

## Online 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 issued by foreign institutions must be recognized by the National Centre for Degree Assessment and Academic Recognition (CNRED) details available on: <https://cnred.edu.ro>.

**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 online 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 (Annex 7) 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) and he/she agrees to their personal data processing for the admission process;
- 1 ID-type photo;
- Medical certificate stating that the applicant is fit for university studies (delivered within the last 6 months prior to the registration, by the family physician or university/regional medical practices);
- Language certificate for the language of instruction of the master programme, if applicable;
- Statement by the student (Annex 8) certifying the documents are authentic and the uploaded copies correspond to the original documents;
- Other documents – for the master programs with special conditions;
- The registration fee – **250 lei** (paid online).

The official admission platform is **admitere.ase.ro** and will be used for the entire admission process, from pre-registration, to the ranking of the applicants, the distribution by faculties (admitted applicants, waiting list and rejected applicants), type of financing (budgeted place or with tuition fee) and the final results of the admission process (admitted and rejected applicants lists).

The applicants will be able to check permanently on their status throughout the different steps of the admission process by checking on the platform **admitere.ase.ro**.

The registration period is 20-24 July 2023 without exception. By the deadline, all the application documents shall be uploaded, the order of the options registered by types of financing and the applicant must have confirmed the end of the registration by hitting the button "Trimite pentru înscriere" (=Submit for registration)

The documents shall be uploaded on the admission platform.

All graduates of international study programs shall send their studies documents (bachelor diploma or equivalent, diploma supplement/transcript of records, CNRED recognition certificate) to **internationaladmission@ase.ro** prior to the online registration. The equivalent grades to the Romanian system will be transmitted to the applicants by e-mail and uploaded by themselves on the registration platform.

The Bucharest University of Economic Studies offers various graduate specializations, shown in **Annex 1**.

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

- Accounting, Audit and Management Information Systems
- Applied Finance
- Customer Relationship Management
- English Language Education and Research Communication for Business and Economics
- Entrepreneurship
- Excellence in Business and Services
- Informatic Security
- International Business Management

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

- Business Administration (<http://www.imba.fabiz.ase.ro/>)
- Entrepreneurship and Business Administration in the energy sector (<http://mba-energie.ase.ro/>)
- Digital Business and Innovation (<http://mdbi.fabiz.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 – taught in English (<http://bbs.ase.ro/romaniancanadian.html>)
- Romanian-French MBA – taught in English (<http://bbs.ase.ro/romanianfrench.html>).

## 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. 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 1. 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 Education.
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 Education prior to the registration with the ASE (the process may take up to 30 days).
5. The admission process consists of the online registration of the application file, an interview/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 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 language test is compulsory for all the candidates who don't have a recognised certificate/ didn't graduate a bachelor's programme taught in the respective language. An applicant can choose programs in Romanian and only one of the other languages of instruction (either English, French or German), except for the Faculty of Business Administration in foreign languages, where they can choose between two languages (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 hours), with one correct answer. 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 3 and 4.
8. The admission average grade point is determined as follows: 60% the Bachelor's graduation average grade and 40% the grade of the written test. A minimum of 6,00 / 10 is required in order to be admitted.

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: grade from the written test, the bachelor average graduation grade and the average of the years of undergraduate studies.

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.

### **Registration**

11. There is only one registration, with one faculty, for as many options as available for the respective study area.

Upon online 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.

### **Results & confirmation**

12. 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.
13. The admitted applicants will confirm their place as follows:
  - The applicants admitted on a budgeted place will register the original baccalaureate diploma and the transcripts, the bachelor diploma and transcripts. 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 (online, on the admission platform). 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 applicants who register the original baccalaureate diploma, the bachelor diploma and transcripts 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, the bachelor diploma and transcripts 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.
14. 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.
  15. 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.

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

16. The admitted applicants are matriculated to the 1st year of studies during the academic year 2023-2024 by a Rector's decision. The admitted applicants shall register the original study documents and sign an educational contract with the Bucharest University of Economic Studies in the first three weeks from the beginning of the academic year, and the stipulations of ASE Regulation regarding the Master's studies.
17. 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).
18. The organisation of the study groups doesn't consider the status of the student (budgeted or tax place).
19. 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**

20. 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.
21. All the fees (registration, ½ annual tuition fee for confirming the place) will be paid online, on the **admitere.ase.ro platform**.

## Schedule of the admission process – Master's programs\* Academic year 2023-2024

### 1<sup>st</sup> intake – July 2023

[1] Online Registration	20-24 July until 12,00
[2] Publication of the schedule for the language competence test	25 July
[3] Language competence assessment and publication of the results	26 July
[4] Speciality exam/Specialty assessment (interview) for the all master programs – Annex 4 and the <i>English Language Education and Research Communication for Business and Economics</i> program and publication of its' results	27 July
[5] Registration of the contestations regarding the assessment for the written exam via e-mail: <b>registratura@ase.ro</b> , between 08,00-10,00	28 of July
[6] Publication of the preliminary admission results: candidates admitted on places financed from the state budget and candidates admitted on tax places,	28 of July
[7] Confirmation of the places by register the original baccalaureate diploma, the bachelor diploma and transcripts and/or payment of 1/2 of the annual tuition fee	register the original baccalaureate diploma, the bachelor diploma and transcripts 28-31 of July, until 12.00
	payment of 1/2 of the annual tuition fee 28 July -30 July The payment of ½ of the annual tuition fee will be done with priority on the admission platform
[8] Publication of the final results for each program: candidates admitted on places financed from the state budget, candidates admitted on tax places, rejected applicants.	31 July

\* The special master's programs may have distinct calendars, specified in their admission conditions ( Annex 5)  
Depending on the number of applications registered, the Central Admission Commission may decide changes to the admission schedule. The changes will be announced in due time to the public.  
The payment of ½ of the annual tuition fee will be done with priority on the admission platform. If the payment is done by bank transfer it is mandatory to upload the proof on the platform.

## 2<sup>nd</sup> intake– September 2023

<ul style="list-style-type: none"> <li>• Online Registration</li> </ul>	1-4 September, until 14,00
<ul style="list-style-type: none"> <li>• Publication of the schedule for the language competence test</li> </ul>	5 September
<ul style="list-style-type: none"> <li>• Language competence assessment and publication of the results</li> </ul>	6 September
<ul style="list-style-type: none"> <li>• Speciality exam/Specialty assessment (interview) for the all master programs – Annex 4 and the <i>English Language Education and Research Communication for Business and Economics</i> program and publication of its' results</li> </ul>	7 September
<ul style="list-style-type: none"> <li>• Registration of the contestations regarding the assessment for the written exam via e-mail: <b>registratura@ase.ro, between 08,00-10,00</b></li> </ul>	8 September
<ul style="list-style-type: none"> <li>• Publication of the preliminary admission results: candidates admitted on places financed from the state budget and candidates admitted on tax places.</li> </ul>	8 September
<ul style="list-style-type: none"> <li>• Confirmation of the places by register the original baccalaureate diploma, the bachelor diploma and transcripts and/or payment of 1/2 of the annual tuition fee.</li> </ul>	register the original baccalaureate diploma, the bachelor diploma and transcripts  11 September
	payment of 1/2 of the annual tuition fee. 08-11 September, until 14.00 The payment of ½ of the annual tuition fee will be done with priority on the admission platform
<ul style="list-style-type: none"> <li>• Publication of the final results for each program: candidates admitted on places financed from the state budget, candidates admitted on tax places, rejected applicants.</li> </ul>	12 September

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