

IOSUD Regulation and National Legislation

Annex No 4 to the University Senate Decision No 12/ 10.4.2014

President of UDJG Senate,

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THE INSTITUTIONAL REGULATION concerning the organisation and functioning of the doctoral studies within the doctoral schools from „Dunărea de Jos” University of Galati.

CHAPTER I. INTRODUCTION

Art. No.1.1. The present Regulation constitutes the institutional framework for the organisation and functioning of the doctoral studies within the doctoral schools from „Dunărea de Jos” University of Galati (UDJG), elaborated in accordance with the provisions of the National Education Law No1/2011, the HG provisions 681/3.08 2011 concerning the approval of the Doctoral Studies Code, and of the Ministerial Order No 4843/01.08.2006 concerning university doctoral studies.

CHAPTER II. GENERAL PROVISIONS

Art. 2.1. In UDJG, the doctorate is scientific with two components: the Programme for university advanced studies and the Programme for scientific research.

Art.2.2. The doctorate is the third cycle of university studies and allow the acquisition of of PhD title, respectively, of qualifications for the EQF level 8 / CEC and the National Qualifications Framework (CNC).

Art.2.3. MA graduates (Bologna), 5 year engineering graduates, 4 year exact sciences, natural sciences and socio-humanities graduates, studies equivalent to MA studies can improve their knowledge through doctoral studies. The domains which organize the doctorate in UDJG are approved according to legislation. (see Annex 1).

Art. 2.4. The scientific doctorate organized in the doctoral schools of UDJG is centred on learning through research and has as a final aim the development of efficient human resources in research, development and innovation within the domains specific to doctoral schools. The scientific doctorate is a *sine qua non* condition for a future career in higher education and research.

CHAPTER III. THE INSTITUTIONAL FRAMEWORK FOR THE ORGANIZATION AND

FUNCTIONING OF THE UNIVERSITY DOCTORAL STUDIES IN THE DOCTORAL SCHOOLS FROM IOSUD-UDJG

Section A. IOSUD-UDJG

Art. 3.1. UDJG is the organizing institution of doctoral studies (IOSUD-UDJG).

Art.3.2. UDJG is the institution which legally represents IOSUD-UDJG and the doctoral schools, as legal person.

Art.3.3. The Rector of UDJG is the legal representative of IOSUD-UDJG and of the doctoral schools.

Art.3.4. In UDJG, university doctoral schools are organized in multidisciplinary doctoral schools: The School for Doctoral Studies in Engineering (DSE); The School for Doctoral Studies in Socio-Humanities (DSHH) and the doctoral coordinators select groups of university professors who represent either a doctoral domain or subdomain.

Art. 3.5. IOSUD-UDJG ensures the institutional, administrative and logistical support for the subordinated doctoral schools by:

- a) issuing and taking the responsibility for the procedures of the organization and /or accreditation of new doctoral schools in UDJG;
- b) making internal evaluations, according to regulations in force;
- c) making proposals of reorganization according to SUD Code provisions (HG 681-2011) and other regulations in force at the date of the reorganization.

Art. 3.6. IOSUD-UDJG is coordinated by the Council for Doctoral Studies, CSUD-UDJG.

Art. 3.7. (1) The members of CSUD-UDJG can be:

- a) personalities from within IOSUD-UDJG or from other institutions;
- b) Romanian or foreign personalities;

c) PhD scientific personalities or personalities from important industrial and socio-economic fields;

d) representatives of IOSUD PhD students.

2) CSUD-UDJG members who are university professors or researchers should

have the right to supervise doctorates in Romania or abroad and to fulfil the minimal and obligatory standards for habilitation in force at the time of their nomination as CSUD-UDJG members, approved by the order of the Minister of Education and Research, in accordance with article 219 alin. (1) lit.a) from Law No 1/2011.

Art. 3.8.

(1) CSUD-UDJG has 15 members (the director, 10 voting members and 4 honorific members, scientific personalities and personalities from the industrial and socio-economic fields).

(2) 50% out of the total number of voting members are nominated by the Rector from among the doctoral supervisors from IOSUD-UDJG, in accordance with art. 9 from HG 681/2011.

3) 40% out of the total members with the right to vote are elected by IOSUD-UDJG doctoral supervisors through universal, direct, secret and equal vote.

4) 10% out of the total members with the right to vote are elected by IOSUD-UDJG doctoral students through universal, direct, secret and equal vote.

5) Honorary members are nominated by the Rector on CSUD proposals.

6) For professors, the mandate as CSUD-UDJG members lasts for 4 years and can be renewed just once, successively. For doctoral students, the mandate lasts for maximum 3 years, that is the period of their doctoral stage and can be revoked / annulled under the conditions of non-observance of their contract of studies.

Art.3.9. The main attributes of CSUD-UDJG are:

- a) the implementation of IOSUD strategy concerning the realization of the material conditions for the doctoral research activity and the increase in the quality of the doctoral studies and of the doctoral dissertations;
- b) the elaboration of the institutional Regulation framework for the organisation and functioning of the doctoral studies within the doctoral schools from IOSUD;
- c) the endorsement of decisions concerning the organization and the dissolution of IOSUD doctoral schools and of the doctoral supervisors' claims of affiliation to a certain doctoral school;
- d) the approval of the minimal criteria for the organisation and functioning of the doctoral studies programmes' included those concerning admission to university doctoral studies, curricula and PhD students' evaluation;
- e) the endorsement of the minimal criteria for the completion, evaluation and dissemination of the results of the programmes of university doctoral studies, with the inclusion of the criteria for awarding 'excellent', 'very good', 'good' or 'satisfactory' qualifications following the public defence of the doctoral dissertation;
- f) the formulation of proposals, including support for certain legislative initiatives aiming at stimulating university PhD graduates to take up employment on the job market;
- g) the elaboration of methodologies for monitoring the professional development of university PhD graduates;
- h) the formulation of its own proposals and the endorsement of the doctoral schools' proposals concerning the agreements, the partnerships and the consortia legally constituted;
- i) the management, in the name and for IOSUD, of the budgetary funds and its own revenues, intended for financing the programmes of university doctoral studies, authorized by the university administration;
- j) the formulation of proposals concerning the funds allotted for the PhD activities from IOSUD-UDJG;

k) the formulation of the proposals for the distribution of the budgetary allowance and of its own revenues coming from taxes intended for financing the university doctoral studies and their submitting for approval to IOSUD-UDJG administration;

l) the mediation and the solving of conflicts between the PhD student and the doctoral school, the PhD student and the doctoral supervisor, between the doctoral supervisor and the doctoral school. Before being analysed by the Ethics Commission of the UDJG, mediation is achieved in the following order:

coordinator of the doctoral domain, the Council of the doctoral school (CSD), the Council of University Doctoral studies (CSUD-UDJG);

m) the annual presentation of IOSUD report before the University Senate.

Art. 3.10. CSUD-UDJG holds meetings whenever necessary at the CSUD-UDJG 'proposal or at least of one third of the total of its members.

Art.3.11. The Institutional Regulation framework for the organisation and functioning of university doctoral studies, endorsed by CSUD, is approved by the Council of Administration of UDJG and the University Senate.

Art. 3.12.

(1) CSUD-UDJG is chaired by a director.

(2) The CSUD-UDJG director is also a Vice-Rector.

(3) The CSUD-UDJG director is nominated by the Rector, after the public competition organized by the University "Dunarea de Jos" of Galati and the validation of the University Senate.

(4) The methodology for the public competition elaborated in accordance with university doctoral studies Code and with the present institutional regulation is proposed by the UDJG Rector and approved by the University Senate.

(5) The announcement of the contest organization is published two months before the candidates' registration deadline.

(6) The announcement is published following the modalities below:

- a) on a visible place on the Home page of UDJG web site.
- b) on the specialized web page of the Ministry of National Education
- c) in the Official Journal of Romania, Part III.

(7) IOSUD_UDJG and the Ministry of National Education and Research can announce the competitions through any additional means, including the publication in mass media, in national and international scientific publications, on web sites specialized in the publication of job offers and other similar ones.

8) At the competition for the position of IOSUD director can participate only persons who have the right of supervising doctorates meeting the minimum and obligatory standards for being conferred the habilitation certificate in force.

(9) The competition committee is composed of 5 members, out of whom at least 3 should be from Romania, outside IOSUD-UDJG, or from abroad.

(10) On the date of publication in the Official Journal of Romania, Part III, of the announcement of the job competition, at least one member of the committee should have a job contract with a higher and research institution from abroad, which is included in the list approved by the order of the minister of National Education.

(11) The members of the competition committee should have the right to supervise doctorates in Romania or abroad and should meet the minimum and obligatory standards for being conferred the habilitation certificate in force at the publication date of the announcement of the job competition in the Official Journal of Romania, Part III.

(12) On the basis of the decision of the competition committee, the Rector of the UDJG signs a management contract for a period of 4 years with the nominated person.

(13) The attributes of the CSUD-UDJG director are:

a) to coordinate the basic doctorate and post-doctorate activities from UDJG;

(b) to coordinate the elaboration of the documents necessary for the basic doctorate and post doctorate activities;

c) to chair the Council for University Doctoral Studies (CSUD);

d) to ensure the connection among the doctoral schools and between these and the faculties and departments from UDJG;

e) to annually present the Activity Report to the Council of Administration.

Section B. The Doctoral School

Art.3.13.

(1) Within IOSUD-UDJG, university doctoral studies are organized and function within the doctoral schools in accordance with the Code of university doctoral studies and IOSUD-UDJG Regulation.

(2) The implementation of the doctoral schools is proposed / initiated by the Rector, endorsed and approved by CSUD-UDJG.

(3) The minimum number of doctoral supervisors who can constitute a new doctoral school should conform to the regulations in force at the date of its implementation.

Art.3.14.

(1) The doctoral schools are organized and function within IOSUD-UDJG, with the participation of the doctoral supervisors who have acquired this right legally.

(2) The doctoral supervisors, members of a doctoral school, carry out their activity within IOSUD-UDJG.

(3) Beside the doctoral supervisors, within the doctoral school can also be affiliated other researchers or professors from within UDJG or other higher / research-development institutions in from the country and abroad, who should meet the minimum standards of scientific performance specific to every domain, established by the the Council of the doctoral school (CSD)

a. the relevant scientific results (articles published in ISI journals and / or national and international patents);

b. experience in national projects, as coordinator, / director / institutional coordinator;

c. experience in international projects;

d. the organization of research labs

(4) The doctoral school, equal in status with a department, can organize research centers and laboratories, which function as income and expense units within UDJG, according to the provisions of art.131, art. 133 alin. (4) și art. 134 form Law No. 1/2011.

Art. 3. 15.

(1) The doctoral school is run by the director of the doctoral school together with the Council of the doctoral school.

(2) The director of the doctoral school is peoposed by CSUD-UDJG

(3) The director of the doctoral school is also the director of the department and is named

by the UDJG-Rector. CSD is assimilated to the Council of the department.

(4) CSD members (PhD students are excluded)

are university professors or researchers, members of the doctoral school, who have the right to supervise doctorates in this country or abroad.

(5) The number of CSD students is established by CSUD-UDJG.

(6) CSD members, doctoral supervisors and PhD students are elected through the universal, direct, secret and equal vote of the doctoral supervisors and doctoral students of the respective school.

(7) CSD is composed of the director of the doctoral school and its members, out of whom:

- 75% are doctoral supervisors or other scientific or socio-economic personalities from outside UDJG with the right to vote, elected

through universal, direct, secret and equal vote of the doctoral supervisors from the respective school.

- 25% are voting members, representatives of PhD students, elected through universal, direct, secret and equal vote of the PhD students.

(8) All members of the councils of the doctoral schools are elected for 5 years. PhD students will have their mandate ended when they defend their dissertation, other PhD students will then be elected.

(9) The mandate of CSD members can be renewed only once, successively.

(10) In order to occupy the empty places in CSD, there are organized partial elections, according to the provisions of alin. (6), and the new member's mandate ends when the CSD mandate expires.

(11) CSD holds meetings three times a year. On special occasions, CSD can meet on the director's proposal or of at least one third of its members.

Art.3.16. The main attributes of CSD are:

(a) establish the strategy of the doctoral school;

b) elaborate the doctoral school Regulation;

c) elaborate the doctoral school curriculum

(d) elaborate the methodology of the organization and functioning of the university doctoral schools, included admission, curricula, PhD evaluation.

(e) establish the minimum criteria of completing, evaluating and disseminating the results of university doctoral study programmes, included the doctoral dissertation elaborated in the domains of the doctoral school.

(f) the formulation of proposals, including support for certain legislative initiatives aiming at stimulating university PhD graduates to take up employment on the job market in the domains of the doctorate school.

(g) the elaboration of methodologies for monitoring the professional development of university PhD graduates in the domains of the doctorate school;

h) the formulation of its own concerning the agreements, the partnerships and the consortia legally constituted in the domains of the doctorate school;

(i) the formulation of the proposals for the distribution of the budgetary allowance and of its own revenues coming from taxes intended for financing the university doctoral studies in the domains of the doctorate school and their submitting for approval to IOSUD-UDJG administration;

j) take decisions about the endorsement of the position states of the teaching and research staff affiliated to the doctoral school, as appropriate; an affiliated personnel can be any PhD professor or researcher who is included in the guiding committee of a PhD student in order to solve some of the issues from the research topic or the dissertations in progress. The position state follows the same regulations as the position state of any department.

(k) to assist the external evaluator in the process of accreditation / reaccreditation or provisional authorization of the doctoral school;

(l) to enrol and expel the PhD students, this being proposed by the doctorate supervisors, members of the doctoral school or in the case when the PhD students do not fulfil the terms of their doctoral studies contract;

(m) the mediation and the solving out of the conflicts between the doctoral student and the supervisor;

(n) the annual presentation of a report concerning the activity of the doctoral school of the UDJG_CSUD>

(o) other specific attributions.

Art. 3. 17.

(1) PhD students are enrolled within a doctoral school following the decision of the UDJG Rector, on the basis of the admission results, organized in accordance with the legal regulations in force (Annexes

(2) Within the doctoral school, new students can be enrolled on condition that it functions legally.

(3) The period of provisional authorization of the doctoral school will conform with the regulations in force on the date of the approval of the provisional authorization, and the director and the CSD will organize activities which should promote / make visible this fact.

Art. 3.18.

(1) The Regulation of the doctoral school establishes the way in which the programmes of the university doctoral studies are organized and function, in accordance with the legislation in force.

(2) The Regulation of the doctoral school is elaborated by CSD, through the consultation of all the doctorate supervisors, who are members of the doctoral schools.

(3) The Regulation of the doctoral school is endorsed by the vote of the majority of the doctoral supervisors, who are members of the respective doctoral school.

(4) The Regulation of the doctoral school is endorsed by CSUD-UDJG and is submitted to the approval of the UDJG Senate.

(5) CSD and UDJG issue proposals concerning the criteria, procedures and obligatory standards about/to:

a) the acceptance in the doctoral schools of new members as doctorate supervisors, coming from other institutions than UDJG;

b) the allocation of budgeted places for doctorate within the doctoral school.

c) decide upon the opportunity, structure and the content of the preparation programme based on advanced university studies;

d) the change of the doctoral supervisor of a certain PhD student and the procedures to mediate the conflicts;

e) the circumstances in which the doctoral programme can be interrupted;

f) means of preventing fraud and plagiarism in the scientific research and in the dissemination of the results;

g) provide access to research resources;

h) obligations concerning PhD students' frequency of mandative attendance and activities

(6) The regulation applies also to joint university programmes of doctoral studies.

Art. 3.19. The doctoral school has the obligation to offer reliable and complete information concerning university programmes of doctoral studies to doctoral candidates, university communities and other interested physical and juridical persons.

Art. 3.20.

(1) IOSUD-UDJG guarantee the transparency of organizing and functioning of the university programmes of doctoral studies of UDJG doctoral schools.

(2) The doctoral school, having the logistic support of IOSUD-UDJG, will ensure the online publication (on a special website) of all the necessary information regarding the university programmes of doctoral studies, targeting the following categories:

a) The Regulation of the doctoral school;

b) the budgeted places allocated for doctorate admission;

c) the doctoral supervisors who activate within the doctoral domains of UDJG;

d) the way of organizing and functioning the doctoral programmes in the domains of the doctoral school;

e) the content of the university programmes of doctoral studies;

f) the way of financing the doctoral schools, as well as the costs incurred by the PhD student;

g) the model of the contract framework for doctoral studies

h) the doctoral supervisors and the PhD students whom they coordinate;

i) the doctoral supervisors' professional results and achievements, which include a list of their publications and the patents;

j) doctoral dissertations, respectively, the standards of their elaboration, the procedures and the criteria of evaluating them;

k) the abstracts of the doctoral dissertations which are to be defended, including the date, time and place of the public defenses, at least with 14 days earlier;

Art. 3.21.

(1) The doctoral school and the doctoral supervisor have to inform the PhD student about the scientific, professional and university ethics and to check out their enforcement, including also:

a) the compliance / respecting of the deontological provisions during the doctoral research and in the elaboration of the doctoral dissertation;

(2) The councils of the doctoral schools and CSUD-UDJG take measures for the prevention and sanction of any disrespect of the scientific, professional and university ethics, in accordance with the Code of ethics and professional deontology of UDJG.

(3) In the case of some proved frauds, of some violations of university ethics or of good conduct in the scientific research, plagiarism included, the PhD student and / or the doctoral supervisor will answer before the law / respond to the law.

Art. 3.22.

(1) IOSUD-UDJG, through the doctoral school, can support the PhD students financially their research stages in this country and abroad, with the approval of the doctoral supervisors and within the limitations of the budget mentioned in the institutional contract.

(2) The mobility of the doctoral students can be facilitated:

a) concluding agreements and institutional partnerships, approved by CSD;

b) joint doctoral researches;

c) PhD students and university and research staff exchanges with universities and research institutions well known abroad;

d) participation in international consortia, aiming at the inclusion of doctoral research topics within international scientific projects;

e) winning projects through competition;

Section C. The contract of university doctoral studies

Art. 3.23.

(1) The right and obligations which are attributed to PhD students, doctoral supervisors and IOSUD-UDLG, through the doctoral school are established through the contract of

(2) The model of the contract framework for university doctoral studies is elaborated by the doctoral school, is endorsed by CSD and approved by CSUD-UDJG.

(3) The contract of university doctoral studies is to be completed at the beginning of the university year, until the 1st October, being signed by the PhD student, the doctoral supervisor and the legal representative of UDJG. The doctoral stage begins at the the date of enrollement.

4) The scholarships awarded by private economic organizations can be cumulated with budgetary scholarships.

5) Failure to conclude the contract, stipulated in alin. (3), and of the obligations contained in it, will have as result the expulsion of the PhD student.

(6) Carrying out the didactic activities by the PhD student will be done within legal limits.

Art.3.24. The contract of university doctoral studies is found in Annexes 5-6, and constitutes an integrated part of this regulation and includes the following information:

a) personal data of the PhD student and of the doctoral supervisor;

b) information about IOSUD-UDJG and the doctoral school;

c) the topic and the research domain in which the PhD student was admitted.

d) the monthly quantum of the scholarship, as appropriate;

e) the quantum of the tuition fee and of the fee for the public defense of the dissertation, as appropriate;

f) the language in which the university doctoral studies are held and the language in which the doctoral dissertation is elaborated and defended is Romanian or an international language. In the case of a joint doctoral dissertation and / or one of the defending committee members comes from abroad, the abstract of of the doctoral dissertation is elaborated in Romanian and in an international language.

g) the term for the completion of the doctoral dissertation;

h) the circumstances of extending the term for completing the doctoral dissertation.

i) the quantum of the didactic activities (the number of physical hours) which the doctoral student has to teach and their duration.

Art.3.25.

(1) The conflicts between the PhD student and the doctoral school is mediated by CSUD-UDJG.

(2) The conflicts between the PhD student and the doctoral supervisor is mediated by CSD, and, in the case of not solving the conflict, this is mediated by the CSUD-UDJG.

Section D. The doctoral supervisor and the guiding committee

Art. 3.26. Doctoral supervisors have the right to supervise dissertations according to the legislation in force.

Art. 3.27.

(1) In order to supervise doctorates in UDJG, the teaching and research staff who have acquired this right must have a job contract with UDJG and be members of the doctoral schools of UDJG.

(2) A doctoral supervisor can supervise PhD students only in the domain in which he has obtained this right.

(3) A teaching and research person who has the right to supervise doctorates and whose tenure is in another higher or research institution can, according to art. 166 alin. (3) from Law No.1/2011 and OM 4982/05.09.2013, become a member of the UDJG doctoral schools.

Art. 3.28.

(1) A doctoral supervisor can simultaneously supervise PhD students only in the Doctoral school where he is affiliated to, with the exception of joint doctorates.

(2) University doctoral studies can be organized jointly, case in which a PhD student works under the supervision of both a doctoral supervisor from the doctoral school and a doctoral school from a foreign country or under the simultaneous supervision of 2 doctoral supervisors from different Romanian institutions, on the basis of a written agreement between the named / implied organizing institutions.

The joint doctorate can also be organized

when the doctoral supervisors belong to the same IOSUD, but have different specializations or domains of study and one of them is a retired person, with no job contract with IOSUD.

(3) The maximum number of students whom a doctoral supervisor can supervise simultaneously is established by the UDJG Senate, on CSUD proposal.

(4) In joint doctorate, a principal doctoral supervisor is named. The PhD student is fully registered at the main doctoral supervisor, in the latter's teaching and research activity.

(5) The joint agreement has to clearly and correctly establish the PhD student's obligations related to the other coordinating institution, also in what concerns the equivalence of the doctoral diploma in the partner country.

Art.3.29. For their activity, the doctoral supervisors and the affiliated members of the doctoral school, the guiding committee members included, are remunerated according to the legislation in force.

Art. 3.30.

(1) On the PhD student's request, CSD may approve to change the doctoral supervisor if it has been found that this one has not fulfilled his legal or contractual obligations or for whatever reasons which regard the relation between the doctoral supervisor and the PhD student.

(2) The doctoral school council designates another doctoral supervisor in the case mentioned at alin.1, and in the case when the doctoral supervisor is not available.

(3) On designating the new doctoral supervisor, CSD will mainly take into account the completion of the doctoral dissertation and of the doctoral programme by the PhD student.

Art.3.31.

(1) In order to carry out the doctorate, the PhD student is led by a guiding committee made up of 3 members, who are members of the doctoral supervisor's research team, of other persons affiliated to the doctoral school or of the teaching and research staff non-affiliated to it, but are UDJG employees. External collaborators can be honorific members of the guiding committees, without being remunerated.

(2) The members of the guiding committee can be: tenured teaching staff; retired persons who were doctoral supervisors before retirement; PhD specialists from the socio-economic environment.

(3) The composition of the guiding committee is established by the doctoral supervisor upon consulting the PhD student.

Art.3.32.

(1) The doctoral schools from UDJG have a position state for supervising and guiding the doctorate studies and a position state for teaching courses within the doctoral school.

(2) The amount of money spent for the activities registered in the position states of the doctoral school, respectively, the amount of money spent for the doctoral supervisors' research guiding activity are obtained from the PhD student' doctoral grant, from the study fees and from other sources legally constituted, under the legal provisions in force.

CHAPTER IV. PROCEDURE FOR THE ORGANIZATION AND FUNCTIONING OF UNIVERSITY DOCTORAL STUDIES

Section A. Admission to doctoral studies programs

Art. 4.1.

(1) Admission to doctoral studies is based on a procedure endorsed by CSUD and approved by the Senate.

(2) The procedure for admission to university doctoral studies establishes the process of selecting candidates for each vacant PhD student position that the doctoral supervisors within the doctoral school decide to propose for being occupied at any given time.

Art. 4.2.

(1) The admission competition comprises a topic and the additional bibliography proposed by

the doctoral supervisor for the vacant positions and published on IOSUD site.

(2) Admission to university doctoral studies is organized by domains. The selection of the doctoral candidate for a vacant position is based on competition and is made by committees divided on the domains and the subdomains where the doctoral supervisors are included and who supervise the vacant positions which have been distributed to them.

(3) Regarding the distribution of places for university doctoral studies, priority is given to the PhD supervisors whose proposed topics are addressed in research projects underway in UDJG and in which the doctoral students will be co-opted.

(4) Following the contest, based on the minutes of the selection process (Annex 4), a PhD student is declared admitted and then enrolled, by decision of the UDJG rector, only after obtaining the favorable opinion of the CSD and CSUD.

(5) PhD Student Quality of IOSUD-UDJG is proven by the PhD Student ID card issued by the doctoral school. This card is certified at the beginning of each academic year and is valid for the entire period of university doctoral studies.

Art. 4.3. Only graduates who fulfill the legal conditions in force have the right to participate in the admission to university doctoral studies.

Art. 4.4. IOSUD-UDJG and the doctoral schools ensure the transparency of the procedures for the selection and admission to the doctorate, the evaluation criteria and the standards in force, as well as guaranteeing access to this information, including Internet posting. All this information, as well as the vacant PhD student positions per each doctoral supervisor, is posted on the IOSUD-UDJG website.

Art. 4.5.

(1) After completing the admission procedure and after signing of the contract of university doctoral studies, the admitted person has the PhD student quality during the development of the doctoral program.

(2) PhD students can be assimilated by UDJG as research assistants or assistant professors on temporary assignments within departments which include doctoral supervisors.

(3) The position states are drawn up at the level of the doctoral school and include the professors, researchers and PhD students working in the doctoral school. The doctoral school can employ auxiliary teaching staff, research staff and non-teaching staff.

(4) According to the provisions of the National Education Law No. 1/2011 and HG 681/3.08.2011 regarding the doctoral studies, the PhD students can carry out a number of 4-6 teaching hours, being included with this norm in the state of positions of the department where the doctoral supervisor is a member of or of another department from the university.

Section B. Structure and duration of doctoral studies

Art. 4.6. The doctoral program is carried out only within the doctoral school, under the coordination of a doctoral supervisor and includes:

- a) the training program based on advanced university studies;
- b) The individual scientific research program.

Art. 4.7.

(1) The duration of the doctoral program is established by law.

(2) For good reasons, under the conditions established by the Doctoral School Regulation, the duration of the doctoral program can be extended by 1-2 years (Annex 7), with the approval of CSUD-UDJG, of the University Senate, at the proposal of the doctoral supervisor, on a fee basis.

(3) Doctoral studies can be interrupted for solid reasons (Annexes 7-8), for a maximum of 2 years. The duration of these studies is extended with the cumulative periods of the approved interruptions.

(4) The extension mentioned in alin. 2, respectively, the interruption and extension provided for in alin. 3, are established by additional acts to the contract of university doctoral studies.

Art. 4. 8.

(1) If the PhD student fails to complete the dissertation within the period established according to the contract of university doctoral studies and the additional documents to it, he has a grace period of maximum 2 years to complete and publicly defend the dissertation, overrun the term

limit automatically leading to his expulsion.

Art. 4.9. After publicly defending the doctoral thesis, IOSUD-UDJG issues a certificate attesting the period in which the PhD student attended the university doctoral studies and has publicly defended the thesis.

Section C. Types of doctorates

Art. 4.10. Within the doctoral schools from IOSUD-UDJG, the scientific doctorate is organized, whose purpose is to produce original scientific research, internationally relevant, based on scientific methods.

Art. 4.11.

(1) The university doctoral studies are run as regular training with mandatory attendance.

(2) The PhD student must devote a significant amount of time to the doctoral program, which requires his actual presence in the doctoral school or in research-development units that have concluded agreements or institutional partnerships with IOSUD-UDJG, outside the related periods of mobility.

(3) The actual required presence of the PhD student may differ from one doctoral student to another, being decided by the doctoral supervisor, depending on the specificity of the doctoral program and in compliance with the provisions of the Doctoral School Regulation.

(4) The Doctoral School Regulation provides a daily frequency (minimum 6 hours a day), according to the methodologies developed by the Ministry of National Education and Research.

(5) The obligations regarding the number of PhD students with regular training constitute a criterion for evaluating the quality of the doctoral school and for its financing.

CHAPTER V. EVALUATION OF THE DOCTORAL SCHOOL AND OF THE DOCTORAL LEADERS

Art. 5.1. The temporary authorization and accreditation processes are carried out according to the law in force.

Art. 5.2.

(1) The public defense of the doctoral theses of the PhD students coming from a doctoral school that has lost its accreditation is organized by another accredited doctoral school, from the same field or from a similar field.

(2) The defense committee is proposed by the doctoral supervisor and approved by the CSD.

(3) The diploma and the title of doctor are awarded by IOSUD, where the doctoral school is a part of and which organized the public defense of the thesis.

Art. 5.3.

(1) The doctoral school may be liquidated by the Rector's decision, at the proposal of CSUD-UDJG.

(2) The liquidation of the doctoral school is possible only after all the doctoral students of the respective school have completed their doctoral program or have been expelled for reasons not related to the liquidation.

Art. 5.4. PhD supervisors are evaluated according to the law in force.

Art. 5.5. The doctoral school conducts periodic internal evaluations. The criteria for the internal evaluation of the doctoral schools will mainly contain elements regarding the quality of the scientific results of the research groups led by the PhD supervisors, members of the doctoral school, focusing on the impact and relevance of the scientific activity at international level.

CHAPTER VI. FINANCING OF UNIVERSITY DOCTORAL STUDIES

Art. 6.1. The financing of doctoral studies is obtained from funds from the state budget, fees for

doctoral studies and other legally constituted sources, public or private.

Art. 6.2. The payment and the correlative rights of the doctoral student are regulated by the provisions of art. 164 of Law No. 1/2011.

Art. 6.3. People who have the appropriate financial resources, either from their own sources or from scholarships granted by natural or legal staff, can be admitted, at their request, as PhD students in charge.

Art. 6.4.

(1) The doctoral school or the doctoral supervisor may use the budgetary allocations and the funds of the doctoral grants only for the activities related to the development of the doctoral study program for the positions of PhD students for which the funds have been allocated.

(2) The doctoral supervisor has the obligation to present the PhD student, every 6 months, how the funds from the doctoral grant have been used.

CHAPTER VII. THE CONTENT AND COMPLETION OF THE PROGRAMMES OF UNIVERSITY PhD STUDIES

Section A. Skills acquired after graduating a programme of university PhD Studies

Art. 7.1. The programmes of university PhD studies within the doctoral school provide professional skills training (of content, cognitive skills and research skills) in the specialized fields related to each school, as well as a set of cross-cutting skills.

Art 7.2. The programmes of university PhD studies within the doctoral school may be conducted in Romanian or in any other international language according to the contract of doctoral studies concluded between IOSUD-UDJG, the doctoral supervisor and the PhD student.

a) Where, as a result of a co-tutoring agreement, the language in which the doctoral studies are conducted is changed will imply the signing of an addendum, case in which both studying languages will be mentioned on the doctoral diploma (Romanian and the international language)

b) The language in which the PhD thesis is to be written and publicly defended is either Romanian, or a widely-circulated international language. If one of the members of the defence committee is from abroad, the abstract of the thesis should be written both in Romanian and in an international language.

Art. 7.3.

(1) Professional skills are domain-specific competences:

a) advanced knowledge in a certain field of expertise;

b) the ability to identify, formulate and solve problematic aspects of the research process;

c) mastering advanced research methods and techniques;

d) knowledge of the management of research projects.

e) mastering new procedures in the field of research;

f) abilities to do research work, to elaborate and disseminate scientific papers;

g) advanced linguistic abilities in widely-spoken languages necessary to do research work and elaborate a scientific paper;

h) to understand and apply the values and principles of the ethics of scientific research in the respective domain;

(2) According to the Code of university PhD studies the following are considered transversal competences:

a) oral and written communication skills in the fields of science and culture;

b) advanced language skills in several international languages;

c) using ICT tools;

d) team working skills;

e) knowledge of human, material and financial resources management;

f) leadership skills;

g) knowledge about carrier management as well as learning techniques of searching for a job and facilitating jobs for other people;

h) knowledge of risk management, crisis and failure;

i) knowledge regarding the use of intellectual property rights legislation;

j) technological, economic and social entrepreneurial skills;

Section B. The training programme based on advanced university studies and the scientific research programme.

Art. 7.4.

(1) Doctoral schools within UDJG provide training programmes for the PhD students based on advanced university studies, consisting of activities carried out in institutionalized study formations like courses, seminars, laboratories and other similar activities.

(2) The opportunity to organise a programme of advanced university training as well as its structure and content are established by the doctoral schools in agreement with the proposals made by the doctoral supervisors.

(3) The doctoral school must facilitate for all PhD students free and unhindered access to the advanced training programme within the doctoral school or other doctoral schools.

Art. 7. 5.

(1) The training programme based on advanced university studies should not influence negatively the PhD student's research study time and it should also be of relevance for the topic of research of the doctoral thesis.

(2) The credits obtained previously during an MA programme in research or after going through some stages of doctoral studies and/ or certain stages of scientific research programmes in this country or abroad, in universities or in well-known research-development centres can be acknowledged as equivalent to the ones acquired during a programme of advanced university studies. The process of acknowledgement is proposed by the doctoral supervisor and approved by CSD.

(3) The enrollment of a certain PhD student in the program of advanced university PhD studies and the choice of the topics of study for the PhD student are established by his doctoral supervisor. Any limitation of this choice of the doctoral supervisor is forbidden.

(4) The PhD student may choose, independently, to attend other courses (other than those from his personal training program) provided by his doctoral school or by other doctoral schools.

(5) The cumulative duration of the training programme based on advanced university studies shall not exceed 3 months.

Art. 7. 6.

(1) The programme of university PhD studies comprises briefly the following components:

I. The training program based on advanced university studies covers the attendance of at least 2 subjects proposed by the doctoral school or other forms of training proposed by the doctoral supervisor.

II. The program of scientific research includes a minimum of:

a) a bibliographic research report and two scientific research reports providing the results and defended in front of the guidance committee. (Appendix 9);

b) two scientific articles published in ISI and/or BDI journals;

c) two participations at scientific conferences;

(2) Assessment to grant the PhD title is based on the doctoral thesis and on its public defense (Appendices 12-15).

Art.7.7.

(1) The programme of scientific research also includes the participation of the doctoral student in one or more scientific projects, with the agreement of the doctoral supervisor.

(2) The responsibility for the structure, content, organization and development of the PhD student's scientific research programme lies with the doctoral supervisor.

(3) The doctoral supervisor determines the scientific development of the doctoral student and takes the necessary steps to maximize the chances of completing the doctoral programme.

(4) Providing the necessary resources for the development of research projects involving the PhD student is a specific obligation of IOSUD-UDJG, the doctoral school and the doctoral supervisor.

Art. 7.8. In order to monitor the scientific development, the doctoral student draws up, every 12 months, a report on the activities carried out within his scientific research programme (the annex to the study contract). The report is defended in front of the doctoral supervisor and of the guiding committee which analyzes and assesses the degree of fulfillment of the obligations assumed by the individual program of studies. The report approved by the doctoral supervisor and the guidance committee shall be submitted to the doctorate secretary.

Art. 7.9. In order to build on the skills acquired through doctoral studies, the doctoral school can organize post-doctoral research programs, aimed at developing scientific research skills.

Section C. The doctoral thesis and completion of university PhD studies.

Art.7.10.

(1) The PhD thesis is drafted in compliance with the requirements of IOSUD Regulation.

(2) The doctoral school produces the standard format of the doctoral thesis which may include elements of structure and of graphic formatting.

(3) The PhD dissertation's content and structure are established by the doctoral student in consultation with the PhD supervisor.

(4) The PhD dissertation's title can be changed by the doctoral student's free will until its completion for public defense.

(5) The PhD thesis is an original study in which the source for every picked-up document has to be mentioned.

(6) The PhD student is the author of the doctoral dissertation and he assumes, by a written statement, the correctness of both the data and information presented in the thesis and the opinions and arguments formulated in it.

(7) The doctoral supervisor, together with the author of the dissertation, has to comply with quality and professional deontology standards, insuring the originality of the content.

ART. 7.11.

(1) The doctoral theses and their annexes are public documents and they are electronically edited, too.

(2) The protection of intellectual property rights concerning the doctoral dissertation is ensured according to law's stipulations.

(3) The exploitation of copyright and / or of the industrial property rights on the product or on the original creation achieved within the university doctoral studies is realized according to the legislative stipulations in the domain.

Art. 7.12.

(1) The PhD studies end up by defending the thesis in a public meeting, in front of the defending committee, hereinafter referred to as doctoral committee.

(2) Public defense can take place only after the doctoral supervisor and the guiding committee have given their consent. During the defense of the dissertation in front of the guiding committee, members of the department where the doctoral supervisor works and other people can participate as guests.

(3) In order to publicly defend it, the dissertation is officially submitted to IOSUD secretary, alongside with the supervisor's and the guidance committee members' agreement (Appendixes 12-15).

(4) Public defense of the doctoral dissertation is not approved if, when being assessed by the doctoral supervisor or by the guidance committee there are identified cases of violation of rules of good conduct in the activity of research and development, including plagiarism of other authors' results and publications, and making-up results or replacing them with fictional data.

(5) The doctoral committee is proposed by the doctoral supervisor, approved by CSD and appointed by the order of UDJG rector. The doctoral committee is made up of at least five members: the chairman, as a representative of IOSUD-UDJG, the doctoral supervisor and at least three official referents, Romanian or from abroad, specialized in the domain in which the dissertation was elaborated, committee where at least two of them carry out their activity

outside IOSUD-UDJG. The doctoral committee's members hold the doctor title and are at least associate professors, university lecturers, 2nd degree scientific researchers or are doctoral supervisors, here or abroad.

(6) In the case of a joint doctorate, the defending committee includes representatives of both IOSUDs. The president of the committee is a representative of IOSUD which organizes the public defense of the doctoral dissertation. The doctoral dissertation has to be defended in UDJG (the institution where the doctoral student was enrolled). The doctoral dissertation can also be defended in the partner institution, if this was stipulated in the joint agreement.

(7) The official referents members of the doctoral committee must be specialists in the thesis domain or in directly related domains.

(8) The doctoral dissertation defense can take place only after its evaluation by all members of the defense committee and in the presence of at least four of them, with the mandatory presence of the chairperson and the doctoral supervisor. (Annex 12).

(9) The member of the defense committee who cannot attend the public defense of the doctoral thesis must send to the doctoral school, before the scheduled date for the public defense of the thesis, its evaluation report, a written statement in which he communicates the reason for his absence, as well as his vote regarding the conferring of the title of doctor and the qualification suggested. (Annex 16).

(10) The public defense obligatorily includes a question session from the members of the doctoral committee and the audience. (Annex 17)

(11) The academic community within IOSUD-UDJG will be notified about the content of the doctoral thesis approved for public defense, ensuring the access to its content in the UDJG library at least ten days before the public defense.

(12) The date and place of the doctoral thesis defense will be displayed at the IOSUD-UDJG office and the doctoral school office with at least fifteen days before the date settled by the chairman of the doctoral committee, by written notice and electronic display on the UDJG website.

(13) In order to be posted on IOSUD-UDJG website, the summary of the doctoral thesis shall be submitted to the doctoral school at least fifteen days before the scheduled date for public defense. In the case in which the doctoral thesis is written in a language of international circulation, it is obligatory that its summary should also be written in Romanian.

(14) It is forbidden that the PhD student should offer gifts or other such undue benefits to the members of the doctoral committee or to request the student to contribute to pay for the travel of some members of the defense committee or to the organization of PhD thesis public defense. (Annexes 18-19)

ART. 7.13.

(1) Based on the public defense of the doctoral thesis and the reports of the official referents, the defense committee evaluates and decides on the qualification assigned to the doctoral thesis. The grades that can be given are: “Excellent”, “Very good”, “Good”, “Satisfactory” and “Unsatisfactory”.

(2) If a member of the defense committee identifies gross misconducts within the thesis evaluation, both before the public defense and within it, in the scientific research and in the university activity, including plagiarism of other authors’ results or publications, making up the results or replacing the results with fictional data, the defense committee member is obliged to take the following actions:

a) To notify the ethics committee of the university in which the doctoral student is registered and the ethics committee of the institution in which the doctoral supervisor is employed to analyze and solve the case according to the law, including the expelling the student, according to the art. 306-310 and 318-320 from Law No. 1/2011 and the stipulations of Law No. 206/2004 on rules of conduct in scientific research, technological development and innovation, with subsequent amendments;

b) To notify all the members of the defense committee about the violations of rules and to suggest assuming the “Unsatisfactory” grade.

(3) If the PhD student has fulfilled all the requirements stipulated in the scientific research program and the assessments on the doctoral thesis allow the attribution of the “Excellent”, “Very Good”, “Good” or “Satisfactory” grade, the defense committee proposes to award the title of doctor. The proposal is submitted for validation to the National Council for the Attestation of University Titles, Diplomas and Certificates (CNATDCU). Following the evaluation, CNATDCU suggests the Minister of National Education and Scientific Research to award or not the title of doctor. (Annex 20).

(4) In the case of assigning the “Unsatisfactory” grade, the defense committee specifies the parts of the dissertation that should be rewritten or completed and requests a new public defense of the thesis. The second public defense of the dissertation takes place before the same defense committee. If the grade “Unsatisfactory” is obtained, the title of doctor is not awarded and the student is expelled.

(5) If CNATDCU argumentatively invalidate the doctoral dissertation, IOSUD-UDJG receives a written notification of the invalidation from the Ministry of National Education, based on the observations made by CNATDCU. The doctoral work can be resent to CNATDCU within one

year from the date of the first invalidation. If the PhD dissertation is invalidated for a second time, the doctor title will not be granted and the doctoral student will be expelled.

ART. 7.14. (1). The doctor title is assigned by order of the corresponding minister, after validation of the PhD dissertation, according to the law.

(2) In case of breaching the quality or professional ethics standards, including plagiarism, the title of doctor can be revoked according to the law.

ART. 7.15.

(1) The certificate awarded after the full promotion of a doctoral degree program, including the public defense and obtaining the CNATDCU approval, is called doctoral diploma. The diploma certifies awarding the title of doctor in the corresponding doctorate domain.

(2) Subsequent to finalizing the scientific university doctorate studies, IOSUD-UDJG confers the diploma and the title of doctor, with the Dr. corresponding acronym.

(3) The degree obtained by the doctoral student, respectively “Excellent”, “Very Good”, “Good” or “Satisfactory” will be noted on the doctoral diploma. Also, a mention in Latin will be written on the doctor’s diploma, as follows:

a) “Summa cum laude” for “Excellent”;

b) „Magna cum laude” for „Foarte bine”;

c) „Cum laude”for „Bine”.

CHAPTER VIII. THE RIGHTS AND OBLIGATIONS OF

Art. 8.1.

(1) During the university doctoral programme, the PhD student has the right to:

a) to benefit from the budgetary funds, according to the rate established by CSUD, or from other research projects, from the support, guiding and coordination of the doctoral supervisor, as well as of the guiding committee;

b) to participate in seminars or working meetings of the research and development staff of the doctoral school and of IOSUD-UDJG when relevant topics for university doctoral studies are under discussion;

c) to be represented in the decision-making bodies of the doctoral school, in accordance with the stipulations of the present regulation;

d) to benefit from the logistics, documentation centers, libraries and equipment of the doctoral school and of the IOSUD-UDJG in order to elaborate research projects and the doctoral thesis;

e) to sign up for courses and seminars organized by other doctoral schools;

f) to work together with teams of researchers from the doctoral school and IOSUD-UDJG or from research and development units that have concluded institutional agreements or partnerships with IOSUD-UDJG;

g) to benefit of national or international mobility, within a quota of the budgetary allocation set by the CSUD, or from other doctoral studies grants; to receive institutional support, within a quota of the budgetary allocation set by the CSUD, or from other doctoral studies grants; to participate in scientific conferences or congresses, workshops, summer or winter schools and national and international seminars in the field of specialization where he has chosen his doctoral thesis;

h) to participate in scientific communication sessions organized by doctoral school and/or by IOSUD-UDJG;

i) to be informed about the curriculum of university doctoral studies at the doctoral school.

(2) The doctoral student has the following obligations:

a) to keep the timetable agreed with the doctoral supervisor and fulfill his obligations to deliver papers and present the results of the research;

b) to present activity reports to the doctoral supervisor and to the guiding committee whenever requested;

c) to have permanent contact with the doctoral supervisor;

d) to comply with institutional discipline;

e) to participate at scientific conferences organized by the doctoral school and/or by IOSUD-UDJG;

f) to teach classes, for a maximum of 6 conventional hours per week.

Article 8.2. Any request of the doctoral student to interrupt or extend university doctoral studies, change the title of the thesis or change the doctoral supervisor is made by a written application submitted to the doctoral school at least 15 days before the date from which, in the case of approval, the application would be effective.

Article 8.3.

(1) the rights and obligations of the doctoral supervisor derive from Law No 1/2011, from the present institutional Regulation of organizing and functioning of university doctoral studies of the IOSUD-UDJG, from the Regulation of the doctoral school, and from his employment contract.

(2) The doctoral supervisor has the following rights:

a) to participate in competitions for grants/ projects/ doctoral contracts;

b) to direct and evaluate the activity of the doctoral student during the university doctoral studies, in accordance with professional and academic autonomy, strictly following the university doctoral program and respecting the professional interests of the doctoral student and the UDJG;

c) the right to propose the defense committee;

d) the right to an impartial internal and external evaluation, in accordance with the specific

methodology of the evaluation process;

e) the right to know the methodology against which he is assessed, both in the internal and external evaluation;

f) the right to know the results of the internal and external evaluation of his own activity;

g) the right to refuse to supervise a doctoral student under the conditions in which he should unwillingly face a conflict of interests;

h) the right to request CSD to interrupt the coaching relationship with a doctoral student if this one fails to fulfill the obligations of the study contract; the right to select the doctoral candidate for a vacant position found under his supervision and to propose the enrollment of the doctoral student;

i) the right to request the doctoral school to organize, in the legal period, to organize an admission competition for each vacant position under his guidance;

j) to decide on the study components of the university advanced studies programme where the PhD student should participate, by observing the provisions of the present regulation.

(3) The doctoral supervisor has the following obligations:

a) to provide scientific, professional and ethical guidance for each doctoral student program;

b) to propose research topics;

c) to ensure the conditions and stimulate the training of skills and the advancement of doctoral students during doctoral studies;

d) to carry out objective and rigorous monitoring and evaluation of each doctoral student;

e) support doctoral students' mobility;

f) to avoid conflicts of interest in the guidance of doctoral students.

Article 8.4. IOSUD-UDJG may organize, alone or in partnership with doctoral schools in other IOSUDs, post-doctoral research programs and propose projects to finance them. CSD and CSUD may propose and respectively approve the post-doctoral research programs and the admission methodology.

CHAPTER IX. TRANSITIONAL AND FINAL PROVISIONS

Article 9.1. The present INSTITUTIONAL REGULATION on the organization and functioning of doctoral studies in the doctoral schools from UDJG may be ammended in accordance with the legislation in the domain.

Annex No 4 (Supplement) to the Senate Decision No 12/10.4.2014

President of the UDJG Senate,

Prof. univ dr. eng. Lucian Georgescu