

INSTITUTIONAL REGULATION

regarding the organization of doctoral studies

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Aprobat:	Senatul UVT	Hotărâre nr.
Ediția a IV-a		
Intrat în vigoare la data de		
Retras la data de		

INSTITUTIONAL REGULATION

on the organization and conduct of doctoral studies

CHAPTER I

General provisions

- Art. 1.1.** This regulation constitutes the normative framework for the organization and conduct of doctoral programs at the West University of Timisoara.
- Art. 1.2.** The Regulation is based on the following legal regulations: the National Education Law no. 1/2011 with subsequent additions and amendments, GD 681/3.08.2011 on the approval of the Code of doctoral studies with subsequent additions and amendments, the Order of the Minister of National Education no. 5382/2016 on the functioning of doctoral schools.
- Art. 1.3.** The provisions of this Regulation fulfill the following objectives:
- a) providing a reference framework for the organization of doctoral degree programs at the West University of Timisoara;
 - b) Promoting common principles for guaranteeing quality in the organization and conduct of doctoral programs at the West University of Timisoara.

CHAPTER II

Institutional framework for organization and deployment doctoral studies at IOSUD-WUT

- Art. 2.1.** West University of Timisoara is an Organizing Institution of Doctoral Studies, hereinafter referred to as IOSUD-WUT.

- Art. 2.2.** West University of Timisoara is the institution that legally represents IOSUD-WUT as a legal entity.
- Art. 2.3.** The Rector of the West University of Timisoara is the legal representative of IOSUD-WUT.
- Art. 2.4.** Doctoral studies at IOSUD-WUT are organized in accredited or provisionally authorized doctoral schools.
- Art. 2.5.** IOSUD-WUT provides institutional, administrative and logistical support to the subordinate doctoral schools.
- Art. 2.6.** IOSUD-WUT enrolls new doctoral students only in accredited or provisionally authorized doctoral schools.
- Art. 2.7.** Within IOSUD-WUT the following doctoral schools operate, with the following fields of doctoral studies: Arts (Visual Arts), Chemistry (Chemistry), Law (Law), Economics and Business Administration (Accounting; Economics; Finance; Management; Management; Marketing), Physics (Physics), Geography (Geography), Informatics (Informatics), Mathematics (Mathematics), Music and Theater (Music; Theater and Performing Arts), Psychology (Psychology; Educational Sciences; Sports Science and Physical Education), Sociology, Philosophy and Political Science (Sociology; Philosophy; Political Science), Humanities (Philology; History).
- Art. 2.8.** (1) IOSUD-WUT is governed by the Council for Doctoral Studies, hereinafter referred to as CSUD-WUT.
- (2) CSUD-UWUT operates on the basis of the provisions of the Code of Doctoral Studies and of the present institutional regulation on the organization and conduct of doctoral programs.
- (3) The WUT-WUT-USC shall consist of 11 members.
- (4) 7 members of the CSUD-WUT are full professors or researchers at the WUT; 4 of them are elected by universal, direct, secret and equal vote of the doctoral supervisors of the doctoral schools of the IOSUD-WUT; 3 members are appointed by the Rector of the WUT.

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(5) The 2 members of the CSUD are elected by universal, direct, secret and equal vote of the doctoral students of the IOSUD-WUT doctoral schools.

(6) 2 members of the CSUD shall be recognized national or foreign scientific personalities or personalities from relevant industrial and socio-economic sectors.

(7) The Director of the CSUD-WUT is an ex-officio member of the CSUD.

(8) The Rector of the West University of Timisoara appoints the two external members who will be part of the WUT-WUT-WUT CSUD, based on the consultation and with the consent of the WUT Senate.

(9) CSUD-WUT members who are academics or researchers must have the right to conduct doctoral studies in the country or abroad and meet the minimum and mandatory standards for the granting of the habilitation certificate in force at the date of their appointment as CSUD-WUT members.

(10) The methodology for appointing the members of the WUTSC shall comply with the legal provisions and shall be voted by the WUT Senate.

(11) The term of office of CSUD-WUT members is 4 years and may be renewed once successively.

(12) The main tasks of CSUD-WUT are:

- a) setting the IOSUD-WUT strategy;
- b) elaboration and updating of the institutional regulation on the organization and conduct of doctoral programs at IOSUD-WUT;
- c) approval of decisions on the establishment and closure of doctoral schools within IOSUD-WUT;
- d) drawing up an annual report on the progress of doctoral studies, accompanied by the list of doctoral theses defended that year;
- e) other specific tasks according to the law.

(13) The CSUD-WUT shall meet as often as necessary, but not less than twice a year, at the request of the Director of the CSUD or at least one third of its members.

Art. 2.9. The institutional regulation for the organization and conduct of doctoral studies, developed by the CSUD-WUT, is approved by the WUT Senate.

Art. 2.10. (1) CSUD-WUT is headed by a Director.

(2) The position of Director of CSUD-WUT is assimilated to the position of vice-rector.

(3) The Director of CSUD-WUT shall be appointed by the Rector following a public competition organized by the West University of Timisoara.

(4) The methodology of the public competition must comply with the provisions of the Code of Doctoral Studies and of the present institutional regulation, is proposed by the Rector of the WUT and is approved by the WUT Senate.

(5) The notice of the competition shall be published at least two months before the closing date for applications.

(6) The announcements shall be published at least in the following ways: a) in a visible place, on the main page of the WUT website; b) on the specialized website, administered by the Ministry of National Education; c) in the *Monitorul Oficial of Romania*, Part III.

(7) IOSUD-WUT and the Ministry of National Education may announce the competitions by any additional means, including publication in the *mass media*, in national and international scientific publications, on websites specialized in the publication of job vacancies and the like.

(8) The competition for the position of Director of the CSUD is open to persons who have the right to conduct doctoral studies and who meet the minimum and mandatory standards for the granting of the certificate of habilitation in force on the date of publication in the *Monitorul Oficial of Romania*, Part III, of the announcement on the competition for the position.

(9) The selection committee is composed of 5 members, of which at least 3 must be from outside IOSUD-WUT, from home or abroad.

(10) At least one member of the selection committee has an employment contract, on the date of publication in the *Monitorul Oficial of Romania*, Part III, of the announcement of the position, with a foreign higher education and research institution, which is included on the list approved by order of the Minister of Education, Research, Youth and Sport, issued in accordance with Article 216 paragraph (2) lit. F) of Law no. 1 /2011.

(11) **The** members of the selection committee must have the right to conduct doctoral studies in the country or abroad and must meet the minimum and mandatory standards for the granting of the habilitation certificate, in force on the date of publication in the *Monitorul Oficial of Romania*, Part III, of the announcement on the position.

(12) On the basis of the selection committee's decision, the Rector of the WUT concludes a 4-year management contract with the appointed person.

Art. 2.11. (1) Doctoral programmes are organized and carried out within IOSUD-WUT through accredited or provisionally authorized doctoral schools.

(2) A doctoral school may be established only if it comprises at least 3 doctoral supervisors in the same field of doctoral studies. A new doctoral field may be established if at least 3 doctoral supervisors in the field are affiliated to IOSUD-WUT (at least 2 of which are tenured at WUT), in compliance with the legal procedures in force regarding the right to operate doctoral fields of doctoral studies.

(3) The general framework for the organization and functioning of doctoral schools is established by the provisions of the Code of Doctoral Studies, by the provisions of the present institutional regulation on the organization and conduct of doctoral study programs in IOSUD-WUT, supplemented by the provisions of the regulations of each doctoral school, in compliance with the law.

(4) The establishment of doctoral schools in IOSUD-WUT follows the following steps:

- a. **the** existence of a minimum of 3 PhD supervisors in a doctoral program affiliated to IOSUD-WUT;
- b. a need for institutional and scientific development;
- c. the CSUD-WUT proposal submitted to the Rector of the WUT and approved by the WUT Senate by specific decision.
- d. carrying out the procedures in force regarding the accreditation of doctoral schools and doctoral programs.

(5) Within the WUT structure, each doctoral school has the same rank as a department and may organize research centres or laboratories.

Art. 2.12. (1) The doctoral school is organized and operates within IOSUD-WUT with doctoral supervisors who have acquired this right, according to the law.

(2) Each doctoral school may impose minimum scholarly performance standards that doctoral supervisors must meet in order to become members of that doctoral school.

(3) In addition to the doctoral supervisors, a doctoral school may be affiliated to other researchers or teaching staff involved in research and/or teaching activities within the doctoral school, within the WUT or other institutions or research and development units, in the country or abroad.

(4) In order to be affiliated to an IOSUD-WUT Doctoral School, the doctoral supervisor's application shall be approved by the Doctoral School Council and by the Director of the CSUD and approved by the WUT Senate

Art. 2.13. (1) The Doctoral School is headed by a Director of the Doctoral School and the Doctoral School Council. The director of the doctoral school is assimilated to the director of the department. The director of the doctoral school is appointed by decision of the CSUD and must fulfill the specific criteria in force in the field of doctoral studies in which he/she conducts doctoral studies. The Doctoral School Council is assimilated to the Department Council.

(2) The doctoral school council is composed of doctoral supervisors from the doctoral school in the proportion of maximum 50%, doctoral students in the proportion of 20%, rounded up if necessary, the rest being completed with members from outside the doctoral school chosen from scientific personalities whose scientific activity has a significant international recognition and/or personalities from relevant industrial and socio-economic sectors.

(3) The members of the Doctoral School Board who are academics or researchers must have the right to conduct doctoral studies in the country or abroad and fulfill the minimum and mandatory standards for the granting of the habilitation certificate in force at the date of their appointment as members of the Doctoral School Board. The Director of the Doctoral School and the members of the Doctoral School Council are tenured within IOSUD-WUT.

(4) The members of the Doctoral School Council are elected by universal, direct, secret and equal vote of the doctoral supervisors of the Doctoral School.

(5) The term of office of the Doctoral School Council is 5 years.

(6) Doctoral student members of the doctoral school council who complete their doctoral studies during the council's term of office lose their membership of the council on the date of the public defense of the doctoral thesis.

Art. 2.14. The main tasks of the Doctoral School Council are:

- a) elaboration of the doctoral school regulations;
- b) taking decisions on granting or revoking doctoral school membership to doctoral supervisors, and setting minimum standards of scientific performance for the objective application of these procedures;
- c) the registration and expulsion of doctoral students, on the proposal of the doctoral supervisors members of the doctoral school;
- d) taking decisions on the approval of the staffing of the teaching and research staff affiliated to the doctoral school, as appropriate;
- e) assisting the external evaluator in the evaluation process for accreditation/reaccreditation or provisional authorization of the doctoral school;
- f) other specific tasks.

Art. 2.15. (1) Doctoral students are enrolled in a doctoral school by decision of the Rector of the WUT on the basis of the results of the selection and admission contest, conducted in accordance with the legal regulations in force.

(2) New students may be enrolled in a doctoral school if it is accredited or provisionally authorized.

Art. 2.16. (1) The Doctoral School Regulations establish the way in which the doctoral degree programs are organized and carried out within the Doctoral School, according to the legal provisions in force.

(2) The Doctoral School Regulations are elaborated by the Doctoral School Council, in consultation with all doctoral supervisors members of the respective Doctoral School, in

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compliance with the Institutional Regulations for the organization and conduct of doctoral programs at IOSUD-WUT.

(3) The regulations of the doctoral school shall be approved by a universal, direct, secret and equal vote of the majority of the doctoral supervisors who are members of the respective doctoral school.

(4) The Doctoral School Regulations are approved by the CSUD-WUT.

(5) The regulations of the doctoral school shall establish mandatory criteria, procedures and standards covering at least the following aspects:

- a) accepting new PhD supervisors;
- b) regulations on how a doctoral supervisor's membership of the doctoral school can be withdrawn;
- c) the mechanisms by which decisions are taken on the appropriateness, structure and content of the program of training based on advanced university studies;
- d) procedures for changing the supervisor of a particular doctoral student and conflict mediation procedures;
- e) conditions under which the doctoral program may be interrupted;
- f) how to prevent fraud in scientific research, including plagiarism;
- g) ensuring access to research resources;

(6) The regulation also applies to doctoral programs of doctoral studies carried out in cotutelle, unless otherwise decided in the partnership agreement.

Art. 2.17. Doctoral schools have an obligation to provide accurate and complete information on doctoral programs to doctoral candidates, the academic community and other interested individuals or legal entities.

Art. 2.18. (1) IOSUD-WUTUT guarantees the transparency of the organization and conduct of doctoral study programs at the level of all its doctoral schools.

(2) Doctoral schools, with the logistical support of IOSUD-WUT, will ensure the publication on the Internet of all necessary information on doctoral programs, targeting in particular the following categories:

- a) doctoral school regulations;

- b) information on the competition for places for PhD students;
- c) information on PhD supervisors;
- d) information on how doctoral programs are organized and run;
- e) information on the content of doctoral programs;
- f) information on how the studies are financed and the costs incurred by the doctoral student;
- g) model framework contract for doctoral studies;
- h) information on the supervisors and doctoral students they supervise, including at least a list of their publications and patents;
- i) information on the professional results and performance of doctoral supervisors;
- j) information on doctoral theses, i.e. standards, procedures and criteria for their evaluation;
- k) the abstracts of the doctoral theses to be defended in public, as well as the date, time and place of the public defense, at least 20 days before the public defense;
- l) information on the publication of doctoral theses, including the address of the national website managed by the relevant ministry (if applicable).

Art. 2.19. (1) The doctoral school together with the doctoral supervisor have the obligation to inform the doctoral student about scientific, professional and academic ethics and to verify compliance with it, including:

- a) compliance with ethical rules during the doctoral research;
- b) compliance with deontological provisions in writing the doctoral thesis.

(2) The Doctoral School and the CSUD-WUT take measures to prevent and sanction breaches of scientific, professional and academic ethics, according to the WUT Code of Ethics and Professional Deontology.

(3) In the case of possible academic fraud, violations of academic ethics or misconduct in scientific research, including plagiarism, the doctoral student and/or the doctoral supervisor is/are liable under the law.

Art. 2.20. (1) IOSUD-WUT, through the doctoral schools, may grant financial support to doctoral students for research internships in the country or abroad, with the consent of the doctoral supervisor.

(2) Mobility of doctoral students may be facilitated by the doctoral school council by:

- a) conclusion of institutional agreements or partnerships, approved by the Doctoral School Council;
- b) cotutelle doctoral research;
- c) exchanges of PhD students and teaching and research staff with internationally recognized universities;
- d) participation in international consortia, aiming to include doctoral research topics in international scientific projects.

Art. 2.21. (1) The rights and obligations of doctoral students, doctoral supervisors and IOSUD-WUT, through the doctoral schools, are established by the doctoral study contract.

(2) The contract of doctoral studies is elaborated by the CSUD, approved by the legal office and particularized by the doctoral school council.

(3) The doctoral study contract is concluded with each doctoral student individually, based on discussions and is signed by the doctoral student, the doctoral supervisor and the legal representative of IOSUD.

(4) The doctoral student's teaching activities must not negatively affect the time available for the doctoral program, given that the doctoral program is primarily a professional research experience.

Art. 2.22. The doctoral study contract shall contain at least the following information:

- a) the identification data of the doctoral student and the doctoral supervisor;
- b) data on the IOSUD-WUTUT, the doctoral school and the field of doctoral studies in which you are registering;
- c) the chosen research topic;
- d) the monthly amount of the grant, where applicable;
- e) the amount of the tuition fee, where applicable;

- f) the language in which the doctoral thesis is written and defended - Romanian, the language of a national minority or a language of international circulation;
- g) the deadline for completion of the doctoral thesis;
- h) conditions for extending the deadline for the completion of the doctoral thesis;
- i) the number of teaching activities (number of physical hours) / number of hours of research in a WUT research center that the PhD student undertakes to carry out and the period during which they are carried out.

Art. 2.23. (1) Conflicts between the doctoral student and the doctoral school are mediated by the CSUD-WUT.

(2) Conflicts between the doctoral student and the doctoral supervisor are mediated by the doctoral school council, and if the conflict is not resolved at this level, it is mediated by the CSUD-WUT.

Art. 2.24. Doctoral supervisors may be persons who have obtained the right to supervise doctoral programs before the entry into force of Law no. 1/2011, as well as persons who acquire this right according to the provisions of Article 166 of Law no. 1/2011.

Art. 2.25. (1) In order to conduct doctoral programs, the teaching and research staff who have acquired this right must have an employment contract with the WUT and be members of a doctoral school.

(2) A doctoral supervisor may supervise doctoral students in the field for which he/she has obtained this right.

(3) A teaching and research staff member who has the right to conduct doctoral programs and who is tenured at a higher education or research institution that is not an IOSUD may, under the conditions of Article 166 para. (3) of Law No 1/2011, be part of a doctoral school within IOSUD-WUT.

Art. 2.26. (1) A doctoral supervisor may simultaneously supervise doctoral students only in IOSUD-WUT, except for doctoral students supervised in cotutelle.

(2) Doctoral studies may also be organized in cotutelle, in which case the doctoral student carries out his/her doctoral studies under the concurrent supervision of a Romanian doctoral supervisor and a doctoral supervisor from another country or under the concurrent

supervision of 2 doctoral supervisors from different institutions in Romania, based on a written agreement between the organizing institutions involved. The cotutelle PhD can also be organized in cases where the PhD supervisors are from the same IOSUD, but have different specializations/fields of study.

(3) A doctoral supervisor may simultaneously supervise a maximum of 8 doctoral students at different stages of doctoral studies.

(4) A main doctoral supervisor is defined in the case of a doctoral doctorate in cotutelle. The doctoral student is fully accountable to the main doctoral supervisor, including in the normalization of his/her teaching and research activity.

Art. 2.27. Doctoral supervisors are remunerated for their work in this capacity in accordance with the legislation in force.

Art. 2.28. (1) At the reasoned request of the doctoral student, the doctoral school council may decide to change the doctoral supervisor if it is found that the doctoral supervisor has failed to fulfill the legal or contractual obligations assumed by the doctoral student, or for other reasons concerning the mentoring relationship between the doctoral supervisor and the doctoral student.

(2) **The** Doctoral School Council shall appoint another doctoral supervisor in the case referred to in paragraph. (1), as well as if the doctoral supervisor is unavailable.

(3) When appointing a new doctoral supervisor, the doctoral school council will give priority to the need for the doctoral student to be able to complete the doctoral program.

Art. 2.29. (1) For the doctoral program, the doctoral student is supported by a guidance committee, composed of 3 other members who may be part of the doctoral supervisor's research team, other persons affiliated to the doctoral school or teaching and research staff not affiliated to the doctoral school.

(2) **The** composition of the mentoring committee is determined by the doctoral supervisor in consultation with the doctoral student.

Art. 2.30. The coordination activities of doctoral theses (maximum 8 theses) as well as the teaching activities within the Advanced Studies Program at the doctoral schools are regulated in the doctoral schools' statutes.

Art. 2.31. The activity of referees within the committees for the public defense of doctoral theses is regulated by hourly pay, 10 hours / doctoral thesis referee. The amount of the hourly rate in the doctoral schools of the IOSUD - WUT is approved annually, based on the proposal of the CSUD - WUT and by the decision of the WUT Senate.

Art. 2.32. The activity of the members of the tutoring committees is normalized within the non-didactic hours related to the teaching norm of the department where the teacher is titular and is monitored through the time sheets.

CHAPTER III

Procedure for the organization and conduct of doctoral studies

Section A. Selection and admission to doctoral programs

Art. 3.1. The admission to doctoral studies within IOSUD - WUT is organized within the legal framework, based on the national methodologies for organizing these competitions, by adapting them to the needs of doctoral schools and doctoral studies fields.

Art. 3.2. (1) The selection of the doctoral candidate is made by the doctoral supervisor or by the admission committee, if the place has not been specifically assigned to a doctoral supervisor.

(2) Following the proposal of the doctoral supervisor, on the basis of the admission test report, the doctoral student may be matriculated, by decision of the Rector of the WUT, after obtaining the favorable opinion of the doctoral school council.

(3) The student-doctoral student status of IOSUD-WUT is proved by the student-doctoral student card, issued by the Doctoral Studies Office. This card is endorsed at the beginning of each academic year and is valid for the entire period of doctoral studies.

Art. 3.3. The content and form of the admission competition are established by the regulations of the doctoral schools and customized by each doctoral coordinator.

Art. 3.4. (1) Graduates with a master's degree or its equivalent (as well as graduates of long-term university studies), from the country and from abroad, are entitled to participate in the

admission procedure for doctoral studies, according to Article 153 paragraph. (2) of Law no. 1/2011.

(2) Romanian and foreign citizens who wish to occupy a PhD student position at IOSUD-WUT must fulfill the same study conditions. Their admission is carried out, specifically, according to the annual methodologies for the organization of admission to studies for foreign students, EU-origin, third-country origin or Romanians abroad.

Art. 3.5. The doctoral schools ensure the transparency of the selection and admission procedures for doctoral programs, the evaluation criteria and the standards required of candidates, as well as guaranteeing access to this information, including by publishing it on the internet. All this information, as well as the places available for each doctoral school (with details of the form of study and funding conditions), shall be published on the IOSUD-WUT website and at the premises where each doctoral school is located.

Art. 3.6. (1) The registration of candidates for the doctoral admission competition is done by doctoral schools, with the logistical support of the Doctoral Studies Office, at its headquarters within the WUT. For special cases, foreseen in the admission methodologies (candidates with special needs, etc.), the BSD provides support in organizing the registration in other WUT premises.

(2) Enrolment for doctoral studies is based on an application file containing, in principle, copies of the candidate's personal documents and study documents, CV, documents proving knowledge of a foreign language at least at B2 level and special admission forms (application form, etc.). Doctoral schools may propose certain documents in the application file, depending on the specific fields of doctoral studies for which they organize entrance examinations. The list of these documents and their format are specified annually in the admission methodologies of the IOSUD - WUT and the doctoral schools and are disseminated, including electronically.

(3) The language proficiency certificate may be an internationally recognized certificate or one issued by the modern language departments of the West University of Timisoara.

(4) For candidates who have completed a specialization in modern languages of international circulation or a specialization in a foreign language, at home or abroad, the language proficiency certificate is not required.

(5) Doctoral schools may establish, in their own regulations, criteria for the assessment of language proficiency also for the candidates mentioned in point (3).

Art. 3.7. (1) Once the admission procedure is completed and the doctoral studies contract is signed, the admitted person has the quality of doctoral student for the duration of the doctoral program.

(2) The doctoral study contract shall specify the number of teaching hours that the doctoral student may teach on an hourly-paid basis. These hours shall be in the department to which the doctoral co-supervisor belongs as holder, in the departments of the faculty to which the doctoral school is affiliated or in any department of IOSUD-WUT. The hours taught by doctoral students exceeding 6 hours/week are paid on an hourly-paid basis, the amount of the payment being established annually by WUT Senate Decision.

Section B. Structure and duration of doctoral studies

Art. 3.8. The doctoral program takes place in a doctoral school under the supervision of a doctoral supervisor and comprises:

- a) a training program based on advanced undergraduate studies at the doctoral school;
- b) an individual program of scientific research or artistic creation.

Art. 3.9. (1) The duration of the doctoral program is usually 3 years.

(2) For justified reasons, under the conditions established by the regulations of the doctoral school, the duration of the doctoral program may be extended by 1-2 years, with the approval of the University Senate, upon the proposal of the doctoral supervisor.

(3) Doctoral studies may be interrupted for good cause, under the conditions established by the doctoral school regulations. The duration of such studies shall be extended by the cumulative periods of approved interruptions, but not exceeding 2 years. If the doctoral student chooses to interrupt the doctoral studies, he/she loses budgetary funding and cannot receive a grant.

(4) The extension provided for in paragraph. (2), respectively the interruption and extension provided for in para. (3) shall be laid down in additional acts to the doctoral studies contract.

Art. 3.10. (1) If the doctoral student fails to complete the dissertation within the deadline set in accordance with the doctoral study contract and any additional documents, the doctoral student has a grace period of maximum 2 years to complete and defend the dissertation publicly, exceeding this deadline automatically leading to his/her expulsion.

(2) During the grace period provided for in para. (1) the doctoral student may not benefit from the doctoral scholarship awarded from doctoral grants.

Art. 3.11. After the public defense of the doctoral thesis, IOSUD-WUTUT issues a certificate certifying the period during which the doctoral student has followed doctoral studies and the educational program in which the doctoral student has followed.

Section C. Pathways and doctoral programs

Art. 3.12. (1) There are two types of doctoral degree programs within IOSUD-WUT, depending on the field of specialization:

- a) the scientific doctorate, which aims to produce original, internationally relevant scientific knowledge based on scientific methods; the scientific doctorate is a prerequisite for a professional career in higher education and research;
- b) professional doctorate, in the fields of arts and sport, which aims to produce original knowledge based on the application of the scientific method and systematic reflection on artistic creations or on national and international high-level sports performances and which may constitute a basis for a professional career in higher education and research in the fields of arts and sport.
- c) The specifics and structure of these doctoral programs as well as the format of the doctoral dissertation are established by the specific regulations of the doctoral schools in which these fields of doctoral studies are operating.

(2) In the fields of arts and sport, scientific doctoral studies may be carried out if the research topic falls within the provisions of paragraph. (1) letter a).

Art. 3.13. The form of doctoral studies is full-time / part-time. IOSUD-WUT only provides part-time doctoral studies if this form of doctoral studies is expressly formulated in the number of doctoral grants allocated by the MEN.

Section D. Permanent academic mobility for doctoral studies

Art. 3.14. Permanent academic mobility of doctoral students means the transfer of a doctoral student from one higher education institution to another or from one degree program to another. The final academic mobility may be within the same doctoral field, between accredited doctoral schools, preferably after completion of the training program based on advanced undergraduate studies, taking into account: a) The agreement of the IOSUD-WUT supervisor; b) Compliance with the number of places assigned to the IOSUD-WUT supervisor (maximum 8); c) The agreement of the IOSUD from which the doctoral student comes and of the WUT; d) The justification of the request (through a motivation letter, which will accompany the application for definitive mobility).

Art. 3.15. The approval of the mobility is the responsibility of the rectors of the two universities, with the advice of the CSUD directors of the two universities.

Art. 3.16. The permanent academic mobility of doctoral students can also be carried out within the same doctoral school for well-justified situations such as the replacement of the doctoral supervisor due to the impossibility of continuing the supervision (death, medical reasons, special social situations, etc.).

Art. 3.17. When applying for permanent mobility, the doctoral student will submit documents proving the level of training achieved in doctoral studies (list of subjects taken, research reports and other activities included in the doctoral study plan) up to the time of mobility.

Art. 3.18. Upon reception of the doctoral students, the director of the CSUD applies the recognition of credits for the training program based on advanced university studies and/or the recognition of the doctoral study plan, upon the proposal of the IOSUD-WUT doctoral supervisor and the guidance committee appointed at the level of the doctoral school within the IOSUD-WUT. If the new supervisor deems it necessary, the doctoral student may take

other examinations or research reports, with the corresponding modification of the doctoral study program.

CHAPTER IV

Funding for doctoral studies

- Art. 4.1.** Doctoral studies are financed from the state budget (doctoral grants awarded annually by the Ministry of National Education, funds obtained through competitions organized at national level, as appropriate), from doctoral tuition fees and from other legally established public or private sources.
- Art. 4.2.** The payment and the rights of the student-doctoral candidate are realized according to art. 164 of Law no. 1/2011, without excluding other forms of remuneration provided by the legal provisions in force.
- Art. 4.3.** Persons who have the appropriate financial resources, either from their own sources or from scholarships granted by individuals or legal entities, may be admitted, at their request, as doctoral students on a fee-paying basis. The fee for doctoral studies is set annually by WUT Senate Decision.

CHAPTER V

Content and completion of doctoral degree programs

Section A. Competences provided by doctoral degree programs

- Art. 5.1.** Doctoral degree programs provide professional competences (content, cognitive and research) in specialized fields, as well as transversal competences, including the ethics of scientific research.
- Art. 5.2.** (1) Professional competences are domain-specific competences:
- a) advanced knowledge in the field;

- b) the ability to identify, formulate and solve research problems;
- c) master advanced research methods and techniques;
- d) knowledge of research project management;
- e) mastering new processes and solutions in research;
- f) skills of documentation, elaboration and exploitation of scientific work;
- g) academic-level language skills in languages of international circulation needed to document and produce scientific work;
- h) understanding and ability to apply the principles and values of scientific research ethics, the principles of academic integrity in the field.
- i) these competences are specified in the curriculum of each doctoral degree program, according to its particularities. The discipline sheets of the Advanced Studies Program specify their relationship to these competences.

(2) According to *the Code of Doctoral Studies*, the following are considered transversal competences:

- a) written and oral communication skills in science and culture;
- b) advanced language skills in languages of international circulation;
- c) use of information and communication technology;
- d) interpersonal and teamwork skills;
- e) knowledge of management of human, material and financial resources;
- f) leadership qualities;
- g) knowledge of career management, as well as techniques for finding a job and creating jobs for others;
- h) knowledge of risk, crisis and failure management;
- i) knowledge of the use of intellectual property rights legislation;
- j) economic, technological and social entrepreneurship skills.

Section B. Advanced Graduate Studies-based Training Program and Scientific Research Program

- Art. 5.3.** (1) Doctoral schools may make available to doctoral students a training program based on advanced university studies consisting of activities carried out in institutionalized study formations, through courses, seminars, laboratories and the like.
- (2) The appropriateness of organizing a program of advanced university training, as well as its structure and content are at the discretion of the doctoral school, according to the doctoral school regulations.
- (3) The doctoral school is obliged to provide free and unrestricted access to the advanced training program to all doctoral students within the doctoral school or other doctoral schools.
- Art. 5.4.** (1) Completion of the training program based on advanced university studies may lead to the award of a number of transferable credits established at the level of the doctoral school.
- (2) The training program based on advanced university studies must be relevant to the research topic of the doctoral thesis.
- (3) The credits obtained in a research master's program or previous doctoral internships and/or scientific research internships, carried out in the country or abroad, in prestigious universities or research and development units, may be recognized as equivalent to those obtained in a training program based on advanced university studies. Equivalence is proposed by the doctoral supervisor and approved by the doctoral school council.
- (4) The participation of a doctoral student in the training program based on advanced university studies and the choice of study elements within this program are exclusively and independently determined by the doctoral supervisor in collaboration with the doctoral student, depending on the specific research topic and are recorded as such in the Study Contract and the Doctoral Study Plan. In well justified cases, it is also possible to opt for courses at another doctoral school or research master's program.
- (5) The cumulative duration of the training program based on advanced university studies may not exceed 3 months.
- Art. 5.5.** (1) The training program based on advanced doctoral studies is a tool to enrich the knowledge of the doctoral student and to help him/her to carry out scientific research and to acquire advanced competences specific to the doctoral cycle.

(2) Any evaluations related to the courses, seminars or laboratories within the training program based on advanced graduate studies have an exclusively informative role, are not mandatory for doctoral students and cannot condition the funding of doctoral students or their path within the study program.

(3) The evaluation for the doctoral degree is based on the doctoral thesis and its public defense. The qualification is awarded on the basis of the doctoral candidate's scientific work.

(4) IOSUD-WUT, through the doctoral schools, facilitates and guarantees the curricular flexibility of the doctoral programs.

Art. 5.6. In order to ensure the necessary knowledge base for doctoral studies, doctoral schools may organize within their frameworks research master's degree programmes, mainly oriented towards the training of scientific research skills.

Art. 5.7. (1) The responsibility for the structure, content, conduct and organization of the doctoral student's research program lies with the doctoral supervisor.

(2) The doctoral supervisor is directly responsible for the doctoral student's scientific career and is obliged to take all necessary measures to ensure that the student-doctoral supervisor has the conditions, knowledge and information to maximize the chances of completing the doctoral program.

Art. 5.8. In order to ensure a coherent scientific path, the doctoral student, at the request of the doctoral supervisor, at least once every 12 months, makes a presentation of the progress of his/her scientific research program to the doctoral supervisor and the doctoral supervisor's guidance committee, which have the role of guiding, correcting and supporting the doctoral student's scientific path.

Section C. Doctoral thesis and completion of doctoral studies

Art. 5.9. The PhD thesis, as well as the entire procedure of its public submission/submission are regulated within IOSUD-WUT by specific methodologies.

Art. 5.10. (1) The doctoral school establishes the standard format of the doctoral thesis, which may include elements of structure and graphic formatting, and the doctoral student is obliged to comply with the said standard format.

(2) The content of the doctoral dissertation is determined by the doctoral student in consultation with the doctoral supervisor and will respect the framework structure and the limitations imposed by the doctoral school regulations.

(3) The title of the doctoral dissertation may be changed at the doctoral student's free choice before the defense of the doctoral dissertation in the doctoral thesis committee.

(4) The doctoral thesis is an original work, and it is mandatory to mention the source for any material taken.

(5) The doctoral student is the author of the doctoral thesis and assumes, in a written statement, the correctness of the data and information presented in the thesis, as well as of the opinions and demonstrations expressed in the thesis.

(6) The doctoral supervisor is responsible together with the author of the thesis for compliance with quality standards or professional ethics, including ensuring the originality of the content, according to the provisions of Article 170 of Law no. 1/2011.

Art. 5.11. (1) Doctoral theses and their appendices are public documents and shall also be written in digital format. In the field of arts, doctoral theses may be accompanied by a digital recording of the original artistic creation. The doctoral thesis and its appendices are published on a website administered by the Ministry of National Education, in compliance with the copyright legislation in force. Doctoral theses are kept by the West University of Timișoara in its own archive in digital format. The versions of the doctoral theses submitted to the Central University Library "Eugen Todoran" are kept in a special fund, based on agreements between WUT and BCUT "Eugen Todoran". Also, according to Law 19/8.01.2019, after the award of the doctoral degree, within a maximum of 180 days, the IOSUD-WUT is obliged to send to the National Library of Romania a printed copy of the doctoral thesis and its annexes.

(2) The protection of intellectual property rights on the doctoral thesis is ensured in accordance with the provisions of the law.

(3) The exploitation of copyright and/or industrial property rights on the original product or creation realized within the doctoral studies program is carried out in accordance with the provisions of the relevant legislation.

(4) The structure of the "doctoral dossier" and the access to it will be regulated by a procedure elaborated by the CNATDCU and approved by order of the Minister of National Education and Scientific Research, in compliance with the legislation in force. This procedure will respect the following rules:

a) the abstract of the thesis is published on the website of the university or, as the case may be, of the Romanian Academy and can be publicly consulted after the decision to appoint the defense committee is issued;

b) the thesis in printed format may be consulted at the university library at least 20 days before the date set for the public defense. The doctoral thesis remains a public document in the university library;

c) if the doctoral student does not opt for separate publication of the thesis or of some chapters of it, the digital form of the thesis is made public and will be freely accessible on the national platform after the issuance of the decision granting the doctoral degree; the thesis will be assigned a copyright protection license;

d) if the doctoral student opts for the separate publication of the doctoral thesis or of some chapters of it, he/she receives a grace period of maximum 24 months for this publication; after the expiration of the grace period, if no notification of the separate publication of the thesis has been received at IOSUD, the document in digital format becomes freely accessible on the national platform with the assignment of a copyright protection license;

e) after the publication of the thesis or some chapters of it, the author is obliged to notify IOSUD of this fact and to send the bibliographic indication and a link to the publication, which will then be made public on the national platform;

f) after being awarded the doctoral degree, within a maximum of 180 days IOSUD is obliged to send a printed copy of the doctoral thesis to the National Library of Romania, where it can be accessed upon request.

(5) The doctoral file is archived by IOSUD on a permanent basis.

Art. 5.12. (1) Doctoral studies are completed by the public defense of the doctoral dissertation before the doctoral dissertation public defense committee, hereinafter referred to as the doctoral committee.

(2) Public support may take place only after the following steps have been completed:

- a) the PhD student delivers the thesis in electronic format and, where appropriate, in printed format at BSD;
- b) BSD performs similarity analysis using a program recognized by CNATDCU (iThenticate); similarity reports are included in the "doctoral dossier";
- c) the doctoral supervisor verifies the fulfillment by the doctoral candidate of the specific criteria in force for each field of scientific activity;
- d) the doctoral thesis is presented in the tutoring committee; after this presentation, which may be public, the doctoral supervisor and the tutoring committee decide on the official submission of the thesis and the organization of the public defense; the acceptance report of the doctoral supervisor and the agreement of the members of the tutoring committee are included in the "doctoral dossier";
- e) the doctoral dissertation is officially submitted to the BSD, in printed and electronic format, together with the abstract of the doctoral dissertation and the CV of the doctoral candidate; the secretariat of the doctoral school certifies the fulfillment by the doctoral candidate of all obligations within the doctoral degree program;
- f) the request for fixing the date for the public defense of the doctoral thesis, endorsed by the doctoral supervisor and the president of the defense committee, is submitted to the doctoral school secretariat at least 30 working days before the proposed date of defense;
- g) The BSD shall prepare and post the announcement for the public defense at least 20 calendar days before the proposed date of defense. It will necessarily include the date, location and time of the defense, the supervisor(s), as well as the place where the full text of the thesis can be consulted in printed format. The announcement of the public defense, the abstract of the thesis in electronic format, the CV of the doctoral candidate, the CVs of the members of the public defense committee of the doctoral thesis or links to them are posted on the IOSUD website.

(3) Following the identification of violations of good conduct in research, including plagiarizing the results or publications of other authors, fabrication of results or substitution of results with fictitious data, in the evaluation of the thesis by the supervisor or the supervisory committee, the consent for public support is not obtained.

(4) The doctoral committee is proposed by the doctoral supervisor, approved by the doctoral school council and appointed by decision of the CSUD. The doctoral committee is composed of at least 5 members: the chairperson, as representative of IOSUD-WUT, the doctoral supervisor and at least 3 official referees, from the country or abroad, specialists in the field in which the doctoral thesis was elaborated and at least 2 of whom work outside IOSUD-WUT. In the appointment of these external members of the doctoral committee, IOSUD-WUT WUT favors the appointment of specialists working in prestigious universities abroad, on the List of prestigious universities approved by the Ministry of Education and Research (MEN) and also in Romanian universities such as the member universities of the "Universitaria" Consortium, the Polytechnic University of Timișoara, the Polytechnic University of Bucharest, the University of Craiova, University of Oradea, Transilvania University of Brașov, Lucian Blaga University of Sibiu, Victor Babeș University of Medicine and Pharmacy of Timișoara, University of Agricultural Sciences and Veterinary Medicine of Banat in Timișoara, Technical University of Cluj-Napoca (including the North University Center Baia Mare), institutes of the Romanian Academy, research centers within national museums, Art Universities in Romania. The members of the doctoral committee have the title of doctor and have at least the teaching position of university lecturer or scientific researcher at level II or have the quality of doctoral supervisor, in the country or abroad. When appointing doctoral committees, the Order of the Minister of National Education No. 5403/1.11.2018, Annex 2, criterion B.3.2.1 shall be taken into account. The chairperson of the committee shall be the IOSUD-WUT representative in the doctoral committee. In the IOSUD-WUT, the chair of the doctoral committee may be: the WUT vice-rector, the director of the CSUD, the dean of the faculty (if he/she is at least an associate professor or is a doctoral supervisor), a vice-rector of the WUT (if he/she is at least an associate professor or is a doctoral supervisor), the director

of the doctoral school, a faculty prodecan (if he/she is at least an associate professor or is a doctoral supervisor) or another doctoral supervisor in the doctoral school.

(5) In the case of joint doctoral studies, the committee for the public defense of the doctoral thesis shall include representatives of both IOSUDs. The president of the committee is a representative of the IOSUD organizing the public defense of the doctoral thesis.

(6) Both the IOSUD and the doctoral school may impose minimum standards of scientific performance that doctoral committee members must meet in order to be eligible to serve on the committee.

(7) The doctoral thesis can be defended only after its evaluation by all members of the doctoral committee and in the presence of at least 4 of them, with the mandatory participation of the committee chair and the doctoral supervisor.

(8) The member of the doctoral committee who cannot attend the public defense of the doctoral thesis must send to the BSD, before the scheduled date for the public defense of the thesis, the thesis evaluation report, a written statement stating the reason for the absence, as well as the vote on the award of the doctoral degree and the proposed grade.

(9) The public defense must include a session of questions from members of the doctoral committee and the public.

(10) The academic community of IOSUD-WUT will be informed about the content of the doctoral thesis approved for public defense, ensuring access to the content of the work in the library of the doctoral school at least 20 days before the public defense.

(11) The date and place of the doctoral thesis defense shall be posted at the IOSUD-WUT headquarters and at the headquarters of the doctoral school at least 20 days before the date set by the doctoral committee chair, by written notice and by electronic posting on the WUT website.

(12) In order to be published on the IOSUD-WUT website, the abstract of the doctoral thesis must be submitted to the BSD at least 25 working days before the scheduled date of the public defense. If the doctoral thesis is written in an international language, the abstract must be written in Romanian.

(13) It is forbidden for the doctoral student to offer gifts or other such undue benefits to members of the doctoral committee or to request that the doctoral student contribute to the payment of expenses related to the travel of members of the doctoral committee or to the organization of the public defense of the doctoral thesis.

Art. 5.13. In order to defend the doctoral dissertation, the doctoral student will access the *doctoral studies* section on the website www.uvt.ro, where he/she will find the Methodology for public defense of doctoral theses, as well as the standard forms necessary for completing the application for public defense of the doctoral dissertation.

Art. 5.14. (1) Based on the public defense of the doctoral dissertation and the reports of the official referees, the doctoral committee, in accordance with the specifications of the doctoral schools, evaluates and deliberates on the grade to be assigned to the doctoral dissertation. The grades that can be awarded are: 'Excellent', 'Very good', 'Good', 'Satisfactory' and 'Unsatisfactory'.

(2) If a member of the doctoral committee identifies in the evaluation of the thesis, both before and during the public defense, serious misconduct in scientific research and academic activity, including plagiarizing the results or publications of other authors, fabrication of results or substitution of results with fictitious data, the doctoral committee member is obliged to take the following measures:

- a) to refer the case to the ethics committee of the higher education institution where the doctoral student is enrolled and to the ethics committee of the institution where the doctoral supervisor is employed for analysis and resolution of the case, including the expulsion of the doctoral student, according to art. 306-310 and 318-322 of Law no. 1/2011 and the provisions of Law no. 206/2004 on good conduct in scientific research, technological development and innovation, with subsequent amendments and additions;
- b) to notify all the members of the doctoral committee of any misconduct and to propose the award of the "Unsatisfactory" grade.

(3) If the doctoral student has fulfilled all the requirements stipulated in the scientific research program and the evaluation of the doctoral thesis allows the award of the

qualification "Excellent", "Very good", "Good" or "Satisfactory", the doctoral committee proposes the award of the doctoral degree. The proposal is submitted to the CNATDCU for validation. The CNATDCU, after evaluating the dossier, proposes to the Minister of National Education whether or not to award the doctoral degree.

(4) In the case of "Unsatisfactory", the doctoral committee specifies the elements of content to be reworked or completed in the doctoral thesis and requests a new public defense of the thesis. The second public defense of the thesis takes place in front of the same doctoral committee as for the first defense. If the second public defense is also graded "Unsatisfactory", the doctoral title is not awarded and the doctoral student is expelled.

(5) If the CNATDCU invalidates the doctoral thesis, the IOSUD-WUT receives from the Ministry of National Education a written motivation for invalidation, based on the CNATDCU's observations. The doctoral thesis can be resubmitted to the CNATDCU within one year from the date of the first invalidation. If the doctoral thesis is invalidated a second time, the doctoral title will not be awarded and the doctoral student will be expelled.

Art. 5.15. (1) The title of doctor is awarded by order of the Minister of National Education, after validation of the doctoral thesis by the CNATDCU.

(2) In the case of non-compliance with the standards of quality or professional ethics, including plagiarism, on the basis of reports drawn up by CNATDCU, CNCS or the National Council for Ethics in Scientific Research, Technological Development and Innovation, the Minister of National Education may revoke, by order, the award of the doctoral degree.

Art. 5.16. (1) The degree conferred after the successful completion of a doctoral degree program is called doctoral degree. The diploma certifying the award and possession of a doctoral degree shall expressly mention the disciplinary or interdisciplinary field of the doctorate for scientific doctorates; the diploma certifying the award and possession of a doctoral degree in a professional field shall expressly mention the professional field of the doctorate.

(2) Upon completion of the scientific doctoral studies, the IOSUD-WUT confers the diploma and the title of Doctor of Science, corresponding to the acronym Dr.

(3) Upon completion of the professional doctoral studies, IOSUD confers the diploma and the title of doctor in a professional field, corresponding to the acronym Dr. P.

(4) The qualification obtained by the doctoral student, namely "Excellent", "Very good", "Good" or "Satisfactory", will be inscribed on the doctoral diploma. The doctoral degree shall also bear a mention in Latin as follows:

- a) the grade 'Excellent' is marked 'Summa cum laude';
- b) 'Magna cum laude' for the grade 'Very good';
- c) the grade 'Cum laude' should be entered for 'Good'.

CHAPTER VI

Rights and obligations of the doctoral student and the supervisor

Art. 6.1. (1) During the doctoral program, the doctoral student has the right:

- a) to benefit from the support, guidance and coordination of the doctoral supervisor and the doctoral committee;
- b) attend seminars or working meetings of IOSUD-WUT research and development staff when topics relevant to doctoral studies are under discussion;
- c) to be represented in the decision-making bodies of the Doctoral School, in accordance with the provisions of this Regulation;
- d) to benefit from the logistics, documentation centers, libraries and equipment of the doctoral school and IOSUD-WUT for the elaboration of research projects and doctoral thesis;
- e) enrol in courses and seminars organized by other doctoral schools;
- f) to work with teams of researchers from IOSUD-WUT or from research and development units that have institutional agreements or partnerships with IOSUD-WUT;
- g) benefit from national or international mobility;

- h) receive institutional support to participate in scientific conferences or congresses, workshops, summer or winter schools and national and international seminars in the field of specialization in which he/she has chosen his/her doctoral thesis;
- i) participate in scientific communication sessions organized by the doctoral school and/or IOSUD-WUT;
- j) to be informed about the curriculum *of* doctoral studies at the doctoral school.

(2) The doctoral student has the following obligations:

- a) to respect the research program agreed with the doctoral supervisor and to comply with the obligations to defend papers and present the research results;
- b) to submit activity reports to the supervisor and the supervisory committee whenever requested;
- c) be in permanent contact with the supervisor;
- d) to respect institutional discipline.

Art. 6.2. Any request by the doctoral student for interruption or extension of doctoral studies, change of thesis title or change of supervisor shall be made by written request submitted to the BSD at least 20 days before the date from which, if approved, the request would take effect.

Art. 6.3. (1) The rights and obligations of the doctoral supervisor derive from the Law no. 1/2011, from the present institutional regulation on the organization and conduct of doctoral studies of IOSUD-WUT, from the doctoral school regulation, as well as from his/her employment contract.

(2) The doctoral supervisor's rights include:

- a) the right to participate in competitions for doctoral grants;
- b) the right to supervise and evaluate the doctoral student's work within the doctoral program, in accordance with professional and academic autonomy, following the requirements of the doctoral program and respecting the professional interests of the doctoral student;
- c) the right to propose the doctoral 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 they are assessed, both in internal and external evaluation;
- f) the right to know the results of the internal and external evaluation of their own work;
- g) the right to refuse to supervise a doctoral student if he or she is unwillingly placed in a conflict of interest;
- h) the right to request the doctoral school council to terminate the mentoring relationship with a doctoral student;
- i) the right to select the doctoral candidate and to propose the registration of the doctoral student;
- j) the right to ask the doctoral school to organize an admission competition for the doctoral students' places;
- k) the right to decide the elements of study within the training program based on advanced graduate studies in which the doctoral student must participate, subject to the provisions of this Regulation.

Art. 6.4. The doctoral supervisor has the following obligations:

- a) to ensure the scientific, professional and ethical guidance of each doctoral student;
- b) propose research topics;
- c) to provide conditions and stimulate the progress of doctoral students in their research;
- d) to carry out objective and rigorous monitoring and evaluation of each PhD student;
- e) support the mobility of doctoral students;
- f) to avoid conflicts of interest in mentoring doctoral students.

CHAPTER VII

Final provisions

Art. 7.1. Each doctoral school shall develop its own regulations on the organization and conduct of doctoral studies in accordance with the provisions of this institutional regulation, including specific rules, criteria, requirements and procedures for each doctoral field.

Art. 7.2. This regulation becomes annex to the Charter of the West University of Timisoara.

This institutional regulation was approved at the WUT Senate meeting on 31.03.2022