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# **DOCTORAL SCHOOL OF MEDICINE**

  

## **INTERNAL REGULATION**

**- Revision 1 -**

**-January 2017-**

# CONTENTS

CHAPTER I – General provisions .....	3
CHAPTER II - Structure of the Doctoral School of Medicine.....	3
CHAPTER III – Organisation of doctoral studies at the Doctoral School of Medicine .....	7
CHAPTER IV – The doctoral supervisor and the supervision committee .....	17
CHAPTER V – Doctoral students .....	19
CHAPTER VI – Standardisation of activities in the doctoral program.....	22
CHAPTER VII –Funding .....	24
CHAPTER VIII – Mediation of conflicts .....	24
CHAPTER IX – Solving complaints regarding non-compliance with quality or professional ethics standards, including as regards the existence of plagiarism, in a doctoral thesis .....	25
CHAPTER X – Internal and external evaluation and monitoring .....	27
CHAPTER XI. Final provisions.....	28

## CHAPTER I – General provisions

**Art. 1.** This Regulation is based on the following documents:

- Law of National Education (LNE) no. 1/2011, as amended and supplemented;
- Code of doctoral studies, approved by Government Decision no. 681/2011, as amended and supplemented;
- Regulation of “Vasile Goldis” Western University of Arad on the organisation and conduct of doctoral studies;
- Order of the MNE no. 4982 of 5 September 2013 on doctoral supervision;
- Order of the MNESR no. 3482/2016 on the Regulation for organisation and operation of the National Council for Attesting Titles, Diplomas and Certificates;
- Order of the MNESR no.3485/2016 on the list of programs recognized by the National Council for Attesting Titles, Diplomas and Certificates and used in higher education institutions organising doctoral studies and the Romanian Academy, in order to establish the degree of similarity for scientific works;
- Order of the MNESR no. 651/19.11.2014 regarding the approval of the Methodology of academic mobility;
- University Charter and other normative documents of the Ministry of Education and Scientific Research and VGWU;

## CHAPTER II - Structure of the Doctoral School of Medicine

**Art. 2. The Doctoral School in IODS - VGWU**

(1) The Doctoral School of Medicine, hereinafter referred to as DSM, is part of IODS - VGWU as a distinct doctoral school, established by Order of the Minister of Education, Research and Innovation no. 5199/21.09.2009.

(2) *The DSM mission:* To train doctoral students through the acquisition of advanced knowledge, skills and abilities of scientific research in medical sciences, leading to building successful careers in field-specific scientific research, both nationally and internationally.

(3) *The specificity of the doctoral school.* The DSM brings together subfields/various disciplines of medical sciences, as well as multidisciplinary approaches in the bio-medical field and other interdisciplinary fields. Specific research topics in the DSM are formulated based on the expertise of doctoral supervisors and ongoing projects, and are posted to the Doctoral section of the VGWU website each year, 2 months before admission to doctoral studies.

(4) The DSM is headed by a Director of the Doctoral School and the Doctoral School Council. The director of the doctoral school is assimilated to a head of department position. The Doctoral School Council is assimilated doctoral to the Council of a Department.

(5) The DSM is subordinate to the Council for Doctoral Studies (CSUD) of the Institution Organizing Doctoral Studies (IODS) of Vasile Goldis Western University of Arad.

(6) The DSM organises doctoral studies in Medicine, as full-time and part-time education. The doctoral program offered by the DSM is completed by a scientific doctorate and the award of the Doctor of Medicine title (level 8 qualification in the European Qualifications Framework – EQF and the National Qualifications Framework), based on the doctoral thesis defended in public session.

(7) Part-time studies apply only to topics that allow part-time laboratory research and are at the discretion of the doctoral supervisor, who with the doctoral student assumes the accomplishment of minimum performance standards established by the DSM.

(8) Doctoral studies organised by the DSM are conducted in Romanian or an international language, as agreed by the doctoral supervisor with the doctoral student, when concluding the registration documents of the doctoral student in the first year of doctoral studies.

(9) Doctoral studies organised by the DSM are funded mainly based on tuition fees, but also through scholarships/grants from public funds, European funds, institutional funds or other legal sources.

### **Art 3. The Director of the Doctoral School of Medicine**

(1) The Doctoral School of Medicine is headed by a Director assimilated to a head of department. The Director of DSM is a member of law, without voting rights, of the Council of the Faculty of Medicine, which includes the Department of Biology and Life Sciences.

(2) The Director of the Doctoral School represents the latter in dealing with the IODS.

(3) The Director of the Doctoral School is appointed by the CDS from doctoral supervisors of the doctoral school and is a member of law in the Doctoral School Council, according to the "Methodology for the appointment of management structures and management positions within IODS-VGWU", currently in force and approved by the University Senate.

(4) The Director of the Doctoral School is responsible for the quality of doctoral education and administrative matters in the Doctoral School before Director of the CDS.

(5) The duties of Director of the Doctoral School of Medicine (DSM) are:

- a) to establish the strategic plan of the Doctoral School of Medicine;
- b) to organise and monitor the competition for admission to doctoral studies;
- c) to organise and monitor the activities of the two doctoral training programs;
- d) to bridge the doctoral school to the management of IODS-VGWU
- e) to establish the curriculum for Biology in collaboration with other scientific advisors of the Doctoral School;
- f) to prepare the organisation chart for the doctoral study programs;
- g) to control and approve the monthly report and attendance sheets of doctoral fellows, based on the prior endorsement of the doctoral supervisor;
- h) to organise and chair the meetings of the Doctoral School Council;
- i) to implement University Senate decisions regarding the Doctoral School;
- j) to sign documents issued by the Doctoral School.

### **Art 4. The Council of the Doctoral School of Medicine**

(1) The collective management body of the Doctoral School of Medicine is the Doctoral School Council, which is assimilated to the Council of a Department.

(2) The Council of the DSM within IODS-VGWU is composed of 5 members, of which:

1. the Director of the Doctoral School is appointed by the CDS from doctoral supervisor from the doctoral school where they are a member of law;
2. 2 doctoral supervisors of the doctoral school;
3. 1 doctoral student;
4. 1 member from outside the doctoral school, elected from among scientific personalities whose professional activity has significant international recognition and/or personalities from relevant industrial and socio-economic sectors.

(3) The number and composition of the DSM Council cannot be changed within the same term.

(4) The doctoral student who is a member of the DSM Council shall lose this status at the time of public defence of their thesis.

(5) The DSM Council meets at least three times a year. Meetings may be convened whenever necessary, at the request of the Director of the DSM or at least 2 Council members. They are always chaired by the Director of the DSM. DSM Council decisions are made by vote of a simple majority of its members, and Council documents are signed by the Director of the DSM.

(6) DSM meetings may be attended (whether invited or not), without voting rights, by the Director of the CDS-VGWU, the dean, vice-deans and heads of departments of the Faculty of Medicine.

(7) The DSM Council shall:

- a) *Prepare the DSM Regulation:*
  - drafts the Regulation, in accordance with the Code of doctoral studies;
  - organises the endorsement of the Regulation by universal, direct and equal vote

- of the absolute majority of doctoral supervisors, members of that school;
  - submit to the Regulation to approval by the CDS;
  - proposes the amending of the Regulation, provided that this is necessary to ensure increased quality in activities performed in the DSM, and submits proposed amendments to approval by the CDS.
- b) *Organise admission to doctoral studies:*
- a) prepares the Admission Methodology, based on proposals received from doctoral supervisors, and submits it for approval by the CDS;
  - b) endorses and submits doctoral admission committees for approval by the CDS;
  - c) organises admission competitions for each vacant doctoral student position at the request of doctoral supervisors;
  - d) drafts the framework contract template for doctoral studies, and submits to the CDS and the Board of Directors for approval;
  - e) endorses the registration or expulsion of doctoral students.
- c) *Organise and implement doctoral study programs:*
- organises and coordinates of training program based on advanced university studies;
  - monitors the individual scientific research program coordinated by doctoral supervisors;
  - approves doctoral students' individual plans of doctoral studies;
  - organises research master's study programs;
  - prepares and endorses the organisation chart for teaching and research staff affiliated to the doctoral school, under an employment contract for definite or indefinite period (teachers, researchers, doctoral students) and submits it to the CDS for approval.
- d) *Organise the public defence of the doctoral thesis:*
- (a) approves the composition of the public defence committee proposed by the doctoral supervisor, and submit it to the CDS for validation.
- e) *Implement scientific performance standards:*
- establishes minimum performance standards to ensure quality in the scientific work of the Doctoral School;
  - implement procedures to highlight the results of doctoral research in order to assess doctoral theses and to endorse them for public defence;
- f) *Grant/withdraw tenured doctoral supervisor status:*
- a) decides upon granting/withdrawing the status of tenured doctoral supervisor, affiliate university professor or affiliate researcher status, taking into account the provisions of the regulation of the Doctoral School, in accordance with existing legislation on habilitation.
- g) *Provide quality assurance for doctoral study programs, through internal and external evaluation processes:*
- prepare the specific methodology for internal assessment processes, focused primarily on the quality of scientific results of the group headed by the doctoral supervisor, mainly on the impact and international relevance of the scientific work of this group;
  - conduct the annual internal evaluation of doctoral study programs, based on which the doctoral school shall review, modify and adapt the structure of doctoral study programs;
  - prepare self-evaluation reports for re-accreditation or, in the case of a new doctoral School, to obtain temporary authorisation for operation/accreditation;
  - assist the external evaluator in the evaluation process for accreditation/reaccreditation or temporary authorisation to the doctoral school.
- h) *Oversee the doctoral student – doctoral supervisor relationship:*
- investigates and analyses the replacement of doctoral supervisor at the reasoned request of the doctoral student, if there is ascertained failure of legal or

- contractual obligations assumed by the DS or for other reasons related to the mentoring relationship, and appoints another doctoral supervisor in this case or in case the doctoral supervisor is found to be unavailable;
- mediates conflicts between doctoral students and doctoral supervisors; in the case of unresolved conflict at this level, it is mediated by the CDS;
- reassigns the supervision of an ongoing doctorate to another doctoral supervisor, if the doctoral supervisor has reached the age of 65 and does not want to continue supervising doctorates;
- i) *Obtain funds for doctoral studies:*
  - promotes application for grant doctoral or R&D projects, funded from public or private sources;
  - conceives and develops projects to attract external funding.
- j) *Develop scientific partnerships:*
  - initiates and promotes scientific partnerships with higher education and research institutions in the country and abroad;
  - supports the mobility of doctoral students as part of partnerships (in joint doctoral research, exchanges of doctoral students).
- k) *Ensure compliance with ethics principles:*
  - monitors compliance with scientific, professional and university ethics, according to the code of ethics and professional deontology of VGWU, the Code of doctoral studies and operational procedures adopted by VGWU.

#### **Art 5. The Office of the Doctoral School of Medicine**

(1) The office of the Doctoral School Secretariat comprises at least one secretary with at least intermediate English skills, administration and computer skills.

(2) The duties of the secretary are the following:

- a. keep nominal records of doctoral students
- b. keep academic records for each doctoral student
- c. ensure the reception, registration, distribution and sending of correspondence
- d. provides secretarial duties for the Doctoral School Council
- e. manage and track all documents regarding students, their academic situations, the Council's work and other specific documents.
- f. update the information on the Doctoral School website and publish the abstracts of doctoral theses;
- g. respond for the inclusion of all documents in students' files;
- h. keep track of doctoral supervisor and the number of doctoral students enrolled at each of them during their training program;
- i. ensure the necessary documents for the research master's program hosted by the Doctoral School.
- j. performs other duties as assigned by the Director.

#### **Art 6. The website of the Doctoral School of Medicine**

(1) The office of the Doctoral School of Medicine, with logistical support from VGWU, shall ensure publication and updating of all necessary information on doctoral studies, as follows:

- the Regulation of the Doctoral School;
- information on places for doctoral students;
- information on doctoral supervisors and the students whom they coordinate;
- information on the organisation and conduct of doctoral programs;
- information on the content of doctoral study programs;
- information on funding/fees;
- template of the framework contract for doctoral studies and other templates;

- information on doctoral theses, namely standards for their development, procedures and criteria for assessment;
- information on the results and professional performance of doctoral supervisors;
- abstracts of doctoral theses to be publicly defended, as well as the date, time and location of public defence, at least 20 days before their defence;
- addresses where completed doctoral theses can be accessed, published on a website run by the Ministry
- useful forms for students
- other useful data providing information transparency in the DSM

## **CHAPTER III – Organisation of doctoral studies at the Doctoral School of Medicine**

### **Art 7. Duration of doctoral studies**

(1) The doctoral study cycle in Medicine takes eight semesters (four years) and has 2 components: *Advanced training program* lasting one year and *Scientific research program* with a duration of six semesters. The two programs are compulsory.

(2) In special cases, when the subject matter requires a longer period of study or experimentation, the duration may be extended by 1-2 years, at the doctoral student's request, with the agreement of the doctoral supervisor, the endorsement of the Doctoral School and the CDS, and the approval of the Senate. Doctoral studies will be extended by drafting an addendum to the contract for doctoral studies, based on a Senate Decision.

(3) Doctoral studies may be interrupted at the request of the doctoral student, on reasonable grounds, with the endorsement of the Doctoral School, the CDS and approval of the Senate. In this case, the duration of doctoral studies increases by the cumulative periods of interruption, which may not exceed two years. Interruptions of the doctoral study program will be carried out under an addendum to the contract for doctoral studies.

(4) If the doctoral student fails to complete the thesis within the deadline set under the contract of doctoral studies and any addenda thereto, the doctoral student has access to a grace period not exceeding 2 years to complete and publicly defend the thesis; exceeding this term automatically leads to expulsion.

### **Art 8. Admission to doctoral studies**

(1) The admission of candidates to doctoral studies in the DSM is held by competition organised annually by the DSM of IODS-VGWU in September.

(2) The Director of the DSM is responsible for the smooth conduct of the admission competition, and compliance with standards quality, university ethics and the law in force.

(3) Registration to the competition is not conditional on the field in which the candidate has obtained Bachelor and Master's degrees or nationality, provided that the legal provisions related to equivalence studies have been followed. Foreigners from non-EU countries must comply with Methodological Norms for doctoral studies published annually by the Minister of Education and Scientific Research.

(4) The candidate must total, for the Bachelor and Master's cycles of Higher Education, at least 360 credits in the European Credit Transfer System (ECTS).

(5) The candidate must have a minimum average of 8.00 at the Bachelor examination and a minimum average of 8.00 at the Master's examination (Master's Degree), or equivalent if the education system where they received tuition has a different grading system.

(6) The candidate is required to submit an admission fee receipt to the IODS, determined by the Board of Directors of VGWU for that academic year, the amount of which is published on the university's website prior to enrolment.

(7) The candidate is required to submit an affidavit that they had no disciplinary violations throughout the years of study that have been sanctioned by the Ethics Committee of the University.

(8) Admission to the DSM is based on the research topics and projects conducted by doctoral supervisors. Doctoral supervisors are required to notify the DSM Office no later than June on the topics of ongoing and future research, as well as on the literature needed for candidates to prepare for the written test.

(9) The DSM Office will post all available data on research topics conducted by doctoral supervisors, the number of places approved by Senate available for the academic year and the literature to the website of the Doctoral School.

(10) In the application for the competition, each candidate will indicate a doctoral supervisor and will apply for one of the places approved by the Senate in that session. If successful, that doctoral supervisor will coordinate the doctoral studies of that candidate.

(11) Doctoral supervisors, in collaboration with the Council of the DSM, shall establish the details of when the admission competition will take place, the criteria for evaluating and selecting candidates, and other conditions which they consider necessary for the places offered in the admission competition and which will be approved by the CDS before being made public.

(12) All information (schedule, literature, methodology, doctoral supervisors, available places, etc.) will be made public on the university website at least two months before the date of the admission competition.

(13) The admission committees consist of the doctoral supervisor (President, of law) who offered the doctoral student place for admission and at least two other specialists (members) of VGWU that have at least the position of associate professor or second degree scientific researcher.

(14) Admission committees are proposed by the Council of the DSM, endorsed by the CDS and approved by the University Senate.

(15) Admission is organised in the September session, according to a schedule included in the "Regulation on the organisation of admission to Bachelor, Master's and doctoral studies" approved by the Senate for the academic year for which admission is organised.

(16) The competition for admission to doctoral includes a language skill test proficiency for an international language and a specialised examination.

(17) The language skill test is taken within the Department of Applied Modern Languages (AML) in the Faculty of Social Sciences of VGWU. For candidates who possess a language certificate as of the date of the competition, this must be recognised by the AML Department within the Faculty of Social Sciences of VGWU, according to the list of certificates validated by AML and displayed on the IODS-VGWU website. This language certificate is part of the candidate's file, and it is a prerequisite for taking the specialised examination.

(18) The specialised examination consists of two parts:

- a) a *written test* based on the literature established by the doctoral supervisor;
- b) an *interview* assessing the candidate's scientific concerns in the field, their research skills, the proposed topic for thesis and the candidate's previous results, as reflected in the documents filed with the application for admission;

(19) Upon request of the doctoral supervisor and with the agreement of the DSM Council, other tests can be included in the competition for admission to doctoral studies.

(20) Tests within the specialised examination are graded individually by each member of the committee, on a scale from 1 to 10. The average obtained by the candidate in each test and the average of the specialised examination, as an arithmetic mean of the grades the two tests, shall be inscribed on the candidate's admission sheet.

(21) The validation of results of the admission competition is made by the Senate after approval in advance by the Doctoral School Council and the CDS. The registration of candidates is made by decision of VGWU's Rector.

(22) If after the admission competition there are several candidates who opted for full-time studies and scholarship, funding will be allocated through competition, to be held within the two weeks following the validation of admission to doctoral studies, according to a methodology approved in advance by the CDS and the Board of Directors.



(23) The number of scholarships and the amount thereof shall be determined each year by the Board of Directors and made public on the university's website at least one month prior to admission.

#### **Art 9. The contract for doctoral studies.**

(1) The rights and obligations of doctoral students, doctoral supervisors and the IODS, through doctoral schools, are established by the contract for doctoral studies.

(2) The template of the framework contract for doctoral studies is developed by the doctoral school, endorsed by the doctoral school council and approved by the CDS, the Board of Directors, and published on the website no later than 2 months before admission.

(3) The contract for doctoral studies is concluded with each doctoral student separately, and is signed by the doctoral student, the doctoral supervisor and the Rector.

(4) The contract for doctoral studies includes at least the following information:

- a. identification data on the doctoral student and doctoral supervisor;
- b. data on the IODS and the doctoral school;
- c. the chosen research topic;
- d. the monthly amount of the scholarship, as applicable;
- e. the amount of the fee study, as applicable;
- f. the language in which the thesis is written and defended – Romanian or a foreign language;
- g. the deadline for completion of the thesis;
- h. conditions to extend the deadline for completion of the doctoral thesis;
- i. the amount of teaching activities that the doctoral student undertakes to conduct and the period in which they take place, according to art. 164 para. (3) of Law no. 1/2011.
- j. form of studies – full-time or part-time, tuition fee-based
- k. work schedule;
- l. minimal indicators upon completing the thesis;

(5) The individual doctoral study plan is an integral part of the contract for doctoral studies. It also contains nominal composition of the supervision committee that changes during doctoral studies, only for good reasons.

(6) The contract for doctoral studies may be amended by addenda in the following situations:

- a) extension of doctoral studies;
- b) doctoral student transferring from one doctoral supervisor to another;
- c) interruption of doctoral studies;
- d) grace period;
- e) other reasonable circumstances.

#### **Art.10. The doctoral student's training program**

The doctoral stud cycle is composed of an "*Advanced training program*", credited with 60 ECTS credits, lasting one year (2 semesters), and a "*Scientific research program*" with a duration of three years (6 semesters), ending in the defence of a doctoral thesis.

#### **Art. 11. Advanced training program**

(1) The advanced training program is conducted in the DSM based on a curriculum endorsed by the CDS and approved by the Senate. Covering this program must ensure the obtainment of 60 ECTS credits. The curriculum includes two semesters where compulsory subjects are studied, providing for all doctoral students a unitary vision in addressing scientific research in doctoral field, as well as management skills for scientific research projects, leveraging scientific results, scientific research ethics and notions of biostatistics. Compulsory subjects have modular planning. Assessment is made by the course coordinator using the following ratings: "Very Good", "Good", "Satisfactory" or "Unsatisfactory".

(2) If the doctoral supervisor considers that it is necessary for the doctoral student to acquire basic knowledge that are taught in Research Master's courses hosted by the Doctoral School, or in other Bachelor or Master's programs, s/he may require the student to attend some courses, in any semester of doctoral training, without taking an examination, with the consent of the coordinator of that course and the management of the faculty where they are taught.

(3) The second semester of the first year is completed by developing a *Project of the Scientific Research Program*, which aims to define the doctoral topic, the general framework of studies and their conduct, the objectives of study, the research methodology concerned, chart of planned activities, etc. The doctoral topic is determined by the doctoral supervisor, along with the doctoral candidate, being correlated with the doctoral supervisor's field of expertise, VGWU issues and strategy.

(4) The research project, including the doctoral topic, is assessed by an evaluation committee consisting of the doctoral supervisor and the supervision committee.

(5) The evaluation results are expressed in one of the following ratings: "Very good", "Good", "Satisfactory" or "Unsatisfactory". Admission to the research program is conditioned by the obtainment of a "Very good", "Good", or "Satisfactory" rating.

(6) If following assessment an "Unsatisfactory" rating is obtained, the doctoral student will propose a new research project that includes the observations and suggestions of members of the evaluation committee, consisting of at least of the doctoral supervisor and the supervision committee. The new research project shall be presented in a special session.

(7) For doctoral students who are recipients of scholarships financed from European programs, grants or other sources, the Doctoral School may also organise other forms of interdisciplinary and specialised training based on a specific program.

(8) The Doctoral School Council can change the structure of the advanced training program, with the approval of the CDS and the endorsement of the Senate.

(9) Doctoral students have the right to obtain information on examination results and to appeal the grade received in writing, within 5 days of the examination. The Doctoral School has an obligation to review appeals and to propose solutions within 5 days.

(10) During the advanced training program, the office shall centralise doctoral students' attendance sheets that the teacher submits after each taught module; based on the attendance list, the doctoral student list must indicate a minimum 75% attendance of courses 100% attendance of practical work.

(11) For graduates of Research Master's study programs hosted by the Doctoral School, the compulsory subjects contained in Advanced training program may be recognised as equivalent. In this sense, Master's graduates will submit a request to the Doctoral School Council, which will examine the equivalence of subjects and will grant right of equivalence. The request will be accompanied by the descriptions of subjects studied under the Master's programs proposed for equivalence.

## **Art 12. The scientific research program**

(1) The scientific research program is organised individually for each doctoral student by the doctoral student, with the doctoral supervisor. Responsibility for conducting the scientific research program lies first with the doctoral student, and second with the doctoral supervisor, both being parties to the contract for doctoral studies.

(2) The scientific research program begins after admission of the scientific research project, which thus becomes the program for developing the doctoral thesis.

(3) The doctoral student's research activity is evaluated by four research reports presented to the supervision committee and the doctoral supervisor, as follows:

- (a) two reports in the second year of doctoral studies - bibliographic reports (Report 1 and 2) comprising the analysis of the current state of knowledge in the field for the specific doctoral topic.

- (b) two reports in the third year of doctoral studies, which will include interim results of research; each doctoral supervisor will decide on the content of these reports.
- (4) The deadlines for presenting the research reports are provided in the individual scientific research plan. The deadlines for presenting the three reports can be extended on request by the doctoral student, with the endorsement of the doctoral supervisor and the approval of the director of the doctoral school.
- (5) Presentations of reports are evaluated using a rating: “Very Good”, “Good”, “Satisfactory” or “Unsatisfactory”, by a committee consisting of the doctoral supervisor and the supervision committee. The comments and suggestions of the evaluation committee members and invited members of the department are noted in the minutes, and the doctoral student must take them into account in writing the thesis.
- (6) In case of rejection of a report (which was rated “unsatisfactory”), the doctoral student will present it again before the same committee.
- (7) The date of each oral presentation of the report is determined by the doctoral supervisor, following receipt of a written request from the doctoral student. The interval between two consecutive presentations cannot be longer than 12 months. The doctoral supervisor cannot miss any presentation, and from the supervision committee there must be at least 2 members present at each presentation.
- (8) A Report on the progress of doctoral research is submitted to the DSC, along with minutes signed by the doctoral supervisor and the supervision committee members who were present, within 3 working days from the date of presentation. The minutes are included in the doctoral student’s file.
- (9) The scientific research program and, implicitly, the doctoral studies end in the development and public defence of the thesis.
- (10) The DSM regularly organises specialised conferences held by VGWU collaborators with international visibility in the field of the Doctoral School, where all doctoral students are invited, no matter the stage of their training program, in order to provide them access to up-to-date specialised information nationally and internationally. These optional trainings will be mentioned explicitly in the doctoral student’s individual education plan.

### **Art.13. The doctoral thesis and completion of doctoral studies**

- (1) The completion of doctoral studies is achieved through the development and public defence of a doctoral thesis before the doctoral committee. The doctoral thesis is developed according to requirements established in the guidelines for writing and editing a doctoral thesis, determined at doctoral school level, endorsed by the DSC and endorsed by the CSD.
- (2) As a rule, the thesis includes parts of the four research reports developed by the doctoral student and is completed with a summary of research results, discussions and conclusions, highlighting their own contributions and novelty items included in the thesis.
- (3) The thesis should reflect detailed knowledge of the topic by the doctoral student, refer to the state of research in the field internationally, to contain original results validated in experimental research/own studies.
- (4) The doctoral student is the author of the doctoral thesis and is responsible for the accuracy of data and information presented in the thesis, as well as demonstrations and opinions expressed therein.
- (5) The doctoral supervisor is responsible, along with the author of the thesis, for compliance with quality or professional ethics standards, including ensuring the originality of content, according to art. 170 of Law no. 1/2011.
- (6) The thesis can be written in an international language in the following situations:
- doctoral studies were organised in international joint supervision and the language of the thesis was established in the joint supervision agreement;
  - the student has obtained approval that the doctoral study program be conducted in an international language;

c. on the doctoral student's request, with the agreement of the doctoral supervisor and the Doctoral School Council.

(7) If the thesis is written in an international language, the abstract of the thesis must also be written in Romanian.

(8) In case of a jointly supervised doctorate, the doctoral thesis is submitted in accordance with the joint supervision agreement.

(9) The structure of the "doctoral file" and access thereto shall be governed by a procedure developed by CNATDCU and approved by an order of MNESR, in compliance with current legislation. This procedure shall observe the following rules:

- a) the abstract of the thesis is published on the university's website or, if applicable, the Romanian Academy, and can be viewed publicly after the decision appointing the defence committee has been issued;
- b) the printed thesis can be found in the university library or, where applicable, the Romanian Academy, at least 20 days before the date set for public defence;
- c) if the doctoral student chooses not to publish their doctoral thesis or some chapter thereof, the digital version of the thesis shall be made public and can be accessed freely on the national platform after the decision to grant the PhD title has been issued; the thesis will be assigned a copyright protection license;
- d) if the student opts to publish the doctoral thesis or some chapters there, they shall receive a grace period not exceeding 24 months for the publication; after the expiry of the period, if no notification has been received by the IODS on the publication of the thesis, the digital document shall become freely accessible on the national platform, while granting copyright protection license;
- e) after the publication of the thesis or some chapters thereof, the author is obliged to notify the IODS to that fact and submit bibliographic indication and a link to the publication, which will then be made public on the national platform;
- f) no later than 30 days after granting the PhD title, the IODS is required to submit a printed copy of the doctoral thesis to the National Library, where it can be accessed on demand;

(10) The "doctoral file" is archived by the IODS under a permanent regime.

(11) The recovery of copyright and/or industrial property rights on the product or original creation made under the doctoral study program shall be in accordance with current legislation.

(12) Doctoral studies are completed by public defence of the thesis before the doctoral committee.

(13) The public defence may take place only after the following steps have been completed:

- a) the doctoral student submits the doctoral thesis in electronic format and, where appropriate, in print, at the doctoral school office;
- b) the doctoral school shall perform a similarity analysis using a program recognized by CNATDCU according to order of the MNESR 3485/2016; the doctoral school may require, additionally, the use of a program developed at national level on detection of similarities; similarity reports are included in the "doctoral file"; the verification period may not exceed 30 days from the submission of the thesis to the IODS;
- c) the doctoral thesis is presented in the supervision committee; after the pre-defence, which can be public, the doctoral supervisor and the supervision committee shall decide on the official submission of the thesis and the organisation of public defence; the acceptance report of the doctoral supervisor and the approval of the supervision committee members are included in the "doctoral file"; the duration of the thesis evaluation process in the supervision and control committee is 30 days;
- d) the doctoral thesis is submitted officially to the doctoral school office, in print and electronic format, together with the abstract of the thesis and the doctoral

student's CV; the doctoral school office certifies the fulfilment of all obligations under the doctoral study program by the doctoral student. The public defence of the thesis can take place within one year of the date of official submission of the thesis, except for cases when the doctoral student benefits from a grace period according to GD no. 681/2011, as amended and supplemented, art. 40 and/or the postponement of public defence under Law no.49/2013.

- e) the request to set the date for public defence of the thesis, approved by the doctoral supervisor and chair of the defence committee, shall be submitted to the doctoral school office at least 20 calendar days before the proposed date for defence;
- f) the doctoral school shall prepare and display the public defence notice at least 20 calendar days before the proposed date for defence. It will necessarily include the date, location and time of defence, the doctoral supervisor(s), and the place where the full text of the thesis can be found in print. The notice of public defence, the abstract of the thesis in electronic format, the doctoral student's CV and the CVs of doctoral committee members or links thereto them shall be displayed on the IODS website."
- g) the doctoral committee must meet the provisions of art. 76 of the Code of doctoral studies, approved by Government Decision no. 681 / 2011, as amended and supplemented.

(14) After identifying violations of good conduct in research and development, including plagiarism of results or publications by other authors, manufacturing results or replacing results with fictitious data, during the assessment of the thesis by the doctoral committee or the supervision committee, the public defence approval is not obtained.

(15) The doctoral committee is proposed by the doctoral supervisor and approved by the council of the doctoral school. The doctoral committee consists of at least 5 members: the Chair, as representative of the IODS, the doctoral supervisor, and at least 3 official referees from the country or abroad, who are specialists in the field in which the thesis was developed and of which at least 2 operate outside of that IODS. Members of the doctoral committee have a PhD title and at least the teaching position of associate professor or second degree researcher, or doctoral supervisor status in the country or abroad.

(16) Members of the doctoral committee must meet minimum scientific performance standards set by the DSC and endorsed by the CDS in order to be part of that committee.

(17) If in case of a jointly supervised doctorate, by agreement between VGUWU and another university, the doctoral committee shall include representatives of VGUWU, of the partner university, and two members operating outside the partner universities, at the doctoral supervisor's proposal. The chair of the doctoral committee is a representative of the Doctoral School where the doctoral student is enrolled and where the main doctoral supervisor is tenured.

(18) The defence of the thesis may take place only after its assessment by all members of the doctoral committee and in the presence of at least four of them, with the involvement of the chair of the committee and the doctoral supervisor.

(19) The public defence must necessarily include a Q&A session with members of the doctoral committee and the public, according to art. 168 par. (3) of Law no. 1/2011.

(20) Doctoral student status shall cease upon the granting of the PhD title or an expulsion decision.

(21) Based on the public defence of the thesis and reports by official referees, the doctoral committee shall assess and discuss the rating to be assigned the thesis. Ratings that can be assigned are "Excellent", "Very good", "Good", "Satisfactory" and "Unsatisfactory", in accordance with the minimum standards set by the DSC for each criterion and approved by the CDS and the Senate.

(22) If the doctoral student has met all the requirements set out in the scientific research program and findings on the thesis allow the assignment of an "Excellent", "Very Good", "Good" or "Satisfactory" rating, the doctoral committee shall propose granting the PhD title.

The proposal is submitted to CNATDCU for validation. CNATDCU, after evaluating the file, shall propose to the ministry whether to grant the PhD title or not.

(23) Should an “unsatisfactory” rating be awarded, the doctoral committee shall specify the elements of content to be restored or completed in the doctoral thesis and request a new public defence for the thesis. A second public defence of the thesis shall take place before the same doctoral committee as in the first defence. If an “Unsatisfactory” rating is obtained again for the second public defence, the PhD title is not granted, and the doctoral student is expelled.

(24) If the CNATDCU should invalidate the thesis in a reasoned way, the IODS shall receive from the ministry a written reasoning of invalidation, drawn up on the basis of observations by CNATDCU. The doctoral thesis can be re-submitted to CNATDCU within one year from the date of the first invalidation. If the doctoral thesis is invalidated again the second time, the PhD title will not be awarded and the doctoral student will be expelled.

(25) The defence of a jointly supervised doctoral thesis is made according to the joint supervision agreement.

(26) The doctoral file shall contain the following:

- a) scanned copy of the doctoral student’s identity document;
- b) scanned copy of the doctoral student’s birth certificate;
- c) scanned copy of the marriage certificate, if applicable;
- d) the doctoral student’s CV;
- e) decision on admission to the doctoral study program;
- f) the contract for doctoral studies and any addenda thereto, as applicable. Personal data, except for the name, will not be publicly visible;
- g) request signed by the doctoral student, registered at the doctoral school, on the start of procedures for assessment of the thesis by the supervision committee, approved by the doctoral supervisor, for the purpose of pre-defence;
- h) scanned copy of a statement signed the doctoral student and the doctoral supervisor on accountability on ensuring the originality of the thesis content and the compliance with quality and professional ethics standards, according to art. 143 para. (4) and art. 170 of the Law of National Education no. 1/2011, as amended and supplemented, and art. 65 para. (5) - (7) of the Code of doctoral studies, approved by Government Decision no. 681/2011, as amended and supplemented;
- i) at least one similarity report, that will include the resolution of the doctoral supervisor and, where applicable, other persons who reviewed the report;
- j) a report prepared by the doctoral school, prior to the public defence of the thesis, and documents evidencing progress of the study program;
- k) proposal for the composition of the public defence committee, submitted by the doctoral supervisor and approved by the CDS;
- l) the CVs of members of the public defence committee;
- m) decision to appoint the public defence committee;
- n) request to set the date for public defence of the thesis, approved by the doctoral supervisor and chair of the defence committee, submitted to the doctoral school office at least 20 calendar days before the date proposed for defence;
- o) notice of public defence, drawn up by the doctoral school at least 20 calendar days before the date proposed for defence;
- p) certificate on the submission of a printed copy of the thesis to the library;
- q) reports from official referees, members of the doctoral committee, signed by them, in the form of scanned copies or electronically signed documents;
- r) the acceptance report from doctoral supervisor;
- s) opinion of the supervision committee for submission of the doctoral thesis to the doctoral school office;

- t) the minutes of the public defence of the thesis and an annex with questions and answers, which contains the proposal to grant the PhD title, signed by all members of the doctoral committee, as scanned copies or electronically signed documents or, where appropriate, the full audio recording of the public defence of the thesis, which will be accompanied by an official paper certifying the duration of the recording and its proper preservation (optional);
- u) the abstract of the doctoral thesis;
- v) the doctoral thesis and its annexes, in electronic format;
- w) list of publications resulting from scientific research in the doctoral program, published or accepted for publication, if applicable, and scanned copies of the publications;
- x) the doctoral student's statement on their options on the publication of the thesis;
- y) the request of the IODS to enter the assessment procedure of the thesis at CNATDCU, registered at MNESR.

(27) In order to carry out the procedures for assessing doctoral theses, the IODS is obliged to store each doctoral student's file electronically. The file is submitted to CNATDCU via the national platform. The file is uploaded to the platform no later than 30 days after the public defence of the thesis.

(28) The file uploaded into the national platform is signed electronically by the legal representative of the IODS or a person delegated by the latter.

(29) Through the signature mentioned under para. (1), the signatory assumes responsibility for compliance with the original documents in the file, as well as ensuring the information uploaded on the national platform is accurate and complete.

#### **Art.14. Awarding the PhD title**

(1) The PhD title is awarded by the order of the Minister of Education and Research, after validation of the thesis by CNATDCU.

(2) The specialised department within MNESR forwards the order of approval to the IODS, together with summary evaluation report on the thesis, within 15 days of issuing the order.

(3) If the evaluation committee has decided to invalidate the thesis, the President of CNATDCU shall issue the decision to invalidate the thesis. This invalidation decision, accompanied by the summary evaluation, is submitted to MNESR for communication to the IODS, according to art. 168 para. (8) of Law no. 1/2011, as amended and supplemented.

(4) If CNATDCU should issue an invalidation decision after evaluating a thesis re-submitted to CNATDCU according to art. 168 para. (8) of Law no. 1/2011, as amended and supplemented, CNATDCU shall propose the Minister of National Education and Scientific Research to refuse granting the PhD title. In this case, the Minister of Education and Scientific Research shall issue an order to not grant the title.

(5) The order on whether to grant the PhD title or not, as well as the decision to invalidate the thesis, can be appealed within 15 days from the date of notification to the IODS. The appeal is formally registered at MNESR and submitted to UEFISCDI to trigger the appeals procedure, provided by this methodology.

(6) The doctoral degree is edited by the VGWU at the diploma issuance office, based on the Order of the Minister. The date of acquisition of the PhD title, inscribed on the degree, is the date of public defence of the doctoral thesis.

(7) The doctoral degree shall include the rating obtained by the doctoral student, namely "Excellent", "Very Good", "Good" or "Satisfactory". Also, an honourable mention in Latin shall be featured on the doctoral degree, as follows:

- "Summa cum laude" for the "Excellent" rating;
- "Magna cum laude" for the "Very good" rating;
- "Cum laude" for the "Good" rating.

(8) The doctoral degree is conferred by the Rector and the Director of the CDS in public session of the VGWU Senate, where both the doctoral supervisors of the doctoral students who receive the degree, and all other doctoral supervisors of that Doctoral School, are invited.

#### **Art.15. Organisation of jointly supervised doctoral studies**

(1) Doctoral studies may be organised in national or international joint supervision. In this case, the doctoral student works under the concomitant guidance of a doctoral supervisor from VGWU.

(2) Two doctoral supervisors can supervise simultaneously the work of the same doctoral student only in the case of jointly supervised doctorates, a situation regulated under the laws in force.

(3) The second doctoral supervisor can be tenured at a doctoral school of VGWU or any IODS in the country or abroad. If from VGWU, the doctoral field of the second supervisor must have a different specialisation than that of the main supervisor.

(4) If both scientific advisors work at VGWU, they shall conclude a joint supervision agreement, with the endorsement of the two doctoral schools, which is approved by the Director of the CDS. This agreement establishes the responsibilities of each doctoral supervisor.

(5) The agreement on the joint supervision of doctoral studies, at different universities, includes the requirements/responsibilities of organising and conducting doctorate in each of the two institutions/doctoral schools involved, including their financial obligations, consistent with the role they have in the joint supervision with regard to the advanced training program and scientific research program of their doctoral student.

(6) The doctoral student is fully accounted for by the main doctoral supervisor, including in the standardisation of the supervision/research activity of this supervisor in the organization chart.

(7) Agreements will stipulate the mutual recognition of the PhD title by the relevant authorities in Romania and the country of the partner university, in accordance with the laws of each country.

#### **Art 16. Competences ensured by doctoral studies**

(1) Doctoral study programs provide professional skills training (content, cognitive and research) in specialised areas, as well as some transversal skills.

(2) For the purposes of this Regulation, the following shall qualify as field-specific competent professional skills:

- a) advanced knowledge in the field;
- b) the ability to identify, formulate and solve research problems;
- c) mastering advanced research methods and techniques;
- d) knowledge concerning the management of research projects;
- e) mastering new processes and solutions in research;
- f) skills in the documentation, development and leveraging of scientific work;
- g) academic language skills in international languages necessary for the documentation and development of scientific works;
- h) the understanding and ability to apply the principles and values of scientific research ethics in the field.

(3) For the purposes of this Regulation, the following are considered transversal competences:

- a) written and oral communication skills in the area of science and culture;
- b) advanced language skills in international languages;
- c) use of information and communication technology;
- d) interrelation and teamwork skills;
- e) knowledge of human, material and financial resource management;
- f) leadership qualities;



- g) knowledge on career management and techniques in searching for a job and creating jobs for others;
- h) knowledge of risk, crisis and failure management;
- i) knowledge regarding the use of legislation related to intellectual property rights;
- j) capacities for economic, technological and social entrepreneurship.

## CHAPTER IV – The doctoral supervisor and the supervision committee

### **Art.17. The doctoral supervisor**

(1) A teaching or research member who obtained doctoral supervisor status in accordance with the law in force, is a tenured member of the DSM if they have an employment contract with Vasile Goldis Western University of Arad and has been granted the right to supervise doctorates in this school by endorsement of the DSM Council, the CDS and decisions of the VGWU Senate and the Board of Directors.

(2) A tenured doctoral supervisor of the DSM does not have the right to simultaneously supervise doctorates in other IODSs in Romania, except for jointly supervised doctorates.

(3) The right to supervise doctorates can only apply to the field for which this status was awarded and only in one IODS.

(4) If the doctoral supervisor wishes to supervise doctoral students in another IODS organizing doctorates in their field, this can be done with the approval of the two university senates/the Presidium of the Romanian Academy. The request is addressed to university Rector/President of the Romanian Academy and must be endorsed by the Director of the Council for doctoral studies (CDS). The agreement of the two institutions (IODS) is expressed on the request submitted by the doctoral supervisor, through the endorsement of the Director of the CDS and with approval by the university rector/president of the Romanian Academy.

(5) The approval regarding the conduct of doctoral supervision in another IODS than that in which they became a doctoral supervisor requires clarification of the doctoral students' situation between the two institutions involved (IODS) and the conclusion of an individual employment contract with the IODS where they will work.

(6) The decision of the Senate approving the conduct of doctoral supervision in another IODS will be officially communicated to the Ministry of Education and Scientific Research.

(7) The doctoral supervisor has the following duties and responsibilities:

- a. is responsible for the career progress of the doctoral student and the success of the doctoral program conducted by them;
- b. performs doctoral supervision tasks, as well as scientific research activities associated to doctoral programs at the highest qualitative level;
- c. signs the contract for doctoral studies and assumes the rights and responsibilities derived from it;
- d. signs the monthly report and timesheet for doctoral students under scholarship in his charge, throughout the entire doctoral program;
- e. supervises scientific research programs, topics and literature for all educational activities contained in the structure of the position;
- f. answers requests by doctoral students on mentoring during the doctoral program;
- g. ensures compliance with methodological and ethical requirements on the assessment of doctoral students;
- h. participates in scientific research undertaken by doctoral students;
- i. ensures the involvement of doctoral students in research projects for which s/he is responsible;
- j. reports to the office on the results of doctoral students in examinations and research reports;

- k. attends the presentation of research reports in the department and the defence of the thesis;
- l. proposes expulsion for doctoral student who fail to comply with professional obligations or who do not meet the criteria of ethics and deontology appropriate for doctoral studies;
- m. complies with all other obligations related to doctoral studies under the university's internal regulations.

(8) The doctoral supervisor is entitled to declare inadmissible to the competition organised by the DSM, on places allocated to him/her, the candidate who proposes a topic of the thesis that does not fit into his/her current research program, that is of no interest and importance scientifically and/or for which the material conditions required for the completion of the research program are not found in the DSM. For the same reasons, the doctoral supervisor has the right to refuse to take a doctoral student from another doctoral supervisor. The exercise of these rights cannot be censored by any academic authority.

#### **Art.18 The supervision committee**

(1) For conducting doctoral studies, the doctoral student is supported by a supervision committee, composed of three other members who may be part of the research team of the doctoral supervisors, other affiliates or the doctoral school, or unaffiliated teaching and research staff members, who hold a PhD title and have at least a lecturer or third degree scientific researcher position.

(2) The composition of the supervision committee is established by the doctoral supervisor in consultation with the doctoral student, and is mentioned in the Individual Plan for Doctoral Studies, an integral part of the Contract for doctoral studies.

(3) The work of doctoral supervisors, members of the supervision committee, and members of the doctoral committees is standardised according to the organisation chart.

(4) The nominal composition of the supervision committee may change during doctoral studies, only for good reasons.

#### **Art.19. Acceptance of new doctoral supervisors**

(1) The acceptance of new doctoral supervisors is carried out by order of the Minister of Education and Scientific Research, following the proposal of CNATDCU to grant the habilitation certificate in accordance with the legal provisions in force.

(2) New scientific advisors from the DSM automatically become members of the DSM. The VGWU Senate shall grant DSM membership and therefore establish the right to operate doctoral supervision at the DSM.

(3) To supervise doctorates at VGWU, persons who have acquired this right must have an employment contract for an indefinite or definite period at VGWU. Upon termination of employment contract between the doctoral supervisor and VGWU, the former shall lose doctoral supervisor status. Doctoral students assigned to that supervisor are re-assigned to other supervisors of the DSM.

#### **Art.20. The number of supervised students**

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

(2) The following categories are not included when calculating the maximum number of doctoral students: doctoral students who have publicly defended their thesis but have not yet been validated by CNATDCU, doctoral students that are rewriting or completing their doctoral thesis as a result of failing the public defence of its invalidation by the specialised committee of the CNATDCU, and doctoral students in joint supervision for whom the doctoral supervisor of the DSM is not a main supervisor.

(3) Reaching the maximum number of doctoral students, established by the Senate under the law in force, for a supervisor, is achieved gradually, through the completion of the

doctoral study program by doctoral students placed under the direction of doctoral supervisors, as required by law.

#### **Art.21. Withdrawal of doctoral supervisor status**

(1) The withdrawal of doctoral supervisor status may be made only by bodies which granted this status to that doctoral supervisor.

(2) The withdrawal of doctoral supervisor status entails withdrawal of Doctoral School membership by the VGWU Senate.

(3) The withdrawal of DSM membership can be triggered at the initiative of the doctoral supervisor or the DSM council. The doctoral supervisor may submit a request, in writing, to the DSM council, announcing his/her voluntary withdrawal from the Doctoral School.

(4) The DSM Council can trigger the procedure of withdrawal of membership from a doctoral supervisor, as a result of one of the following circumstances: a. results below minimal standards for his/her work in the doctoral school, established through internal or external evaluation procedures; b. upon the written request of the doctoral supervisor by which the latter renounces it for good reasons (retirement, age, illness etc.); c. identification of incompatibility situations provided by law; d. plagiarism or committing other serious offenses punishable by law.

(5) The DSM is responsible for reassigning supervision for ongoing doctorates under the supervision of the doctoral supervisor whose tenure was withdrawn, so that doctoral theses may be completed properly.

## **CHAPTER V – Doctoral students**

#### **Art.22. Rights and obligations of doctoral students**

(1) A person is admitted to doctorate has doctoral student status throughout the duration of doctoral studies. This status becomes effective after signing the Contract for doctoral studies and the Individual Study Plan.

(2) Doctoral student status ceases upon being granted the title of doctor or to the when the expulsion decision is issued.

(3) Doctoral students are enrolled in the doctoral program full-time under fee payment or scholarship regime, or part-time under fee payment regime.

(4) Throughout their activity, the doctoral student enrolled in the full-time form of study shall benefit from the recognition of seniority and free health care, without payment of social security contributions, unemployment insurance, health insurance and insurance against work accidents and occupational diseases (art. 164 of LNE no.1/2011).

(5) The doctoral student is under the authority of the doctoral supervisor (or both supervisors, in the case of joint supervision) – assisted by the supervision committee – as well as the Council and Director of the DSM throughout the doctoral research training.

(6) The teaching work within the advanced study program of the doctoral student is under the authority of the course/subject coordinator, as well as the Council and Director of the DSM.

(7) The doctoral student must obtain at least 60 ECTS credits/year as a result of attending the program based on advanced university studies of the DSM and the research program. In case of transfer, recognition of activities from the Scientific Master's program affiliated to the DSM or other duly justified cases, credits earned in other doctoral programs in the country or abroad can be granted equivalence, with approval of the DSM Council.

(8) Doctoral students enrolled in full-time studies in fee payment or scholarship regime, can conduct teaching activities (laboratory work and seminars, Bachelor or Master level) within the limits of 4-6 hours of teaching per week, according to the contract for doctoral studies, to the extent that there are hours available and they are required to do so. Teaching activities that exceed this level shall be paid in accordance with the legislation in force, falling under the Labour Code, in compliance with the rights and obligations of the

employee and the payment of contributions due under the law, to social security, unemployment insurance, health insurance and insurance against work accidents and occupational diseases.

(9) Upon written proposal by the doctoral supervisor, the change in doctoral topic is endorsed by the DSC and the CDS and approved by the Senate.

(10) In the case of jointly supervised inter-university doctorate, the thesis title is changed with the approval of the partner universities in accordance with the Agreement of joint supervision of doctoral studies.

(11) The title of the thesis can be changed by the doctoral student (with approval of the doctoral supervisor) until obtaining the assent for public defence given by the doctoral supervisor and members of the supervision committee. After obtaining their written consent, the title of thesis can no longer be changed.

(12) The doctoral student may request that the activities included in the doctoral study program be conducted in a foreign language if the doctoral student is not a Romanian citizen, does not speak Romanian and has never participated in studies conducted in Romanian. This should be a separate clause in the contract for doctoral studies.

(13) The schedule of the doctoral student enrolled in full-time studies at the DSM is 40 hours/week, established in agreement with the doctoral supervisor, or 15 cumulative hours/week in the department/laboratory/research unit to which the doctoral supervisor is affiliated, for doctoral students enrolled in part-time studies. Depending on the specific topic, the doctoral supervisor may develop a flexible schedule for the doctoral student, including activities in other laboratories/centres/institutes of VGWU or beyond, library study, traineeships in other research institutes in the country or abroad, travels for field investigations, travels to scientific meetings in the country or abroad, etc.

(14) The doctoral supervisor is required to confirm the daily attendance of doctoral students in the full-time-form in fee payment or scholarship regime by approving the monthly report and timesheet. If the doctoral student does not fulfil attendance obligations, the doctoral supervisor may notify the doctoral school and may propose penalising the doctoral student by interrupting the scholarship for a specified period, written warning or expulsion.

(15) Publication requirements are contained in the criteria developed by the DSC and endorsed by the CDS and are considered for the final rating. These requirements are included in the research plan, an integral part of the doctoral studies.

(16) Throughout the doctoral studies (excepting during any interruptions or possible grace periods), the doctoral student shall have the right to:

- a) be informed on the doctoral study program in which they were enrolled;
- b) participate in the preparation of the individual doctoral study plan;
- c) receive support, supervision and coordination from the doctoral supervisor and the supervision commission;
- d) require, based on reasonable grounds, that the DSC replace their doctoral supervisor;
- e) to attend meetings or seminars of the department/research team that includes their doctoral supervisor, when the discussions include relevant topics for doctoral studies;
- f) be represented in decision-making bodies of the doctoral school and in the CDS, according to the regulation of the doctoral school and that of the CDS;
- g) benefit from the logistics, documentation centres, libraries and equipment of VGWU in order to develop their training and thesis;
- h) work, with the agreement of the doctoral supervisor, in research teams from VGWU or in research and development units that have agreements or institutional partnerships with VGWU;
- i) undergo training in a jointly supervised doctorate, under an agreement signed by the parties;
- j) benefit from national or international mobility;

- k) receive institutional support to attend at scientific events, workshops and summer/winter schools in the country or abroad, in doctoral field where they chose to write their doctoral thesis;
- l) engage in any other professional activities, at the request of the doctoral supervisor or the doctoral school;
- m) carry out teaching activities

### **Art.23. Extension and interruption of the doctoral program**

(1) Extension of the doctoral program by 1-2 years will be granted based on a request submitted by the doctoral student with the agreement of the doctoral supervisor, endorsed by the Director of the DSM and the CDS approved by the Senate, if the subject matter requires a longer period of study or experimentation. The extension of doctoral studies will be carried out by drafting an addendum to the contract for doctoral studies, based on Senate Decision.

(2) During the extension of the doctoral program, doctoral students enrolled in full-time studies and in scholarship regime will not benefit from this feature, as it is only granted during the three years of doctoral studies.

(3) Doctoral studies may be interrupted at the request of the doctoral student, on reasonable grounds, with the approval of the Doctoral School, the CDS and the Senate. In this case, the duration of doctoral studies increases by the cumulative periods of interruptions, which may not exceed two years. Interruptions in the doctoral study program will be carried out under an addendum to the contract for doctoral studies.

(4) The reasons for which the interruption of the doctoral program may be requested include:

- a. death of the doctoral supervisor or his/her inability to supervise a doctorate, whereas the Doctoral School is unable to replace the supervisor;
- b. prenatal and postnatal maternity leave;
- c. sickness or accident, confirmed by documents certifying hospitalisation or medical exemption;
- d. sabbatical year requested by the doctoral student, in accordance with the University Charter;
- e. participation in programs or projects that require the doctoral student to travel and relocate for long periods of time;
- f. other grounds considered to be reasonable and acceptable by the doctoral supervisor and approved by the Doctoral School.

(5) If the doctoral student fails to complete the thesis within the deadline set under the contract for doctoral studies and any addenda thereto, the doctoral student has access to a grace period not exceeding 2 years to complete and publicly defend the thesis; exceeding this deadline automatically leads to expulsion.

(6) Any requests related to the doctoral student's situation (interruption of doctorate, extension of doctorate, replacement of doctoral supervisor, change of a subject in the training program based on advanced university studies) shall be submitted to the IODS office at least 20 days before the date from which, if approved, that request would take effect.

### **Art.24. Expulsion from doctorate**

(1) Doctoral students can be expelled by the Rector's decision, at the suggestion of the doctoral supervisor, with the approval of the Doctoral School, in the following situations:

- a. for failure to fulfil professional duties for longer than 12 months;
- b. for lack of attendance lasting longer than 6 months, except for periods of interruption;
- c. for serious breaches of the code of professional ethics, including plagiarism;
- d. for damage to VGWU infrastructure, especially research equipment;

- e. for failure to pay the doctoral fee, if the contract for doctoral studies signed by the doctoral student stipulates this requirement;
  - f. for non-compliance with the terms of the contract for doctoral studies.
- (2) The office of the Doctoral School is obliged to issue a written warning, signed by the Director of the Doctoral School, which will be forwarded to the doctoral student and to the doctoral supervisor.

### **Art 25. Mobility, transfer and replacement of the doctoral supervisor**

- (1) If the doctoral student requests to transfer from their current doctoral supervisor to another doctoral supervisor of the DSM of IODAS-VGWU, the transfer will be done with the consent of both supervisors, without affecting the research program. The transfer is endorsed by the Doctoral School and the CDS and approved by the Senate.
- (2) The doctoral supervisor that accepts the reassignment of a doctoral student in training must, within 30 days of the CDS decision, establish the composition of the new supervision committee for the doctoral student.
- (3) In case of death of the doctoral supervisor or withdrawal of the right to supervise doctoral students, or in case the doctoral supervisor becomes unavailable for a period longer than 12 months, and the DSM cannot provide another doctoral supervisor in the specific field/theme for the doctoral student, he may request transfer to another available doctoral supervisor from another IODAS.
- (4) Transfer from the IODAS-VGWU to another IODAS may only be realized within the same doctoral field and with the approval of the rectors of both institutions, and that of both doctoral supervisors, both doctoral schools and the approval of the CDAS (IODAS-VGWU).
- (5) Doctoral student mobility may be facilitated by the DSM through:
- a) partnership agreements with other institutions, approved by the CDSM;
  - b) joint doctoral supervisions;
  - c) student and teacher mobilities with foreign universities;
  - d) international consortiums, with the purpose of integrating doctoral research themes in international research projects/grants.
- (6) Doctoral student status is maintained during national or international mobilities.
- (7) Doctoral student mobilities will be realized respecting the provisions of the MNESR Order no. 651/19.11.2014 regarding the approval of the Methodology of academic mobility.

## **CHAPTER VI – Standardisation of activities in the doctoral program**

### **Art.26. DSM staff structure**

- (1) The DSM consists of the following staff categories: a. doctoral supervisors, b. affiliated teachers and researchers, c. Doctoral students, and d. supervision committees and the doctoral school office.
- (2) Teachers or researchers affiliated to the SDB do not supervise doctorates in this school, but carry out teaching and research activities included in the doctoral study program and the Scientific Master program affiliated to the DSM.
- (3) Teachers and researchers affiliated to the doctoral school conduct teaching and research activities included in the doctoral and master study program of the school. Courses can be taught only by professors or first degree researchers, seminars and laboratory work can be taught by associate professors and second degree researchers, and lecturers can be involved in supervision committees.
- (4) The involvement of affiliated teachers and researchers is conducted at the proposal of doctoral supervisors, with the consent of those concerned and the endorsement of the DSM Council, the CDS, the approval of the Senate and the Board of Directors.

(5) The DSM Council may withdraw affiliated teacher of researcher status, following their written request, retirement, failure to fulfil obligations, or as a result of committing violations.

(6) The DSM may hire auxiliary teaching staff, research staff and technical/administrative personnel on a definite period, if adequate funding is secured for such positions.

### **Art 27. Standardisation of activity for doctoral supervisors and affiliated teachers/researchers**

(1) The tenured doctoral supervisor of the DSM is regulated depending on the academic/scientific degree, the minimum amount of conventional hours of the workload being 7 hours (Professor/1<sup>st</sup> degree Researcher), 8 (associate professor/2<sup>nd</sup> degree researcher) and 10 hours (lecturer/3<sup>rd</sup> degree researcher).

(2) Doctoral supervision is standardised to 0.5 conventional hours (average weekly workload) for each doctoral student who write their thesis in Romanian, and 0.75 hours (0.5 x 1.5) for each doctoral student who write their thesis in an international language during the entire duration of doctoral training.

(3) Courses and laboratory work/seminars, scheduled in the program of advanced university studies with the duration 14 weeks are standardised with 2.5 conventional hours natural for a physical hour of course in Romanian, 3.75 conventional hours (2.5 x 1.5) for one hour of course in an international language, 1.5 conventional hours for one physical hour of laboratory/seminar in Romanian, and 2.25 conventional hours for one hour of laboratory/seminar in an international language.

### **Art 28. Standardisation of the supervision committee's work**

(1) The work of supervision committee members is standardised with 0.2 conventional hours (average weekly workload)/doctoral student supervised, for second, third and fourth years of the doctoral program, for each doctoral student supervised during traineeship and properly remunerated in accordance with the law. During legally approved interruption periods, but also outside the doctoral training program, the supervision committee's work is not standardised.

### **Art 29. Standardisation of the doctoral committee's work**

(1) Members of the doctoral committees, appointed by order of the Director of the CDS of VGWU, are remunerated for their work by the hour and depending on their academic/scientific degree, as follows: Chair – 4 conventional hours, doctoral supervisor – 12 conventional hours, referees – 10 conventional hours.

### **Art.30. Standardisation of doctoral students' activity**

(1) The teaching activity of doctoral students admitted to full-time studies can be standardised in the organisation chart, similar to how the work of university assistants is standardised, with up to 6 conventional hours per week. Hours exceeding that amount are listed in the organisation chart of the department of that faculty.

(2) Doctoral students admitted to full-time studies and benefitting from scholarship are required to carry out teaching and/or research work, as indicated by the doctoral supervisor, amounting to up to 6 conventional hours per week, in exchange for the scholarship granted by VGWU. Additional teaching activities that exceed 6 conventional hours will be remunerated appropriately, in an hourly payment scheme.

(3) IODS VGWU is not obliged to hire doctoral students enrolled in the form of part-time education as research assistants or university assistants, on a definite period.

### **Art 31. The organisation chart**

(1) The Director of the Doctoral School shall prepare the organisation chart.



(2) The standardisation of activities in the organisation chart is based on the number of active doctoral students (excluding doctoral students in legal interruption of doctoral training, expelled etc.), estimated at the beginning of October each academic year.

(3) In case of jointly supervised doctorates, regardless of the type and grounds of joint supervision, only the work of the main doctoral supervisor is standardised.

(4) Activities standardised in the organisation chart of the DSM are remunerated under hourly payment, unless the tenured doctoral supervisor has their full workload at the doctoral school.

(5) The organisation chart is signed by the Director of the DSM and endorsed in a Council meeting.

(6) Excerpts from the organisation chart are sent to VGWU departments which comprise doctoral supervisors and supervision committees before the start of the academic year.

## **CHAPTER VII –Funding**

### **Art.32. Types of funding**

(1) In the DSM – IODS VGWU, the funding of doctoral studies is carried out mainly from tuition fees or other legally constituted sources. Doctoral studies can also be funded by legal entities of private or public law, based on a contract. The contract template is drafted by the doctoral school and is endorsed by the DSC and the CDS and approved by the Board of Directors.

### **Art 33. Scholarships**

(1) In IODS-VGWU, doctoral studies are also funded through scholarships granted by VGWU for doctoral students enrolled in full-time studies, based on competition.

(2) VGWU scholarships are granted following a selection process coordinated by the CDS and approved by the Board of Directors, which establishes in advance the number and amount of scholarships granted;

(3) Grant requirements and the methodology for evaluation and selection results for the competition for VGWU scholarships are approved by the Senate and Board of Directors; the scholarship is awarded only for the duration of the doctoral program, and not for extension or grace periods.

(4) In order to participate in the competition for VGWU grants, doctoral supervisors will submit project proposals to the CDS, which will contain at least the following types of information:

a) the doctoral supervisor's curriculum vitae and list of the scientific works;

b) specific information on the number, stage and research topics of doctoral students who are coordinated by the doctoral supervisor at the date of submission of the doctoral project;

c) the doctoral student's topic for each individual doctoral grant requested or for a set of doctoral grants requested, in the form of description of the scientific project that will involve the doctoral student (s); the scientific project can be part of a research project that the doctoral supervisor has in progress;

(5) Doctoral Grants can also be funded from public funds, under a program of the National Plan for Research & Development and Innovation, or other national programs, and European funds in the context of international competition, according to specific methodologies of such competitions.

## **CHAPTER VIII – Mediation of conflicts**



#### **Art.34. The Conflict Mediation Committee**

(1) The Conflict Mediation Committee consists normally of the members of the Doctoral School Council. To the extent that the Doctoral School Council deems it necessary, it can invite external members to be part of the mediation committee.

(2) If a member of the Doctoral School is involved in a conflict, they cannot be part of the mediation committee for that conflict.

(3) Conflicts are mediated through dialogue, usually by inviting the parties before the Doctoral School Council.

(4) Disagreements between the doctoral student and the DSM are mediated by the CDS.

### **CHAPTER IX – Solving complaints regarding non-compliance with quality or professional ethics standards, including as regards the existence of plagiarism, in a doctoral thesis**

**Art. 35.** (1) If a member of the doctoral committee should identify, when evaluating the thesis, both before the public defence and during it, serious violations of good conduct in scientific research and academic work, including plagiarism of other authors' results or publications, manufacturing results or replacement of results with fictitious data, that member of the doctoral committee shall take the following measures:

- a) notify the ethics committee of the higher education institution where the doctoral student is enrolled and the ethics committee of the institution where the doctoral supervisor is employed, to review and solve the case, including by expelling doctoral student, according to art. 306-310 and 318-322 of Law no. 1/2011 and Law no. 206/2004 regarding good conduct in scientific research, technological development and innovation, as amended and supplemented;
- b) notify all members of the doctoral committee of such deviations and propose granting an "Unsatisfactory" rating.

**Art.36.** Any natural or legal person, including members of the National Council for Attesting Titles, Diplomas and Certificates (CNATDCU) and the Institutions Organising Doctoral Studies (IODS) can notify in writing the General Council of CNATDCU on any non-compliance with quality or professional ethics standards, including the existence of plagiarism in a doctoral thesis, regardless of the date of defence, and regardless of the date of when the PhD title was granted, through the Executive Unit for Financing Higher Education, Research, Development and Innovation (UEFISCDI).

**Art.37.** Within 45 days of registering a complaint, the General Council of CNATDCU shall request the IODS to formulate its point of view within 30 days of receiving the request. If the IODS should confirm the violation of quality and professional ethics standards, it shall submit to CNATDCU its decision on the proposal to withdraw the title, signed by the rector or, where appropriate, the President of the Romanian Academy, legally endorsed by the university or, where applicable, the Romanian Academy.

**Art.38.** Within the term referred to in art. 37 of this Regulation, the General Council of CNATDCU shall decide whether or not quality and professional ethics standards, including the existence of plagiarism, have been observed, and the President of CNATDCU shall forward to the author of notification, the author of the thesis and the IODS, the decision of the General Council of CNATDCU decision and the reasons therefor. They shall have 10 days to formulate an appeal to the procedure, and the General Council of CNATDCU has 10 days to reply to the appeal.

**Art.39.** If the General Council of CNATDCU should decide quality or professional ethics

standards have not been met, including in terms of plagiarism, the President of CNATDCU shall propose to the Ministry of Education and Research one or more of the following measures:

- a) withdrawal of doctoral supervisor status;
- b) withdrawal of doctorate;
- c) withdrawal of the accreditation of the doctoral school.

**Art 40.** Following the proposal provided under art. 39 of this Regulation, the Minister of National Education and Scientific Research, based on the legal endorsement of the Ministry of National Education and Scientific Research, is obliged to take measures under art. 170 of Law no. 1/2011, as amended and supplemented. The Ministry of National Education and Scientific Research shall inform all parties of the provisions issued.

**Art.41.** All documents related to these notifications are part of the “doctoral file” and shall be uploaded onto the national platform; decisions of the ethics committee and CNATDCU are also published on their institutional websites.

#### **Art.42. Types of fraud and prevention methods**

(1) Doctoral students, doctoral supervisors and members of the supervision committee are obliged to respect the VGWU Code of Ethics and Professional Deontology and the Code of Ethics in Scientific Research, which includes elements on academic and scientific fraud, including plagiarism. Violation of academic ethics by intellectual fraud is a serious breach of professional duty.

(2) Any act or attempt by a doctoral student to influence their assessment or to assert themselves professionally by dishonest methods is considered an academic fraud and punished depending on the seriousness of offense.

(3) Both acts committed partially or fully, and attempts or acts discovered in an early/preparative stage, both those where the perpetrators were caught in the act, and those discovered at a later date, both those committed individually, and those committed with the consent or complicity of the “source” (person who owns the text, idea, etc.) are considered fraud and penalised as such.

(4) The main types of academic fraud and recommended prevention methods are the following:

- a. plagiarism – is defined as presenting the work of another/others as one’s own work in a written paper by fully or partially deriving, without citation, data, ideas, opinions, compact fragments or any other kind of information. Any such derivation must be made according to academic citation standards, through a clear and explicit system of notes, mentions, references and citations. Also, the source must be mentioned even when paraphrasing fragments from other texts (within the text);
- b. cheating – the transmission and acquisition of illicit information during an oral or written examination by any means; examinations will be conducted in the presence of several teachers, and doctoral students will not be allowed to have on their person anything more than the necessary elements of writing;
- c. self-plagiarism – is the partial or full presentation of chapters, reports, essays or works that have already been subject to prior review. Reuse of such previous works can be done only with the prior consent of the doctoral supervisor;
- d. manufacturing data – is the invention, improvisation, changing of information, observations, conclusions or false citation (invoking fictitious sources). Research carried out by doctoral students will be confirmed by the doctoral supervisor and members of the supervision committee;

## CHAPTER X – Internal and external evaluation and monitoring

### **Art. 43. Internal evaluation**

(1) The internal evaluation of the quality of the doctoral study program is conducted periodically (annually) by the DSM Council, based on procedures and criteria developed by CDS – VGWU.

(2) The procedures for internal evaluation of a doctoral study program are developed by the CDS. They will follow:

- a. the mission and objectives of the doctoral study;
- b. the content and curriculum of the doctoral study program;
- c. the compatibility of the doctoral study program with the description of qualification;
- d. the results of research undertaken by doctoral students and their doctoral supervisors, as evidenced in publications, patents, participation in scientific events;
- e. cooperation with other institutions;
- f. the existence of means of documentation, learning and research, as well as logistics for doctoral students;
- g. the staff involved in the doctoral study program;
- h. methods to assess knowledge and test skills of doctoral students, as well and track their progress during training;
- i. the degree of involvement of doctoral students in quality assurance for the doctoral study program;
- j. the existence of a code of ethics with clear provisions on the definition and punishment of various types of professional and academic fraud, including plagiarism;
- k. fulfilment of specific requirements on indicators for external evaluation of doctoral study programs.

(3) The assessment of doctoral students is focused primarily on research results. Results - (i) publications, (ii) participation in conferences, (iii) patents – and their quality are considered, estimated by the integration of publications in the international stream, citations, awards etc.

(4) The internal evaluation of tenured doctoral supervisors particularly takes into account the quality of their achievements in research and in supervising doctoral students, with a focus on:

- a) the results of the doctoral supervisors' scientific research (publications, patents and other forms of leveraging their research activity);
- b) the results of scientific research conducted by doctoral students mentored by the doctoral supervisor (publications, patents and other means of leveraging research by doctoral students);
- c) other indicators of scientific activity of the doctoral supervisor (participation in research projects, participation in national and international conferences, membership in professional organizations);
- d) other indicators of scientific activity of doctoral students mentored by the doctoral supervisor (participation in research projects, participation in national and international conferences, membership in professional organizations).

**Art. 44. External evaluation.** The DSM is evaluated externally every 5 years by ARACIS or by another quality assurance agency in the country or abroad, based on a system of criteria and a methodology approved by the Government, at the proposal of the MNESR.

## **CHAPTER XI. Final provisions**

(1) (1) The provisions of art. 67 para. (2) of the Code of doctoral studies, approved by Government Decision no. 681/2011, as amended by GD 134/2016, applies to all doctoral students who submit their doctoral thesis to the doctoral school office after the entry into force of Decision no. 134 of 2 March 2016 and 10 March 2016, respectively.

(2) The Regulation of the DSM is complemented, whenever necessary, by the new legal regulations concerning aspects of DSM activity.

Prof. Delia PODEA, PhD  
Director of the Doctoral School of Medicine

*This Regulation was approved by the Council of the Doctoral School of Medicine in its meeting of 09.05.2016, endorsed by the Council of Doctoral Studies in the meeting of 09.05.2016, endorsed by the Board of Directors on 13.05.2016 and approved by the University Senate on 13.05.2016.*

*The revisions to this regulation have been approved by the Council of the Doctoral School of Medicine in its meeting of 13.01.2017, endorsed by the Council of Doctoral Studies in the meeting of 17.01.2017, endorsed by the Board of Directors on 16.01.2017 and approved by the University Senate on 18.01.2017.*