

**EXCERPT FROM THE METHODOLOGY
FOR THE ORGANIZATION AND CONDUCT OF ADMISSION TO
DOCTORAL STUDIES
for academic year 2021 - 2022**

Art 3. (1) The admission process consists of two examinations: the written language test and the specialty exam on the basis of the Institutional Regulation for the Organization and Conduct of Doctoral Studies from ASE – IODS.

Art 11.

(1) The registration fee for the 2021–2022 admission to the doctoral studies is in accordance with the Methodology for the types of fees levied by Bucharest University of Economic Studies, approved by ASE’s Senate – **500 lei.**

(2) For doctoral studies, the tuition fees are those mentioned in the Methodology for the types of fees levied by Bucharest University of Economic Studies approved by ASE’s Senate and posted on <http://mefc.ase.ro/taxe> and <http://doctorat.ase.ro/taxe-bursedoctorat>.

Art 16.

(1) The registration for the admission contest is done online by the candidate in compliance with the following requirements:

(3) **The citizens of other Member States of the European Union, of the states belonging to the European Economic Area and of the Swiss Confederation or candidates benefiting from a form of protection in Romania, who do not have CNP** - will send before registration to internationaladmission@ase.ro the diplomas (baccalaureate diploma or equivalent, bachelor's degree or equivalent and master's degree or equivalent, transcripts and a copy of the certificate issued by CNRED) and will request the ID in order to access the online platform.

(4) The foreign citizens of member states from the EU, the EEA and the Swiss Confederation will upload on the doctorat.ase.ro platform the following documents in PDF or .jpeg/jpg format;

- a) Copy of the certificate of equivalence of education documents issued by The National Centre for Recognition and Equivalence of Diplomas (CNRED) from the Ministry of National Education, <http://www.cnred.edu.ro/>, for foreign citizens from the European Union, the European Economic Area and the Swiss Confederation (Annex 2);
- b) Copy of the internationally recognized language certificate, if applicable (Annex 3);
- c) filled out application form (Annex 5 - The PhD Application form 2021 - 2022);
- d) at least one letter of recommendation (Annex 6 - Template for the PhD Letter of recommendation 2021- 2022) accompanied by the Agreement on the Processing of Personal Data (Annex 10);
- e) curriculum vitae (Annex 7 - Template for the PhD Curriculum vitae 2021- 2022);
- f) the Doctoral research project (DRP) related to the doctoral theme for which he/she candidates signed (Annex 8 - Doctoral Research Project Proposal Form 2021 - 2022);
- g) Copy of Baccalaureate or equivalent diploma, translated into English or;
- h) Copy of Bachelor's or equivalent degree, translated into English or Romanian;
- i) Copy of Master's or equivalent diploma, translated into English or Romanian;
- j) copies of transcripts / diploma supplements - legalized translations, related to the studies performed;
- k) Copy of the birth certificate, translated into English or Romanian - authenticated copy;
- l) Copy of the medical certificate, in Romanian or in English, which attests that the candidate is apt for pursuing academic studies;
- m) a copy of the passport and two photos size $\frac{3}{4}$;
- n) agreement on the processing of personal data (Annex 10);
- o) affidavit on the authenticity of the documents uploaded to the platform doctorat.ase.ro Bucharest University of Economic Studies (Annex 11)

p) the proof of payment: the receipt confirming the payment of the registration fee to the doctoral studies admission contest.

(6) The registration fee is paid electronically, with priority on the doctorat.ase.ro platform, respecting the provisions of Annex 12. 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 12. The document certifying the proof of payment will be uploaded on the platform doctorat.ase.ro.

(7) Incomplete folders are not accepted for registration.

After the end of the registration period for the admission competition, the option regarding the doctoral supervisor, the doctoral topic, as well as other information, cannot be modified.

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), 2021 session, can pay the registration fee for the admission contest, respectively the tuition fee, in case of distribution on a fee-paying place, in the following ways:

1. **Through the online payment system available on the doctorat.ase.ro platform**, for holders of any type of card (Visa, Mastercard, Revolut, etc.), following the steps indicated in the **doctorat.ase.ro platform**.
2. **By payment order / internet banking** in one of the accounts:
 - **RO16RNCB0072001607860102** – account **LEI**, open at BCR, fiscal code 4433775, Academia de Studii Economice din București;
 - **RO59BRDE445SV36571854450** - account **LEI**, open at BRD agency ASE, fiscal code 4433775, Academia de Studii Economice din București;
 - **RO15RNCB0072001607860023** – foreign currency account **EURO**, open 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: type of fee (registration fee / tuition fee), name, father's initial (s), first name for ladies will be past the name according to the birth certificate) and CNP, 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.

3. **At the counters of any bank, by means of a payment slip**, if the candidate does not have the payment instrument related to the payment (bank card), in one of the accounts::

- **RO16RNCB0072001607860102** – account **LEI**, open at BCR, fiscal code 4433775, Academia de Studii Economice din București;
- **RO59BRDE445SV36571854450** - account **LEI**, open at BRD agency ASE, fiscal code 4433775, Academia de Studii Economice din București;
- **RO15RNCB0072001607860023** – foreign currency account **EURO**, open 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: type of fee (registration fee / tuition fee), name, father's initial (s), first name (for Mrs. the name according to the birth certificate) and CNP candidate 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 of the person making the payment, if this is different from the candidate..

The fees are provided in the *Methodology on fees applied in the Academy of Economic Studies in Bucharest*, approved by the AES Senate.

