAL PROVISIONS FOR THE ORGANIZATION AND CONDUCT OF ADMISSION TO DOCTORAL STUDIES

Art 1.

Within Bucharest University of Economic Studies, accredited by the Ministry of National Education from Romania as an Institute that organises Doctoral Studies (hereinafter ASE – IODS), doctoral studies are held on a full-time or part-time basis, based on public funding or on tuition fee, according to the current provisions.

Art 2.

(1) The number of seats and the themes included in the competition by each supervisor will be endorsed by the Council for Doctoral Studies (CDS) and by the ASE's Board of Trustees and approved by ASE's Senate for each academic year.

(2) The number of seats for each Doctoral School, on public funding or on tuition fee, for the 2022-2023 academic year, will be published in accordance with the number of seats approved by the relevant Ministry (The Ministry of Education).

Art 3.

(1) The admission process consists of two examinations: *the written language test* and *the specialty exam* on the basis of the Institutional Regulation for the Organization and Conduct of Doctoral Studies from ASE – IODS.

(2) The Doctoral School Board suggests the constitution of the Admission Committee (made up of 3-5 members, to which is added at least 1 alternate member), which usually includes the PhD supervisors that offer vacant seats for the admission competition, which is approved by the Faculty Board and ASE's Board of Trustees.

(3) The organization and conduct of the admission competition fall under the competency of the Central Admission Committee of CDS and of the Admission Committees of the doctoral schools.

CHAPTER 2.

REQUIREMENTS REGARDING THE ADMISSION TO THE DOCTORAL STUDY PROGRAMMES

Art 4.

- (1) The admission to the Doctoral Studies in ASE – IODS is open to Master's graduates or holders of an equivalent diploma, issued in Romania or abroad, irrespective of the year of graduation. The candidates from third member states of the EU, or the EEA or the Swiss Confederation must provide documents to attest their citizenship.
- (2) For long-term higher education graduates, from the period prior to the application of the three Bologna cycles, the bachelor's degree is equivalent to the master's degree in the specialty. Holders of long-term higher education diplomas have the right to enroll in doctoral studies without the obligation to complete the second cycle of master's degree studies.
- (3) During the doctoral studies, the person enrolled in the study program has the quality of doctoral student (PhD student). PhD students may be employed, for a specified period, by IOSUD ASE as research assistants or assistant professors, within the research centers/departments belonging to the faculties that have the doctoral school in their structure.
- (4) PhD students, with Romanian citizenship, citizenship of other Member States of the European Union, or of the states belonging to the European Economic Area and the Swiss Confederation, admitted in the first year, to full-time education, budget, scholarship can be enrolled, by competition, on a position of research assistant or assistant professor, for a determined period, within ASE Bucharest.
- (5) The employment contracts of PhD students for the position of research assistant / assistant professor are concluded for the legal period of doctoral studies, but not for more than three years. Upon expiry of this period, the employment contract of the person concerned shall be terminated by right. That person may apply for a new contract, provided that he or she has obtained a doctorate.
- (6) In the case of PhD students who have held a fixed-term research assistant / assistant professor position by competition, if the expulsion occurs before the expiration of the fixed-term employment contract, then it leads to the immediate termination, by law, of the employment contract concluded for a specified period.
- (7) The necessary documents for the position of research assistant / assistant professor, by PhD students can be found in the *Competition Methodology for research - development positions within the organizational chart of the Academy of Economic Studies in Bucharest* https://senat.ase.ro/wp-content/uploads/2021/20211027/01.Hot.Senat%20nr.%202004%20din%2027.10.2021_Mod.meto%20d.post.cercet.dezv.pdf

Art 5.

The (Bachelor's and Master's) study programmes completed by the Doctoral candidate need to have been accredited or authorized to function temporarily, pursuant to the law, at the moment of the PhD candidates' enrolment to those programmes.

Art 6.

- (1) Citizens of the European Union, the Economic European Area and the Swiss Confederation have access to doctoral studies in accordance with the same normative acts valid for Romanian citizens, including the admission and tuition fees;

(2) The admission to the doctoral studies programmes for the foreign citizens from outside the EU, the EEA and the Swiss Confederation is made in accordance with OMEN no. 3473/17.03.2017, published in the Official Gazette, Part I, no. 233 of 05.04.2017 OMEC no. 4205 of 06.05.2020 regarding the modification of some provisions from the annex of the Order of the Minister of Education no. 6.102 / 2016 for the approval of the Framework Methodology regarding the organization of admission for the undergraduate, master's and doctoral studies, with subsequent amendments.

(3) The recognition of the certificates regarding the studies undertaken in countries other than Romania, including those of citizens coming from European Union countries, of the European Economic Area, and of the Swiss Confederation, falls under the competency of the specific department within the Ministry of Education – The National Centre for Recognition and Equivalence of Diplomas (CNRED) <http://www.cnred.edu.ro/> and is performed according to ORDER no. 6.121 of 20th December 2016 regarding the Methodology for the recognition of documents at Bachelor's, Master's and postgraduate level issued by accredited higher education institution from abroad;

(4) The foreign citizens who compete for doctoral programmes run in Romanian, must provide a language certificate for the Romanian language, issued by an institution accredited by the Relevant Ministry.

Art 7.

Doctoral candidates may select one theme only, proposed for admission by a single supervisor.

Art 8.

The candidates who have already benefited from doctoral studies fully or partially financed from public funding have the obligation to declare it upon enrolment. A successful candidate may get public funding for the normal duration of doctoral studies only once.

Art 9.

The Central Admission Committee of CDS will publish all information regarding the admission calendar and methodology on the notice board of the institution, whereas the results of the Doctoral admission contest will be made public by pseudonymization. The pseudonymized results of the Doctoral admission contest will be kept on the www.doctorat.ase.ro web page for a full year after the date of the publication of the final admission results.

Art 10.

Only candidates meeting the language skills requirements are accepted for doctoral studies. A candidate meets the language ability standards upon one of the following four conditions:

- a) He/she has obtained an internationally recognized language certificate for an independent user (B2) or for a proficient user (C1, C2) (Annex 4 – The language certificates recognized by ASE);
- b) He/she has got any other language certificate that is equated by the Board of the Department for Modern Languages and Business Communication within ASE;
- c) He/she has attended a full Bachelor's or Master's programme in English, French or German. The proof of having completed these studies needs to be written on the Bachelor's and Master diplomas and their supplements;
- d) He/she has PASSED the language skills test taken at ASE-IODS. The procedure for this examination is presented in *Annex 5*.

Art 11.

- (1) The registration fee for the 2022–2023 admission to the doctoral studies is in accordance with the *Methodology for the types of fees levied by Bucharest University of Economic Studies*, approved by ASE’s Senate;
- (2) For doctoral studies, the tuition fees are those mentioned in the *Methodology for the types of fees levied by Bucharest University of Economic Studies* approved by ASE’s Senate and posted on <http://mefc.ase.ro/taxe> and <http://doctorat.ase.ro/taxe-bursedoctorat>.

Art 12.

Upon completion of the admission process, the signing of the doctoral studies contract, and the registration for the 2022-2023 academic year, as a first-year student, the successful candidate becomes a PhD student for the whole duration of the doctoral programme. For interruption periods, the status of PhD student is suspended.

CHAPTER 3.

THE SELECTION OF DOCTORAL CANDIDATES AND THE CONDUCT OF THE ADMISSION PROCESS

Art 13.

The admission to Doctoral studies at ASE – IODS happens as per the *Admission calendar for the Doctoral candidates’ selection process for the 2022– 2023 academic year (Annex 2)*.

Art 14.

- (1) The competition topics and the bibliography for the language exam are presented in *Annex 5*.
- (2) The number of seats and the research themes proposed for admission by each PhD supervisor will be posted on www.doctorat.ase.ro, Admission Section
- (3) The application form is presented in *Annex 6*.
- (4) The structure of the Doctoral research project (DRP) is presented in *Annex 9* and it is part of the competition folder.

Art 15.

- (1) The Doctoral studies admission contest is organized for the filling of the vacant doctoral seats proposed by the PhD supervisors from each doctoral school.
- (2) The publicly funded seats distributed to ASE – IODS are allotted to each doctoral school in accordance with the set of rules proposed by CDS and approved by ASE’s Board of Trustees.
- (3) The allocation of the publicly funded seats and of the fee-based seats to doctoral schools is approved by the University’s Senate and is presented in Annex no. 1.

Art 16.

- (1) The registration for the admission contest is done online by the candidate in compliance with the following requirements:
- (2) **The candidates, the Romanian citizens**, will upload on the doctorat.ase.ro platform the following documents in PDF or .jpeg/jpg format:
 - a) filled out application form (Annex 6);

- b) at least one letter of recommendation (Annex 7 - Template for the PhD Letter of recommendation 2022 – 2023) accompanied by the Agreement on the Processing of Personal Data (Annex 11);
- c) curriculum vitae (Annex 8 - Template for the PhD Curriculum vitae 2022 – 2023, signed);
- d) the Doctoral research project (DRP) related to the doctoral theme for which he/she candidates (Annex 9);
- e) a copy of the birth certificate;
- f) a copy of the ID;
- g) copy of the marriage certificate or any other document that attests the change of name, if applicable;
- h) a copy of the Baccalaureate Diploma;
- i) A copy of the Bachelor's diploma, accompanied by the diploma supplement/transcript of records;
- j) A copy of Master's or equivalent diploma, accompanied by the diploma supplement (for 2022 master's graduates, a certificate attesting that the candidate has graduated from a Master programme, showing the duration for which the certificate is valid and that the Master's diploma has not been issued yet); For the graduates of the 2022 promotion from the Bucharest University of Economic Studies (ASE), the data on the completion of the master's program will be taken from the ASE database.
- k) In case of loss, total or partial destruction of the diploma or master's degree or plastification thereof, copies of documents proving compliance with all legal formalities concerning the preparation of a duplicate master's degree or license (statement, authenticated by a notary ad to the Official Gazette on the loss / deterioration of the study certificate, the address from the graduated high school, stating that the graduate has submitted an application for the issuance of a duplicate of the master's or bachelor's degree;
- l) Copy of the language certificate, if applicable;
- m) Copy of Medical certificate issued by a doctor's office or by the general practitioner's office, which attests that the candidate is apt for pursuing academic studies;
- n) a declaration by which the candidate commits himself/herself not to access simultaneous financing from public funding for two academic study programmes, irrespective of their level, and not to attend simultaneously more than two academic study programmes, irrespective of level and funding, and not to be enrolled in another doctoral studies programme in ASE (Annex 10);
- o) agreement on the processing of personal data (Annex 11);
- p) affidavit on the authenticity of the documents uploaded on the platform doctorat.ase.ro Academy of Economic Studies (Annex 12);
- q) declaration for candidates with Romanian citizenship, citizenship of other Member States of the European Union, or of the states belonging to the European Economic Area and the Swiss Confederation, who choose a place in full-time education, budget with scholarship, regarding the participation in the competition for filling the research vacancies in ASE Bucharest (Annex 14);
- r) the proof of payment: the receipt confirming the payment of the registration fee to the doctoral studies admission contest.

(3) **The citizens of other Member States of the European Union, of the states belonging to the European Economic Area and of the Swiss Confederation** or candidates benefiting from a form of protection in Romania, who do not have CNP - will send before registration to internationaladmission@ase.ro the diplomas (baccalaureate diploma or equivalent, bachelor's degree or equivalent and master's degree or equivalent, transcripts and a copy of the certificate issued by CNRED) and will request the ID in order to access the online platform.

(4) The foreign citizens of member states from the EU, the EEA and the Swiss Confederation will upload on the doctorat.ase.ro platform the following documents in PDF or .jpeg/jpg format;

- a) Copy of the certificate of equivalence of education documents issued by The National Centre for Recognition and Equivalence of Diplomas (CNRED) from the Ministry of Education, <http://www.cnred.edu.ro/>, for foreign citizens from the European Union, the European Economic Area and the Swiss Confederation (Annex 3);
- b) Copy of the internationally recognized language certificate, if applicable (Annex 4);
- c) filled out application form (Annex 6 - The PhD Application form 2022 – 2023);
- d) at least one letter of recommendation (Annex 7 – Template for the PhD Letter of recommendation 2022– 2023) accompanied by the Agreement on the Processing of Personal Data (Annex 11);
- e) curriculum vitae (Annex 8 – Template for the PhD Curriculum vitae 2022– 2023);
- f) the Doctoral research project (DRP) related to the doctoral theme for which he/she candidates signed (Annex 9 – Doctoral Research Project Proposal Form 2022 – 2023);
- g) Copy of Baccalaureate or equivalent diploma, translated into English or Romanian;
- h) Copy of Bachelor's or equivalent degree, translated into English or Romanian;
- i) Copy of Master's or equivalent diploma, translated into English or Romanian;
- j) copies of transcripts / diploma supplements - legalized translations, related to the studies performed;
- k) Copy of the birth certificate, translated into English or Romanian - authenticated copy;
- l) Copy of the medical certificate, in Romanian or in English, which attests that the candidate is apt for pursuing academic studies;
- m) a copy of the passport and two photos size $\frac{3}{4}$;
- n) agreement on the processing of personal data (Annex 11);
- o) affidavit on the authenticity of the documents uploaded to the platform doctorat.ase.ro Bucharest University of Economic Studies (Annex 12)
- p) the proof of payment: the receipt confirming the payment of the registration fee to the doctoral studies admission contest.

(5) **The citizens from non-member states of the European Union, the European Economic Area, and the Swiss Confederation** or candidates benefiting from a form of protection in Romania, who do not have CNP - will send before registration to internationaladmission@ase.ro the diplomas (baccalaureate diploma or equivalent, bachelor's degree or equivalent and master's degree or equivalent, transcripts and a copy of the certificate issued by CNRED) and will request the ID in order to access the online platform.

They will upload on the doctorat.ase.ro platform the following documents in PDF or .jpeg/jpg format;

- a) Copy of the letter of acceptance to studies, issued by the Ministry of National Education of Romania, to be obtained in accordance with Annex 3;
- b) filled out application form (Annex 6 - The PhD Application form 2022 – 2023);
- c) at least one letter of recommendation (Annex 7 – Template for the PhD Letter of recommendation 2022 – 2023) accompanied by the Agreement on the Processing of Personal Data (Annex 11);
- d) curriculum vitae (Annex 8 – Template for the PhD Curriculum vitae 2022– 2023);
- e) the Doctoral research project (DRP) related to the doctoral theme for which he/she candidates, signed (Annex 9 – Doctoral Research Project Proposal Form 2022– 2023);
- f) copy of the birth certificate, translated into English or Romanian - authenticated copy;
- g) copy of the document attesting his/her domicile abroad;
- h) a copy of the passport and two photos size $\frac{3}{4}$;

- i) copy of the Baccalaureate equivalent diploma, translated authenticated copy, certified by the competent authorities of the issuing state;
- j) Copy of the Bachelor's or equivalent degree, translated authenticated copy, certified by the competent authorities of the issuing state;
- k) Copy of the Master's or equivalent diploma, translated authenticated copy, certified by the competent authorities of the issuing state;
- l) Copy of the Certificate attesting that the candidate has obtained a Bachelor's degree (for the graduates of the current year) - translated authenticated copy;
- m) Copy of the diploma supplements/transcript of records for all completed studies - copies and translated authenticated copies;
- n) Copy of the certificate of completion of the Preparatory year of Romanian Language, or the language certificate, as applicable;
- o) Copy of the medical certificate (in an international language) confirming that the candidate does not suffer from any contagious disease that are incompatible with their future profession;
- p) agreement on the processing of personal data (Annex 11)
- q) affidavit on the authenticity of the documents uploaded to the platform doctorat.ase.ro Bucharest University of Economic Studies (Annex 12)
- r) Copy of the proof of payment: the receipt confirming the payment of the registration fee to the doctoral studies admission contest.

(6) The registration fee is paid electronically, with priority on the doctorat.ase.ro platform, respecting the provisions of Annex 13. If the candidate does not have the payment instrument related to the payment through the doctorat.ase.ro platform (bank card), the payment will be made by bank transfer to the account specified in Annex 13. The document certifying the proof of payment will be uploaded on the platform doctorat.ase.ro.

(7) Incomplete folders are not accepted for registration.

Art 17.

(1) Upon registration, the candidates opt for a PhD supervisor and a research topic suggested by the latter, as well as for the type of funding.

(2) The candidate is registered in the database and receives a printed application form, with his/her personal data, the option for the field of studies, the supervisor and the doctoral theme, a priority order of the selected type of study and other necessary documents

The education and funding forms are:

- a) full-time, public funding, on scholarship;
- b) full-time, public funding, without scholarship;
- c) part-time, public funding, without scholarship;
- d) part-time, fee-based for EU citizens;
- e) full-time, fee-based for the non-EU citizens (fee paid in foreign currency);
- f) part-time fee-based for the non-EU citizens (fee paid in foreign currency);
- g) full-time, fee-based for the non-EU citizens (fee paid in Romanian currency);
- h) full-time, Romanian scholarship;
- i) full-time, public funding, on scholarship for Romanian citizens outside Romania (Romanian from everywhere);
- j) full-time, public funding, without scholarship for Romanian citizens outside Romania (Romanian from everywhere);

Art 18.

Candidates have the obligation to verify the accuracy of the data entered in the registration forms and in the displayed lists, generated by the platform doctorat.ase.ro and to notify any errors to the Central Commission for admission of CDS to the email address doctorat@ase.ro, within 24 hours from their display. The Central Admission Commission of CDS will specify on admission lists the date and time of posting. Failure to report any discrepancy by the candidates is equivalent to validation of the registration form received by them.

Art 19.

Once the registration for admission is over, the options for the PhD supervisor, the research topic, as well as other information, can no longer be changed.

Art 20.

The written language test lasts for 2 ½ hours and covers topics presented in *Annex 5*.

Art 21.

The language test is eliminatory for the option of the respective study programs. The test contains 30 questions that have only one correct answer, is marked with points from 10 to 100 and is assessed by the grade *admitted / rejected*. In order to obtain the grade "passed" it is necessary to accumulate a minimum of 50 points; otherwise the grade "rejected" is obtained, the candidate loses the opportunity to take the specialized exam. The test will be held by accessing the TEST link from the doctorat.ase.ro platform (on the date and times provided in Annex 2).

Art 22.

- (1) Only the candidates who meet the language standards may take the examination on the specialized subjects.
- (2) Based on the results to the examination on the specialized subjects, candidates are assigned public funding and vacant seats.
- (3) The specialty exam is an oral exam which will take place, depending on the epidemiological situation, either face to face in a room in the ESA or by videoconference through an announced platform (<https://meet.google.com/>, <https://zoom.us/>). The conduct of the specialized exam will be recorded. The admission committee will function in full formation and will be present in the room allocated by ASE.;
- (4) The evaluation of the candidates takes place in accordance with the following criteria:
 - C1 - the scientific results of the candidate in the chosen field of study (articles, research mentioned in his/her CV) (10% of evaluation);
 - C2 - the quality of the Doctoral research project (DRP) (35%) assessed in relation with:
 - C2.1 - The scientific background and the motivation of the selected theme (10%),
 - C2.2 – Defining the objectives of the scientific research (10%),
 - C2.3 – Research methodology (10%),
 - C2.4 – Estimated results (5%).
 - C3 – The quality of project presentation and candidate answers at the specialty exam (45%)
 - C4- The theme for the competition was proposed by representatives of the business community/ public institutions (10%).
- (5) Following the specialty examination, each present member of the commission will give each candidate a mark (a round number between 10 and 1) for each evaluation criterion. The average mark given by each commission member represents the weighted mean of the marks given for each evaluation criterion. The admission average is the mean of the marks given

by each member of the admission committee. The differences between the final marks awarded by the members of the admissions committee cannot be more than 2 points

- (6) Function of the admission average, a candidate can be:
- (a) Distributed on the following forms of education:
- Admitted for full-time, public funding, on scholarship;
 - Admitted for full-time, public funding, without scholarship;
 - Admitted for part-time, public funding, without scholarship;
 - Admitted for part-time, fee-based for EU citizens;
 - Admitted for full-time, fee-based for the non-EU citizens (fee paid in foreign currency);
 - Admitted for part-time fee-based for the non-EU citizens (fee paid in foreign currency);
 - Admitted for full-time, fee-based for the non-EU citizens (fee paid in Romanian currency);
 - Admitted for full-time, Romanian scholarship;
 - Admitted for full-time, public funding, on scholarship - Romanian citizens outside Romania(Romanian from everywhere);
 - Admitted for full-time, public funding, without scholarship- Romanian citizens outside Romania(Romanian from everywhere);
- (b) Pending;
- (c) Rejected;
- (7) Funding from the state budget is awarded in a descending order of admission averages obtained by each candidate, within each doctoral school. The minimum admission average for a doctoral school is 7 (seven);
- (8) For equal admission averages, the ranking of candidates will be done according to the graduation average for Bachelor's studies, and the graduation average for Master's studies. By exception, in the case of the candidates who have the legal right to apply for doctoral studies without having graduated from a Master's degree programme, the ranking of candidates with equal admission averages will be done according to the graduation average for the Bachelor studies.
- (9) The Council of the Doctoral school endorses the results of admission and sends the final results to the Central Admission Committee of CDS, together with the intermediate evaluation documents.

Art 23.

- (1) To confirm the results of the admission, candidates admitted for the public-funded seats must submit the **originals** of their master's and bachelor's degree diplomas, according to the admission calendar in Annex 2.
- (2) Candidates admitted for the fee-based seats must submit their master's and bachelor's degree diplomas to the ESA, in original or certified copy, and pay the fee (half of the annual fee), within the same period, according to the schedule shown in Annex 2.
- (3) At the moment of signing the contract of study, under exceptional circumstances, in case of loss or deterioration of the Bacculaureate Diploma or Bachelor's degree, the Central Admission Commission will approve the confirmation of the public-funded seat on basis of supporting documents that attest all legal formalities for the drawing up of a duplicate of the Bacculaureate Diploma (a sworn statement certified by the Notary Public, the announcement in the Official Gazette regarding the loss/deterioration of the diploma, the address from the high school that s/he graduated from which reveals that the graduate submitted a request for the issuance of a duplicate

of the Baccalaureate Diploma or the Bachelor's degree). Likewise, the candidate assigned and admitted status must submit a statement which proves that he/she will submit the original of the Baccalaureate Diploma or the Bachelor's degree at the beginning of the 2022-2023 academic year.

(4) The admitted candidates that do not confirm their seats in the period mentioned in Annex 2 to this methodology for confirmation lose the right to enrolment.

(5) The unoccupied full-time public-funded seats on scholarship will be occupied by candidates admitted on full-time public-funded seats without scholarship or by candidates admitted on part-time seats without scholarship, or by candidates on the Pending list, in descending order of the marks obtained in the specialty test, if applicable - only if they had this option at registration.

(6) The unoccupied full-time public-funded seats without scholarship will be occupied by candidates admitted on part-time seats without scholarship or by candidates admitted on part-time fee-based seats, or by candidates on the Pending list, in descending order of the marks obtained in the specialty test, if applicable. The unoccupied part-time seats without scholarship will be occupied by candidates admitted on part-time fee-based seats or by candidates on the Pending list, in descending order of the marks obtained in the specialty test, if applicable - only if they had this option at registration.

(7) The unoccupied part-time fee-based seats will be occupied by the candidates on the Pending list, in descending order of the marks obtained in the specialty test, if applicable - only if they had this option at registration.

(8) For enrolment in the first year of doctoral studies, the candidates who confirm the occupation of a seat must complete and sign the contract of studies, in accordance with the admission calendar in Annex 2 in this methodology.

(9) For enrolment the admitted candidates who are foreign citizens of third member states of the EU, the EEA and the Swiss Confederation will present study documents and identification documents from application file in original, together with the letter of acceptance and the passport with a valid visa for "studies".

4. FINAL PROVISIONS

Art 24.

The file submitted for admission must contain all the documents required by the current Methodology.

Art 25.

Potential appeals regarding the language exam shall be made online to registratura@ase.ro according to the admission calendar in Annex 2 to this Methodology and shall be solved by the Admission Committee. The Central Admission Committee of CSD shall specify on the lists the date and time of the posting. For the specialized examination - oral examination, the decision of the commission cannot be challenged.

Art 26.

Successful candidates may receive certificates to attest that they are Doctoral students only after their enrolment in the first year of study, as until then they are not in any way affiliated to Bucharest University of Economic Studies (ASE).

Art 27.

A successful candidate may benefit from public funding for only one of the three cycles of academic studies (Bachelor's, Master's or Doctoral studies).

Art 28.

A Doctoral student may attend simultaneously only one public-funded study programme, irrespective of level – Bachelor's, Master's or Doctoral studies.

Art 29. A Doctoral student may attend simultaneously maximum two university study programme (Bachelor's, Master's or Doctoral studies), irrespective of the level and form of study.

Art 30. Throughout the admission process, the candidates must know and observe ASE's Institutional Regulation for the Organization and Conduct of the Doctoral Studies programmes and the current Methodology .

Art. 31.

(1) In applying the Methodology for organizing and conducting admission to doctoral university studies, the processing of personal data is performed in accordance with the provisions of the GDPR.

Art. 32.

(1) The data subjects are candidates for the admission to the doctoral degree programs, which may have one of the following qualities:

- a. Romanian citizens;
- b. foreign nationals from states of the European Union, the European Economic Area and the Swiss Confederation
- c. foreign nationals from third countries of the European Union, the European Economic Area and the Swiss Confederation.

(2) For the data subjects described in par. (1), the personal data subject to processing are:

- a. first and last name, possibly previous names;
- b. the initials (s) of the father of the data subject's father;
- c. date and place of birth;
- d. address;
- e. the data entered in the graduation documents of the previous studies (baccalaureate, bachelor's degree, master's degree and the transcripts / diploma supplements related to them);
- f. the data entered in the letters of recommendation for participation in doctoral studies;
- g. curriculum vitae and the list of published works / articles;
- h. data entered in the passport of the data subject, respectively the holder of a visa valid for studies - only for the persons highlighted in par. (1) lit. c;
- i. data on the health of the data subject, as recorded in the medical certificate, which shows that the data subject is eligible for enrolment in studies or in the medical certificate attesting that the data subject, to be enrolled in studies, does not suffer contagious diseases or other conditions incompatible with the future profession;
- j. biometric data, from the category of facial images;
- k. contact details of the data subject, such as e-mail address and no. by phone.

(3) The personal data mentioned above are collected from the data subjects, and may be supplemented with data available from public sources, such as social media.

(4) The purposes for which the aforementioned personal data are processed are defined according to art. 6 paragraph (1) lit. (c) from the GDPR, as follows: the workings are necessary in order to fulfil some legal obligations incumbent on them by ASE in the context of organizing and conducting the admission to doctoral university studies, as well as the obligation to archive for the duration specified by the legislation in force for the files of the candidates registered in this purpose.

(5) The data of the data subjects are processed during the organization and conduct of the competition for admission to doctoral studies, this duration being such that it can be extended to include all the

processing of personal data necessary for the conclusion of the study contract, as well as for the management of the studies for the entire period of studies if the admission contest ends with the occupation of a place, as well as later, in order to comply with the applicable legal obligations (such as the archiving obligation).

(6) The results of the competition for admission to doctoral studies programs are made public by displaying at the university headquarters and on its own web page, in accordance with the provisions of art. 26 of Order M.E.N.C.Ş. no. 6102 / 15.12.2016 for the approval of the Framework Methodology regarding the organization of the admission in the cycles of undergraduate, master and doctoral studies - published in: The Official Gazette of Romania, Part I, no. 1071 of December 30, 2016.

The current Methodology was approved in the University's Senate meeting of 15 December 2021.

**President of the University's Senate,
PhD Prof. Dumitru MIRON**

**Rector,
PhD Prof. Nicolae ISTUDOR**

**Distribution of seats financed from the state budget
Academic Year 2022-2023**

| No. | Doctoral School | Full-time, public funding, on scholarship | Full-time/Part time, public funding, without scholarship | TOTAL public funding |
|--------------|--|---|--|----------------------|
| 1. | BUSINESS ADMINISTRATION | 6 | 6 | 12 |
| 2. | CYBERNETICS AND ECONOMIC STATISTIC | 8 | 10 | 18 |
| 3. | ACCOUNTING | 5 | 5 | 10 |
| 4. | ECONOMY I (organized by the Faculty of Economics) | 4 | 3 | 7 |
| 5. | ECONOMY II (organized by the Faculty of Agri-food and Environmental Economics) | 6 | 6 | 12 |
| 6. | ECONOMICS AND INTERNATIONAL BUSINESS | 5 | 5 | 10 |
| 7. | FINANCE | 5 | 5 | 10 |
| 8. | ECONOMIC INFORMATICS | 7 | 8 | 15 |
| 9. | MANAGEMENT | 6 | 6 | 12 |
| 10. | MARKETING | 4 | 4 | 8 |
| 11. | LAWs | 1 | 2 | 3 |
| TOTAL | | 57 | 60 | 117 |

Number of seats / study grants financed from the state budget, for *Romanians everywhere*

- *Two seats financed from the state budget with scholarship*
- *One seat financed from the state budget without scholarship*

The number of places financed from the state budget (public funding) for each doctoral school, for the academic year 2022 - 2023, may change, according to the number of places allocated by the relevant ministry.

Admission calendar for the Doctoral candidates' selection process for the 2022– 2023 academic year

The *July 2022* session

| Period | Activities |
|--|--|
| 12 - 14 July 2022 <i>14 July until 16 (4 PM)</i> | Online Candidates' registration (submission and verification of files) |
| 15 July 2022 | Posting of candidates for the language exam (if applicable) |
| 18 July 2022, between hours 9.00-11.30 | Online Language exam and posting of the results. |
| 19 July 2022 until 14 (2 PM) | Submission of appeals for the language exam by email to registratura@ase.ro |
| 19 July 2022 | Solving of appeals for the language exam |
| 20-21 July 2022 | Specialty Exam (Online, by videoconference or face to face in a room in the ESA, depending on the epidemiological situation) |
| 22 July 2022 | Posting of the list of students accepted to the doctoral studies on public-funded seats and of those accepted on fee-based seats. Posting of the Pending list of candidates who can be accepted to the doctoral programme. Posting of the Rejected list of candidates |
| 25 – 27 July 2022 <i>Hours 9-13 and 14-16</i> | Confirmation of participation PhD students admitted to the doctoral programs by submitting <ul style="list-style-type: none"> - the original of Bachelor and Master diplomas to AES, <i>for the candidates accepted to the doctoral studies on public-funded seats</i> AND - the original or certified copy of Bachelor and Master diplomas to AES and pay the fee (half of the annual fee), <i>for the candidates admitted for the fee-based seats.</i> |
| 28 July 2022 | Listing of the candidates admitted on studies on public-funded seats, tuition fee paying seats and the rejected candidates, after the confirmation of the seats. |
| 29 July 2022 | Confirmation of seats by candidates on the Pending list, by payment of the tuition fees, by submission of the original or certified copies of their diplomas. Final listing. |
| 3 October 2022 | Enrolment of the accepted candidates |
| 26 September – 14 October 2022 | Signing the contract for doctoral studies |

Admission calendar for the Doctoral candidates' selection process for the 2022– 2023 academic year

The *September* 2022 session

| Period | Activities |
|---|---|
| 5-7 September 2022 <i>7 September until 16 (4 PM)</i> | Online Candidates' registration (submission and verification of files) |
| 8 September 2022 | Posting of candidates for the language exam (if applicable) |
| 9 September 2022, between hours 9.00-11.30 | Online Language exam and posting of the results. |
| 12 September 2022 until 14 ⁰⁰ (2 PM) | Submission of appeals for the language exam by mail to registratura@ase.ro |
| 12 September 2022 | Solving of appeals for the language exam |
| 13-14 September 2022 | Specialty Exam (Online, by videoconference or face to face in a room in the ESA, depending on the epidemiological situation) |
| 15 September 2022 | Posting of the list of students accepted to the doctoral studies on public-funded seats and of those accepted on fee-based seats. Posting of the Pending list of candidates who can be accepted to the doctoral programme. Posting of the Rejected list of candidates |
| 16, 19-21 September 2022 <i>Hours 9-13 and 14-16</i> | Confirmation of participation PhD students admitted to the doctoral programs by submitting <ul style="list-style-type: none"> - the original of Bachelor and Master diplomas to AES, <i>for the candidates accepted to the doctoral studies on public-funded seats</i> AND - the original or certified copy of Bachelor and Master diplomas to AES and by paying the related fees (half of the annual fee), <i>for the candidates admitted for the fee-based seats.</i> |
| 22 September 2022 | Listing of the candidates admitted on studies on public-funded seats, tuition fee paying seats and the rejected candidates, after the confirmation of the seats. |
| 23 September 2022 | Confirmation of seats by candidates on the Pending list, by payment of the tuition fees, by submission of the original or certified copies of their diplomas. Final listing. |
| 3 October 2022 | Enrolment of the accepted candidates |
| 26 September – 14 October 2022 | Signing the contract for doctoral studies |

**Admission calendar for the Doctoral candidates' selection process for the 2022–
2023 academic year**

The *November 2022* special session

Only for the candidates from third member states of the EU (non EU candidates)

| Period | Activities |
|---|--|
| 7-8 November 2022 <i>8 November until 16 (4 PM)</i> | Online Candidates' registration (submission and verification of files) |
| 9 November 2022 | Posting of candidates for the language exam (if applicable) |
| 10 November 2022 between hours 9.00-11.30 | Online Language exam and posting of the results. |
| 11 November 2022 until 14 ⁰⁰ (2 PM) | Submission of appeals for the language exam by mail to registratura@ase.ro |
| 11 November 2022 | Solving of appeals for the language exam |
| 14 November 2022 | Specialty Exam (Online, by videoconference or face to face in a room in the ESA, depending on the epidemiological situation) |
| 15 November 2022 | Listing of the candidates admitted on studies on tuition fee paying seats and the rejected candidates |
| 16-18 November 2022 <i>Hours 9-13 and 14-16</i> | Confirmation of seats by admitted candidates, by payment of the tuition fees, by submission of original or certified copies of the diplomas (unless submitted upon registration) and by signing the contract for doctoral studies. |
| 21 November 2022 | Final listing |
| 2 December 2022 | Enrolment of the accepted candidates |
| 22 November -9 December 2022 | Signing the contract for doctoral studies |

Documents required for certification of diplomas by the National Centre for Recognition and Equivalence of Diplomas and application for the issuance of letter of acceptance to studies

The citizens of the European Union Member States, of the European Economic Area states and of the Swiss Confederation may apply for a seat in all cycles of academic studies on the same conditions provided by law for Romanian citizens, including the tuition fees.

Admitted Doctoral candidates who are citizens of countries outside the EU, the EEA and the Swiss Confederation, the tuition fees are established by the Senate of the Bucharest university of Economic Studies, in accordance with the *Methodology for the types of fees levied by Bucharest University of Economic Studies*. Fees for the candidates from third EU Member States are to be paid in euros at BCR, on the basis of a payment order issued by the CDS Office.

Diplomas, authenticated and translated into Romanian, shall be recognized by the specific department from The National Centre for Recognition and Equivalence of Diplomas (CNRED) part of The Ministry of National Education.

I. The documents needed for equivalence of studies completed abroad (for the EU citizens and for Romanian citizens who completed their studies abroad) are the following:

1. a request for equivalence of studies and the issuance of a certificate of equivalence;
2. higher education studies diploma - copy or certified translation;
3. transcript of records/supplement to the diploma - copy or certified translation;
4. copy of own identification document: passport (copy of pages 1,2,3,4) or another identification document.

II. The documents needed for submission of the Doctoral application file and for the issuance of the letter of acceptance to studies ** (for non-EU citizens) are as follows:

1. copy and certified translation of the birth certificate;
2. copy of the document attesting that his/her domicile is abroad;
3. copy of passport;
4. request for the issuance of the letter of acceptance to studies, as mentioned here: [http://www.doctorat.ase.ro/Media/Default/Documente/Admitere%202021/Application%20for%20the%20issuance%20of%20letter%20of%20acceptance%20to%20studies\(EN%20and%20FR\).pdf](http://www.doctorat.ase.ro/Media/Default/Documente/Admitere%202021/Application%20for%20the%20issuance%20of%20letter%20of%20acceptance%20to%20studies(EN%20and%20FR).pdf) - fully filled up;
5. copy and certified translation of the Baccalaureate Diploma or of its equivalent, authenticated by the competent authorities of the issuing country;
6. copy and certified translation of the Bachelor degree or of its equivalent, authenticated by the competent authorities of the issuing country;
7. copy and certified translation of the Master's diploma or of its equivalent, authenticated by the competent authorities of the issuing country;

8. copy and certified translation of the certificate attesting the promotion of the Bachelor's exam, for the graduates of the current year;
9. copies and certified translations of transcripts or records/supplements of the respective study diplomas;
10. certificate of completion of the Preparatory Year of Romanian Language for Foreign Citizens, or the language certificate, as applicable;
11. medical certificate (in an international language) attesting that the candidate does not suffer from any contagious diseases or other health conditions incompatible with their future profession;
12. 2 photos of ¾.

* The form for the request for issuance of the letter of acceptance to studies, the written approval on the part of the PhD supervisor is mandatory.

** The application file for obtaining the **Letter of acceptance to studies** will be submitted in accordance with the information published on www.doctorat.ase.ro, at the CDS Office on Tache Ionescu Street, no. 11, 1st floor, room 8104 or to email addresses: doctorat@ase.ro and international@ase.ro

All study documents must bear the [Hague Apostille](#) of the [competent authorities from the issuing countries](#) for the [states that are part of the Convention for the Hague Apostille](#). For the [states that are not part of the Convention](#), the diplomas shall be [over-legalized](#) by the Ministry of Foreign Affairs from the home country and the Romanian Embassy/ Consulate or will be accompanied by the [Authenticity certificate](#) issued by the competent authorities from the issuing state.

The diplomas from the Republic of Moldavia [issued before 2008](#), as well as secondary studies diplomas/certificates of vocational schools shall be accompanied by the certified copy of the [Authenticity certificate issued by the Ministry of Education of the Republic of Moldavia](#).

Registration and admission examination for doctoral studies shall take place at the Bucharest University of Economic Studies, in accordance with the *Methodology for Admission to Doctoral studies for the 2022-2023 academic year*.

Scholarships and fee waivers may be approved solely by Ministry of Education, in accordance with the *Order regarding the approval of the Methodology for admission to studies and tuition of foreign citizens on public funding seats, with scholarship, in accredited higher education institutions no. 3775/16.05.2016*.

Registration for doctoral studies is made on the basis of approval from the Ministry of Education, and will take place according to the calendars for the **July 2022** and **September 2022** sessions, as well as for the **special November 2022 session**.

Registration is made on-line.

Language certificates accepted by the Bucharest University of Economic Studies

| Language | Accepted Certificate |
|-----------------|---|
| English | First Certificate in English (FCE) Certificate in Advanced English (CAE) Certificate of Proficiency in English (CPE) Cambridge English: Vantage (BEC Vantage) Cambridge English: Higher (BEC Higher) International English Language Testing Systems (IELTS): minimum Band 6.0 Business Language Testing Service (BULATS): minimum 60 TOEFL: minimum 87 |
| German | Goethe-Zertifikat B2 Deutsches Sprachdiplom KMK - nivel II (nivel B2 / C1) Test DaF (nivel B2 / C1) Goethe-Zertifikat C1 Goethe-Zertifikat C2: Großes Deutsches Sprachdiplom Previous variants of the mentioned certificates will be equated as well: Zentrale Mittelstufenprüfung / ZMP Zentrale Oberstufenprüfung / ZMP |
| French | Diplôme d'études en langue française (DEL F) – nivel B2 Diplôme d'études en langue française "option professionnelle" (DEL F Pro) – nivel B2 Diplôme approfondi de langue française (DAL F) – nivel C1 Diplôme de français professionnel (DFP): DFP Affaires, Juridique, Relations Internationales – nivel B2 Test d'Évaluation de Français pour l'accès au Québec (TEFAQ) Test d'Évaluation de Français – Canada (TEF Canada) – level 6-7 for each separate skill (written and verbal comprehension, written and verbal production) |

Valid *independent user* (B2) and *proficient user* (C1, C2) language certificates are also accepted for equivalence.

Only certificates for all language skills will be accepted for equivalence (certificates mentioning partial skills are rejected).

All other types of language competence obtained as a result of an internationally recognised exam or awarded by an accredited institution will be equated, upon specific previous approval given by the competent commission of the Department of Modern Languages and Business Communication from the Bucharest University of Economic

Bachelor's and Master's cycles of study fully completed in English, German or French, in accredited programs, are also accepted. The proof of their completion must appear on the BSc or MSc diploma and in their supplement.

Bibliography for the Language exam

1. Candidates must show an advanced level of proficiency in the foreign language. The advanced level is defined as follows:

- a) Correspondence between the conceptual and linguistic levels:
 - Expressing the basic notions and concepts of economic mechanisms by means of specialized vocabulary (foreign language for business)
- b) Linguistic accuracy:
 - Knowledge of grammatical and structural aspects of the foreign language
 - Sentence complexity and logical connections between ideas
- c) Familiarity with the style specific to the economic/legal domains (the distinction between formal and informal discourse)
- d) Comprehension and synthetic presentation of essential information in a complex text.

2. The exam bibliography is based on terminology specific to business or legal communication, respectively:

- a) Language specific to market economy: market economy mechanisms (demand, supply, competition, price etc.), reform in the economy, privatization, financial and banking activity, accounting, management, institutional culture, marketing, commerce, advertising elements etc., as well as private and public law.
- b) International business cooperation (Euro-Atlantic integration, globalization, specialized international institutions and organizations etc.)
- c) Business communication (the specifics of business correspondence, of business cooperation instruments – letters, agreements, contracts, modern instruments of communication in the business world etc.)

3. Bibliography

ENGLISH

- (1) Emmerson P., *Business English Handbook Advanced*, Macmillan, 2007.
- (2) Any English-Romanian and Romanian-English dictionary of general economics and/or law.
- (3) Swan, M. *Practical English Usage*, OUP, third edition, 2005.
- (4) Vince, M. *Advanced Language Practice with Key*, Macmillian, 2009.
- (5) Vince, M. Clarke, S. Macmillian *English Grammar in Context. Advanced*, Macmillian, 2008.
- (6) Vince, M. *English Grammar and Vocabulary, 4th edition*, Macmillan, 2014.
- (7) Yule, G. *Oxford Practice Grammar Advanced*, OUP, 2006.
- (8) *The Economist*
- (9) *Financial Times*
- (10) *Business Week*
- (11) *New Law Journal*

GERMAN

- (1) Becker, N., Schlenker, W., *Unternehmen Deutsch – Aufbaukurs*, Kursbuch, Stuttgart: Klett Edition Deutsch, 2009
- (2) Călugărița, A., Danciu, C., *Gramatica limbii germane*, București: Corint, 2014
- (3) Dreyer, H., Schmidt, R., *Lehr- und Übungsbuch der deutschen Grammatik*, Ismaning: Verlag für Deutsch, 2019
- (4) Eismann, V., *Erfolgreich in der geschäftlichen Korrespondenz*. Berlin: Cornelsen, 2010
- (5) Fügert, N., Grosser, R., Hanke, C., Mautsch, K. F., Sander, I., Schmeiser, D., *DaF im Unternehmen B2 Kurs- und Übungsbuch mit Audios und Filmen online*, Berlin: Cornelsen, 2019
- (6) Leca, M., *Dicționar de termeni economici german-român*, Iași: Polirom, 2002.
- (7) Mihalciuc, M., Constantinescu, L., Mureșan, L., *Comunicare în afaceri. Scrisori în limbile română și germană / Geschäftskommunikation. Briefe rumänisch-deutsch*. București: Oscar Print, 2009
- (8) Any German-Romanian and Romanian-German dictionary of general economics and/or law.
- (9) Wirtschaftswoche
- (10) Manager Magazin | Wirtschaftsnachrichten

FRENCH

- (1) Cilianu-Lascu, C., *La terminologie à l'usage de l'économie*, Editura ASE, 2016
- (2) Ivanciu, N. (coord.) Korka, M., Lorentz, M.-A., Tourbatez, C., *Dicționar trilingv de comunicare interculturală in afaceri: română-engleză-franceză*, Editura ASE, București, 2009
- (3) Oprescu, M. A., *Précis de syntaxe du français contemporain à usage économique*, Editura ASE, București, 2016
- (4) Penfornis, Jean-Luc, *Le français du droit*, CLE International, Paris, 1998
- (5) Stanciu-Capotă, R., - *Précis de grammaire contextualisée du français contemporain: domaine économique*, Editura ASE, București, 2015
- (6) Any French-Romanian and Romanian-French dictionary of general economics and/or law.

The PhD Application form 2022– 2023

PhD. IN ECONOMICS/LAW

FIELDS OF DOCTORAL STUDIES:

- BUSINESS ADMINISTRATION
- ECONOMIC CYBERNETICS AND STATISTICS
- ACCOUNTING
- ECONOMICS I (organized by the Faculty of Economics)
- ECONOMICS II (organized by the Faculty of Agri food and Environmental Economics)
- ECONOMICS AND INTERNATIONAL BUSINESS
- FINANCE
- ECONOMIC INFORMATICS
- MANAGEMENT
- MARKETING
- LAW

PhD supervisor and title of the Doctoral thesis:

.....

.....

.....

.....

CANDIDATE INFORMATION:

Mr./Ms.

NAME (as in the birth certificate):

FATHER'S INITIAL/INITIALS:

FIRST NAME:

RESIDENCE:

Country..... City.....

StreetNo.Zip code.....

DATE OF BIRTH:

CITIZENSHIP:

E-MAIL ADDRESS:

PHONE NUMBER:

Options for enrolment:

- *full time*, public funded, scholarship;
- *full time*, public funded, without scholarship;
- *part time*, public funded, without scholarship;
- *part time*, fee-based for EU citizens;
- *full time*, fee-based for non-EU citizens (fee paid in foreign currency),
- *part time* fee-based for non-EU citizens (fee paid in foreign currency)
- *full time*, fee-based for non-EU citizens (own non-foreign currency account payment),
- *full time*, Romanian scholarship;
- *full time*, public funded, scholarship, Romanians everywhere;
- *full time*, public funded, without scholarship, Romanians everywhere;

The order of the options above is not the order of your options. The order of your options will be selected in the registration platform.

EDUCATION:

| NAME AND ADDRESS OF THE GRADUATED HIGHER EDUCATION INSTITUTION | SPECIALIZATION | YEAR OF GRADUATION | DIPLOMA AWARDED AND OTHER LEGAL RIGHTS (if applicable) | OFFICIAL TITLE |
|--|----------------|--------------------|--|----------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

RECOMMENDATIONS*

| CURRENT NO. | INSTITUTION | DEPARTMENT | NAME AND POSITION OF THE REFEREE |
|-------------|-------------|------------|----------------------------------|
| | | | |

Candidate's Signature:.....

*At least one letter of recommendation is provided in accordance with the template for the PhD Letter of recommendation 2022-2023

Annex 7. Template for the PhD Letter of recommendation 2022 – 2023



BUCHAREST UNIVERSITY OF ECONOMIC STUDIES (ASE)
 Romana Square no. 6, District1, Postal Code 010374, Bucharest, Romania

LETTER OF RECOMMENDATION

The referee is invited to write a statement on their own behalf to be attached to this form. The statement shall bring arguments for the motivation, your research capacities, seriousness, and other elements to prove your ability to pursue Doctoral studies.

Bucharest University of Economic Studies (ASE) is grateful for the relevant information you offer about the candidate and highly appreciates your opinion on his/her abilities to pursue doctoral studies, but we also ask you to sincerely specify both the weaknesses and the strengths of the applicant. **The information in this letter is strictly confidential.**

We thank you for your collaboration!

Name of the referee:
 Title:.....Institution:.....
 Name of the candidate:.....

We kindly ask you to make a comparison between the candidate and his/her colleagues of the same age and status, whom you have known and whom you have worked with in the last 5 years.

| | The candidate is between: | | | |
|---------------------------------------|---------------------------|--------|---------|---------|
| | 1%-2% | 3%-10% | 11%-25% | 26%-30% |
| Professional and academic performance | | | | |
| Intellectual abilities | | | | |
| Motivation | | | | |

How long have you known the candidate?

Under what circumstances did you meet him/her?

Bachelor's student Master's student research assistant

Teaching assistant Other

Date:.....

Signature:



Curriculum Vitae Europass

Personal information

Last name / First name

Address(es)

Mobile

E-mail(s)

Nationality(-ies)

Date of birth

Sex

Professional experience

Duration

Occupation and position held

Main activities and
responsibilities

Name and address of
employer

Type of business or sector

Education and training

Dates

Title of qualification awarded

Principal subjects/Occupational
skills covered

Name and type of organisation
providing organisation and
training

Significant achieved results

Participation to conferences

Research projects

Prizes and awards

Memberships in organizational
or scientific committees of some
student conferences

Membership in professional organizations

Social and cultural
activities

Other achievements

Personal skills and competences

| Understanding | | | | Speaking | | | | Writing | |
|---------------|--|---------|--|--------------------|--|-------------------|--|---------|--|
| Listening | | Reading | | Spoken interaction | | Spoken production | | | |
| | | | | | | | | | |
| | | | | | | | | | |

Mother tongue

Romanian

Other language(s)

Self-assessment

European level ()*

(*) *Common European Framework of Reference (CEF) level*

Social skills and competences

Organisational skills and competences

Computer skills and competences

Driving licence(s)

Date

Signature

Annex 9. Doctoral Research Project Proposal Form 2022– 2023

(maximum 4 pages)

1. Last and first name of the candidate.....
2. Last name and first name of the preferred Doctoral supervisor.....
3. Title of the Research theme:
4. Scientific context and motivation of the chosen theme (accompanied by a bibliography)
5. Research objectives
6. Research methodology
7. Estimated results
8. Indicate at most 10 publications relevant for the proposed theme (it is mandatory that each publication be mentioned in the project proposal)

Date:

Signature:

Annex 10. Declaration of non-funding from public funds

The undersigned,
born in (place) county/sector....., with the
personal identification code, holder of the ID with the series....., no.
....., issued on....., by....., candidate for the
admission contest organized by The Bucharest University of Economic Studies, hereinafter referred to
as ASE, in order to obtain the status of Doctoral student of ASE, knowing the provisions of art. 326 of
the amended and supplemented Penal Code, regarding false statements, I declare on my own
responsibility that:

- I received public funding for doctoral studies at
University..... for..... semesters;
- I will not simultaneously attend two public funded study programmes, regardless of their
level;
- I have taken note of the provisions of art. 199 para. 3 of the National Education Law No.
1/2011, with its subsequent amendments and additions, according to which *"a person
may be admitted and enrolled as a student at a maximum of two study programmes,
irrespective of the educational institutions that offer them. Any financial subsidy or
scholarship from public funds shall be granted, in accordance with the legal rules in
force, in only one higher educational institution for only one study programme."*
- I was not expelled for fraud from doctoral studies organized by the Bucharest University
of Economic Studies.

This statement was given in order to complete the registration file for the admission– session
..... – to the doctoral programme organized by the Bucharest University of
Economic Studies.

Date:

Signature:

AGREEMENT ON THE PROCESSING OF PERSONAL DATA

The undersigned,

_____, personal identification code

_____ I declare that I agree with the processing of personal data, according to the terms and conditions presented below:

1. I became aware of the content of the Methodology regarding the organization and conduct of admission to doctoral university studies.
2. I became aware of and understood the provisions of **Article 31 Processing of personal data within the aforementioned Methodology.**
3. I have taken note of the fact that, if the specialized exam will take place online, it will be registered and archived.
4. I understand that, in the event that the undersigned refuses to carry out the processing of the personal data that belong to me, then, as a consequence, I am exposed to the risk of not being approved as candidate for the doctoral university studies.
5. I understand that, in the event that the undersigned proceeds to a refusal regarding the processing of the personal data highlighted above, expressed after my admission to the doctoral studies, the documents in my candidate file are still subject to the legal obligation to archive them, which is done by ASE.
6. I have been informed that the results of the admission contest for the doctoral studies programmes are made public by displaying at the university headquarters and posting on its own web page, in accordance with the provisions of art. 26 of Order M.E.N.C.Ş. no. 6102 / 15.12.2016 for the approval of the Framework Methodology regarding the organization of admission for undergraduate, master and doctoral studies - published in the Official Gazette of Romania, Part I, no. 1071 of December 30, 2016.
7. I became aware of my rights conferred by EU Regulation 679/2016, including the rights that personal data subjects hold, the right to access data, the right to delete data ("the right to be forgotten"), the right to restriction, the right to data portability, the right to opposition, the right to rectification in accordance with the legal provisions in force, the right to address to the National Supervisory Authority for Personal Data Processing and / or to the competent courts.

I declare that I have fully understood the contents of this document.

Full name (written in capital letters).....

Date:.....

Signature.....

AFFIDAVIT ON THE AUTHENTICITY OF DOCUMENTS UPLOADED ON THE PLATFORM DOCTORAT.ASE.RO OF THE BUCHAREST UNIVERSITY OF ECONOMIC STUDIES (ASE)

I undersigned,, citizenship, date of birth, place, address....., ID, series, no., issued by, date, PIN (personal identification number), email, as a candidate for the admission to doctoral studies, organized by ASE, for the academic year 2022-2023, I declare on my own responsibility the following:

- all data and information provided is complete, true and correct;
- the documents uploaded on the **doctorat.ase.ro** platform are authentic;
- electronic mail address indicated is accurate, functional, verified by the undersigned and

shall accept that all information provided by ASE is considered received;

- I am aware that, in the event of finding or falsifying them, I will be removed from the competition or expelled from the doctoral school to which I was admitted and I will bear the rigors of the law for committing the crimes committed (forgery, use of forgery, forgery in official documents), according to Art. 326 of the Criminal Code, with subsequent amendments and completions.

Signature

.....

Date

.....

The procedure for paying the registration fee for the admission contest and the tuition fee

The candidates for the admission contest held at the Bucharest University of Economic Studies (ASE), 2021 session, can pay the registration fee for the admission contest, respectively the tuition fee, in case of distribution on a fee-paying place, in the following ways:

1. **Through the online payment system available on the doctorat.ase.ro platform**, for holders of any type of card (Visa, Mastercard, Revolut, etc.), following the steps indicated in the **doctorat.ase.ro** platform.
2. **By payment order / internet banking** in one of the accounts:
 - **RO16RNCB0072001607860102** – account **LEI**, open at BCR, fiscal code 4433775, Academia de Studii Economice din București;
 - **RO59BRDE445SV36571854450** - account **LEI**, open at BRD agency ASE, fiscal code 4433775, Academia de Studii Economice din București;
 - **RO15RNCB0072001607860023** – foreign currency account **EURO**, open at BCR, SWIFT RNCBROBU, fiscal code 4433775, Academia de Studii Economice din București.

On the payment order, candidates are required to specify the following information: Beneficiary - Academia de Studii Economice din București, and upon payment: type of fee (registration fee / tuition fee), name, father's initial (s), first name for ladies will be past the name according to the birth certificate) and CNP, for the candidates of Romanian citizenship, respectively ID, for foreign candidates (the code generated by the doctorat.ase.ro platform).

Very important: The payment order will include the details of the candidate for admission to the faculty regarding the name, initial (s) of the father, first name (for Mrs. the name will be entered according to the birth certificate) and not of the person making the payment, if this is different from the candidate.

Eg: registration fee, Ionescu M. Claudiu Razvan, 5020127151771

The payment document, which certifies the proof of payment, will be uploaded on the doctorat.ase.ro platform.

3. **At the counters of any bank, by means of a payment slip**, if the candidate does not have the payment instrument related to the payment (bank card), in one of the accounts::
 - **RO16RNCB0072001607860102** – account **LEI**, open at BCR, fiscal code 4433775, Academia de Studii Economice din București;
 - **RO59BRDE445SV36571854450** - account **LEI**, open at BRD agency ASE, fiscal code 4433775, Academia de Studii Economice din București;
 - **RO15RNCB0072001607860023** – foreign currency account **EURO**, open at BCR, SWIFT RNCBROBU, fiscal code 4433775, Academia de Studii Economice din București.

On the payment form, candidates are required to specify the following information: Beneficiary - Academia de Studii Economice din București, and upon payment: type of fee (registration fee / tuition fee), name, father's initial (s), first name (for Mrs. the name according to the birth certificate) and CNP candidate for Romanian citizenship / foreign candidate ID (code generated by the doctorat.ase.ro platform).

Eg: registration fee, Ionescu M. Claudiu Razvan, 5020127151771

The payment document, which certifies the proof of payment, will be uploaded on the doctorat.ase.ro platform.

Very important: The payment order will include the details of the candidate for admission to the faculty regarding the name, initial (s) of the father, first name (for Mrs. the name will be entered according to the birth certificate) and not of the person making the payment, if this is different from the candidate..

The fees are provided in the *Methodology on fees applied in the Academy of Economic Studies in Bucharest*, approved by the AES Senate.

AFFIDAVIT FOR CANDIDATES WITH ROMANIAN CITIZENSHIP, CITIZENSHIP OF OTHER MEMBER STATES OF THE EUROPEAN UNION, OR OF THE STATES BELONGING TO THE EUROPEAN ECONOMIC AREA AND THE SWISS CONFEDERATION, **WHO CHOOSE A PLACE IN FULL-TIME EDUCATION, PUBLIC FUNDED WITH SCHOLARSHIP,** REGARDING THE PARTICIPATION IN THE COMPETITION FOR FILLING THE RESEARCH VACANCIES IN ASE BUCHAREST

I undersigned,, citizenship, date of birth....
....., place, address.....,
ID, series, no., issued by, date.....
....., PIN (personal identification number),
email....., as a candidate for the admission to doctoral studies, organized by ASE, for the academic year 2022-2023, at the Doctoral School of, **at the full time, public funded, with a scholarship,** I declare on my own responsibility that, I will participate in the first competition after the doctoral admission, organized by the departments of ASE Bucharest for research centers, which are in the structure of the faculty to which the doctoral school belongs, to fill the vacancies for research.

Signature

.....

Date

.....