



UNIVERSITATEA DE VEST
"VASILE GOLDIȘ"
din ARAD

ROMANIA

MINISTRY OF EDUCATION

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ADMISSION METHODOLOGY

FOR DOCTORAL STUDIES AT

"VASILE GOLDIȘ" WESTERN UNIVERSITY

for the academic year 2019-2020

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CHAPTER I - General provisions

(1) This Methodology is based on the following documents: the National Education Law (LEN) no. 1/2011 with subsequent amendments and additions; the Code of Doctoral Studies, approved by the Romanian Government Decision no. 681/2011 with subsequent amendments and additions; MEN Order no. 4982 of 5 September 2013 on the activity of doctoral supervision; the University Charter and other normative documents of the Ministry of Education and Scientific Research and UVVG; the Regulations for the organization and functioning of IOSUD-UVVG and the Regulations of the Doctoral Schools of Biology and Medicine of IOSUD-UVVG; the Regulations for the organization of admission to UVVG for the bachelor, master and doctoral levels.

(2) Doctoral studies represent the third cycle of university studies and allow the acquisition of a qualification at level 8 of the European Qualifications Framework for Lifelong Learning (EQF/CEC) and the National Qualifications Framework.

(3) Admission to doctoral studies is based on a competition organized by the “Vasile Goldiș” Western University of Arad through IOSUD and its two component Doctoral Schools: Medicine and Biology.

(4) Doctoral studies are organized on a part-time and full-time basis.

(5) Reduced frequency is applied only for topics that allow a reduced laboratory/clinical research program and remains at the discretion of the doctoral supervisor, who assumes together with the doctoral student the fulfillment of the minimum performance standards established by the two doctoral schools.

(6) Doctoral studies organized in the Doctoral Schools of Medicine and Biology are conducted in Romanian or a language of international circulation, agreed upon by the doctoral supervisor with the doctoral student at the conclusion of the registration documents of the doctoral student in the first year of doctoral studies.

(7) The financing of doctoral studies organized by the Doctoral Schools of Medicine and Biology is mainly on a fee basis, but also by granting scholarships/grants from public funds, European funds, own institutional funds or other legally established sources.

(8) The maximum number of doctoral students that can be supervised simultaneously by a doctoral supervisor is established by the University Senate.

(9) The following categories are not included in the calculation of the maximum number of doctoral students: doctoral students who have defended their thesis publicly but have not yet been validated by the CNATDCU, doctoral students who are reworking or completing their doctoral thesis as a result of not having had their thesis publicly defended or having had it invalidated by the CNATDCU's specialist committee, and doctoral students supervised in cotutelle for whom the doctoral supervisor of the doctoral school of the IOSUD-UVVG is not the main supervisor.

(10) Reaching the maximum number of doctoral students, established by the Senate according to the legal provisions in force, for a supervisor, is achieved gradually, through the completion of the doctoral studies program of doctoral students under the supervision of the doctoral supervisors, according to the legislation in force.

(11) The Director of the Council for Doctoral Studies (CSUD) together with the IOSUD secretariat displays the list of documents required for registration to the doctoral admission competition, both at the IOSUD headquarters (Vasile Goldis University Campus, Liviu Rebreanu Street no.86, Arad) and on the university website (www.uvvg.ro).

(12) In consultation with the Council of the Doctoral School, the titular doctoral supervisors shall establish, in detail and at least 2 months before the date of the admission competition, the criteria for the evaluation of candidates and those for the selection of candidates for the places offered by them in the admission competition. These criteria will be communicated in writing to IOSUD and made public by the most accessible means possible, including the Internet.

(13) It is forbidden, under penalty of law, to promote any form of direct or indirect discrimination between candidates for doctoral studies through the criteria for the evaluation of candidates and those for the selection of candidates.

(14) All information (timetable, bibliography, methodology, PhD supervisors, available places, etc.) will be published on the university's website at least 2 months before the date of the admission competition.

CHAPTER II - Admission requirements

(15) Candidates must hold a master's degree or its equivalent, from home and abroad, according to Art. 153 para. (2) of Law no. 1/2011, except for graduates of medical faculties with a 6-year undergraduate degree and a total of 360 transferable credits.

(16) The registration to the competition is not conditioned by the field in which the candidate has obtained the bachelor and master degrees, nor by nationality, provided that the legal provisions in force concerning the equivalence of studies are respected.

(17) The citizens of the European Union Member States, of the countries belonging to the European Economic Area or of the Swiss Confederation have access to doctoral studies under the same conditions as those provided for by the regulations for Romanian citizens, including in terms of fees (admission fee, study fee, PhD thesis fee).

(18) Foreign citizens from non-EU countries must comply with the Methodological Norms sent annually by the Minister of Education and Scientific Research for doctoral studies.

(19) The candidate must total at least 300 European transferable credits (ECTS) for the fundamental field of Natural Sciences and 360 credits for the fundamental field of Medical Sciences in the bachelor and master cycles of university education;

(20) The candidate must have a minimum average of 8.00 in the bachelor's exam and a minimum average of 8.00 in the dissertation exam (Master's Diploma) or equivalent if the education system from which he/she comes has another grading system.

(21) The candidate is obliged to present the receipt for the payment of the admission fee to IOSUD, established by the UVVG Board of Directors for the respective academic year, the amount of which is published on the university's website before registration.

(22) The candidate is required to submit an affidavit that he/she has not had any disciplinary offences during the years of study that have been sanctioned by the Ethics Commission of the university.

(23) Resident physicians have the right to enroll during their residency in a doctoral program and thus simultaneously have the status of research assistant or university assistant for a fixed period, being remunerated for both activities, according to the law.

CHAPTER III - Registration for the competition

(24) The candidate consults the list "Distribution by doctoral schools and doctoral supervisors of places for the doctoral admission competition" posted at the IOSUD notice board (Vasile Goldis University Campus, 86 Liviu Rebreanu Street, Arad), as well as on the university's website (www.uvvg.ro).

(25) The candidate must pay the fee for the 2019 PhD admission competition. The admission fee can be consulted at www.uvvg.ro. The fee is payable:

- at the cashier's office of the University, Bdul Revolutiei 94-96, Arad;
- by payment order, in the EUR account: RO49BITRAR1EUR035032CC01, opened at Banca VENETO, Arad Branch; in the RON account: RO47RNCB0015028152520002, opened at BCR Arad Branch;

The receipt must indicate the name of the candidate, as well as the mention "Registration fee for PhD competition, "Vasile Goldiș" Western University of Arad, Doctoral School". The receipt must be attached to the application form to be submitted to IOSUD-UVVG: Campus Universitar "Vasile Goldiș", Corp B, Camera B.8.1., Str. Liviu Rebreanu, nr. 86, Arad.

(26) The application file for the entrance exam will contain:

1. the application form in which you will choose the PhD supervisor, the form of education/financing: full-time with scholarship/fee or part-time with fee (*Attention! Please consult carefully the model study contract for which you are opting, as they contain different obligations concerning attendance*).
2. bachelor's degree (copy) and transcript of records or diploma supplement (certified copy); graduates who passed the bachelor's exam in 2019 may submit, instead of the bachelor's degree, a certificate stating their bachelor's average and the grades obtained in the years of study, as well as the total number of credits accumulated during their studies;
3. master's degree (copy) and transcript of records or diploma supplement (copy); graduates who passed the dissertation examination in 2019 may submit, instead of the master's degree, a certificate stating the grade obtained in the dissertation and the grades obtained in the years of study, as well as the total number of credits accumulated during their studies;

4. a sworn statement that he/she has not had any disciplinary offences during the years of study that have been sanctioned by the University Ethics Committee.
5. foreign candidates who have completed their university studies in another country must provide proof of recognition of their studies by the Ministry of National Education and Scientific Research, issued by the National Centre for the Recognition and Equivalence of Diplomas (CNRED).
6. Certificate of linguistic competence *
7. birth certificate (copy);
8. marriage certificate (copy);
9. identity card (ID/CI/passport) (copy);
10. medical certificate type M.S. 18.1.1;
11. three 3/4 format photographs;
12. one envelope file;
13. curriculum vitae;
14. list of published works;

(27) In the application for the competition, each candidate shall indicate a doctoral supervisor and shall apply for one of the places approved by the Senate in the respective session.

(28) The application procedure for foreign citizens who are not from the European Union (EU), the European Economic Area (EEA) or the Swiss Confederation (CH) to take part in the admission competition for doctoral studies is regulated by the Order of the Minister of Education, Research, Youth and Sport no. 6000/2012, together with the Order of the Minister of National Education no. 3359MD, dated 11.03.2013, both documents are available on the website www.uvvg.ro.

(29) Foreign citizens are required to present a language proficiency certificate for Romanian, issued by institutions authorized by the Ministry of National Education, validated by a written and oral test of the candidate by the Department of Modern Languages of the University, if they opt for doctoral studies in Romanian and the elaboration of the thesis in Romanian. This certificate is only required for candidates who choose to write and defend their PhD thesis in Romanian.

* The language proficiency test can also be taken in the LMA Department of the Faculty of Socio-Human Sciences, Physical Education and Sport according to a schedule posted on the Doctoral School website.

CHAPTER IV - Admission

(30) Irrespective of the field, the admission competition for doctoral studies includes a language proficiency test for an international language and a specialist examination, according to the timetable in Annex 1.

(31) The language proficiency test is held in the Department of Applied Modern Languages (LMA) of the Faculty of Socio-Human Sciences of the UVVG. For candidates who have a certificate of linguistic competence valid at the date of the competition, it must be recognized by the LMA department of the Faculty of Socio-Human Sciences of the UVVG, according to the list of certificates validated by the LMA and posted on the IOSUD-UVG website. The language proficiency certificate is part of the candidate's file, without which the candidate cannot take the specialist examination.

(32) The specialist examination consists of two tests:

- a) *a written specialist examination*, based on the bibliography established by the supervisor;
- b) *an interview* in which the candidate's scientific concerns in the field, his/her research skills, the proposed topic for the doctoral thesis and the candidate's previous results, as shown in the documents submitted when applying for admission, are analysed;

(33) At the request of the doctoral supervisor and with the agreement of the council of the doctoral school to which he/she is affiliated, other examinations may be provided for in the doctoral admission competition.

(34) The competitive examinations shall be held before an admission committee consisting of the doctoral supervisor (chairman, *ex officio*) who offered the place of the doctoral student for admission and at least two other specialists (members) from the UVVG who hold at least the position of university lecturer or scientific researcher grade II. The admission committees are proposed by the PhD supervisor, endorsed by the Doctoral School Council, approved by the CSUD and the University Senate.

(35) Grading of the specialist examination papers is done individually by each member of the examination committee with marks from 1 to 10 (made on the basis of established evaluation criteria). In the candidate's admission report, the average of each test and the

average of the specialist examination are recorded as the arithmetic average of the marks for the two tests.

(36) After evaluating the evidence, the admission committee nominates, on the basis of the established selection criteria, the candidate to fill the post of doctoral student to be offered. This candidate can only be admitted to the place after obtaining the favourable opinion of the council of the doctoral school in which the doctoral supervisor holds the post.

(37) The validation of the results of the admission competition is done by the Senate, after prior approval by the CSD and CSUD. The registration of candidates is done by decision of the UVVG Rector.

(38) In the event that there are several candidates who have opted for full-time tuition and scholarships following the admission exam, the allocation of funding will be made through a competition, which will be organized in the first two weeks after the validation of admission to doctoral studies (Annex 1), according to a methodology approved in advance by the CSUD and the Board of Directors and posted on the university website www.uvvg.ro.

(39) The overall averages obtained by the candidates at the admission are valid for the determination of the ranking order only at the "Vasile Goldiș" Western University of Arad, where they applied, in accordance with the provisions of this Regulation.

(40) Admission of candidates to UVVG is made in descending order of the overall average obtained by candidates in the competition, within the limit of the number of places, for each field of study.

(41) The doctoral supervisor has the right to declare ineligible for the competition organized by the doctoral school, on the places allocated to him/her, the candidate who proposes a doctoral thesis topic that is not included in his/her current research program, that does not present interest and importance from a scientific point of view or/and for which the necessary material conditions, adequate for the completion of the research program, are not constituted in the doctoral school. For the same reasons, the doctoral supervisor has the right to refuse to take over a doctoral student from another doctoral supervisor. The exercise of these rights cannot be censored by any academic authority.

CHAPTER V - Appeals

(42) Any appeals must be submitted within 24 hours from the date and time of the publication of the results of the admission session to the appeals committee of each faculty.

(43) The results of the appeals will be communicated no later than 48 hours after the deadline for submission.

(44) On the basis of university autonomy, the "Vasile Goldiș" University of Arad is the only one able to decide on the appeals, according to its own regulations and the legislation in force.

(45) No appeals are allowed for the interview.

(46) The decision of the committee for solving the appeals is final.

CHAPTER V - Registration

(47) Candidates admitted to fee-paying places, listed as registrable, will confirm their place by presenting to IOSUD, during the period announced for the confirmations, the receipt proving payment of the tuition fee for at least the first instalment.

(48) For enrolment in the first year of doctoral studies, candidates who have confirmed their place:

- a. complete the study contract in 3 copies and submit it to the IOSUD signed by themselves, the PhD supervisor and the Rector. Three model contracts for each doctoral school are posted on the university website:
 - doctoral studies contract - funding from the budget of the „Vasile Goldiș” University of Arad and/or other sources of funding (attendance);

Attention! *Attendance obligations of the doctoral student with scholarship: 8 hours/day respectively 40 hours/week*

- contract for doctoral studies - fee-paying (attendance);

Attention! *The obligations of the doctoral student in the regime of attendance and fee - 40 hours/week, set flexibly in agreement with the supervisor.*

- Doctoral study contract - fee-paying (reduced attendance);

Attention! *The obligations of the doctoral student in fee-paying regime: 15 hours/week, set flexibly, in agreement with the doctoral supervisor.*

- b. will draw up, together with the supervisor, the Plan of Doctoral Studies in 3 copies signed in holography. The form of the Individual Plan of Doctoral Studies is approved by the CSUD. The Individual Plan of Doctoral Studies shall be completed within 45 days from the date of the decision to register the doctoral students admitted following the admission competition.

The plan will also contain the nominal composition of the tutoring committee, which during the doctoral studies supports and coordinates the doctoral student together with the supervisor, and is composed of 3 other teaching or research staff, who have the title of doctor and at least the position of university lecturer or research scientist grade III.

Annex 1

TIMETABLE FOR ADMISSION TO DOCTORAL STUDIES

1-31 July 2020 - *registration of candidates from countries that are not members of the European Union, the European Economic Area and the Swiss Confederation*

31 August - 18 September 2020 - *registration of candidates*

1, 8 and 15 September 2020 - *language proficiency exam*

21 September 2020 - *evaluation of candidates' applications*

22 September 2020 - *specialist examination*

23 September 2020 - *results and appeals*

24 September 2020 - *posting of final results*