



**APPROVED BY THE
Senate**

December 16, 2019

Board of Trustees

December 11, 2019

Council for Doctoral Studies (CDS)

December 11, 2019

METHODOLOGY REGARDING THE ACADEMIC MOBILITY OF DOCTORAL STUDENTS

CHAPTER 1. General provisions

Article 1. This methodology lays down the rules for the organization and conduct of academic mobility of doctoral students at the doctoral school of the IODS Carol Davila University of Medicine and Pharmacy of Bucharest (hereinafter referred to as the Carol Davila UMP) and is prepared pursuant to the following regulatory documents and internal rules:

- The National Education Law no. 1/2011;
- The Government Decision no. 681/2011 approving the Code of Doctoral Studies;
- The Order of the Minister of National Education no. 5140/2019 on the academic mobility of students;
- The Charter of the Carol Davila University of Medicine and Pharmacy of Bucharest;
- The Regulations for the organization and conduct of doctoral studies in the IODS Carol Davila University of Medicine and Pharmacy of Bucharest.

Article 2. Academic mobility is the right of doctoral students to be recognized the transferable credits they have acquired according to law at other higher education institutions accredited or provisionally authorized in Romania or abroad. Mobility can be internal or international and permanent or temporary for all types of education.

Article 3. Doctoral students maintain their status as such for the duration of internal and international mobility programs.

Article 4. Transferable credits for international academic mobility programs are recognized by the Doctoral School Council for an individual who demonstrates that he/she has completed the mobility program with supporting documentation issued by the higher education institution he/she attended.

Article 5.

- (1) Academic mobility may be undertaken at the doctoral student's initiative, provided that the following requirements are met:
 - (a) There are inter-institutional agreements in this regard;
 - (b) The accredited/provisionally authorized (as applicable) origin/host higher education institutions have accepted the mobility.

- (2) Inter-institutional agreements specify the conditions for mobility between accredited/provisionally authorized higher education institutions: type of mobility, duration of mobility, number of mobilities, field, study program, funding of temporary mobility, medium of instruction, accommodation conditions, etc.
- (3) Inter-institutional acceptance consists of the completion and signing of the standard mobility application set out in [Annex 1](#), which is a part hereof, as follows:
 - (a) The doctoral student submits the mobility application to the higher education institution where he/she wishes to be granted a mobility opportunity, with a view to obtaining acceptance thereof;
 - (b) After obtaining the mobility acceptance, the doctoral student applies for the mobility opportunity from the higher education institution where he/she is enrolled;
 - (c) The higher education institutions accepting the mobility opportunity is the first to sign the student's mobility application, followed by the origin institution;
 - (d) The application must specify the mobility conditions;
 - (e) The mobility application must also be endorsed by the doctoral advisor.

CHAPTER 2. Temporary academic mobility

Article 6.

- (1) The doctoral student is entitled to temporary academic mobility between two accredited/provisionally authorized higher education institutions, as applicable.
- (2) The curricula compatibility for the recognition of transferable study credits is established prior to the mobility period, and transferable credits are recognized after the completion of the mobility, according to the inter-institutional agreement and the regulations of the higher education institutions involved, as applicable.

Article 7. Temporary academic mobility on the student's own account represents the temporary mobility undertaken outside inter-institutional academic mobility agreements, at the request of a doctoral student who found a potential host university.

Article 8. Temporary academic mobility on the student's own account is undertaken in compliance with Article 5(3); the compatibility of curricula for the recognition of transferable credits is established after the completion of the mobility, according to the regulations of the higher education institutions involved, as applicable.

Article 9. Temporary academic mobility on tuition-free or fee-based places may be undertaken after the completion of the first year of study.

Article 10. Temporary international academic mobility via international programs is undertaken in accordance with the regulations pertaining to the programs in question.

CHAPTER 3. Permanent academic mobility of doctoral students (transfer)

Article 11. Both state-funded and tuition-paying doctoral students may undertake permanent academic mobility, with the consent of accredited/provisionally authorized higher education



institutions and according to the institutions' own regulations on the organization and conduct of doctoral studies.

Article 12. For doctoral studies, permanent academic mobility may be undertaken within the same doctoral field between accredited doctoral schools, after the completion of the advanced academic training program, in compliance with the Code of Doctoral Studies.

Article 13. The transfer application ([Annex 2.1](#)) must be accompanied by a copy of the doctoral file.

Article 14. Applications must be submitted to the Rectorate at 37 Dionisie Lupu St., District 2, Directorate-General of the University Registrar—Registrar's Office of the Doctoral School (*in Romanian: str. Dionisie Lupu, nr. 37, sector 2, Direcția Generală Secretariat Universitate – Secretariat Școală Doctorală*). **No files sent by e-mail or postal service are accepted for transfer purposes.**

Article 15. (1) Enrollment is carried out in compliance with the provisions of the institution's regulations on the conduct of doctoral studies, on the recognition and equivalence of transferable study credits as well as the requirements for passing years of study.
(2) Enrollment is carried out in compliance with the legal requirements on recording amendments in the Sole Student Register (*in Romanian: Registrul Matricol Unic*).

Article 16. Doctoral students who transfer to Carol Davila UMP must fill out the statutory statement in [Annex 2.2](#).

Article 17. Doctoral students who transfer from Carol Davila UMP must fill out the clearance form in [Annex 2.3](#).

Article 18. In the event of permanent mobility, the doctoral diploma will be issued to the graduate by the higher education institution which accepted him/her.

Article 19. The provisions on permanent mobility also apply to doctoral students from the EU, the EEA and Switzerland.

Article 20. For third-party countries, the provisions of any relevant bilateral agreements and international agreements in force during the mobility program will apply.

Article 21. Doctoral students may also undertake permanent academic mobility within the same doctoral school in duly justified circumstances pertaining to doctoral advisors (retirement, death, etc.).

Article 22. Permanent academic mobility is provided based on the principle that “grants follow the student.”

CHAPTER 4. Doctoral studies under joint supervision



Article 23. Doctoral studies under national/international joint supervision are provided based on a written joint supervision agreement between the organizing institutions involved, whereby the rights and obligations of each institution are set forth in accordance with the role undertaken by each institution and with the specific laws applicable to each institution.

Article 24. The joint supervision agreement is executed at the initiative of the university or institute in whose IODS the doctoral student is enrolled and to which the principal doctoral advisor belongs.

Article 25. If the doctoral student is enrolled at the Carol Davila University of Medicine and Pharmacy of Bucharest, the joint supervision agreement will be executed at the initiative of the IODS Carol Davila UMP, at the request of the doctoral student and of the principal doctoral advisor.

The request must be issued as a written application to the CDS of the IODS Carol Davila UMP of Bucharest. The application must specify the reasons for requesting joint supervision and must be accompanied by the agreement in principle of the co-advisor.

Article 26. For doctoral studies under international joint supervision, if the national laws on university studies also require enrollment at the IODS providing joint supervision, Carol Davila University of Medicine and Pharmacy of Bucharest does not lose its rights as principal IODS within the doctoral program, a matter which must also be specified in the joint supervision agreement.

Article 27. If an advisor of the Carol Davila University of Medicine and Pharmacy of Bucharest is asked to provide supervision as a co-advisor in a doctoral program under a national/international joint supervision agreement, the agreement approved by the IODS where the student is enrolled must be presented by the co-advisor to the CDS of the IODS Carol Davila UMP for approval; the latter, after endorsing the agreement, must present it to the University Senate for validation.

Article 28. The joint supervision agreement must be executed no later than the end of the first year of study of the doctoral program and requires the approval of the doctoral student's training program by both doctoral advisors.

Article 29. Any amendment regarding the conduct of the program and the doctoral thesis for which the joint supervision agreement was executed (e.g., change of the principal doctoral advisor, change of the doctoral thesis topic, etc.) must be made pursuant to the laws in force, at the initiative of the University in whose IODS the doctoral student is enrolled.

Article 30. International joint supervision agreements must be prepared and signed by both institutions both in Romanian and in a world language; compliance with the procedure for the execution of the joint supervision agreement will be endorsed by the Legal Department of the Carol Davila University of Medicine and Pharmacy of Bucharest.

Article 31. The annex contains the national/international joint supervision agreement valid if Carol Davila University of Medicine and Pharmacy of Bucharest is the principal IODS.



CAROL DAVILA UNIVERSITY OF MEDICINE AND PHARMACY OF BUCHAREST



ANNEX 1—Chapter 1

MOBILITY APPLICATION FORM

UNIVERSITY/IODS _____ UNIVERSITY/IODS _____

(origin institution) (host institution)
No. _____ of _____ (date) No. _____ of _____ (date)

APPROVED BY THE
RECTOR

[stamp]

APPROVED BY THE
RECTOR

[stamp]

TO THE RECTOR

I, the undersigned _____, doctoral student in the doctoral field of Medicine/ Dentistry/ Pharmacy in tuition-free/ fee-based, full-time education (year of study _____) at the University _____, hereby request you kindly approve my mobility as a student/doctoral student in the doctoral field of Medicine/ Dentistry/ Pharmacy at the University _____ starting with the academic year _____.

I request the aforementioned mobility for the following reasons:

1. _____ ;
2. _____ ;
3. _____ .

Date _____ Signature _____

TO THE RECTOR OF THE UNIVERSITY OF _____

(origin institution)

Note: Two copies of this application (one for each institution) must be filled out.



CAROL DAVILA UNIVERSITY OF MEDICINE AND PHARMACY OF BUCHAREST



ANNEX 2.1—Chapter 3

TRANSFER APPLICATION FORM

UNIVERSITY/IODS _____ UNIVERSITY/IODS _____

(origin institution)
No. _____ of _____ (date)

(host institution)
No. _____ of _____ (date)

**APPROVED BY THE
RECTOR**
[stamp]

**APPROVED BY THE
RECTOR**
[stamp]

**APPROVED BY THE
CDS DIRECTOR**
[stamp]

**APPROVED BY THE
CDS DIRECTOR**
[stamp]

**Endorsed by the
DOCTORAL ADVISOR**
[stamp]

**Endorsed by the
DOCTORAL ADVISOR**
[stamp]

TO THE RECTOR

I, the undersigned _____, doctoral student in the doctoral field of Medicine/ Dentistry/ Pharmacy in tuition-free/ fee-based, full-time education (year of study ____) at the University _____, hereby request you kindly approve my transfer to the University _____ within the same field, i.e., the doctoral field of Medicine/ Dentistry/ Pharmacy (year of study ____), starting with the academic year _____.

I request the aforementioned transfer for the following reasons:

1. _____ ;
2. _____ ;
3. _____ .

Please find enclosed a copy of my doctoral file.

Date _____

Signature _____

TO THE RECTOR OF THE UNIVERSITY OF _____

(origin institution)

Note: Two copies of this application (one for each institution) must be filled out.



ANNEX 2.2—Chapter 3

STATUTORY STATEMENT

I, the undersigned _____,
identified by ID series _____ no. _____ issued by _____ on
_____ (date) and valid until _____ (date), holder of the
Personal Identification Number _____, domiciled in the
city/town/village of _____, country _____, doctoral
student at the University _____, would like to transfer
to the Carol Davila University of Medicine and Pharmacy of Bucharest, in the doctoral field of
 Medicine/ Dentistry/ Pharmacy, and hereby declare at my own risk that I agree to study
in **fee-based** education and to pay the tuition fee in the amount of _____ lei and hereby
declare that the information recorded in the documents certifying the period of my studies at
the University is true.

I hereby declare at my own risk that the data and information herein is true. If that is not the
case, I am aware that the Carol Davila University of Medicine and Pharmacy of Bucharest is
entitled to annul the studies completed and not to refund any fees paid.

Note: I understand that any omission or inaccuracy in the presentation of information is
punishable according to law (Article 292 of the Criminal Code on false statements).

Signature _____

Date _____



CAROL DAVILA UNIVERSITY OF MEDICINE AND PHARMACY OF BUCHAREST



ANNEX 2.3—Chapter 3

DIRECTORATE-GENERAL OF THE UNIVERSITY REGISTRAR DOCTORAL SCHOOL REGISTRAR'S OFFICE

CLEARANCE FORM TRANSFER

Please state whether the doctoral student _____ from
_____ (country), holder of the Personal Identification Number
_____ and of the ID/passport series _____ no. _____,
enrolled in doctoral studies in the period _____, type of funding
_____ (tuition-free/fee-based education), has any debts to the Carol Davila University of
Medicine and Pharmacy of Bucharest—Directorate for

FINANCE AND ACCOUNTING _____.

Date: _____

Lecturer Florentina GHERGHICEANU, Pharm.D.
DOCTORAL SCHOOL REGISTRAR



ANNEX 3—Chapter 4

JOINT SUPERVISION AGREEMENT

I. Preamble

The **Carol Davila University of Medicine and Pharmacy of Bucharest, Romania**, duly represented by its **Rector**, Prof. **Viorel JINGA, M.D.**,
on the one hand,

and

the **University/Institute** _____,
duly represented by its **Rector/Director**, _____,
on the other hand,

hereby agree to execute this scientific collaboration agreement as part of the joint supervision procedure for the preparation of the doctoral thesis of:

Last name: _____
First name: _____ **Father's initial(s):** _____
Born on _____ (date) **in** _____ (place)
Citizenship: _____
Address: _____
Phone: _____ **E-mail:** _____

who enrolled in doctoral studies at the **Carol Davila University of Medicine and Pharmacy of Bucharest** on _____ (date), in the doctoral field _____, type of funding _____ (tuition-free/fee-based education).

Title of his/her doctoral thesis:

Agreement term: from the execution of the agreement until the completion and public defense of the doctoral thesis and the issuance of the diploma(s).

II. Administrative and financial matters

Article II.1. Enrollment

The doctoral student will be enrolled with full rights at the Carol Davila University of Medicine and Pharmacy of Bucharest, which has the principal role, and enrolled at the University _____ with the partial rights specified in the national laws.



Article II.2. Thesis duration

The maximum duration for the completion of research is four (4) years. This time limit may be extended by no more than two (2) years, according to the laws in force.

The doctoral student will work alternately in the two signatory institutions, in accordance with the activity program jointly decided by the two doctoral advisors and annexed hereto.

Article II.3. Funding of the doctoral student's work

The work of the doctoral student will be funded from _____ (the state budget or the tuition fee paid by the doctoral student) during the period of activity in Romania and by _____ (including transportation) during periods of activity completed abroad.

The doctoral student's medical insurance during the period of activity completed abroad will be _____ borne _____ by _____ the _____.

Doctoral studies under joint supervision with prestigious universities abroad may receive preferential funding awarded as proposed by the National Council for Higher Education Funding (NCHEF).

III. Preparation, drafting and public defense of the thesis

Article III.1. Obligations of doctoral advisors

At the Carol Davila University of Medicine and Pharmacy of Bucharest, Romania, the doctoral student will work under the supervision of the principal doctoral advisor, Prof. _____, M.D.

The doctoral advisor will have all rights and obligations pursuant to the laws in force. The doctoral student will be counted solely toward the activity of the principal doctoral advisor, including with regard to this advisor's teaching and research workload regulation.

At the University/Institute _____, the doctoral student will work under the supervision of the co-advisor Prof. _____, M.D.

The two doctoral advisors undertake to jointly exercise this status of advisor in relation to the doctoral student and agree to the topic and plan of the doctoral thesis.

If the principal doctoral advisor supervises certain parts of the doctoral thesis, the supervised parts thereof will be jointly decided upon in the annex hereto.



Title of the doctoral thesis:

Reasoning for the necessity of the joint supervision/Thesis plan

Article III.2. Thesis defense

The public defense of the doctoral thesis will take place in accordance with the national regulations in force.

The public defense will take place with the consent of the two doctoral advisors, in accordance with the duties jointly decided upon herein by the two doctoral advisors.

The names of both doctoral advisors must be specified on the thesis cover and in all relevant documents prepared starting with the execution hereof.

The doctoral thesis must be prepared in Romanian, with a substantial abstract in _____ (language) for international joint supervision.

The thesis will be defended at the Carol Davila University of Medicine and Pharmacy of Bucharest, Romania.

The public defense committee must include both doctoral advisors—the principal advisor and the co-advisor.

Article III.3. Degree issuance

Based on reports (minutes) prepared following the sole defense recognized by the two institutions, the Carol Davila University of Medicine and Pharmacy of Bucharest will take the legal steps for the award of the doctoral degree and will issue the relevant diploma after the confirmation of the academic rank pursuant to the laws in force.

The University _____ will proceed pursuant to the national laws on the organization of doctoral studies and study documents.

The doctoral degree is recognized by the competent authorities of the two countries (Romania and _____) based on their powers and in accordance with the laws in force in both countries.

Article III.4. Thesis archiving; exploitation and protection of joint research results

The aforementioned operations will be conducted in accordance with the laws in force in each country and with the internal regulations of each of the two institutions.



CAROL DAVILA UNIVERSITY OF MEDICINE AND PHARMACY OF BUCHAREST



The methods for the management of joint research results by the laboratories involved and for the publication and exploitation of joint research results will be set forth in accordance with national laws or, in the case of international joint supervision, in accordance with the laws in force in the two countries.

The two institutions will settle the thesis results' authorship attribution at the time of the thesis defense (or otherwise, as follows:

_____).

IV. Final provisions

This agreement comes into force on the date it is signed by the legal representatives of the two institutions and will be terminated upon the fulfillment of Articles III.3 and III.4 hereof.

This agreement may be terminated by agreement of the parties or at the request of the doctoral student, with the mandatory consent of the doctoral advisors.

If one of the partners defaults on its obligations hereunder, the other partner is entitled to request the termination of the agreement by notice to this end. The requesting partner must give the other partner 30 days to remedy the issues. The agreement will be terminated only if at the end of the aforementioned period the issues are still unresolved.

Furthermore, this agreement is terminated if the student _____ ceases to be a doctoral student at the Carol Davila University of Medicine and Pharmacy.

Prepared on _____ (date) in two original copies in Romanian, one for each university.

(For **international joint supervision**, the following text must be included: “*Prepared in four copies, two in Romanian and two in _____ (language), with the same content—one copy in Romanian and one in _____ (language) for each university. If there is a conflict between the terms of the agreement in Romanian and those of the agreement in _____ (language), the Romanian version will prevail.*”)

This agreement was executed **today**, _____ (date), in _____ copies by and between:

Carol Davila UMP of Bucharest

[signature]

**Prof. Viorel JINGA, M.D.
RECTOR**

[signature]

Prof. Dumitru LUPULIASA, Pharm.D.



CAROL DAVILA UNIVERSITY OF MEDICINE AND PHARMACY OF BUCHAREST



CDS DIRECTOR

[signature]

**Prof. Valentina UIVAROȘI, Pharm.D.
DOCTORAL SCHOOL DIRECTOR**

[signature]

Doctoral advisor

[signature]

Doctoral student

AND

The UNIVERSITY _____

[signature]

RECTOR

[signature]

CDS DIRECTOR

[signature]

DOCTORAL SCHOOL DIRECTOR

[signature]

Doctoral advisor



ANNEX
to the Joint Supervision Agreement for the activities pertaining to the doctoral thesis
titled

Schedule of the doctoral student's activities jointly agreed upon by the two advisors

a. At the Carol Davila University of Medicine and Pharmacy of Bucharest

b. At the University _____

Date: _____

[signature]
Prof. _____
DOCTORAL ADVISOR

[signature]
Prof. _____
DOCTORAL ADVISOR

[signature]

Doctoral student