



REGULATIONS OF THE INTERDISCIPLINARY DOCTORAL SCHOOL

Chapter I - General provisions

These Regulations establish the operation of the Interdisciplinary Doctoral School (SDI) in the Organizing Institution of Doctoral University Studies - Transilvania University of Braşov (IOSUD-UNITBV), as well as its organizing principles, procedure and completion of the doctoral studies.

At Transilvania University of Braşov (UNITBV), the doctoral studies represent the third cycle of university studies and they allow the acquisition of a level 8 qualification in the European Qualification Framework (EQF) and in the National Qualification Framework.

These Regulations are drafted in accordance with: the National Law of Education No. 1/2011, including subsequent amendments and additions; Government Decision HG No. 681/2011 referring to the approval of the Code of doctoral studies, with subsequent amendments and additions; Order of National Education OMEN No. 4982/2013 regarding doctoral supervision; the Charter of Transilvania University of Braşov; the Regulations for organizing and conducting doctoral and postdoctoral studies at IOSUD-UNITBV.

Chapter II - The institutional framework for organizing and carrying out the SDI activity

Art. 1. The operation of the IOSUD -UNITBV

- (1) Transilvania University of Braşov organizes doctoral university studies within IOSUD-UNITBV.
- (2) The Rector of Transilvania University of Braşov is the legal representative of IOSUD-UNITBV.
- (3) The IOSUD-UNITBV is led by the Council for Doctoral Studies (CSUD-UNITBV). CSUD-UNITBV is headed by a director.
- (4) The doctoral university study programmes are organized and carried out in the IOSUD-UNITBV by the Interdisciplinary Doctoral School (SDI), in the legally approved doctoral fields (authorized / accredited).
- (5) The Interdisciplinary Doctoral School is part of the structure of the Vice-Rectorate for scientific research and informatization.

Art. 2. The operation of the Interdisciplinary Doctoral School (SDI)

SDI members

- (1) The SDI is organized and operates within the IOSUD-UNITBV with doctoral supervisors who have acquired this quality according to law and they have been co-opted in the SDI according to the internal regulations and standards.
- (2) The acceptance of new doctoral supervisors in the SDI occurs at the proposal of the Council of the Interdisciplinary Doctoral School (C-SDI), with the approval of the CSUD-UNITBV and the approval of the Senate of Transilvania University of Braşov.
- (3) The IOSUD-UNITBV recognizes the quality of doctoral supervisor or the habilitation obtained in accredited higher education institutions abroad, for doctoral fields authorized / accredited to operate at the IOSUD-UNITBV, according to its own methodology. This recognition does not automatically confer the right to supervise doctorates

in the SDI, the quality of the SDI member being obtained by observing the internal instructions and regulations of the SDI in force at the date of application.

(4) A doctoral supervisor may carry out his / her doctoral supervising activity at SDI only in the field for which s/he has been conferred this quality.

(5) A doctoral supervisor member of the SDI may supervise doctoral students only in the IOSUD-UNITBV, with the exception of the co-supervised doctorates.

(6) A doctoral supervisor from the SDI can simultaneously supervise a maximum of 8 doctoral students who are in various stages of their doctoral studies. The motivated exceptions from this rule are approved by the UNITBV Senate, at the proposal of the C-SDI and with the approval of CSUD-UNITBV.

(7) Reaching the maximum number of 8 doctoral students for a doctoral supervisor who at the date of entry into force of these Regulations coordinates a higher number of doctoral students, is gradually achieved while completing the on-going supervised doctoral programmes.

(8) The transfer of a doctoral supervisor to IOSUD-UNITBV from another IOSUD / IOD and the transfer from IOSUD-UNITBV to another IOSUD / IOD occurs in compliance with the legal provisions, being necessary to clarify the situation of the doctoral students between the two institutions involved, as the case may be.

(9) The SDI establishes standards and criteria for scientific performance and professional conduct that doctoral supervisors must meet in order to become SDI members, respectively in order to maintain this quality.

(10) Besides the doctoral supervisors who are members of the SDI, other researchers / professors from UNITBV or other institutions in the country and abroad may carry out research and / or teaching activities at the SDI.

The SDI management

(11) The SDI is chaired by the Director of the Interdisciplinary Doctoral School and by the Council of the Interdisciplinary Doctoral School (C-SDI).

(12) The Director of SDI is appointed by the CSUD-UNITBV, in compliance with the legal provisions and the Regulations for organizing and conducting doctoral and postdoctoral studies at IOSUD-UNITBV.

(13) The director of SDI is a full member of the C-SDI and s/he is assimilated to the head of department.

(14) The C-SDI is established according to the legal provisions and to the Regulations for organizing and conducting doctoral and postdoctoral studies at IOSUD-UNITBV, based on the Electoral regulations for the election of the Doctoral School Council members drafted by CSUD-UNITBV and approved by the UNITBV Senate.

(15) The term of office of the C-SDI is 5 years. The doctoral students, members of the C-SDI end their term at the end of the doctoral studies or upon the loss of the quality of doctoral students. In order to fill in the vacancies in the C-SDI, by-elections are held and the term of office of the new member(s) ends when the term of office of the C-SDI expires.

(16) The C-SDI meets at least three times a year when convened by the Director of SDI or by at least one third of its members.

(17) The quorum of a C-SDI meeting is considered to be met if at least half of all the members of the council participate. The C-SDI's decisions are adopted by a simple majority of the votes of the present members, provided that the quorum for the meeting is met.

(18) The C-SDI meetings, at the proposal of the Director of C-SDI, may also take place remotely, its members expressing their voting right by electronic means. Taking into account the specifics of the vote by electronic means, the votes communicated within a maximum of 12 hours from the time of the concomitant transmission of the convocation by the Director of C-SDI, by electronic means, but not later than the midnight of the date when the communication was transmitted, shall be considered validly cast. In this case, the C-SDI decisions shall be adopted by half plus one of the votes cast by electronic means by its members. The quorum requirements are similar to those specified in Article 2. (17).

(19) The main tasks of the C-SDI are:

- a) to devise the SDI Regulations and their submission for approval to CSUD-UNITBV and to the UNITBV Senate;
- b) to devise and approve of the framework contract for doctoral university studies, including the models of specific additional documents (for interruption, extension, pardon) and their submission to CSUD-UNITBV for approval;
- c) to approve individual training plans for the doctoral students;

- d) to approve the guidance committees for the doctoral students;
- e) to establish the regulations regarding the acceptance of new doctoral supervising members in the SDI, respectively the withdrawal of the SDI membership;
- f) to validate the results of the admission competition, respectively of the expulsion proposals, so as to enable the decisions of the Rector of UNITBV regarding the enrollment or expulsion of doctoral students;
- g) to conceive procedures for changing the doctoral supervisor of a certain doctoral student, as well as of procedures for mediating conflicts;
- h) to establish the conditions under which the doctoral programme can be interrupted or extended, as well as the conditions under which the doctoral student can benefit from a grace period for the completion and public defence of the doctoral thesis, according to the legal stipulations;
- i) to establish ways to prevent fraud in the scientific research, including plagiarism;
- j) to establish the criteria for the periodic internal evaluation of the doctoral programmes;
- k) to approve the list of positions for the teaching staff (the guest professors included) and the SDI affiliated research staff, as the case may be;
- l) to establish the attendance obligations of the doctoral students in accordance with the legal stipulations;
- m) to prepare the self-assessment reports and the assistance of the external assessors in the evaluation process for accreditation / re-accreditation or provisional authorization;
- n) to draft the procedures and instructions regarding the SDI activity and to submit them for the CSUD UNITBV approval;
- o) other specific attributions, according to the law.

(20) The SDI has the obligation to provide correct and complete information regarding the doctoral study programs and the activity of the doctoral supervisors in the doctoral school, by posting on the website, as well as by other means of information (brochures, leaflets, posters, etc.).

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

Art. 3. Organization of doctoral university studies at Transilvania University of Braşov

(1) The doctoral university study programmes are organized in the SDI as part of the IOSUD-UNITBV, in accredited / authorized doctoral fields, with doctoral supervisors who have obtained this quality according to the law and who have been co-opted in the SDI according to internal regulations and standards.

(2) IOSUD-UNITBV organizes scientific doctorates in the following fields of doctoral studies within SDI:

1. Mechanical engineering
2. Industrial engineering
3. Materials engineering
4. Electrical engineering
5. Electronics, telecommunications and informational technology
6. Systems engineering
7. Forest engineering
8. Engineering and management
9. Computers and information technology
10. Forestry
11. Informatics
12. Mathematics
13. Marketing
14. Finance
15. Philology
16. Medicine
17. Science of sport and physical education
18. Music

- (3) IOSUD-UNITBV organizes professional doctorates in the fields of Music and The Science of Sports and Physical Education within SDI.
- (4) The organization of new doctoral fields in the SDI is accomplished in accordance with the legislation in force (by authorization / accreditation) and the development strategy of IOSUD-UNITBV.

Art. 4. Admission to doctoral university study programmes

- (1) The admission of candidates to doctoral university studies at IOSUD-UNITBV, regardless of the form in which they are organized (scientific or professional), is achieved by means of a competition, according to the Admission regulations for doctoral studies.
- (2) The methodology and the admission criteria are proposed annually by the C-SDI, endorsed by the CSUD-UNITBV and approved by the UNITBV Senate, which are posted on the UTBV website, in due time, before the organization of the admission session.
- (3) The admission methodology includes the conditions that must be met by candidates for doctoral enrollment, the procedure for the competition, the criteria for allocating the budgeted places and the doctoral scholarships, the list of documents required for enrollment, the admission schedule and the amount of the admission fee, as established by the University Senate.
- (4) SDI ensures the equitable access of the candidates to doctoral studies, according to the methodology and the admission criteria, taking into account the studies previously completed by the candidates that cannot be below the level of master studies or equivalent, the result of the specialized examination and the language skills, targeting foreign languages of international circulation. The registration for the admission examination is conditional on holding / obtaining a certificate of language proficiency for an international language (English, French, German).
- (5) SDI shall ensure the transparency of the doctoral selection and admission procedures, of the evaluation criteria and of the standards required of the candidates, as well as of the access to this information, by posting on the UTBV website and by other specific means of communication.
- (6) The registration for the admission competition to doctoral studies in a doctoral field is not conditioned by the field in which the bachelor's or master's degree was obtained, according to the legal provisions.
- (7) The candidates who have been expelled from the doctoral university studies financed from the state budget have the right to enroll in a new admission competition only on fee-paying places.
- (8) IOSUD-UNITBV may impose, by the annually updated methodology, additional conditions regarding the eligibility for doctoral enrollment / admission or the access to doctoral scholarships, such as: the results obtained during previous studies (e.g. the average of years of undergraduate studies, the undergraduate cycle average), the minimum average at the admission examination, the minimum average at the entrance competition.
- (9) Foreign citizens may be enrolled in doctoral studies in compliance with the legal stipulations in force, according to the provisions of the methodology for admission to doctoral studies at IOSUD-UNITBV and to the annually updated specific instructions.
- (10) The citizens of the member states of the European Union, of the states belonging to the European Economic Area and of the Swiss Confederation, may enroll under the same conditions stipulated by the law for the Romanian citizens, including in as far as the tuition fees are concerned, provided they have their previous studies abroad recognized by the specialized directorate in the relevant ministry, according to the specific methodology.
- (11) The EU third-country citizens can enrol, following a specific procedure, in accordance with the regulations in force and with the instructions drawn up by SDI. This involves obtaining a letter of acceptance from the specialized department of the relevant ministry in order to enroll in a doctorate.
- (12) For the admission of foreign citizen candidates to doctoral studies, whether scientific or professional, SDI organizes an annual competition usually before the beginning of the academic year. The exceptions to the calendar of the admission session for foreign citizens will be proposed by SDI and approved by the Executive Board.
- (13) The doctoral admission and tuition fees are approved by the University Senate, at the proposal of the SDI, after having consulted the faculty councils.

(14) The admission criteria and the study programmes for foreign doctoral students are the same as those for the Romanian citizens.

(15) The candidates declared admitted following the admission competition acquire the quality of doctoral students after enrollment by Order of the Rector. The registration is done by observing the legal provisions in force, with specific aspects depending on the doctoral form to which the candidate was admitted, respectively the country of origin (e.g. the payment of the tuition fee, signing a contract, obtaining a study visa, etc.). The specific requirements are detailed in the admission methodology.

Art. 5. The doctoral studies contract

(1) The rights and obligations incumbent on the doctoral students, doctoral supervisors, as well as IOSUD-UNITBV through SDI, are established by the doctoral studies contract.

(2) The model of the set-contract for doctoral university studies is devised by SDI, endorsed by C-SDI and approved by CSUD-UNITBV.

(3) The doctoral university study contract is signed with each doctoral student separately, after the validation of the results of the admission competition, according to the legal stipulations in force.

(4) The doctoral study contract is signed by the doctoral student, the doctoral supervisor, the Director of SDI and the Rector.

(5) In case the doctoral scholarships receive funding from national or international funds, an additional contract will be signed with the doctoral student, according to the regulations of the funding organization.

(6) The doctoral university study contract is signed for the entire training period of the doctoral student and it includes the clauses specified in the legislation in force and in the UNITBV regulations.

(7) The litigations between the doctoral student and the doctoral supervisor are mediated and resolved by C-SDI. The party dissatisfied with the C-SDI decision can address CSUD-UNITBV. The litigations between the doctoral student and SDI are mediated by CSUD-UNITBV. Conflict mediation is carried out according to internal regulations established by specific instructions.

Art. 6. The doctoral supervisor and the guiding commission

(1) The doctoral student is coordinated in the doctoral programme by the doctoral supervisor (tenured or co-tenuring), who ensures his / her scientific, professional and deontological guidance.

(2) The doctoral supervisor proposes the research topics for the doctoral study programmes and participates in the selection of the candidates, through an admission competition, as chairman of the admission commission.

(3) The doctoral supervisor is directly responsible for the scientific course of the doctoral student, being obliged to take all the necessary measures to ensure the conditions, knowledge and information that should maximize the chances for completing the doctoral programme.

(4) The doctoral supervisor proposes the expulsion of the doctoral student in the situations that require this and s/he requests the validation by the C-SDI. The expulsion is made by Order of the Rector, starting with the date of approval of the motivated request issued by the doctoral supervisor. The expulsion decision is notified to the doctoral student.

(5) The change of the doctoral supervisor can be made at the motivated request of the doctoral student, with the approval of C-SDI under the conditions established by internal instructions.

(6) The doctoral supervisor establishes, by consultation with the doctoral student, the composition of the guiding commission. It is approved by the Faculty Council, at the proposal of the department in which the doctoral supervisor works and it is approved by C-SDI.

(7) The guiding commission consists of 3 other members, specialists in the domain of the thesis / domains related to the topic of the thesis, who hold the scientific title of doctor. Its role is to support and monitor the doctoral student in carrying out the doctoral programme throughout its duration, until the completion and the acceptance of the thesis for public defence.

(8) The doctoral university study programmes of the doctoral students are carried out and finalized in the field for which the doctoral supervisor obtained this quality.

(9) The normalization of the activities carried out by the doctoral supervisor and the members of the guidance commission during the doctoral programme of the doctoral student is established by the UNITBV Senate, according to the legislation in force.

Art. 7. The structure of doctoral university studies

(1) The doctoral university studies aim at training doctoral students in order to acquire scientific research skills and to develop the skills necessary to generate new and valid knowledge.

(2) SDI devised the doctoral study programmes by doctoral fields and establishes the share of individual activities, of the activities in study groups and of the activities carried out under the coordination of the doctoral supervisor. The structure of the doctoral university study programmes is devised by SDI, is endorsed by C-SDI and approved by CSUD-UNITBV.

(3) The doctoral university study programme has two components:

- a) the training programme based on advanced university studies (PPUA), carried out by training in study groups within the doctoral school, by doctoral fields, and the individual specialized training, depending on the doctoral topic;
- b) the individual scientific research programme (PCS), carried out under the guidance of the doctoral supervisor and the guidance commission.

(4) In accordance with the principles underlying the European Qualifications Framework and the National Qualifications Framework for Higher Education in Romania, the doctoral study programmes aim at the formation and development of two types of skills focused on research-based learning:

- a. professional competences (content-related, cognitive and scientific), specific to the doctoral fields and to the topic of the doctoral thesis, achievable in the training programmes based on the advanced specialized university studies and on the individual research programmes of the doctoral students;
- b. transversal competences, achievable within the SDI programmes at the IOSUD-UNITBV level.

(5) The professional competences specific to the doctoral fields are those specified in Art. 58 (1) of the Code of doctoral university studies, namely:

- a) advanced knowledge in the field;
- b) the capacity to identify, formulate and solve research problems;
- c) the mastery of advanced research methods and techniques;
- d) knowledge regarding the management of research projects;
- e) the mastery of new procedures and solutions in research;
- f) the skills of documentation, conceiving and capitalization of scientific works;
- g) language skills at academic level in languages of international circulation necessary for the documentation and writing of scientific papers;
- h) the ability to understand and to apply the principles and values of scientific research ethics in the respective field.

(6) The transversal competences are those specified in Art. 58(2) of the Code of doctoral studies, namely:

- a) communication skills, written and oral, in the domain of science and culture;
- b) advanced language skills in international circulation languages;
- c) the use of information and communication technology;
- d) inter-relationship skills and teamwork;
- e) human, material and financial resources management knowledge;
- f) leadership qualities;
- g) career management knowledge, as well as the acquisition of job search and job creation for other techniques;
- h) risk, crisis and failure management knowledge;
- i) knowledge on the use of legislation in the field of intellectual property rights;
- j) economic, technological and social entrepreneurship skills.

- (7) The content of the doctoral study programmes, based on the two components indicated in par. (3), the weight and duration of the specific activities, the evaluation / completion of the various activities / disciplines, the number of allocated credits are established according to the legal stipulations, by documents specific to SDI, respectively the Curriculum by doctoral fields and the individual doctoral programmes devised for each doctoral student.
- (8) The individual doctoral programme of each doctoral student is proposed by the doctoral supervisor, in consultation with the doctoral student and the guidance commission, it is approved by the Faculty Council, at the proposal of the department the doctoral supervisor belongs to and it is approved by C-SDI. The individual doctoral programme includes the research topic / the thesis title, the composition of the guidance committee, the content of the training programme based on advanced university studies and the content of the scientific research programme.
- (9) SDI will periodically revise, modify and adapt the structure of the doctoral study programmes according to the specific instruction on decision making referring to the structure and content of PPUA.
- (10) SDI will implement and verify the observance of the structure of the doctoral study programmes.
- (11) The completion of the training programme based on advanced university studies leads to awarding a number of ECTS-type study credits, having the property to quantify the workload, the individual learning and to ensure intra- and inter-institutional transferability.
- (12) The credits obtained in a research master's programme, or the completion of some previous doctoral internships and / or scientific research internships, conducted in the country or abroad, in universities or prestigious research and development units can be recognized as equivalent to those in a training programme based on advanced university studies. The equivalence is proposed by the doctoral supervisor and it is approved by C-SDI (according to Government Decision HG 681/2011). The recognition / equivalence is done according to internal regulations (specific instruction), being conditioned by the compatibility between the profile of the scientific research master and the subject profile of the doctoral domain.
- (13) SDI may also include in the advanced university training programme courses from the master's programmes only for the graduates with a master's degree in another domain than the one in which the doctoral university study programme is carried out, provided that the respective master's courses focus on advanced research.
- (14) The inclusion or repetition of knowledge modules or courses or chapters in existing undergraduate or master's programmes, except for the one mentioned in the preceding paragraph shall not be included in the content of the advanced training programme.

Art. 8. The content of the advanced university training programmes

- (1) The advanced university training programme includes 60 transferable ECTS credits, distributed over two semesters. In the domain of Medicine, the doctoral studies amount to 240 ECTS, of which 60 credits for the advanced university training programme. The distribution of these credits by subjects / activities is specific to the doctoral fields and it is included in the Curriculum.
- (2) The advanced university training programme follows the curriculum prepared by C-SDI and approved by CSUD-UNITBV. Its cumulative duration may not exceed 3 months, except for the doctoral studies in the field of Medicine.
- (3) The advanced university training programme consists of activities carried out in institutionalized study formations in the doctoral school (year I / semester I), through courses, seminars, projects, laboratories, and individual training activities included in the training module for specialized skills (year I / semester II).
- (4) The share of each category of activities carried out by doctoral students in the advanced training programme, as well as the correlation of the activities are established in the SDI, with emphasis on research-based learning.
- (5) The curriculum for the advanced university training programme - the training module for transversal competencies - will include a maximum of 8-10 teaching hours per week (courses and applications), planned for a period of 6 weeks in the doctoral school (year I / semester I), by doctoral fields. Some of the subjects in the curriculum may have an optional character.

The study for the subjects in this module of the advanced training programme is completed by an examination or a test planned in the winter session of UNITBV. Any possible retakes will be organised in the September retake session of UNITBV.

(6) The training module for the specialized competencies consists in taking 3 (three) exams in the specialized disciplines specific to the doctoral domain and to the research topic of each doctoral student, the evaluation of the training level being marked with grades. The exams are taken in front of the doctoral supervisor and of a board (consisting of at least 3 members). In addition to the members of the guidance commission, other professors or specialists holding the title of doctor, with acknowledged professional competences in the topic of the examination (e.g. tenures/ holders of specialized disciplines) may be co-opted in this examination board. The result of the examination shall be recorded in a minutes signed by all members of the committee. This is the justification for the the doctoral supervisor's entry of the grade obtained by the doctoral student in the register.

(7) The activities (examinations) in the training module for the specialized competencies are established and planned by the doctoral supervisor together with the doctoral student, being included in the individual doctoral programme.

(8) The evidence of the activities corresponding to the advanced university training programme and the results obtained shall be registered at SDI. The details referring to how to carry out the activity of the doctoral students throughout the doctoral programme are mentioned in the corresponding **specific instruction**.

Art. 9. The content of the individual scientific research programme

(1) The main objective of the individual scientific research programme consists in writing the doctoral thesis.

(2) The scientific research programme is carried out within IOSUD-UNITBV by using the research infrastructure available in the Research and Development Institute of Transilvania University and / or in the faculties / departments, as well as / or in the research institutes and companies / organizations with adequate technology / research and development units, with which there are / can be concluded inter-institutional collaboration agreements in this respect.

(3) IOSUD-UNITBV, through SDI, will make financial, logistical and research resources available to the doctoral students to unfold the activity in the doctoral university study programme.

(4) SDI, with the approval of the CSUD-UNITBV, shall decide by its own documents on the structure and duration of the research activity, on the reporting and evaluation modalities, respectively on the number of credits allocated to the research programme, as the case may be.

(5) The activities of the individual scientific research programme are planned by the doctoral supervisor and are approved by C-SDI. The evidence of the activities corresponding to this programme is registered according to the models provided by SDI.

(6) Throughout the four semesters corresponding to the second and third year of study, the doctoral student shall elaborate and defend a number of 2 (two) or 3 (three) research reports, evaluated with grades (very good, good, satisfactory, unsatisfactory). The number and the topic of the research reports are established by the individual doctoral programme.

(7) In the case of the doctoral field of medicine, the number of research reports is mandatory 3 (three), these being planned in the second, third and fourth years of study for each report defended and accepted being allocated 60 ECTS type credits.

(8) The defence of the research reports is planned at the request of the doctoral student, with the consent of the doctoral supervisor and the visa of the department in which the doctoral supervisor carries out his / her activity. The defence takes place in front of the guidance commission and of the doctoral supervisor, with the invitation / participation of the professors / specialists from the faculty / department / research center, as the case may be. The result is recorded in the report that is submitted to SDI.

(9) In order to ensure a coherent scientific path, the doctoral student delivers, at his/ her request and at least once every 12 months, a presentation of the progress of his/ her scientific research programme, in front of the guiding commission and of the doctoral supervisor that have the role to guide, correct and support the scientific path of the doctoral student.

(10) IOSUD-UNITBV, through SDI, will ensure and develop an adequate organizational framework for the participation of doctoral students in research teams.

(11) Ensuring the necessary resources for carrying out the individual scientific research programme of the doctoral student is also a specific obligation of the doctoral supervisor, of SDI and of IOSUD-UNITBV.

Art. 10. Doctoral studies types and formats

- (1) There are two types of doctoral university studies: the scientific doctorate and the professional doctorate.
- (2) The scientific doctorate has as finality the production of original, internationally relevant scientific knowledge based on scientific methods.
- (3) The scientific doctorate is a condition for the didactic career in higher education and for research.
- (4) After the completion of university doctoral studies, the diploma and the title of Doctor of Sciences are conferred by IOSUD-UNITBV, based on the order of the relevant minister. The diploma that certifies having obtained and holding the doctoral degree expressly mentions the disciplinary or interdisciplinary domain of the doctorate.
- (5) The professional doctorate aims at producing original knowledge by applying scientific methods and undertaking systematic reflection on some artistic creations or on sports performances of high national and international level and it can be a basis for any career in higher education and research.
- (6) After the completion of university doctoral studies, the diploma and the title of doctor in a professional domain are conferred by the IOSUD-UNITBV based on the order of the relevant minister. The diploma that certifies having obtained and holding the doctoral degree in a professional domain expressly mentions the professional domain of the doctorate.
- (7) The diplomas issued by IOSUD-UNITBV are national diplomas, named 'Doctoral Diploma' and they certify the highest academic and professional competencies that a person can obtain in the higher education.
- (8) The doctoral university studies may be carried out as full-time and part-time studies, they can be publicly and privately funded or against tuition fees in accordance with the provisions of the admission methodology drafted by the relevant ministry for each academic year.

Art. 11. Duration of doctoral university studies

- (1) The doctoral university study programme has a normal schooling duration of 3 (three) years, respectively 4 (four) years for the field of Medicine, starting with the enrollment date.
- (2) The doctoral university studies may be interrupted for solid reasons, at the written request of the doctoral student, with the consent of the doctoral supervisor, the C-SDI approval and the approval of the University Senate, under the conditions established by specific instructions. The cumulative interruption periods cannot exceed 2 (two) years, the duration of the doctoral university studies being extended with the cumulated periods of the approved interruptions.
- (3) During the interruptions, there are financial obligations neither for the IOSUD-UNITBV nor for the doctoral student, regardless of the doctoral format and the financing regime in which the doctoral student was enrolled. This situation is regulated by a deed additional to the doctoral study contract.
- (4) For solid reasons, under the conditions established by the specific instructions, the duration of the doctoral programme may be extended by a maximum of 2 (two) years at the written request of the doctoral student, with the consent of the doctoral supervisor, the approval of C-SDI and of the University Senate. The extension of the doctoral studies is conditioned by the completion of the research programme accepted by the individual doctoral programme, respectively by the drafting and defence of the research reports. The motivated exceptions from this rule must be endorsed by C-SDI and approved by CSUD, based on a supporting report prepared by the doctoral student and the doctoral supervisor.
- (5) The financial regime of the doctoral students throughout the extension period is established by the Regulations for organizing and conducting doctoral and postdoctoral studies at IOSUD-UNITBV. This situation is regulated by a deed additional to the doctoral study contract.
- (6) If the doctoral student fails to complete and defend the thesis within the term established according to the doctoral studies contract and to any additional documents, s/he has a grace period of 2 (two) years, under the conditions established by the specific instructions, at the written request of the doctoral student, with the consent of the doctoral supervisor, the approval of C-SDI and the approval of the University Senate.
- (7) The financial regime of the doctoral students throughout the grace period is established by the Regulations for organizing and conducting doctoral and postdoctoral studies at IOSUD-UNITBV. This situation is regulated by a document additional to the doctoral study contract.

(8) The grace period must not be interrupted or extended. Exceeding the grace period without the public defence of the doctoral thesis entails the legal termination of the legal relations and the expulsion of the doctoral student from the date of fulfillment of the term, without other formalities.

Art. 12. Drafting the doctoral thesis and its public defence

(1) The completion of the doctoral university studies, regardless of the type or format is achieved by writing the doctoral thesis and defending it publicly.

(2) The doctoral student is the author of the doctoral thesis and s/he assumes the correctness of the data and information presented in the thesis, as well as the opinions and demonstrations expressed therein.

(3) The doctoral supervisor is responsible together with the author of the thesis for the observance of the quality and professional ethics standards, including the originality of the content, according to the provisions of Art. 170 of Law No. 1/2011, with subsequent amendments and additions.

(4) The doctoral thesis can be written and defended in Romanian or in a language of international circulation as consented to by the doctoral supervisor.

(5) In order for the doctoral thesis to enter the public defence procedure as defined by the legal provisions in force, its preliminary analysis (presentation) is necessary, under the conditions established by the Regulations for organizing and conducting doctoral and postdoctoral studies at IOSUD-UNITBV and the specific instructions regarding the completion of the doctoral theses and their public defence.

(6) The public defence of the doctoral thesis can take place only after its pre-defence in front of the guiding commission, with the doctoral supervisor and the guiding commission deciding on the official submission of the thesis and the organization of the public defence.

(7) Prior to the pre-defence of the doctoral thesis in the guiding commission, SDI will carry out the similarity analysis using a programme recognized by CNATDCU. Based on the similarity report, which is part of the doctoral file, the doctoral supervisor draws up a resolution by which s/ he admits / does not admit the paper for pre-defence.

(8) The committee for the public defence of the doctoral thesis is proposed by the doctoral supervisor, approved by IOSUD-UNITBV (CSUD) management and appointed by the decision of the Rector.

(9) Considering the content of the doctoral thesis and the overall evaluation during the public defence, the committee analyzes and deliberates on the grade to be awarded (as appropriate, Excellent, Very good, Good, Satisfactory, Unsatisfactory).

(10) In case the grade 'Unsatisfactory' is awarded the aspects to be redone/ completed in the doctoral thesis will be specified and a new public defence of the thesis will be requested, which will take place in front of the same doctoral committee. In case the second public defence is awarded the grade 'Unsatisfactory', the doctoral degree is not granted, and the doctoral student is expelled.

(11) In case the doctoral thesis is accepted by the public defence committee, the doctoral file, having the composition and form indicated by the legislation in force, is sent by IOSUD-UNITBV, through SDI to CNATDCU (or to the institution designated according to the law), for validation of the proposal for granting the doctoral title.

(12) The legal stages and deadlines for the public defence of the doctoral thesis, as well as the documents necessary for the preparation of the doctoral file are established according to the legislation in force, by the specific instructions for the completion and public defence of doctoral theses.

Chapter IV - Quality assurance in the doctoral study programmes

Art. 13. Quality management in the SDI

(1) The basic mission of the SDI at the IOSUD-UNITBV is to organize and develop the activity of doctoral education and in-depth scientific research in the authorized/ accredited doctoral fields, at national and international standards of excellence.

(2) SDI coordinates all activities related to the organization and carrying out of the doctoral studies and aims at promoting and achieving excellence in fundamental and applied research, in order to train specialists in interdisciplinary domains, able to meet the requirements of the labor market, respectively to increase the national and international visibility of the doctoral programmes at IOSUD-UNITBV.

(3) The basic mission of the SDI is based on:

- a) providing doctoral university study programmes in collaboration with the faculties and departments of the university;
- b) the development and application of a quality management system in order to permanently improve the quality of the doctoral programmes;
- c) attracting funds to finance doctoral study programmes;
- d) the elaboration of the necessary procedures for the evaluation of the doctoral programmes.

(4) SDI is responsible, through all members involved in the fields of the doctoral studies (doctoral supervisors, doctoral students, teaching and research staff), for the observance of the ethical values and of the norms in scientific research, technological development and innovation.

(5) The application of the research ethical norms in the specific activities of the doctoral studies carried out in the SDI aims at protecting the interests - rights of the participants and it incorporates ethical considerations in all the stages of the research processes, which aims at ensuring the integrity and the honest presentation of research results, the proper acknowledgement of research contributions and the management of conflicts of interests.

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

(1) The quality of the doctoral university study programmes and of the performances of the doctoral supervisors is periodically subjected to an external and internal evaluation process.

(2) The external evaluation in order to accredit/ re-accredit or authorize the doctoral fields is made periodically, according to the legislation in force.

(3) The internal evaluation procedures are applied by doctoral fields and are meant to assess the quality of the doctoral programme and of the doctoral student activity. These procedures are drafted by C-SDI and approved by CSUD-UNITBV. The internal evaluation of the doctoral supervisors is carried out periodically, based on a methodology devised by CSUD-UNITBV and approved by the UNITBV Senate. The results of the evaluation are publicly posted on the UNITBV website.

(4) The internal evaluation procedures of the quality of the doctoral study programmes mainly address the following aspects: the mission and objectives of the doctoral study programme; the content and the curriculum of the doctoral study programme; the results of the research conducted by the doctoral students and the doctoral supervisors; the means of documentation and the hardware and software infrastructure available to the doctoral students; ensuring the doctoral study programmes with quality human resources; the modalities of evaluating the development stage of the doctoral study programmes and of monitoring the progress of the doctoral students; the compliance with the provisions of the Regulations of the Commission of Ethics and Professional Deontology by all the persons involved in the doctoral university study programmes in the SDI.

(5) The evaluation of the doctoral students' activity mainly takes account of the following aspects: the results of the research activity carried out throughout the doctoral study programme (the results quantified by publications, participation in conferences, patents, books/ chapters, etc.), the quality of the results obtained by the doctoral students (the indexation of the publications in relevant international databases for the respective domain, citations, awards, etc.); the evaluation of doctoral students' progress in acquiring professional and transversal skills and in developing skills to generate knowledge, respectively; the evaluation of the doctoral students' capacity to identify, formulate and solve research problems; the ability to understand and apply the principles and the values of the scientific research ethics.

(6) The internal evaluation procedures of the doctoral supervisors aim mainly at the quality of the results obtained in the scientific research / artistic creation activity and in the coordination of the doctoral students (articles, books/ chapters, patents, etc.), as well as other indicators for quantifying the activity of the doctoral supervisors and of the coordinated doctoral students, respectively (e.g. the participation in drawing up research projects and research grants, research contracts and technical assistance financed by economic agents, their membership in scientific and professional organizations).

Chapter V – The legal status of the doctoral students and of the doctoral supervisors

Art. 15. Fundamental principles

- (1) The status of the doctoral students and of the doctoral supervisors at UNITBV entails and imposes the observance of the principles of freedom, democracy, equality and solidarity and the political independence of the university staff.
- (2) A person enrolled in a doctoral programme has the quality of doctoral student from the point of view of the university study cycle, irrespective of the type and format of doctorate studies s/he takes. Under the conditions established by the legislation in force, the doctoral students can be assimilated as research assistants or university assistants, for a determined period of time.
- (3) The quality of doctoral student can be acquired after an admission competition (Art.4) only by the candidates who are holders of a diploma for second cycle of university studies (master's degree) or equivalent studies, in accordance with the legal provisions valid at the date of admission.
- (4) The quality of doctoral supervisor is obtained according to the legislation in force.
- (5) The rights and obligations of the doctoral students and of the doctoral supervisors are legally stipulated in the doctoral study contract, drafted and signed according to the provisions of these Regulations, in accordance with the provisions of the National Law of Education No. 1/2011, with subsequent amendments and additions, and the provisions of Government Decision HG No. 681/2011 on the approval of the Code of doctoral studies, with subsequent amendments and completions.

Art. 16. The rights and obligations of the doctoral students in the didactic area

- (1) The doctoral students have the right and the obligation to attend the doctoral study programme which must specify and respect the share of the activities that are carried out in study groups and under the guidance of the doctoral supervisor.
- (2) Both the advanced training programme (in study groups and/ or individual) and the individual scientific research programme are mandatory.
- (3) The choice of the doctoral study branch, the frequency, scholarship or fee form of the doctoral field and of the research topic is made in collaboration with the potential doctoral supervisor.
- (4) The doctoral student has the right to request the recognition of previous doctoral internships, of previous scientific research internships in the country or abroad, as well as of the courses taken throughout the research master's degree.
- (5) The doctoral student fully benefits from the entire logistics of the IOSUD-UNITBV: documentation centres, libraries, software licenses, laboratory logistics, advanced equipment, etc. and other facilities that are under the administration of the IOSUD-UNITBV.
- (6) The doctoral student has the right to participate in the courses, seminars and activities throughout his / her training program and s/he may request support for the participation in similar activities of the doctoral schools in the country and abroad, provided that the doctoral supervisor agrees in relation to the time available and to the non-modification of the main training programme and of the existence of the necessary financial support from additional sources to those dedicated to the basic training.
- (7) The doctoral student has the right to carry out internships, oriented exclusively to the topic of the doctoral thesis, both in the country and abroad, benefiting from the financial support of the IOSUD-UNITBV.
- (8) The doctoral student has the right to unrestricted information regarding the doctoral study programme, the evaluation criteria for the admission and for the periodic evaluations, the way of conceiving the doctoral thesis, the obligations of partial publication of the results of their research in visible publications, their intellectual property rights, etc.
- (9) At the request of the department/ faculty, with the approval of the doctoral supervisor, the doctoral student may provide teaching and/ or research activities to existing contracts at UNITBV. The number of unpaid teaching hours is specified in the contract concluded with the IOSUD-UNITBV, without exceeding 6 hours per week.
- (10) The doctoral student has the obligation to comply with the schedule of the didactic activities and the research activity programme provided by the SDI curriculum, respectively in the individual doctoral programme. The sanctions for the non-compliance with these provisions are stipulated in the doctoral study contract.

(11) After defending the doctoral thesis, the university issues a certificate attesting the period in which the doctoral student attended the doctoral university studies.

Art. 17. The rights and obligations of doctoral students in the scientific area

(1) The doctoral student has the obligation to make original contributions in the fundamental research or in the applied research together with the doctoral supervisor (tutor or co-tutor) and, as the case may be, the research team s/he is included in. This original contribution is the essence of the doctoral thesis and its absence means the annulment of the right of public defence.

(2) The doctoral student has the obligation to keep confidential the data, information and documents related to the activity in the doctoral research, establishing in agreement with the doctoral supervisor the appropriate forms of capitalization and dissemination (publication, patenting) of the research results carried out at IOSUD-UNITBV.

(3) The doctoral students have the right and the contractual obligation to disseminate, under the conditions of the provisions of Art.17(2), their scientific achievements by participating in congresses, conferences, seminars, symposia, etc., benefiting from institutional support.

(4) All the works resulting from the doctoral internship must indicate the institutional affiliation to IOSUD-UNITBV.

(5) The doctoral student has the obligation to assign IOSUD the patents resulting from his/ her research activity, as s/he is the holder of the intellectual property rights.

(6) The doctoral student has the obligation to participate in all the scientific events organized by SDI or IOSUD-UNITBV for the doctoral students.

(7) The doctoral student has the obligation to inform the doctoral supervisor about all the scientific discoveries or developments in his/ her domain of research, obtaining his/ her consent each time for the deepening of one domain or another, for the patent coverage of the created novelties or for the dissemination of the results without this affecting the intellectual property, but by marking the scientific priority in the studied domain.

Art. 18. The rights and obligations of the doctoral students in the administrative area

(1) The doctoral student has the right to benefit, without restrictions, from the guidance, coordination and support of the doctoral supervisor and the guidance commission.

(2) The doctoral student has the right to be represented in the decisional forums of SDI and within the limit provided by the University Charter, in the UNITBV Senate.

(3) For the national and/ or international mobilities the doctoral student is entitled to according to the doctoral study contract, the specialized services of the IOSUD-UNITBV will provide the necessary assistance.

(4) The didactic or research activities additional to those provided in Art. 16 par. (9) of the current Regulations, shall be remunerated in accordance with the legislation in force, falling under the scope of the Labor Code, in compliance with the rights and obligations of the employee. For these additional activities it is mandatory to pay the contributions due, according to the law, to the state social insurance, unemployment insurance, social health insurance and for work accidents and occupational diseases.

(5) The doctoral student has the obligation to respect the institutional discipline of UNITBV, complying with the Internal Regulations and all the disciplinary provisions provided in the University Charter. Deviations from ethics or discipline will be analyzed in the commissions appointed by the UNITBV Senate for these issues, namely, the Ethics and the Discipline Commissions.

(6) After each stage of training, research or practice, the doctoral student shall conclude activity reports that must be analyzed and approved by the scientific director or other structures (department, faculty, research centre) if the activity is of any concern to them.

(7) For the financial support of the doctoral research, the doctoral student has the right to initiate or participate in other research contracts. In these cases, double research funding must be avoided.

(8) Throughout the doctoral studies, the doctoral student is obliged to comply with the Occupational Safety and Health Norms (SSM) as well as for emergency situations (SU) of UNITBV, having their own file and participating regularly, together with the team s/he is part of in the specialized training about SSM and SU.

Art. 19. The rights and obligations of the doctoral supervisors in the didactic area

- (1) The doctoral supervisor ensures a permanent guidance and a professional coordination of high scientific level to each coordinated doctoral student.
- (2) The doctoral supervisor must check, ensure and stimulate the scientific and cognitive progress of the doctoral students s/he has under his/ her guidance.
- (3) The doctoral supervisor will use a transparent evaluation system, which the candidate for admission to doctoral studies will know in advance, so that the rigor and correctness will be the features of the evaluation for admission.
- (4) The topics proposed by the doctoral supervisor must be adapted to the economic and social requirements so that the professional improvement by doctoral studies ensures a rapid insertion of the doctor on the labor market or the continuation of the research activity through postdoctoral internships.
- (5) The doctoral supervisor will encourage and support the mobility of the doctoral students in the country and abroad, in research centres, research institutes or universities oriented on the topic of the doctoral student's thesis, having at least an equal level of knowledge, relevance and visibility to that of the IOSUD which sends him/ her for specialization.
- (6) The doctoral supervisor must get involved in defining the doctoral study programmes of SDI, ensuring their flexibility, so that they can be adapted to the chosen research topics.
- (7) By guiding of the doctoral student, the doctoral supervisor ensures a good visibility of IOSUD- UNITBV by the works published by the doctoral students, by their participation in prestigious conferences and congresses, by patenting their inventions.
- (8) The doctoral supervisor has the obligation to ensure the necessary conditions for the doctoral entrance exam to be a fair competition, without direct or indirect discrimination between the candidates.
- (9) The doctoral supervisor has the obligation to resort to preventing / combating and detecting plagiarism, including by specialized software provided by the university and to communicate to the SDI management any suspicion of plagiarism.
- (10) The doctoral supervisor must be active in signing international agreements or partnerships, in exchanges for doctoral students and doctoral supervisors, in initiating some scientific research topics in international cooperation in order to ensure the scientific and equipment basis of UNITBV.
- (11) The doctoral supervisor has the obligation to examine the requests for interruption or extension of the doctoral studies and to approve them or not, as the case may be.
- (12) The doctoral supervisor has the right to propose the public defence commissions of the doctoral theses s/he coordinated.
- (13) The doctoral supervisor is part of the public defence commissions for the coordinated doctoral theses. For the participation in the doctoral committees, the doctoral supervisor is remunerated with an amount established by the Executive Board.
- (14) The doctoral supervisor has the right and obligation to actively participate in drafting the strategy for attracting and selecting candidates by IOSUD-UNITBV.
- (15) The doctoral supervisor has the obligation to include in the training plan of the doctoral student those subjects from the advanced training programme that are relevant for increasing his/ her knowledge or to propose the equivalence of those subjects from the research master's programme attended by the doctoral student that are directly related to the chosen theme.
- (16) The doctoral supervisor has the duty to get involved in the SDI young lecturers, readers or scientific researchers with potential that would represent the next generation for the doctoral school, so that there is continuity in style, topics and academic requirements.
- (17) The doctoral supervisor will be the one who attracts joint doctoral supervision by involving renowned personalities of the national and international scientific life, thereby increasing the visibility of the doctoral school on a national and international level.

Art. 20. The rights and obligations of doctoral supervisors in the scientific area

- (1) The doctoral supervisor has the right and responsibility to establish the structure, the content, the unfolding and the organization of the scientific research programme of the doctoral student.

- (2) The doctoral supervisor is directly responsible for the scientific progress of the doctoral student, being obliged to take all the necessary measures to ensure the conditions, knowledge and information to maximize the chances of completing the doctoral programme.
- (3) The doctoral supervisor must periodically participate in the evaluation of his / her research activity, according to the rules established at IOSUD-UNITBV and / or at the national level.
- (4) The doctoral supervisor is entitled to an impartial evaluation, in accordance with the specific methodology, s/he has the right to know the evaluation methodology and the evaluation results.
- (5) The doctoral supervisor has the obligation to draft strategies and policies for the development of doctoral research, by mobilizing the research teams s/ he is part of and by presenting to the IOSUD-UNITBV management the considerations that s/ he had in mind so that these strategies should be included in the general research strategy of the IOSUD-UNITBV.
- (6) The doctoral supervisor supports the scientific research activity of UNITBV by means of the topics offered to the doctoral students.
- (7) The doctoral supervisor must maintain the confidentiality on the data, information and documents related to the activity related to the doctoral research s/he conducts, but also of the one carried out at IOSUD-UNITBV.
- (8) The doctoral supervisor is the one who guarantees with his / her own scientific and professional prestige the quality of the doctoral theses that s/he conducts and the fact that they make an original contribution to the development of the scientific knowledge.
- (9) In case of a final invalidation of a doctoral thesis by CNATDCU, the doctoral supervisor becomes ineligible for the doctoral positions in the following academic year.

Art. 21. The rights and obligations of the doctoral supervisors in the administrative area

- (1) The activity of the doctoral supervisors is regulated according to the legal provisions. The regulation is done so as to avoid overloading and to ensure the time budget necessary to guide the doctoral students.
- (2) The doctoral supervisor must be not only a scientific mentor, but also a guide for the administrative part to the doctoral student, so that the doctoral student can solve his / her tasks quickly and in a timely manner.
- (3) The doctoral supervisor must take into account the observance of the safety and health norms at work and emergency situations of the doctoral student, by keeping in touch with the specialized services of UNITBV and by constantly being interested in the updating of the necessary trainings.
- (4) The doctoral supervisor has the right to be elected in the CSUD-UNITBV and in the C-SDI by universal, direct and secret ballot. As a member of these management committees, s/ he must contribute to the improvement of the doctoral studies at IOSUD-UNITBV, by the topics of interest chosen in the drafted strategies.
- (5) The doctoral supervisor is jointly liable with the doctoral student and with the other management committees of the departments and scientific research centres for the damage caused to IOSUD-UNITBV by acts of reckless management, abusive or negligent use of material and monetary values of IOSUD-UNITBV.
- (6) The doctoral supervisor has the obligation to know and respect all the rights and duties incumbent on the doctoral student in accordance with the provisions of the University Charter and of the institutional regulation for the organization and progress of the doctoral and postdoctoral studies at IOSUD-UNITBV.
- (7) The doctoral supervisors have the obligation to participate in the preparation of the periodic, internal or external evaluation files of SDI, providing the necessary data, such as: the results of the research, the publications, patents, participation in conferences, symposia and congresses, etc.
- (8) The doctoral supervisors who have been elected directors of CSUD-UNITBV or of SDI are remunerated for this activity according to the legislation in force.
- (9) The doctoral supervisors have the right to propose provisions that they consider necessary for drafting the institutional regulations for the organization and progress of the doctoral university studies and respectively of the doctoral school regulations, and to participate in the debates meant to adopt these regulations.
- (10) The doctoral supervisor has the obligation to countersign the doctoral study contract of the doctoral student s/he supervises, by checking the fulfillment of the obligations and the granting of the rights that this contract stipulates.
- (11) The doctoral supervisor has the right to participate in and contribute to the Guide for drafting the doctoral theses.

Chapter VI - Transitional and final provisions

- (1) These Regulations are valid starting with the approval date by the University Senate.
- (2) These Regulations are rightfully complemented with the legislation in force and the decisions of the University Senate.
- (3) The specific instructions referred to in These Regulations, according to Appendix 1, shall be drafted and regularly updated by SDI in order to correlate them with legislative changes in the domain of doctoral studies and / or with the implementation of the IOSUD-UNITBV development strategy. The Regulations are endorsed by C-SDI, approved by CSUD-UNITBV and published on the SDI website.

These Regulations were discussed and approved in the meeting of the Senate of the Transilvania University of Braşov on July 19, 2017.

Prof. Dr. Eng. Mircea Horia Țierean,
President of the Senate of Transilvania University of Braşov



Code	Description of instruction
SI-1/1	Instruction on recruiting new PhD supervising members within the SDI
SI -1/2	Instruction on the withdrawal of the SDI membership for a doctoral supervisors
SI -2	Instruction on changing the doctoral supervisor
SI -3	Instruction on the mediation and dispute resolution of the doctoral activity
SI -4	Instruction on the equivalence / acknowledgement of the advanced university training programme (PPUA)
SI -5	Instruction on how to carry out the activity of the doctoral students
SI -6	Instruction regarding the interruption / extension of the doctoral studies and the granting of the grace period
SI -7	Instruction on making decisions on the structure and content of PPUA
SI -8	Instruction on the completion and public defence of the doctoral thesis