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**REGULATION
ON THE ORGANIZATION AND PROCESS
OF DOCTORAL STUDIES**

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REGULATION ON THE ORGANIZATION AND PROCESS OF DOCTORAL STUDIES

CHAPTER I General Provisions

Art. 1. Preamble

(1) The doctoral school – area of specialization LAW – was set up within “Nicolae Titulescu” University of Bucharest, in accordance with the Decision of the Romanian Ministry of Education and Research no 3004/7.01.2004.

(2) The Regulation on the organization and process of doctoral studies (*Regulation*) is adopted in accordance with the provisions of the National Education Act no 1/2011, the Code on Doctoral Studies, approved by Government Decision no 681/2011, amended by Government Decision no 134/2016 (*Code*) and the Charter of “Nicolae Titulescu” University of Bucharest (*Charter*).

(3) The *Regulation* is drafted after consultation with tenured PhD supervisors, in compliance with the *Code*.

Art. 2. Regulation

(1) The *Regulation* establishes the framework for the organization and process of doctoral studies within the Doctoral School of Law set up within “Nicolae Titulescu” University of Bucharest (*University*), as the institution organizing doctoral studies.

(2) Considering that, within the *University*, there is only one doctoral school, the powers conferred on the Doctoral School Board, in accordance with the legislation in force, shall be handled by the University Senate.

Art. 3. Doctoral Studies

(1) Doctoral studies represent the third cycle of university studies organized by the *University* and their purpose is to develop human resources able to carry out scientific research, capable of entering the highly qualified labor market. These studies shall represent a professional research experience, which shall be completed, after defending the doctoral thesis, by being granted the title of doctor.

(2) Doctoral studies allow obtaining a level 8 in the European Qualifications Framework (EQF) and National Qualifications Framework.

Art. 4. The Doctoral Study Program

(1) The doctoral study program shall take place in the Doctoral School of Law of the *University* under the supervision of a PhD supervisor.

(2) The doctoral study program shall comprise:

- a) a training program based on advanced university studies, within the Doctoral School;
- b) an individual doctoral research timetable.

(3) Doctoral studies shall end with the public defense of an original work called PhD thesis, which shall be the result of research conducted by the PhD student during his/ her doctoral studies. Considering the PhD thesis as a whole, as well as its public defence, the title of doctor may be granted or not.

CHAPTER II

The Tasks of the University Senate in the Organization and Process of Doctoral Studies

Art. 5.

The *University* shall provide institutional, administrative and logistic support for the Doctoral School.

Art. 6. The tasks of the University Senate

The main tasks of the *University* Senate in the organization and process of doctoral studies shall be:

- a) establishing the strategy of institutional organization and process of doctoral studies;
- b) approving the decisions on the establishment and termination of doctoral schools within the *University*;
- c) approving the *Regulation* of the organization and process of doctoral studies;
- d) selecting the doctoral supervisors who are part of a newly established doctoral school;
- e) approving the methodology for distributing the credits for the activities in the training program based on advanced university studies;
- f) approving the framework contract for doctoral studies of the Doctoral Schools;
- g) approving the framework agreement between the institutions involved in organizing a joint doctorate;
- h) endorsing the fees for doctoral studies;
- i) making their own proposals and approving the proposals of the Doctoral School aimed at establishing agreements and partnerships / consortia to coordinate doctoral studies and joint doctorates;
- j) approving the measures of the Doctoral School, which are necessary to ensure the quality of the doctoral studies, to help accomplish successful periodic evaluations of the Doctoral School and doctoral supervisors, for doctoral supervisors and PhD students to comply with ethics and deontology;
- k) approving PhD students' requests to provide financial support for their research internships in Romania or abroad, following the consent of the doctoral supervisor and the endorsement of Doctoral School Board;
- l) mediating conflicts between the PhD students and the Doctoral School and between PhD students and doctoral supervisors, if such conflicts are not solved by the boards of the doctoral schools;
- m) other tasks, as provided by law.

CHAPTER III

The Organization and Management of the Doctoral School

Art. 7. The functioning of the Doctoral School

The Doctoral School of Law within the *University* shall function in accordance with the regulations comprised in the National Education Act no 1/2011, in the *Code on the doctoral studies* approved by the Romanian Government Decision no 681/2011 and in this *Regulation*.

Art. 8. The rank of the Doctoral School

The Doctoral School shall have a rank equal to that of a department.

Art. 9. Joint supervision

The Doctoral School doctoral can organize joint doctoral study programs. In this case, this *Regulation* shall apply unless otherwise decided in the partnership agreement.

Art. 10. Membership of the Doctoral School

(1) The members of the Doctoral School are:

- a) the tenured doctoral supervisors;
- b) the PhD students.

(2) In addition to the tenured doctoral supervisors, researchers or academics, involved in research and / or teaching activities in the Doctoral School, *University* or other institutions or research units in Romania or abroad, may join the Doctoral School.

(3) The PhD student shall be part of that Doctoral School in which his/her doctoral supervisor or his/her main doctoral supervisor shall hold a tenured position.

(4) Tenured doctoral supervisors shall be included in the employment title list of the department where they shall have the tenure, the teaching load for the activity performed within the Doctoral School being calculated considering 0.5 hours / week for each supervised PhD student, regardless of the stage of the PhD student. Extracts from the employment title lists of the departments the doctoral supervisors belong to shall be required by the Doctoral School.

Art. 11. The management of the Doctoral School

(1) The Doctoral School shall be managed by the Doctoral School Board and a director. The director of the Doctoral School shall have the same rank as the department director. The Doctoral School Board shall be similar with the department council.

(2) The members of the Doctoral School Board shall be elected by universal direct secret and equal suffrage of the doctoral supervisors in the doctoral school. The director of the Doctoral School shall be appointed in accordance with art. 14 para. (9) of the *Code*.

(3) The Doctoral School Board shall consist of: the director of the Doctoral School, who shall be a full member, three doctoral supervisors belonging to the School, a PhD student, a university professor from outside the Doctoral School, who is a renowned scholar in the field of law.

Art. 12. The term of office of the Doctoral School Board

(1) The term of office of the Doctoral School Board shall be five years, except for PhD students, whose term shall end upon graduation or, where appropriate, upon the expiry of term of the Doctoral School Board members.

(2) The PhD students, members of the Doctoral School Board who shall complete their doctoral studies while serving as Board members, shall lose their Board membership on the date they publicly defend their PhD thesis.

(3) To fill the vacancies in the Doctoral School Board, by-elections shall be held and the term of the new member shall end upon the expiry of the term of the Doctoral School Board.

Art. 13. Meetings of the Doctoral School Board

(1) Doctoral School Board shall meet at least two times per semester, convened by the Doctoral School director or, when required, at the request of the Doctoral School director or at least one third of its members.

(2) The meetings of the Doctoral School may be attended by other persons, as observers, invited by the director of the Doctoral School.

(3) The Doctoral School Board meetings shall be chaired by the director of the Doctoral School.

Art. 14. The tasks of the Doctoral School Board

The main tasks of the Doctoral School Board shall be the following:

- a) drafting the *Regulation* for organization and process doctoral studies;
- b) taking decisions to grant or revoke membership of the Doctoral School for doctoral supervisors and establishing minimum scientific performance standards in order to objectively apply these procedures;
- c) enrolling and expelling PhD students, at the proposal of the doctoral supervisors, members of the Doctoral School;
- d) making decisions on the endorsement of the employment title list for the academic and research staff belonging to the Doctoral School, if applicable;
- e) assisting the external evaluator in the evaluation process for accreditation / reaccreditation or temporary authorization of the Doctoral School;
- f) establishing the organization and process of the doctoral study programs;
- g) developing criteria, standards and procedures for accepting new members – doctoral supervisors, and regulations relating to the way in which the membership of a doctoral supervisor may be withdrawn;
- h) establishing the conditions for the discontinuation of the doctoral study programs;
- i) establishing the procedures necessary to prevent fraud in scientific research and in writing the PhD thesis, including plagiarism;
- j) establishing attendance requirements for PhD students according to the methodology developed by the Romanian Ministry of Education and Research;
- k) deciding, on the proposal of the tenured doctoral supervisors, to enroll the candidates selected by the entrance exam in doctoral study programs and to expell PhD students;
- l) deciding on the redistribution PhD students in those situations when the doctoral supervisors have ceased doctoral supervisor, for any reason;

m) preparing the employment title list of the Doctoral School, according to art. 31 and art. 37 para. (3) of the *Code*;

n) preparing the model framework for the doctoral study program (the disciplines included in the curriculum of the doctoral study program, the class hours allotted to courses, seminars and practical assignments within a discipline, the number of transferable credits allocated to disciplines and the list of the academic staff who perform teaching activities in the program), including the weight of individual activities, group study activities and research activities conducted under the coordination of the doctoral supervisors;

o) approving individual doctoral research timetables for PhD students;

p) ensuring the internal evaluation of doctoral study programs, on which the Doctoral School shall revise, modify and adapt the structure of the doctoral study programs;

q) providing accurate and complete information to the candidates applying for doctoral studies on how they shall be assessed and selected during the entrance exam, on the content of the doctoral study programs and the criteria for assessing the research results, as well as on how to turn doctoral studies to the best account;

r) drafting the methodology for admission to doctoral studies, completion of doctoral studies, as well as the model framework agreement for doctoral studies;

s) establishing the criteria for completion, assessment and exploitation of the results of doctoral studies, including doctoral theses; laying down writing requirements / standard format of the PhD thesis;

t) setting the standards of scientific performance that the members of the PhD committees should comply with

u) approving PhD committees;

v) preparing model framework agreement between the institutions involved in organizing a joint doctorate;

x) establishing relations with other universities and research institutes in the Romania and abroad, to develop research, mobilities for PhD students and supervisors and to organize joint doctorates.

Art. 15. The transparency of the activities within the Doctoral School

(1) The Doctoral School shall provide accurate and complete information on admission, doctoral study programs, the process as well as the completion of doctoral studies.

(2) To this end, all the necessary information about the Doctoral School shall be published on the *University* website, namely:

a) the *Regulation* on the organization and process of doctoral studies;

b) information on entry requirements and the vacant positions allocated for PhD students;

c) information on the organization and process of the doctoral study program;

d) information on the content of doctoral study programs;

e) information on the doctoral supervisors and the PhD students they coordinate, including the research topic of the PhD thesis and the list of publications;

f) information on PhD theses, ie drafting standards, assessment procedures and criteria;

g) the abstracts of the doctoral theses to be publicly defended, as well as the date, time and location of the public defenses of the theses, at least 20 days before the public defence date;

h) information on the financing of studies, as well as the costs incurred by the PhD student.

(2) The decisions of the Doctoral School Board shall be adopted by the majority of the Board members and recorded in the minutes of the meetings.

Art. 16. The secretariat of the Doctoral School

(1) The Doctoral School secretariat shall be ensured by its secretariat office.

(2) The Doctoral School secretariat shall keep records on PhD students' selection, enrolment, research activities, assessment for the activities taking place during the doctoral study program.

(3) The Doctoral School secretariat shall update the data necessary to inform the public about the activities of the Doctoral School, the public defenses of the PhD theses.

(4) The Doctoral School secretariat shall provide information on the attendance requirements, as well as the timetable of the planned activities.

(5) The Doctoral School secretariat shall draft the minutes after Board meetings and shall ensure that the members have signed these documents.

CHAPTER IV The Doctoral Supervisor

Art. 17. The doctoral supervisor

(1) The doctoral supervisor may coordinate PhD students only in the field in which he obtained this right.

(2) The doctoral supervisor may simultaneously coordinate up to 10 PhD students, only within the Doctoral School of the *University*, except for the joint doctorates. The PhD students, who completed their doctoral studies by publicly defending their PhD theses, shall not be included in this maximum number of PhD students a supervisor may take, even if the title of doctor has not been confirmed by the date the admission contest shall be organised;

(3) Membership of the Doctoral School can be obtained following the request of a university professor who qualifies for doctoral supervision and has already obtained the habilitation degree. Those persons who have acted as PhD supervisors in other institutions organizing doctoral studies and who fulfill the requirements of the *University* could apply for becoming a doctoral supervisor within the *University*.

(4) The criteria to become a member of the Doctoral School shall be:

- fulfilling the minimum standards, which are identical with the standards for granting the title of university professor or scientific researcher I set by CNATDCU (the Romanian Council for University Titles, Degrees and Certificates) and approved by the order of the Romanian Minister of National Education;

- having the habilitation degree, obtained by the order of the Romanian Minister of National Education;

- having scientific research experience, demonstrated by means of published papers or other results, evaluated by the Doctoral School Board;

- having high academic and professional standing, supported by awards received, references to publications, participation in conferences, doctoral committees and competition committees organized for occupying teaching positions and granting teacher certification levels etc.;

- as for the doctoral supervisors from abroad, they shall be accepted in accordance with art. 166 para. (4) of National Education Act no 1/2011 and art. 14 para. (3) of the *Code*.

(5) The written request shall be accompanied by a curriculum vitae in Europass format, the list of publications and a statement of the applicant which shall include the most important professional achievements over the past five years, as well as any other relevant evidence of his/her professional standing.

(6) New members as doctoral supervisors shall be accepted by the Doctoral School Board, by decision of the *University Senate*, after obtaining the habilitation degree.

(7) Loss of Doctoral School membership shall occur on request or after the habilitation degree is withdrawn in accordance with art. 69 para. (5) of the *Code*, or any other reason that amounts to losing the habilitation degree.

Art. 18. The rights of the doctoral supervisor

(1) The rights of the doctoral supervisor shall be those resulting from the National Education Act no 1/2011, the *Code*, the *Charter* and this *Regulation*.

(2) The doctoral supervisor shall have the following rights:

a) to participate in competitions for doctoral grants;

b) to request the Doctoral School to include PhD student vacant positions under his/her supervision in the admission offer;

c) to select the doctoral candidate for a vacant position under his/her coordination and to propose the enrolment of the successful candidate on that position after the entrance exam;

d) to establish the mentoring committee for each of his/her PhD students, after consulting the PhD student;

e) to exclusively and independently establish the participation of the PhD student in the doctoral training program based on advanced university studies;

f) to select the study topics to be aimed by doctoral student in the doctoral training program based on advanced university studies;

g) to assess the work of the doctoral student, who is under his/her coordination or guidance throughout doctoral studies (less for any period of interruption thereof) by closely following the requirements of the doctoral study program and respecting the professional interests of the PhD student;

h) to propose the transfer of credits obtained by the PhD Student in a Research Master's program or by previously completing a PhD degree and / or a scientific research degree, in Romania or abroad, at widely acknowledged universities or research and development units;

i) to propose the members of the doctoral committee to the Doctoral School Board;

j) to be internally and externally evaluated, in an impartial way, according to the specific methodology of the evaluation process;

k) to be familiar with the methodology used for his/her internal and external evaluation;

l) to be informed about the results of his/her own internal and external evaluation;

m) to refuse to coordinate a PhD student;

n) to give up supervising a doctoral thesis, provided solid argumentation is given.

Art. 19. The obligations of the doctoral supervisor

(1) The obligations of the doctoral supervisors stem from the National Education Act no.1 / 2011, the *Code*, the *Charter* and this *Regulation*.

(2) The doctoral supervisor shall:

a) ensure, throughout doctoral studies (less for any period of interruption thereof), the PhD student, who is under his coordination or guidance, with appropriate professional scientific and deontological supervision;

b) to continuously monitor how the PhD student carries out his/her activities within doctoral studies;

c) take all the necessary measures to ensure the PhD student the facilities, knowledge and information which could maximize his/her chances of completing doctoral studies;

d) objectively, thoroughly assess the work and results of each doctoral student who is under his/her supervision or guidance;

e) inform PhD students on scientific, professional and university ethics, and check its compliance, including compliance with deontological provisions, during doctoral studies;

f) not give his /her consent for the public defense of the PhD thesis when he/she is able to identify breaches of good conduct in research, including plagiarism of the results or the publications of other authors, fabricating the results or replacing the results with fictitious data or if the thesis shall not meet the formal content requirements necessary for advanced scientific research work;

g) select and propose a list of research topics adapted to market requirements, enabling the doctoral student to enter the labor market;

h) ensure and stimulate the progress of the PhD students in their research;

i) help PhD students take part in mobilities;

j) avoid conflicts of interest in supervising and guiding PhD students;

k) ensure that the PhD student is informed about his/her obligation to respect the rules of ethics in scientific research, and verifies its compliance, in accordance with Act no 206/2004 regarding the best practices in conducting scientific research and the National Education Act no 1/2011;

l) be liable, together with the PhD student, for complying with the quality standards and professional ethics in writing the PhD thesis, as well as for ensuring the originality of content, according to art. 170 of Act no 1/2011, by analyzing the similarity reports;

m) ensure that the requirements regarding the originality of the thesis, including on the basis of similarity reports, are met.

Art. 20. The teaching load

(1) Supervision activities, those involving the guidance of the PhD students, as well as the teaching activities included in doctoral study programs of the Doctoral School shall be calculated and paid in accordance with the legal provisions in force.

(2) 0.5 conventional class hours is allotted for each supervised PhD student who is drafting his/her doctoral thesis in Romanian and $0.5 \times 1.25 = 0.63$ conventional class hours for each supervised PhD student who is drafting his/her doctoral thesis in an international foreign language.

Art. 21. Employment title lists

The position of the doctoral supervisor shall be entered in the employment title list of a department. The employment title list of the Doctoral School shall represent an extract from the employment title lists of the departments.

Art. 22. Reaching the retirement age

After reaching the retirement age, the doctoral supervisor, on condition that he/she wishes to continue this activity and provided the legal provisions are complied with, may be regarded as such and remain a member of the Doctoral School, either under an one year fixed-term employment contract, which may be extended annually, no age limit, or under payment by the class hour, including as professor emeritus.

CHAPTER V
The PhD Student

Art. 23. The PhD Student

During the doctoral studies, the person enrolled in the doctoral study program shall be a PhD student.

Art. 24. Mentoring Committee

(1) During his/her doctoral studies, the PhD student shall be given support by the doctoral supervisor and a mentoring committee made up of three members who may be part of the research team of the doctoral supervisor, of other academic staff affiliated to the doctoral school or non-affiliated academic and research staff.

(2) The composition of the mentoring committee shall be established by the doctoral supervisor following consultation with the PhD student, no later than 30 days after his/her enrolment as a PhD student.

Art. 25. Changing the doctoral supervisor

1) Upon the PhD student's duly motivated request, the Doctoral School board may decide to change the doctoral supervisor if it is found that the legal or contractual obligations undertaken by him/her have not been accomplished or because of other reasons linked to the mentoring relation between the doctoral supervisor and the PhD student.

Art. 26. Conflict Mediation

1) Any dispute between the PhD student and his/her doctoral supervisor shall be mediated by a committee made up of the Doctoral School director and two other

members appointed by the Doctoral School Board. When the doctoral supervisor in dispute is the Doctoral School Director, another doctoral supervisor shall be part of the respective committee.

(2) As part of the mediation process, the committee shall set a meeting in order to hear both the doctoral supervisor and the PhD student.

(3) The committee's activity shall be concluded by issuing a written report which shall include proposals as well, and which shall be subject to the approval of the *University Senate*.

Art. 27. The rights of the PhD student

Throughout the doctoral study program, the PhD student shall be entitled to:

a) benefit from the coordination of the doctoral supervisor, as well as the support and guidance of the mentoring committee;

b) attend seminars or working meetings of the research and development personnel belonging to the university when the topics are relevant for the doctoral studies;

c) participate in the drafting of the individual training program;

d) be represented in decision-making bodies of the Doctoral School, as well as the *University Senate*, according to the legal provisions in force;

e) benefit from the *University* logistics, documentation centers, library and equipment for drawing up his/her research reports and thesis;

f) enroll in courses and seminars organized by other doctoral schools;

g) work with research teams within the *University* or belonging to research and development units that signed institutional agreements or partnerships with the *University*;

h) benefit from national and international mobilities;

i) benefit from institutional support to attend conferences or scientific congresses, workshops, summer or winter schools, as well as national and international seminars in the specialization field of his/her thesis;

j) attend scientific sessions organized by the Doctoral School and / or *University*;

k) be informed about the doctoral study curriculum of the Doctoral School.

l) ask the Doctoral School Board to change his/her doctoral supervisor, based on a duly motivated request;

m) teach or get involved in any other professional activities, at the request of the doctoral supervisor; the PhD student can teach maximum 4-6 class hours per week, at bachelor and master levels, within the *University*, according to the contract of doctoral studies. Educational activities above this load shall be paid in accordance with current legal provisions, falling under the Labor Code, complying with the rights and obligations of the employee and the paid contributions, under the law, to the state social security, unemployment benefit, health insurance for work accidents and occupational diseases;

n) ask for suspension or extension of the doctoral studies, under the terms of the *Regulation*;

o) establish the contents of the thesis, in consultation with the doctoral supervisor, following the framework structure and the limitations imposed by the *Regulation*.

Art. 28. The obligations of the PhD student

The PhD student shall:

a) accomplish the activities included in the individual training program for the period and terms established under the framework contract, in accordance with the *Code* and the *Regulation*;

b) maintain regular contacts with the doctoral supervisor and the members of the mentoring committee and comply with their requests;

c) hand in activity/ research reports to the doctoral supervisor and the mentoring committee according to the individual doctoral research timetable;

d) pay the costs incurred by individual research from his/her own resources;

e) write and publish, during the research period, at least three one-author articles or 6 co-author articles, resulting from his/her work, in journals indexed in databases recognized in the field or in collective volumes published by recognized publishing houses;

f) fill in a declaration on honour regarding his/her compliance with the copyright legislation and any other intellectual property rights as far as the writing of his/her PhD thesis is concerned;

g) comply with copyright legislation in force, when writing the due papers (research reports, articles, thesis) related to the PhD student status;

h) comply with the obligation to obtain the similarity report and the obligations arising from the similarity report and the decisions made by the doctoral supervisor, where appropriate;

i) pay, as decided by the *University* Senate, the study fees for each academic semester, including the semester in which the public defense of the PhD thesis shall be done, as well as the fee for defending the PhD thesis;

j) pay, under the terms laid down by the *University* Board, the plagiarism checking fee of the PhD thesis, if, after the first free checking, the similarity coefficients exceed accepted values;

k) take part, without paying the fee, in the annual international scientific conference CKS - Challenges of the Knowledge Society;

l) fill in the scientific research report on the electronic platform of the *University*, cesunt.univnt.ro;

m) submit to the Doctoral School secretariat, immediately after obtaining the favorable opinion of the mentoring committee: the abstract of the PhD thesis, the PhD thesis and a CV, in electronic and printed formats;

n) communicate, in writing, his/her intentions to publish the doctoral thesis to the Doctoral School secretariat;

o) communicate the Doctoral School secretariat about publishing the PhD thesis or chapters from the thesis, including the bibliography, as well as a link to the publication.

CHAPTER VI

Admission to the Doctoral Study Program

Art. 29. Registration procedure for admission to doctorate

(1) The procedure for admission to doctoral studies shall be the selection of applicants for each vacant PhD student position that the doctoral supervisors within the Doctoral School shall decide to propose for filling at a given time.

(2) The applicant for doctoral studies shall elect a doctoral supervisor from those *University* doctoral supervisors who offer vacant PhD student positions for the entrance exam in which he/she wants to participate.

Art. 30. The persons who can register for admission

1) The persons who have the right to participate in the procedure for admission to doctoral studies shall be graduates with master's degree or equivalency obtained in Romania or abroad, according to art. 153 para. (2) of National Education Act no 1/2011.

(2) As an exception to this rule, there may also register graduates with bachelor's degree or equivalent university studies organized according to National Education Act no 84/1995, republished, as amended and supplemented.

Art. 31. Necessary documents and selection procedure

(1) The certificates and documents required for enrollment in PhD entrance exam shall be provided in the admission methodology.

(2) In order to ensure transparency, the number of vacant positions, the PhD selection and admission procedure, the examination topics and the bibliography, the required standards, as well as the assessment criteria shall be made available through publication on the *University* website, 2 months before the entrance exam.

Art. 32. The content, the type of the entrance exam and the examinations

(1) The content and the type of the entrance exam shall be set by the doctoral supervisor in consultation with the Doctoral School Board.

(2) The selection of the doctoral candidate for a vacant position shall be performed by the doctoral supervisor who supervises the respective position.

(3) The doctoral supervisor shall also determine if the the entrance exam is taken before him/herself or a committee.

(4) The registration and exam schedule, as well as the conditions for admission to doctoral studies shall be published on the *University* website and other media at least two months before the exam.

Art. 33. The entrance exam

(1) For admission to the doctoral study program, the entrance exam may consist of written and / or oral examinations, interview or assessment based file.

(2) For admission to the doctoral study program based on written, oral, written and oral examination, or by interview, the candidate shall take, as appropriate:

a) a written and / or oral examination related to the specialization area, based on a topic announced by the doctoral supervisor at least two months before the date of the entrance exam;

b) an interview in which the candidate's scientific interests, his/her research skills as well as the proposed doctoral topic shall be assessed.

(3) If the doctoral supervisor decides that admission shall be done by written and / or oral examination before a committee, the candidate shall take the examination in the manner established by the supervisor (written and / or oral examination or interview) before a committee which shall consist of the doctoral supervisor and 2 other specialists from the *University*, holding at least the academic position of lecturer.

(4) The chairperson of the admission committee is, in this case, the doctoral supervisor and the assessment of the candidate shall be done according to criteria established by the committee.

(5) Appeal to the results of the entrance exam can be lodged within 24 hours after the results are published on the *University* website. The results of the entrance exam can be appealed only on breach of legal provisions. The appeal shall be settled by a committee appointed by the Doctoral School director within 24 hours of its registration with the *University* registry office. The solution shall be communicated to the person who lodged the appeal.

(6) The appeal committee shall be composed of three doctoral supervisors, out of which the doctoral supervisor whose PhD candidate lodged the appeal shall be excluded.

34. The results of the entrance exam

(1) The doctoral supervisor organizing the selection and the admission shall also set the criteria for assessing the candidates who were presented at the entrance exam, the Doctoral School Board making the proposal to take into account criteria such as: exam results, including the final bachelor and master degree examinations, scientific interests, research activity, published papers, professional activity, awards received for having participated in student competitions.

(2) The results of the selection and admission procedure to doctoral studies shall be recorded in the minutes by the Doctoral School secretariat, which shall be submitted to the Doctoral School Board for endorsement, as it shall be subsequently required for enrolment purposes.

Art. 35. Enrolling the PhD student

The selected candidate being declared admitted by the doctoral supervisor shall be enrolled as a PhD student with the endorsement of the Doctoral School Board, after signing the doctoral study contract.

CHAPTER VII The Doctoral Study Contract

Art. 36. The doctoral study contract

(1) The doctorate shall be conducted under a doctoral study contract which shall establish the rights and obligations of the PhD students, doctoral supervisors, as well as the *University*, by means of the Doctoral School.

(2) The model framework contract for doctoral studies shall be laid down by the Doctoral School, it shall be endorsed by the Doctoral School Board and approved by the *University* Senate.

(3) The doctoral study contract shall be concluded with each PhD student, after negotiation, and it shall be signed by the PhD student, the doctoral supervisor and the *University* representative.

Art. 37. The content of the doctoral study contract

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

- a) information identifying the PhD student and the doctoral supervisor;
- b) information about the *University* and the Doctoral School;
- c) the selected research topic;
- d) the monthly amount of the scholarship, as applicable;
- e) the amount of the tuition fees, as applicable;
- f) the language in which the PhD thesis shall be drawn up and defended - Romanian, the language of a national minority or an international foreign language;
- g) the date of completion of the PhD thesis.

CHAPTER VIII

The Duration of the Doctoral Studies

Art. 38. The duration of the doctoral study program. Extension and interruption of doctoral studies.

(1) The duration of the doctoral study program shall be three years.

(2) Upon duly motivated request, the duration of the PhD program may be extended by 1-2 years, at the suggestion of the doctoral supervisor, with the approval of the *University* Senate.

(3) Doctoral studies may stop based on reasonable grounds. The duration of these studies shall extend by the cumulated periods of interruption approved. During the interruption, the PhD student shall be exempt from paying the tuition fees.

(4) The cumulated duration of the interruptions granted to a PhD student, shall be determined by the doctoral supervisor.

(5) The extension referred to in para. (2), as well as the interruption and the extension provided in para. (3) shall be established by addenda to the doctoral study contract.

Art. 39. Grace period

(1) If the PhD student fails to complete the PhD thesis within the deadline set under the doctoral study contract and any addenda thereto, in accordance with art. 40 para (1) of the *Code*, the PhD student shall have, available upon request, a grace period of up to two years to complete and publicly defend the thesis.

(2) The status of the PhD student in the grace period shall be granted automatically, starting with the moment the PhD student exits the deadline set by his doctoral study contract and any addenda thereto.

(3) During the grace period and after its expiry, no interruptions or extensions of the doctoral studies may be granted.

Art. 40. The doctoral study program

(1) Doctoral study program shall provide the development of professional and transversal competences specific to level 8 of the European Qualifications Framework

(EQF) and the National Qualifications Framework, which shall be reflected on the curriculum.

(2) The doctoral study program shall take place within the Doctoral School under the coordination of a doctoral supervisor and includes: a) a training program based on advanced university studies, within the Doctoral School and b) an individual doctoral research timetable.

(3) The mode of study for the doctoral study program shall be part time, according to the agreement with the doctoral supervisor.

(4) The doctoral supervisor shall establish the minimum attendance required for the activities included in the doctoral study program.

(5) The PhD student shall be required to participate in all those activities that the National Education Act no 1/2011, the *Code*, the *Charter* and this *Regulation*, and the doctoral supervisor shall provide or set as mandatory, as well as to draw up the the assignments related to these activities and the annual research reports.

Art. 41. The training program based on advanced university studies

(1) The doctoral study program taking place in the doctoral school shall comprise:

(a) a training program based on advanced university studies within the Doctoral School;

(b) an individual doctoral research timetable.

(2) The training program based on advanced university studies shall presuppose taking 4 exams, including the recommended discipline *The Ethics of scientific research in the field of law*, which is awarded 6 credits, and 3 specialized disciplines set by the doctoral supervisor and the PhD student, weighing 8 credits each.

(3) The PhD student's participation in the training program based on advanced university studies and selecting the disciplines in this program to be followed by the PhD student shall be decided by his/her doctoral supervisor.

(4) The Doctoral School Board shall recommend as a means of information, training and developing skills related to the ethics of scientific research, of complying with the intellectual property rights and of preventing plagiarism, the inclusion of the discipline *The Ethics of scientific research* in the training program of the PhD students of the Doctoral School.

(5) The PhD student can independently choose to attend the courses included in the advanced university studies provided by the Doctoral School of the *University* or other doctoral schools.

(6) The PhD student who previously completed a research master degree, a PhD degree or participated in a research project in Romania or abroad, at a prestigious university or at a research and development university, shall be eligible for transfer of the academic credits for these studies with those belonging to the training program based on doctoral studies. The transfer shall be proposed by the doctoral supervisor and approved by the Doctoral School Board.

Art. 42. The content of the training program

(1) The advanced university training program consists of six courses and three seminars for each subject included in the PhD student's curriculum.

(2) The advanced university training program shall be organised in the first three months of each academic year.

(3) Examination shall be based on grades. To be declared promoted / admitted, the minimum grade is 6. In case of failure / absence, the PhD student shall be entitled to be reexamined no later than 45 days after the first examination. Failure (if applicable, absence) of the examination for the second time shall amount to expulsion.

Art. 43. The individual doctoral research timetable

(1) The individual doctoral research timetable shall primarily aim to help the PhD student to draw up his/her doctoral thesis. The doctoral supervisor shall be responsible for the structure, content, conduct and organization of this timetable.

(2) In order to maintain a scientifically coherent route to be followed by the PhD student, the doctoral supervisor shall endorse the PhD thesis plan and schedule three oral presentations in the individual doctoral research timetable to take place in front of the doctoral supervisor and the mentoring committee, as follows:

a) in the first year of doctoral studies, the PhD student shall present the PhD research proposal which shall be the basis for the PhD thesis; the PhD research proposal shall be part of the research report for the first year of doctoral studies;

b) in the 2nd and the 3rd academic years of doctoral studies, the PhD student shall present two research reports on his/her research progress and the results thereof. The research reports shall also include 3 research papers, which shall be assessed with the grades *excellent*, *very good*, *good*, *sufficient* or *insufficient*. The grade *insufficient* shall mean rewriting the respective paper, and failure to obtain at least the grade *sufficient* shall amount to the expulsion of the PhD student. The papers graded as *insufficient* shall be rewritten within the deadline established by the doctoral supervisor with the PhD student.

(3) The precise date of each of the presentations mentioned above shall be set by the doctoral supervisor, upon receiving a written request from the PhD student. The interval between two consecutive presentations shall not exceed 12 months. The doctoral supervisor cannot miss any presentation and at least 2 members the mentoring committee shall be present on this occasion.

(4) After each presentation, the minutes shall be written, recording the key remarks and recommendations made by the doctoral supervisor and the members of the mentoring committee, as well as the grade obtained. A copy of the minutes, signed by the doctoral supervisor and the members of the mentoring committee who were present, shall be then submitted to the secretariat of the Doctoral School.

(5) The annual research projects shall get a 'pass' / 'fail' assessment.

CHAPTER IX

The expulsion of the PhD student

Art. 44. The expulsion of the PhD student

1) The expulsion of a PhD student may be decided in the following cases:

a) the PhD student has not complied with the obligations arising from the individual training program;

b) the PhD student has not passed (or, where appropriate, has been absent from) the second examination included in the training program based on advanced university studies (the 4 examinations).

c) the PhD student has violated the obligation to give, at least every 12 months, a presentation of his/her research progress in front of the mentoring committee and the doctoral supervisor, by drawing up the research report;

d) the PhD student has got a 'fail' assessment for presenting his/her research reports;

e) the PhD student has not got, for the second assessment of his/her research paper, a 'pass' grade, i.e. *sufficient, good, very good, excellent*.

f) the PhD student has failed to pay an installment of the tuition fees, 60 days after being notified thereof;

g) the PhD student has seriously disregarded university deontology;

h) the PhD student has not delivered the public defense of the PhD thesis within the deadlines stipulated in the *Regulation*;

i) the PhD student has obtained, on the occasion of the second public defense of the PhD thesis, the grade 'unsatisfactory';

j) on his/her request, the PhD student has withdrawn from the Doctoral School for personal reasons.

(2) The expulsion shall be provided by the Rector's decision, at the doctoral supervisor's proposal, endorsed by the Doctoral School Board. For the cases of expulsion under a) to e), g) to j), the doctoral supervisor and the mentoring committee shall be required prepare a report. For the case of expulsion under f), the report of the *University* financial and accounting department shall be necessary.

CHAPTER VIII

Drawing up and publicly defend the PhD thesis

Art. 45. The PhD thesis

(1) The doctoral thesis shall be the result of the PhD student's personal research activity and shall include significant progress as far as scientific knowledge is concerned.

(2) The PhD Student shall be the author of the PhD thesis and shall assume the correctness of the data and information presented in the thesis, as well as opinions and demonstrations expressed in the thesis.

(3) The PhD thesis shall be an original work and shall follow the rules of citation, indicating the sources of the references.

(4) The doctoral supervisor shall be liable, together with author of the PhD thesis, for complying with the quality and professional ethics standards, as well as for ensuring the originality of the content.

Art. 46. The PhD thesis writing guide

(1) The Doctoral School shall set the PhD thesis writing guide, which shall include structural and formatting elements.

(2) The doctoral student shall comply with the PhD thesis writing guide.

Art. 47. Similarity analysis and getting permission for the public defense of the thesis

(1) In order to check the originality of thesis and draw up the similarity report, the PhD student shall submit the PhD thesis, in electronic format, to the Doctoral School secretariat.

(2) The thesis shall be submitted to be checked so that the similarity report could be drawn up based on the results generated by the plagiarism program. The similarity report shall be part of the doctorate file.

(3) After receiving the similarity report, the doctoral supervisor shall decide, by resolution, whether the conditions for going on to the next stage of thesis defence could be met or not, or, if applicable, on rejecting the thesis for defence and the activities for rewriting the thesis, or, possibly, on the final rejection of the thesis.

(4) When the doctoral supervisor decides to continue the proceedings, the PhD student shall submit printed copies of the PhD thesis to the doctoral supervisor(s) as well as to the members of the mentoring committee for assessment.

(5) The PhD thesis shall be presented in front of the mentoring committee; after this pre-defence meeting, which can be public, the doctoral supervisor and the mentoring committee shall decide the official submission of the thesis and the organization of the public defence; the acceptance report of the doctoral supervisor and the approval of the members of the mentoring committee shall be included in the 'doctorate file'.

(6) If violations of good research conduct are identified, including plagiarizing the results or the publications of other authors, fabricating the results or replacing the results with fictitious data, after the doctoral supervisor and the mentoring committee have assessed the thesis, the permission for the public defense of the thesis shall not be granted.

(7) The organization of the public defense of the thesis can be initiated only after the doctoral supervisor(s) and the members of the mentoring committee have given their written permission for the public defense of the thesis.

Art. 48 Changing the title of the PhD thesis

The title of the PhD thesis can be changed at the discretion of the PhD student until its completion for the doctoral public defence stage.

Art. 49. Submitting the PhD thesis. Setting the public defence date and the announcement for the public

(1) The PhD thesis shall be formally submitted to the Doctoral School secretariat, in both printed and electronic formats, together with the abstract of the thesis and the PhD student's CV; the Doctoral School secretariat shall certify the fulfillment of all the obligations of the doctoral study program by the PhD student.

(2) The PhD student's request for setting the public defence date of the PhD thesis, approved by the doctoral supervisor and chairperson of the doctoral committee, shall be submitted to the Doctoral School secretariat at least 20 working days before the proposed public defence date.

(3) The Doctoral School shall prepare and display the announcement for the public defence of the thesis at least 20 working days before the date proposed thereof. This shall necessarily include the date, location and time of the public defence, the

doctoral supervisor(s), as well as the place where the full text of the PhD thesis can be consulted in printed format. The announcement for the public defence of the PhD thesis, the PhD thesis abstract in electronic format, the PhD student's CV, the CVs of the members who are part of the doctoral committee or links to this information shall be posted on the Doctoral School webpage.

Art. 50. The doctoral committee

(1) Doctoral studies shall be completed by giving the public defense of the PhD thesis in front of the final examination committee, hereinafter 'the doctoral committee'.

(2) The doctoral committee shall be proposed by the doctoral supervisor, approved in the meeting of the Doctoral School Board and by the Rector of the *University*. The doctoral committee shall consist of at least 5 members:

a) the chairman, as representative of the *University*, the institution organizing the doctoral studies;

b) the doctoral supervisor,

c) at least 3 official examiners from the Romania or abroad, specialized in the field approached by the topic of the thesis, out of which at least two shall be external to the *University*.

(3) The members of the doctoral committee shall have a PhD degree and shall at least hold the academic position of associate professors or scientific researchers II, or they are habilitated professors in Romania or abroad.

(4) For joint doctorates where one of the doctoral supervisors does not belong to the *University*, the doctoral committee shall include representatives of both institutions.

(5) If, after the validation of the doctoral committee, the committee chairperson or one of the official examiners becomes unavailable, the Rector of the *University* can approve, at the proposal of doctoral supervisor / main doctoral supervisor, and having the endorsement of the Doctoral School director, the change of the respective member of the doctoral committee.

(6) The members of the doctoral committee shall be paid by the hour, in reference with the academic or research position they hold, or equivalent, as follows:

a) the chairperson: 2 conventional class hours for participating in the public defence;

b) the doctoral supervisor: 15 conventional class hours for drawing up the final report and participating in the public defence; this rule applies to both supervisors, if it is a joint doctorate;

c) official examiners: 10 conventional class hours for drawing up the final report and 2 conventional class hours for participating in the public defence.

Art. 51. Organizing the public defence of the PhD thesis

(1) After validating the doctoral committee, the doctoral supervisor(s) and each official examiner shall prepare a PhD thesis examination report which they shall submit (2 copies) to the Doctoral School secretariat, no later than 30 days from the receipt of the PhD thesis for examination.

(2) The organization of the public defence of the PhD thesis can be initiated by the the Doctoral School secretariat only after receiving all the examination reports. The organization shall be approved in the meeting of the Doctoral School Board and by the Rector of the *University*.

(3) The doctoral supervisor shall communicate to the Doctoral School secretariat, within 5 days from the approval of the public defence date, his/her proposal regarding the date, time and place for the public defence meeting.

(4) At least 20 days before the date of the meeting in which the public defence of the PhD thesis shall take place, the Doctoral School secretariat shall:

- a) display the announcement of the public defense of the PhD thesis in a public place;
- b) publish the announcement and the abstract of the PhD thesis on the *University* website;
- c) send the PhD thesis to the *University* library, for public consultation.

Art. 52. The public defense of the PhD thesis

The meeting for the public defense of the PhD thesis shall be led by the chairperson of the doctoral committee and it shall be conducted as follows:

- a) the PhD student shall present the content of the PhD thesis;
- b) the members of the doctoral committee shall present their final examination reports;
- c) if applicable, the chairman shall present the opinions submitted in writing, before the public defense, by scholars who have read the PhD thesis or its abstract;
- d) a discussion of the PhD thesis shall take place, during which the members of the doctoral committee as well as the public may ask questions to the PhD student.

Art. 53. Grading the PhD thesis and the public defense

(1) The doctoral committee shall deliberate on the grading to be awarded to the PhD thesis, based on the public defense of the PhD thesis and taking into account the examination reports. Possible ratings are *excellent*, *very good*, *good*, *satisfactory* and *unsatisfactory*.

(2) If the PhD student has complied with all the requirements of the scientific research program and assessments on the PhD thesis allow awarding the grading *excellent*, *very good*, *good* or *satisfactory*, the doctoral commission shall propose to grant the title of doctor.

(3) If the grading *unsatisfactory* is awarded, the doctoral commission shall specify the content elements to be rewritten or included in the PhD thesis and shall call for a new public defense of the PhD thesis. The second public defense of the thesis shall take place in front of the same doctoral committee. If the same grading (*unsatisfactory*) is awarded, the title of doctor shall not be granted, and the PhD student shall be expelled.

(4) The doctoral committee chairman shall communicate the decisions of the doctoral committee to the audience participating in the meeting for the public defense of the PhD thesis.

Art. 54. The doctor diploma

The doctor diploma shall exhibit the grading awarded to the PhD student, i.e. *excellent*, *very good*, *good* or *satisfactory*. In addition to that, the doctor diploma shall display a reference in Latin, as follows:

- a) for *excellent*, the reference marked shall be '*Summa cum laude*';
- b) for *very good*, the reference marked shall be '*Magna cum laude*';
- c) for *good*, the reference marked shall be '*Cum laude*'.

CHAPTER IX

Final and transitory dispositions

Art. 55. Approving the Regulation

(1) This *Regulation* was drafted by the Doctoral School Board in consultation with all the tenured doctoral supervisors in the Doctoral School, in compliance with the *Code*.

(2) This Regulation was unanimously approved by the universal, direct, secret and equal vote of the tenured doctoral supervisors in the Doctoral School, was approved by the *University Senate Decision* no 36 / 05.18.2016, amended by the *University Senate Decision* no 56 / 15.09.2016 and by the *University Senate Decision* no 44/ 14.09.2017.

ADDENDUM NO 1

Selection and admission procedure

(1) The procedure for admission to doctoral studies shall represent the selection of candidates for each vacant PhD student position, which the doctoral supervisors in the doctoral school of Institution Organizing Doctoral Studies (IODS) – ‘Nicolae Titulescu’ University of Bucharest have decided to propose to be filled.

(2) The Doctoral School shall provide the transparency of the selection procedures and admission to doctoral studies, of the assessment criteria and the standards required to be complied with by the candidates and shall ensure access to this information, by publishing it on the Internet, as well.

(3) The doctoral supervisors and the Doctoral School Board shall set the timetable for examining (selecting) the candidates for admission to doctoral studies.

(4) Every academic year, the doctoral supervisors and the Doctoral School Board shall establish the number of vacant PhD student positions to be filled by competition, without exceeding the limits laid down by law, referring to the number of PhD students that a doctoral supervisor may coordinate.

(5) The content and form of the entrance exam shall be set by the doctoral supervisor in consultation with the Doctoral School Board. The exam can take place as a written or oral examination, written and oral examinations, interview or a file examination.

(6) The selection of PhD candidate to fill a vacant position shall be made by the doctoral supervisor coordinating the respective position or, when the doctoral supervisor shall decide so by a committee made up of the doctoral supervisor as chairman and two academics, specializing in the respective or connected field, having at least the academic degree of associate professor.

(7) The number of vacant positions to be filled by competition, the selection and admission procedure, the competition topics and its bibliography, the standards required to the applicants and the assessment criteria shall be made available by publishing them on the *University* website and by other means of communication (displayed at the *University* secretariat, on Facebook, in printed and audiovisual mass media), at least two months before the competition.

(8) Regardless of the way in which the selection and admission are organized, the assessment of the candidates shall be done by grading them with marks ranging between 1 and 10, the results of the entrance exam being entered in the minutes to be submitted

to the Doctoral School Board in order to obtain its endorsement. The minimum mark necessary to be declared admitted shall be decided by the doctoral supervisor.

(9) Lodging an appeal against the entrance exam results can be done within 24 hours after the results are published on the *University* website. Entrance exam results can be appealed only on breach of legal provisions. A committee appointed by the Doctoral School director shall provide a solution to the appeal within 24 hours after its registration with the registry of the *University*. The solution shall be communicated to the person who made the appeal. Competition / assessment results can be appealed by the applicant within 24 hours from the publication of results on the *University* website.

(10) In order to provide a solution to the appeal, a committee made up of 3 academics shall be set up, other than those who participated in the appealed exam / assessment.

(11) The candidate shall be enrolled as a PhD student at the suggestion of the doctoral supervisor, having the endorsement of the Doctoral School Board.

(12) The doctoral study contract shall be concluded between the PhD student, *University* and the doctoral supervisor.

(13) The persons having the right to participate in the procedure for admission to doctoral studies shall be graduates with master's degree or equivalency obtained in Romania or abroad, according to art. 153 para. (2) of the National Education Act no 1/2011. As an exception to this rule, there may also register graduates with bachelor's degree or equivalent university studies organized according to National Education Act no 84/1995, republished, as amended and supplemented.

(14) Candidates with bachelor's degree in other branches of science can also participate in the selection / admission; in this case the doctoral supervisor and / or the admission committee shall assess whether the knowledge in the field of the doctorate allows doctoral study training in the selection / admission field.

(15) In the application, selection and admission procedure, no form of discrimination shall be allowed, be it direct or indirect, between the candidates for doctoral studies. Candidates from Member States of the European Union, European Economic Area, the Swiss Confederation and the Republic of Moldova shall have access to doctoral studies under the same conditions as those provided by law and the *University Charter* for Romanian citizens.

(16) When applying for the entrance exam, the candidate shall submit the following documents:

- the application form – from the Doctoral School secretariat;
- the bachelor's degree and master's degree diplomas, certified true copies, with their annexes (transcripts or diploma supplements), if applicable. Instead of the master's degree diploma, a temporary certificate which shall prove the graduation of master studies shall be accepted, in case the master's degree diploma has not been issued yet. Studies abroad shall be certified by the equivalency diplomas and documents issued by the National Center for Recognition and Equivalence of Diplomas, of the Romanian Ministry of Education;
- the birth certificate, marriage certificate or any other document which may confirm any change of name, certified true copies;
- the baccalaureate diploma and transcript, certified true copies;
- the copy of the identity card;
- the CV;

- the scientific activity report, comprising: the list of the published scientific papers, the participations in national and international conferences, the awards (if any), etc;
- the proof of payment of the registration fee; it shall be paid only at the *University* pay office and it is established each year by the *University* Board and is published together with other information on the *University* website and by other communication media;
- the proposed research topic with an outline of the research plan (including bibliography).

ADDENDUM NO 2

Methodology for the completion of doctoral studies

(1) The PhD thesis shall be written in accordance with the requirements set in the *Regulation*, the content of the PhD thesis being established by the PhD student with his /her doctoral supervisor.

(2) The title of the PhD thesis can be changed at the discretion of the PhD student until its completion for the doctoral public defence stage.

(3) The PhD thesis shall be an original piece of work, in that it shall belong exclusively to its the author, respect rules of the citation, respect the opinions of other authors, indicate, when appropriate, the priorities in wording ideas, meet the quality and ethics standards, as laid by art. 170 of National Education Act no 1/2011 and Act no. 206/2004 regarding the conduct of scientific research. The PhD thesis shall contain original contributions in the research field it covers and a chapter of conclusions which should demonstrate the PhD student's contribution to research and development, as well as possible future directions for research development and regulating the respective field.

(4) The author of the PhD thesis shall be required to write the abstract of the thesis, which shall be published on the *University* website. The thesis abstract shall be translated in an international foreign language and submitted, in electronic format, to the Doctoral School secretariat.

(5) Doctoral studies shall end with the public defense of the thesis in front of the doctoral committee. The public defense shall take place after the following stages are completed:

a) the PhD student shall submit the PhD thesis in electronic and paper formats to the Doctoral School secretariat;

b) the Doctoral School shall perform the similarity analysis using a program recognized by CNATDCU, the report being submitted to the doctoral supervisor to decide by a resolution on its conclusions and, if necessary, on the sections of the PhD thesis to be rewritten, on the manner in which, as well as on the date up to which they shall be rewritten; the similarity report shall be included in the doctorate file; the first plagiarism check shall be free of costs; further antiplagiarism checks shall be made for a fee (220 lei / check);

c) the PhD thesis, for which the doctoral supervisor shall decide to continue the public defense proceedings, shall be presented in front of the mentoring committee, in a public meeting if the doctoral supervisor shall decide so, considering it the pre-defense stage; thus, the PhD student shall submit a printed copy of the thesis to his/her doctoral

supervisor(s) and the members of the mentoring committee so that the PhD thesis could be assessed;

d) if the doctoral supervisor and the mentoring committee identify violations of good conduct in research, including plagiarizing the research results or the publications of other authors, fabricating the results or replacing results with fictitious data, they shall not give their consent for the public defense of the PhD thesis;

e) after completing the pre-defence stage in front of the mentoring committee, the doctoral supervisor and the mentoring committee shall decide on the official submission of the PhD thesis and the organization of the public defense; the doctoral supervisor's acceptance report and the approval of the members of the mentoring committee shall be included in the doctorate file. The conclusions of the mentoring committee shall be put down in the minutes.

f) the organization of the meeting for the public defense of the PhD thesis can be started only after the doctoral supervisor(s) and the members of the mentoring committee have given written consent for the public defense of the PhD thesis;

g) the PhD thesis shall be formally submitted to the Doctoral School secretariat in both printed and electronic formats, together with the abstract of the PhD thesis and the PhD student's CV; the Doctoral School secretariat shall certify the PhD student's fulfillment of all the obligations arising from the doctoral study program;

h) the PhD student's request to schedule the date of the public defense of the PhD thesis, endorsed by the doctoral supervisor and chairperson of the doctoral committee, shall be submitted to the Doctoral School secretariat at least 20 working days before the date of the public defense.

(6) The request for the public defense of the PhD thesis and the proposal of the doctoral supervisor and mentoring committee shall be accompanied by the following documents on paper and in electronic format:

Documents in printed format:

a) the application form signed by the PhD student, registered at the Doctoral School secretariat, for the initiation of the proceedings dealing with the similarity analysis and the assessment of the PhD thesis by the mentoring committee, endorsed by the doctoral supervisor, for the pre-defense stage;

b) the doctoral supervisor's acceptance report of the PhD thesis (2 copies);

c) the similarity report (2 copies) and the doctoral supervisor's position on this report, expressed by means of the resolution (2 copies);

d) the minutes from the pre-defense of the PhD thesis in front of the mentoring committee that shall contain the consent for public defense of the PhD thesis given by the doctoral supervisor(s) and each member of the mentoring committee, as well as the decision on officially submitting and organizing the public defense (2 copies);

e) the PhD thesis (2 bound printed copies, with covers);

f) the abstract of the PhD thesis in Romanian and, respectively, in an international foreign language, which shall include the contents of the PhD thesis, the keywords and the summary of the main parts of the PhD thesis (one copy each);

g) a statement signed by both the PhD student and the doctoral supervisor on their accountability for the PhD thesis and their acknowledgment of the legal provisions relating to art 143, para (4) and art. 170 in the National Education Act no 1/2011,

respectively art. 65 para (5) - (7) and art. 66 para (4) of the *Code on doctoral studies* amended by the Romanian Government Decision no 134/2016 (2 copies);

h) the PhD student's CV (2 copies);

i) the copy of the receipt for the payment of the public defense fees;

j) the proof of submitting one printed copy of the PhD thesis to the *University* library;

k) the proposal of the doctoral supervisor (doctoral supervisors in case of a joint PhD degree) on the composition of the doctoral committee approved by the Doctoral School Board;

l) the CVs of each member of the doctoral committee.

Documents in digital format

The following documents shall be submitted in digital format, on two different electronic storage devices:

a) the PhD thesis and, if applicable, its appendices (in PDF format);

b) the abstract of the PhD thesis in Romanian and in an international foreign language (in PDF format);

c) the PhD student's Europass CV;

d) the list of the PhD student's published papers resulting from his/her scientific research activity.

Other documents necessary for the public defense stage:

a) the official examiners' reports, signed by them (2 copies each);

b) list of publications resulting from the research activity conducted along the doctoral study program, published or accepted for publication, if applicable, signed by the PhD student and the doctoral supervisor / the main doctoral supervisor (2 copies);

c) certified copies of:

- the baccalaureate diploma or equivalency;

- university degree diplomas (undergraduate and postgraduate / master) or equivalent certificates (if any), together with their annexes: transcripts or, where applicable, diploma supplements;

- birth certificate;

- if the name has changed, its administrative document certifying its change (marriage certificate, judicial decision on name change etc.).

d) the PhD student's statement on his/her options for publishing the PhD thesis (2 copies);

e) the PhD student's request for the issuance of the doctorate degree diploma (2 copies signed by the PhD student and his/her doctoral supervisor);

(7) The Doctoral School shall prepare and display the announcement for the public defense at least 20 working days before the date proposed for this meeting. This announcement shall include the date, location and time of the public defense, the doctoral supervisor(s), as well as the place where the full text of the PhD thesis can be consulted in printed format. The announcement of the public defense, the abstract of the PhD thesis in electronic format, the PhD student's CV, the CVs of the members of the doctoral committee or links to these documents shall be displayed on the *University* website.

(8) The PhD thesis shall be defended in the doctoral committee. The PhD committee shall be proposed by the doctoral supervisor and approved by the Doctoral School Board. The doctoral committee shall consist of at least 5 members: the chairperson, as a representative of the *University*, the doctoral supervisor and at least 3 official examiners from the Romania or abroad, specialized in the field approached by the topic of the PhD thesis, out of which at least two shall be external to the *University*. The members of the doctoral committee shall have a PhD degree and be at least associate professors or scientific researcher II, or habilitated professors in Romania or abroad.