



APPROVED BY THE MANAGEMENT BOARD,

APPROVED BY THE UNIVERSITY  
SENATE,

05.02.2024

08.02.2024

**Regulation regarding the organization of admission for  
University Doctoral Studies  
at “Carol Davila” University of Medicine and Pharmacy in Bucharest for  
the 2024-2025 academic year**

***Legal framework***

The regulation regarding the organization of admission for doctoral studies at “Carol Davila” University of Medicine and Pharmacy, in Bucharest, for the 2024-2025 academic year is grounded on the following normative acts:

- Higher Education Law no. 199/2023
- Order of the Ministry of Education and Research no. 5037/2013 regarding the correspondence between the fields of doctoral/master's university studies, the fields of university studies of doctorate and doctoral domains;
- Order of the Ministry of Education no. 3020/2024 for the approval of the framework regulation regarding university doctoral studies;
- Order of the Ministry of Education no. 3693/2024 for the approval of framework regulation regarding admission at higher-education institutions, in the cycles of short-term university studies, bachelor's degree studies, master's degree studies and doctorate studies.
- Regulation on the organization and conduct of doctoral university studies

**I. General conditions regarding the registration and admission of candidates**

(1) The University of Medicine and Pharmacy "Carol Davila" in Bucharest (UMF "Carol Davila") organizes the admission contest for the doctoral studies cycle, for the following domains:

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

(2) Graduates of university master's studies, as well as graduates with a bachelor's degree or equivalent (bachelor's degree of graduates of 5- or 6-year study programs, the "day" education form - long-term education), issued, as a rule, until the year of graduation of the first promotion with bachelor's degree, organized in accordance with the provisions of Law no. 288/2004 on the organization of university studies, with subsequent amendments and additions can register for the admission contest.



- (3) Registration to the admission contest for University Doctoral Studies is not conditioned by the domain of the Bachelor's or Master's degree. The total duration of the Undergraduate or Masters study cycles must be of, at least, 300 transferrable credits (ECTS).
- (4) In view of registering to the doctorate admission contest, IOSUD validates the credits (ECTS) or the credit points corresponding to undergraduate or MA studies obtained abroad by the candidate that accumulated 300 transferrable credits (ECTS)
- (5) Citizens of EU member states, of EEA states, citizens of CH as well as British citizens and members of their families, as beneficiaries of the Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community 2019/C 384 I/01 can register for the admission contest for University Doctoral Studies, under the same conditions as those provided by the Normative Acts for Romanian citizens, including fees (admission and tuition fees).
- (6) Citizens from non-EU countries, EEA states, citizens of CH, graduates of MA studies or long-term higher education graduates (5, 6 years) can register for the admission contest for University Doctoral Studies. Recognition of studies undertaken by these students outside Romania is performed by the Speciality Department within Ministry of Education.
- (7) UMF "Carol Davila" in Bucharest organizes University Doctoral Studies in the form of full-time education for both places financed by the state-budget under the form of grants as well as places with a fee or financed from other legal sources.
- (8) An accepted candidate benefits, only one time, from state-budget financing for the University Doctoral Studies cycle; the candidates will fill in an affidavit through which they will confirm not having benefitted/benefitting from another state-budget financing for the University Doctoral Studies cycle.
- (9) The Doctoral Programme is deployed both in Romanian and English.
- (10) Admission at University Doctoral Studies represents the selection process of candidates for each PhD study vacancy, that the PhD Supervisors, in the University Doctoral School proposes for filling during the admission sessions organised by IOSUD, through the Doctoral Schools.
- (11) The PhD Supervisor proposes the research themes corresponding to each PhD student vacancy, themes that will further be approved by the University Doctoral School Council (CSD)
- (12) The University Doctoral School Council (CSUD) approves the financing form for each PhD study vacancy proposed for filling, based on the proposed research theme by the PhD Supervisor and the score obtained in the aftermath of the PhD Supervisor's evaluation, in accordance with the institutional strategy for financing certain priority domains and interest areas as well as with IOSUD regulation.
- (13) The selection of the candidate for a vacant PhD study position is carried out by a contest committee approved by the University Doctoral School Council.
- (14) In order to register for the admission contest, the candidates must obtain from the PhD Supervisor who proposed the research theme an agreement, in principle.



## II. Admission calendar, registration fees and tuition fees

(1) The admission contest for the University Doctoral Studies, for the 2024-2025 academic year, by study domains will take place ONLINE EXCLUSIVELY, on the platform dedicated to the admission contest, platform that will be accessed from the University's website, following the calendar below:

Registration (ONLINE EXCLUSIVELY): 01 - 05 July 2024
Validation of online registration: 01 – 05 July 2024
Admission colloquium (interview): 09, 10, 11 July 2024
Display of provisional results: 12 July 2024
Submission and resolution of appeals: 15 July 2024
Display of final results: 16 July 2024
Document submission period, in original, for candidates admitted at the state budgeted places: 17-19 July 2024

(2) UMF “Carol Davila” in Bucharest charges the following fees for the registration of candidates and the schooling of doctoral fellows:

- Registration fee – 500 lei
- Registration fee for employees of UMF “Carol Davila” – 200 lei
- Language skill exam fee – 100 lei

(3) The admission fee will be paid through the platform, through an on-line payment processor.

Candidates declared admitted to the fee-based form of funding will be confirmed after the payment of 50% from the annual fee until 01.09.2024.

The tuition fee of 15.000 lei/year can be paid in a three-rate payment plan (50%, 25%, 25%). For admitted candidates, the payment deadlines for the first year of study are:

- Rate I: until 01.09.2024;
- Rate II: 01-28.02.2025;
- Rate III: 01-31.05.2025.

(4) According to the law, children of the University teachers and staff, either active or retired are exempted from payment of registration fees for the admission contest at the University Doctoral Studies in The University of Medicine and Pharmacy "Carol Davila" in Bucharest and benefit from free accommodation in student dormitories.



(5) Exemption from payment of these fees can be made only based on valid documents presented by the respective candidate, namely employee certificate or retirement decision of the parent- member of the teaching staff.

(6) The Technical Committee of registration in the Institution for Doctoral Studies (IOSUD) approves the exemption of fee payment.

(7) According to the law, persons at risk of losing their capacity to manage their daily needs due to an illness, disability, or poverty benefit from the same rights as those at Paragraph (3), based on an affidavit.

### III. Documents necessary for registration

Registration of candidates and submission of mandatory documents (scanned in pdf) for the admission contest, in the July 2024 session will be made exclusively online

(1) The candidates will upload the following documents in pdf format:

1. Request for registration (form I)
2. Personal chart (form II)
3. Birth certificate
4. Marriage certificate (in case of surname change)
5. Identity card
6. Highschool diploma
7. Bachelor's degree and transcript/supplement to the bachelor's degree from the graduation faculty
8. Master's degree (where applicable) transcript/supplement to the degree
9. Curriculum vitae - signed
10. List of elaborated and published scientific papers- signed (where applicable)
11. Certificate of linguistic competence
12. Receipt of registration fee (print screen or pdf document of the mail that confirms the payment)
13. Receipt that demonstrates the quality of employee in UMF "Carol Davila"
14. Receipt, decision of retirement, respectively that demonstrates the quality of member of the Teaching Staff or auxiliary teaching staff of the parent/parents
15. Affidavit regarding the lack of previous/current membership to a doctoral cycle, financed from the state budget (for candidates admitted on state budget places) (form III)
16. Affidavit for persons at risk of losing their capacity to manage their daily needs due to an illness, disability, or poverty.
17. Information and consent note (form IV)

- The registration request must contain the PhD Supervisor's written consent.

(2) Based on Government Emergency Ordinance no. 41/2016 regarding the implementation of simplification measures, at the level of the central public administration and the modification and completion of some normative acts, approved with amendments by Law no. 179/2017, with subsequent amendments and additions, the requirement to submit legalized copies of the documents is removed, the copies being replaced by the certification of conformity with the original by the person/persons who have/have duties designated in this sense. By way of



exception, based on university autonomy, when registering online, candidates upload the documents by taking responsibility on the authenticity and correspondence between the digital/scanned documents and the original ones.

(3) Candidates that opt for the places designated to Roma ethnics will present, upon registration, a signed and stamped document, released by a Legal Organization of Roma ethnics that demonstrates their belonging to this ethnicity. The document must contain the mention that the respective candidate is part of the Roma ethnicity and not the fact the he/she is a member of the Organization itself.

(4) Candidates (Romanian and EU citizens) that studied abroad will present a certificate of equivalence, released by the National Centre for Recognition and Equivalence of Diplomas (CNRED) in the National Education and Research Ministry (MEC). More details on the equivalence process and necessary documents can be found on CNRED website [www.cnred.edu.ro](http://www.cnred.edu.ro).

(5) Candidates that have studied abroad and fail to complete their admission file with a Recognition/Equivalence Certificate released by CNRED in ME cannot be registered for the doctoral admission contest.

(6) To confirm the place, candidates declared admitted on the places financed from the state budget have the obligation to present the study documents to the secretariat of the Doctoral School, in order to submit them to the file, in original: the bachelor's degree, accompanied by the transcript/degree supplement and the master's degree (where applicable), accompanied by the transcript/diploma supplement; period for submission of original documents: 17-19 July, 2024.

(7) Candidates admitted to the fee-based doctoral program must pay 50% of the annual fee by 01.09.2024.

#### **IV. The admission contest**

##### *Committees involved in the deployment of the admission contest*

(1) The Central Committee for doctoral studies admission is formed, at the level of the Organizing Institution of University Doctoral Studies (IOSUD), through Decision of the University Rectorate, upon proposal from the Doctoral Studies Council (CSUD) and has the following attributions:

1. Coordinates and monitors the admission process;
2. Analyses and settles the appeals of candidates.

(2) The Technical Committee for doctoral studies admission is formed by IOSUD, through Decision of the University Rectorate, upon proposal of CSUD and has the following attributes:

1. Assesses and acknowledges the credits (ECTS) or the credit points for the university undergraduate studies and MA studies obtained abroad.
2. Approves the requests for exemption from the registration fee.

(3) The University Doctoral School Council validates the contest committees, upon the proposals forwarded by the PhD Supervisors, committees that consist in:

- The Committee President, the PhD Supervisor selected by the candidate
- Two members



- A secretary.

Members of the contest committee must be, at least, Associate Professor/CSII or to own Habilitation and to be a tenured Professor at UMF “Carol Davila” in Bucharest.

(4) It is forbidden for a candidate to be in spousal relationship, to be the next of kin and up to third degree relative with their future PhD Supervisor.

(5) It is forbidden for a candidate to be in spousal relationship, the next of kin and up to third degree relative with members of the Admission Committee in front of which they have to sustain the examination tests of the doctoral admission contest.

(6) Persons who are in spousal relationship, the next of kin and up to third degree relative with the candidate cannot be selected as part of the same doctoral admission committee.

The Committee President must:

1. Propose the research theme and bibliography;
2. Propose the contest committee component and forward it to the Doctoral School Secretariat; the component is approved by CSD;
3. Coordinate the activity of the admission contest committee and participate at the candidate's examination.

The members of the committee participate at the candidate's examination together with the Committee President.

The committee secretaries must:

1. Manage the distribution and completion of the contest materials, forwarded by the Institution's email (attendance list, exam instructions, the Colloquium minute).
2. After completing the admission colloquium, the committee secretaries must upload on the registration platform or to hand in to the Doctoral School, original and the copy, the minute and list of attendance signed, until 12 July 2024.

#### *The admission colloquium*

(1) The admission colloquium is sustained as an interview, within the PhD Supervisor's discipline on 9,10, 11 July 2024.

(2) During the admission colloquium the following aspects will be analysed:

1. Each candidate's knowledge of the respective domain issues, based on consultation of specialty bibliography.
2. The candidate's scientific concerns and research skills correlated with the selected research theme.
3. The publishing activity reflected by scientific works featuring, in extenso, in specialty journals, Web of Science indexed or in other international databases, papers presented at international and national conferences and published as abstracts, participation in national and international conferences.
4. Capacity for analysis and synthesis, structuring and interpretation of results; forming and defending personal opinions.

(3) The President and Committee Members each grade the candidate, the final grade representing the average of the given grades.

(4) The minimum passing grade for the colloquium is 7.



(5) Candidates are distributed, hierarchically, on the budget/fee places, to the respective PhD Supervisor, by descending order of grades.

(6) In cases of equal grades, the following tiebreaker criteria will be applied:

- Grade from the final university examination
- Average grade of undergraduate studies, based on the transcript in the candidate's file.

(7) The result of the admission colloquium will be Admitted/Rejected.

(8) The results of the admission colloquium (provisional lists) will be displayed for the contestants at the Doctoral Studies notice board at UMF "Carol Davila" Rectorate in Bucharest as well as posted on the institution's web page (with the protection of personal data, according to GDPR).

*The theme and bibliography* for the admission contest at University Doctoral Studies will be displayed on the web page of The University of Medicine and Pharmacy "Carol Davila" in Bucharest.

## **V. Exam appeals**

(1) No appeals are allowed for the interview;

(2) Appeals are allowed only for procedural defects.

(3) Appeals will be submitted at the Doctoral School Secretariat on 15 July 2024 and will be debated and resolved during the same day.

(4) The decision of the commission responsible for analysing and resolving appeals is final and cannot be changed once the deadline for solving and responding to appeals has been reached.

## **VI. Validation of results and enrollment of the candidates declared admitted**

(1) The results from the admission contests are validated by the Council of the Doctoral School (CSD) and by the Council for University Doctoral Studies (CSUD);

(2) Results of the admission contest will be made public on the University's web page.

(3) The Doctoral School displays the hierarchy of admitted/rejected candidates, by study domains, with the mention of grant/and or doctoral scholarships beneficiaries.

(4) The display of results obtained at the admission contest will take place in two stages, thus generating two lists:

- a) provisional lists - with the ranking of candidates, generated after admission;
- b) definitive lists - with the ranking of the candidates, generated after the resolution of appeals that include the definitive and indisputable results.

(5) The lists contain the following type of information:

- a) list of candidates admitted on the state financed places, within the limit of available places, if appropriate;
- b) list of candidates admitted on the fee-based places, within the limit of available places, if appropriate;
- c) list of rejected candidates, if appropriate.



(6) Candidates declared admitted will sign the study contract between 10-15 September 2024, with the obligation to submit the original paper at the beginning of the Academic year.

(7) Registration of candidates declared admitted following the admission contest is grounded by Decision of UMF “Carol Davila” Rectorate in Bucharest. Once registration has been approved, the students are registered in the Single Academic Record (RMU), with a unique, valid number covering the entire schooling period to the Studies Programmes they were admitted to.

## VII. Specifications regarding the linguistic competence certificate

(1) Upon enrolment at Doctoral University Studies, the candidates have the obligation to present a Linguistic Competence Certificate for an international language, released by the Modern Languages Discipline in UMF “Carol Davila” in Bucharest or approved by the Modern Languages Discipline in UMF “Carol Davila” in Bucharest.

(2) Foreign candidates that opt for the Doctoral Programme with teaching in Romanian language that fail to present specific documents, necessary for registration, released by teaching institutions in Romania or foreign ones, whose teaching language is Romanian have the obligation to present a Linguistic Competence Certificate for Romanian, released by the Modern Languages Discipline in UMF “Carol Davila” in Bucharest or approved by the Modern Languages Discipline in UMF “Carol Davila” in Bucharest.

The fee for the Linguistic Competence Certificate is 100 Lei and can be paid either at the Payment Office of UMF “Carol Davila” Rectorate, no. 37 Dionisie Lupu Street, District 2 or via bank transfer:

*Competence fee payment details:*

*Beneficiary: UMF „Carol Davila” – București*

*Fiscal code: 4192910*

*Bank account: RO72BTRLRONINCS000771401 Banca Transilvania*

*Observations for the transaction details: please mention- Payment code, Name and first name of the candidate*

*Payment code: PCOMP24R*