# Annex 3

# 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, as well as British citizens and their family members, 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, 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.

For the admitted Doctoral candidates who are citizens of countries outside the EU, the EEA and the Swiss Confederation, respectively from outside the United Kingdom of Great Britain and Northern Ireland, 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 B.C.R. 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 Education.

1. **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:
2. request for equivalence of studies and the issuance of a certificate of equivalence;
3. higher education studies diploma - copy or certified translation;
4. transcript of records/supplement to the diploma - copy or certified translation;
5. copy of own identification document: passport (copy of pages 1,2,3,4) or another identification document.
6. **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 the abroad domicile;
3. copy of passport;
4. request for the issuance of the letter of acceptance to studies- see Application for the issuance of letter of acceptance to studies from here [Programe Doctorale in Economie si Drept-English (ase.ro)](http://www.doctorat.ase.ro/english-2) 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, issued no more than 6 months before the enrollment date;
12. 1 photo of ¾.

\* The written approval on the part of the PhD supervisor is mandatory on the form for the request for issuance of the letter of acceptance to studies, which is valid in case the candidate is admitted to the doctoral studies admission exam.

\*\* 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 the 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 *Regulation for Admission to Doctoral studies for the 2024-2025 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* 2024** and ***September* 2024** sessions, as well as for the **special *November* 2024 session (for non-EU foreign students).**

**Registration is made on-line.**

**Annex 4.**

# 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 – level II (B2 / C1) Test DaF (level B2 / C1) Goethe-Zertifikat C1 Goethe-Zertifikat C2: Großes Deutsches Sprachdiplom Previous variants of the mentioned certificates will be equated as well: Zentrale Mittelstufenpüfung / ZMP Zentrale Oberstufenprüfung / ZMP  |
| French | Diplôme d'études en langue française (DELF) – level B2 Diplôme d'études en langue française "option professionnelle" (DELF Pro) – level B2 Diplôme approfondi de langue française (DALF) – level C1 Diplôme de français professionnel (DFP): DFP Affaires, Juridique, Relations Internationales – level B2 Test de connaissance du français – Tout public (TCF) – nivel B2/C1 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 and internationally recognized *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 recognized 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 the diploma supplement.

**Annex 5**

## 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:**

* 1. 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
	1. Familiarity with the style specific to the economic/legal domains (the distinction between formal and informal discourse)
	2. Comprehension and synthetic presentation of essential information in a complex text.

1. **The exam bibliography is based on terminology specific to business or legal communication, respectively:**
	1. 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.
	2. International business cooperation (Euro-Atlantic integration, globalization, specialized international institutions and organizations etc.)
	3. Business communication (the specifics of business correspondence, of business cooperation instruments – letters, agreements, contracts, modern instruments of communication in the business world etc.)

1. **Bibliography**

**ENGLISH**

1. Emmerson P., *Business English Handbook Advanced*, Macmillan, 2007.
2. McCarthy, M., O’Dell, F. *English vocabulary in use advanced: vocabulary reference and practice with answers.* Cambridge : Cambridge University Press, 2017.
3. Any English-Romanian and Romanian-English dictionary of general economics and/or law.
4. Swan, M. *Practical English Usage*, OUP, third edition, 2005.
5. Vince, M.  *Advanced Language Practice with Key*, Macmillian, 2009.
6. Vince, M. Clarke, S. Macmillian *English Grammar in Context. Advanced*, Macmillian, 2008.
7. Vince, M. *English Grammar and Vocabulary, 4th edition*, Macmillan, 2014.
8. Yule, G. *Oxford Practice Grammar Advanced*, OUP, 2006.
9. *The Economist*
10. *Financial Times*
11. *Business Week*
12. *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., *Dicţionar de termeni economici german-român*, Iași: Polirom, 2002.

(7) Mihalciuc, M., Constantinescu, L., Mureşan, L., *Comunicare în afaceri. Scrisori în limbile română și germană / Geschäftskommunikation. Briefe rumänisch-deutsch*. Bucureşti: Oscar Print, 2009

(8) Any German-Romanian and Romanian-German dictionary of general economics and/or law.

(9) Wirtschaftswoche

(10) Manager Magazin | Wirtschaftsnachrichten

**FRENCH**

# Cilianu-Lascu, C., *La terminologie à l’usage de l’économie*, Editura ASE, 2016

# Ivanciu, N. (coord.) Korka, M., Lorentz, M.-A., Tourbatez, C., *Dicţionar trilingv de comunicare interculturală in afaceri: română-engleză-franceză*, Editura ASE, București, 2009

# Oprescu, M. A., *Précis de syntaxe du français contemporain à usage économique*, Editura ASE, București, 2016

# Penfornis, Jean-Luc, *Le français du droit,* CLE International, Paris, 1998

# Stanciu-Capotă, R., - *Précis de grammaire contextualisée du français contemporain: domaine économique*, Editura ASE, București, 2015

1. Any French-Romanian and Romanian-French dictionary of general economics and/or law.
2. Economic press in the French language: *L’Express, Le Monde, Le Figaro, Le Journal Économique, Alternatives Économiques*
3. Legal press in the French language: *Le Monde du Droit*, *Le Petit Juriste, <https://www.actu-juridique.fr/>*

**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), 2024 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*.