

Bucharest University of Economic Studies (ASE)
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Online registration of the European Union member states, of the European Economic Area countries, of the Swiss Confederation and United Kingdom of Great Britain and Northern Ireland Citizens (EU, EEA, SC and UK)

Art. 1.

Foreign citizens from the **European Union member states**, of the **European Economic Area** countries, of the **Swiss Confederation** and **United Kingdom of Great Britain and Northern Ireland** (as beneficiaries of the Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community 2019/C 384 I/01) have the right to enroll to study in Romania **under the same conditions as Romanian citizens**.

Chapter 1

Highschool graduation diploma or equivalent recognition by the National Centre for Degree Assessment and Academic Recognition

Art. 2.

The study documents issued by international schools in Romania or abroad must be recognized by the National Centre for Degree Assessment and Academic Recognition (CNRED): <https://cnred.edu.ro/en/preuniversity-studies>.

Art. 3.

After the receipt of the recognition/equivalence certificate, the applicant shall proceed to the registration and admission procedure, in accordance with the ASE's admission regulations (Further information: Bucharest University of Economic Studies, Department of International Relations, +4021.319.19.84; fax +4021.319.20.23, e-mail: internationaladmission@ase.ro).

Chapter 2

Documents required for online registration with the Bucharest University of Economic Studies – Undergraduate studies/Bachelor (3 years)

Art. 4.

Documents required for online registration are:

- a) Copy of the High School Graduation Diploma (Baccalaureate) or equivalent and the copy of the transcript of records – original documents and authenticated translations into Romanian. The high school graduation diploma will be accompanied by the recognition certificate issued by the CNRED;
- b) Copy of the birth certificate and the certified translation into Romanian;
- c) Copy of the marriage certificate (if applicable) and the certified translation into Romanian;
- d) Copy of the identity card/passport;
- e) Language proficiency certificate for the language of instruction;
- f) Statement by the student that he/she will not be the beneficiary of budget financing, simultaneously, for any two study programmes, regardless of their level, and he/she will not attend simultaneously more than two study programmes, regardless of their level and financing (issued from the online platform, on registration) **Annex 7** (A completed document on the admission platform admitere.ase.ro);

- g) Statement by the student that the documents uploaded on the admissions platform are authentic (**Annex 8**);
- h) The registration fee paid online, exclusively, on the admissions platform;
- i) Medical certificate stating that the applicant is fit for university studies;
- j) Motivational essay, dated and signed, arguing the applicant's choice of studying at Bucharest University of Economic Studies:
 - i. the applicants who opt for programmes organized in Romanian will write the motivational essay in Romanian;
 - ii. the applicants who opt for programmes taught in foreign language will write the motivational essay in the foreign language to be undertaken by the study programme;
 - iii. the applicants who opt for programmes taught in foreign language and programmes taught in Romanian will write two motivational essays (one in English, French or German – depending on the language of the programme of study and one in Romanian)
 - iv. the applicants who opt for the Applied Modern Languages Programme will write the motivational essay in Romanian.

Art. 5.

The documents shall be uploaded on the online admission platform: **admitere.ase.ro**.

Art. 6.

All graduates of international schools shall send, via e-mail address: **internationaladmission@ase.ro**, before online registration, their studies documents (baccalaureat/ highschool graduation diploma, transcript of records for all the highschool years, CNRED recognition certificate). The equivalent grades to the Romanian system will be transmitted to the applicants (by e-mail **internationaladmission@ase.ro**) and uploaded by themselves on the registration platform.

Art. 7.

Bucharest University of Economic Studies offers various undergraduate specializations, shown in **Annex 1**.

a) **Programmes taught in English:**

- i. Accounting and Management Information Systems;
- ii. Business Administration;
- iii. Business Administration in Trading, Tourism, Services, Commodity Science and Quality Management;
- iv. Economic Informatics;
- v. Finance and Banking;
- vi. International Business and Economics;
- vii. Management;
- viii. Marketing.

b) **Programmes taught in French:**

- i. Business Administration.

c) **Programmes taught in German**

- i. Business Administration.

Chapter 3 Overview of the admission process

Art. 8.

For the *full-time studies*, there are places funded from the state budget (without tuition fees) and tax places. For the *distance learning* and *part-time programs* only tax places are available. The number of places financed by the state budget and of places financed by tuition fees is presented in **Annexes 1** and **2**, by study domain and programs.

Art. 9.

The admission process is open for high school graduates having a baccalaureate diploma or equivalent, regardless of the year of graduation, provided the high school is accredited according to the legal provisions.

Art. 10.

The citizens of other EU, EEA, SC and UK are entitled to take part in the admission process under the same legal conditions as the Romanian citizens, including the same tuition fees. Their baccalaureate or equivalent diploma has to be recognized by the competent department of Ministry of Education.

Art. 11.

The application file contains a motivation essay on the choice of university studies with ASE, dated and signed by the applicant. The essay will be assessed and granted a "Pass" or "Fail" grade. Only the applicants who obtain a "pass" for the motivation essay qualify for attending the language test.

Art. 12.

For the admission to a study program taught in Romanian, the foreign citizens have to provide a language certificate delivered by institutions recognized by the Ministry of Education or will pass the online Romanian language test organized by the university. For the admission to a study program taught in other languages (English, French, German) will pass the language test organized by the university – only one language test choice is possible. The test will take place online, on the platform **admitere.ase.ro**, by accessing the TEST link. The language test contains multiple choice questions, with one correct answer and the assessment is a qualification "Pass"/ "Fail". In order to pass the test, an applicant has to accumulate a minimum of 50 point out of 100 (maximum). An inferior result will translate into a qualification of "Fail" and the applicant will not be able to study in a program taught in the respective language.

Art. 13.

The admission of the applicants is strictly based on the admission average grade point – descending ranking of the applicants, correlated with the options expressed at the registration. The admission average grade point is determined as follows: 70% the baccalaureate average grade and 30% the average grade of the high school years.

Art. 14.

If there is more than one applicant with the same GPA as the last one admitted on a budgeted or tax place, there will be used additional criteria: the high school years average grade and the grade from the written Romanian/native language exam from the baccalaureate.

Art. 15.

Candidates opting for the Economic Informatics study program (in English) shall take the exam at Maths (in the form of the grid-test in English), from the bibliography (Annex 12) in the case of candidates who opted for the bachelor's degree programs organized by the Faculty of Cybernetics, Statistics and Economic Informatics, respectively at Romanian Language and Economics, in the case of the study program organized by the Faculty of Law (Annex 13).

Art. 16.

For the candidates to the bachelor's degree programs organized by the Faculty of Economic Cybernetics, Statistics and Informatics, admission is made by examination, based on the general admission average (MGA_CSIE) based on the and the average obtained at the Maths exam (ME) (conducted as a grid test), based on the competition bibliography. MGA_CSIE is calculated as the weighted average of MGA, calculated according to art.13. (weighted by 50%), and the average from the exam (grid-test) (weighted by 50%), resulting in the following calculation formula:

$$MGA_{CSIE} = 0,5 \times MGA + 0,5 \times ME$$

Art. 17.

For candidates applying to the undergraduate program organized by the Faculty of Law, admission is made on the basis of MGA_DREPT, following an examination in the form of a multiple-choice test assessing knowledge (PT), organized on the same day, covering the subjects: Romanian Language (PLR) and Economics (PE), from the bibliography:

$$MGA_DREPT = \frac{PT + 10}{10}$$

Art. 18.

The minimum overall average for admission to bachelor's studies cannot be lower than 5.00 (five).

Art. 19.

1. The ranking of candidates who have obtained *Pass* for the motivational essay, in order to be assigned to programs, is done simultaneously, according to the general admission average (calculated differently by faculties, including the Faculty of Cybernetics, Statistics and Economic Informatics and the Faculty of Law) and the order of options specified by the candidate in the **admitere.ase.ro** platform.
2. Candidates who are not assigned to CSIE or LAW and have options for other study programmes, shall apply **art. 13**
3. The exam for undergraduate programmes organized by the Faculty of Cybernetics, Statistics and Economic Informatics, includes questions from Maths, according to the bibliography in **Annex 12**. The exam has a duration of two and a half hours and is taken in person, on campus. The multiple-choice test consists of 10 questions, each with 5 answer options, of which only one is correct. The total score for the questions is 90 points, to which 10 points are added ex officio. The general score (PG) is calculated by adding up the score obtained by the candidate (P) related to the questions, to which the 10 official points are added, the resulting sum is divided by 10. The calculation of the score and its transformation into an average is done as follows:

Maximum PG is 100, maximum P is 90, to which 10 points are added ex officio;

$$ME = \frac{PG}{10}.$$

4. The exam for undergraduate university study program organized by the Faculty of Law, includes 100 grid questions, with 5 answer options, of which only one is correct. Of the 100 questions, 60 are questions related to the Romanian Language (PLR) and 40 questions for the Economics (PE), according to the bibliography in (**Annex 13**). The total score for the questions is 90 points (of which 54 points for the *Romanian Language* questions and 36 points for the questions from *Economics*), to which 10 points are added ex officio. The general score (PG) is calculated by adding up the scores obtained by the candidate (PLR and PE) related to the questions, to which the 10 ex officio points are added and the resulting sum is divided by 10. The exam lasts three hours and is taken by physical presence, on campus. The calculation of the score and its transformation into an average is done as follows:

Maximum PG is 100, maximum PLR is 54, maximum PE is 36, to which 10 points are added ex officio;

$$ME = \frac{PG}{10}.$$

16. The distribution of candidates in the competition halls is done according to the lists drawn up for each hall, in alphabetical order, and the access of the candidates to the halls is done on the basis of the identity document, at least half an hour before the start of the grid test. After the identity verification, each candidate will keep, in plain view, the identity document, until handing over the answers to the grid test. The access of the candidates to the competition rooms is possible until the announced time, but not later than the opening of the competition subjects. Candidates who are not in the room when the subjects are opened are eliminated from the competition.
17. From the moment the subjects are opened, no candidate may leave the room until after submitting, under signature, the answers to the grid test.
18. To take the grid test, the candidate receives the grid thesis and the exam notebook (which contains the self-check form, the set of questions, which also includes the drafts). The pages of the exam notebook cannot be detached during the exam, and candidates shall not use any other paper than that received from the supervisor.
19. Candidates' answers are recorded on the thesis-grid using a dark blue or black normal paste (non-liquid) pen. Marking the correct answer is done only by completely filling the circle in the thesis-grid,

corresponding to the number of the question, respectively the answer variant, without exceeding its circumference. Distinctive marks are not allowed in the thesis-grid, which can lead to its cancellation, erasures or multiple answers to a question are not allowed, nor are changes with correction paste, which cancel the answer to that question.

20. While taking the grid test, it is forbidden to use any sources of communication/information/consultation that could be used in solving the subjects, as well as to mark the written paper in such a way that it is possible to identify the author prior to establishing the score awarded for the paper, under the penalty of removal from competition and the cancellation of the thesis.
21. Any fraud or attempted fraud, during the exam, is sanctioned by the Chief supervisor, in the presence of the supervisors and the candidates, with the immediate removal of the respective candidate from the ASE admission competition, mentioning it in all documents "Fraud". Copying from materials on the candidate, copying from other candidates or communicating in any way with them during the exam is considered fraud; communicating, by any means, with people outside or inside the exam building; possession of printed materials or any other documents containing sources of information regarding the subject of the exam sample, regardless of whether or not they were used during the exam; person substitution. It is considered fraud to write the candidate's name on the thesis-grid outside the column that is sealed and any other distinctive signs that would allow the work to be identified.
22. At the end of the time set for the exam, the candidates hand in the thesis-grid and the exam notebook under their signature, in the phase of preparing the answers in which they are, being forbidden to exceed the announced time. The last 4 candidates from each room remain in the room until the last paper is submitted.
23. When the candidates hand in the thesis-grid, in their presence, the chief supervisor and/or one or more supervisors check the thesis-grid, sign it inside the security corner, seal it by applying a sticker on the folded corner of the sheet where it is written name and each candidate has the obligation to sign for compliance on a minutes. The candidate receives the self-check form when handing over the thesis-grid and the exam notebook.
24. The applicants who are students or graduates of higher education studies may enrol for a second Bachelor's program, either on a budgeted place or a tax place, under the following conditions:
 - i. if the first bachelor's program was financed from the state budget, the second will be on tuition fee,
 - ii. if the first program was financed by tuition fees, the second may be on a budgeted place or a tax place.
25. The applicants who are students or graduates of higher education and received support from the state budget for a certain part of their studies have to state it upon registration. An admitted applicant may benefit of budget support only for one program, for the normal duration of the studies. The redistribution of the budgeted places is done after the 1st semester of the 1st year of studies and, afterwards, at the end of each year of studies, based upon the academic results of the students, as stipulated in the ASE Regulation regarding the Bachelor's studies.
26. During the 1st year of studies, a student can register in only one full-time program in ASE. A second program in ASE can be followed in parallel only in a part-time or distance learning program (in case the applicant has registered for the respective program).

Chapter 4 Registration

Art. 19.

There is only one registration, at the faculty representing the 1st option of the applicant. The applicant will receive a registration document, printed from the online registration database, containing the personal data, the list of options expressed and other information relevant to the admission process and matriculation. After checking the data, the applicant will confirm the document by checking the online form, one copy stays with the applicant, the second one will remain in his/ her application file. Upon registration, the applicant will express options (and rank of the options) for study programs and type of financing (budgeted or tax places). After the end of the registration period no changes are admitted to the registration data: options, their order and other information. During the admission process, the Central Commission will publish daily statistics regarding registrations for each faculty and study program.

Chapter 5

Results & confirmation

Art. 20.

The admission results are published as follows: applicants admitted on budgeted places, applicants admitted on tax places, waiting lists and rejected candidates. The waiting list contains the names of the applicants who qualify for at least one of their options, but have a GPA inferior to the last admitted applicant. They may obtain an eligible place after the end of the confirmation period.

Art. 21.

The admitted applicants will confirm their place as follows:

- a) The applicants admitted on a budgeted place will register the original baccalaureate diploma. This rule also applies for applicants admitted on a tax place or those on a waiting list if they registered options for budgeted places.
- b) The applicants who want to be distributed on a tax place will pay half of the annual tuition fee. This includes the applicants admitted on a tax place, the applicants admitted on a budgeted place or who are on a waiting list and have options to follow a study program on a tax place. The tuition fee is paid via the admissions platform.
- c) The applicants who will register the original baccalaureate diploma and pay half of the annual tuition fee will be considered for both forms of financing (budgeted and tax places), according to their initial options.
- d) The applicants who don't register the original baccalaureate diploma nor pay half of the annual tuition fee will be rejected.
- e) At the end of the confirmation period, the final admission ranking is published: applicants admitted on a budgeted place, applicants admitted on tax places and rejected applicants. One applicant may be declared admitted to a better ranking option from his/her initial option.
- f) The applicants who were initially placed on a waiting list and paid half of the annual tuition fee but are not admitted, may recover the whole amount paid or ask for it to be transferred for their admission to a different type of program (distance learning or part-time – provided they have also registered for these types of programs).
- g) The applicants admitted on a budgeted place who have also paid half of the annual tuition fee will receive the whole amount back, upon written request (financiar@ase.ro).

Chapter 6

Enrollment to the 1st year of studies

Art. 22.

The admitted applicants are enrolled to the 1st year of studies during the academic year 2025-2026 by a Rector's decision. Within the first 3 weeks of the academic year, Bucharest University of Economic Studies signs with every enrolled student an educational contract, regarding the Bachelor's studies and the students should present the following documents:

- a) the original baccalaureate diploma and the transcript or equivalent;
- b) a certified copy of the baccalaureate diploma or equivalent and a proof that the original document is registered with another university
- c) 2 photos

Art. 23

The status of budgeted/tax paying student is updated after the 1st semester of studies during the 1st year and at the end of each year of studies. The students will be ranked according to their academic performance.

Art. 24.

The organisation of the study groups doesn't consider the status of the student (budgeted or tax place).

Art. 25.

The scholarships, aids and other facilities are available with respect to the law. ASE provides admitted

applicants with accommodation in campus based on their academic performance.

Art. 26.

The applicants who have previously benefited from the state budget financing for bachelor's studies may benefit of a budgeted place at ASE only for the remaining period of studies out of the normal three years. The students who want to be considered for a budgeted place by redistribution will have to register their original baccalaureate diploma/equivalent at the faculty by the end of the 1st semester of the 1st academic year.

Chapter 7

Admission and tuition fees

Art. 27.

The registration fee is paid exclusively via the online admission platform – **admitere.ase.ro**. Refunds of the registration fee are not possible after the end of the registration period.

Art. 28.

For the confirmation of the tax places, half of the annual tuition fee will be paid via the online admission platform: **admitere.ase.ro** and the payment will be automatically registered in the informatics system.

Chapter 8

The structure of the motivational essay requested for the admission at the undergraduate study programmes offered by Bucharest University of Economic Studies (ASE), 2025

1. Identification data: (name, initial/initials of the father's surname – as in the birth certificate)
2. Where did you find out about ASE's educational offer?
3. What are the reasons and arguments for which you have chosen the study programme (first option) and to study at the ASE? (personal reasons, specific career preferences, arguments for obtaining certain qualifications etc.)
4. What are your expectations regarding student life in ASE? (the educational process and possible employment while studying)
5. After completing the undergraduate studies programme, do you plan to continue the university studies in ASE applying for a master programme?
6. Have you had any outstanding achievements during high school (participation in Olympiads, contests, volunteering, internships, visits, etc.) which may recommend you for the programmes offered by ASE?
7. How do you want to get involved in extracurricular activities organized by professors or students (participation in student scientific sessions, contests, volunteering, exchange programmes, participation in/organization of cultural activities, sports, etc.)?
8. Indicate if you want other items you consider relevant to your application.

Date,

Applicant's signature,

Note: The essay will be written at single line spacing, Times New Roman, 12, and will contain between 300 and 500 words. It will be submitted in original along with the other documents from the application file.