



MINISTRY OF EDUCATION
THE BUCHAREST UNIVERSITY OF ECONOMIC STUDIES
Council of Doctoral Studies

HS 135/30.07.2021

BUCHAREST UNIVERSITY OF ECONOMIC STUDIES (ASE)

METHODOLOGY

**CONCERNING THE ORGANIZATION AND CONDUCT OF ADMISSION TO POST-
DOCTORAL STUDIES**

2021



MINISTRY OF EDUCATION
THE BUCHAREST UNIVERSITY OF ECONOMIC STUDIES
Council of Doctoral Studies

- Art. 1. The Bucharest University of Economic Studies (ASE) organizes an admission contest for post-doctoral advanced research programs in the fundamental field of **Social sciences**, in two branches of science: *Economic Sciences* and *Juridical Sciences*, in the following fields of doctoral studies: Business Administration, Cybernetics and Statistics, Accounting, Economics, Economics and International Business, Finance, Economic Informatics, Management, Marketing and Law.
- Art. 2. Within the Bucharest University of Economic Studies, an accredited university by the Ministry of National Education and Scientific Research of Romania as an Organizing Institution of Doctoral Studies (hereinafter referred to as ASE - IOSUD), post-doctoral advanced research programs will take place in the form of *in campus education*, with financing from the university's own resources or with tuition fees, according to legislations in force. The number of positions financed from the university's own resources for the 2021 – 2022 academic year is specified in *Annex 1 which is part of this document*.
- Art 3. The Council for Academic Doctoral Studies (CSUD) will publish information referring to the conduct of the admission, including the results of the admission contest to the post-doctoral advanced research programs, on the institution's notice board and on the internet. The results of the admission contest to the post-doctoral advanced research programs will be posted on the web page www.doctorat.ase.ro for a year, from the date of the publishing of the final results.
- Art 4. Admission to the post-doctoral advanced research programs within ASE – IOSUD will be carried out according to the *Graph of conduct of the selection process of candidates and of the admission contest to the post-doctoral advanced research programs for the 2021 – 2022 academic year (Annex 2 which is part of this document)*.
- Art. 5. CSUD is in charge of the organization and conduct of the admission contest. The admission period is approved yearly by the ASE Senate, at the proposition of CSUD and with the approval of the Board of Trustees of ASE.
- Art. 6. In order to apply to the admission contest to the post-doctoral advanced research programs, candidates must meet the following cumulative conditions:
- to be Romanian citizens, of any other member-state of the EU, the Economic European Space and the Swiss Confederation or citizens outside of the European Union;
 - to be holders of the title of Doctor of Science in the field for which the admission contest is being organized;
 - the title of Doctor of Science has to be obtained not later than 5 years before the date of the admission content; (according to the date on which the Ministry's Order was issued which confirms the candidate's obtaining a doctorate and stipulates his / her name).
- Art 7. The application to the admission contest takes place online on the platform docorat.ase.ro and shall be done by the candidate with the following conditions:



MINISTRY OF EDUCATION
THE BUCHAREST UNIVERSITY OF ECONOMIC STUDIES
Council of Doctoral Studies

- a) Candidates will upload on the doctorat.ase.ro platform the following documents in PDF or .jpeg/.jpg format: ***the application form (Annex 3); curriculum vitae (Annex 4 – the Curriculum Vitae 2021-2022 post-doctoral form), signed; the post-doctoral research project (PCPD) related to the research theme for which the candidate applies, signed and dated (Annex 5); birth certificate - certified copy mentioning according to the original; copy of the identification document; marriage certificate or any other document that attests a name change, if applicable - certified copy mentioning according to the original; doctoral degree – certified copy mentioning according to the original; declaration of acknowledgment regarding the processing of personal data (Annex 7); affidavit regarding the authenticity of documents uploaded on the doctorat.ase.ro (Annex 8); proof of paying the admission fee for to the admission contest to post-doctoral advanced research studies (Admission fee will be paid electronically, with priority on the doctorat.ase.ro platform, respecting the provisions from Annex 9).***
- b) In case the candidate does not possess the payment instrument corresponding to the payment through the doctorat.ase.ro platform (bank card), the payment will be done through bank transfer in the account specified in Annex 9. The document confirming the payment will be uploaded on the doctorat.ase.ro platform.
- c) Candidates that have not obtained their doctor title in Romania will upload on the platform the translated and certified degree, as well as a copy of the certificate of equivalence of the doctorate degree issued by the National Centre for Diploma Recognition and Equivalence (CNRED) within the relevant ministry, <https://www.cnred.edu.ro/en>.

Art. 8. The admission contest will take place in two stages:

- a) *Stage I:* evaluation of the file in order to establish the eligibility/ illegibility of the candidate; The documents to be included in the admission file are specified in Art. 7 of the present methodology;
- b) *Stage II:* defending a scientific research project proposal in front of a committee established through the rector's decision. The scientific research project has to be of interest for the field and ASE. Scientific research project topics are proposed by the Doctoral Schools, certified by CSUD and validated by the Board of Trustees. The structure of the project is presented in Annex 5 of this methodology.

Art. 9. (1) The evaluation committee will consist of academic staff and researchers from ASE or from partner institutions with relevant scientific research experience in the field.

(2) The defense of the project proposal in front of the evaluation committee can be organized either at venue in ASE or online, depending on the epidemiological context.

Art. 10. In case of an online defense, the evaluation committee will establish the obtained score by each candidate after an interview carried out via videoconference, through an announced online platform (<https://meet.google.com/>, <https://zoom.us/>). The interview will be recorded and archived. The score of each candidate will be established according to the regulations of the Evaluation Criteria List (Annex 6).



MINISTRY OF EDUCATION
THE BUCHAREST UNIVERSITY OF ECONOMIC STUDIES
Council of Doctoral Studies

- Art. 11. (1) Seats financed by the Bucharest University of Economic Studies are occupied in descending order of admission averages obtained by each candidate.
(2) Minimum admission average to the post-doctoral advanced research programs is 8 (eight).
(3) For equal admission averages, the tie-breaker will be the score obtained in the evaluation criterion C3, from Annex 6.
- Art. 12. The duration of post-doctoral studies is 24 months.
- Art. 13. Admitted candidates will become post-doctoral researchers and will be enrolled in the ASE Post-Doctoral School. Each admitted candidate will have a mentor (proposed in the application file), a leading doctoral teaching staff, with tenure / associate in the ASE Post-Doctoral School.
- Art. 14. Post-doctoral researchers will sign a project research contract with ASE, in which they will assume the following:
- the rights and obligations incumbent on the post-doctoral researcher;
 - carrying out the research and finalizing the project according to the set research graph;
 - participation in activities organized by the ASE post-doctoral School and ASE in the field of the scientific research and its dissemination;
 - minimum performance results according to the regulation concerning the organization and conduct of post-doctoral advanced research programs within the Bucharest University of Economic Studies.
- Art. 15. (1) The registration fee for the admission contest to the post-doctoral advanced research programs for the 2021 – 2022 academic year is 300 RON and will be paid according the *Graph of conduct of the selection process of candidates and of the admission contest to the post-doctoral advanced research programs for the 2021 – 2022 academic year (Annex 2)*.
- (2) For the post-doctoral advanced research programs, the educational fees are the ones mentioned in the *Methodology concerning types of taxes charged by the Bucharest University of Economic Studies for doctoral programs in the 2021 – 2022 academic year*.
- Art. 16. (1) After the end of the admission contest, the signing of the tuition and registration contract in the 2021 – 2022 academic year in the first year, the admitted person has the status of post-doctoral researcher for the period of the post-doctoral advanced research program.
(2) The status of post-doctoral researcher will be suspended during the period in which the post-doctoral research is interrupted.
- Art. 17. (1) Admitted candidates who fail to confirm the occupation of their spots during the period mentioned in Annex 2 of this methodology, will lose the right to enrolment.



MINISTRY OF EDUCATION
THE BUCHAREST UNIVERSITY OF ECONOMIC STUDIES
Council of Doctoral Studies

(2) In order to enroll in the post-doctoral advanced research program, candidates who have confirmed their seat have to fill in and sign the post-doctoral advanced research program contract, according to the graph in Annex 1 of this methodology.

(3) Candidates admitted to the tuition fee seats will have to pay the tuition fee.

Art. 18. Throughout the admission process, candidates must know and respect the Regulations concerning the organization and conduct of post-doctoral studies within the Bucharest University of Economic Studies and this methodology.

Art. 19. (1) While applying the Regulations concerning the organization and conduct of admission to the post-doctoral advanced research studies, the processing of personal data is carried out according to the GDPR provisions.

(2) Individuals concerned are candidates to the admission contest for the academic doctoral studies programs, which may have one of the following qualities:

- a. Romanian citizens;
- b. foreign citizens of the European Union member states, the European Economic Space and the Swiss Confederation;
- c. foreign citizens of non-member states of the European Union member states, the European Economic Space and the Swiss Confederation.

(3) For individuals concerned in paragraph (2), personal data subject to processing are:

- a. first name and last name, past names if it is the case;
- b. first name(s) initial(s) of the concerned person's father;
- c. date and place of birth;
- d. residence;
- e. data registered in graduation documents of past studies (baccalaureate, bachelor's, master and their transcripts / certified supplements);
- f. data registered in the recommendation letters for participating in doctoral studies;
- g. curriculum vitae and a list of works / articles published;
- h. data registered in the person's passport, respectively the ownership of a valid study visa – only for individuals concerned in paragraph (1), letter c.;
- i. data concerning the person's health as registered in a medical certificate showing that the concerned person is fit for enrolment in the studies or in the medical certificate that shows that the concerned person does not suffer from any infectious diseases or other conditions incompatible with the future profession;
- j. contact information of the concerned person, such as e-mail address and phone number.

(4) Personal information previously mentioned is collected from the concerned individuals and can be eventually complemented by public information, such as social media.

(5) The purposes to which this previously mentioned personal information is processed are in accordance with article (6), paragraph (1) letter (c) of the GDPR, as follows: the processing of data is necessary in order for ASE to fulfil certain legal obligations in the context of organizing and conducting admission to academic doctoral studies, as well as the obligation to archive the



MINISTRY OF EDUCATION
THE BUCHAREST UNIVERSITY OF ECONOMIC STUDIES
Council of Doctoral Studies

candidates' files registered for this purpose, for the duration mentioned in the legislation in force.

- (6) The data of the concerned persons are processed for the duration of the admission contest to the post-doctoral advanced research studies, this duration being likely to be extended for processing all personal information necessary for the closure of the study contract, as well as for the tuition management during the whole study period if the admission contest finalizes with the occupation of a seat, as well as subsequently, in order to comply with applicable legal obligations (such as the archiving obligation).
- (7) The results of the admission contest to the post-doctoral advanced research studies are made public through posting on the university's notice board and on the online page.

This Methodology has been approved in the Senate meeting on July 30, 2021.

**President of the University Senate,
PhD Prof. Dumitru Miron**

**Rector,
PhD Prof. Nicolae ISTUDOR**



MINISTRY OF EDUCATION
THE BUCHAREST UNIVERSITY OF ECONOMIC STUDIES
Council of Doctoral Studies

Annex 1.

Seats offered in the admission contest to the *post-doctoral advanced research studies for the 2021 – 2022 academic year*

Nr. crt.	Doctorate field	Seats financed by ASE
1.	Business Administration	2
2.	Cybernetics and Statistics	2
3.	Accounting	2
4.	Law	2
5.	Economics 1	2
6.	Economics 2	2
7.	Economics and International Business	2
8.	Finance	2
9.	Economic Informatics	2
10.	Management	2
11.	Marketing	2
	Total	22

Obs. 1. Seats left unoccupied for the post-doctoral field can be redistributed in another field through the decision of the Admission Commission and the approval of CSUD and of the Board of Trustees.

2. In case there are requests, an additional of 2 tuition seats can be supplemented for each doctoral school.



MINISTRY OF EDUCATION
THE BUCHAREST UNIVERSITY OF ECONOMIC STUDIES
Council of Doctoral Studies

Annex 2

Graph of conduct of the selection process of candidates and of the admission contest to the post-doctoral advanced research programs for the 2021 – 2022 academic year

Period	Activities
7-8 February 2022	Registration of candidates - between 9 ⁰⁰ -15 ⁰⁰ ; Submission and verification of the files
8 February 2022	Evaluation of the file concerning its eligibility Display of the list of candidates who meet the eligibility criteria
9 February 2022	Defending the research study project
10 February 2022	Publishing of the results
11-15 February 2022	Confirmation of participant post-doctoral students admitted to the study program, by signing the contract for postdoctoral studies and paying the tuition fee for candidates admitted to tuition fee seats.
21 February 2022	Registration of admitted candidates



MINISTRY OF EDUCATION
THE BUCHAREST UNIVERSITY OF ECONOMIC STUDIES
Council of Doctoral Studies

Annex 3

Application form to the post-doctoral advanced research programs in 2021 -2022
POST-DOCTORAL ADVANCED RESEARCH PROGRAM IN
ECONOMICS/LAW

Enrolment option: Budget, Tuition fee

FIELDS OF STUDY:

BUSINESS ADMINISTRATION
CYBERNETICS AND ECONOMIC STATISTICS
ACCOUNTING
ECONOMICS I (organized by the Faculty of Economics)
ECONOMICS II (organized by the Faculty of Agri-food and Environmental Economics)
INTERNATIONAL ECONOMICS AND BUSINESS
FINANCE
ECONOMIC INFORMATICS
MANAGEMENT
MARKETING
LAW

Title of the postdoctoral research project:

.....
CANDIDATE INFORMATION:

Mr./Ms

SURNAME (from birth certificate):

.....

FATHER'S INITIAL(S)

.....

FIRST NAME:

.....

RESIDENCE:

Country: Town:

Street: Number: Postal code:

Date of birth Citizenship:

E-mail address:

Phone number:



MINISTRY OF EDUCATION
THE BUCHAREST UNIVERSITY OF ECONOMIC STUDIES
Council of Doctoral Studies

STUDY INFORMATION:

NAME AND ADDRESS OF THE GRADUATED HIGHER EDUCATION INSTITUTION	SPECIALIZATION	YEAR OF COMPLETION OF UNIVERSITY STUDIES	DIPLOMA OBTAINED AND OTHER LEGAL RIGHTS (if applicable)	LEGAL TITLE OBTAINED

Signature



Annex 4. Curriculum Vitae

post doctorate



**Europass
Curriculum Vitae**

Personal Information

Name / Surname

Address(es)

Phone

E-mail(s)

Nationality (Nationalities)

Date of birth

Sex

Professional experience

Period

Occupation or position

Main activities and
responsibilities

Employer's name and
address

Type of business or sector

Education and training

Period

Qualification / diploma
obtained

Main studied disciplines /
professional skills acquired

Name and type of

educational institution /

training center



Significant results

Attendance
 at conferences
 Research projects
 Awards and distinctions

 Member of organizing
 or scientific committees
 of student conferences

 Member of professional
 organizations

 Social and cultural
 activities
 Other results

Personal skills and competences

Native
 language
 Foreign languages
 Self-evaluation
European level ()*

Understanding		Speaking		Writing	
Listening	Reading	Spoken interaction	Spoken production		

() Common European Framework of Reference for Languages*

Social skills and
 competences
 Organizational skills and
 competences
 Computer skills and
 abilities
 Driver's license

Date

Signature

Signature



MINISTRY OF EDUCATION
THE BUCHAREST UNIVERSITY OF ECONOMIC STUDIES
Council of Doctoral Studies

Annex 5. Postdoctoral research project proposal

Proposal for the postdoctoral research project
(maximum 4 pages)

1. Candidate's first and last name:
2. Name and surname of the chosen tutor:
3. Title of the research topic:
4. The scientific context and the motivation of the chosen topic (with the presentation of the bibliographic sources)
5. Research objectives
6. Research methodology
7. Estimated results
8. Indication of at most 10 papers relevant to the proposed topic

Date:

Signature:



MINISTRY OF EDUCATION
THE BUCHAREST UNIVERSITY OF ECONOMIC STUDIES
Council of Doctoral Studies

Annex 6. Criteria for evaluating candidates and research project

Criteria for evaluating candidates for the admission competition

C1 - scientific results of the candidate in the chosen field (articles, studies mentioned in the CV) (40% of the evaluation);

C2 - the quality of the doctoral research project (PCPD), evaluated according to:

C2.1 - The scientific context and the motivation of the chosen topic (10%);

C2.2 – Defining the objectives of scientific research (5%);

C2.3 – Research methodology (5%);

C3 – Quality of the project presentation and the candidate's answers to the exam in the domain of specialty (40%).



MINISTRY OF EDUCATION
THE BUCHAREST UNIVERSITY OF ECONOMIC STUDIES
Council of Doctoral Studies

Annex 7. Statement on the processing of personal data

DECLARATION
on the processing of personal data

I, the undersigned identified on the basis of the identity document (identity card, passport) _____ with the series _____ no. _____, issued by _____ on _____

declare the following:

1. I have taken note of the content of the Methodology regarding the organization and conduct of admission to postdoctoral studies of advanced doctoral university research.
2. I have read and understood the provisions of **Article 31 on Processing of personal data** within the aforementioned Methodology.
3. I understand that, in the event that I, the undersigned, currently refuse the processing of the personal data belonging to me, then, as a consequence, I run the risk of not having my candidate file approved for postdoctoral advanced research.
4. I understand that, in the event that I, the undersigned, refuse the processing of the previously highlighted personal data, expressed after my admission to the postdoctoral studies of advanced research, the documents in my candidate file are still subject to the legal archiving obligation which belongs to ASE.
5. I have taken note that the results of the admission competition to the postdoctoral study programs of advanced research are made public by posting at the university headquarters and on its own website, in accordance with the provisions of Art. 26 of the M.E.N.C.Ş. Order no. 6102 / 15.12.2016 for the approval of the Framework Methodology on the organization of admission for undergraduate, master and doctoral studies - published in the Official Gazette of Romania, Part I, no. 1071 of December 30, 2016.
6. I have taken note of my rights under the EU Regulation no. 679/2016, including of the personal data rights, the right to data access, the right to data removal (“the right to be forgotten”), the right to data restriction, the right to data portability, the right to object, the right to rectification in accordance with the legal provisions in force, the right to address the National Authority for the Supervision of Personal Data Processing and / or the competent courts.

I declare that I fully understand the contents of this document.

First and last name (in capital letters)

Date:.....

Signature



MINISTRY OF EDUCATION
THE BUCHAREST UNIVERSITY OF ECONOMIC STUDIES
Council of Doctoral Studies

AFFIDAVIT ON THE AUTHENTICITY OF DOCUMENTS UPLOADED ON THE DOCTORATE.ASE.RO PLATFORM AT THE BUCHAREST UNIVERSITY OF ECONOMIC STUDIES

I, the undersigned,, citizen, born on, in, residing in, legitimated with, series, no., issued by, at....., personal identification number, email address, as a candidate for the admission contest, for university postdoctoral studies for advanced research, organized by ASE, for the academic year, declare on my own responsibility the following:

- all provided data and information are complete, true and correct;
- the documents uploaded on the **doctorat.ase.ro** platform are authentic;
- the e-mail address indicated is true, functional, verified by the undersigned and I accept

that all information provided by ASE to be considered as received;

- I am aware that, in the event of finding false or forgery of data, I will be removed from the competition or expelled from the Postdoctoral Advanced Research Study Program to which I have been admitted and I will bear the rigors of the law for committing crimes (false, use of false, forgery in official documents), according to Art. 326 of the Criminal Code, with subsequent amendments and completions.

Candidate's signature

.....

Date

.....



Annex 9. Procedure for fee payment, as applicable at the Bucharest University of Economic Studies

The tuition fees are established by the *Methodology on fees as applicable at the Bucharest University of Economic Studies in Bucharest*, for each academic year

The tuition fees are paid in two equal installments, in the first three weeks of each academic semester.

The procedure for paying the fees as applicable at the Bucharest University of Economic Studies:

1. Through the virtual cash desk available on the *plationline.ase.ro* platform, for the holders of any type of card (Visa, Mastercard, Revolut, etc.), following the steps indicated on the platform.

2. By payment order or by internet banking in one of the accounts:

RO16RNCB0072001607860102 – account in **LEI**, opened at BCR, SWIFT RNCB - ROBU fiscal code 4433775, the Bucharest University of Economic Studies;

RO59BRDE445SV36571854450 – account in **LEI**, opened at BRD, ASE agency, SWIFT BRDE- ROBU, fiscal code 4433775, the Bucharest University of Economic Studies;

TAXES IN EURO - RO15RNCB0072001607860023 (only for foreign students who have the fee set in EURO), BCR, SWIFT RNCBROBU, fiscal code 4433775, the Bucharest University of Economic Studies.