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**REGULATION
ON THE ORGANIZATION OF MASTER'S DEGREE STUDIES,
CYCLE II,
ACADEMY OF ECONOMIC STUDIES OF MOLDOVA**

	MODIFIED	COORDINATED	ENDORSED	APPROVED
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Signature				

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GENERAL PROVISIONS

Art. 1. Master's Studies at ASEM

1.1. The Academy of Economic Studies of Moldova (ASEM) is a public institution of higher education, independent of ideologies, religions, and political doctrines, adhering to the tradition of free thought and academic freedom, and focused on providing high-quality professional training and development services. ASEM is a higher education institution that offers only accredited or authorized programme and consistently promotes university reform.

1.2. This Regulation establishes the general rules regarding the organization and conduct of Master's studies at ASEM.

1.3. At the second cycle (Master's level) at ASEM, the following types of programme are offered:

- a) Advanced programme, which ensure the development of competencies in a specialty within the field studied at the first cycle (Bachelor's level);
- b) Interdisciplinary programme, which develop specific transversal competencies across two or more professional training fields;
- c) Complementary programme, which supplement the competencies acquired during Bachelor's studies, aiming to expand professional opportunities in the labour market.

1.4. According to the types of programme indicated, the orientation of Master's studies may be:

- a) Scientific Master's, aimed at deepening knowledge in a scientific field, with the final objective of producing original scientific knowledge;
- b) Professional Master's, aimed at developing or consolidating professional competencies in a specialized field, which may serve as a foundation for a professional career.

Art. 2. Legal and Normative Framework for Organizing Master's Studies, Cycle II

The organization of second-cycle (Master's) studies at ASEM is carried out in accordance with the provisions of:

- Education Code, no. 152 of 17.07.2014;
- Nomenclature of Fields of Study and Specialties in Higher Education, Government Decision no. 412/2024;
- National Qualifications Framework of the Republic of Moldova, Government Decision no. 330/2023;
- Regulation on the Organization of Cycle II – Master's Studies, approved by Government Decision no. 80/2022 of 16.02.2022;
- Framework Regulation on Internships in Higher Education, approved by Order no. 1902 of 31.10.2025;
- Order no. 510 of 07.04.2025 regarding the Approval of the Framework Plan for Bachelor's, Master's, and Integrated Studies;
- Regulation on the Organization and Conduct of Distance and Part-Time Learning within Bachelor's and Master's Studies, approved by Government Decision no. 164/2025;
- ASEM Charter;
- ASEM University Code of Students' Rights and Obligations;

- ASEM University Code of Ethics;
- International Standards of the ISO 9001:2015 Quality Management System;
- Regulation on Establishing Staffing Norms for the Preparation of Staff Positions at the Academy of Economic Studies of Moldova, Senate Decision PV no. 8 of 27.06.2018;
- Framework Regulation on the Organization and Functioning of the Governing Bodies of Higher Education Institutions in the Republic of Moldova, approved by the Minister of Education Order no. 10 of 14 January 2015;
- Framework Regulation on the Organization of Admission to Bachelor's and Integrated Higher Education Programme for the 2025-2026 Academic Year, approved by the Ministry of Education and Research Order no. 782 of 27 May 2025;
- Regulation on the Organization and Conduct of Admission to Master's Studies – Cycle II at the Academy of Economic Studies of Moldova, annually.

**PART 1. LAUNCHING AND ORGANIZING MASTER'S DEGREE
PROGRAMME AT ASEM
CHAPTER I. STUDY PLANS**

Art. 3. Launching Master's Study Programme

3.1. The opening of a Master's degree programme is possible only if the following requirements are met:

- a) ASEM already provides instruction in accredited Bachelor's degree programme (Cycle I) in the same professional field; and the programme are authorized by the Ministry of Education and Research;
- b) The programme has obtained provisional authorization to operate, or another Master's programme in the same general field of study is already accredited at ASEM.

3.2. To open a Master's programme, the following cumulative conditions must be fulfilled:

- a) Justification regarding the demand for the specialization in the labour market;
- b) Description of the learning outcomes and the generic and specific competencies to be acquired as a result of the Master's programme, in accordance with the National Qualifications Framework;
- c) Quality assurance: academic and research staff fully corresponding to the Master's study programme;
- d) Inclusion of a research component;
- e) Methodological and teaching provision for the courses included in the programme;
- f) Approval by the Coordinating Council of the Master's School;
- g) Decision of the ASEM Senate;
- h) Authorization by the Ministry of Education and Research of the Republic of Moldova.

3.3. A Master's programme must be distinct within its professional field and must contain at least 20% of specialized courses/modules different from other Master's programme in the same field. The programme must not include courses already taught at the Bachelor's (Cycle I) level in the same field.

3.4. Each Master's programme is distinguished by its objectives and learning outcomes, which are concretely reflected in professional and research competencies developed in graduates. These

competencies must align with the requirements of future employers, labour market needs, and the expectations of potential doctoral programme.

3.5. The type and content of Master's programme, as well as the number of credits, are determined by the organizing institutions so that the total cumulative duration of Bachelor's (Cycle I) and Master's (Cycle II) studies amounts to at least **300** transferable ECTS credits.

Art. 4. Organization of Master's Studies

4.1. Master's studies can be organized in the following forms of education:

- a) full-time;
- b) part-time;
- c) distance learning.

4.2. Part-time or distance learning Master's programme are organized only on a tuition-fee basis.

4.3. Part-time and distance Master's programmes may be organized only if the institution has already received accreditation for at least one full-time Master's programme in the same professional field and organizes these programmes on a full-time basis.

4.4. At the request of economic agents, public or private institutions, Master's programmes may be organized funded by these entities.

Art. 5. Duration of Master's Studies

5.1. Master's studies correspond to 90–120 transferable ECTS credits, with 30 credits per semester, and one credit corresponds to 30 academic hours. Credits allocated to a course/module/activity are indivisible and cannot be obtained in stages.

5.2. Institutionalization of credits at the Master's level is carried out under the National Credit System, in line with the European Credit Transfer System (ECTS).

5.3. The duration of Master's studies is established so that the total cumulative duration of Bachelor's (Cycle I) and Master's (Cycle II) studies is at least 300 transferable ECTS credits.

5.4. The start date of the academic year for Cycle II Master's studies is set by the ASEM Senate together with the approval of the *Academic Calendar*, which includes distribution of academic activities by year and semester (sessions for part-time or distance learning), deadlines and duration of semesters, practical training periods, exam sessions, final assessments (Master's thesis/project defence), and vacations.

5.5. For full-time programmes:

A semester averages 15 weeks of direct contact with students.

Weekly contact hours for Master's study are 16–20 academic hours (lectures, seminars, laboratories, practical works), which can, at the institution's discretion, be planned compactly.

Hours allocated for practical and research activities depend on the type of Master's programme: professional or scientific.

5.6. The number of credits and the content of the Master's programme are the same for all forms of education, but the duration of part-time and distance learning programmes is one semester longer than full-time programmes, with total credits distributed proportionally across years/semesters.

Article 6. Curriculum (Study Plan)

6.1. The definition of the content of master's university studies is carried out through study plans and curricula, developed by the specialized departments, usually for a complete training cycle, and endorsed by the Director of the Master School. The study plans are approved within the departments and by the CC of the Master School of Economics, Entrepreneurship and Business (MSEEB), with the endorsement of the Director of MSEEB, and are finally approved by decision of the Senate of Academy of Economic Studies of Moldova, with the endorsement of the Rector of Academy of Economic Studies of Moldova.

Article 7. Structure of the Master's Programme Study Plan

7.1. Master's studies are conducted in accordance with the curriculum approved by the ASEM Senate and developed based on the Standard Framework for Higher Education Studies, approved by the Ministry of Education and Research.

7.2. The content of the master's programme is the same for all three forms of education.

7.3. The study plan for the scientific master's programme includes fundamental courses/modules and advanced knowledge in the field, accounting for approximately 40% of the programme's allocated credits, and approximately 25% of courses/modules for specialization, practical, and complementary training. For the professional master's programme, the study plan is to be designed in the same way, with an emphasis on specialized courses/modules and practical training necessary for the graduate's integration into the labour market.

7.4. Master's programmes are individualized within the field of professional training and must include a minimum of 20% specialized courses/modules different from other master's programmes in the same field. The master's programme must not include subjects from the same field that were taught at the Bachelor's level (Cycle I).

7.5. The curriculum for master's studies includes fundamental courses/subjects/modules (code F) and specialized courses/subjects/modules (code S) from the curricular area of the specialization.

7.6. The curriculum of a master's programme provides for 16 hours per week. The number of courses per semester is 4–6 units/modules.

7.7. When developing the master's curriculum for interdisciplinary or multidisciplinary programmes that ensure the development of specific transversal competencies in two or more professional training fields, the proportion of fundamental courses/modules, specialized courses/modules, and research topics is recommended to be determined based on learning outcomes, with emphasis on the primary professional training field in which the student is enrolled. It is recommended that the proportion of courses/modules provided by specialists in the professional training field indicated in the National Qualifications Framework be at least 10 percentage points higher than the proportion of courses/modules related to the other field(s) of professional training indicated in the curriculum.

7.8. The allocation of contact hours (classroom hours) and individual study hours is established by the higher education institution depending on the form of education, type of master's programme, and specifics of the course/module. Generally, for Cycle II (master's level) programme such as full-time education: 1 contact hour – 2–3 hours of individual activity; distance learning: 1 contact hour – 3–4 hours of individual activity; part-time education: 1 contact hour – 4 hours of individual activity.

7.9. Master's programmes may include interdisciplinary and compact courses, structured in a modular system. These include mandatory and elective courses, with assessments scheduled at the end of each module, in accordance with the study plan.

Art. 8. Elective and Free-Choice Courses

8.1. In the study plans of master's programmes, elective courses/modules may be offered starting from the second semester, constituting at least 10% of the total number of credits. Their purpose is to ensure an individual professional development pathway for the student, depending on professional aspirations and employment prospects. Free-choice (extra-curricular) courses are organized at the discretion of the institution.

8.2. Within the deadlines communicated in a timely manner by the Deputy Director of the Master's School (MS), the master's student will select the elective and free-choice courses provided in the study plan for the next semester or academic year by completing the standard application form. Once a course is selected, it becomes *mandatory*. Students may request to take free-choice courses, provided they pay the fee established by the ASEM Senate.

Art. 9. Organization of Master's Classes

9.1. For full-time education, the duration of a semester is on average 15 weeks of direct contact with students. The weekly schedule of master's training consists of 16–20 academic hours of direct contact (lectures, seminars, laboratories, practical work), which, at the institution's discretion, may be scheduled in a compact format. At least 70% of the schedule must be allocated to practical activities and the student's scientific research.

9.2. Master's programmes offer compact, interdisciplinary courses in a modular system, both mandatory and elective, with assessments organized at the end of each course/module. The study plan is designed in accordance with the intended learning outcomes.

Art. 10. Internship

10.1. Student internships constitute one of the mandatory forms of training for highly qualified specialists, being aimed at acquiring generic and specific competencies in the professional training field.

10.2. Internships are organized and conducted in accordance with the provisions of the Standard Framework for Bachelor's, Master's, and Integrated Studies, depending on the professional training field, starting from the second semester, and are distributed across academic years.

10.3. Master's Internship I (professionalization) is planned according to the study plan for the second semester, with a duration of 7 weeks and is credited with 12 ECTS points.

10.4. Individuals with proven practical experience (by submitting to the Master's School Secretariat a copy of their employment record book or a confirmation certificate from the workplace with the employment order attached), of at least 1 year in the field in which they pursue the master's programme, and who continue to work in that field, are assigned the number of credits established for Master's Internship I, based on the assessment of competencies and recognition of practical experience by the evaluation committee established by the relevant department and approved by the order of the Director of the Master's School.

10.5. Individuals enrolled in master's studies without practical experience, immediately after completing the Bachelor's cycle, *are required* to complete Master's Internship I (professionalization).

10.6. Master's Internship I concludes with a report prepared by the student, which is defended before an evaluation committee established by the relevant department. The competency assessment includes topics from the master's programme, as indicated in the Methodological Guidelines for the Internship. The report is graded.

10.7. Master's Internship II (research) is planned according to the curriculum for the third semester, with a duration of 4 weeks and is credited with 6 ECTS points. It is *mandatory* for all master's students. The assessment of research competencies includes tasks and topics specific to the master's programme, as indicated in the Methodological Guidelines for the Internship.

10.8. Master's Internship II concludes with a report prepared by the student and submitted to the supervisor of the master's thesis, assigned by the relevant department. The report is graded.

10.9. Students who have not completed the curriculum and obtained the credits corresponding to the internships (Master's Internship I and II) are not admitted to the master's examination.

Art. 11. Completion of Master's Studies

11.1. Master's studies are completed with the public defence of the master's thesis, which is allocated **24 (or 18) ECTS points** within the total of **120 (or 90, as applicable)** credits for the master's cycle.

Chapter II. CREDIT TRANSFER SYSTEM

Art. 12. Credit Points

12.1. *The number of credits* represents a score assigned to each course/discipline and is proportional to the workload required for the master's student to master the subject. This includes both organized activities (lectures, seminars, laboratory/practical work, projects, internships, participation in knowledge assessments) and individual work for assimilating the material, completing assignments, preparing reports, projects, etc.

12.2. The number of credits accumulated determines the student's eligibility to progress to the next academic year. Credits are expressed as strictly positive whole numbers. Partial credits for individual components of a course are not granted during its study period.

Art. 13. Transferable Credits

13.1. Credits are considered transferable to the extent that they are recognized for the equivalence of a study period previously undertaken by the student, either in another specialization, faculty, or university, domestically or abroad.

13.2. The unit for the equivalence of courses or study programme is the credit point. Equivalence is determined by analyzing the syllabus content, learning outcomes and competencies acquired, obligations required for mastering the subject, and by comparing the initial credits with those of the institution granting the equivalence.

13.3. Credit transfer is automatic in the case of international mobility programme for which prior professional agreements have been concluded between the student and the home faculty.

Chapter III. TEACHING STAFF

Art. 14. Requirements for Conducting Teaching Activities

14.1. Teaching activities within a master's programme may be conducted by university teaching staff holding the academic titles of Professor or Associate Professor, as well as staff with scientific-teaching titles of Doctor/Doctor Habilitat, or scientific researchers with the degree of Doctor, who have published works in the programme's field in recognized journals or publishing houses.

14.2. With the approval of the ASEM Senate, renowned researchers in the field, as well as established and recognized practitioners, may also be included in teaching activities for the implementation of master's programme.

Art. 15. Ensuring Teaching Activities

15.1. For each master's programme, teaching activities shall be provided by the same permanent ASEM faculty member for a maximum of 2 courses per semester.

Art. 16. Obligations of Academic Staff

16.1. Faculty members involved in the Cycle II (master's) programme are required to comply with the provisions of the Education Code, the ASEM Charter, the ASEM Internal Regulations, the ASEM University Ethics Code, and the respective regulations. Violation of these provisions will result in sanctions in accordance with the applicable legislative and normative acts.

Art. 17. Duties and Responsibilities of the Departments – Initiators of Master's Programmes

17.1. The department initiating a master's programme is primarily responsible for the quality of the master's programmes.

17.2. The department has the following duties in managing the master's programme:

- Designing, organizing, and implementing the teaching process;
- Organizing scientific research involving master's students;
- Evaluating teaching, methodological, and research activities;
- Providing methodological support for the teaching process at Cycle II (master's);
- Ensuring the quality of studies;
- Ensuring educational activities with master's students.

17.3. The responsibilities of the department in organizing master's level studies (Cycle II) include:

- Conceptualizing the teaching process at Cycle II (master's), including courses (disciplines) and study plans;
- Developing curricula for the department's courses;
- Promoting a high scientific-methodological level for fundamental courses, specialized courses, seminars, and practical/labouratory work;
- Organizing and conducting scientific research involving master's students;
- Implementing research results, including in the teaching process;
- Organizing master's internships and documenting the process;
- Organizing individual work of master's students;
- Managing the process of preparing and defending master's theses;

- Providing informational and methodological support for the teaching process, including preparation of methodological recommendations, teaching materials, textbooks, dictionaries, etc.;
- Organizing various educational activities to expand and develop master's students' knowledge;
- Preparing and submitting information requested by the Master's School administration in due time.

PART 2. ADMISSION AND ORGANIZATION OF MASTER'S STUDIES

Chapter IV. ENROLMENT AND REGISTRATION OF MASTER'S STUDENTS

Art. 18. Admission Application

18.1. Application for the admission competition is carried out through the Ministry of Education and Research's admission platform: <https://eadmitere.gov.md/public-page>

18.2. Within the E-Admission information system, all candidates for higher education (citizens of the Republic of Moldova who have reached the age of 18) authenticate using an MPass account (digital/electronic/mobile signature or identity card). Members of the admission committee will register candidates who do not have an electronic signature.

18.3. The admission application form, hosted on the E-Admission platform, contains personal information (PNC, last name, first name, date of birth, email, phone number, etc.), proof of completed studies (bachelor's diploma, professional studies diploma, higher education diploma, or another equivalent document), admission preferences (study cycle, higher education institution, and specialization/programme), form of education (full-time, including dual; part-time; distance learning), language of instruction, ethnicity, form of financing (state-funded or self-funded), and, if applicable, special status.

18.4. Organizing the admission competition outside the E-Admission system is prohibited, as well as submitting original documents before the intermediate admission results are published. The candidate will be notified of the specialization/programme and the institution(s) where they are admitted. Then, within the deadlines set by the Ministry of Education and Research, the candidate must submit the original documents to one institution only.

18.5. After validating the submitted documents, ASEM informs the candidate of the overall admission score calculated for them. If the documents are not validated by the institution, the candidate is notified and may complete the file within the validation period.

18.6. A candidate admitted to multiple institutions for Cycle II studies (Master's) must choose one institution and one specialization/programme by submitting the original study documents to the chosen institution within the submission period specified in the admission calendar.

18.7. Candidates eligible for the master's admission competition must hold a bachelor's degree or an equivalent study document recognized by the competent authority for recognition and equivalence of study documents and qualifications (Annex no. 3 to Government Decision no. 330/2023).

18.8. Foreign citizens must submit their application in physical form directly to ASEM within the deadlines established by the Regulation on the Studies of Foreigners in Higher Education Institutions of the Republic of Moldova, approved by Government Decision no. 504/2017.

18.9. Candidates from the Moldovan diaspora, holding a study document issued abroad, may submit their application to the institution, which must include a certificate recognizing and equating the foreign study document.

18.10. Candidates are allowed to apply simultaneously to a maximum of three higher education institutions for master's studies, selecting up to three study programmes per institution in order of personal priority. Following the admission process, candidates are enrolled in one institution only, in one master's programme, among those they selected, regardless of the form of education and funding source, by submitting the original study documents. They obtain the status of student for the entire duration of their studies within the programme, from enrolment until the defence of the master's thesis/project or until exmatriculation.

18.11. Enrolment outside the admission competition for master's programmes is allowed, within the limits of state-funded places, for holders of bachelor's degrees with a general grade of at least 9.01 (A) in the same professional field. If several candidates have identical grades, priority is given to those with higher grades in fundamental and specialized courses within the field of study specified in the minimum curricular requirements.

18.12. Citizens of the Republic of Moldova may benefit only once from the right to access state-funded master's studies. Candidates must attach a self-declaration to their admission application confirming this.

18.13. Students studying in state-funded places who transfer from one institution to another, from one form of education to another, or from one programme to another, lose their state-funded place.

18.14. Enrolled candidates who do not appear at the higher education institution within ten days from the start of the academic year, and who do not provide a justification within this period, are exmatriculated. Vacant state-funded places are filled by the next candidates on the list who were admitted on a tuition-paying basis.

18.15. Graduates of 180 ECTS bachelor's programmes have the right to enrol in 120 ECTS master's programmes, while graduates of 240 ECTS bachelor's programmes may enrol in 90 or 120 ECTS master's programmes.

18.16. During master's studies, it is prohibited to enrol in or study concurrently in a second specialization/programme, regardless of the university cycle. Shortening the duration of master's studies is not allowed.

Art. 19. Admission to Master's Studies at ASEM

19.1. Admission to master's programmes at ASEM is conducted through a competitive process for study programmes within a general field of study, for which at least one master's programme has been accredited, or for provisionally authorized master's programmes, in accordance with current legislation and the institutional regulations.

19.2. Admission to master's programmes at ASEM is carried out for full-time, part-time, and distance learning, based on a competitive process, for state-funded places as well as for places with tuition fees, within the limits of the approved enrolment plans.

19.3. Within the maximum enrolment capacity established following accreditation or provisional authorization of the respective programmes, citizens of the Republic of Moldova are guaranteed access to master's studies:

- a) in state-funded places, within the limits set annually by the Government;
- b) in tuition-fee paying places, funded by individuals or legal entities;
- c) in mixed funding places.

19.4. For part-time and distance learning, studies are organized only for tuition-fee paying places. Admission of students paying tuition fees is organized according to the same criteria as admission to state-funded places.

Art. 20. Composition of the Admission Application File

20.1. The application for the admission competition must include the following attachments:

- a) the original study document (diploma);
- b) the original Diploma Supplement;
- c) 2 photographs, 3x4 cm;
- d) a copy of the identity card.

20.2. Candidates who have completed a master's programme or an integrated higher education programme and are applying for state-funded master's studies must attach a **certificate issued by their previous higher education institution confirming the source of funding for their completed studies.**

Art. 21. Organization of the Admission Competition and Methodology for Admission to Master's Studies at ASEM

21.1. The admission competition for master's studies may be attended by holders of a bachelor's degree or an equivalent study document recognized by the competent authority for recognition and equivalence of study documents and qualifications (Annex no. 3 to Government Decision no. 330/2023).

21.2. Admission to master's programmes at ASEM is organized based on the overall grade in the bachelor's/master's diploma.

21.3. The competition is organized by fields of professional training / undergraduate study programmes (Cycle I, Bachelor's) from which the master's programmes originate. Candidates will be enrolled in the master's programme they applied for in descending order of admission grades, within the number of state-funded places available for all master's programmes originating from the respective professional field at the bachelor's level.

21.4. Holders of the "Honoured Graduate of ASEM" diploma, from the graduating class of the year preceding the admission year, are enrolled in state-funded places outside the competition if they apply to a master's programme originating from the same professional field as their bachelor's studies.

21.5. Enrolment in tuition-fee paying places is offered to candidates who rank below the last admitted candidate for state-funded places, in descending order of competition grades, upon written request by the candidate (to be indicated in the admission application).

21.6. Information regarding admission competition results, lists of enrolled students with their grades, and, if applicable, vacant places, will be published on the ASEM website: www.admitere.ase.md.

21.7. Academic groups for master's programmes and language of instruction will be formed with a minimum of 15 students per group. If a group cannot be formed, enrolled students will be offered the opportunity to enrol in another master's programme.

21.8. Enrolment of foreign citizens in master's studies (Cycle II), with state-funded places, will be carried out by order of the Ministry of Education and Research, based on the recommendation of the Academy of Economic Studies of Moldova, following the organization of the admission competition.

Art. 22. Enrolment in Master's Studies

22.1. Enrolment of master's students at the Academy of Economic Studies of Moldova (ASEM) is carried out by order of the Rector of ASEM, after all regulatory requirements are fulfilled.

22.2. A person admitted to a master's programme, based on a bachelor's diploma or an equivalent higher education document accompanied by the Diploma Supplement, acquires student status for the entire duration of their participation in the respective programme, from enrolment until the defence of the master's thesis/project or until exmatriculation.

Art. 23. Initial Curriculum Minimum

23.1. If a candidate enrolls in Cycle II studies (master's) in a programme different from the professional field completed at Cycle I), they must accumulate 30 transferable ECTS credits in fundamental and specialized subjects related to the programme they are applying for. This represents **the initial curriculum minimum, which is a mandatory prerequisite for enrolment in the respective programme.**

23.2. The initial curriculum minimum for continuing studies in a different professional field at Cycle II can be obtained during undergraduate studies through elective courses/modules offered by the higher education institution (outside the main schedule), optional courses offered within the bachelor's programme. Additionally, the minimum can be accumulated partially or entirely through the transfer of credits earned in relevant courses/modules of the requested master's programme during undergraduate studies.

23.3. The initial curriculum minimum can also be accumulated during master's studies. For graduates of bachelor's programmes in professional fields different from the requested Cycle II field, the institution may develop an individual study plan to accumulate the additional 30 ECTS credits during the first academic year of the master's programme (tuition-based), compared with master's programmes offered to graduates of the same professional field.

23.4. The methodology for accumulating the initial curriculum minimum, including the form of assessment upon completion, is published on the institution's official website (ase.md).

23.5. Courses included in the initial curriculum minimum that have not been recognized may be completed in extracurricular mode (tuition-based), organized in advance during the first year of master's studies, according to the schedule prepared by the master's school. Candidates who do not accumulate the required 30 transferable ECTS credits within the established period lose student status and are exmatriculated.

Art. 24. Study Contract

24.1. Master's students (Cycle II) enrolled in state-funded programmes or on tuition-paying places sign a study contract with ASEM, which regulates the student's relationship with ASEM regarding academic, financial, social, and other specific aspects. The contract specifies the subject of the contract, the rights and obligations of the parties, the tuition fee for the entire study cycle, and other regulations in accordance with the law.

24.2. Failure to sign the contract within one month from the start of the academic year results in loss of the right to study obtained through the admission competition. During the study period, if contractual conditions change, addenda are issued.

24.3. Foreign candidates are enrolled after signing contracts for the entire study period. Failure to sign within the deadlines established by the ASEM Senate results in the loss of the admission right obtained through the competition. During the study period, any changes in contractual conditions are formalized through addenda.

Art. 25. Personal File of the Master's Student

25.1. The personal file of the master's student contains all information regarding the student's status at ASEM from the moment of enrolment until graduation or exmatriculation.

25.2. Personal files are updated **each year** with any contracts or addenda to study contracts, any documents or decisions regarding the student's **academic or social situation** (interruptions of studies, exmatriculations, reinstatements, social rights, financial obligations, etc.).

Art. 26. Master's Student Record Book

26.1. After enrolment at ASEM, the Master's School issues the student a master's student record book. This record book serves as the official identification for all services and activities at the Academy of Economic Studies. Presenting the record book is *mandatory* during knowledge assessments.

26.2. If the master's student loses the record book, a duplicate may be issued after publication of an announcement in the press regarding the loss.

CHAPTER V. ORGANIZATION OF THE ACADEMIC YEAR

Art. 27. Structure of the Academic Year

27.1. The academic year consists of two semesters, each lasting on average 15–18 weeks. The academic calendar includes breaks between semesters, such as Christmas, Easter, summer vacations, and other public holidays as provided by law.

27.2. Teaching activities can be organized in a modular format, in which case final evaluation is conducted at the end of the module.

Art. 28. Schedule of Teaching Activities

28.1. The schedule of teaching activities is approved and made public by posting it on the notice board of the Master's School and on the ASEM website before the start of the semester.

Chapter VI. ACADEMIC PROGRESSION AND TRANSITION BETWEEN YEARS

Art. 29. Progression to the Next Year

29.1. Progression to the next year of study is conditional upon accumulating the total number of ECTS credits required by the curriculum for the semester/year completed.

29.2. Students who have accumulated less than 65% of the required ECTS credits for the courses in the curriculum of the respective programme will be proposed for expulsion.

29.3. Master's students may *conditionally* progress to the next year without completing all credits if they have completed at least 40 credits; on the condition that the remaining credits are completed within the deadlines established by the internal regulations, or by repeating courses for an additional fee (determined based on the number of pending credits). If the requirements are not met, the students will be expelled.

29.4. Progression to Year II is conditional on the cumulative completion (Years I–II) of 120 (or 90, as applicable) ECTS credits required by the curriculum. Failure to meet this condition will result in expulsion.

Art. 30. Progression of Individual Courses

30.1. Earning the credits for a course/module is conditional on passing the respective course/module. The minimum passing grade is 5 (five).

30.2. An exam for a course/module may be attempted a maximum of two times per academic year (scheduled session and retake session). If the student fails, they must retake the course as a paid course.

Art. 31. Interruption of Studies

31.1. A student may temporarily interrupt their Master's studies for justified reasons, in **accordance with institutional regulations**, for a maximum period of one year.

31.2. Interruption may occur in the following situations:

- Loss of study capacity due to health reasons;
- Childcare responsibilities;
- Financial difficulties;
- Scholarship or participation in a mobility programme abroad.

31.3. The interruption is implemented through **academic leave**, which may be granted **only once during the course of studies**.

31.4. The period of academic leave is established by official order.

31.5. Resumption of studies by students initially enrolled with state-funded places will occur only under a contract, with the payment of the tuition fee corresponding to students on a contractual basis for that year, except for those who were on academic mobility, medical leave, maternity leave, or childcare leave.

31.6. Academic leave is not granted to students in a situation of expulsion.

31.7. Interruptions and extensions of studies are not counted towards the legally guaranteed tuition-free study period.

Art. 32. Resumption of Studies

32.1. Upon resuming studies, the student must fulfil the requirements of the curriculum of the cohort with which they will graduate. The student will be informed of this. Concurrently, the student must complete, for a fee, any courses that appear as differences due to modifications in the study plan.

32.2. Female students who cannot continue studies due to pregnancy may request an interruption of studies for a period of up to three years. Upon resumption, they are required to take any differential exams that may have arisen during their absence.

Art. 33. Expulsion from Studies

33.1. Students who have accumulated less than 65% of the required ECTS credits for the respective year of study will be proposed for expulsion.

33.2. Expulsion is carried out by order of the Rector of ASEM. The basis for the expulsion decision may be disciplinary sanctions according to institutional regulations or a written request from the student.

33.3. Master's students will be expelled without the right to re-enrol at ASEM in the following cases:

- Substitution of another person during evaluation; both the substitute and the substituted student will be expelled if they are Master's students at ASEM;
- Plagiarism in projects or papers;
- Fraud or attempt to pass exams or other assessments through fraud;
- Attempting to bribe faculty or auxiliary teaching staff;
- Threats or verbal/physical aggression against members of the university community;
- Complicity in attempting to fraudulently pass assessments.

33.4. Expulsion with the right to re-enrol will occur in the following situations:

- Failure to accumulate at least 65% of the required ECTS credits for the academic year;
- Non-payment of tuition fees on time;
- Incomplete submission of the personal file;
- Late signing of the study contract or any supplementary agreements;
- Alienation or subleasing of accommodation in ASEM dormitories;
- Unjustified absences for at least 1/3 of the course hours in a semester, or unjustified absences exceeding five weeks;
- Health reasons;
- Voluntary withdrawal.

33.5. Students previously expelled from a Master's programme who had state-funded places have the right to re-enrol under a tuition-paying basis, and must pay the tuition fee set for students on a contract in that academic year. Students who have committed serious violations of the university code of ethics (fraud, plagiarism, violence, harassment, corruption, etc.) cannot be reinstated.

33.6. After expulsion, the individual loses the status of Master's student, and ASEM no longer has obligations toward them.

Art. 34. Reinstatement to Studies

34.1. Reinstatement after an interruption of studies is allowed only in the same programme and in the year, the student was previously promoted, keeping the original Master's student ID number. Upon reinstatement, the student benefits from the recognition of the results obtained before the interruption.

34.2. If the Master's programme no longer exists, ASEM has no obligations toward students in this situation.

34.3. Reinstatements are endorsed by the Director of the Master's School and approved by the Rector of ASEM.

34.4. Reinstatement is approved on the condition that any outstanding credits are recovered, which may arise due to curriculum differences following modifications in the study plan. The Master's student is responsible for completing these outstanding credits and must pay the fee for their recovery.

Chapter VII. ACADEMIC MOBILITY AND JOINT STUDY PROGRAMME

Art. 35. Academic Mobility

35.1. During their Master's studies, the student has the right to participate in an academic mobility programme domestically or abroad, applying the European Credit Transfer System (ECTS), according to international treaties and based on individual agreements concluded with higher education institutions, provided that the student has an academic average of at least 8.5 for humanities and 7.5 for science/technical profiles, in accordance with the institution's methodology.

35.2. Based on the presented international treaties/individual agreements and at the student's request, the Rector approves international academic mobility with a duration of up to one full academic year. Academic mobilities cover professional training, scientific research, artistic creation, and the mutual recognition of curricula or university courses.

35.3. The student also has the right to benefit from domestic mobility, up to one semester, between two accredited or provisionally authorized higher education institutions within the country.

35.4. Both students funded by the state (budgeted) and those paying tuition (contract-based) may apply for domestic academic mobility programme. In the case of budgeted mobility, the funding follows the student. For tuition-paying students, the financial conditions of the mobility are specified in the mobility contracts concluded between the universities.

35.5. International mobility through international programme is carried out in accordance with the regulations of the respective programme, based on treaties, agreements, or contracts, and with the consent of the higher education institution offering accredited or provisionally authorized study programme.

35.6. Domestic and international mobility may be offered after the completion of the first semester, provided that the student has passed the examination session. The mobility period cannot exceed the end date of the academic year for which it was planned. The recognition of transferable study credits and curriculum compatibility is carried out both at the beginning and at the end of the mobility period, in accordance with the regulations of the higher education institutions involved.

Art. 36. Joint Master's Programme

36.1. Joint Master's programme represent a form of collaboration between two or more higher education institutions (usually a consortium), which are jointly responsible for the development and approval of the Master's programme, the organization of admissions, academic supervision, granting the qualification, and quality assurance, and are organized in accordance with the regulatory framework.

36.2. In the case of joint Master's studies or a Master's programme implemented in co-tutelle, two thesis/project supervisors are appointed, and the joint qualification is awarded. A joint diploma is issued in accordance with the Partnership Agreement, based on the applicable regulatory framework.

Chapter VIII. ASSESSMENT OF STUDY OUTCOMES AND COMPETENCIES

Art. 37. Assessment Method

37.1. The learning activity of the master's student, including individual work, as well as study outcomes and acquired competencies, are evaluated throughout the module and at its completion, in accordance with the approved curriculum and schedule.

37.2. The forms of student assessment are: Final assessment (exam), Continuous assessment (test, project, case study, etc.).

The method of conducting assessments (written and/or oral) is determined for each course by the relevant department at the beginning of each academic year. Student responses are graded using numeric grades from 10 to 1.

Art. 38. Continuous Assessment

38.1. Continuous assessment is conducted during scheduled classes according to the approved timetable. The assessment method (test, project, case study, etc.) is determined by the course instructor and communicated to the students during the first class, along with the explanation of the curriculum provisions.

38.2. The results of formative/continuous assessments account for: 60% of the final grade for full-time studies, and 50% of the final grade for part-time studies. These results are recorded in the grade sheet together with the results of the summative/final assessment.

Art. 39. Final Assessment (title only; content to follow)

39.1. The evaluation of competencies and knowledge, as well as academic tasks (projects, practical works, papers, case studies, etc.) and the conditions for passing the course, are established by the course curriculum and cannot be contested. The curriculum is presented to master's students by the course instructor at the beginning of each module.

39.2. Final assessments can be conducted orally, in writing, or in a combined format. The topics and the organization of the final examination are discussed and approved in departmental meetings. Examination tickets/assessment tasks (project, test, portfolio, etc.) are approved by the head of the department.

39.3. To ensure objectivity in evaluating learning outcomes and prevent academic fraud derived from the use of artificial intelligence systems, the evaluation process should preferably include oral exams or a mixed format (written and oral) as the main method of student assessment.

39.4. A master's student is allowed to participate in the final assessment of a course only if they have passed the continuous assessments with a passing grade, completed all academic tasks specified in the course curriculum, and fulfilled all financial obligations to ASEM.

39.5. If a master's student exhibits behaviour contrary to the Code of Ethics and Academic Integrity during the assessment, the evaluator is authorized to request that the student leave the classroom.

39.6. The course instructor has the following procedural obligations:

- Prepare and sign the examination tickets/assessment tasks;
- Submit the tickets/tasks for approval to the head of the department;
- Provide the Master School Secretariat with a list of students not eligible to take the assessment;
- Maintain attendance records, admitting only students eligible to take the assessment;
- Record the grades in the grade sheet, sign it, and submit it to the Master School Secretariat;
- Communicate the results of the assessment to the students.

Art. 40. Schedule of Assessments

40.1. At the beginning of each semester, the Deputy Director, in consultation with the teaching staff, establishes and posts the master's class schedule, which includes the timetable for assessments. Master's students may usually request to take only one assessment per day.

40.2. Assessments for courses not passed in the previous academic year will be conducted during the appropriate sessions, according to the content of the curriculum and the study plan in force at the time of the assessment.

40.3. Failure to attend an assessment is recorded in the grade sheet as absent, which may be justified with a medical certificate or a certificate from the workplace.

Art. 41. Communication of Assessment Results

41.1. Assessment results must be communicated to the master's students within a maximum of 3 days from the date of the assessment. Results are communicated by the instructor, either orally or via the personal page of the student or group, indicating the date and time of posting.

Art. 42. Academic Appeals

42.1. Any appeals regarding the results of written or oral assessments must be submitted in writing to the Master School Secretariat within 24 hours of the communication of the assessment results. Appeals are reviewed by the Master School Jury according to the procedures established in the Regulations for the Organization of Higher Education Studies based on the National System for Credit Transfer (NSCT). The grade obtained after the appeal is final.

Art. 43. Internship Assessment

43.1. The internship is a mandatory course, organized according to the provisions of a methodology adopted by the Master's School Coordination and Quality Council, the curriculum, and the academic calendar. It is assigned a specific number of hours and ECTS credits.

43.2. The assessment of knowledge during the internship is done with a grade, by the Committee approved by the relevant department.

Art. 44. Assessment Rigor

44.1. Teaching staff cannot be held accountable for the strictness of assessments, provided they are conducted fairly.

44.2. Departments may request the formation of committees to ensure the rigor and fairness of evaluations.

**Chapter IX. ORGANIZATION AND CONDUCT OF THE MASTER'S
FINAL EXAMINATION**

Art. 45. Master's Diploma

45.1. Students in the second cycle (Master's studies) who complete the objectives of the Master's programme and successfully defend their thesis/project receive the title of Master in the respective general field of study, along with the Master's Diploma, accompanied by the Diploma Supplement, written in Romanian and English.

45.2. The Master's Diploma certifies that the holder has acquired specific academic and/or professional competencies, including managerial, research, development, and innovation skills.

45.3. The Master's Diploma indicates the name of the Master's programme. Depending on the type of programme completed, the following types of diplomas are issued: MS – for scientific/research Master's programme and MP – for professional Master's programmes.

Art. 46. Organization of the Final Examination

46.1. The Master School Administration is responsible for organizing and conducting the final examination for Master's studies.

46.2. Master's theses are defended publicly before an evaluation committee appointed by the Rector's order. The evaluation committee consists of a President, a Vice-President, three members, and a Secretary. The Secretary does not have voting rights.

46.3. The Chairman of the Master's thesis evaluation committee can be appointed from specialists in the respective field (university professors, associate professors, scientific researchers, holders of honorary titles, recognized practitioners) who are not employed by the institution in question. The same person can serve as President of a thesis/project evaluation committee for a maximum of two consecutive years.

46.4. The schedule for thesis defence s will be published on the ASEM website.

46.5. For joint Master's programmes, the thesis/project is submitted to the institution where the student is enrolled, with the approval of the co-organizing institution. In the case of a co-tutelle programme, approvals from both supervisors must be presented.

46.6. ASEM organizes one session per year for each graduating cohort for the defence of the Master's final examination.

Art. 47. Admission to the Master's Thesis Defence

47.1. Admission to the Master's thesis defence is granted by order of the Rector of ASEM, and includes only those Master's students who have fully completed the curriculum, having accumulated the required number of credits.

47.2. For those defending the Master's thesis repeatedly, admission is granted based on a written request submitted to the Secretariat of the Master's School. The request must include confirmation of the thesis topic, signed by the head of the respective department.

47.3. The Master's student accepted for a repeated thesis defence must comply with all requirements set out in the ASEM Guide on Preparing and Defending the Master's Thesis.

47.4. Graduates from previous classes must pay a fee for the repeated final examination defence, determined according to the number of ECTS credits assigned to the thesis in the curriculum of the respective programme.

Art. 48. The Master's Thesis

48.1. The Master's thesis represents an in-depth, interdisciplinary, or complementary research in the analysis of theoretical and practical problems. It must demonstrate professional and research competencies in the field of the Master's programme, show advanced scientific knowledge of the topic, and include elements of novelty and originality in the development or resolution of the research problem.

48.2. Specific requirements for preparing and defending the Master's thesis are set out in the ASEM Guide on Preparing and Defending the Master's Thesis.

48.3. The thesis can be written and presented in an international language, according to the provisions of the Master's programme. If the thesis is written in a language other than Romanian, it must be accompanied by a summary of at least 3 pages in Romanian.

48.4. The Master's thesis may be prepared as a team project in accordance with the REGULATION ON TEAM PREPARATION OF BACHELOR/MASTER THESES.

Art. 49. Scientific Supervision of Master's Theses

49.1. The guidance of Master's students in the preparation of their thesis is carried out for a period of at least six months. Specific requirements for preparing and defending the Master's thesis are established in the ASEM Guide on Preparing and Defending the Master's Thesis.

49.2. Master's theses/projects are public documents and must also be prepared in digital format.

49.3. Only a faculty member holding an academic title and/or scientific degree may be appointed as the scientific supervisor of a Master's thesis.

49.4. The topic of the Master's thesis/project is determined by the student and the thesis supervisor, and must be approved by the respective department and faculty councils before the beginning of the second year of study.

49.5. When determining the topic of a Master's thesis/project, strategic priorities in research and innovation are taken into account. After approval, the topics of Master's theses/projects are published on the official websites of the departments.

49.6. A Master's student has the right to request a change of thesis/project topic, but no later than 3 months before the defence. The change must be approved by the department and coordinated with the MSEEBCouncil, within the same Master's programme in which the student is enrolled, and does not affect the duration of the studies. For joint Master's programmes, changes of the research topic require the agreement of both institutions.

49.7. A faculty member may not supervise more than 12 Master's students.

49.8. The Master's student is obliged to present the work to the scientific supervisor at various stages of its development.

49.9. The scientific supervisor is obliged to provide guidance for research and preparation and to record the progress made by the student.

Art. 50. Defence of the Master's Thesis

50.1. The defence of the Master's thesis takes place before the Master's Thesis Evaluation Committee, which applies the following evaluation criteria:

- Quality and complexity of the research methodology;
- Quality of scientific justification;
- Practical relevance of the study conducted;
- Achievement of the research objectives;
- Quality (legibility) of graphics and eloquence of presentation;
- Accuracy and promptness of responses.

50.2. The weight of each criterion in calculating the final grade is approved by the ASEM Senate, at the proposal of MSEEB.

50.3. The schedule of Master's thesis/project defence is published on the official web pages of the departments/MSEEB.

50.4. The final grade for the thesis/project evaluation is calculated as the arithmetic mean of the grades given by the committee members for each of the above criteria. The results are expressed with grades from "10" to "1" and, where appropriate, with the following qualitative assessments: "excellent", "very good", "good", "satisfactory", "unsatisfactory", "pass", "fail". In parallel with the National Higher Education Grading System, the grading scale recommended in the European Credit Transfer and Accumulation System (ECTS) is also applied to complete the Diploma Supplement and facilitate academic mobility (A, B, C, D, E, FX, F). The equivalence with the national grading scale is as follows: A: 9.01–10.00; B: 8.01–9.00; C: 7.01–8.00; D: 6.01–7.00; E: 5.0–6.00; FX: 3.01–4.99; F: 1.00–3.00

50.5. The overall master's average is established as the arithmetic average of the grade obtained when defending the master's thesis and the overall average for the semesters of study and is calculated with two decimal places (written in numbers and letters).

50.6. Graduates who have successfully passed the final examination are issued the *Master's Diploma and the Diploma Supplement*.

50.7. After the public defence, Master's theses are uploaded to the electronic repository of the ASEM Scientific Library.

Art. 51. Contesting and Failing the Final Examination

51.1. Students of the second cycle (Master's studies) have the right to contest the evaluation results of their Master's thesis with regard to the procedure. Any contestation must be submitted in writing to the Secretariat of the Master's School (MS) within 24 hours of the communication/publication of the results. Contests are resolved within 48 hours of submission by the appeal committees approved for this purpose by order of the ASEM Rector, according to institutional regulations.

51.2. If a student has not defended the Master's thesis in the scheduled session, they have the right to redefend it up to two more times, bearing the examination fees set by the ASEM Senate. For the second defence, the student must request reconfirmation of the thesis topic. If the student fails to achieve a passing average on the third defence, they are issued a certificate of completion of the Master's programme along with the corresponding academic certificate.

Chapter X. RIGHTS AND OBLIGATIONS OF MASTER'S STUDENTS

Article 52. Rights of Master's Students

52.1. During the period of studies, Master's students of the Academy of Economic Studies of Moldova have the following rights:

- to benefit from the provisions of the Education Code, the ASEM Charter, and this regulation;
- to receive study scholarships (full-time students);
- to benefit from mobility scholarships within study programs, in accordance with the rules of transferable credits;
- to transfer to another form of education within the same education cycle;
- to make free use, for educational purposes, of laboratories, amphitheatres, lecture rooms, seminar rooms, reading rooms, libraries, computer and sport facilities, as well as other facilities made available by the Academy of Economic Studies;
- to use accommodation facilities under the conditions and fees approved by the ASEM Senate;
- to participate in student scientific activities, professional competitions, and sports activities organized within the university;
- to receive scholarships and other forms of financial support in accordance with the regulatory acts in force and the methodology approved by the Senate of the Academy of Economic Studies;
- to request expulsion or academic leave under the conditions provided by the legislation in force;
- to be members of student organizations.

52.2. Master's students have the right to be represented in the governing bodies of the Academy of Economic Studies of Moldova and to be elected as representatives at various levels, including academic group, dormitory, and the ASEM Senate.

Article 53. Obligations of Master's Students

53.1. Master's students have the following obligations:

- to comply with the provisions of the Education Law, the University Charter, this Regulation, and all other regulations issued by the university decision-making bodies;
- to sign the study contract within the established time limit and to comply with its provisions;
- to prepare for and actively participate in lectures, seminars, laboratory classes, and periodic assessments required under the transferable credit system;
- to prepare, defend, and pass projects and practical assignments;
- to successfully complete all forms of assessment provided for during the examination sessions established by this Regulation;
- to verify their academic record after each assessment and at the end of each academic year;

- to regularly consult ASEM's website, as well as their personal or group electronic page, containing academic results and other useful information;
- to notify the Master's School secretariat in writing of any change in personal or contact information (name, home address, telephone number, e-mail address, etc.);
- to demonstrate civic behavior and respect towards fellow students, members of the university community and beyond it;
- to preserve and use carefully the material resources made available by the university;
- to follow fire prevention, fire safety, and civil protection regulations;
- not to smoke on the university premises; in the event of non-compliance, the students concerned shall be subject to the sanctions established by the university Senate, in accordance with the legislation in force;
- to identify themselves, upon request, while being on the university premises (including teaching and accommodation facilities, canteen, etc.);
- to pay the university all financial obligations in due time, using the payment method established by the Senate Bureau;
- to contribute to combating academic fraud in assessments;
- to receive and fill out academic evaluation questionnaires.

Chapter XI. QUALITY ASSURANCE IN MASTER'S DEGREE STUDIES

Article 54. Quality management

54.1. Master's degree studies are subject to internal and external quality assurance procedures established on the basis of the international quality standards ISO 9001:2015 and good European practices.

54.2. The main parties responsible for the quality of Master's programs are the Master's School, the department organizing the program, and the master's student.

54.3. Master's degree studies are conducted on the basis of a Master's study contract concluded between the Master's student and ASEM. The contract includes the rights and obligations of each party involved in the cycle of Master's degree studies, so as to ensure compliance with quality assurance requirements.

Article 55. Quality Evaluation

55.1. At ASEM, internal evaluation of Master's degree studies shall be carried out periodically in order to ensure the compatibility of educational services with the National Qualifications Framework and with similar study programs in the Member States of the European Union.

55.2. In order to ensure the quality of study programs, made in compliance with national standards and national and international best practices, the evaluation of curricula shall be carried out by the institutional subdivisions responsible for quality management.

PART 3. ACTIVITY OF THE MASTER'S SCHOOL OF EXCELLENCE IN ECONOMICS AND BUSINESS

Chapter XII. PURPOSE AND OBJECTIVES OF THE MASTER'S SCHOOL

Article 56. The Master's School of Excellence in Economics and Business

56.1. In order to strengthen its competitiveness at the international level and to renew Master's degree studies so as to enhance their value and the scientific research carried out by Master's students, ASEM, by Senate Decision No. 1 of 30 August 2010, established the Master's School of Excellence in Economics and Business (ŞMEEB).

56.2. The Master's School is located in Building F, offices 206 and 207. Contact telephone numbers: 022 402 831, 022 402 942.

Article 57. Mission of the Master's School

57.1. The mission of the Master's School of Excellence in Economics and Business is to provide educational services of the highest quality in the fields of economics and law, with a view to developing professional skills, deepening specialized knowledge, and strengthening research capacities.

Article 58. Fundamental purpose, strategic and specific objectives

58.1. *The fundamental purpose* of the Master's School is to educate highly qualified specialists in an interdisciplinary field, through excellence, thereby contributing to the advancement of knowledge in the socio-economic and legal sciences.

58.2. The core activity of the Master's School is focused on the dissemination of fundamental knowledge, know-how, and the development of practical skills. In order to achieve a high level of quality in accordance with international standards, the Master's School pursues the following strategic objectives:

1. Organizing a complex educational process oriented towards the development of knowledge and competencies in accordance with the needs of the national economy;
2. Promoting student-centered education;
3. Ensuring the continuous quality of the teaching and learning process.

58.3. The *specific objectives* of the Master's programs are the following:

- Forming and developing independent research skills, original knowledge, and the effective use of information;
- Familiarizing students with modern methods, techniques, and instruments necessary for high-performance management;
- Developing the capacity to design and implement projects, encourage initiative and entrepreneurial spirit;
- Supporting highly qualified academic staff applying innovative teaching, learning, and assessment methods, as well as attracting internationally recognized professors and specialists with extensive practical experience;
- Contributing to the development of the economic environment by providing substantial assistance to companies and organizations in policy substantiation and activity analysis, with a view to identifying and implementing best practices essential for effective management;
- Establishing and strengthening relations with higher education institutions in the country and abroad in order to continuously adapt Master's programs to the demands of European integration and globalization;

- Developing partnerships with the business sector and public institutions.

Article 59. Values of the Master's School

59.1. Through all Master's programs, the School seeks to instill in its students the values promoted and upheld within ASEM, namely *Professionalism, Responsibility, Credibility, Flexibility, Innovation, Technological Development, Diversity, and Personal Development*.

Chapter XIII. ORGANISATION OF THE MASTER'S SCHOOL

Article 60. Structure of the Master's School

60.1. The administrative structure of the Master's School of Excellence in Economics and Business is determined by the legal and regulatory framework governing higher education institutions and includes: the school director, a full-time academic staff member holding an academic degree and title; deputy directors, full-time academic staff members holding academic degrees and titles; and methodologists/laboratory assistants. (organizational chart MSEEB, appendix 1)

60.2. The executive management of the Master's School shall be exercised by the dean (director), who is elected for a five-year term in accordance with the Framework Regulation on the Organization and Functioning of the Governing Bodies of Higher Education Institutions in the Republic of Moldova, approved by Order of the Minister of Education No. 10 of 14 January 2015, and this Regulation. The position of dean (director) is considered to be the main position and may be combined with teaching activity in accordance with article 104(1) of the Labor Code. Deputy directors are appointed by ASEM Rector's order upon the proposal of the Director of MSEEB.

60.3. The consultative and operational management of the Master's School is carried out by the Coordinating Quality Council of the Master's School and the Bureau of the Master's School.

60.4. The Coordinating Quality Council of the Master's School represents a collective decision-making body regarding the activities of the Master's School and consists of:

- the Director of the Master's School, serving as Chair of the Council;
- the Deputy Directors responsible for Master's programs, serving as Council members;
- full-time academic staff members, holding academic degrees and scientific titles, representing each specific department managing the Master's programs, appointed by the departmental decision;
- two representatives of Master's students.

60.5. The Coordinating Quality Council of the Master's School has ordinary sessions, at least once every two months, in accordance with the activity plan established at the beginning of each academic year, and extraordinary sessions arranged at the request of the Director, the Bureau of the Master's School, or at least one third of the Council members.

60.6. The Bureau of the Master's School Council represents the executive body of the Master's School and consists of:

- the Director of the Master's School;
- the Deputy Directors responsible for Master's programs.

60.7. The Bureau of the Master's School Council meet up weekly for ordinary work sessions, and, when necessary, as many times as it is necessary, for extraordinary sessions.

Article 61. Electing the dean (director) of the Master's School

61.1. The function of dean (director) is occupied, through competition, for a five-year period. Upon reaching the retirement age, the dean (director) may continue the activity until the expiration of the election period.

61.2. The decision to initiate the competition is taken by the ASEM Senate not later than three months before the expiration of the term, but not later than six months from the moment the position becomes vacant.

61.3. Elections for the position of dean (director) of ŞMEEB are organized and supervised by the ASEM Senate's Competition Committee, which registers candidates and oversees the way the competition is held.

61.4. Candidates for the position of dean (director) are proposed, in accordance with the ASEM Charter, by the Coordinating Quality Council of ŞMEEB, trade union offices, ASEM's tenured teaching staff who are ASEM department members, or through self-nomination.

61.5. A person applying for the position of dean (director) must meet the following requirements:

- a) hold citizenship of the Republic of Moldova;
- b) possess a scientific and/or scientific-didactic title;
- c) be a tenured staff member at ASEM;
- d) know the Romanian language;
- e) demonstrate professionalism, integrity, and fairness in relations with colleagues;
- f) possess managerial competencies.

61.6. Candidates for the position of dean (director) must submit, within 14 calendar days from the announcement of the competition, the following documents to the ASEM Legal and Secretariat Service:

- nomination request/minutes of candidate nomination;
- personal staff record sheet;
- copies of habilitated doctor diploma, PhD diploma, university professor/associate professor certificates, as well as those of other diplomas or honorary titles;
- activity program regarding the strategic development of the faculty.

61.7. After the submission deadline, candidate files are forwarded to the Competition Committee for verification of compliance with existing requirements, then to the Rector for approval, and subsequently to the Chair of the Competition Committee.

61.8. The election of the dean (director) is carried out according to the following procedure:

- a) The Chair of the Competition Committee appoints 2–3 members (case/ad-hoc committee, through rotation) to organize the elections for the position of the dean (director);
- b) The case committee announces the competition for the position of the dean (director), ensures and monitors its conduct, organizes the discussion of the registered candidates and their programs at the Master's Schools Coordinating Quality Council meeting, and announces candidates' names one week prior to the meeting;

c) The Committee Chair presides over the Coordinating Quality Council meeting held to discuss the candidates proposed for occupying the position of the dean (director) and their activity programs. The meeting is valid if at least two-thirds of members are present;

d) The Chair of the Competition Committee presents the decision on recommending the candidates for occupying the position of the dean (director) to the Competition Committee, which was taken at the Coordinating Quality Council meeting, and approved by open or secret vote;

e) The Competition Committee decides, by open vote, whether to support or reject candidates for the position of the dean (director) and forwards the decision to the ASEM Senate.

61.9. Elections for the position of the dean (director) are conducted by the Senate within no more than 50 days after the application deadline, by equal, secret, and free vote.

61.10. The Senate meeting is valid if at least two-thirds of members are present. The Senate decides whether or not to include the respective candidates on the ballot, by open vote and simple majority. To organise voting, the Senate elects from among the Senate members, by open vote, vote-counting committee. Each member may vote for only one candidate from the list of those included in the ballot. The candidates must be present at the Senate meeting.

61.11. The candidate is declared elected for the position of the dean (director) if he/she accumulates a simple majority (50% + 1 vote) of votes out of the number of the Senate members who took part in the elections.

61.12. If no candidate accumulates the required minimum of votes, voting is repeated, at the same meeting, for the top two candidates who accumulated the highest number of votes (if more than 2 candidates took part in the meeting) or for the candidate who accumulated the majority of votes (if two candidates participated in the competition).

61.13. If, as a result of the repeated vote, none of the candidates accumulates a simple majority of votes, a new competition shall be announced one year later. Until the new elections, an interim dean (director) shall be appointed by order of the Rector.

61.14. The persons who did not pass the competition may participate in a new competition for the same position.

61.15. The same person may hold the position of dean (director) for a maximum of two consecutive terms of five years each.

61.16. The position of dean (director) is incompatible with any other managerial positions.

Article 62. Responsibilities of the administrative and technical staff of the Master's School.

62.1. Duties and responsibilities of the Coordinating Quality Council of the Master's School:

- determines the development strategy of the Master's School;
- ensures the fulfilment of the mission and objectives of the Master's School at the highest scientific and academic standards;
- submits to the ASEM Senate, for approval, the Regulations on the organization and functioning of the Master's School, as well as the criteria for the competitive selection of master's candidates;
- ensures appropriate conditions for the exchange of information, within the Academy and beyond, relevant to the implementation and development of master's university studies;

- reviews and submits to the ASEM Senate for approval the initiation of new master's programs, depending on the requests of the departments;
- reviews the structure of the study plan for master's university studies as proposed by the departments and submits it to the ASEM Senate for approval;
- draws up and submits to the Rector of ASEM for approval the academic calendar for master's higher education studies;
- adopts decisions concerning the improvement of the educational process at Cycle II, Master's studies;
- performs other duties provided for by the legislation in force.

62.2. Duties and responsibilities of the Director of the Master's School:

- reports to the Rector of ASEM and to the First Vice-Rector for academic activity;
- is directly responsible for all aspects related to the organization and functioning of the Master's School;
- chairs the meetings of the Coordinating Quality Council and of the Bureau of the Master's School and ensures the implementation of the resolutions adopted;
- ensures the functional links between the faculties/departments and the Master's School in matters concerning master's students;
- proposes to the Rector candidates for appointment to or dismissal from the position of Deputy Director;
- coordinates the activity of the deputy directors responsible for master's programs;
- supervises the current academic activity of master's students and the performance of the teaching staff involved in master's studies;
- endorses the change of the master's thesis topic;
- endorses the expulsion of master's students and examines the validity of the grounds for expulsion;
- systematically monitors the reciprocal fulfilment of the obligations arising from the master's study contract concluded between ASEM and master's students;
- endorses the transfer of master's students from other institutions on the basis of compatibility of master's study programs, with recognition of transferable credits;
- periodically informs the Council of the Master's School on the progress of master's studies;
- endorses the committees for the defense of the master's thesis;
- submits to the Committees for the defense of the master's thesis the documentation necessary for their functioning (personal records, extract from the order regarding admission to the defense, extract from the order regarding the composition of the committee), and instructs the secretaries of the Committees regarding their duties;
- prepares the annual report of the Master's School;
- is an invited member of the Administrative Council and the ASEM Senate;
- represents the Master's School within the institution and in relations with other natural and legal persons;

- endorses collaboration agreements with other entities carrying out similar activities;
- signs off on master's student record books, grade sheets, academic certificates, certificates confirming master's student status and their academic achievement, diplomas, etc.;
- ensures the implementation of the decisions of the Coordinating Quality Council of the Master's School, of the ASEM Senate, and of the Rector's orders;
- endorses the master's programs which are subsequently included in the ASEM study plan;
- organizes scientific and research activities within the Master's School;
- proposes to the Rector candidates for the employment or dismissal of the technical and administrative staff of the Master's School;
- endorses the timetable for master's studies;
- proposes to the Rector and the ASEM Senate measures for improving the activity of the Master's School;
- is responsible for compliance with labor discipline by the staff of the Master's School;
- oversees the activities related to the allocation of scholarships to master's students and the distribution of places in student dormitories;
- is responsible for knowing and observing the provisions of the Quality Management System.

62.3. Duties and responsibilities of the Deputy Director of the Master's School:

- is subordinated to the Director of the Master's School;
- participates in meetings of the Council and the Bureau of the Master's School;
- prepares the schedule of the master's study process;
- centralizes the scientific research topics of master's students and verifies their alignment with the master's programs; supervises the drafting of the order approving thesis topics and scientific advisors;
- monitors the application of master's students' scientific research topics;
- prepares the timetable for classes/modules for academic groups according to master's programs and fields of study; coordinates with the Study Service the allocation of classrooms for delivering classes in accordance with the schedule;
- monitors changes in study plans;
- organizes information sessions for master's students regarding optional courses;
- systematizes information on students' choices of optional courses for the respective academic year and communicates the selected disciplines to departments and the Study and Master's Student Records Service;
- organizes meetings with group heads regarding the fulfillment of their responsibilities related to educational activities, task setting, etc.;
- is responsible for scientific and research activities within the Master's School;
- is responsible for organizing opening ceremonies at the beginning of the academic year and Master's diploma award ceremonies;
- organizes, together with departments, Master's internships and ensures keeping records of this process;

- organizes scientific conferences, workshops, and round tables with participation of prominent figures of national economy and distinguished scientific researchers;
- conducts semester surveys of student satisfaction;
- ensures continuous adaptation of the Master's School's regulations and activities to current legislation;
- provides counseling to students regarding legal regulations;
- monitors compliance of Master's students with dormitory internal regulations;
- informs students about curricular and extracurricular activities organized by the administration of the Master's School and ASEM;
- organizes meetings with group heads to inform them about events organized by the administration of the Master's School;
- is responsible for knowledge and compliance with the Quality Management System provisions.

62.4. Deputy directors are proposed for the position by the Director of the Master's School, and are subsequently appointed by order of the Rector of ASEM.

62.5. Responsibilities of the Methodologist/Lab Assistant:

- is subordinated to the Director of the Master's School;
- centralizes and updates data regarding enrolled master's students;
- controls and updates administrative Master's student records;
- creates and updates the database regarding the organization of master's studies in ASEM; prepares and issues grade sheets;
- participates in meetings of the Master's School Council and Bureau and takes minutes of these meetings;
- ensures provision of office supplies and materials required for the implementation of activities related to the organisation of the didactic process; bears material liability;
- issues and registers standard certificates (student certificate, academic certificate, tax exemption certificate) and submits them to the Director of the Master's School for approval;
- at the beginning of the academic year, receives enrollment lists and prepares personal student records;
- distributes and tracks academic groups' grade sheets to be completed by the teaching staff;
- collects and enters current assessment and final exam results in the database;
- manages academic group records (completing the year of studies, transfer, expulsion, readmission, etc.);
- receives and registers orders and decisions addressed to the administration of the Master's School;
- prepares Master's diploma supplements issued on completion of studies;
- keeps accurate student records and enters the academic performance data;
- manages records of students retaking master's thesis defense;
- prepares and submits to the Director lists of Master's students proposed for expulsion due to poor performance;

- prepares reports on student performance and scholarship recipients lists;
 - indicates academic differences in transfer applications;
 - using the database, prepares reports for further performance and attendance analysis for the Council of the Master's School;
 - ensures keeping and archiving of graduate academic group registers at the end of the academic year;
 - completes monthly attendance sheets for the Master's School technical staff and submits them to the Director;
 - demonstrates knowledge and ensures compliance with the quality management system;
 - prepares and issues Master's student cards;
- tracks tuition payments in cooperation with the Economic Planning and Finance Service.

Chapter XIV. OTHER PROVISIONS

Article 63. Tuition Fees

63.1. The Senate of the Academy of Economic Studies approves annually the types and amounts of tuition fees and other charges for university services.

63.2. At the Academy of Economic Studies, it is not permitted to pursue two master's degree programs funded from the state budget.

Article 64. Overall Master's Average Grade

64.1. The overall master's average grade is established as the arithmetic mean of the grade obtained at the defense of the master's thesis/project and the semester averages, and is calculated to two decimal places, rounded in the student's favor.

64.2. The overall average grade for the master's program is calculated in accordance with the provisions of the legislation in force and is entered in the Master's Diploma.