**Annex HS no. 197/13.12.2023**

**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**

**2024-2025**

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 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, the EEA, the Swiss Confederation or the United Kingdom of Great Britain and Northern Ireland must provide documents to attest their citizenship. The cumulative number of transferable study credits obtained for the undergraduate and master's study cycles must be at least 300.
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.

Art 10.

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

1. 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);
2. 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;
3. He/she has attended a full Bachelor’s or Master’s program 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;
4. 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 2024–2025 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 and 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.

\* Romanian citizens, citizens from other EU, from EEA member states, and the Swiss Confederation, respectively, citizens of the United Kingdom of Great Britain and Northern Ireland: 10,000 RON per academic year.

\* Citizens who are not part of EU, EEA member states, the Swiss Confederation:, respectively, of the United Kingdom of Great Britain and Northern Ireland 5000 EUR per academic year.

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 2024 – 2025);
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 2024 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 2024 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, issued no more than 6 months before the enrollment date;
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 and the correspondence between the digital/scanned documents and the original ones (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.
20. **The citizens of other Member States of the European Union, of the states belonging to the European Economic Area and of the Swiss Confederation, respectively, of the United Kingdom of Great Britain and Northern Ireland** 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).

**(5)** The foreign citizens of member states from the EU, the EEA and the Swiss Confederation**,** respectively, of the United Kingdom of Great Britain and Northern Ireland will 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 2024 – 2025);
4. at least one letter of recommendation (Annex 7 – Template for the PhD Letter of recommendation 2024–2025) accompanied by the Agreement on the Processing of Personal Data (Annex 11);
5. curriculum vitae (Annex 8 – Template for the PhD Curriculum vitae 2024– 2025);
6. the Doctoral research project (DRP) related to the doctoral theme for which he/she candidates signed (Annex 9 – Doctoral Research Project Proposal Form 2024 – 2025);
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, issued no more than 6 months before the enrollment date;
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 and the correspondence between the digital/scanned documents and the original ones. (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, the Swiss Confederation** **and of the United Kingdom of Great Britain and Northern Ireland** 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).

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 2024– 2025);
3. at least one letter of recommendation (Annex 7 – Template for the PhD Letter of recommendation 2024– 2025) accompanied by the Agreement on the Processing of Personal Data (Annex 11);
4. curriculum vitae (Annex 8 – Template for the PhD Curriculum vitae 2024– 2025);
5. the Doctoral research project (DRP) related to the doctoral theme for which he/she candidates, signed (Annex 9 – Doctoral Research Project Proposal Form 2024– 2025);
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, issued no more than 6 months before the enrollment date;
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 and the correspondence between the digital/scanned documents and the original ones. (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 2024- 2025, 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 2024-2025;

 - 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 2024-2025 within the seats allocated by the Ministry.

The registration file will include points b-p 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.

(11) 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. *full-time*, fee-based for EU citizens;
4. *full-time*, fee-based for the non-EU citizens (fee paid in foreign currency);
5. *full-time*, fee-based for the non-EU citizens (fee paid in Romanian currency);
6. *full-time*, Romanian scholarship;
7. *full-time*, public funding, on scholarship for Romanian citizens outside Romania (Romanians from everywhere);
8. *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 (foreign citizens), with the approval of the central admission commission, the speciality exam can be taken by videoconference.**