

“CAROL DAVILA” UNIVERSITY OF MEDICINE AND PHARMACY of BUCHAREST

APPROVED CA,  
20.01.2022

APPROVED Senate,  
21.01.2022

Methodology concerning the organization of admission to the doctoral university studies in the academic year 2022 - 2023 within the “Carol Davila” University of Medicine and Pharmacy of Bucharest

Section 1

Methodology concerning the organization of admission to the doctoral university studies in the academic year 2022 - 2023 within the “Carol Davila” University of Medicine and Pharmacy of Bucharest of applicants ROMANIAN CITIZENS AND CITIZENS OF MEMBER STATES OF THE EUROPEAN UNION, OF STATES BELONGING TO THE EUROPEAN ECONOMIC AREA AND SWISS CONFEDERATION

Legal provisions

The admission methodology to the doctoral university studies of the “Carol Davila” University of Medicine and Pharmacy of Bucharest is done according to:

- Law of National Education no. 1 / 2011, with the subsequent modifications and completions;
- Law no. 288 / 2004 concerning the organization of university studies, with the subsequent modifications and completions;
- Order of the Minister of Education and Research no. 4843 / 2006 concerning the fields for doctoral university studies, the system of criteria and methodology for the assessment of higher education institutions for the approval of organization of doctoral university studies;
- Order of the Minister of Education and Research no. 5037 / 2013 concerning the correspondence between the doctoral / master university studies fields, doctoral university studies fields and doctoral fields;
- GD 681 / 2011 Code of doctoral university studies; Order of the Minister of Education no. 6102 / 15.12.2016 for the approval of Framework Methodology concerning the organization of admission in the cycles of bachelor’s degree, master’s degree and doctoral university studies.
- Emergency Order no. 41 / 28.06.2016 concerning the establishment of a simplification measure at the level of central public administration and for the modification and completion of some normative documents.

I. General conditions concerning the registration and admission of applicants

(1) In “Carol Davila” University of Medicine and Pharmacy of Bucharest, for the cycle of doctoral university studies, the admission is organized for the following doctoral fields:

- a. Medicine
- b. Dental medicine
- c. Pharmacy

(2) The graduates of master’s degree university studies and the graduates with bachelor’s degree diploma or equivalent issued until the graduation year of the first class of bachelor’s degree

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organized according to the provisions of Law no. 288 / 2004 concerning the organization of university studies, with the subsequent modifications and completions (long - term education) can register at the admission competition.

(3) The registration at the admission competition for doctoral university studies is not conditioned by the field in which the bachelor's degree or master's degree diploma has been obtained. The total cumulate duration of the bachelor's degree and master's degree university studies cycle must be of at least 300 transferable credits (ECTS).

(4) The "Carol Davila" University of Medicine and Pharmacy organizes doctoral university studies at the full - time form of education both for financing from the public budget as doctoral grants, and fee-based or financed from other legal sources.

(5) An admitted applicant benefits of one financing from the public budget for the doctoral university studies cycle; the applicants will fill in upon registration an affidavit by which they will confirm that they have not benefited / do not benefit of another financing from the public budget for the doctoral studies cycle.

## II. Admission calendar, registration fees and school fee

(1) The admission competition for the doctoral university studies cycle for the academic year 2022 - 2023 on fields of study will take place according to the following calendar:

### ADMISSION CALENDAR

Registration: 04.07 - 08.07.2022

Admission preliminary examination (interview): 12<sup>th</sup>, 13<sup>th</sup>, 14<sup>th</sup> July 2022

(2) For the registration at the doctoral studies of applicants and for the school years of doctoral students, the "Carol Davila" University of Medicine and Pharmacy of Bucharest charges the following fees:

### REGISTRATION FEES FOR DOCTORAL STUDIES:

- Registration fee - 500 lei
- Registration fee for the employees of "Carol Davila" University of Medicine and Pharmacy - 200 lei
- Fee for the examination of linguistic competence - 100 lei

The confirmation of the position at the financing form fee-based will be done after paying 50% of the annual fee until 01.09.2022.

The amount of the fee of 15.000 lei / year can be paid in three instalments (50%, 25%, 25%).

For the admitted applicants, the payment terms related to the 1<sup>st</sup> year of study are:

- instalment I: until 01.09.2022;
- instalment II: 01 - 28.02.2023;
- instalment III: 01 - 31.05.2023.

The registration fee and the annual fee are paid both at the pay desk of the Chancellorship of "Carol Davila" University of Medicine and Pharmacy of Bucharest, 37 Dionisie Lupu Street, 2<sup>nd</sup> district, and by wire transfer.

(3) According to the law, the children of professors and auxiliary professors under activity or retired are exempted from the payment of registration fees for the admission competition at

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doctoral university studies of “Carol Davila” University of Medicine and Pharmacy of Bucharest.

(4) The exemption from the payment of these fees is done only based on the proving documents submitted by applicants, respectively employment certificate or retirement decision of the professor parent.

(5) The approval of the exemption from the payment of fees is done by the technical registration commission on IOSUD.

### III. Documents necessary for registration

(1) The applicants will submit for registration the following DOCUMENTS:

1. File cover (form V)
2. Request for registration (form I)
3. Personal file (form II)
4. Birth certificate - copy, with the certification of compliance with original by the secretary of the admission commission
5. Marriage certificate - copy, with the certification of compliance with original by the secretary of the admission commission
6. Identity card - copy
7. High school graduation diploma - copy, with the certification of compliance with original by the secretary of the admission commission
8. Faculty graduate diploma and transcript of records / diploma supplement of the graduated faculty - Original
9. Master's degree (if applicable) and transcript of records / diploma supplement - Original
10. Curriculum vitae - signed
11. List of drafted and published scientific papers - signed or the applicant's statement that he / she has no published papers
12. Certificate of linguistic competence - copy
13. Registration receipt
14. Certificate which certifies the quality of employee of “Carol Davila” University of Medicine and Pharmacy
15. Certificate, respectively the retirement decision which certifies the quality of professor / auxiliary professor of parent / parents.
16. Affidavit concerning the prior / current non-performance of a doctoral cycle financed by the public budget (for the applicants for budget) (form VI)
17. Information and consent note (form VII)

\* The written consent of the doctoral studies supervisor is necessary on the registration request.

\*\* Only capital letters, font Calibri, size 24, bold will be used on the file cover letter. In the case of name modification by marriage, the typified file will be filled in as follows: name before marriage followed by name obtained by marriage, father's initial and applicant's forename (e.g.: POPESCU CAS. IONESCU T. MARIA); in the case of name modification upon request, by administrative document, the typified file will be filled in as follows: name had before followed by the name obtained by administrative document, written between brackets, father's initial and applicant's forename (e.g.: POPESCU (IONESCU) T. MARIA);

\*\*\* The registration fee is paid both at the Pay Desk of the Chancellorship of 37 Dionisie Lupu Street, 2<sup>nd</sup> district, Bucharest and by wire transfer:

Details for fee payment:

Beneficiary: UMF “Carol Davila” - Bucharest

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Account: RO72BTRLRONINCS000771401 Banca Transilvania

Comments: Payment code, name and forename APPLICANT

Payment code: PADOCC22R.

(2) The registration at the admission competition is done personally, based on the identity card / passport. The registration at the admission competition can be done, on behalf of the applicant, by another person based on power of attorney.

(3) The registrations are done at the Chancellorship of UMF "Carol Davila" of Bucharest, Secretariat of Doctoral School, 37 Dionisie Lupu Street, 2<sup>nd</sup> district, Bucharest.

(4) In special situations, which impose the limitation of persons' movement or persons' gatherings, the registration of applicants can be done online, on the platform made available by the university.

(5) In the case of online registration, in the platform dedicated to registration, the documents necessary for admission will be uploaded scanned (pdf).

(6) For the confirmation of position, the applicants declared admitted on the positions financed from the budget have the obligation to bring to the secretariat of the Doctoral School, for the submission to the file, the study documents in original: diploma of university degree, accompanied by the transcript of records / diploma supplement and master's degree diploma (if applicable), accompanied by the transcript of records / diploma supplement; the period for the submission of documents in original: 19<sup>th</sup> - 22<sup>nd</sup> July 2022. The applicants declared admitted at the fee-based doctoral studies have the obligation to pay 50% of the annual fee until 01.09.2022.

#### IV. Performance of the admission competition

##### Commissions involved in performing the admission competition

(1) The Central Commission for the admission to the doctoral studies is composed at the level of IOSUD, by the decision of the University Chancellor, upon the proposal of CSUD and has the main duties:

1. Coordinates and monitors the entire process of admission;
2. Analyzes and solves the applicants' appeals.

(2) The technical commission for the admission to doctoral studies is composed at the level of IOSUD, by the decision of the University Chancellor, upon the proposal of CSUD. The commission has the following duties:

1. Verifies the applicants' files
2. Verifies the lists with provisional results and final results
3. Approves the applications for the exemption from the registration fee.

(2) The competition commissions are proposed by the doctoral managers and are composed of:

- commission president, doctoral supervisor which the applicant has chosen
- two members
- a secretary.

The members of the competition commission must have at least the didactic title of lecturer.

The duties of the commission president are the following:

1. Proposes the them and competition literature reference;
2. Proposes the structure of competition commission and submits it to the Secretariat of the Doctoral School; the structure of the commission is approved by CSUD;

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3. Coordinates the activity of the competition commission and participates at the examination of the applicant.

The commission members participate at the applicant's examination, together with the commission president.

The duties of the commission secretaries:

1. They are responsible for the distribution of competition materials (attendance list, examination instructions, preliminary examination report). The documents can be taken personally on 11<sup>th</sup> July 2022.

2. After the completion of the admission preliminary examination, the commission secretaries must bring to the Secretariat of the Doctoral School the report of the admission preliminary examination and the attendance list filled in and signed until 15<sup>th</sup> July 2022.

Performance of admission preliminary examination

(1) The admission preliminary examination is taken as interview at the discipline of the doctoral supervisor on 12<sup>th</sup>, 13<sup>th</sup>, 14<sup>th</sup> July 2022.

(2) Within the admission preliminary examination, the following matters are analyzed:

1. The level of cognition by the applicant of the problems of that field, based on the specialized literature;

2. The scientific interests of the applicant and his research skills in correlation with the chosen research theme.

3. The publishing activity reflected by scientific papers published *in extenso* in specialized magazines indexed Web of Science or in other international databases, papers presented at international and national conferences and published in summary, participation at national and international conferences;

4. Capacity of analysis and synthesis, structuring and interpretation of some results; enunciation and argumentation of personal opinions.

(3) The president and members of the commission each grant a grade to the applicant, the final grade is the average of the granted grades.

(4) The minimum grade to pass the preliminary examination is 7.

(5) The applicants are hierarchized on the budget / fee positions granted to the doctoral supervisor in descending order of obtained grades.

(6) In the case of some equal grades, the following criteria apply in order:

- average at the bachelor's degree examination

- average of the bachelor's degree years of study, according to the transcript of records from the applicant's file.

(7) The result of the admission preliminary examination will be of "Pass / Fail" type.

(8) The results of the admission preliminary examination (provisional lists) are communicated to the applicants by posting it at the clip board of the Doctoral School from the Chancellorship of "Carol Davila" University of Medicine and Pharmacy of Bucharest and posting on the institution webpage.

The THEMES AND REFERENCES of the admission competition to doctoral university studies will be posted on the webpage of the "Carol Davila" University of Medicine and Pharmacy of Bucharest and at the discipline of each doctoral supervisor.

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## V. Appeals

- (1) No appeals are admitted at the interview test;
- (2) Appeals only for procedure vices are admitted;
- (3) The appeals are submitted at the Secretariat of the Doctoral School on 18<sup>th</sup> July 202 and solves within the same day.
- (4) After the expiry of the resolution and response term for appeals, the decision of commission in charge with the analysis and resolution of appeals is final and cannot be modified.
- (5) The results after the resolution of appeals are registered in the final lists; these are posted at the clip board of the Doctoral School from the Chancellorship of “Carol Davila” University of Medicine and Pharmacy of Bucharest and posted on the institution webpage.

## VI. Validation of results and registration of applicants

- (1) The results of admission are validated by the Council of Doctoral School (CSD) and by the Council for Doctoral University Studies (CSUD);
- (2) The file of applicants who are rejected or who have withdrawn from the position obtained after admission will be returned within 48 hours from the submission of the withdrawal application, without charging additional fees;
- (3) The registration of applicants declared admitted after the admission competition to the doctoral university studies is done during 1<sup>st</sup> - 15<sup>th</sup> September 2022.
- (4) The applicants declared admitted sign the school contract, with the obligation of submitting the original until the beginning of the academic year.
- (5) The registration of applicants declared admitted after the admission competition is done by the decision of the Chancellor of “Carol Davila” University of Medicine and Pharmacy of Bucharest. After the approval of registration, the students are registered in the Unique student register (RMU) with unique number valid for the entire school period at the study program at which they have been admitted.

## VII. Mentions concerning the linguistic competence examination

Upon the admission in the cycle of doctoral university studies, with teaching in Romanian language, the applicants who do not have study documents, necessary for registration, issued by educational establishments of Romania or abroad, with teaching in Romanian language have the obligation to bring a Certificate of linguistic competence for Romanian language issued by the Discipline of Modern Languages of “Carol Davila” University of Medicine and Pharmacy of Bucharest or endorsed by the Discipline of Modern Languages of “Carol Davila” University of Medicine and Pharmacy of Bucharest.

The applicants who have study documents, necessary upon registration, issued by educational establishments of Romania or abroad, with teaching in Romanian language have the obligation to present a Certificate of linguistic competence for English / French language issued by Discipline of Modern Languages of “Carol Davila” University of Medicine and Pharmacy of Bucharest or endorsed by Discipline of Modern Languages of “Carol Davila” University of Medicine and Pharmacy of Bucharest.

The fee for the certificate of linguistic competence is 100 lei and is paid at the Pay desk of the Chancellorship of 37 Dionisie Lupu Street, 2<sup>nd</sup> district, Bucharest or by wire transfer:

Details for the fee payment:

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Account: RO72BTRLRONINCS000771401 Banca Transilvania  
Comments: Payment code Name and surname CANDIDATE  
Payment code: PCOMP22R

Approved CSUD 20.01.2022

No. 2 / 27.01.2022

Scheduling the examinations of linguistic competence - medical English language and  
medical French language - for the registration at doctoral studies

The examinations for medical English and French languages for the issuance of certificates of  
linguistic competence for the registration at doctoral studies will take place at the Faculty of  
Medicine, 8 Bd. Eroii Sanitari, 5<sup>th</sup> district, as follows:

- Wednesday, 22<sup>nd</sup> June 2022 - 13.00

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- Thursday, 23<sup>rd</sup> June 2022 - 13.00
- Friday, 24<sup>th</sup> June 2022 - 13.00
- Monday, 27<sup>th</sup> June 2022 - 13.00
- Tuesday, 28<sup>th</sup> June 2022 - 13.00
- Wednesday, 29<sup>th</sup> June 2022 - 13.00
- Thursday, 30<sup>th</sup> June 2022 - 13.00
- Friday, 1<sup>st</sup> July 2022 - 13.00
- Monday, 4<sup>th</sup> July 2022 - 13.00
- Tuesday, 5<sup>th</sup> July 2022 - 13.00
- Wednesday, 6<sup>th</sup> July 2022 - 13.00

The examination will begin at 13.00 at the Faculty of Medicine and consists of taking a written test (duration of approximatively 2 hours) and an oral test which will take place after the written one. The rooms will be posted at the clip board of the Discipline of Modern Language on the examination day.

The applicants are asked to schedule themselves by phone at no. 0791471881, PhD Assistant Ionela Ganea from MONDAY 13<sup>TH</sup> JUNE 2022 UNTIL FRIDAY 17<sup>TH</sup> JUNE 2022 ONLY BETWEEN 13.00 - 16.00 AND FROM MONDAY 20<sup>TH</sup> JUNE 2022 UNTIL WEDNESDAY 22<sup>ND</sup> JUNE 2022 ONLY BETWEEN 13.00 - 16.00. PLEASE DO NOT SEND MESSAGES BECAUSE THESE WILL NOT BE TAKEN INTO ACCOUNT. Please observe these hours. Because there is ongoing online didactic activity, we will not be able to respond within other periods of time than those mentioned.

We mention that the maximum number of applicants per day is 20, to observe the measures for the prevention of infection with COVID-19 within the current epidemiology context.

The applicants are asked to come with blank papers, with work ID and receipt for the payment of the examination fee in original (copy no. 1) in the amount of 100 lei, issued by the Pay Desk of the Chancellorship of "Carol Davila" University of Medicine and Pharmacy, 37 Dionisie Lupu Street, 1<sup>st</sup> district or with the payment order, as it will be established in the methodology of the UMF Chancellorship. The receipt / copy of the payment order remains at the Discipline of Modern Languages.

The certificates have a validity of 2 (two) calendar years within "Carol Davila" University of Medicine and Pharmacy.

For the registration at the doctoral studies, the valid certificates of linguistic competence (TOEFL, IELTS, DALF) endorsed by the Discipline of Modern Languages or the certificates from the Discipline of Modern Languages obtained by maximum 2 (two) years prior to this examination can be used.

The certificates will be issued only to that applicant, respectively at the headquarters of the Discipline of Modern Languages ONLY within the following days during the mentioned period. No duplicates are issued.

1. Thursday, 23<sup>rd</sup> June 2022 - 12.00 - 13.00
2. Friday, 24<sup>th</sup> June 2022 - 12.00 - 13.00
3. Monday, 27<sup>th</sup> June 2022 - 12.00 - 13.00
4. Tuesday, 28<sup>th</sup> June 2022 - 12.00 - 13.00
5. Wednesday, 29<sup>th</sup> June 2022 - 12.00 - 13.00
6. Thursday, 30<sup>th</sup> June 2022 - 12.00 - 13.00

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7. Friday, 1<sup>st</sup> July 2022 - 12.00 - 13.00
8. Monday, 4<sup>th</sup> July 2022 - 12.00 - 13.00
9. Tuesday, 5<sup>th</sup> July 2022 - 12.00 - 13.00
10. Wednesday, 6<sup>th</sup> July 2022 - 12.00 - 13.00
11. Thursday, 7<sup>th</sup> July 2022 - 12.00 - 13.00

Roxana Corina Sfetea, PhD  
Head of the Discipline of Modern Languages  
Preclinical Department 3 - Complementary Sciences

### References

#### English language

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#### French language

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