**Annex HS 90/14.05.2025**

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

***The Council for Doctoral Studies***

# REGULATION

# FOR THE ORGANIZATION AND CONDUCT OF ADMISSION TO DOCTORAL STUDIES

**2025-2026**

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# PREAMBLE

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

* **Law no. 199/2023**, regarding higher education, **with subsequent amendments and additions**
* **Law No. 122/2006** on Asylum in Romania, with subsequent amendments and completions;
* **GD No. 412/2024** regarding the approval of the Nomenclature of Fields and Specializations/Programs of University Studies and the Structure of Higher Education Institutions for the 2024-2025 Academic Year, with subsequent amendments and completions;
* **OME No. 3693/2024** for the approval of the Framework Methodology regarding the organization of admissions to higher education in short-term university studies, bachelor's, master's, and doctoral programs;
* **OMEN No. 3236/2017** regarding the approval of the Methodology for admission and schooling of foreign citizens in state-accredited higher education institutions, on tuition-free places with a scholarship and on tuition-free places without a scholarship;
* **OMEN No. 3473/2017** regarding the approval of the Methodology for admission and schooling of foreign citizens starting with the 2017-2018 academic year;
* **OME No. 5508/2024** for the approval of the Methodology for the recognition and equivalence of short-term university studies, bachelor's, master's, or postgraduate degrees issued by accredited higher education institutions abroad;
* **OMENCȘ No. 3775/2016** regarding the approval of the Methodology for admission and schooling of foreign citizens on tuition-free places with a scholarship, in state-accredited higher education institutions;
* **OMEN No. 3838/2014** for the amendment and completion of certain normative acts within the national education system;
* **OMECTS No. 6000/2012** regarding admission to studies and schooling of foreign citizens from non-EU countries, with subsequent amendments and completions;
* **OMECTS No. 4022/2008** regarding the approval of the Regulation on the organization and functioning of the National Center for Recognition and Equivalence of Diplomas and the Methodology for the recognition and equivalence of diplomas, certificates, and scientific titles;
* **OMEC No. 4501/2003** for the approval of the Methodological Norms regarding the enrollment of foreign citizens, foreign citizens of Romanian ethnic origin, and Romanian citizens residing abroad in accredited private higher education institutions in Romania.

**CHAPTER 1.**

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

#

Art 1.

(1) Within Bucharest University of Economic Studies, accredited by the Ministry of National Education from Romania as an Institute that organizes Doctoral Studies (hereinafter ASE – IODS), are offered two types of doctoral university study programs: scientific and professional. Doctoral studies are held on a full-time or part time, based on public funding, on tuition fee, or from other legally constituted sources, according to the current provisions. Funding for doctoral studies can also be provided by private legal entities or research and development institutes, based on a contract with ASE.

(2) Scientific doctorate represents an advanced form of learning through research, contributing to the development of professional competencies in specialized fields, as well as transversal skills. The scientific doctorate aims to produce original scientific knowledge that is internationally relevant, based on scientific methods, serving as a foundation for a professional career in higher education and research.

(3) The professional doctorate aims to produce original knowledge through the application of the scientific method, systematic reflection, or applied research on topics of practical importance, serving as a foundation for a professional career in higher education and research in the targeted fields.

**(4) Doctoral students enrolled in full-time scientific doctorate programs funded by the state budget are required to participate in activities conducted within the specialized departments, research centers, and doctoral schools where they are enrolled.**

(5) Doctoral students enrolled in professional doctorate programs benefit from a flexible research schedule, provided it does not compromise the advanced academic training program, the scientific level of activities, or the quality of the doctoral thesis.

Art 2.

1. For doctoral studies, by Government decision, initiated by the Ministry of Education, an annual allocation is made, equal to the number of grants. The allocation of places and grants to the Higher Education Institutions for Doctoral Studies (IOSUD) is approved by an order issued by the Minister of Education.
2. The number of seats and the themes included in the competition by each supervisor will be endorsed by the Council for Doctoral Studies (CDS), the Faculty Council and by the ASE’s Board of Trustees and approved by ASE’s Senate for each academic year.
3. The number of seats for each Doctoral School, on public funding or on tuition fee, for the 2025-2026 academic year, will be fixed in accordance with the number of seats approved by the relevant Ministry and are presented in Annex 1.
4. The topics for the scientific doctorate are proposed by the doctoral advisors in the doctoral schools.
5. The topics for the professional doctorate are selected from those proposed by representatives of the business environment, being directed towards the doctoral schools within ASE and assigned by them to doctoral advisors based on their specialization. Doctoral advisors may also propose topics for the professional doctorate if they have greater practical applicability.

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.
2. The admission committee consists of 3 to 5 members, with the committee chair being the dean of the faculty to which the doctoral school belongs, and the other members being doctoral supervisors from the respective doctoral school. The committee must include at least one alternate member. If the position of chair is not held by the dean, it shall be assumed by the director of the doctoral school.
3. The Doctoral School Council proposes the admission committee, which is endorsed by the Faculty Council and the Council for Doctoral University Studies (CSUD), and approved by the Administrative Council of ASE.
4. 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**

**PROGRAMS**

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, without any discrimination, ensuring full equality of opportunity for individuals with special educational needs/disabilities. 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 5.

The (Bachelor’s and Master’s) study programs 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 programs.

Art 6.

1. Citizens of the European Union, the Economic European Area and 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 (EU, EEA, EFTA, and the UK), 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 programs for the foreign citizens from outside the EU, the EEA and the Swiss Confederation, respectively, of the United Kingdom of Great Britain and Northern Ireland, is made in accordance with OMEN no. 3473/17.03.2017, regarding the approval of the Methodology for the admission and schooling of foreign citizens starting with the 2017-2018 academic year and ME Order No. 3693/07.02.2024 for the approval of the Framework Methodology regarding the organization of admissions to higher education in short-term university studies, bachelor's, master's, and doctoral programs.
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, of the Swiss Confederation and of the United Kingdom of Great Britain and Northern Ireland, 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 OME no. 5508/2024 regarding the approval of the Methodology for the recognition of bachelor’s, master’s, or postgraduate study certificates issued by accredited higher education institutions abroad.
4. For the admission competition to doctoral programs taught in Romanian, citizens of EU, EEA, EFTA, and the UK member states, as well as those who have obtained a form of protection in Romania, who hold a long-term residence permit or documents that grant them the same rights as Romanian citizens according to the current legislation, and citizens who have obtained long-term residence rights in Romania, are required to upload a certificate of Romanian language proficiency, issued by institutions authorized by the relevant ministry, to the admission platform (admitere.ase.ro).

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 regulation on the notice board of the institution, whereas the results of the Doctoral admission contest will be made public at doctorat.ase.ro. The results of the Doctoral admission competition will be kept on the www.doctorat.ase.ro web page until the completion of the three admission sessions for the 2025-2026 academic year.

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);
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, a committee that is part of the central admission committee for doctoral studies, approved by the Academic Council (CA);
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, from the competition syllabus (*Annex 5).*

 Art 11.

The registration fees for the admission competitions in 2025 and the tuition fees for doctoral university studies are presented in Annex 13.

 Art 12.

Upon completion of the admission process, the signing of the doctoral studies contract, and the registration for the 2025-2026 academic year, as a first-year student, the successful candidate becomes a PhD student for the whole duration of the doctoral program. 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 2025– 2026 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), which will be elaborated by the candidate, 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 public budget-funded places allocated to ASE-IOSUD by the relevant ministry are distributed to the doctoral schools, according to the educational offer, and are approved by the ASE Board of Administration and the Senate.
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 completed online on the doctorat.ase.ro platform (<http://doctorat.ase.ro/english-2>).
2. **The candidates, the Romanian citizens,** will upload on the doctorat.ase.ro platform the following documents in PDF or JPG/JPEG format:
3. filled out application form (Annex 6);
4. at least one letter of recommendation (Annex 7 - Template for the PhD Letter of recommendation 2025 – 2026);
5. curriculum vitae (Annex 8 - Template for the PhD Curriculum vitae 2025 – 2026, signed);
6. the Doctoral research project (DRP) related to the doctoral theme for which he/she candidates, **signed by the candidate,** (Annex 9);
7. the birth certificate;
8. the ID card;
9. the marriage certificate or any other document that attests the change of name, if applicable;
10. the Baccalaureate Diploma;
11. the Bachelor’s diploma, accompanied by the diploma supplement/transcript of records;
12. the Master’s or equivalent diploma, accompanied by the diploma supplement (for 2025 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 2025 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.
13. in case of loss, total or partial destruction of the diploma or master's degree or plasticizing thereof, 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;
14. the language certificate, if applicable;
15. 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;
16. 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);
17. agreement on the processing of personal data (Annex 11);
18. 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);
19. declaration on own responsibility for candidates with Romanian citizenship, who choose for a place in full-time study, budget with scholarship, scientific doctorate regarding participation in activities within departments, research centers and doctoral schools in which they are enrolled (Annex 14);
20. the proof of payment or the receipt confirming the payment of the registration fee to the doctoral studies admission contest.
21. Candidates of Roma ethnicity must upload the document attesting their affiliation to this ethnicity;
22. Candidates who have completed studies abroad must submit additional documents indicating the number of ECTS credits obtained (a total of at least 300 credit points), if not specified in the study certificates.
23. Candidates who are Romanian citizens from abroad (Romanian from everywhere) must upload the documents from Article 16, paragraph (2), letters a – q, in PDF or JPG/JPEG format on the doctorat.ase.ro platform, and must also add:

a) the passport, if applicable;
b) the certificate of completion of the Romanian language preparatory year, if they have not completed studies in Romania;
c) study diplomas must be translated into Romanian and legalized, if applicable;
d) the declaration regarding affiliation to the Romanian cultural identity (Annex 15).

**(4) In case the study and/or civil status documents (birth/marriage certificate) are written in a language other than Romanian, they must be uploaded on the doctorat.ase.ro platform along with copies of the translations into Romanian, legalized.**

**(5) 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), for the purpose of issuing the equivalence certificate for the grades and will upload these documents on the admission platform after creating an account on the platform.

**(6)** 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. the certificate of equivalence of education documents issued by The National Centre for Recognition and Equivalence of Diplomas (CNRED) http://www.cnred.edu.ro/, according to Annex 3;
2. additional documents indicating the number of ECTS credits obtained (a total of at least 300 credit points), if not specified in the study certificates;
3. the internationally recognized language certificate, if applicable (Annex 4);
4. filled out application form (Annex 6);
5. at least one letter of recommendation (Annex 7);
6. curriculum vitae (Annex 8);
7. the Doctoral research project (DRP) related to the doctoral theme for which he/she candidates signed (Annex 9);
8. Baccalaureate or equivalent diploma, and the legalized translation of it into English or Romanian;
9. Bachelor’s or equivalent degree, and the legalized translation of it into English or Romanian;
10. Master’s or equivalent diploma, and the legalized translation of it into English or Romanian;
11. transcripts / diploma supplements - legalized translations, of the completed studies;
12. the birth certificate, translated into English or Romanian - authenticated copy;
13. 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;
14. a copy of the passport;
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. the proof of payment: the receipt confirming the payment of the registration fee to the doctoral studies admission contest.
18. declaration on own responsibility for candidates who choose for a place in full-time study, budget with scholarship, scientific doctorate regarding participation in activities within departments, research centers and doctoral schools in which they are enrolled **(Annex 14).**

**(7) 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 the certificate issued by CNRED), for the purpose of issuing the equivalence certificate for the grades and will upload these documents on the admission platform after creating an account on the platform.

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

1. 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);
3. at least one letter of recommendation (Annex 7);
4. curriculum vitae (Annex 8);
5. the Doctoral research project (DRP) related to the doctoral theme for which he/she candidates, signed by the candidate (Annex 9);
6. the birth certificate, translated into English or Romanian - authenticated copy;
7. the document attesting his/her domicile abroad;
8. a copy of the passport;
9. the Baccalaureate equivalent diploma, translated authenticated copy, certified by the competent authorities of the issuing state;
10. the Bachelor’s or equivalent degree, translated authenticated copy, certified by the competent authorities of the issuing state;
11. the Master’s or equivalent diploma, translated authenticated copy, certified by the competent authorities of the issuing state;
12. the Certificate attesting that the candidate has obtained a Master’s degree (for the graduates of the current year) - translated authenticated copy;
13. the diploma supplements/transcript of records for all completed studies - copies and translated authenticated copies;
14. the certificate of completion of the Preparatory year of Romanian Language, or the language certificate, as applicable;
15. 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.

(8) 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. Otherwise, the payment is not considered, and the candidate is declared rejected. The registration fees paid are non-refundable.

 (9**) Incomplete folders are not accepted for registration**.

(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 2025-2026 within the seats allocated by the Ministry.

Ukrainian citizens who meet the conditions applicable to Romanians from everywhere participate in the admission process, for the places allocated to them, in accordance with the provisions of this methodology.

The registration file will include points b-p from paragraph (6) of Article 16.

The candidate uploads the application file, according to the admission competition schedule, on the Enrollment Platform available at <https://doctorat.ase.ro/en/admission/>.

The candidates are ranked in descending order based on their overall selection average.

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

(11) After the completion of the selection process, the International Relations Office posts on the institution's website, [www.ase.ro](http://www.ase.ro), the ranking of selected candidates whose files will be sent to the Ministry of Education for approval of enrollment.

(12) The final results will be communicated after obtaining the approval for enrollment issued by the Ministry of Education.

 Art 17.

1. At the time of registration, candidates choose the type of doctorate—scientific or professional—based on the selected topic, the doctoral advisor, as well as the forms of study and 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 type of doctorate, domain, the supervisor and the doctoral theme, a priority order of the selected type of study and other necessary documents.

The forms of study and funding, depending on the type of doctorate, are as follows:

1. **FOR SCIENTIFIC DOCTORATE**

**A.1. Romanian and EU Citizens**

1. Full-time study, public-funding, with a scholarship;

b) Full-time study, fee-paying (no state funding and no scholarship);

**A.2. Non-EU Foreign Citizens**

a) Full-time study, public funding, with a scholarship (no tuition fees, with a scholarship);

b) Full-time study, fee-paying

**A.3. Romanians Abroad**

a) Full-time study, public funding, with a scholarship (no tuition fees, with a scholarship);

**B. PROFESSIONAL DOCTORATE**

**B.1. Romanian and EU Citizens**
a) Part-time study, public funding, without a scholarship;
b) Part-time study, fee-paying.

**B.2. Non-EU Foreign Citizens**
a) Part-time study, public funding, without a scholarship (no tuition fees, no scholarship);
b) Part-time study, fee-paying (tuition fees paid in foreign currency).

**B.3. Romanians Abroad**
a) Part-time study, public funding, without a scholarship (no tuition fees, no scholarship);

**B.4. Citizens of Roma Ethnicity**
a) Part-time study, public funding, without a scholarship, for Roma.

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 discrepancies or failure to confirm the registration form by the candidates is equivalent to validating 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 takes place online for a duration of 90 minutes and covers topics presented in Annex 5.

Art 21.

The language proficiency test is eliminatory for candidates in order to proceed to the next stage of the admission process (specialty exam), with the exception of candidates who meet the conditions in Article 10, points 1, 2, and 3. 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 of the specialty exam, the allocation of state public-funded places and the placement of candidates in the available positions are ensured, depending on the type of doctorate chosen – scientific or professional.
3. The speciality exam is an oral exam, which will take place with the physical presence of the committee members and the candidates. In exceptional cases, at the request of candidates from abroad (foreign nationals), with the approval of the central admission commission at ASE level, the speciality exam can be taken by videoconference, through an pre-established platform (https://meet.google.com/, https: // zoom.us/ etc). In the case of videoconferencing, the competition committee will be present in a room in ASE, and the speciality exam shall be recorded and archived.
4. The evaluation of the candidates, during the specialty exam, 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, participation in conferences with scientific papers confirmed by participation certificates, in the selected scientific/professional field, etc.) (10% of evaluation);

C2 - the quality of the Doctoral research project (DRP) (40% from the evaluation) 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 (10%).

C3 –The quality of research project presentation and candidate’s answers at the specialty exam (50%)

1. 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.
2. Funding from the state budget is awarded in a descending order of admission averages obtained by each candidate and depending on the candidates' options (state funding and fee-paying), within each doctoral school. The minimum admission average for a doctoral school is 7 (seven);
3. 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 program, the ranking of candidates with equal admission averages will be done according to the graduation average for the Bachelor studies.
4. Function of the admission average, a candidate can be:
5. Candidates distributed on the following forms of education, depending on the type of doctorate:
6. **FOR SCIENTIFIC DOCTORATE**

**A.1. Romanian and EU Citizens**

1. Full-time study, public-funding, with a scholarship;

b) Full-time study, fee-paying (no state funding and no scholarship);

**A.2. Non-EU Foreign Citizens**

a) Full-time study, public funding, with a scholarship (no tuition fees, with a scholarship);
b) Full-time study, fee-paying

**A.3. Romanians Abroad**

a) Full-time study, public funding, with a scholarship (no tuition fees, with a scholarship);

**B. PROFESSIONAL DOCTORATE**

**B.1. Romanian and EU Citizens**
a) Part-time study, public funding, without a scholarship;
b) Part-time study, fee-paying.

**B.2. Non-EU Foreign Citizens**
a) Part-time study, public funding, without a scholarship (no tuition fees, no scholarship);
b) Part-time study, fee-paying (tuition fees paid in foreign currency).

**B.3. Romanians Abroad**
a) Part-time study, public funding, without a scholarship (no tuition fees, no scholarship);

**B.4. Citizens of Roma Ethnicity**
a) Part-time study, public funding, without a scholarship, for Roma.

(b) Candidates awaiting/pending (for the situation where multiple candidates are on the same spot, until the places are confirmed);

(c) Rejected candidates.

1. 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 distributed for the public-funded seats, in order to be admitted, must submit the originals of their high school/baccalaureate diploma, master's and bachelor's degree diplomas, according to the admission calendar in Annex 2.
2. To confirm the placement of the allocated places and to be declared admitted, candidates allocated to fee-paying places must submit to the CSUD secretariat copies of their high school diploma, bachelor's degree, and master's degree, and pay half of the tuition fee for the first year of studies within the period specified in the schedule presented in Annex 2. During the same period, candidates must also present the original diplomas for certification of conformity with the original by the CSUD secretariat.
3. At the moment of signing the contract of study, under exceptional circumstances, in case of loss or deterioration of the Baccalaureate Diploma, Master’s 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 Baccalaureate Diploma, Master’s or Bachelor’s Degree (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, Master’s or Bachelor’s Degree).
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 remaining unoccupied places for the scientific doctorate program will be filled as follows:**

**a)** For full-time education with public funding and scholarship, places will be filled by candidates from the list of those admitted on a fee-paying basis, or by candidates from the waiting list, in descending order of the grades obtained in the specialty exam, if applicable, only if they had this option at registration;

**c)** The remaining unoccupied places fee-paying education can be filled by candidates from the waiting list, in descending order of the grades obtained in the specialty exam.

1. The remaining unoccupied places for **the professional doctorate program** will be filled as follows:

a) The remaining unoccupied places for the part-time doctoral program with public funding and no scholarship will be filled by candidates from the list of those admitted to the part-time, fee-based program or by candidates from the waiting list, in descending order of the grade obtained at the specialty exam, if applicable, but only if they selected this option during registration;

b) The remaining unoccupied places for the part-time, fee-based doctoral program can be filled by candidates from the waiting list, in descending order of the grade obtained at the specialty exam.

(7) No allocation of remaining unoccupied places between scientific and professional doctoral programs will be made.

(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, respectively, of the United Kingdom of Great Britain and Northern Ireland, 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 Regulation.

 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-Foreign languages section. 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 a maximum of two university studyprograms (Bachelor’s, Master’s or Doctoral studies), irrespective of the level and form of study.

Art 29.

Throughout the admission process, the candidates must know and follow *ASE’s Institutional Regulation for the Organization and Conduct of the Doctoral Studies programs* and the current Regulation.

Art. 30.

In applying the Regulation 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. 31.

(1) The concerned persons are candidates for the admission to the doctoral degree programs who 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, 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;

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:

1. first and last name, possibly previous names;
2. the initial(s) of the father of the concerned person's father, date and place of birth;
3. address;
4. 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);
5. the data entered in the letters of recommendation for participation in doctoral studies;
6. curriculum vitae and the list of published works / articles;
7. the data entered in the passport of the concerned person, respectively, a visa valid for studies - only for the persons highlighted in par. (1) letter c;
8. data on the health of the concerned person, as recorded in the medical certificate, which shows that the concerned person is eligible for enrolment in studies or in the medical certificate attesting that the concerned person, to be enrolled in studies, does not suffer contagious diseases or other health conditions incompatible with the future profession;
9. biometric data, from the category of facial images;
10. contact details of the concerned person, such as e-mail address and phone number.

(3) The personal data mentioned above are collected from the concerned persons, 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 processing is 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 concerned persons are processed during the organization and conduct of the competition for admission to doctoral studies, and this duration 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 admission competition to doctoral studies programs are made public, displayed on its web page, in accordance with the provisions of art. 27 of ME Order No. 3693/07.02.2024 approving the Framework Methodology for organizing admissions to higher education in short-cycle university studies, bachelor's, master's, and doctoral programs.

 *The present Regulation was approved by the University’s Senate within the Meeting from 18 December 2024 and* *amended in the Senate session of March 26, 2025, and in the Senate session of May 14, 2025.*

 ***President of the University’s Senate, Rector,***

#  *PhD Prof.* Gheorghe HURDUZEU *PhD Prof. Nicolae ISTUDOR*

**Annex 1**

**Distribution of state-funded and fee-based places**

**Academic Year 2025-2026**

|  |  |  |  |
| --- | --- | --- | --- |
| **Doctoral School** | **TOTAL**  | Scientific Doctorate | Professional Doctorate |
| **Total number of places available for the competition, of which:** | Priority development areas of Romania (IF/IFR PUBLIC FUNDING, WITH/WITHOUT SCHOLARSHIP) | **Total scientific doctorate, including:** | IF - public funding with scholarship | IF with tuition fees | **Total professional doctorate, of which:** | IFR – public funding without scholarship | IFR with tuition fees |
| 1 | **BUSINESS ADMINISTRATION I***(organized by the Faculty of Business and Tourism)* | **21** | 0 | **14** | 5 | **9** | **7** | **5** | **2** |
| 2 | **BUSINESS ADMINISTRATION** **II***(organized by the Faculty of Business Administration in Foreign Languages)* | **10** | 0 | **8** | 2 | **6** | **2** | **2** | **0** |
| 3 | **CYBERNETICS AND ECONOMIC STATISTIC** | **38** | 4 | **28** | 7 | **21** | **10** | **8** | **2** |
| 4 | **ACCOUNTING** | **43** | 0 | **28** | 5 | **23** | **15** | **5** | **10****10** |
| 5 | **ECONOMY I***(organized by the Faculty of Theoretical and Applied Economics)* | **34** | 0 | **23** | 4 | **19** | **11** | **4** | **7** |
| 6 | **ECONOMY II***(organized by the Faculty of Agro-Food Economics and Environmental Economics)* | **19** | 4 | **11** | 3 | **8** | **8** | **5** | **3** |
| 7 | **ECONOMICS AND INTERNATIONAL BUSINESS** | **36** | 0 | **27** | 7 | **20** | **9** | **5** | **4** |
| 8 | **FINANCE** | **36** | 0 | **33** | 5 | **28** | **3** | **3** | **0** |
| 9 | **ECONOMIC INFORMATICS** | **38** | 4 | **28** | 6 | **22** | **10** | **6** | **4** |
| 10 | **MANAGEMENT** | **35** | 0 | **25** | **7** | **18** | **10** | **6** | **4** |
| 11 | **MARKETING** | **29** | 0 | **18** | 5 | **13** | **11** | **5** | **6** |
| 12 | **LAW** | **8** | 0 | **8** | 1 | **7** | **0** | **0** | **0** |
| 13 | **Administration and Management in the Public and Non-Governmental Sector** | **7** | 0 | **5** | **1** | **4** | **2** | **2** | **0** |
|  | RROM | **1** | 0 | **0** | 0 | **0** | **1** | **1** | **0** |
|  | TOTAL | **355** | 12 | **256** | **58** | **198** | **99** | **57** | **42** |
|  | Romanians from everywhere  | **3** | 0 | **2** | 2 | **0** | **1** | **1** | **0** |

**IF = full-time education**

**IFR = part-time education**

**Annex 2**

**Annex 2.1.**

**Admission calendar for the Doctoral candidates’ selection process for the 2025– 2026 academic year**

**The *July* 2025 session**

|  |  |
| --- | --- |
| **Period** | **Activities**  |
| **12 - 16 July 2025***16 July until 16 (4 PM)*  | **Online Candidates’ registration** (submission and verification of files) |
| **17 July 2025** | Posting the validated files and the list of candidates for the language exam (if applicable) |
| **18 July 2025,** between hours 9.00-11.00  | **Online Language exam and posting of the results.** |
| **21 July 2025**  until 12  | Submission of appeals for the language exam by email to registratura@ase.ro |
| **21 July 2025** | Solving of appeals for the language exam Posting the list of candidates who will participate in the specialized exam. |
| **22 July 2025** | **Specialty Exam**The speciality exam is an 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. |
| **23 July 2025** | Posting of the list of students distributed to the doctoral studies on public-funded seats and of those distributed on fee-based seats. Posting of the Pending list of candidates who can be accepted to the doctoral program.Posting of the list of Rejected candidates |
| **24-26 July 2025***Hours 8-18*  | Confirmation of participation of PhD students admitted to the doctoral programs by submitting* the original of Baccalaureate, Bachelor and Master diplomas to ASE, *for the candidates accepted to the doctoral studies on public-funded seats* *and the original of Baccalaureate, Bachelor and Master diplomas* to ASE and *the payment of the fee*, *for the candidates admitted on the fee-based seats.*
 |
| **28 July 2025** | Listing of the candidates admitted on studies on public-funded seats, tuition fee paying seats and of the rejected candidates, **after the confirmation of the seats**.  |
| **29 July 2025** | 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.** |

**Annex 2.2**

**Admission calendar for the Doctoral candidates’ selection process for the 2025–2026 academic year**

**The *September* 2025 session**

|  |  |
| --- | --- |
| **Period** | **Activities** |
| **3-5 September 2025***5 September until 16 (4 PM)* | **Online Candidates’ registration** (submission and verification of files) |
| **8 September 2025**  | Posting the validated files and the list of candidates for the language exam (if applicable) |
| **9 September 2025,** between hours 9.00-11.00  | **Online Language exam and posting of the results.** |
| **10 September 2025** until 1200 | Submission of appeals for the language exam by mail to registratura@ase.ro |
| **10 September 2025** | Solving of appeals for the language exam Posting the list of candidates who will participate in the specialized exam. |
| **11-12 September 2025** | **Specialty Exam**The speciality exam is an 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. |
| **15 September 2025** | Posting of the list of students distributed to the doctoral studies on public-funded seats and of those distributed on fee-based seats. Posting of the Pending list of candidates who can be accepted to the doctoral program.Posting of the list of Rejected candidates |
| **16-17 September 2025***Hours 8-18*  | Confirmation of participation of PhD students admitted to the doctoral programs by submitting* the original of Baccalaureate, Bachelor and Master diplomas to ASE, *for the candidates accepted to the doctoral studies on public-funded seats* *and the original of Baccalaureate, Bachelor and Master diplomas* to ASE and *the payment of the fee*, *for the candidates admitted on the fee-based seats.*
 |
| **18 September 2025** | 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**.  |
| **19 September 2025** | 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.** |

**Annex 2.3**

**Admission calendar for the Doctoral candidates’ selection process for the**

**2025– 2026 academic year**

# The *November* 2025 special session

#  Only for foreign candidates (non EU candidates)

|  |  |
| --- | --- |
| **Period** | **Activities** |
| **5-6 November 2025***6 November until 16 (4 PM)* | **Online Candidates’ registration** (submission and verification of files) |
| **7 November 2025**  | Posting the validated files and the list of candidates for the language exam (if applicable) |
| **10 November 2025**between hours 9.00-11.00 | **Online Language exam and posting of the results.** |
| **11 November 2025**until 1400(2 PM) | Submission of appeals for the language exam by mail to registratura@ase.ro |
| **11 November 2025** | Solving of appeals for the language exam Posting the list of candidates who will participate in the specialized exam. |
| **12-13 November 2025** | **Specialty Exam**The speciality exam is an 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. |
| **14 November 2025** | Listing of the candidates distributed on studies on tuition fee paying seats and of the *rejected* candidates |
| **17-18 November 2025***Hours 9-13 and 14-16*  | Confirmation of seats by admitted candidates, by payment of the tuition fees, by submission of original, payment of the fee, and by submission of the contract for doctoral studies.  |
| **19 November 2025** | **Final listing** |

# 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**) which will be submitted in electronic format, are as follows:

1. birth certificate and certified translation of the birth certificate;
2. the document attesting the abroad domicile;
3. 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. the Baccalaureate Diploma and certified translation of the Baccalaureate Diploma or of its equivalent, authenticated by the competent authorities of the issuing country;
6. the Bachelor degree and certified translation of the Bachelor degree or of its equivalent, authenticated by the competent authorities of the issuing country;
7. the Master’s diploma and certified translation of the Master’s diploma or of its equivalent, authenticated by the competent authorities of the issuing country;
8. certificate and certified translation of the certificate attesting the promotion of the Master’s exam, for the graduates of the current year;
9. supplements of study diplomas 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 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 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 2025-2026 academic year.*

Scholarships and fee waivers may be approved solely by Ministry of Education, in accordance with the *Order* *no. 3775/16.05.2016, 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.*

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* 2025** and ***September* 2025** sessions, as well as for the **special *November* 2025 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 and administrative sciences.
	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**

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3. Any English-Romanian and Romanian-English dictionary of general economics and/or law.
4. Swan, M. *Practical English Usage*, OUP, third edition, 2005.
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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/*](https://www.actu-juridique.fr/)

**Annex 6**

**The PhD Application form 2025– 2026**

I choose:

* Scientific Doctorate
* Professional Doctorate
*Only one option from the two above can be selected.*

|  |
| --- |
| FIELDS OF DOCTORAL STUDIES:  * BUSINESS ADMINISTRATION I *(organized by the Faculty of Business and Tourism)*
* BUSINESS ADMINISTRATION II (*organized by the Faculty of Business Administration in Foreign Languages)*
* ECONOMIC CYBERNETICS AND STATISTICS
* ACCOUNTING
* ECONOMICS I *(organized by the Faculty of Theoretical and Applied Economics)*
* ECONOMICS II *(organized by the Faculty of Agri-food and Environmental Economics)*
* ECONOMICS AND INTERNATIONAL BUSINESS
* FINANCE
* ECONOMIC INFORMATICS
* MANAGEMENT
* MARKETING
* LAW
* Administrative Sciences
 |
|  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…………………………………………………………………………… Street ……………………………………No. ………………………Zip code………………………… DATE OF BIRTH: ……………………. CITIZENSHIP: …………………………. E-MAIL ADDRESS: ………………………… PHONE NUMBER: ……………………… The registration options for the competition are filled out directly in the registration platform.Options for enrolment:**SCIENTIFIC DOCTORATE**• Full-time education, with public funding, with scholarship;• Full-time education, with tuition fee (without public funding and without scholarship);• Full-time education, with public funding, with scholarship, for Romanians from everywhere (no tuition fees, with scholarship);**PROFESSIONAL DOCTORATE**• Full-time education, with public funding, without a scholarship;* Full-time education, with tuition fees;

•Part-time education, with tuition fees in foreign currency;• Part-time education, with public funding, without a scholarship, for Romanians from everywhere (without tuition fees, without a scholarship);• Part-time education, with public funding, without a scholarship, for Roma. |
| INFORMATION ON EDUCATION:  |
| NAME AND ADDRESS OF THE GRADUATED HIGHER DUCATION 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 2025-2026   |

# Annex 7. Template for the PhD Letter of recommendation 2025 – 2026

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  BUCHAREST UNIVERSITY OF ECONOMIC STUDIES (ASE)Romană 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 youoffer 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 located among the first: |  |
|  | 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: .............................................  |

**Annex 8. Template for the PhD Curriculum vitae 2025– 2026**

***You can use any Europass CV template***

Top of Form

## 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 organization providing education 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**

Mother tongue

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Understanding** |  | **Speaking** |  | **Writing** |
| Listening   | Reading |  | spoken interaction  | ospoken | pproductio   |    |
|   |   |   |   |   |   |  |   |   |   |
|   |   |   |   |   |   |  |   |   |   |

 Other language(s)

*Self-assessment*

 *European level (\*)*

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

Social skills and competences

Organizational skills and competences

Computer skills and competences

Driving licence(s)

**Annexes** = List of attachments to the CV (list of publications, conference participations, involvement in research projects)

Date Signature

***Annex 9. Doctoral Research Project Proposal Form 2025– 2026***

**Proposal for the doctoral research project**

(maximum 4 pages)

* **Scientific Doctorate**
* **Professional Doctorate**
1. Last and first name of the candidate……………

1. Last name and first name of the preferred Doctoral supervisor……………

1. Title of the research theme: ……………

1. Scientific context and motivation of the chosen theme (accompanied by a bibliography)

1. Research objectives

1. Research methodology

1. Estimated results

1. 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*

**DECLARATION**

 The undersigned ......................................................................................................................................,

born in (place) ............................................ county/sector.................................................., with the personal identification code ......................................................, holder of the ID card with the series......., no. ............................, issued on...................................., by......................................, candidate for the admission competition 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 programs, regardless of their level;  |
|   | I have taken note of the provisions of art. 122 para. 5 of the National Education Law No. 199/2023,, according to which *"a person may be admitted and enrolled as a student at a maximum of two study programs, irrespective of the educational institutions that offer them.*" |
|     | 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 program organized by the Bucharest University of Economic Studies.

Date: Signature:

**Annex 11**

**AGREEMENT ON THE PROCESSING OF PERSONAL DATA**

I, the undersigned, ............................................................................................................................., with the personal identification code ......................................................, holder of the ID (ID card, passport) with the series......., no. ............................, issued on...................................., by......................................,

declare the following:

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 of my candidature 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 programs are made public by posting on its own web page, in accordance with the provisions of art. 27 of ME Order No. 3693/07.02.2024 approving the Framework Methodology for organizing admissions to higher education in short-cycle university studies, bachelor's, master's, and doctoral programs.
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……………….

**Annex 12**

**AFFIDAVIT ON THE AUTHENTICITY OF DOCUMENTS UPLOADED ON THE PLATFORM DOCTORAT.ASE.RO AND THE CORRESPONDENCE BETWEEN THE DIGITAL/SCANNED DOCUMENTS AND THE ORIGINAL ONES**

I, the undersigned, .................................................., citizenship ............................., date of birth ...................................., place of birth ..................................., address .......................................... ...................................................., having the ID card/passport ................, 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 2025-2026,

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;

- the indicated electronic mail address is accurate, functional, verified by the undersigned and I shall accept that all information provided by ASE to be 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 committed crimes (forgery, use of forgery, forgery in official documents), according to Art. 326 of the Criminal Code, with subsequent amendments and completions.

Signature

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

Date

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

**Annex 13**

**REGISTRATION FEES, TUITION FEES, AND PAYMENT PROCEDURE**

The fees are outlined in the Methodology regarding the fees applied at the Bucharest University of Economic Studies, approved by the ASE Senate.

**Fees for registration in the admission competitions, July – September and November 2025 sessions**

|  |
| --- |
| For candidates who are Romanian citizens, citizens of European Union member states, members of the European Economic Area (EEA), the Swiss Confederation, British citizens and their family members benefiting from 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 (EU, EEA, CE and UK), as well as those who have been granted international protection in Romania or have acquired long-term resident status in Romania. |
| Doctoral programs | **600 RON** |
| For candidates from countries outside the European Union, the European Economic Area, and the Swiss Confederation, British citizens and their family members benefiting from 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 (EU, EEA, CE and UK) |
| Doctoral programs | **600 euro** |

**Tuition fees for doctoral studies**

|  |  |
| --- | --- |
| a. Years I, II, and III, for doctoral students who are Romanian citizens, citizens of European Union member states, members of the European Economic Area (EEA), the Swiss Confederation, British citizens and their family members benefiting from 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 (EU, EEA, CE and UK), as well as those who have been granted international protection in Romania or have acquired long-term resident status in Romania. | 20.000 RON per academic year |
| b. Years I, II, and III, for doctoral students who are citizens of countries that are not members of the European Union, the European Economic Area, or the Swiss Confederation, British citizens and their family members benefiting from 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 (EU, EEA, CE and UK), paying in their own currency. | 5.500 euro per academic year (611 euro per month) |

**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), 2025 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** or on the https://plationline.ase.ro/ for holders of any type of card (Visa, Mastercard, Revolut, etc.), following the steps indicated on the **doctorat.ase.ro** platform.
2. **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.

**Annex 14**

DECLARATION ON OWN RESPONSIBILITY FOR CANDIDATES WITH ROMANIAN CITIZENSHIP, CITIZENSHIP OF OTHER MEMBER STATES OF THE EUROPEAN UNION, OR OF STATES BELONGING TO THE EUROPEAN ECONOMIC AREA AND THE SWISS CONFEDERATION, WHO CHOOSE FOR A PLACE IN FULL-TIME STUDY, BUDGET WITH SCHOLARSHIP, SCIENTIFIC DOCTORATE REGARDING PARTICIPATION IN ACTIVITIES WITHIN DEPARTMENTS, RESEARCH CENTERS AND DOCTORAL SCHOOLS IN WHICH THEY ARE ENROLLED

The undersigned, .................................................., citizen..............., born on ...................................., in ..................................., residing in ................................................................................................, legitimized with ................, series .................., no. ....................., issued by .............................................., on .............................., CNP .............................., email address ................................................, as a candidate for the admission competition, for doctoral studies, organized by ASE, for the academic year 2025-2026, at the Doctoral School ......................, for full-time education, budget, with scholarship, scientific doctorate, I declare on my own responsibility that, in the event that I will be declared admitted to a place financed from the budget, with scholarship, I will participate in all activities carried out within the specialized departments, research centers and the doctoral school to which I am enrolled, within the faculty to which the doctoral school of ASE Bucharest belongs, according to an 8-hour program per day.

**Candidate's signature**

**..................................................**

**Date**

**..................................................**

**Annex 15**

*It is completed by Romanians from everywhere, in Romanian.*

**Declaration regarding affiliation to Romanian cultural identity**

**Declarație privind apartenența la identitatea culturală română**

Subsemnatul/Subsemnata .............................................................................................., cetățean(ă) al (a)....................................................................................., legitimat(ă) cu actul de identitate/cartea de identitate/pașaportul seria...........nr…......................... eliberat (ă) de ...................................................., domiciliat(ă) în ………………………...................................., declar prin voința mea liber exprimată și pe propria răspundere că îmi asum identitatea culturală română.

În această calitate înțeleg să beneficiez de drepturile stabilite de Legea nr. 299/2007 privind sprijinul acordat românilor de pretutindeni, republicată cu modificările și completările ulterioare, și să mi le exercit cu bună-credință, pentru afirmarea identității mele culturale române.

Declar că datele de mai sus sunt corecte și că am luat cunoștință de prevederile Codului penal al României privind falsul în declarații și sancțiunile aplicabile .

|  |  |
| --- | --- |
| Data.......................... |  Semnătura............................ |

**Ambasada României la …….................…................……......../Consulatul General al României la ........................................................** certifică faptul că prezenta declarație a fost dată de dl/dna ......................................................................................................................

pe propria răspundere și că sunt îndeplinite condițiile prevăzute de [art. 6 alin. (1) lit. a) din Legea nr.](http://legislatie.just.ro/Public/DetaliiDocumentAfis/87091#id_artA52) [299/2007](http://legislatie.just.ro/Public/DetaliiDocumentAfis/87091#id_artA52) privind sprijinul acordat românilor de pretutindeni, republicată, cu modificările și completările ulterioare.

|  |  |
| --- | --- |
| Data.......................... |  Semnătura............................ |