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METHODOLOGY FOR COMPLETION

OF DOCTORAL STUDIES AT

“VASILE GOLDIȘ” WESTERN UNIVERSITY OF ARAD

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CHAPTER I - General Provisions

(1) This methodology is based on the following documents: the Law of National Education (LEN) no. 1/2011, as amended and supplemented; the Code of doctoral studies, approved by Government Decision no. 681/2011 as amended and supplemented; Order of the MNE no. 4982 of 5 September 2013, on doctoral supervision; orders of the MNESR no. 3482/2016 and no.3485/2016; the University Charter and other normative documents of the Ministry of Education and Scientific Research and VGWU; the Regulation on the organisation and operation of IODS-VGWU and the regulation of the Doctoral Schools of Biology and Medicine of IODS-VGWU; the Regulation on the organisation of admission in VGWU for the Bachelor, Master and Doctorate.

(2) Doctoral studies constitute the third cycle of university studies and allow the acquisition of level 8 qualifications of the European Qualifications Framework for lifelong learning (EQF) and the National Qualifications Framework.

(3) Admission to doctoral studies is based on a competition organised by Vasile Goldis Western University of Arad, through its IODS and its 2 constituent doctoral schools: Medicine and Biology.

(4) Doctoral studies are organized in the form of full-time and part-time education.

CHAPTER II - Stages in the public defence of a doctoral thesis

(5) The stages in the public defence of a doctoral thesis are in line with GD 681/2011, as supplemented and amended, Order of the MNESR 134/2016 approving the Regulation on the organisation and operation of CNATDCU, Annex 1 - Assessment methodology for doctoral theses.

(6) The deadline for submission of the doctoral thesis for public defence is at the end of the 3/4 years of doctoral studies or, where applicable, at the end of interruption/extension periods. *Public defence of the thesis may take place not later than 1 year from the date of official submission of the thesis, excepting doctoral students who benefit from a grace period, according to GD 681/2011.*

(7) The doctoral thesis is submitted unofficially to the IODS office, in 5 bound copies;

(8) The thesis is presented before the doctoral supervisor and the supervision committee, which gives official endorsement for submission to the IODS office and public defence. *The duration of the thesis assessment process in the supervision committee cannot exceed 30 days.*

(9) The doctoral thesis is submitted to the IODS office (in 3 hardcover copies, provided it was presented before the DS and the SC), accompanied by: 1. Abstract of the thesis; 2. The doctoral student's CV and a list of published works (updated) 3. Affidavit of the doctoral student and doctoral supervisor; 4. Endorsement of the VGWU Ethics Committee for Scientific Research.

(10) The IODS office certifies the fulfilment of all obligations under the doctoral study program by the doctoral student.

(11) The Doctoral School conducts a similarity analysis, using the following CNATDCU-recognised systems: Sistem AntiPlagiat (www.sistemantiplagiat.ro) and Detectare Plagiat (www.detectaeplagiat.ro)

(12) A similarity coefficient of 1 will not exceed 10%, and a similarity coefficient 2 will not exceed 5%, according to the VGWU Anti-plagiarism Regulation.

(13) If the similarity report confirms the suspicion of plagiarism, in consultation with the doctoral supervisor, the Council of the Doctoral School shall makes an analysis of the report and of the thesis

and shall notify the CDS and the IODS office of the decision made and the period in which the doctoral thesis must be rewritten, if necessary.

(14) The doctoral supervisor shall propose the doctoral committee, which will then be approved by the CDS.

(15) The doctoral committee consists of the chair, the doctoral supervisor and at least 3 official referees, of which at least two specialists operate outside the VGWU. Those nominated to be members of the committee should be renowned specialists, with concerns and contributions relevant to the topic of the thesis. The chair of the doctoral committee can be the Director of the Doctoral School or, where appropriate, the CDS Director. Official referees are specialists in the field in which the thesis has been developed, have a PhD title and a teaching position of at least associate professor or first or second degree scientific researcher, or have obtained habilitation. The doctoral committee may also include specialists from other countries that meet the conditions of GD no. 681/2011, as amended and supplemented.

(16) The Council of the Doctoral School shall forward the approved proposal on the composition of the doctoral committee to the doctoral Senate.

(17) The VGWU Senate issues a decision approving the composition of the doctoral committees;

(18) The IODS office draws up letters for the members of the doctoral committee and ensures they are sent.

(19) The officials referees are required to submit analysis reports at the IODS, no later than 30 days from the receipt of the thesis, accompanied by updated CV and list of works. *If at least one official referee considers that the thesis does not meet quality standards, it will have to be rewritten. The doctoral supervisor shall notify the doctoral student that the doctoral thesis that must be rewritten and sets the deadline for rewriting. The doctoral thesis shall only undergo new anti-plagiarism verification at the suggestion of the doctoral supervisor. The rewritten doctoral thesis is submitted to the IODS office, with the written agreement of the doctoral supervisor and the official reviewer(s) involved.*

If one of the members of the doctoral committee becomes unavailable, s/he can be replaced at the proposal of the doctoral supervisor, with the endorsement of the Council of the Doctoral School and the approval of the CDS Director.

The public defence of the thesis can be organised only if all the official reports are favourable.

(20) The Doctoral School shall post the abstract of the thesis on its website.

(21) The doctoral student shall submit to the IODS office a request for setting the date of public defence, with the endorsement of the DS and the Chair of the Doctoral Committee.

(22) The Doctoral School shall prepare and display the notice for the public defence of the doctoral thesis at least 20 days before the public defence.

The abstract of the thesis in electronic format, the doctoral student's CV, the CVs of members of the public defence committee or links thereto shall be posted to the IODS website.

(23) The doctoral thesis shall be submitted to the University Library for consultation at least 20 days before public defence.

(24) The IODS office and the doctoral student shall compile a doctoral file. The doctoral file shall include documents in Annex 1.

(25) The defence of the doctoral thesis can take place in the presence of at least 4 of the 5 members of the doctoral committee, with mandatory participation of the Chair of the Doctoral Committee and the doctoral supervisor. If, for good reasons, one of the three referees cannot participate in the defence, s/he must send a written vote to the Committee Chair.

If the thesis is written in a foreign language, the public defence can take place in that language.

(26) Based on the public defence of the thesis, the doctoral committee shall assess and discuss the rating that will be assigned to the thesis. Ratings that can be assigned are "Excellent", "Very Good", "Good", "Satisfactory" or "Unsatisfactory". The Doctoral Schools councils shall establish the criteria for awarding the ratings assigned to doctoral theses.

If the committee has decided to award an "Excellent", "Very Good", "Good" or "Satisfactory" rating, the Committee Chair shall communicate to the audience the decision to grant the PhD title to the doctoral student.

If an "unsatisfactory" rating is given, the doctoral committee shall specify the items to be rewritten or completed, the period granted to the doctoral student for rewriting or completion, and will set a deadline for a new public defence of the doctoral thesis. *After rewriting is completed, the process is resumed from the moment the doctoral thesis is sent to the referees. They will develop new reports on the rewritten thesis. When setting a new date for public defence, the deadlines of the initial defence are maintained.*

(27) After the public defence of the thesis, minutes of the meeting shall be drawn, signed by the Chair of the Committee and all the present members of the Doctoral Committee.

(28) The IODS office will scan and upload the doctoral file to the online platform of the Ministry of National Education and Scientific Research, for validation of the Doctoral Committee's decision by the National Council for Attesting Titles, Diplomas and Certificates (CNATDCU).

(29) The PhD is granted by Order of the relevant minister, at the proposal of CNATDCU.

(30) The doctoral degree is drawn up according to the legal provisions based on the Order of the relevant minister and issued by VGWU. The doctoral degree will include the rating confirmed by CNATDCU and in accordance with G.D. no. 681/2011, art. 70. (4).

SCHEDULE OF DOCTORAL FILE

(according to the Order of MNESR 3482/2016 on the approval of the Regulation on the organisation and operation of CNATDCU)

- 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.

The copies of documents, electronically signed in PDF format, with a legal value, from the doctoral file, are uploaded to national electronic platform.