

## MINISTRY OF EDUCATION

### THE INSTITUTE FOR BUSINESS ADMINISTRATION IN BUCHAREST

Bd. Expoziției nr. 1B, Corp C/B, Ground floor, District 1, 012101, Bucharest, Romania  
Tel.: 40-21- 319 64 40, Fax: 40-21- 312 59 34,  
[emba@asebuss.ro](mailto:emba@asebuss.ro)

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## ADMISSION PROCEDURE

### TO

### **MASTER PROGRAM: *BUSINESS ADMINISTRATION-MASTER OF BUSINESS ADMINISTRATION*, 2025-2026 ACADEMIC YEAR**

The organization and conduct of the admission competition for master's degree studies within the Institute for Business Administration in Bucharest (IBAB) for the academic year 2025-2026 are based on the provisions of the Law on Higher Education no. 199/2023, as amended and supplemented, Government Decree no. 404/2006 on the organization and conduct of master's degree studies, Law no. 448/2006 on the protection and promotion of the rights of persons with disabilities, republished, as amended and supplemented, Order of the Ministry of Education no. 3,693/01.02.2024 for the approval of the Framework Methodology for the organization of admission to higher education in short-term, bachelor's, master's and doctoral cycles of university studies.

The Institute for Business Administration for Bucharest (hereinafter referred to as IBAB) is a higher education institution accredited by the Romanian Agency for Quality Assurance in Higher Education (ARACIS) with the right to organize an admission competition, in order to evaluate skills, based on university autonomy and assuming public responsibility.

## **Chapter I**

### **GENERAL PRINCIPLES**

#### **Art. 1**

- a) The organization and conduct of the admission competition are the responsibility of the management and the Academic Directorate within IBAB, which are responsible for the correct application of these regulations.
- b) IBAB informs candidates, at least 6 months before the admission competition, by posting at the school headquarters and on the website: [www.asebuss.ro](http://www.asebuss.ro): This regulation, the annual tuition offer, the conditions and documents required for registration, including the conditions and procedure for recognizing diplomas obtained abroad, the period of the admission sessions, the manner of conducting the competition, the competition tests, the facilities or special conditions (including for people with disabilities, with specific learning disorders or with special educational requirements); registration fees for organizing and conducting the admission; other useful information for candidates.

## Art. 2

The *Business Administration – Master of Business Administration* program within IBAB is organized in cooperation with Washburn University, Kansas, SUA.

## Art. 3

Participants in this program have the status of master's student.

## Art. 4

The *Business Administration – Master of Business Administration* program at IBAB has the following characteristics:

- (1) ensures the obtaining of specific competencies in the field of Business Administration;
- (2) leads to the obtaining of 120 credit points, acquired over 2 (two) years of study, to which are added 10 credit points acquired following the passing the dissertation exam;
- (3) is conducted in English;
- (4) has a strong global component and immediate applicability;
- (5) emphasizes both individual training and teamwork;
- (6) is financed through tuition fees.

## Art.5

- a) Only graduates with a bachelor's degree obtained in Romania or equivalent, from an accredited university, regardless of the year of graduation from the bachelor's program, are entitled to participate in the admission competition.
- b) Romanian citizens who have completed their bachelor's degree studies abroad will also present the certificate of recognition of their studies, issued by the Ministry of Education, upon registration. (additional information: <http://www.cnred.edu.ro>).
- c) Citizens of the Member States of the European Union, of the states belonging to the European Economic Area and of the Swiss Confederation, as well as British citizens and their family members, as beneficiaries of the Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community 2019/C 384 I/01, may participate in the admission competition under the same conditions provided by law for Romanian citizens, including with regard to tuition fees.
- d) The admission of Romanians from all over the world, as well as citizens of third-country European Union countries, is carried out based on methodologies specially developed by the Ministry of Education.
- e) IBAB has adopted, according to the law, measures regarding equal opportunities for people with disabilities, ensuring where necessary, additional support adapted to specific needs, supporting their access to the institution.
- f) A candidate can be admitted and enrolled as a student in a maximum of two study programs simultaneously, regardless of the cycle and the higher education institutions that offer them.
- g) Completion of bachelor's studies, as well as knowledge of the English language, entitles candidates to register for the admission competition for the Master's degree studies of the Business administration- Master of Business Administration (MBA) program within IAAB.



## Chapter II

### REGISTRATION OF CANDIDATES

#### Art. 6

(a) The registration of candidates for the admission competition for the Master of Business Administration (MBA) program within IAAB is done in person, based on their identity card/passport, and on the basis of a file, at the Institute's headquarters.

**The application file contains:**

- *Application form;*
- *1 letter of recommendation from the workplace or current (former) business partners;*
- *Letter of financial support;*
- *Simple copy or scan of the bachelor's degree and transcript (or diploma supplement) and in case of passing the bachelor's degree exam in the current year – the bachelor's degree or certificate issued by the educational institution;*
- *Simple copy or scan of the baccalaureate diploma;*
- *Simple copy or scan of the birth certificate;*
- *Simple copy or scan of the marriage certificate (if applicable);*
- *Simple copy or scan of the identity card;*
- *A color passport-type photo, in electronic format;*
- *A file evaluation and admission interview fee of 500 lei (the evaluation fee is non-refundable).*

- (a) Copies of the documents requested in the application file will be certified "According to the original" by the person designated for registering the application file, namely the University registrar of IAAB.
- (b) By way of exception, for the establishment of the competition file for the 2025-2026 academic year, online registration (sending the registration file by email) can be carried out by uploading the documents by the candidates, assuming responsibility for the authenticity and correspondence between the digital/scanned documents and the original ones.
- (c) Registration for the admission competition can be done, on behalf of the candidate, by another person on the basis of a power of attorney (only in situations where registration is done on campus).
- (d) IAAB will publish on its website, at [www.asebuss.ro](http://www.asebuss.ro), the conditions and documents required for registration.

## **Chapter III**

### **CONDUCT OF THE ADMISSION COMPETITION**

#### **Art.7**

- (a) The competition for admission to the Master of Business Administration (MBA) program at IAAB is organized in admission sessions. The period of these sessions will be displayed on the institution's website at [www.asebuss.ro](http://www.asebuss.ro).
- (b) For the 2025-2026 academic year, the admission competition for the Master of Business Administration program can also be held online.
- (c) The competitive tests for admission to the Master of Business Administration (MBA) program at IAAB are as follows:
  - 1. **Application File** - when scoring this test, the average of the bachelor's exam, the letter of recommendation, as well as the professional history and educational background mentioned in the application form or curriculum vitae will be taken into account.
  - 2. **Interview** - held in English, will be scored based on the knowledge of the English language that certifies the English language skills, professional experience, career goals, willingness to invest time and energy during the program;

IAAB will publish on its website, at [www.asebuss.ro](http://www.asebuss.ro), information about the conduct of the competition.

## **Chapter IV**

### **ADMISSION RESULTS**

#### **Art. 8**

- (a) The IAAB Board of Directors approves the admission of candidates to the Master of Business Administration (MBA) program following the admission competition, subsequently approved by the IAAB Senate.
- (b) The minimum general average for admission to the Master of Business Administration (MBA) program is 6 (six). The general average for admission is calculated as the arithmetic average of the grades obtained in the competitive tests. The average is calculated to two decimal places without rounding.
- (c) The admission decision is based on the evaluation of the following criteria:
  - 1. ***Candidate's file;***
  - 2. ***Letter of recommendation;***
  - 3. ***Interview;***
- (d) Admitted candidates will be notified by e-mail or letter of the admission results. The list of candidates declared admitted will also be published on the institution's own website, at [www.asebuss.ro](http://www.asebuss.ro).



- e) The candidates who obtained equal averages upon admission will be separated through a new selection procedure, consisting of a re-evaluation of the application files and an interview with a single committee.
- (f) Any appeals regarding the results of the admission exam must be submitted, in writing, to the Academic Directorate, within 24 hours at the latest from the date of the results being communicated on the website and are resolved within 24 hours from the date of the closing of the appeals submission. The resolution of appeals is the exclusive competence of the appeals committee within IAAB. The decision of the appeals committee is final.
- (g) Appeals based on ignorance of these regulations are not admitted.
- (h) After the deadline for resolving appeals and responding (by email or letter) has expired, the result of the admission competition is final and cannot be modified.

## **CHAPTER V**

### **ENROLLMENT IN THE FIRST YEAR**

#### **Art. 9**

- a) Candidates declared admitted, who have signed the educational services contract, the master's degree university studies contract, by the start date of the first academic year courses and have paid the first installment of the tuition fee for the first year, may be enrolled in the first year of study.
- b) The master's degree university studies contract, completed and signed by the candidates declared admitted, can also be submitted online, with the obligation to submit the original by the beginning of the academic year.
- c) Candidates declared admitted are enrolled in the 2025-2026 academic year by decision of the IAAB Rector after signing the master's degree university studies contract and submitting a written application for enrollment. After approval of enrollment, students are registered in the Unified University Enrollment Register - RMUR (until the operationalization of the Unified National Integrated Register of Diplomas and Academic Documents - RUNIDAS) with a unique number valid for the entire period of study in the Master of Business Administration program.

#### **Art.10**

The candidate admitted to the program, who has not signed the educational services contract and the master's degree study contract by the start date of the first academic year, may request, through a written request with the approval of the IAAB Board of Directors, the postponement of the academic year, due to valid reasons. He may request, through a written request, enrollment in a subsequent academic year.

## **CHAPTER VI**

### **FINAL PROVISIONS**

#### **Art. 11**

Candidates admitted to the IAAB Master of Business Administration (MBA) program may be issued certificates certifying their student status only after enrollment in the first year of study.

### **Art. 12**

Registration for the admission competition confirms the candidates' full acceptance of these regulations.

### **Art. 13**

During the years of university training, students must know and comply with the Regulations on the professional activity of students (Academic Regulations), the Financial Regulations, the Dissertation Regulations related to the Business Administration program - Master of Business Administration (MBA) within the Institute of Business Administration in Bucharest, as well as the University Charter of IAAB.

*These Regulations were revised, updated and approved at the IAAB Senate meeting on 10.10.2024.*

PRESIDENT OF THE SENATE,



Prof. Univ. Dr. Marcel Duhăncanu