



REGULATIONS

concerning doctoral and postdoctoral programmes

Chapter I - General provisions

These regulations set the way in which the doctoral and postdoctoral programmes of Transilvania University of Braşov will be organized and will operate.

At Transilvania University of Braşov doctoral studies represent the third cycle of university studies and allow the students to obtain a level 8 qualification within European Qualifications Framework (EQF) and in the Romanian National Qualifications Framework.

These regulations are drafted according to the National Law of Education, Law no. 1/2011, with all subsequent changes; Government Decision no. 681/2011 concerning the approval of the Code of Doctoral Studies, with all subsequent changes; Order of the Ministry of Education no. 4982/2013 concerning doctoral supervision; the Charter of Transilvania University of Braşov.

Chapter II – The institutional framework for the organization of doctoral studies

Art. 1. The functioning of IOSUD-UNITBV

- (1) Transilvania University of Braşov (UNITBV) organizes doctoral studies within the Organizing Institution of Doctoral University Studies - Transilvania University of Braşov (IOSUD-UNITBV).
- (2) The Rector of Transilvania University of Braşov is the legal representative of IOSUD-UNITBV.
- (3) IOSUD-UNITBV is coordinated by the Council for Doctoral Studies, hereinafter called CSUD-UNITBV, headed by a director. The position of director of CSUD-UNITBV is assimilated to that of Vice-Rector.
- (4) The director of CSUD-UNITBV is appointed by the Rector of UNITBV following a public contest organized according to the Methodology for organizing the contest to fill the position of director of CSUD-UNITBV, appendix to this regulation.
- (5) Based on the decision of the contest board, after the validation of the University Senate, the Rector of UNITBV concludes a four-year management agreement with the person appointed director of CSUD-UNITBV.
- (6) The doctoral programmes are organized within the framework of IOSUD-UNITBV through the Interdisciplinary Doctoral School (SDI).
- (7) IOSUD-UNITBV shall offer institutional, administrative and logistic support to the Interdisciplinary Doctoral School.
- (8) Adding a new doctoral school within the framework of IOSUD-UNITBV can only be done in accordance with the law, at the proposal of the Rector of UNITBV, with the approval of CSUD-UNITBV and the validation of the University Senate.
- (9) If a new doctoral school is founded within IOSUD-UNITBV, according to the law, this regulation shall be modified to adapt to the new organization.
- (10) IOSUD-UNITBV organizes doctoral studies only for the fields that it was duly approved (through accreditation/authorization).

- (11) This regulation shall also apply to joint doctoral programmes. In this case, additional requirements may be added at the request of the partner institution.

Art. 2. The functioning of CSUD-UNITBV

- (1) CSUD-UNITBV shall function based on the Code of Doctoral Studies and of this regulation.
- (2) CSUD-UNITBV is made up of 9 members as follows:
 - a) 2 doctoral supervisors who are permanent members of SDI, elected by the doctoral supervisors who are permanent members of SDI through universal, equal and direct suffrage in a secret ballot;
 - b) 1 student-member – doctoral student elected by the doctoral students of SDI through universal, equal and direct suffrage in a secret ballot;
 - c) 5 doctoral supervisors who are permanent members of SDI appointed by the Rector of UNITBV, according to Government Decision no. 681/2011;
 - d) The director of CSUD-UNITBV is a lawful member of CSUD-UNITBV.
- (3) The members of CSUD, doctoral supervisors, must fulfil the minimal and obligatory standards for the habilitation degree, specific to the field in which they are entitled to be doctoral supervisors, in force at the date of their election or appointment as members of CSUD-UNITBV.
- (4) The CSUD-UNITBV members shall have a four-year mandate.
- (5) The doctoral students who are members of CSUD-UNITBV shall end their mandate upon completing their doctoral studies or when they cease to be doctoral students.
- (6) The open positions within CSUD-UNITBV shall be filled in according to this regulation. The mandate of a new member ceases on the date the CSUD-UNITBV mandate expires, except for the director of CSUD-UNITBV.
- (7) The main prerogatives of the CSUD-UNITBV:
 - a) to set the IOSUD-UNITBV strategy;
 - b) to formulate the institutional regulation concerning doctoral programmes and to submit it to the approval of the UNITBV Senate;
 - c) to draft proposals for regulations or measures, in agreement with the laws in force and the UNITBV strategy, with a view of developing the quality and competitiveness of doctoral programmes;
 - d) to approve the proposals of the Rector of UNITBV concerning the creation and closure of the doctoral schools within IOSUD-UNITBV and to submit them to the University Senate for validation;
 - e) to analyse the proposals of the SDI Council (C-SDI) concerning the acceptance of new doctoral supervisors within SDI, in accordance with the internal regulations and standards;
 - f) to approve the SDI regulation, which sets the way in which the doctoral programmes are organized and function within the doctoral school;
 - g) to draft the methodology for the election of C-SID members and to submit it to the approval of the University Senate, and to validate the election of the C-SID members;
 - h) to formulate the methodology for the periodic internal assessment of doctoral supervisors within SDI;
 - i) to approve the framework learning agreement for doctoral studies and the addenda to the agreement as stipulated by the legal norms;
 - j) to draft the regulation concerning the habilitation degree in IOSUD-UNITBV and to submit it to the approval of the University Senate;
 - k) to initiate, submit and monitor all the proposals of financing requests and other documents necessary to access national and European funds for doctoral and research programmes, in collaboration with the office of the Vice-Rector for Scientific Research and Informatization;
 - l) to promote the public image of doctoral studies at IOSUD-UNITBV at the national and international level;

- m) to analyse and solve the referrals for which CSUD-UNITBV is competent, in accordance with the legal norms and UNITBV regulations;
 - n) other specific prerogatives, according to the law.
- (8) CSUD-UNITBV shall meet quarterly or every time it is necessary, convened by the director of CSUD-UNITBV or at least a third of its members.
 - (9) The quorum of a CSUD-UNITBV meeting is reached when at least two thirds of the council members are present. The decisions of CSUD-UNITBV shall be adopted with a simple majority of the votes of the members present, if there is meeting quorum. In exceptional cases, at the proposal of the director of CSUD-UNITBV, the meetings of the council can also take place at a distance, and the members can use electronic voting. Taking into consideration the specificity of electronic voting, the valid votes shall be those communicated within 12 hours from the hour at which the director of CSUD-UNITBV conveyed the invitation electronically, but no later than 12 p.m. on the day the invitation was sent. In this case, the decisions of CSUD-UNITBV are adopted with half plus one of the electronic votes of the council members.
 - (10) CSUD-UNITBV collaborates with the office of the Vice-Rector for Scientific Research and Informatization whenever necessary, in order to harmonize the implementation of the institutional strategy and policy for scientific research.

Art. 3. The functioning of SDI

- (1) SDI is organized and functions within IOSUD-UNITBV with doctoral supervisors as acknowledged by the law, who became part of SDI in accordance with the internal regulations and standards.
- (2) The new members of SDI are accepted at the proposal of C-SDI, with the agreement of CSUD and the approval of the University Senate, based on Instruction IS-1/1 of the SDI Regulation. The exclusion of a member from SDI (at the request of the doctoral supervisor, at the proposal of C-SDI or of the competent faculty/ies) shall be performed according to Instruction IS-1/1 of the SDI Regulation.
- (3) IOSUD-UNITBV acknowledges the capacity of doctoral supervisor or the habilitation degree granted by a foreign university, for doctoral fields accredited/authorized to function within IOSUD-UNITBV, according to its own methodology. This acknowledgement does not automatically result in the right to become a doctoral supervisor within SDI, the membership of SDI is obtained by undergoing the SDI procedures and internal regulations in force at the date in question.
- (4) A doctoral supervisor can perform this role in SDI only in the field for which he/she was acknowledged.
- (5) A doctoral supervisor who is member of SDI can coordinate doctoral students only within IOSUD-UNITBV, with the exception of cases of joint supervision.
- (6) In IOSUD-UNITBV, a doctoral supervisor can coordinate at the same time a maximum number of 8 doctoral students who are in various stages of completing their doctoral theses. The justified exceptions from this rule are approved by the University Senate, with the agreement of CSUD-UNITBV.
- (7) A doctoral supervisor who is in charge of coordinating more doctoral students at the date this regulation comes into force will gradually reach the maximum number of 8 doctoral students, when the coordinated students complete their studies, according to the laws in force.
- (8) The transfer of a doctoral supervisor to IOSUD-UNITBV from another IOSUD/IOD and the transfer from IOSUD-UNITBV to another IOSUD/IOD shall only be possible with the approval of both university senates. The agreement of the two institutions (IOSUD/IOD) shall be expressed on the request submitted by the doctoral supervisor, with the approval of the director of CSUD and of the legal representative of IOSUD/IOD.
- (9) The approval to perform his/her activity for a doctoral supervisor who was granted this role within another IOSUD/IOD requires the clarification of the situation of the doctoral students of the two institutions involved.

- (10) SDI shall set standards and criteria for scientific and professional performance that the doctoral supervisors have to fulfil in order to become members of SDI and to maintain this position.
- (11) In addition to the doctoral supervisors who are members of SDI, other researchers/professors from UNITBV or from other national and foreign universities can perform research and/or teaching activities within SDI.
- (12) SDI shall be run by the director of the doctoral school and by the Council of the Interdisciplinary Doctoral School (C-SDI).
- (13) The director of SDI shall be appointed by CSUD-UNITBV from among the permanent doctoral supervisors of the SDI and must fulfil the minimal and obligatory standards for the habilitation degree, specific to the field in which they are entitled to be doctoral supervisors, in force at the date the director of the SDI is appointed.
- (14) The director of the SDI is a lawful member of C-SDI; the position of director of SDI is assimilated to the position of head of department.
- (15) CSUD-UNITBV sets the representation conditions in C-SDI of the doctoral fields within IOSUD-UNITBV and elaborates the methodology for electing the C-SID members, in accordance with this regulation and the legislation in force.
- (16) The C-SDI members, permanent doctoral supervisors and doctoral students within SDI, shall be elected through universal, equal and direct suffrage in a secret ballot by the SDI permanent doctoral supervisors and doctoral students.
- (17) The members of C-SID from outside the doctoral school, scientific personalities and/or personalities from the industrial and socio-economic sectors, are selected by CSUD-UNITBV after evaluating their contribution to the development of the university.
- (18) The members of C-SDI who are part of the university teaching staff must have the right to be doctoral supervisors in Romania or abroad and must fulfil the minimal and obligatory standards for the habilitation degree, specific to the field in which they are entitled to be doctoral supervisors, in force at the date of their election or appointment as members of C-SDI.
- (19) C-SDI shall have a five-year mandate. The doctoral students members of C-SDI shall end their mandate upon completing their doctoral studies or if they cease to be doctoral students. The vacant positions within C-SDI shall be filled through partial elections, and the mandate of the new member(s) shall cease upon the expiry of the C-SDI mandate.
- (20) C-SDI shall meet at least three times a year, when convened by the director of SDI or by at least one third of its members.
- (21) The main prerogatives of C-SID are as follows:
 - a) to elaborate the Regulation of the SDI, in accordance with the legal norms and in agreement with this regulation, and to submit it to the approval of CSUD-UNITBV and of the University Senate;
 - b) to draft and approve the framework learning agreement for doctoral studies, including the addenda models for interruption/extension of the doctoral programme, and to submit them to the approval of CSUD-UNITBV;
 - c) to approve the individual plans for the training of doctoral students;
 - d) to approve the advisory board for doctoral students;
 - e) to establish the regulations concerning the acceptance of new doctoral supervisors as members of SDI, and the withdrawal of the membership of SDI;
 - f) to take all the legal steps in order to issue the decisions of the Rector of UNITBV to enrol or to expel doctoral students at the proposal of the doctoral supervisor.
 - g) to elaborate the procedure to replace the doctoral supervisor of a certain doctoral student, as well as the procedure for conflict mediation;

- h) to set the conditions in which the doctoral programme can be interrupted or extended, and the conditions in which the doctoral student can benefit from a period of grace for completing their thesis and for the public defence, in accordance with the legal norms;
 - i) to establish the methods to prevent research fraud, including plagiarism;
 - j) to set the criteria for the periodic internal assessment of the doctoral programmes;
 - k) to approve the organization chart for the teaching (including guest teachers) and research staff affiliated to SDI, as the case may be;
 - l) to establish the obligatory attendance for doctoral students, in agreement with the legal norms;
 - m) to draft assessment reports and to assist external evaluators in the evaluation process for accreditation/reaccreditation or provisional authorization;
 - n) to draft procedures and instructions concerning the SDI activity and other specific responsibilities, according to the law.
- (22) SDI must offer accurate and complete information concerning the doctoral programmes and the activity of the doctoral supervisors of the doctoral school.
- (23) SDI, with the logistic support of IOSUD-UNITBV, shall publish all the relevant information about the university doctoral programmes on the UNITBV website, as well as through other information means (brochures, fliers, posters, etc.). This information shall refer mainly to:
- a) the regulation of the doctoral school;
 - b) the professional results and performance of the doctoral supervisors of SDI;
 - c) the admission methodology and criteria;
 - d) the models of the framework learning agreement for doctoral studies and of the specific addenda;
 - e) information about the content of the doctoral programmes (curriculum, class schedule, methods of evaluation);
 - f) the standards for writing the doctoral thesis and the assessment criteria, in accordance with the legal regulations;
 - g) the procedure for the public defence of the doctoral theses;
 - h) the summaries of the theses which are submitted for public defence, as well as the date, time and location of the public defence.

Chapter III – The organization, progress and completion of doctoral studies

Art. 4. The organization of doctoral studies at IOSUD-UNITBV

- (1) At IOSUD-UNITBV, the doctoral programmes are organized within SDI in accredited/authorized doctoral fields, with doctoral supervisors who have acquired this capacity according to the law and are members of SDI in accordance with the internal regulations and standards.
- (2) The way in which the doctoral programmes are organized and developed within IOSUD-UNITBV is set through the Regulation of SDI, including the instructions and the specific conditions/criteria to ensure the quality of processes, in agreement with the development strategy of the university.
- (3) The Regulation of SDI shall be drafted by C-SDI, selected through universal, equal and direct suffrage in a secret ballot of the absolute majority of doctoral supervisors who are members of SDI, and shall be approved by CSUD-UNITBV and the University Senate;
- (4) The Regulation of SDI can be applied also in the case of joint doctoral programmes, if the partnership agreement was thus decided.

Art. 5. Admission to the doctoral programmes

- (1) In IOSUD-UNITBV, the admission of candidates to doctoral programmes, irrespective of the form of the programmes, shall be based on contest.

- (2) The admission methodology and criteria shall be proposed annually by C-SID, agreed upon by CSUD-UNITBV and approved by the University Senate, and made public on the UNITBV website before the admission session.
- (3) The admission methodology shall include the organization of the contest, the criteria for distributing the subsidized places and doctoral scholarships, the admission conditions, the list of the documents necessary for submitting the admission file, the admission calendar and the amount of admission fee set by the University Senate.
- (4) SDI shall ensure the candidates' fair access to doctoral programmes, according to the admission procedures and criteria, taking into account their previous studies, which have to be at least the master level or equivalent, their professional experiences accumulated through previous activities, and linguistic competences, with a focus on international languages.
- (5) SDI shall ensure the transparency of the doctoral selection and admission procedures, of the assessment criteria and standards that the candidates have to fulfil, as well as access to this information, by publishing them on the UNITBV website and through other specific communication means.
- (6) The entries in the admission contest for doctoral programmes for a certain doctoral field is not conditioned by the field of the bachelor or master degree, according to the law.
- (7) The candidates who have been expelled from doctoral programmes where they were subsidized students can only apply for non-funded places.
- (8) Foreign citizens shall be enrolled in the doctoral programmes, in accordance with the legal norms in force, according to the provisions of the methodology for the admission to doctoral programmes in IOSUD-UNITBV.
- (9) The admission of foreign candidates to doctoral programmes, irrespective of the form of the programme, shall be done through the annual contest organized by SDI, usually before the beginning of the academic year. The exceptions from the admission calendar for foreign students shall be approved by the Executive Board, at the proposal of SDI.
- (10) The decision to enrol students who come from EU third countries shall be issued by the university management with the written approval of the Ministry of Education and if the student was successful at the admission contest.
- (11) The admission and tuition fees for foreign students applying for a place in a doctoral programme shall be approved by the University Senate, after consulting the faculty councils.
- (12) The admission criteria and the study programme of foreign doctoral students are the same as those for Romanian citizens.

Art. 6. The learning agreement for doctoral studies

- (1) The rights and obligations of doctoral students, doctoral supervisors and of IOSUD-UNITBV, within SDI, shall be set in the learning agreement for doctoral studies.
- (2) The model of the framework learning agreement shall be elaborated by SDI, agreed upon by C-SDI and approved by the CSUD-UNITBV.
- (3) The learning agreement for doctoral studies is concluded with each doctoral student individually, after the admission contest is validated.
- (4) The learning agreement for doctoral studies is signed by the doctoral student, doctoral supervisor, the director of SDI and the Rector of UNITBV.
- (5) In case the doctoral scholarships are funded from national and international funds, an additional contract shall be signed with the doctoral student, according to the regulations of the financing institution.

- (6) The learning agreement for doctoral studies shall be concluded for the entire training period of the doctoral student and shall include the clauses specified in the laws in force and the UNITBV regulations.
- (7) Any disagreement arising between the doctoral student and the doctoral supervisor shall be mediated and solved by C-SDI. The party dissatisfied with the decision of C-SDI can appeal to CSUD-UNITBV. The disagreements between the doctoral student and SDI shall be mediated by CSUD-UNITBV.

Art. 7. The doctoral supervisor and the advisory board

- (1) The doctoral students shall be coordinated in the doctoral programme by the doctoral supervisor (permanent or joint), who shall ensure their scientific, professional, deontological guidance and their superior training as researchers.
- (2) The doctoral supervisor shall suggest research topics for the doctoral programmes and participate in the selection of doctoral students, through the admission contest.
- (3) The doctoral supervisor shall decide to expel a doctoral student whenever necessary and shall request the approval of C-SDI.
- (4) The doctoral supervisor shall be replaced only at the motivated request of the doctoral student, in the conditions set by the Regulation of SDI, with the approval of C-SDI.
- (5) The doctoral supervisor shall establish, after consulting the doctoral student, the members of the advisory board, and then submit it for the approval of C-SDI.
- (6) The advisory board, whose role is to support the doctoral student during the doctoral programme, is made up of three members, specialists in the field in which they hold their doctoral degree.
- (7) The doctoral programmes of doctoral students shall take place and shall be completed in the field in which the doctoral supervisor is qualified.
- (8) The workload of the doctoral supervisor and of the members of the advisory board during the doctoral programme of the doctoral student shall be set by the University Senate, according to the laws in force.

Art. 8. The structure, content and duration of the doctoral programme

- (1) The doctoral programme shall include two components: advanced university training and individual scientific research programme.
- (2) The content, the proportion and the duration of the specific activities, the assessment/completion method, the number of credits, as well as the set of competencies provided by the advanced university training and by the individual scientific research programme are determined based on the legal norms through the Regulation of SDI.
- (3) The doctoral programme has an average duration of 3 (three) year and 4 (four) years, respectively, for the Medical field, starting with the date of the enrolment.
- (4) The doctoral studies can be interrupted for good reasons, according to the conditions set in the Regulation of SDI, at the written request of the doctoral student, with the agreement of the doctoral supervisor, the approval of the C-SDI and of the University Senate. The cumulated interruption periods shall not exceed 2 (two) years, the duration of the doctoral studies shall be extended by the cumulated periods of the approved interruptions. During the interruptions, neither IOSUD-UNITBV nor the doctoral student shall have any financial obligations, irrespective of the form of the doctoral programme or the funding of the programme where the doctoral student was enrolled. This situation shall be regulated by an addendum to the learning agreement for doctoral studies.
- (5) In duly justified cases, under the conditions set by the Regulation of SDI, the duration of the doctoral programme can be extended by a maximum of 2 (two) years, based on the written request of the doctoral student, with the agreement of the doctoral supervisor, approved by C-SDI and the University Senate. During the extension period, the subsidized doctoral student shall not receive a scholarship

and shall pay the tuition fee for the second extension year, if applicable, while the non-funded doctoral student shall pay the tuition fee for the entire extension period. This situation is regulated through an addendum to the learning agreement for doctoral studies.

- (6) If a doctoral student fails to complete and defend the doctoral thesis in due time according to the learning agreement for doctoral studies and its addenda, he/she shall be granted a period of grace of maximum 2 (two) years, under the conditions set in the Regulation of SDI, based on the written request of the doctoral student, with the agreement of the doctoral supervisor, approved by C-SDI and the University Senate. During the period of grace, the doctoral student shall not receive any financial support from IOSUD-UNITBV and shall pay tuition fee for the entire approved period, irrespective of the doctoral programme and its funding. If the doctoral student exceeds the period of grace and is not able to defend his/her doctoral thesis, the learning agreement shall be lawfully terminated and the doctoral student shall be expelled at the due date, without any other formalities.

Art. 9. The funding of doctoral programmes

- (1) Doctoral programmes are funded from public and private funds.
- (2) The public funds come from the state budget. The private funds are obtained from the fees collected by IOSUD-UNITBV or the contributions of private entities, donations or contracts concluded with private agents or foundations.
- (3) The persons who request it, who have the necessary qualifications and the adequate financial resources can be admitted as non-funded doctoral students.
- (4) The tuition fees for doctoral programmes are proposed each year by SDI (after consultations with the faculties) and approved by the University Senate.
- (5) The tuition fees, including those for extensions and periods of grace, as the case may be, shall be paid in accordance with the conditions and terms set by the university management. Failure to fulfil this obligation shall lead to the doctoral student being expelled.
- (6) The public defence of the doctoral thesis can be scheduled only after the tuition fees were paid in full, including the fee for the public defence.
- (7) The employees of UNITBV and their children, as well as other categories of doctoral students proposed by the Executive Board of UNITBV, shall benefit from fee reductions or exemptions, including the fee for the public defence, with the approval of the University Senate.
- (8) IOSUD-UNITBV can finance full-time doctoral programmes and full-time doctoral students also from research projects funded from other sources, public or private.

Art. 10. Cooperation in the field of doctoral programmes

- (1) IOSUD-UNITBV cooperates in the field of doctoral studies with research institutes, the business and industrial sectors, in Romania and abroad, so as to promote the mobility of doctoral students.
- (2) In the case of joint doctoral programmes, national or international, the situation of the doctoral students of IOSUD-UNITBV shall be regulated using the model of joint supervision agreement elaborated by SDI (in Romanian and in English), which can be modified to reach an agreement with the partner institution.
- (3) The university curriculum must be compatible with the curriculum of prestigious universities in the field; the research topics must be relevant at international level or, if they are of national interest, their methodology and approach must meet international standards; the result of the doctoral programmes must become part of international research, from the point of view of its visibility and, especially, its impact.
- (4) IOSUD-UNITBV may grant financial support to doctoral students and doctoral supervisors to ensure their mobility entailed by cooperation agreements concluded for doctoral programmes, structural programmes for professional training, as well as for joint supervision.

Art. 11. Writing of the doctoral thesis and the public defence

- (1) The doctoral studies shall be completed, irrespective of the field or type of programme, by the writing of the doctoral thesis and its public defence.
- (2) The doctoral student shall be the author of the doctoral thesis and shall take responsibility for the accuracy of the data and information presented in the thesis, as well as for the opinions and demonstrations expressed.
- (3) The doctoral supervisor shall be liable together with the author of the thesis for meeting the quality and professional ethics standards, including ensuring the originality of the content, in accordance with the provisions of art. 170 of Law no. 1/2011, with all subsequent changes.
- (4) The doctoral thesis shall be written and defended in Romanian or in a language with international circulation, with the express agreement of the doctoral supervisor.
- (5) In order for the doctoral thesis to be approved for public defence, as defined by the legal provisions in force, it shall be subject to a preliminary analysis (presentation) in front of a board made up of the doctoral supervisor, the members of the advisory board and other specialists in the field from the faculty/department/research centre. Their comments and suggestions concerning the structure – content of the paper shall be mentioned in an preliminary analysis report, signed by everyone present, and the adequate changes shall be inserted in the doctoral thesis before it is submitted to the SDI secretary's office with the view of initiating the procedures for similarity analysis and the evaluation of the thesis by the advisory board.
- (6) The public defence board for the doctoral thesis is proposed by the doctoral supervisor, approved by the management of IOSUD-UNITBV and appointed by decision of the Rector of UNITBV.
- (7) Based on the content of the doctoral thesis and the remarks during the public defence, the board shall analyse and deliberate in order to decide the grade (Excellent, Very Good, Good, Satisfactory, Unsatisfactory, as appropriate).
- (8) In the case of an "Unsatisfactory" grade, the board will specify the elements to be reconsidered/added in the doctoral thesis and shall request a new public defence of the thesis, which will take place before the same examination board. If the grade after the second public defence is still "Unsatisfactory", the title of Doctor shall not be granted, and the doctoral student shall be expelled.
- (9) If the doctoral thesis is validated by the public defence board, the doctoral file is submitted by IOSUD-UNITBV through SDI to CNATDCU (or the institution appointed according to the law) by the date and in the form indicated by the laws in force.
- (10) The legal stages and terms for the public defence of the doctoral thesis, as well as the documents necessary for the doctoral file, are set according to the laws in force, through the procedure for the public defence of the doctoral thesis, elaborated by the doctoral school and included in the Regulations of SDI.

Art. 12. The protection of intellectual property rights on the doctoral thesis

- (1) The protection of the intellectual property rights on the doctoral thesis is ensured in accordance with the provisions of the learning agreement for doctoral studies, complying with the criteria and measures stipulated by the special law in this field.
- (2) The copyright and/or intellectual property rights on the original product or creation enters into force according to the provisions of the laws in the field, while complying with the principles and conditions of international conventions and of the applicable European law, as well as of the learning agreement for doctoral studies, if it includes such clauses.
- (3) IOSUD-UNITBV, through CSUD-UNITBV, drafts and approves its own strategies for the protection of patrimonial rights resulting from the valorisation of the intellectual property rights.

- (4) The patrimonial benefits resulting from the capitalization of intellectual property rights shall also be distributed in proportion to the financing source for the research conducted during the doctoral programme.

Chapter IV – Quality assurance for doctoral programmes

Art. 13. The compatibility of doctoral programmes with the European and national qualifications framework

- (1) The doctoral programmes are conceived based on a curriculum which is part of the documentation to register the qualification in the National Registry of Qualifications in Higher Education (RNCIS).
- (2) The curriculum of the doctoral programme must include at least the following elements: the curriculum plan, the course outline for each of the disciplines in the curriculum; the research plan, adapted to the activities specific for the doctoral students and the research teams they are part of.
- (3) The curriculum shall be drafted by SDI, for each doctoral field, after consulting the UNITBV partners, the employers, the doctoral supervisors and students, it shall be agreed on by C-SDI and approved by CSUD-UNITBV.
- (4) The doctoral students may choose from the elective courses in the curriculum of the doctoral programmes from other doctoral fields, based on their specific interests, the complexity of the research programme and the topic under research.
- (5) The curriculum shall also include disciplines meant to develop cross-discipline competencies which are necessary in order to increase employability and to valorise the competencies acquired in the doctoral programme.
- (6) CSUD-UNITBV can empower SDI to draft the rules applicable to the transfer of credits, in case the credits are obtained from other doctoral schools in Romania or abroad.
- (7) The credits acquired in the doctoral programme are recorded in documents equivalent to the transcript of record in order to allow, as appropriate, their transfer to other education institutions or the re-enrolment.

Art. 14. The evaluation of doctoral programmes, of the activity of the doctoral students and of the doctoral supervisors

- (1) The quality of doctoral programmes and the performance of doctoral supervisors shall be subject to periodic internal and external evaluation.
- (2) The external evaluation for accreditation/reaccreditation or authorization of the doctoral fields shall be performed periodically, according to the laws in force. The doctoral supervisor must convey in due time the documents necessary in drafting the internal evaluation report, in accordance with the methodology – the external evaluation guide. The doctoral supervisors who fail to convey the required data shall not be taken into consideration for the report, which shall lead to the withdrawal of their SDI membership, after the situation of their doctoral students is clarified (if applicable).
- (3) The instructions concerning the internal evaluation of doctoral programmes quality and of the doctoral students' activity shall be elaborated by the C-SDI and approved by CSUD-UNITBV.
- (4) The internal evaluation of the doctoral programmes and of the activity of doctoral students is performed annually by the committees proposed by C-SDI, for each doctoral field. The evaluation is mainly focused on the results of the research activity, taking into consideration results such as publications, participation in conferences, patents, as well as their quality estimated by integrating the publications in the international flow, indexing, citations, awards, etc.
- (5) The evaluation of the doctoral students' activity shall focus on the competencies that the doctoral student must acquire within the doctoral programme, according to level 8 of the European Qualifications Framework (EQF) and of the Romanian National Qualifications Framework (CNC).

- (6) The internal evaluation of doctoral supervisors shall be performed periodically, on the basis of the methodology devised by CSUD-UNITBV and approved by the University Senate. The results of the evaluation shall be made public on the UNITBV website.
- (7) Following the internal and external evaluation, SDI may propose to withdraw the membership of the doctoral supervisor, based on the provisions of Art. 49 of Government Decision no. 681/2011 concerning the approval of the Code of Doctoral Studies, with subsequent changes.

Art. 15. Stimulating the employability of doctoral programmes graduates

CSUD-UNITBV, along with C-SDI, shall devise a marketing policy for doctoral studies, which shall correspond to the global competition in education and professional development widely diversified geographically and thematically.

- (1) At a national level, IOSUD-UNITBV shall co-found non-governmental associations / bodies to promote quality doctoral studies.
- (2) SDI shall create and update the Alumni register, including its own graduates, shall monitor their career and professional activity, and thus shall contribute to their integration in society.

Chapter V – The legal status of doctoral students and supervisors

Art. 16. Fundamental principles

- (1) The status of doctoral students and supervisors at UNITBV shall take into consideration and impose the compliance with the principles of freedom, democracy, equality and solidarity, and the political independence of universities.
- (2) The person enrolled in a doctoral programme shall have the status of doctoral student from the point of view of the cycle of university studies, irrespective of the domain and type of the doctoral programme. In accordance with the laws in force, the doctoral students can be assimilated to fixed-term research assistants or assistant lecturers.
- (3) The status of doctoral student shall be acquired, following the admission contest, only by candidates who are graduates of the second cycle of university studies or equivalent studies, according to the legal provisions valid at the date of the admission contest.
- (4) The status of doctoral supervisor shall be acquired only after obtaining the habilitation degree, in accordance with the laws in force.
- (5) The rights and obligations of doctoral students and supervisors are recorded in the learning agreement for doctoral studies, elaborated and signed, in accordance with the provisions of this regulation, the provisions of the National Law of Education no. 1/2011, with all subsequent changes, and the provisions of Government Decision no. 681/2011 concerning the approval of the Code of Doctoral Studies, with all subsequent changes.

Chapter VI – The organization and operation of postdoctoral studies

Art. 17.

- (1) Postdoctoral programmes of advanced research shall be organized within SDI according to the legal norms and shall be aimed at people who have acquired the title of Doctor 5 years at most prior to the admission to the postdoctoral programme.
- (2) The admission methodology for postdoctoral programmes shall be drafted by CSUD-UNITBV and approved by the University Senate.

Chapter VII - Final and transient provisions

Art. 18.

- (1) These regulations shall be valid starting from the date of its approval in the University Senate.
- (2) The doctoral students enrolled in the doctoral programme prior to these Regulations coming into force shall be subject to the regulations in force at the date of their enrolment.
- (3) The provisions of art. 11, paragraph (5) shall apply starting from 1.10.2017 and shall be valid for all doctoral students, regardless of the year of their enrolment, as an exception to art. 18 paragraph (2).
- (4) The regulation shall be lawfully completed with the laws in force and the decisions of the University Senate.
- (5) The revision of the Regulations in order to ensure the agreement with the possible changes in the law shall be done with the approval of CSUD-UNITBV.

These Regulations were revised and approved in the meeting of the Senate of Transilvania University of Braşov of 21.11.2018.

Prof. Dr. Eng. Mircea Horia Țierean,

President of the Senate of Transilvania University of Braşov



METHODOLOGY
for the organization of the contest to fill the position of
Director of the Council for Doctoral Studies

Art. 1. This methodology shall regulate the organization of the contest to fill the position of Director of the Council for Doctoral Studies of IOSUD – Transilvania University of Braşov (CSUD-UNITBV), being drafted in accordance with the National Law of Education no. 1/2011, with subsequent changes, Government Decision no. 681/2011 concerning the approval of the Code of Doctoral Studies, with all subsequent changes.

Art. 2. This methodology ensures the compliance with the principles of lawfulness, university autonomy, transparency, responsibility, with the ethical and deontological norms in force.

Art. 3. The Director of CSUD-UNITBV shall be appointed following a public contest organized by Transilvania University of Braşov.

Art. 4. The position of head of CSUD-UNITBV is assimilated to the position of Vice-Rector.

Art. 5. Any person who has the right to supervise doctoral theses and who meets the minimal and obligatory standards for obtaining the habilitation degree which are in force at the date the vacancy notice is published in the Official Gazette of Romania, Part III, can participate in the contest to fill the position of Director of CSUD-UNITBV.

Art. 6. The contest notice shall be published at least two months prior to the submission deadline for applications. The submission process begins on the date the vacancy notice is published in the Official Gazette of Romania, Part III.

Art. 7. The vacancy notice shall be published at least in the following ways:

- a) visibly on the UNITBV website;
- b) on a specialized website managed by the relevant ministry;
- c) in the Official Gazette of Romania, Part III.

Art. 8. The selection board is made up of 5 members, out of which at least 3 must not be members of IOSUD-UNITBV, from Romania or from abroad. At least one member of the selection board must have concluded a work agreement with a foreign higher education or research institution, at the date the vacancy notice is published in the Official Gazette of Romania, Part III.

Art. 9. The members of the selection board must be entitled to supervise doctoral theses, in Romania or abroad, and must meet the minimal and obligatory standards for the habilitation degree which are in force at the date the vacancy notice is published in the Official Gazette of Romania, Part III.

Art. 10. The selection board shall be appointed by Rector's decision at least 10 days prior to the submission deadline and shall be validated by the University Senate.

Art. 11. The members of the selection board or the board of appeal cannot be the husband/wife, part of the extended family and relatives up to the third degree of the candidates for the position of Director of CSUD-UNITBV. Being a member of the selection board is incompatible with the position of member of the board of appeal.

Art 12. The contest file shall be submitted to the Registry Office of Transilvania University of Braşov and shall contain the following documents:

- a) application request addressed to the Rector;
- b) the copy of the identity card, of the passport or of any other identity document which is equivalent to the identity card;
- c) copies of the documents attesting the change of name, if applicable;
- d) certified copies of relevant education documents (bachelor degree, master degree, doctoral and post-doctoral degree)
- e) the copy of the document attesting the right to be a doctoral supervisor;
- f) curriculum vitae which specifies details concerning the scientific research activity, the teaching activity, national and international collaborations, the experience as doctoral supervisor, number of theses defended, the experience in university management, involvement in national/international boards (in print and electronic form);
- g) the list of publications and scientific contributions (in print and electronic form);
- h) at least 10 publications, patents or other contributions of the candidate, in electronic form, including the full text of the publications considered relevant for his/her professional achievements;
- i) the management plan for the mandate of Director;
- j) an official statement concerning the fulfilment of the minimal and obligatory standards for the habilitation degree which are in force at the date the vacancy notice is published in the Official Gazette of Romania, Part III;
- k) the self-assessment form concerning the necessary minimal and obligatory standards to be granted an academic degree in higher education, professional degrees in research-development for the field in which the candidate has the right to supervise doctoral theses;
- l) an official statement concerning the incompatibility situations with members of the selection board, as stipulated by Law no. 1/2011, with all subsequent changes.

Art 13. The complete list of papers and scientific contributions shall be structured as follows:

- a) a list of maximum 10 contributions considered by the candidate as the most relevant for their professional achievements;
- b) the doctoral thesis (theses);
- c) invention patents and other industrial property documents;
- d) books and book chapters;
- e) articles/studies published in extenso in international journals;
- f) articles/studies published in extenso in the proceedings of international specialized conferences;
- g) other papers and scientific contributions.

Art 14. The fulfilment of the application conditions is certified by the Legal Office of the university, after checking the application file. The legal opinion is communicated to the candidate by the Legal Office 3 working days prior to the contest.

Art 15. The contest to fill the position of Director of CSUD-UNITBV within IOSUD-UNITBV shall take place according to the Contest Calendar and shall include the following stages:

- (1) Analysis of the candidate's application file – 70% of the final mark;
- (2) Interview based on the managerial plan submitted by the candidate – 30% of the final mark.

Art 16. The selection board analyse the candidate's file based on the following criteria:

- a) **The scientific research activity** (articles published in ISI WOS indexed journals, articles in ISI proceedings, BDI journals/volumes, books, patents, other relevant research results) - 30% of the final mark;
- b) **The professional prestige and visibility in the academic community** (editor or reviewer of ISI indexed journals and international research journals, guest lecturer, citations in ISI indexed journals, with a Hirsch factor, member in national or international committees, awards and distinctions) - 30% of the final mark;
- c) **Doctoral supervision activity** (number of theses defended, the scientific value of the supervised theses, based on well-established criteria, such as the impact factors of the journals where the articles written during the doctoral programme were published, citations of the articles written during the doctoral programme in ISI indexed journals, etc.) - 20% of the final mark;
- d) Funds attracted through national/international research projects, grants or research contracts with socio-economic organizations - 20% of the final mark.

Art 17. The interview shall assess the following elements: managerial abilities and legal knowledge concerning doctoral studies, the quality and feasibility of the managerial plan, the consistency between the managerial plan and the UNITBV strategy to develop doctoral studies and the research activity.

Art 18. The members of the selection board, including the president, shall evaluate the candidates after each of the stages with marks from 1 to 10. The result of each stage shall be obtained as the arithmetic average of the marks given by the board members, with two decimal points, unrounded. The contest average is the weighted average of the marks given by the board members for the two stages.

Art 19. The selection board shall establish the hierarchy of the candidates and nominate the candidate who has obtained the best results, but no less than 8 (eight). In case of equal marks, the winning candidate shall be the one with the higher mark for the first stage, the analysis of the application file.

Art 20. The president of the board shall draft a contest report, which is approved by board decision and signed by all its members. The contest results are posted on the UNITBV website, according to the calendar.

Art 21. If a candidate has evidence showing lack of compliance with the legal procedures, he/she may submit a complaint within 5 working days from the date the result is communicated. The complaint shall be formulated in writing, shall be registered and submitted to the Registry Office of Transilvania University of Braşov.

Art 22. In order to solve the complaints, the Rector shall appoint, within two working days from the complaint submission deadline, a board made up of 3 members who are doctoral supervisors and who meet the minimal and obligatory standards for the habilitation degree, which are in force at the date the vacancy notice is published in the Official Gazette of Romania, Part III.

Art 23. Within two working days at most, the board of appeal shall analyse and solve the complaints, and shall communicate its results to the complainant and to the selection board.

Art 24. The decision of the selection board after the complaints are solved shall be submitted for validation to the University Senate, if the position was filled.

Art 25. If the contest was not finalized and the position was not filled, the contest to fill the position of Director of CSUD-UNITBV shall be resumed in full compliance with this methodology.

Art 26. Based on the decision of the selection board, after validation by the University Senate, the UNITBV Rector appoints the Director of CSUD-UNITBV and concludes a four-year management agreement with the appointed person.

This Methodology was revised and approved in the meeting of the Senate of Transilvania University of Braşov of 19.07.2017.

Prof. Dr. Eng. Mircea Horia Țierean,

President of the Senate of Transilvania University of Braşov

