

University of Medicine and Pharmacy " Carol Davila" in Bucharest Doctoral School	OPERATIONAL PROCEDURE		Edition I	No. of copies 1
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1. List of responsible persons for the elaboration, verification and approval of the edition or, where appropriate, for the revision of the operational procedure edition

	Elements regarding the responsibilities/ operation	Name and Surname	Function	Date	Signature
	1	2	3	4	5
1.1.	Elaborated by	Prof. univ. Dr. Valentina Uivarosi	CSUD Director	10.01.2023	
1.2.	Verified by	Ec. Liviu Marian Matac	Economic Director	11.01.2023	
1.3	Approved by	Prof. univ. Dr. Ligia Florentina	Pro-Rector for Institutional Strategy, Academic Assessment and Quality	16.01.2023	
1.4	Approved by	Prof. univ. Dr. Viorel Jinga	Rector	17.01.2023	

2. Situation of editions and number of revisions within the operational procedure

	Edition or, where appropriate, revision within the current edition	Revised component	Way of revision	The date from which the provisions of the edition or revision of the edition apply
	1	2	3	4

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2.1	Edition I, revision 0	-	- OSGG 600/2018, with subsequent addendum and completions - Order of Minister of Education and Research 6450/22.12.2022	17.01.2023
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3. List of persons to whom the edition is transmitted or, where appropriate, the revision within the operational procedure

	Purpose of transmission	Copy no.	Compartment	Function	Name and surname	Date of receipt	Signature
	1	2	3	4	5	6	7
3.1	Verification/ Application/ Information/ Appropriation/	1	Council for University Doctoral Studies (CSUD)	CSUD Director	Prof. univ. dr. Valentina Uivarosi	18.01.2023	
		1	Doctoral School	Doctoral School Director	Prof. univ. dr. Bogdan Alexandru Popescu	18.01.2023	
		1	Pro-Rectorate for European and International Cooperation	Pro-Rectorate for European and International Cooperation	Prof. univ. dr. Bogdan Ovidiu Popescu	18.01.2023	
		1	General Administrative Directorate	General Administrative Director	Engineer Eugenia Mihai	18.01.2023	
		1	Accounting Department	Economic Director	Economist Liviu Marian Matac	18.01.2023	
		1	RUNOS	Director	Economist Cornelia Lupu	18.01.2023	

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4. Purpose of the operational procedure

4.1 The procedure establishes the method of using the budget allocated from the university funds, during the doctoral studies within I.O.S.U.D. University of Medicine and Pharmacy "Carol Davila" in Bucharest.

5. Scope of the operational procedure

. The procedure applies to doctoral students with funding from the state budget, enrolled in the Doctoral School of I.O.S.U.D - U.M.F. "Carol Davila" in Bucharest

6. Applicable reference documents (regulations)

6.1. International regulations

Not applicable.

6.2. Primary legislation

- Law no. 1/ 2011 – National Education Law with subsequent amendments and additions
- Government Decision no. 681/29.06.2011 regarding the approval of the Code of doctoral university studies, with the amendments provided by Government Decision no. 134/2016;
- Law no. 288/2004 regarding the organization of university studies, with subsequent amendments and additions
- Order of the Minister of National Education and Scientific Research no. 4843/01.08.2006 regarding the university doctoral study domains;
- Order of the Minister of National Education no. 4982/2013 regarding the doctoral supervision;
- Order of the Minister of Education and Research 6450/22.12.2022 for the approval of the Methodology for the allocation of budget funds for the basic financing and additional financing of state higher education institutions in Romania, for the year 2023

6.3. Secondary legislation

- Order no. 600/2018 on the approval of the Internal Control Management System of public entities, with subsequent amendments and additions

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6.4. Other documents, including internal regulations of the public entity

- The Charter of the University of Medicine and Pharmacy "Carol Davila" of Bucharest;
- Regulation of the organization and functioning of University of Medicine and Pharmacy "Carol Davila" in Bucharest - revised 2017;
- Regulation on the organization and deployment of university doctoral studies within I.O.S.U.D. University of Medicine and Pharmacy "Carol Davila" in Bucharest;
- Internal decisions in force.

7. Definitions and abbreviations used in the operational procedure

7.1. Definitions of terms

7.1.1. *Procedure* –Written presentation of the steps to be undertaken, of the established work methods and the rules necessary for sharing the attributions and responsibilities, in the context of assumption of responsibilities;

7.1.2. *Operational procedure* – procedure describing an activity or process deployed at the level of one or more compartments in University of Medicine and Pharmacy „Carol Davila” in Bucharest;

7.1.3. *Procedure edition* – initial or updated form, where appropriate, of an operational procedure, approved and transmitted;

7.1.4. *Revision within an edition* –Change, completion, suppression or other similar actions of one or more components in an edition of an operational procedure, actions that were approved and transmitted;

7.1.5. *Compartment* – direction / department / compartment / division / office provided in the organizational chart of U.M.F. "Carol Davila";

7.1.6. *Head of Compartment* – Rector / Dean / General Director / Director / Head of Department / Head of Office/ Coordinator;

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7.2. Abbreviations

<i>No</i>	<i>Abbreviation</i>	<i>Abbreviated term</i>
1	O.P.	Operational procedure
2	E	Elaboration
3	V	Verification
4	A	Approval
5	Ap.	Application
6	Av.	Endorsement
7	M.E.C.	Ministry of Education and Research
8	U.M.F.	University for Medicine and Pharmacy
9	C.A.	Council of Administration
10	C.S.U.D.	Council for University Doctoral Studies
11	I.O.S.U.D.	Organizing Institution of University Doctoral Studies

8. Description of the operational procedure

8.1. The allocation of the necessary resources for the implementation of doctoral grants financed from the state budget is an obligation of I.O.S.U.D. - U.M.F. "Carol Davila" Bucharest, of the Doctoral School and of the PhD Supervisor.

8.2.

(1) Financing of research for every PhD student with funding from the state budget is sustained from fundings of U.M.F. "Carol Davila" in Bucharest, being approved by decision of The Council of Administration of U.M.F. "Carol Davila" in Bucharest for the current calendar year.

(2) The allocated sum of money within the University Doctoral Studies Programme for each PhD student is destined for the procurement of materials necessary for the deployment of the research study or in the case of other eligible spendings (publishing taxes, travel expenses associated to scientific events), based on justifying documents under the form of results correlated with the research theme.

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(3) The total amount of allocated funding for the research programme (publishing taxes, travel expenses associated to scientific events) is 10.000 lei per year for PhD students with funding from the state budget.

(4) The publication of articles in ISI-listed or PubMed-indexed journals written within the doctoral thesis, where the PhD student is the main author, is financially supported, in order to meet the minimum publication standards, according to the study contract. Expenses will be deducted after publication, based on the approval of the PhD Supervisor and the Doctoral School, as well as on supporting documents. Mentioning in the article of the affiliation of the doctoral student to University of Medicine and Pharmacy "Carol Davila" in Bucharest is mandatory.

(5) For doctorates in joint supervision, spendings exceeding the allocated budget as the current procedure states-will be approved by Council of Administration.

8.3.

(1) The procurement proposals are recommended to be made during the first month of each calendar year, and are approved by the director of C.S.U.D., if the justification of the expenses is substantiated and timely in carrying out the research theme. After receiving the endorsement/approval, the proposals are sent to the Procurement Department of U.M.F. "Carol Davila" Bucharest

(2) The materials necessary for deployment of the research study will be procured through the Procurement Department of U.M.F. "Carol Davila" Bucharest, based on procedures on public procurement in force.

8.4.

(1) Travel to scientific events and trainings will take place based on *The travel regulations in the country and abroad of University of Medicine and Pharmacy in Bucharest "Carol Davila"*

(2) Based on the Regulation, only one financing amounting to 750 Euros can be granted during an academic year, at the PhD student's choice for: transportation, participation fee, accommodation, per diem for maximum 5 days, based on the law in force.

8.5.

(1) The current procedure is made known to all PhD Supervisors via their institutional email addresses.

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(2) The PhD Supervisor approves and follows the funding for activities related to the doctoral programme deployment for the PhD students under his/her supervision and to whom fundings were granted, based on expense notes correlated with the research theme.

(2) Upon the purchase requisition, the PhD student will prepare a detailed report for the amounts requested.

(4) It is forbidden to use the funds allocated through doctoral grants to a doctoral student position, or parts of them, to support the activities of a doctoral student from another position.

8.6.

(1) The PhD Supervisor is directly responsible for the scientific course of the doctoral student, being obliged to take all the necessary measures to provide her/him with the conditions, knowledge and information to maximize the chances of completing the doctoral program

9. *Transitional and final provisions*

9.1.

(1) Unused funds for the current calendar year will not be reported for the financing of research planned for the following study year.

(2) C.S.U.D. Director will approve only the procurement proposals with substantiation correlated with the research theme of the doctoral thesis.

9.2. The present procedure includes as annexes the template forms of the documents necessary for the approval of expenses

- Purchase requisition (*PO 78-Annex 1*);
- purchase requisition article expense claim- purchase requisition (*OP 78-Annex 2.1*), declaration of non-payment from other sources (*OP 78-Annex 2.2*), Expenses deduction sheet (*OP-78-Annex 2.3.*), Proof of payment is attached (invoice, account statement or receipt, statement from the person paying, if a person other than the applicant paid), copy of article
- PhD students travel request (*OP 78-Annex 3*);
- PhD students travel request- Fixed-term work contract Assistant Professor (*OP 78-Annex 4*).