

## Registration of EU, EEA and Swiss Confederation Citizens

Foreign citizens from the **European Union** member states, EEA countries and the Swiss Confederation have the right to enroll to study in Romania **under the same conditions as Romanian citizens**.

### I. Recognition of the Bachelor diploma / equivalent by the National Centre for Degree Assessment and Academic Recognition

The study documents delivered by foreign institutions must be recognized by the National Centre for Degree Assessment and Academic Recognition (CNRED) details available on: <https://new.cnred.edu.ro/cnred/>.

- application form ([https://new.cnred.edu.ro/cnred/doc/formular/11b\\_cerere-recunoastere-studii-cetateni-europeni-master-doctorat-DPPD\\_2017.doc](https://new.cnred.edu.ro/cnred/doc/formular/11b_cerere-recunoastere-studii-cetateni-europeni-master-doctorat-DPPD_2017.doc)),
- bachelor diploma or equivalent – copy and certified translation or authenticated copy (depending on the country issuing the document, extra authentication might be required – specific details are available on the CNRED website),
- transcript of records / diploma supplement or any other document showing the study progression during the academic years - copy and certified translation or authenticated copy,
- diploma which gave access to the study program for which equivalence / recognition has been requested - copy and certified translation or authenticated copy,
- copy of an ID (passport or ID card),
- copy of an marriage certificate or other document regarding a name change (if applicable),
- copy of the proof of payment for the file assessment, worth 50 lei (receipt / money order / postal order),
- additional documentation, if applicable,
- form "Authorization for verification" filled in.

**The fees are payable in Lei at the CNRED Cashier's Office or via bank transfer or postal order, to the account below:**

Beneficiary: Ministerul Educației Naționale

Tax Registration Number: 13729380

Bank: Activitatea de Trezorerie și Contabilitate Publică a Municipiului București - ATCPMB

IBAN Code: RO86TREZ70020E330500XXXX

SWIFT Code: TREZROBU

BIC Code: TREZ

**The fees are also payable in Euro via bank transfer to the account below:**

**Beneficiary: Ministerul Educației Naționale**

Tax Registration Number: 13729380

Bank: Banca Comercială Română - BCR, sucursala Sala Palatului

IBAN Code: RO35RNCB0080005630300077

SWIFT Code: RNCBROBU

BIC Code: RNCB

**The fees in Euro shall be calculated at the exchange rate leu - euro displayed by NBR from the day the bank transfer is made.**

**Important: For the payment to be valid, the postal order or the bank transfer form must include the IBAN code.**

**After the receipt of the recognition / equivalence certificate from the CNRED, the applicant shall proceed to the registration and admission procedure, in accordance with the ASE's admission methodology.**

## **II. Documents required for registration with The Bucharest University of Economic Studies – Master program**

- Bachelor diploma or equivalent and transcript of records/diploma supplement – original documents and authenticated translations into Romanian;
- High School Graduation Diploma (Baccalaureate) or equivalent and transcript of Records – original documents and authenticated translations into Romanian.

The diplomas issued by foreign institutions will be accompanied by the recognition certificate delivered by the CNRED.

- Birth certificate –certified translation into Romanian;
- Marriage certificate (if applicable) – certified translation into Romanian;
- Identity card/passport copy;
- Statement by the student that he/she will not be the beneficiary of budget financing, simultaneously, for any two study programmes, regardless of their level, and he/she will not attend simultaneously more than two study programmes, regardless of their level and financing (issued during the registration and signed by the student);
- 2 photos (3/4);
- Voucher(s) representing the registration fee;
- Medical certificate stating that the applicant is fit for university studies;

The documents shall be presented in a file; on the cover the applicant shall write his/her identification information (full name, e-mail address and phone number).

The application files of the foreign students will be checked by a representative of the ASE's Department of International Relations.

The Bucharest University of Economic Studies offers various graduate specializations, shown in Annex 3.

### **Programs taught in English:**

- Accounting, Audit and Management Information Systems
- Applied Finance
- Business Administration

- Business Communication in English
- Business Management
- Customer Relationship Management
- English Language Education and Research Communication for Business and Economics
- Entrepreneurship and Business Administration
- Excellence in Business and Services
- Informatic Security
- International Business Management

**Special program taught in English (special admission requirements & specific fees):**

- Business Accounting – ACCA ([www.businessaccounting.ase.ro](http://www.businessaccounting.ase.ro))
- Entrepreneurship and Business Administration in the energy sector (<http://mba-energie.ase.ro/>)

**Programs taught in French:**

- Entrepreneurship and Business Administration

**Programs taught in German:**

- Entrepreneurship and Business Administration

**International MBAs (special admission requirements & specific fees):**

- Romanian-Canadian MBA (<http://bbs.ase.ro/romaniancanadian.html>)
- Romanian-French MBA (<http://bbs.ase.ro/romanianfrench.html>)
- Romanian - German MBA „Entrepreneurship and Innovation Management” (<http://rd-mba.ase.ro/>)

**OVERVIEW OF THE ADMISSION PROCESS**

1. The master programs have a normal duration of 2 academic years (4 semester) conducting to the accumulation of 120 ECTS. They can either be research or professional-oriented masters. Both allow the graduates to pursue their education at the doctoral level.
2. For the regular programs, there are places funded from the state budget (without tuition fees) and tax places. For the special master and international MBA programs only tax places are available. The study programs are organized by faculties. A candidate can apply for a single faculty, choosing among the programs available in the respective study area. The number of places per program is detailed in the Annex 3. The amount of the registration and tuition fees is stipulated in the ASE Methodology on university fees.
3. The admission process is open for Bachelor's graduates having a Bachelor's diploma or equivalent, regardless of the year of graduation, provided the level of studies and the diploma are recognized by the Ministry of National Education of Romania.
4. The citizens of other European Union member states, of the European Economic Area and of the Swiss Confederation are entitled to take part in the admission process under the same legal conditions as the Romanian citizens, including the same tuition fees. Their Bachelor's or equivalent diploma has to be recognized by the competent department of the Ministry of

National Education prior to the registration with the ASE (the process may take up to 30 days).

5. The admission process consists of the registration of the application file, an interview and a written exam. The admission of the applicants is based strictly on the admission average grade point – descending ranking of the applicants, correlated with the options expressed at the registration. The minimum average grade required to pass the admission exam is 6,00.

6. For the admission to a study program taught in Romanian, the foreign citizens have to provide a language certificate delivered by institutions recognized by the Ministry of National Education. In case they didn't study in Romanian or don't have such a certificate, they will pass an interview in Romanian.

For the admission to a study program taught in other languages (English, French, German) the interview is compulsory for all the candidates. An applicant can choose programs in Romanian and only one of the other languages of instruction (either English, French or German).

The interview performance is assessed with a qualification "Pass" / "Fail".

7. The written test consists of multiple choice questions (duration: 2 1/2 hours), with one correct answer. The assessment is a grade that will count for 30% in the admission grade. The test will be written in the language of instruction of the program. The preparation for it will be done using the list of topics and references in Annex 4.

8. The admission average grade point is determined as follows: 70% the Bachelor's average grade and 30% the grade of the written test.

If there is more than one applicant with the same GPA as the last one admitted on a budgeted or tax place, there will be used additional criteria: the bachelor average graduation grade and the grade from the written test.

9. The applicants who are students or graduates of higher education studies may enrol for a second Master's program, either on a budgeted place or a tax place, under the following conditions:

- if the first master's program was financed from the state budget, the second will be on tuition fee,
- if the first program was financed by tuition fees, the second may be on a budgeted place or a tax place.

10. The applicants who are students or graduates of master programs and received support from the state budget for a certain part of their studies have to state it upon registration. An admitted applicant may benefit of budget support only for one program, for the normal duration of the studies. The redistribution of the budgeted places is done after the 1st year of studies, based upon the academic results of the students, as stipulated in the ASE Regulation regarding the Master's studies.

11. The applicant must be present at all the steps of the admission process (registration, interview, written test, withdrawal etc.). In exceptional cases, the registration may be done by a third party, with a notary certified mandate from the applicant, specifying the faculty, study domain and order of the options.

### **Registration**

12. There is only one registration, with one faculty, for as many options as available for the respective study area. The applicant will receive a registration document, printed from the registration database, containing the personal data, the list of options expressed and other information relevant to the admission process and matriculation. After checking the data, the applicant will sign the document: one copy stays with the applicant, the second one will remain

in his/ her application file.

Upon registration, the applicant will express options (and rank of the options) for study programs and type of financing (budgeted or tax places).

After the end of the registration period no changes are admitted to the registration data: options, their order and other information.

During the admission process, the Central Commission will publish daily statistics regarding registrations for each faculty and study program.

### **Results & confirmation**

13. The admission results are published as follows: applicants admitted on budgeted places, applicants admitted on tax places and waiting lists. The waiting list contains the names of the applicants who qualify for at least one of their options, but have a GPA inferior to the last admitted applicant. They may obtain an eligible place after the end of the confirmation period. In case of insufficient applications for some of the programs, it is possible they would not open. The candidates are advised to put more than one option. In case some of the programs are cancelled, the applicants affected by the cancellation, may be offered the option of adding other options from the places still available in other programs.
14. The admitted applicants will confirm their place as follows:
  - The applicants admitted on a budgeted place will register the original baccalaureate diploma and Bachelor's diploma or equivalent. This rule also applies for applicants admitted on a tax place or those on a waiting list if they registered options for budgeted places.
  - The applicants who want to be distributed on a tax place will pay half of the annual tuition fee. This includes the applicants admitted on a tax place, the applicants admitted on a budgeted place or who are on a waiting list and have options to follow a study program on a tax place. The tuition fee is paid exclusively at the ASE cashiers offices.
  - The applicants who register their original diploma and pay half of the annual tuition fee will be considered for both forms of financing (budgeted and tax places), according to their initial options.
  - The applicants who don't register the original baccalaureate diploma nor pay half of the annual tuition fee will be rejected.
  - At the end of the confirmation period, the final admission ranking is published: applicants admitted on a budgeted place, applicants admitted on tax places and rejected applicants. One applicant may be declared admitted to a better ranking option from his/her initial option.
15. The applicants who were initially placed on a waiting list and paid half of the annual tuition fee but are not admitted, will recover the whole amount paid upon request.
16. The applicants admitted on a budgeted place who have also paid half of the annual tuition fee will receive the whole amount back, upon written request.
17. The application files of the rejected applicants or of the applicants who wish to withdraw after admission will be delivered within two working days from the request of the applicant, unconditionally, during the working hours of the university.

### **Matriculation to the 1st year of studies**

18. The admitted applicants are matriculated to the 1st year of studies during the academic year 2018/2019 by a Rector's decision. Within the first 3 weeks of the academic year, the Bucharest University of Economic Studies signs with every enrolled student an educational contract, according to the Annex 1 and the stipulations of ASE Regulation regarding the Master's

studies.

19. The status of budgeted / tax paying student is updated after the 1st year of studies. The students will be ranked according to their academic performance (number of credits and average grade).
20. The organisation of the study groups doesn't consider the status of the student (budgeted or tax place).
21. The scholarships, aids and other facilities are available with respect to the law. ASE provides admitted applicants with accommodation in campus based on their academic performance.

**Admission and tuition fees**

23. The registration and tuition fees are decided each year by the Academic Senate of the university and might be subject to change slight changes from one year to another.
24. The registration fee is paid at the ASE cashiers offices. The admission vouchers will be attached to the registration file of the applicant.
25. For the confirmation of the tax places, half of the annual tuition fee will be paid at one of the cashiers offices in ASE, the payment will be automatically registered in the informatics system.



**MASTER'S ADMISSION CALENDAR 2018**

**Non-EU citizens:**

**Schedule for admission:**

- receipt of application files: April 03 - September 15 2018,
- student registration: September 18– October 13, 2018

Registration will be complete after the receipt of the original documents and the completion of a language test.

**EU citizens:**

**2nd intake – September 2018**

<b>Registration</b>	06-08 September 10-11 September (9.00-14.00h)
Publication of the schedule for the language competence interview	11 September
<b>Language competence assessment (interview)</b> and publication of the results	12 September
Publication of the schedule and candidates' distribution for the specialty exam <ul style="list-style-type: none"><li>• written exam</li><li>• interview, in case of the Master's programs in "International Trade" and in "English Language Education and Research Communication for Business and Economics"</li></ul>	12 September
<b>Specialty exam</b> <ul style="list-style-type: none"><li>• written exam</li><li>• interview, in case of the Master's programs in "International Trade" and in "English Language Education and Research Communication for Business and Economics"</li></ul> Publication of results.	13 September, Series I and II
Registration of the contestations regarding the assessment for the written exam	14 September (8.00-12.00h)
Publication of the preliminary admission results: candidates admitted on places financed from the state budget and candidates admitted on tax places.	14 September
<b>Confirmation</b> of the places by submitting the <b>original Bachelor's and Baccalaureate diplomas</b> and/or <b>payment of 1/2 of the annual tuition fee</b> , Application files withdrawal, upon request.	17-18 September (9.00-16.00h)
<b>Publication of the final results</b> for each program: candidates admitted on places financed from the state budget, candidates admitted on tax places, rejected applicants	<b>19 September</b>
Application files withdrawal, upon request	20 September
Matriculation to the 1st year of studies	1 October 2018
Signing of the tuition contracts	01-19 October 2018