



THE BUCHAREST UNIVERSITY OF ECONOMIC STUDIES

The Senate of The Bucharest University of Economic Studies

METHODOLOGY REGARDING THE ORGANIZATION AND CONDUCT OF THE ADMISSION TO THE DOCTORAL SCHOOL

2017

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PREAMBLE

The organization and process of the doctoral studies programme contest in the Bucharest School of Economic Studies are based on the following normative acts:

- Law no. 1/2011 of the national education, with the subsequent modifications and additions;
- Law no. 288/2004 regarding the organization of university studies, with the subsequent modifications and additions;
- Government Decision (GD) no. 140/2017 of 16th March 2017 regarding the approval of the Nomenclature of domains and specializations/university studies programmes and of the structures of higher education institutions for the academic year 2017-2018;
- GD no. 681/2011 regarding the Code for Doctoral Studies (CDS), with the subsequent modifications and additions;
- OMECTS no. 4022/2008 regarding the Regulation for organizing and functioning of the National Centre for the Recognition and Equivalence of Diplomas and the Methodology for the recognition and equivalence of diplomas, certificates and academic titles;
- ORDER no. 6.121 of 20th December 2016 regarding the Methodology for the recognition of documents at bachelor, master's and post-university level issued by accredited higher education institution from abroad;
- ORDER NR. 3473/2017 of 17th March 2017 regarding the Methodology for acceptance to studies and tuition of foreign citizens starting with the school/academic year 2017-2018;
- OMEN 3838 OF 11.07.2014 regarding the modification and completion of some normative acts of the national educational system;
- ORDER no. 6102/15.12.2016 for the approval of the Methodology-framework regarding the organization of admission to cycles of bachelor studies, Master studies, and doctoral studies, published in the Official Gazette no. 1071 of 30th December 2016;
- ORDER no. 3236/2017 regarding the approval of the Methodology for admission to studies and tuition of foreign citizens on scholarship and fee-free seats and on fee-free seats without scholarship, in accredited state higher education institutions;
- OMENCŞ no. 3922/02.06.2016 regarding the tuition of Romanian citizens living outside the Romanian state, in The Republic of Moldova, Ukraine, Hungary, the Balkan Region and the Diaspora in public and private higher education institutions in Romania, in accredited study programmes, starting with the academic year 2016-2017;
- E.O.G no. 133/2000 regarding the fee-based university and post-university governmental education, over the state budget financed seats, approved with amendments by Law no. 441/2001, with subsequent modifications;

The BUES has the right to organise doctoral studies in the fundamental study field of Social Sciences, namely in the scientific areas: *Economic Sciences* and *Juridical Sciences*, in the following doctoral areas: Business Administration, Cybernetics and Statistics, Accounting, Economics, International Business and Economics, Finance, Economic Informatics, Management, Marketing and Law.

1. GENERAL RULES AND REGULATIONS FOR THE ORGANIZATION AND CONDUCT OF ADMISSION TO DOCTORAL STUDIES

Art 1.

Within the Bucharest University of Economic Studies, accredited by the Ministry of National Education from Romania as Institution that Organises Doctoral Studies (hereinafter BUES – IODS), the doctoral studies are held on a full time basis, or part time, based on public funding or on tuition fee, according to the current provisions.

Art 2.

- (1) The number of seats and the themes included in the competition by each supervisor will be endorsed by the CSUD and approved by the BUES Senate for each academic year.
- (2) The number of seats for each doctoral school, on public funding or on tuition fee, for the 2018-2019 academic year, will be published in accordance with the number of seats approved by the Ministry of National Education.
- (3) The criteria for the evaluation, selection and tiebreak of the candidates are established by the CSUD in accordance with the current Methodology.

Art 3.

The admission process consists of two examinations: *the written language test* and *the specialty exam* evaluated by the members of the commission of admission constituted on the basis of the Institutional Regulation for the Organization and Conduct of Doctoral Studies from BUES – IODS.

- (1) The Council of the Doctoral Schools suggests the constitution of the Commission of Admission (made up of minimum 3 members), which usually includes the PhD supervisors that opened vacant seats for the admission competition, which is approved by the Council of the Faculty and the Board of Trustees of BUES.
- (2) The organization and the conduct of the admission competition fall under the competency of the BUES Central Admission Commission of CDS and of the Commissions of admission of the doctoral schools.

Art 4.

In order to facilitate the selection process of the candidates by the PhD supervisor, BUES – IODS offers the possibility of on line pre-enrollment, according to the schedule of the admission stated in the Methodology of Admission (Annex 1).

2. REQUIREMENTS REGARDING THE ADMISSION TO THE DOCTORAL SCHOOL

Art 5.

The admission to the doctoral studies to BUES – IODS is open to Master graduates or holders of an equivalent diploma, at home or from abroad, irrespective of the year of graduation. The candidates from third member states of the EU, or the EEA or the Swiss Confederation must provide documents to attest their country of origin.

Art 6.

The study programmes completed by the graduates (Bachelor Degree and Master) need to have been accredited or authorized to function temporarily, pursuant to the law, at the moment of the PhD candidates' enrolment to those programmes.

Art 7.

- (1) The admission to the doctoral studies programmes for the foreign citizens from third countries of the European Union, the Economic European Area and the Swiss Confederation is made in accordance with the normative acts valid for the Romanian citizens, including the admission and tuition fees;
- (2) The admission to the doctoral studies programmes for the foreign citizens from outside the EU, the EEA and the Swiss Confederation is made in accordance with OMEN no. 3473/17.03.2017, published in the Official Gazette, Part I, no. 233 of 05.04.2017.
- (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, and of the Swiss Confederation, falls under the competency of the specific department within the Ministry of National Education – The National Centre for Recognition and Equivalence of Diplomas (CNRED) <http://www.cnred.edu.ro/> and is performed according to ORDER no. 6.121 of 20th December 2016 regarding the Methodology for the recognition of documents at bachelor, master's and post-university level issued by accredited higher education institution from abroad;
- (4) The foreign citizens who compete for the doctoral programmes run in Romanian, must provide a language skills certificate for the Romanian language, issued by the institution accredited by the Ministry of National Education.

Art 8.

The candidates for the doctoral studies may select one theme only, proposed for the admission by a single supervisor.

Art 9.

The candidates having their 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 10.

The BUES Central Commission for Admission of CDS will publish on the notice board of the institution and will post online all information regarding the admission process on www.doctorat.ase.ro for a whole year since the date of the publication of the final results.

Art 11. Only candidates meeting the language skills requirements are accepted for carrying out doctoral studies. A candidate meets the language ability standards upon one of the following four conditions:

- 1) He/she has obtained a certificate for an independent user (B2) or for a proficient user (C1, C2) (Annex 3 – The language skills certificates recognized by BUES) language skills certificate internationally valid;
- 2) He/she has got any other language certificate that needs approval from the specialized commission of the Department for Modern Languages and Communication within BUES;
- 3) He/she has attended a full graduate or master programme in English, French or German. The proof of having performed these studies needs to be written on the Bachelor and Master diplomas and their supplements;
- 4) He/she has passed (PASS) the language skills test taken at BUES- IODS. The procedure for this examination is presented in Annex 4.

Art 12.

- 1) The registration fee for the 2018 – 2019 admission to the doctoral studies is in accordance with the *Methodology regarding the Types of Fees levied by the Bucharest School of Economic Studies*;
- 2) For doctoral studies, the tuition fees are those mentioned in the *Methodology regarding the Types of Fees levied by the Bucharest School of Economic Studies* approved by the BUES Senate and displayed at <http://doctorat.ase.ro/fees-scholarships>.

Art 13.

Upon completion of the admission process and the signing of the doctoral studies contract, the successful candidate becomes a PhD student for the whole duration of the doctoral programme. For interruption periods, the quality of PhD student is suspended.

3. THE SELECTION OF THE CANDIDATES AND THE CONDUCT OF THE ADMISSION PROCESS

Art 14. The admission to the doctoral school within BUES – IODS goes under the *Schedule of the conduct of the candidate selection process and of the contest for the admission to the doctoral studies programme for the academic year 2018 – 2019 (Annex 1)*.

Art 15.

- (1) The competition syllabus and the bibliography for the language skills test are presented in *Annex 4*.
- (2) The number of seats and the research themes put up for contest by each PhD supervisor will be posted on www.doctorat.ase.ro.

- (3) The application form is presented in *Annex 5*.
- (4) The structure of the doctoral research project (DRP) is presented in *Annex 8* and it is part of the competition folder.

Art 16.

- (1) The competition for admission to the doctoral studies programme has the purpose of allocating the vacant doctoral seats to the contestants by the PhD supervisors of each doctoral school.
- (2) The publicly funded seats distributed to BUES – IODS are allotted to each doctoral school in accordance with the set of rules proposed by CDS and approved by the BUES Board of Trustees.
- (3) Repartition of the publicly funded seats and of the fee-based seats on doctoral schools is approved by the Bucharest University of Economic Studies Senate.

Art 17.

The registration for the admission contest is done on personal basis or by a different person with Power of Attorney, providing a valid ID card, and in the compliance with the following requirements:

(1) The candidates will submit a fastener folder on which they write their contact details, including their email address and phone number. The folder will include the following documents:

A. For Romanian citizens:

1. filled out application form (Annex 5);
2. at least one letter of recommendation (Annex 6 - Letter of Recommendation Form _2018-2019_doctorate);
3. curriculum vitae (Annex 7 - Form Curriculum Vitae_2018-2019_doctorate, signed and on a CD);
4. the doctoral research project (DRP) related to the doctoral theme for which he/she candidates, in print, signed, as well as in electronic format, on a CD (Annex 8);
5. original, certified copy or authenticated copy, in conformity with the original' of the birth certificate copy;
6. original or certified copy or authenticated copy, In conformity with the original' of the marriage certificate or any other document that attests the change of name, if applicable;
7. a copy of the ID;

8. original or certified copy or authenticated copy ,In conformity with the original' of the baccalaureate diploma;
9. original or certified copy or authenticated copy ,In conformity with the original' of the Bachelor diploma, accompanied by the authenticated copy of the diploma supplement/transcript of records;
10. original or certified copy or authenticated copy ,In conformity with the original' of the Master diploma or the, accompanied by the authenticated copy of the supplement (for 2018 graduates, a certificate attesting that the candidate has graduated from a Master programme showing the duration for which the certificate is valid and that the Master's diploma has not been issued yet);
11. original or certified copy or authenticated copy ,In conformity with the original' of the language skills certificate, if applicable;
12. a declaration by which the candidate commits himself/herself not to access simultaneous financing from public funding for two academic study programmes, irrespective of their level, and not to attend simultaneously more than two academic study programmes, irrespective of level and funding, and not to be enrolled in another doctoral studies programme in BUES (Annex 9);
13. the proof of payment: the receipt confirming the payment of the registration fee to the doctoral studies admission contest.

B. For foreign citizens of member states of the EU, the EEA and the Swiss Confederation:

1. 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, for foreign citizens of the European Union, the European Economic Area and the Swiss Confederation (Annex 2);
2. original or certified copy or authenticated copy ,In conformity with the original' of the language skills test, internationally valid, if applicable (Annex 3);
3. filled out application form (Annex 5);
4. at least one letter of recommendation (Annex 6 – Form for Recommendation Letter_2018_2019_doctorate);
5. curriculum vitae (Annex 7 – Form Curriculum Vitae_2018_2019_doctorate);
6. the doctoral research project (DRP) related to the doctoral theme for which he/she candidates, in print, signed, as well as in electronic format, on a CD (Annex 8 – PhD Research Project Proposal_2018_2019_doctorate);
7. authenticated copy of the birth certificate, translated into English or Romanian

8. original and authenticated copy of the Bacculaureate diploma (or the equivalent), translated into English or Romanian;
9. original and authenticated copy of the Bachelor degree diploma (or the equivalent), translated into English or Romanian;
10. original and authenticated copy of the Master degree diploma (or the equivalent), translated into English or Romanian;
11. diploma supplements/transcript of records - copies and translated authenticated copies into English or Romanian for Bacculaureate, Bachelor and Master degree studies;
12. certificate of Romanian language course graduation or the language skills certificate, if applicable;
13. a medical certificate confirming that the candidate is physically and mentally able to participate in the program he/she is applying for;
14. a copy of their passport and 2 photos of $\frac{3}{4}$;
15. the receipt confirming the payment of the registration fee to the doctoral studies admission contest

C. For the foreign citizens of third member states of the EU, the EEA and the Swiss Confederation:

1. letter of acceptance to studies, issued by the Ministry of National Education of Romania – to be obtained in accordance with Annex 2;
2. filled out application form (Annex 5_Application Form_2018_2019_doctorate);
3. at least one letter of recommendation (Annex 6 – Form for Recommendation Letter_2018_2019_doctorate);
4. curriculum vitae (Annex 7 – Form Curriculum Vitae_2018_2019_doctorate);
5. the doctoral research project (DRP) related to the doctoral theme for which he/she candidates, in print, signed, as well as in electronic format, on a CD (Annex 8 – PhD Research Project Proposal_2018 –_2019_doctorate);
6. translated authenticated copy of the birth certificate;
7. copy of the document attesting his/her domicile abroad;
8. translated authenticated copy of the Bacculaureate diploma or of its equivalent, certified by the competent authorities of the issuing state;
9. translated authenticated copy of the Bachelor diploma or of its equivalent, certified by the competent authorities of the issuing state;

10. translated authenticated copy of the Master degree diploma or of its equivalent, certified by the competent authorities of the issuing state;
11. diploma supplements/transcript of records - copies and translated authenticated copies into English or Romanian for Baccalaureate, Bachelor and Master degree studies;
12. translated authenticated copy of the certificate attesting the Bachelor degree graduation (for the graduates of the previous year);
13. certificate of Romanian language course graduation or the language skills certificate, if applicable;
14. copy of the passport and 2 photos of $\frac{3}{4}$;
15. a medical certificate (in an international language) confirming that the candidate does not suffer from any contagious disease that are incompatible with their future profession;
16. the receipt confirming the payment of the registration fee to the doctoral studies admission contest.

(2) The candidates who graduated from a Master's programme at BUES in 2018 will register complying with the requirements in para (A) and para (B), point 10.

(3) Incomplete folders are not accepted for registration.

Art 18.

- (1) Upon registration, the candidates opt for their PhD supervisor and the field of research, as well as the type of funding.
- (2) The candidate is registered in the database and receives a printed application form, with his/her personal data, the option for the field of studies, the supervisor and the doctoral theme, a priority order of the selected type funding which he/she wants to register for: full-time, public funding, on scholarship; full-time, public funding, without scholarship; full-time, Romanian scholarship; full-time, Romanian citizens outside Romania; part-time fee-based for the EU citizens; full-time fee-based for the non-EU citizens (on their own expenses – fee in foreign currency); part-time fee-based for the non-EU citizens (on their own expenses – fee in foreign currency) and other necessary documents. Upon verification of the provided data, the application form is signed by the candidate. One copy will be filed along with the competition badge.

Art 19.

The candidates have to check the correctness of their data in the posted lists and refer any errors to the BUES Admission Commission within 24 hours, but not outside of the interval 9,00 a.m.- 4,00 p.m., from the moment these are posted. The Admission Commission will mention on the lists the date and the time of posting.

Art 20.

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 21.

The written language skills test lasts for 2 ½ hours and covers topics presented in Annex 4.

1. The access of candidates in the room where the written test takes place will be based on their ID and the examination badge. Their identity will be checked in the room, and their presence will be marked in the nominal list, then the examination materials will be distributed and the way to fill them in will be presented.
2. The candidates who are not present in the room when the examination booklet is distributed will lose the right to attend the written test.
3. Candidates are not allowed in the examination room with dictionaries, mobiles, computers, electronic notebooks or other materials and equipment.

Art 22.

The conduct of the written language test is as below:

- (1) In order to take the multiple choice test, candidates receive: a multiple choice form and the examination booklet, (which includes the self-check form, the set of questions and the rough papers). The self-check form will be taken by the candidate when he/she hands over the paper and the examination booklet, for him/her to check his/her answers when the results are posted.
- (2) The answers will be ticked on the multiple choice paper. Candidates are to write with ordinary (non-liquid) ink, in dark blue or black. No distinctive signs are accepted on the paper, or the paper will be rejected. Also, no erasing, multiple answers to one question or changes with correction fluid will be accepted. Such mistakes will cause the answer to that question to be cancelled.
- (3) The correct answer will only be marked by filling in fully the circle on the paper, without writing out of it. Any other kind of marking will cause that answer to be cancelled. If the candidate does not know the answer or he/she candidate has made a mistake and there is no more time to fill in another paper, the candidate cancels out the respective row with a horizontal line.

Art 23. Fraud or attempted fraud, including talking to other candidates, is sanctioned with expulsion from the examination process.

Art 24. Checking the answers on the multiple choice papers will be made automatically through scanning. Human (manual) checks and interpretation for this type of evaluation are

not allowed. The maximum score is 100, but marking starts from 10. At the written linguistic competence exam the candidate can be: a) admitted, in case he/she gets a score higher than, or equal to 50 points; b) rejected, in case he/she gets a score less than 50 points.

Art 25.

- (1) Only the candidates meeting the standards of language skills may take the examination on the specialized subjects.
- (2) Based on the results to the examination on the specialized subjects, public funding and vacant seats are distributed to candidates.
- (3) The specialty exam for candidates of third member states of the EU, the EEA and the Swiss Confederation applying on non-funded PhD seats (on their own expenses) may take place via videoconference;
- (4) The evaluation of the candidates takes place in accordance with the following criteria:
 - C1 - the scientific results of the candidate in his/her field of study (articles, studies mentioned in his/her CV) (10% of evaluation);
 - C2 - the quality of the research project (RP) assessed in relation with:
 - C2.1 - The scientific background and the motivation of the selected theme (20%),
 - C2.2 - Defining the objectives of the scientific research (15%),
 - C2.3 - Research methodology (10%),
 - C2.4 - Estimated results (5%).
 - C3 -The quality of project presentation and candidate answers at the specialty exam (40%).
- (5) Following the examination on the subject of speciality, 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.
- (6) Depending on their averages, a candidate can be: Admitted for full-time public funding, on scholarship; Admitted for full-time public funding, without scholarship; Admitted for full-time, on a Romanian scholarship; Admitted for part-time fee-based (in RON); Admitted for part-time fee-based (in foreign currency); Admitted on full-time basis for all Romanian citizens outside of Romania; pending; rejected;
- (7) Granting the funding from the state budget is awarded in a descending order of admission averages obtained by each candidate, within each doctoral school. The minimum average for admission on a seat in a doctoral school is 7 (seven);
- (8) For equal marks, the tiebreak will depend on the graduation average of the master studies. By exception, in the case of the candidates who have the legal right to apply for

doctoral studies without having graduated a Master degree programme, for equal marks, the tiebreak will depend on the graduation average of the Bachelor studies.

(9) One candidate may be accepted on a seat opened by a PhD supervisor only upon written consent of the latter, expressed through the signing of a report drawn up in the admission session.

(10) The Council of the Doctoral school endorses the results of admission and sends the final results to the CDS Office together with the intermediate evaluation documents.

Art 26.

- (1) To confirm the results of the admission, candidates admitted for the public-funded seats must submit, according to the timetable in Annex 1, the originals of their baccalaureate and Bachelor diplomas (if they have not done so upon registration), and those admitted for the seats covered by fee need to pay, by the same date, half of the tuition fee.
- (2) Baccalaureate and Bachelor diplomas (or authenticated copies for the candidates admitted on seats covered by fee) are submitted to the Central admission committee of CDS and the candidate receives a supporting document.
- (3) In exceptional circumstances, in case of loss or deterioration of the Baccalaureate or Bachelor diploma, the Central 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 (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 highschool that s/he graduated from which reveals that the graduate submitted a request for the issuance of a duplicate of the Baccalaureate or the Bachelor diploma). Likewise, the candidate confirmed to be admitted must submit a statement which proves that s/he will submit the original of the Baccalaureate or the Bachelor diploma at the beginning of the academic year 2018-2019.
- (4) The admitted candidates that do not confirm their seats in the period mentioned in Annex 1 to this methodology for confirmation lose the right to enrolment.
- (5) The unoccupied full-time public-funded seats on scholarship will be occupied by candidates admitted on full-time public-funded seats without scholarship or by those from the pending list in descending order of the marks obtained in the specialty test, if applicable.
- (6) The unoccupied full-time public-funded seats without scholarship will be occupied by the candidates on part-time fee-based seats or by the candidates on the pending list, in descending order of the marks obtained in the specialty test, if applicable.
- (7) The unoccupied part-time fee-based set as will be occupied by the candidates on the pending list, in descending order of the marks obtained in the specialty test, if applicable.

- (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 timetable in Annex 1 in this methodology.
- (9) For enrolment the admitted candidates from the foreign citizens of third member states of the EU, the EEA and the Swiss Confederation will present studies 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 27.

The file submitted for admission must contain all the documents required by the current Methodology, including Annexes 2-9, as appropriate.

Art 28.

Potential disputes regarding the linguistic competence exam shall be made according to the timetable in Annex 1 to this Methodology and shall be solved by the Council of the Department of Modern Languages and Business Communication. The Central Admission Committee of BUES shall specify on the lists the date and time when they will be posted.

Art 29.

Successful candidates may receive certificates to attest that they are PhD students only after their enrolment in the first year of study, as until then they are not in any way affiliated to the Bucharest University of Economic Studies.

Art 30.

A successful candidate may benefit from public funding only one of the three cycles of academic studies (Bachelor Degree, Master Degree or Doctorate).

Art 31.

A Ph.D. student may attend simultaneously only one public-funded study programme, irrespective of level – Bachelor degree, Master degree or Doctorate.

Art 32. A Ph.D. student may attend simultaneously maximum two university studies programme (Bachelor degree, Master degree or Doctorate), irrespective of the level and form of their ongoing.

Art 33. The documents of the rejected candidates or of those who withdraw from the seat they have been accepted on shall be returned, within two working days since the moment of their submission of a written request, and unconditionally, without any additional fee, within the time interval for the public established by the university BUES – IODS and posted on the <http://doctorat.ase.ro/> website.

Art 34. Throughout the admission process, the candidates must know and follow the BUES Institutional Regulation for the Organization and Conduct of the Doctoral Studies programmes and the current Methodology .

The current Methodology was approved in the BUES Senate meeting of 13.12.2017.

Rector,

Prof. Nicolae ISTUDOR, PhD

The Chair of the University Senate,

Prof. Pavel NĂSTASE, PhD

Annex 1.1

Timetable of the selection process and the admission to doctoral studies for the academic year 2018 – 2019

The July 2018 session

Period	Activities
8 – 11 January 2018	Every doctoral school notifies the CDS about the number of vacant seats for each PhD Supervisor, as well as the research subjects on contest.
01 February – 2 July 2018	The candidates' online application
9 - 11 July 2018	Candidates' registration (submission and verification of files) between 9,00 AM - 1,00 P.M. and 3,00 P.M. - 6,00 P.M.
13 July 2018	Posting the distribution of candidates per rooms for the language skills exam
16 July 2018	Language skills exam and posting of the results.
17 July 2018	Submission and solving of disputes for the language skills exam
23 – 24 July 2018	Exam on the specialty subjects
24 July 2018	Publication of the specialty exam results
25 – 27 July 2018	Confirmation of pursuing the doctoral studies programme by the successful candidates through payment of the tuition fees, by submission of original or certified copies of the diplomas for fee-based tuition students and by signing the contract for doctoral studies.
30 July 2018	Publication of the list of students accepted to the doctoral studies on seats financed from public funds and of those accepted on fee-based seats. Publication of the pending list of candidates who can be accepted to the doctoral programme.
31 July – 1 August 2018	Confirmation of the candidates on the pending list to pursue the doctoral studies programme by payment of the tuition fees, by submission of their original diplomas and by signing the contract for doctoral studies.
1 October 2018	Enrolment of the accepted candidates

Annex 1.2

Timetable of the selection process and the admission to doctoral studies for the academic year 2018 - 2019

The September 2018 session

Period	Activities
11-12 September 2018	Candidates' registration (submission and verification of files) between 9,00 AM - 1,00 P.M. and 3,00 P.M. - 6,00 P.M.
13 September 2018	Posting the distribution of candidates per rooms for the language skills exam (if applicable)
14 September 2018	Language skills exam and posting of the results.
17 September 2018	Submission and solving of disputes for the language skills exam
20 September 2018	Exam on the specialty subjects
20 September 2018	Publication of the specialty exam results
21 - 25 September 2018	Confirmation of pursuing the doctoral studies programme by the successful candidates through payment of the tuition fees, by submission of original or certified copies of the diplomas for fee-based tuition students (unless submitted upon registration) and by signing the contract for doctoral studies.
1 October 2018	Enrolment of the accepted candidates

Annex 1.3

Timetable of the selection process and the admission to doctoral studies for the academic year 2018 – 2019

The November 2018 session

Period	Activities
20-21 November 2018	Candidates' registration (submission and verification of files) between 9,00 AM - 1,00 P.M. and 3,00 P.M. - 6,00 P.M.
22 November 2018	Posting the distribution of candidates per rooms for the language skills exam (if applicable)
23 November 2018	Language skills exam and publication of results.
26 November 2018	Submission and solving of disputes for the language skills exam
27 November 2018	Exam on the specialty subjects
27 November 2018	Publication of the specialty exam results
28-29 November 2018	Confirmation of pursuing the doctoral studies programme by the successful candidates through payment of the tuition fees and by signing the contract for doctoral studies.
3 decembrie 2018	Enrolment of the accepted candidates

Annex 2

Documents required for attestation of diplomas by the National Centre for Recognition and equivalence of Diplomas and obtaining the letters of acceptance to doctoral studies

The citizens of the European Union member states, of the European Economic Area states and of the Swiss Confederation 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.

Successful PhD candidates outside the EU, the EEA and the Swiss Confederation, the tuition fees are established by the BUES Senate, in accordance with the Methodology regarding the types of fees levied by the BUES. Fees for the students of third EU member-states are to be paid in euros at B.C.R. on the basis of a paycheck issued by the CDS Office.

Diplomas authenticated and translated into Romanian shall be recognized by the specific Directorate or by The National Centre for Recognition and Equivalence of Diplomas (CNRED) part of The Ministry of National Education.

The documents needed for equivalence of studies concluded abroad (for the EU students and for Romanian students who concluded their studies abroad) are the following:

1. An application requesting equivalence of studies and the issuance of a certificate of equivalence;
2. Higher education studies diploma - copy or certified translation;
3. Transcript of records/supplement to the diploma - copy or certified translation;
4. Copy of own identification document: passport (copy of pages 1,2,3,4) or another identification document.

The documents needed for submission of the PhD candidate file and for the issuance of the letter of acceptance to studies ** (for non-EU citizens) are as follows:

1. copy and certified translation of the birth certificate;
2. copy of the document attesting his/her domicile is abroad;
3. copy of passport;
4. application to request the issuance of the letter of acceptance to studies, as mentioned under annex 2.1 fully filled up;
5. copy and certified translation of the Baccalaureate diploma or of its equivalent, authenticated by the competent authorities of the issuing country;
6. copy and certified translation of the Bachelor diploma or of its equivalent, authenticated by the competent authorities of the issuing country;
7. copy and certified translation of the Master diploma or of its equivalent, authenticated by the competent authorities of the issuing country;
8. copy and certified translation of the certificate attesting the promotion of the Bachelor exam, for the students of the previous year;

9. copies and certified translations of transcripts or records/supplements of the respective diplomas;
10. certificate of Romanian language or the language skills certificate, as applicable;
11. Medical certificate (in an international language) attesting that the candidate does not suffer from any contagious diseases incompatible with their future profession;
12. 2 photos of ¾.

* The application form for issuance of the letter of acceptance to studies, the written approval on the part of the PhD supervisor is mandatory.

** The folder for obtaining the Letter of acceptance to studies will be submitted in accordance with the information published on www.doctorat.ase.ro, at the CDS Office on Tache Ionescu Street, no. 11, 1st floor, room 8104.

All documents must bear the Hague Apostille of the competent authorities of the issuing countries for the states that are part of the Convention for the Hague Apostille. For those who are not in the Convention, the diplomas shall be over-legalized or will be accompanied by the Authenticity certificate issued by the competent authorities of the issuing state.

The diplomas from the Republic of Moldavia issued in the year previous to 2008, as well as secondary studies diplomas/certificates of vocational schools shall be accompanied by the certified copy of the Authenticity certificate issued by the ministry of Education of the Republic of Moldavia.

Registration and examination to pursue doctoral studies shall take place at the BUES in accordance with the Methodology for admission to doctoral studies for the academic year 2018-2019.

Scholarships and fee waivers may be approved solely by Ministry of National Education, in accordance with the Order regarding the approval of Methodology for admission to studies and tuition of foreign citizens on public funding seats with scholarship in accredited higher education institutions no. 3775/16.05.2016.

Registration for doctoral studies is made on the basis of the Ministry of National Education approval and will take place according to the timetables for the *July 2018* and *September 2018* sessions, as well as for the special *November 2018* session.

Registration is made individually or by notary procurement and ID card.

Annex 3

Language skills certificates accepted by BUES

Language	Accepted Certificate
English	<p>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</p>
German	<p>Goethe-Zertifikat B2 Deutsches Sprachdiplom KMK – level II (level 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 Mittelstufenprüfung / ZOP Zentrale Oberstufenprüfung / ZOP</p>
French	<p>Diplôme d'études en langue française (DELFL) – level B2 Diplôme d'études en langue française "option professionnelle" (DELFL Pro) – level B2 Diplôme approfondi de langue française (DALFL) – level C1 Diplôme de français professionnel (DFP): DFP Affaires, Juridique, Relations Internationales – level B2 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) DALFL – Sciences Economiques et Sociales issued by the French Institute in Bucharest</p>

Valid independent user (B2) and proficient user (C1, C2) language skills certificates are also accepted for equivalence.

Only all-competences certificates will be accepted for equivalence (partial-competences certificates are rejected).

All other types of language competence obtained as a result of an internationally recognised 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 of BUES.

BSc and MSc 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 their supplement.

Annex 4

Syllabus of the language skills exam

1. Candidates must show a high level of knowledge of the foreign language. The high level is defined as follows:

- a) Correspondence between the conceptual and the linguistic plan:
 - 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
- c) Familiarity with the style specific to the economic/legal domains (the distinction between formal and informal discourse)
- d) Comprehension and synthetic presentation of essential information in a complex text.

2. The syllabus is basically based on terminology specific to business or legal communication, respectively:

- a) 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.
- b) International business cooperation (Euro-Atlantic integration, globalization, specialized international institutions and organizations etc.)
- c) Business communication (the specifics of business correspondence, of business cooperation instruments – letters, agreements, contracts, modern instruments of communication in the business world etc.)

3. Bibliography

ENGLISH

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- Yule, G. Oxford Practice Grammar Advanced, OUP, 2006
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- Emmerson, P. Business Grammar Builder, Macmillian, 2002
- Hollinger, A. Test your Business English Vocabulary, Ed. Universitara, 2009
- The Economist
- Financial Times
- Business Week

GERMAN

- Leca, M., Constantinescu, L. - Limba germană pentru afaceri, Editura Polirom, Iași, 2004.
- Höffgen, A. - Deutsch lernen für den Beruf, editura Verlag für Deutsch, München, 1996.
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- Hoberg, R., Hoberg, U. - DUDEN. Gramatica limbii germane, (traducere în limba română de O. Nicolae), Editura Polirom, Iași, 1998.
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- Leca, M. - Dicționar de termeni economici german-român, Editura Polirom, Iași, 2002.

FRENCH

- C. Cilianu-Lascu – Le français à l’usage des professionnels, Editura Meteor Press, București, 2002
- C. Cilianu-Lascu, C. Stoean – Gramatica limbii franceze, Editura Meteor Press, București, 2002
- Stanciu-Capotă, Rodica– Panorama financier, Editura ASE, București, 2003
- Livezeanu, Maria-Antoaneta– Le français du management. Créer une entreprise, Editura ASE, București, 2000
- Oprescu, Maria-Ana, Rodica Stanciu-Capotă, Roxana Barlea – Itinéraires économiques français, București, Editura ASE , Bucuresti, 2006
- Any French-Romanian and Romanian-French dictionary of general economics and/or law.

PhD Application form 2018 - 2019

PhD IN ECONOMICS/LAW

FIELDS OF DOCTORAL STUDIES:

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

PhD supervisor and title of the Ph.D. thesis:

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

In case you are accepted to another Ph.D. supervisor, please specify whether you agree to register in the doctoral programme:

- 1) YES**
- 2) NO**

CANDIDATE INFORMATION:

Mr. /Ms.

NAME (in the birth certificate):

FATHER'S INITIAL/INITIALS.....

FORENAME:

RESIDENCE:

Country.....City.....

StreetNo.Zip code.....

DATE OF BIRTH:

CITIZENSHIP:

E-MAIL ADDRESS:

PHONE NUMBER:

EDUCATION:

NAME AND ADDRESS OF THE GRADUATED HIGHER EDUCATION INSTITUTION	SPECIALIZATION	YEAR OF GRADUATION	DIPLOMA AWARDED AND OTHER LEGAL RIGHTS (if applicable)	OFFICIAL TITLE

RECOMMENDATIONS*

Sl. No.	INSTITUTION	DEPARTAMENT	NAME AND TITLE OF THE REFEREE

*) At least one references according to the form: Scrisoare derecomandare_2018-2019_doctorat;

Annex 6

Form for PhD Letter of recommendation 2018 - 2019



BUCHAREST UNIVERSITY OF ECONOMIC STUDIES
Piata Romană nr. 6, sect.1, cod postal 010374, București, România

LETTER OF RECOMMENDATION

The referee is invited to write a statement on your 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 competence to pursue PhD studies.

The Bucharest University of Economic Studies is grateful for the relevant information you offer 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:.....University:.....
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 between:			
	1% - 2%	3% - 10%	11% - 25%	26% - 50%
Professional and academic performance				
Intellectual abilities				
Motivations				

How long have you known the candidate?
Under what circumstances did you meet him/her?



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 organisation
providing organisation 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 **Romanian**

Other language(s)

Self-assessment
European level ()*

Understanding				Speaking				Writing	
Listening		Reading		spoken interaction		spoken production			

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

- Social skills and competences
 - Organisational skills and competences
- Computer skills and competences
- Driving licence(s)

Date

Signature

Annex 8

PhD Research Project Proposal 2018 – 2019

(maximum 4 pages)

Last and first name of the candidate	
Last name and first name of the preferred Ph.D. supervisor	
Research theme title	
Scientific context and motivation of the chosen theme (accompanied by a bibliography)	
Research objectives	
Research methodology	
Estimated results	
Indicate at most 10 publications relevant for the proposed theme (it is mandatory that each publication be mentioned in the project proposal)	

Data:

Signature:

Annex 9

Declaration of non-funding from public funds