**Annex HS no. 89/14.12.2022**



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

***The Council for Doctoral Studies***

# EXCERPT FROM REGULATION

# FOR THE ORGANIZATION AND CONDUCT OF ADMISSION TO DOCTORAL STUDIES

**FOR EU and NON EU CITIZENS**

**2023-2024**

Art 3.

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

Art 11.

1. The registration fee for the 2023–2024 admission to the doctoral studies is in accordance with the *Methodology for the types of fees levied by the Bucharest University of* *Economic Studies,* approved by ASE’s Senate; 500 lei for Romanian and EU citizens/560 euros for non EU citizens
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’sSenate and posted on http://mefc.ase.ro/taxe and http://doctorat.ase.ro/taxe-bursedoctorat.

Art 16.

1. The registration for the admission contest is completed online on the doctorat.ase.ro platform (http://doctorat.ase.ro/english-2).
2. The documents submitted on the platform can be signed online (pdf/electronic).

(3) **The candidates, the Romanian citizens,** will upload on the doctorat.ase.ro platform the following documents in PDF or JPG/JPEG format:

1. filled out application form (Annex 6);
2. at least one letter of recommendation (Annex 7 - Template for the PhD Letter of recommendation 2023 – 2024);
3. curriculum vitae (Annex 8 - Template for the PhD Curriculum vitae 2023 – 2024, signed);
4. the Doctoral research project (DRP) related to the doctoral theme for which he/she candidates (Annex 9);
5. a copy of the birth certificate;
6. a copy of the ID card;
7. copy of the marriage certificate or any other document that attests the change of name, if applicable;
8. a copy of the Baccalaureate Diploma;
9. a copy of the Bachelor’s diploma, accompanied by the diploma supplement/transcript of records;
10. a copy of Master’s or equivalent diploma, accompanied by the diploma supplement (for 2023 master’s graduates, a certificate attesting that the candidate has graduated from a Master program, 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 2023 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.
11. in case of loss, total or partial destruction of the diploma or master's degree or plasticizing 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;
12. copy of the language certificate, if applicable;
13. 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;
14. a declaration by which the candidate commits himself/herself not to access simultaneous financing from public funding for two academic study programs, irrespective of their level, and not to attend simultaneously more than two academic study programs, irrespective of level and funding, and not to be enrolled in another doctoral studies program in ASE (Annex 10);
15. agreement on the processing of personal data (Annex 11);
16. affidavit on the authenticity of the documents uploaded on the platform doctorat.ase.ro Academy of Economic Studies (Annex 12);
17. affidavit, for the 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);
18. an ID photo or passport photo (3/4);
19. the proof of payment or the receipt confirming the payment of the registration fee to the doctoral studies admission contest.

**(4)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 (personal identification number) - 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~~.(The candidates will upload all the documents required directly on the platform. It is not necessary to obtain the ID from internationaladmission@ase.ro).

**(5)**The foreign citizens of member states from the EU, the EEA and the Swiss Confederationwill upload on the doctorat.ase.ro platform the following documents in PDF or JPG/JPEG format:

1. 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);
2. Copy of the internationally recognized language certificate, if applicable (Annex 4);
3. filled out application form (Annex 6 - The PhD Application form 2023 – 2024);
4. at least one letter of recommendation (Annex 7 – Template for the PhD Letter of recommendation 2023–2024) accompanied by the Agreement on the Processing of Personal Data (Annex 11);
5. curriculum vitae (Annex 8 – Template for the PhD Curriculum vitae 2023– 2024);
6. the Doctoral research project (DRP) related to the doctoral theme for which he/she candidates signed (Annex 9 – Doctoral Research Project Proposal Form 2023 – 2024);
7. Copy of Baccalaureate or equivalent diploma, translated into English or Romanian;
8. Copy of Bachelor’s or equivalent degree, translated into English or Romanian;
9. Copy of Master’s or equivalent diploma, translated into English or Romanian;
10. copies of transcripts / diploma supplements - legalized translations, of the completed studies;
11. Copy of the birth certificate, translated into English or Romanian - authenticated copy;
12. Copy of the medical certificate, in Romanian or in English, which attests that the candidate is apt for pursuing academic studies;
13. a copy of the passport and one photo size ¾;
14. agreement on the processing of personal data (Annex 11);
15. affidavit on the authenticity of the documents uploaded on the platform doctorat.ase.ro Bucharest University of Economic Studies (Annex 12)
16. the proof of payment: the receipt confirming the payment of the registration fee to the doctoral studies admission contest.

**(6) 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 (personal identification number) - 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~~..(The candidates will upload all the documents required directly on the platform. It is not necessary to obtain the ID from internationaladmission@ase.ro).

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

1. 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;
2. filled out application form (Annex 6 - The PhD Application form 2023 – 2024);
3. at least one letter of recommendation (Annex 7 – Template for the PhD Letter of recommendation 2023 – 2024) accompanied by the Agreement on the Processing of Personal Data (Annex 11);
4. curriculum vitae (Annex 8 – Template for the PhD Curriculum vitae 2023– 2024);
5. the Doctoral research project (DRP) related to the doctoral theme for which he/she candidates, signed (Annex 9 – Doctoral Research Project Proposal Form 2023– 2024);
6. copy of the birth certificate, translated into English or Romanian - authenticated copy;
7. copy of the document attesting his/her domicile abroad;
8. a copy of the passport and one photo size ¾;
9. copy of the Baccalaureate equivalent diploma, translated authenticated copy, certified by the competent authorities of the issuing state;
10. copy of the Bachelor’s or equivalent degree, translated authenticated copy, certified by the competent authorities of the issuing state;
11. copy of the Master’s or equivalent diploma, translated authenticated copy, certified by the competent authorities of the issuing state;
12. copy of the Certificate attesting that the candidate has obtained a Bachelor’s degree (for the graduates of the current year) - translated authenticated copy;
13. copy of the diploma supplements/transcript of records for all completed studies - copies and translated authenticated copies;
14. copy of the certificate of completion of the Preparatory year of Romanian Language, or the language certificate, as applicable;
15. copy of the medical certificate (in an international language) confirming that the candidate does not suffer from any contagious disease or from any other health conditions that are incompatible with their future profession;
16. agreement on the processing of personal data (Annex 11)
17. affidavit on the authenticity of the documents uploaded on the platform doctorat.ase.ro of Bucharest University of Economic Studies (Annex 12)
18. copy of the proof of payment or the receipt confirming the payment of the registration fee to the doctoral studies admission contest.

(7) 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.

(8) Incomplete folders are not accepted for registration.

(9) **The candidates, citizens from third countries of the European Union, who do not fall into the category of Romanians everywhere and / or have dual citizenship (Romanian and another state)** can benefit from study places from the budget of the Ministry of Education for foreign citizens, in the academic year 2023- 2024, within the limits of the places allocated by the Ministry.

To obtain these study grants, candidates must cumulatively meet the following conditions:

 - study / are admitted to seats with a tuition fee in foreign currency, in the first year of studies for doctoral studies, for the academic year 2023-2024;

 - are graduates of master's and long-term studies, respectively, of an educational institution abroad and graduated with a minimum average of 9.00;

 - are graduates of a university study programme in Romania, as scholarship holders of the Romanian state, the form of full-time education, in Romanian, have graduated with a general average of at least 8.50 and continue their studies in a state higher education institution accredited from Romania.

(10) **Ukrainian citizens** can benefit from seats without paying tuition fees, with a scholarship from the budget of the Ministry of Education, provided they were admitted within the admission session in July / September 2023-2024 within the seats allocated by the Ministry.

The registration file will include points b-q from paragraph (5) of Article 16.

Ukrainian citizens are exempted from paying the registration fee for the competition for admission to doctoral studies.

If the doctoral student is unable to prove his / her studies through documents issued by higher education institutions in Ukraine, he / she undertakes to present these documents until the completion of the doctoral studies.

(10) The seats allocated by the Ministry of Education for the candidates selected in accordance with par. (9) and (10) of art.16, shall be established after the admission session.

 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. If more than one candidate applies for a single place or research topic, no more than one candidate will be admitted.
3. 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:

1. *full-time*, public funding, on scholarship;
2. *full-time*, public funding, without scholarship;
3. *part-time*, public funding, without scholarship;
4. *part-time*, fee-based for EU citizens;
5. *full-time*, fee-based for the non-EU citizens (fee paid in foreign currency);
6. *part-time* fee-based for the non-EU citizens (fee paid in foreign currency);
7. *full-time*, fee-based for the non-EU citizens (fee paid in Romanian currency);
8. *full-time*, Romanian scholarship;
9. *full-time*, public funding, on scholarship for Romanian citizens outside Romania (Romanians from everywhere);
10. *full-time*, public funding, without scholarship for Romanian citizens outside Romania (Romanians 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.

**Obs.**

**Registration – ONLINE**

**Language exam- ONLINE**

**Speciality Exam –Oral Exam -which will take place with the physical presence. In exceptional cases, at the request of candidates with permanent residence abroad, with the approval of the central admission commission, the speciality exam can be taken by videoconference.**

**Annex 13**

**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), 2023 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 on the **doctorat.ase.ro** platform.

1. **By payment order / internet banking** in one of the accounts:
	* **RO16RNCB0072001607860102** – BCR account in **LEI**, fiscal code 4433775, Academia de Studii Economice din București;
	* **RO59BRDE445SV36571854450** – BCR account in **LEI**, open at BRD agency ASE, fiscal code 4433775, Academia de Studii Economice din București;
	* **RO15RNCB0072001607860023** – foreign currency account **EURO**, opened 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 details: type of fee (registration fee / tuition fee), name, father's initial (s), first name (for Mrs., the name will be entered according to the birth certificate) and CNP (personal identification code), 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.

1. **At the counters of any bank, by means of a payment slip**, if the candidate does not have the a payment instrument related to the payment (bank card), in one of the accounts::
	* **RO16RNCB0072001607860102** – account in **LEI**, opened at BCR, fiscal code 4433775, Academia de Studii Economice din București;
	* **RO59BRDE445SV36571854450** - account in **LEI**, opened at BRD agency ASE, fiscal code 4433775, Academia de Studii Economice din București;
	* **RO15RNCB0072001607860023** – foreign currency account in **EURO**, opened 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 details: type of fee (registration fee/tuition fee), name, father's initial (s), first name (for Mrs., the name will be entered according to the birth certificate) and the candidate’s CNP (personal identification code), 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 the data of the person making the payment, if this is different from the candidate.

The fees are provided in the *Methodology on fees applied at the Bucharest University of Economic Studies (ASE), as approved by the ASE Senate*.

**Annex 14**

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 2023-2024, 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

...............................................