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

Preamble 2

Chapter 1. General provisions regarding the selection of candidates and the admission to doctoral studies 3

Chapter 2. Requirements for admission to doctoral studies 4

Chapter 3. The selection of candidates and the conduct of the admission contest 6

Chapter 4. Final provisions 15

Annex 1. Timetable for the candidate selection process and the doctoral studies admission contest for academic year 2017-2018 18-20

Annex 2. Documents required for certification of diplomas by The National Centre for Recognition and Equivalence of Diplomas and obtaining the letter of acceptance to studies 21

Annex 3. Language skills certificates accepted by the Bucharest University of Economic Studies 28

Annex 4. Language skills exam syllabus 24


Annex 8. Ph.D. research project proposal template, 2017-2018 33

Annex 9. Statement of non-funding from public funds 34
PREAMBLE

The organization and conduct of the admission to doctoral studies at the Bucharest University of Economic Studies are based on the following regulations:

• National Education Law no. 1/2011, with its subsequent amendments and additions;
• Law no. 288/2004 on the organization of university studies, with its subsequent amendments and additions;
• Decision no. 376/2016 on the approval of the list of domains and specializations / study programs and structure of higher education institutions for academic year 2016-2017;
• Decision no. 681/2011 approving the Code of Doctoral Studies, with its subsequent amendments and additions;
• OMECTS no. 4022/2008 regarding the approval of the organization and functioning of the National Centre for Recognition and Equivalence of Diplomas and the Methodology of recognition and equivalence of diplomas, certificates and scientific titles;
• OMEN no. 3838 of 11.07.2014 amending and supplementing certain acts of the national education system;
• OMENCȘ no. 3107 / 27.01.2016 approving the Framework methodology regarding organizing admission to undergraduate, master and doctoral studies for academic year 2016-2017;
• OMENCȘ no. 3855 / 26.05.2016 approving the Methodology of receiving foreign students for studies and training in pre-university educational institutions/public and private accredited higher education institutions, in the academic year 2016-2017;
• OMENCȘ no. 3775 / 16.05.2016 approving the Methodology of receiving foreign students for studies and training on seats without tuition fees but with scholarship in public accredited higher education institutions;
• OMENCȘ no. 3922 / 02.06.2016 regarding schooling Romanians from all over the world, who have their permanent domicile in the Republic of Moldova, Ukraine, Hungary, the Balkans and the Diaspora, in public and private higher education institutions in Romania, in accredited study programs, starting with academic year 2016-2017;
• OMECTS no. 6000 / 15.10.2012 regarding the admission to studies and training of foreign citizens from EU third countries and the Methodology for applying the order of the minister, with its subsequent amendments and additions;
• OMEC no. 4501/2003 approving the Methodological Norms on the enrolment in study programmes of foreign citizens, foreign citizens of Romanian ethnic origin, and Romanian citizens residing abroad in private accredited higher education institutions in Romania;
• Government Emergency Ordinance no. 133/2000 on tuition-charging undergraduate and postgraduate education provided in addition to the seats financed from the state budget, approved with amendments by Law no. 441/2001, with its subsequent amendments;

• OMENCS 3755/2016 of 11 May 2016 for the amendment of the Framework Methodology organizing admission to bachelor’s, master’s and doctoral study cycles for academic year 2016-2017, approved by the Ministry of National Education and Scientific Research no. 3107 / 2016.

The Bucharest University of Economic Studies (BUES) has the right to organize entrance examinations for programmes of doctoral studies in the fundamental domain of Social Sciences, in the branches of science: Economics and Legal Sciences, in the following areas of doctoral studies: Business Administration, Cybernetics and Statistics, Accounting, Economics, International Business and Economics, Finance, Economic Informatics, Management, Marketing and Law.

1. GENERAL PROVISIONS REGARDING THE SELECTION OF CANDIDATES AND THE ADMISSION TO DOCTORAL STUDIES

Art 1. Within the Bucharest University of Economic Studies, accredited by the Ministry of National Education and Scientific Research of Romania as an Institution for Organising Doctoral Studies (BUES-IODS), the doctoral programmes are offered either full-time 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 research topics included in the competition by each supervisor will be endorsed by the Council for Doctoral Studies (CDS) and approved by BUES Senate for each academic year.

(2) The number of state-financed and tuition-based seats for each doctoral field, for the 2017/2018 academic year, will be published in accordance with the number of seats approved by the Ministry of National Education and Scientific Research.

(3) The criteria for the evaluation, selection and separation of candidates are established by the CDS according to the present methodology.
Art 3. The admission process consists of two tests: the written language test and the interview with the members of the admission committee constituted on the basis of the Institutional Rules and Regulations for the Organization and Conduct of Doctoral Studies at BUES – IODS.

(1) The Council of the Doctoral School submits a proposal for the Admission Committee (made up of at least three members, including Ph. D supervisors), which is advised by the Council of the Faculty and approved by BUES Board of Trustees.

(2) The organization and the conduct of the admission fall under the competency of the BUES Central Admission Committee, which coordinates the commissions of admission to doctoral schools.

Art 4. To facilitate the process of candidate selection by PhD supervisors, BUES – IODS offers the possibility of online pre-enrollment according to the timetable in Annex 1 of the present Methodology.

2. REQUIREMENTS FOR ADMISSION TO DOCTORAL STUDIES

Art 5. The admission to doctoral studies at BUES – IODS is open to holders of master’s degrees or of an equivalent diploma, from Romania or abroad, irrespective of the year of graduation.

Art 6. The study programmes (Bachelor’s and Master’s) completed by the candidate for doctoral studies need to have been accredited or authorized to function temporarily, according to the law, at the moment of enrolment in those programmes.

Art 7.

(1) Admission is open to Romanian citizens and to other citizens of the European Union, of the Economic European Area and the Swiss Confederation, under the same conditions provided by law for Romanian citizens, including the admission and tuition fees.

(3) Recognition of diplomas obtained in countries other than Romania, including citizens of
countries belonging to the European Union, European Economic Area and Swiss
Confederation is the responsibility of the specialized directorate within the Ministry of
Education and Scientific Research - National Centre for Recognition and Equivalence of
Diplomas (CNRED) http://www.cnred.edu.ro/, and is performed according OMENCS
no. 5269 / 21.09.2015, published in the Official Gazette of Romania, Part I, no. 739 of
02.10.2015.

(4) The foreign candidates for doctoral programmes run in Romania need to present a
language skills certificate for Romanian, issued by institutions accredited by the Ministry
of Education and Scientific Research in Romania.

Art 8. Candidates for doctoral studies may select one research topic only from those proposed for
the admission by one supervisor.

Art 9. Candidates who have had their doctoral studies fully or partially financed from public
funding have the obligation to declare that upon enrolment. An accepted candidate may get
public funding for the normal duration of doctoral studies only once.

Art 10. The CSUD Central Commission for admission will publish on the Internet information
regarding the conduct of admission, including the results of the contest for admission to
doctoral studies. Results of the contest for admission to doctoral studies will be maintained
on the website at www.doctorat.ase.ro for one year from the date of posting the final results.

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

1) He/she has got an independent user (B2) or proficient user (C1, C2) language skills
certificate that is internationally valid (Annex 3 – Language skills certificates accepted by
BUES);
2) He/she has got any other language certificate that needs approval from the Council of the
Department of Modern Languages and Business Communication within BUES;
3) He/she has attended a full bachelor’s or master’s programme in English, French or
German. The proof of those studies needs to appear on the Bachelor’s and Master’s
diplomas and their supplements;
4) He/she has passed the language skills exam administered by BUES- IODS. The syllabus
for this examination is presented in Annex 4.

Art 12.
1) The registration fee for admission to the doctoral school in 2017 is:
   a) For the candidates coming from Romania and other EU member states, the European Economic Area and the Swiss Confederation, the registration fee is 400 lei (paid in cash at the BUES cashier’s office);
   b) For the candidates coming from countries outside of the European Union, the European Economic Area and the Swiss Confederation, the registration fee is 300 € paid by OP to BCR euro account RO15RNCB0072001607860023.


**Art 13.** Once the admission contest and the signing of the doctoral studies contract are completed, the accepted candidate becomes a PhD student for the duration of the doctoral programme, except for interruptions of studies.

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

**Art 14.** The admission to the doctoral school within BUES – IODS shall be carried out in accordance with the Timetable for the candidate selection process and the doctoral studies admission contest for academic year 2017-2018 (Annex 1).

**Art 15.**

(1) The syllabus and bibliography for the language skills exam are presented in Annex 4.
(2) The number of seats and the research topics presented for the admission contest by each supervisor will be posted on www.doctorat.ase.ro.
(3) The application form for registration 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 contest folder.
Art 16.

(1) The competition for admission to doctoral studies has the purpose to fill the seats made available by doctoral supervisors for each doctoral school.

(2) The seats financed through public funding that have been allocated to BU ES – IODS are to be earmarked to each doctoral school based on the set of rules proposed by CSUD and approved by the BU ES Board of Trustees.

(3) The distribution of seats funded by the state budget and of those covered by tuition fees for each doctoral school is approved by BU ES Senate.

Art 17. The registration for the admission contest shall be done personally by the candidate or by another person with notarial power of attorney on the basis of the identity card and in accordance with the following requirements:

(1) The candidates will submit a fastener folder, on which they will write their contact details, including the email and phone number, with documents from paragraph (2) for the Romanian citizens and from paragraph (3) for other candidates.

(2) For Romanian citizens, the documents required to enroll for the admission contest are:

1. the application form duly filled in (Annex 5)
2. at least one letter of recommendation (Annex 6 - Letter of Recommendation template for PhD Programme, 2017-2018);
3. curriculum vitae (Annex 7 - Curriculum Vitae template for PhD Programme, 2017-2018);
4. the doctoral research project (DRP) on the doctoral topic selected by the candidate, printed, signed, as well as in electronic format, on CD (Annex 8);
5. the birth certificate – the original, an authenticated copy or a copy certified according to the original;
6. a copy of the ID;
7. the marriage certificate or other document confirming the change of name, if applicable - the original, an authenticated copy or a copy certified according to the original;
8. the baccalaureate diploma - the original, an authenticated copy or a copy certified according to the original;

9. the Bachelor diploma accompanied by the supplement/academic record - the original document, an authenticated copy or a copy certified according to the original;

10. the master diploma or an equivalent, accompanied by the supplement (for 2017 graduates, a document certifying that the candidate has graduated from a master’s programme, proving the duration for which the script is valid and that the master diploma has not been issued) – the original, an authenticated copy or a copy certified according to the original;

11. the language skills certificate, if applicable - the original, an authenticated copy or a copy certified according to the original;

12. a medical certificate issued by medical centers or the family doctor, attesting that the person is fit to enrol in study programmes - the original document, an authenticated copy or a copy certified according to the original;

13. 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, not to simultaneously attend more than two academic study programmes, irrespective of level and funding, and not to be enrolled in another BUES study programme (Annex 9);

14. the receipt proving the payment of the doctoral school contest registration fee.

(3) For foreign citizens, the following documents are required in order to enroll for the admission contest:

1. the letter of acceptance issued by the Ministry of National Education and Scientific Research of Romania (only for citizens of EU third countries). Letter of acceptance is obtained according to Annex 2;

2. the certificate of equivalence of education documents issued by the National Centre for Recognition and Equivalence of Diplomas (CNRED) of the Ministry of National Education and Scientific Research, http://www.cnred.edu.ro/ for citizens of EU, of states belonging to European Economic Area and the Swiss Confederation, which is obtained according to Annex 2;
3. an internationally recognized certificate of language proficiency, if applicable
   (Annex 3) - the original document, an authenticated copy or a certified copy
   according to the original;
4. the completed application form (Annex 5, Application form for registration to
   PhD programme, 2017-2018);
5. at least one letter of recommendation (Annex 6, Letter of recommendation
   template for PhD Programme, 2017-2018);
7. the doctoral research project (DRP) on the doctoral topic selected by the candidate,
   in printed form (hard copy), signed, and in electronic format, on CD (Annex 8, Ph.D.
   research project proposal template, 2017-2018);
8. the baccalaureate diploma (or an equivalent diploma), original document and copy,
   translated into Romanian or English and authenticated, in two copies;
9. the bachelor diploma (or its equivalent), original document and copy, translated
   into Romanian or English and authenticated, in two copies;
10. the master diploma (or equivalent), original and copy, translated into Romanian
    or English and authenticated, in two copies;
11. the authenticated copy of the birth certificate, translated into in Romanian or
    English, in two copies;
12. a medical certificate, in Romanian or English, attesting that the person is fit to
    enrol in study programmes;
13. copy of the passport and two photos ¾;
14. the receipt proving the payment of the doctoral school contest registration fee.
15. a declaration stating that the study document presented allows the person, in the
    country of origin, to pursue doctoral programmes equivalent to those of Romania and
    a document stating that the person is aware that, if the documents prove inappropriate
    he/she will be expelled without refund of tuition fees paid (only for foreigners from
    EU third countries who study at their own expense);

(4) The candidates graduating from a BUES master’s programme in 2017 will register in
    compliance with the information available in the BUES database regarding the
    requirements under paragraphs (2) and (3), point 10.

(5) Incomplete folders are not accepted for registration.
Art 18.

(1) Upon registration, the candidates opt for their supervisor and the field of research, as well as the type of funding.
(2) The candidate is entered into the data base and receives a printed application document, including his/her personal data, the option for the field of studies, the supervisor and the doctoral topic, a priority order of the selected type of funding: full-time education, with funding from the budget, with scholarship; full-time education, with funding from the budget without scholarship; full-time education, scholarship from the Romanian state; full-time education, seats for Romanian Diaspora; part-time tuition-charging education - EU citizens; part-time, tuition-charging education – non-EU citizens - CPV and other data required for the admission contest. Once the data are checked, the application document is signed by the candidate. One copy will be filed, the second goes to the candidate, together with his/her ID examination card.

Art 19. The candidates have the obligation to check the correctness of their data in the posted lists and report errors to the BUES Admission Committee within 24 hours from the moment these are posted, but not outside of the 9:00-16:00 hours interval. The Admission Committee will mention on the lists the date and the time of posting.

Art 20. Once the registration for admission is completed, the options for the supervisor, the research topic, as well as other information, can no longer be changed.

Art 21.

(1) The written language skills test lasts for 2 ½ hours and covers topics presented in Annex 4.
(2) The access of candidates into the room where the written test takes place will be based on their ID and the examination card. Their identity will be checked in the room, and attendance will be marked in the nominal list, then the examination materials will be distributed and information on the way to fill them in will be provided.
(3) The candidates who are not present in the room when the examination booklet is distributed will lose the right to attend the written test.
(4) 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:

(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 paper). The self-check form will be retrieved by the candidate when he/she hands over the paper and the examination booklet, so that he/ she may check his/ her answers when the results are posted.

(2) The multiple choice questions have only one answer. 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, no multiple answers to one question and no 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 completely filling in 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 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 with other candidates, is sanctioned with expulsion from the examination process.

Art 24. Checking the answers to the multiple choice papers will be done 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. The written language candidate is accepted if his/
her score is higher than, or equal to 50 points, and rejected in case his/her score is lower than 50 points.

Art 25.

(1) Only the candidates meeting the language proficiency standards may take the examination in specialized subjects.

(2) Based on the results of the examination in specialized subjects, public funding and vacant seats are distributed to candidates.

(3) The evaluation of 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 to:
  - C2.1 - The scientific background and the motivation for the choice of topic (20%),
  - C2.2 – The statement of the objectives of the scientific research (15%),
  - C2.3 – The research methodology (10%),
  - C2.4 – Estimated results (5%).

- C3 – The quality of the research project presentation and of the candidate’s answers at the oral examination in specialized subjects.

(4) Following the examination in the specialty subject, 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.

(5) Depending on their averages, candidates may be declared in one of the following situations:
Admitted for full-time education, public funding, with scholarship;
Admitted for full-time education, public funding, without scholarship;
Admitted for full-time education public funding, with Romanian State Scholarship;
Admitted for part-time education, with tuition fee (to be paid in RON);
Admitted for part-time education, with tuition fee (in foreign currency);
Admitted for full-time education — for persons from the Romanian Diaspora
Pending acceptance;
Rejected.

(6) The form of funding is awarded in a descending order of averages obtained by each candidate of the respective doctoral schools. The minimum average for admission to doctoral studies is 7 (seven).

(7) For equal marks, the tie-break will depend on the mean between the Bachelor’s Degree graduation average and the Master’s Degree graduation average. By exception, in the case of candidates who have the legal right to apply for doctoral studies without having graduated a master’s programme, for equal marks, the tie-break will depend on the graduation average of the Bachelor studies.

(8) A candidate can be admitted on the seat made available by a doctoral supervisor only if he/she has the doctoral supervisor’s written agreement expressed by signing the Protocol drawn up during the admission period.
(9) The Council of the Doctoral school endorses the results of the admission exam and sends the final results to the Office of the Doctoral School (ODS) together with the intermediate evaluation documents.

Art 26.

(1) To confirm the results of the admission, candidates admitted for public-funded seats need to 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 submit either the originals or authenticated copies of the baccalaureate and Bachelor diplomas (if they have not done so upon registration), and to pay half of the tuition fee, by the same date.

(2) Baccalaureate and Bachelor diplomas (or the respective authenticated copies in the case of candidates accepted on paid seats) are submitted to the central admission committee of the ODS and the candidate receives appropriate receipts.

(3) In exceptional cases, if someone’s Baccalaureate or Bachelor diploma has been lost or deteriorated, the Central Admission Committee will endorse the confirmation of the public funded seat with receipts which stand for the legal validity of making a copy of the Baccalaureate or Bachelor diploma (an Assumption of responsibility authenticated by a notary public, an advert in The Official Gazette of Romania regarding the loss/ deterioration of the diploma, a letter from the respective high-school/ university stating that the graduate has submitted a request for the issue of a copy of the Baccalaureate/ Bachelor diploma). In addition, the admitted candidate must write a declaration stating that he/ she will submit the original of the Baccalaureate or Bachelor’s diploma by the start of the academic year 2017-2018.

(4) The admitted candidates who do not confirm their seats during the period mentioned in Annex 1 to the present Methodology lose the right to enrol.
(5) The seats for full-time public funded learning (with scholarship) which remain unoccupied will become available to candidates accepted for full-time, public funded learning without scholarship or for the candidates pending acceptance, in a descending order of averages obtained in the examination on the subject of speciality, if applicable.

(6) The seats for full-time public funded learning (without scholarship) which remain unoccupied will become available to candidates accepted for part-time learning, paid seats or to candidates pending acceptance in a descending order of averages obtained in the examination on the subject of speciality, if applicable.

(7) The paid seats for part-time learning which remain unoccupied will become available to candidates pending acceptance in a descending order of averages obtained in the examination on the subject of speciality, if applicable.

(8) In order to enrol in the first year of doctoral studies, the candidates who have confirmed their seats must sign the doctoral studies contract according to the timetable in Annex 1 of the present Methodology.

4. FINAL PROVISIONS

Art 27. The file submitted for admission will contain all the documents required by the current Methodology, including Annexes 2-9, according to each situation.

Art 28. Potential appeals regarding the linguistic competence exam results shall be submitted according to the timetable in Annex 1 of the present Methodology and shall be solved by the Council of the Department of Modern Languages and Business Communication. The Central Admission
Committee of CDS shall specify on the lists of linguistic competence exam results the date and time of their posting.

**Art 29.** Before enrolment in the first year of doctorate, candidates cannot be given any document to certify their Ph.D. student status, since they do not have any institutional relation with the Bucharest University of Economic Studies yet.

**Art 30.** An accepted candidate may benefit from public financing only once for each of the three cycles of academic studies (Bachelor, Master, and Doctoral studies).

**Art 31.** A Ph.D. student may attend only one publicly funded training programme at a time, irrespective of its level – Bachelor, Master or Doctorate.

**Art 32.** A Ph.D. student may attend only two training programmes (Bachelor, Master or Doctorate) at the same time, irrespective of their level and frequency.

**Art 33.** The documents of the rejected candidates or of those who withdraw from the seats they have been accepted to shall be returned unconditionally, without charging any additional fee, within two working days from the moment of filing a written request, and within the time interval set for the public by the BUES – IODS and posted on http://doctorat.ase.ro/.

**Art 34.** Throughout the admission process, the candidates must know and follow the BUES Institutional Rules and Regulations 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 14 December 2016.

Rector,

Professor Nicolae ISTUDOR

President of the University Senate,

Professor Pavel NĂSTASE
Annex 1.1

**Timetable for the candidate selection process and the doctoral studies admission contest for academic year 2017-2018**

**July 2017 Session**

<table>
<thead>
<tr>
<th>Period</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 -13 January 2017</td>
<td>Each doctoral school informs the CDS on the number of vacant seats per each PhD Supervisor, as well as on the existing research topics.</td>
</tr>
<tr>
<td>1 February –3 July 2017</td>
<td>Online pre-application of the candidates.</td>
</tr>
<tr>
<td>10 – 12 July 2017</td>
<td>Registration (files submission and checking) between 09:00 A.M. – 01:00 P.M. and 03:00 P.M. – 06:00 P.M.</td>
</tr>
<tr>
<td>14 July 2017</td>
<td>Posting the distribution of candidates per rooms for the language skills exam (if applicable)</td>
</tr>
<tr>
<td>17 July 2017</td>
<td>Language skills exam and posting of results.</td>
</tr>
<tr>
<td>18 July 2017</td>
<td>Submission and settlement of appeals regarding the language skills exam</td>
</tr>
<tr>
<td>19-20 July 2017</td>
<td>Exam in the specialty subjects</td>
</tr>
<tr>
<td>21 July 2017</td>
<td>Publication of results for the exam in the specialty subjects</td>
</tr>
<tr>
<td>24-27 July 2017</td>
<td>Confirming the participation of admitted candidates in the doctoral studies programme upon payment of tuition fees, submission of original diplomas or authenticated copies by candidates admitted on paid seats (if this has not been done upon registration), and signing of the doctoral studies contract.</td>
</tr>
<tr>
<td>28 July 2017</td>
<td>Posting the list of students admitted to doctoral studies on seats financed from public funds, and of students accepted on paid seats. Posting the names of the candidates on the waiting list who can be accepted for the doctoral programme.</td>
</tr>
<tr>
<td>31 July 2017</td>
<td>Confirmation of participation in the doctoral studies programme by candidates on the waiting list through payment of tuition fees, submission of the original diplomas, and the signing of the doctoral studies contract.</td>
</tr>
<tr>
<td>2 October 2017</td>
<td>Enrolment of admitted candidates.</td>
</tr>
</tbody>
</table>
Annex 1.2

Timetable for the candidates’ selection process and of the admission to doctoral studies for academic year 2016 - 2017  
September 2017 Session

<table>
<thead>
<tr>
<th>Period</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 – 13 September 2017</td>
<td>Registration (submission and checking of files) between 09:00 A.M. – 01:00 P.M. and 03:00 P.M. – 06:00 P.M.</td>
</tr>
<tr>
<td>14 September 2017</td>
<td>Posting the distribution of candidates per rooms for the language skills exam (if applicable).</td>
</tr>
<tr>
<td>15 September 2017</td>
<td>Language skills exam and posting of results.</td>
</tr>
<tr>
<td>18 September 2017</td>
<td>Submission and settlement of appeals regarding the language skills exam</td>
</tr>
<tr>
<td>20 September 2017</td>
<td>Exam in the specialty subjects.</td>
</tr>
<tr>
<td>21 September 2017</td>
<td>Publication of results for the exam in the specialty subjects</td>
</tr>
<tr>
<td>22-26 September 2017</td>
<td>Confirming the participation of admitted candidates in the doctoral studies programme upon payment of tuition fees, submission of original diplomas or authenticated copies by candidates admitted on paid seats (if this has not been done upon registration), and signing of the doctoral studies contract.</td>
</tr>
<tr>
<td>2 October 2017</td>
<td>Enrolment of admitted candidates.</td>
</tr>
</tbody>
</table>
# Timetable for the candidates’ selection process and of the admission to doctoral studies for academic year 2016 - 2017

**November 2017 Session**

<table>
<thead>
<tr>
<th>Period</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 – 21 November 2017</td>
<td>Registration (submission and checking of files) between 09:00 A.M. – 01:00 P.M. and 03:00 P.M. – 06:00 P.M.</td>
</tr>
<tr>
<td>22 November 2017</td>
<td>Posting the distribution of candidates per rooms for the language skills exam (if applicable).</td>
</tr>
<tr>
<td>23 November 2017</td>
<td>Language skills exam and posting of results.</td>
</tr>
<tr>
<td>24 November 2017</td>
<td>Submission and settlement of appeals regarding the language skills exam</td>
</tr>
<tr>
<td>27 November 2017</td>
<td>Exam in the specialty subjects.</td>
</tr>
<tr>
<td>28 November 2017</td>
<td>Publication of results for the exam in the specialty subjects</td>
</tr>
<tr>
<td>29 November 2017</td>
<td>Confirming the participation of admitted candidates in the doctoral studies programme upon payment of tuition fees, submission of original diplomas or authenticated copies by candidates admitted on paid seats (if this has not been done upon registration), and signing of the doctoral studies contract.</td>
</tr>
<tr>
<td>4 December 2017</td>
<td>Enrolment of admitted candidates.</td>
</tr>
</tbody>
</table>
Annex 2

Documents required for certification of diplomas by The National Centre for Recognition and Equivalence of Diplomas and obtaining the letter 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 (including the tuition fees) as those provided by law for Romanian citizens.

For Ph.D. students who are accepted and are not citizens of the European Union, of the European Economic Area or of the Swiss Confederation, tuition fees are set by the University Senate of the Bucharest University of Economic Studies at the level of 4000 Euros/academic year for the advanced doctoral studies programme of 3 years). The doctoral studies programme admission fee is 300 Euros. The tuition fees for candidates from non-E.U. countries will be paid in Euros at BCR, in accordance with a payment order issued by the CDS.

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

The documents necessary for the equivalence of the studies completed abroad (for EU citizens or Romanian citizens who have studied abroad) are:

1. Application for recognition of studies and issuing an equivalence certificate.
2. Higher education graduation diploma - copy and authenticated translation;
3. Diploma supplement/academic record - copy and authenticated translation;
4. Copy of the personal ID: passport – copy of pages 1, 2, 3, 4, or any other document of identification.

The documents necessary for the issue of a letter of acceptance to study programmes (for non-EU citizens) **
5. Application for the issue of a letter of acceptance to study programmes *
6. Birth certificate - copy and authenticated translation
7. Baccalaureate diploma or an equivalent - copy and authenticated translation
8. Diploma of graduating higher education: Bachelor/ Master - copy and authenticated translation
9. Diploma supplement/academic record : Bachelor/Master - copy and authenticated translation
10. Copy of personal ID: passport – copy of pages 1, 2, 3, 4
11. Medical certificate (fit to enrol for studies)
12. 2 photos ¾;

All documents must be submitted in 2 copies in 2 envelope-type folders.

* The application for the issue of the letter of acceptance to study must be signed by the doctoral supervisor.

** The documents necessary for obtaining the letter of acceptance to study will be submitted according to the information posted at www.doctorat.ase.ro, and available at CDS’ office at 11 Take Ionescu Street, 1st floor, Room 8104.

The documents must be certified by the Apostille of the Hague by the competent authorities in the issuing countries in the case of states which are partners of the Hague Apostille Convention. For the other states, the diplomas must be over-authenticated or they need to be accompanied by a Certificate of Authenticity issued by the competent authorities of the country of origin.

Diplomas from the Republic of Moldova issued before 2008, together with diplomas of secondary vocational studies/ certificates of graduation of vocational schools and middle school certificates will be accompanied by an authenticated copy of the Certificate of Authenticity issued by the Ministry of Education of the Republic of Moldova.

The registration and the doctoral studies admission exam will take place at the Bucharest University of Economic Studies, according to the Methodology of admission to doctoral studies for academic year 2017-2018.

The awarding of scholarships or the exemption from payment of tuition fees can only be approved by the Ministry of Education, according to the Order regarding the approval of the Methodology of accepting to studies and enrolment of foreign citizens on public funded seats, with scholarship, in accredited higher education state institutions no. 3775/16.05.2016.

Registration for doctoral studies, based on the approval of the Ministry of Education, will be done in accordance with the admission timetables for the July 2017 session, the September 2017 session and the Special Session of November 2017.

Registration is carried out personally or on the basis of a notarial power of attorney accompanied by an ID
## Annex 3

### Language skills certificates accepted by BUES

<table>
<thead>
<tr>
<th>Language</th>
<th>Accepted Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td></td>
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<tr>
<td></td>
<td>First Certificate in English (FCE)</td>
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<tr>
<td></td>
<td>Certificate in Advanced English (CAE)</td>
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<td></td>
<td>Certificate of Proficiency in English (CPE)</td>
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<tr>
<td></td>
<td>Cambridge English: Vantage (BEC Vantage)</td>
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<td></td>
<td>Cambridge English Higher (BEC Higher)</td>
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<tr>
<td></td>
<td>International English Language Testing Systems (IELTS): minimum Band 6.0</td>
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<td></td>
<td>International Certificate in Financial English (ICFE)</td>
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<td></td>
<td>International Certificate in Legal English (ILEC)</td>
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<td></td>
<td>Business Language Testing Service (BULATS): minimum 60</td>
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<td></td>
<td>TOEFL: minimum 87</td>
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<tr>
<td>German</td>
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<td></td>
<td>Zertificat Deutsch (ZD)</td>
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<tr>
<td></td>
<td>Kleines Sprachdiplom (KSD)</td>
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<td></td>
<td>Großes Sprachdiplom (GSD)</td>
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<tr>
<td></td>
<td>Sprachdiplom (Niveau I und II)</td>
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<tr>
<td></td>
<td>Prüfung Deutsch für den Beruf (PfDB)</td>
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</tbody>
</table>
Also, Bachelor and Master cycles of study fully completed in English, German or French, in accredited programmes, are accepted. The proof of their completion must appear on the Bachelor or Master 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. This high level shall be defined as follows:
   a) Accordance between the conceptual plan and the linguistic one:
      - Expressing the basic notions and concepts of economic mechanisms by means of a specialized vocabulary (foreign business language)
   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 area (the distinction between formal and informal)
   d) Respect for the rigors of interpretation of a specialized text:
      - Clarity in expressing a sentence, paragraph and text in general
      - Coherence and consistency of meaning
      - Correct understanding of idiomatc expressions
      - Observance of correct phrasing rules in Romanian
   e) Comprehension and synthetic presentation of essential information in a complex text.

2. As a rough guide, the syllabus refers to terminology specific to business or legal communication, respectively:
   a) Language specific to market economy: market economy mechanisms (supply, demand, competition, price etc.), economic reform, privatization, financial and banking activity, accounting, management, institutional culture, marketing, commerce, product promotion, 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.)
   d) The technique of translating specialised texts pertaining to the economic/legal field.

3. Bibliography

ENGLISH
   - Swan, M. Practical English Usage, OUP, third edition, 2005
   - Yule, G. Oxford Practice Grammar Advanced, OUP, 2006
   - Vince, M. Sunderland, P. New Advanced Language Practice with Key, Macmillan, 2004
   - Emmerson, P. Business Grammar Builder, Macmillian, 2002
   - The Economist
- Financial Times
- Business Week

GERMAN

FRENCH
- Rodica Stanciu-Capotă – Panorama financier, Editura ASE, București, 2003
- Maria-Ana Oprescu, Rodica Stanciu-Capotă, Roxana Barlea – Itinéraires économiques francais, București, Editura ASE, București, 2006
- Any French-Romanian and Romanian-French dictionary of general economics and/or law.
Annex 5

Application form – doctoral school – 2017-2018

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 Agri-Food and Environmental Economics)
- ECONOMICS AND INTERNATIONAL BUSINESS
- FINANCE
- ECONOMIC INFORMATICS
- MANAGEMENT
- MARKETING
- LAW

Supervisor and title of the Ph.D. thesis:

1. .........................................................................................................................................................

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.

LAST NAME (from the birth certificate): ........................................................................................................
FATHER'S INITIAL/INITIALS: .............................................................................................................

FIRST NAME: ........................................................................................................................................

RESIDENCE:
COUNTRY: ............................................................................................................................................
CITY: ......................................................................................................................................................
STREET: ..................................................NO..................................POSTAL/ ZIP CODE..............................
DATE OF BIRTH: ......................
CITIZENSHIP: ..............................
E-MAIL ADDRESS: ..........................
PHONE NUMBER: ..........................
EDUCATION:

<table>
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<tr>
<th>NAME AND ADDRESS OF THE HIGHER EDUCATION INSTITUTION</th>
<th>SPECIALIZATION</th>
<th>YEAR OF GRADUATION</th>
<th>DIPLOMA AWARDED AND OTHER LEGAL RIGHTS (if applicable)</th>
<th>OFFICIAL TITLE</th>
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RECOMMENDATIONS*

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<th>NO.</th>
<th>INSTITUTION</th>
<th>DEPARTAMENT</th>
<th>NAME AND TITLE/POSITION OF THE REFEREE</th>
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</tbody>
</table>

*) At least one letter of recommendation according to the Letter of recommendation template – doctoral school - 2017-2018
BUCHAREST UNIVERSITY OF ECONOMIC STUDIES  
Piata Romană nr. 6, sect.1, cod postal 010374, Bucuresti, România  
LETTER OF RECOMMENDATION  

The person who recommends you is invited to write a personal statement in which s/he insists on your motivation, research skills, seriousness and other evidence of your ability to follow doctoral studies that the referee attaches to this template. The Bucharest University of Economic Studies is grateful to you 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 weak and the strong points of the applicant. The information in this letter is strictly confidential. We thank you for your cooperation!

Name of the referee:  
Title: ........................................University: .........................................................................

Name of the candidate: ...........................................................................................................

We kindly ask you to make a comparison between the candidate and his/her other colleagues of the same age and status that you have known and worked with in the last 5 years.

<table>
<thead>
<tr>
<th>Comparison (%)</th>
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</thead>
<tbody>
<tr>
<td>1% - 2%</td>
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</tbody>
</table>

Professional and academic performance  
Intellectual abilities  
Motivations  

How long have you known the candidate?  

Under what circumstances did you meet him/her?  
[ ] Bachelor student, [ ] Master student, [ ] Research assistant, [ ] Teaching assistant, [ ] Other

Date:  
Signature:
Curriculum Vitae Template – doctoral school – 2017-2018

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<td>Address(es)</td>
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<tr>
<td>Phone:</td>
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<td>Nationality(-ies)</td>
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<tr>
<td>Date of birth</td>
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<td>Sex</td>
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<th>Work experience</th>
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<td>Occupation and position held</td>
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<td>Main activities and responsibilities</td>
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<td>Name and address of employer</td>
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<td>Type of business or sector</td>
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<table>
<thead>
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<tr>
<td>Dates</td>
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<tr>
<td>Title of qualification awarded</td>
</tr>
<tr>
<td>Main subjects covered/skills acquired</td>
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<td>Name and type of education institution or training organization</td>
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</table>

<table>
<thead>
<tr>
<th>Significant results achieved</th>
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</thead>
<tbody>
<tr>
<td>Participation in conferences</td>
</tr>
<tr>
<td>Research projects</td>
</tr>
</tbody>
</table>
**Prizes and awards**

- Memberships in organizing committees or scientific committees of student conferences
- Membership in professional organizations
- Social and cultural activities
- Other achievements

**Personal skills and competences**

- Mother tongue: Romanian
- Other language(s)

<table>
<thead>
<tr>
<th>Self-assessment</th>
<th>Understanding</th>
<th>Speaking</th>
<th>Writing</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>European level (*)</strong></td>
<td>Listening</td>
<td>Reading</td>
<td>Spoken interaction (Interaction and conversation)</td>
</tr>
</tbody>
</table>

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

- Social skills and competences
- Organizational and managerial skills
- Computer skills and competences
- Driving license(s)

**Date**

_______________________

**Signature**

_______________________
PhD research project proposal template, 2017-2018

Ph.D. Research Project Proposal

(maximum 4 pages)

1. Last and first name of the candidate

2. Last name and first name of the preferred Ph.D. supervisor

3. Research topic title

4. Scientific context and motivation of the chosen topic (with a presentation of the bibliographic sources)

5. Research objectives

6. Research methodology

7. Estimated results

8. Indicate at most 10 publications relevant to the proposed topic (it is mandatory that each publication be mentioned in the project proposal)

Date:                                      Signature:
Annex 9. Statement of non-funding from public funds