

GUIDELINES FOR THE PREPARATION AND DEFENSE OF THE RESEARCH PROJECT AND SCIENTIFIC REPORTS IN THE DOCTORAL PROGRAM

I. GENERAL PROVISIONS

1. Pursuant to the Institutional regulations for the organization and conduct of doctoral programs in the IODS Carol Davila University of Medicine and Pharmacy of Bucharest, the doctoral student must defend a scientific research project and two scientific reports.
2. At the end of the first year of study, after the regular examinations, the doctoral student must defend a research project which outlines the individual scientific research program.
3. In the following two years of study, the doctoral student must defend two reports. *Reports are defended every 12 months (at the end of the second year and third year respectively).*
4. The research project/reports are usually defended in June of that academic year. If teaching activities within the first-year advanced academic training program are scheduled for June, the research project may also be defended in July.
5. The first report will contain an overview of the state of knowledge in the field of research in question, pointing out the directions of research within the selected topic based on a review of the relevant literature. Moreover, the doctoral student will present the progress of his/her own research under the supervision of the doctoral advisor, i.e., the development of his/her research plan, the setting of objectives, the improvement of methodology, and the recruitment of the study group.
5. The second report will contain in-depth, systematic and comparative approaches to existing situations and insights in the research field of the doctoral thesis. The doctoral student will present the progress of his/her own research, consisting of further recruitment and review of the study material, the fine tuning of the statistics apparatus, and the results of the research conducted.
6. The research projects/reports will be defended before the evaluation committee. The research project/report evaluation committee will be composed of the doctoral advisor (committee chair) and the three (3) members of the advisory committee.
7. The research project and reports are graded as *Pass/Fail*. The research project/report is graded as *Pass* only if it is assessed as "Very Good" or "Good." If the research project/report is graded as *Fail*, the doctoral student may redefend the project/report once, no later than the month of September of the academic year in question.
8. The research project/report must be sent to the doctoral advisor at least 10 days prior to the defense.
9. The doctoral advisor and the members of the advisory committee will jointly decide on the date and time of the research project/report defense.

II. RECOMMENDATIONS ON RESEARCH PROJECT PREPARATION

1. *Content of the research project*

The research project must emphasize the personal contribution of the doctoral student and must include:

- The current state of knowledge and the working hypothesis;
- The aim and indicative objectives of the research;
- The research methods expected to be applied;
- The results expected to be obtained.

2. *Structure of the research project*

The structure of the research project usually includes the following elements:

(a) **The current state of knowledge**

The research topic (working hypothesis) must be outlined in the context of the current state of knowledge in the field in question, based on a review of the relevant literature. The material must be structured taking into account the following aspects:

- Overview of the current state of knowledge in the field of research in question, based on existing information in the main stream of publications (with in-text citation of bibliographical references);
- Reasoning for the selected topic, with arguments on the importance for, and expected impact on, the development of knowledge in the field in question;
- Emphasizing the original contributions of the doctoral research.

(b) **The research plan**

It must describe the manner in which doctoral research will be conducted, as it is the most important part of the research project; in quantitative terms, it represents two thirds (2/3) of the material content.

Recommended structure:

- Objectives pursued;
- Stages of doctoral research: the stages of work should be described in relation to the pursued objectives, and a schedule that enables compliance with the time frame assigned to the scientific research program should be established (optionally, a Gantt chart may be provided);
- Working materials and methods used: study group selection method (inclusion criteria, exclusion criteria), statistical processing methods, working techniques;
- Measures taken to ensure compliance with bioethical principles in doctoral research (if applicable);
- Expected difficulties and ways to address them, including alternative approaches.

(c) **Exploitation of results**

The project must present the way in which results are to be exploited: papers presented at scientific events, articles, patents, etc.; any scientific event(s) and potential journal(s) in the main stream of publications must be specified.

(d) **References**

References are mandatory and must include the relevant literature on which the project is based.

Note: The materials provided within the *Methodology of Scientific Research* module may be used as templates for the presentation of the research project.

III. RECOMMENDATIONS ON RESEARCH REPORT PREPARATION

1. *Content of the scientific report*

- It must be structured in relation to the research objectives;
- It must be scientifically appropriate;
- It must stand out for its level of information and the language used;
- It must be notable for its relevant and up-to-date content;
- **It must contain personal, original contributions by the doctoral student, based on an analysis of the current state of knowledge.**

2. *Structure of the scientific report*

The structure of a report usually includes the following elements:

(a) Introduction

The introduction must describe the relevance of the report topic as a theoretical basis for the student's own research. The introduction must contain an overview of the current state of knowledge in the scope of the topic as well as the doctoral student's scientific endeavor.

(b) Core sections (subchapters)

The review of the literature examined in relation to the student's own research must be organized into one or two subchapters with in-text citation of bibliographical references. The overview of the current state of knowledge must meet a high scientific standard (i.e., literature review). **At least one subchapter must contain the student's own research, with an emphasis on the progress of such research in relation to the research plan. Aside from the personal research subchapter, the doctoral student's main scientific achievements for the report period (conferences, articles, participation in training internships, grants, etc.) must be presented.**

(c) Conclusions and future directions

The obtained results must be briefly presented, emphasizing their advantages, value and impact on the field of research. Suggestions for future research must be presented.

(d) References

The references must be up-to-date and relevant to the research area of the report. High-level scientific sources should be used as bibliographical references (ISI-indexed articles, books published by prestigious publishing houses).

IV. RECOMMENDATIONS ON RESEARCH PROJECT AND SCIENTIFIC REPORT DRAFTING

(a) The title page must contain:

- The name of the IODS (bold, centered, 14-point Times New Roman font);
- The number and title of the research project/report (bold, centered, 16-point Times New Roman font);

N.B. The title of the research project must be the same as the research topic (doctoral thesis title). Reports will have titles that differ from the doctoral thesis title but are related to the doctoral thesis research topic.

- Last name and first name(s) of the author (bold, centered, 14-point Times New Roman font);
- Approved by: last name and first name(s) of the doctoral advisor (bold, 12-point Times New Roman font), signature;
- Place and year (bold, centered, 12-point Times New Roman font). (*Templates attached hereto.*)

(b) Report and research project drafting

- **The research project must have approximately 10 pages, while scientific reports must have 20–25 pages;**
- Page format: A4; line spacing: 1.5; font: 12-point Times New Roman; margins: left side—3 cm, right side—3 cm, top—2.5 cm, bottom—2.5 cm;
- All pages (from the title page to the last page) must be numbered. The page number must be centered at the bottom of the page. The page number must not appear on the title page.
- References must be presented in numerical order of the in-text citations (e.g., [1], [1, 2], [1-5], etc.).

V. DEFENSE AND EVALUATION OF THE RESEARCH PROJECT AND SCIENTIFIC REPORTS

The research project and reports will be defended and evaluated according to the following requirements:

- The defense of the research project and reports will take place before the evaluation committee and may contain a Q&A session based on the research project or report;
- To defend his/her research project/report, the doctoral student will give a ~15-minute presentation, usually in the form of a PowerPoint presentation;
- During the report presentation, the doctoral student must highlight the elements of novelty and originality and his/her own scientific and practical contributions;
- The doctoral advisor and the members of the evaluation committee must present a summary of their assessments regarding the scientific content of the presented paper;
- The defense report (minutes) must be filled out with the comments and grades provided and must be signed by all members of the evaluation committee;
- The research projects and reports together with the defense reports (minutes) thereof will be submitted to the Registrar's Office of the Doctoral School no later than three (3) days after defense and will be kept in the doctoral student's file.

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**CAROL DAVILA UNIVERSITY OF MEDICINE AND PHARMACY
OF BUCHAREST**

DOCTORAL SCHOOL

FIELD OF MEDICINE/DENTISTRY/PHARMACY

(bold, centered, 14-point Times New Roman font)

TITLE OF THE SCIENTIFIC RESEARCH PROJECT

(bold, centered, 16-point Times New Roman font)

LAST NAME AND FIRST NAME(S) OF THE AUTHOR (bold, centered, 14-point Times New Roman font)

Scientific research project on the topic of the thesis (doctoral thesis title):

(bold, centered, 12-point Times New Roman font)

Approved by:

(last name and first name(s) of the doctoral advisor, signature)

YEAR

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**CAROL DAVILA UNIVERSITY OF MEDICINE AND PHARMACY
OF BUCHAREST
DOCTORAL SCHOOL
FIELD OF MEDICINE/DENTISTRY/PHARMACY**

(bold, centered, 14-point Times New Roman font)

Scientific report no. ... (bold, centered, 14-point Times New Roman font)

TITLE OF THE SCIENTIFIC REPORT

(bold, centered, 16-point Times New Roman font)

LAST NAME AND FIRST NAME(S) OF THE AUTHOR (bold, centered, 14-point Times New Roman font)

Scientific report on the topic of the thesis (doctoral thesis title):

(bold, centered, 12-point Times New Roman font)

Approved by:

(last name and first name(s) of the doctoral advisor, signature)

YEAR