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

REGULATIONS

**FOR THE ORGANIZATION AND CONDUCT OF DOCTORAL
STUDIES**

**WITHIN THE IODS CAROL DAVILA UNIVERSITY OF MEDICINE
AND PHARMACY (UMP) OF BUCHAREST**

– REVISED IN 2018 –

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1. REFERENCE DOCUMENTS

These Regulations have been prepared based on the following legal regulations:

- the National Education Law no. 1/2011, as subsequently amended and supplemented;
- the Code of Doctoral Studies, hereinafter referred to as the Code, approved by Decision of the Government of Romania no. 681/2011 approving the Code of Doctoral Studies, as amended by Government Decision no. 134/2016;
- Law no. 288/2004 on the organization of university studies, as subsequently amended and supplemented;
- Order of the Minister of National Education and Scientific Research no. 4843 of August 1, 2006, on the fields of doctoral studies;
- Order of the Minister of National Education and Scientific Research no. 3482/2016 approving the Organizational and Operational Regulations of the National Council For Attestation of University Degrees, Diplomas and Certificates;
- Order of the Minister of National Education no. 4982/2013 on doctoral supervision;
- the Charter of the Carol Davila University of Medicine and Pharmacy of Bucharest;
- Organizational and Operational Regulations of the Carol Davila University of Medicine and Pharmacy of Bucharest, revised in 2017.

2. GENERAL PROVISIONS

- (1) The Carol Davila University of Medicine and Pharmacy of Bucharest is accredited as an ***Institution Organizing Doctoral Studies (IODS)*** pursuant to the Order of the Minister of National Education and Scientific Research no. 5262/2011 on the classification of universities.
- (2) Doctoral studies are the third cycle of university studies and enable the acquisition of a Level 8 qualification according to the European Qualifications Framework (EQF) and the National Qualifications Framework.
- (3) The doctoral program has the purpose of developing knowledge through original scientific research. It has two components: an advanced academic training program within the doctoral school and an individual scientific research program.
- (4) The Carol Davila University of Medicine and Pharmacy of Bucharest, hereinafter referred to as ***Carol Davila UMP***, organizes and conducts a **four-year academic** doctoral program

as **either a tuition-free, full-time program or a fee-based, full-time program** in the fields of Medicine, Dentistry, and Pharmacy.

- (5) At the Carol Davila University of Medicine and Pharmacy of Bucharest, the medium of instruction of the doctoral program is Romanian, according to the learning agreement for doctoral studies executed by and between the IODS, the doctoral advisor, and the doctoral student.

3. COUNCIL FOR DOCTORAL STUDIES (CDS)

3.1. General organizational framework of the IODS Carol Davila UMP

Article 1

- (1) The IODS Carol Davila UMP organizes doctoral studies in the fields in which it has the status of institution organizing doctoral studies (IODS), namely Medicine, Dentistry, and Pharmacy.
- (2) The legal representative of the IODS Carol Davila UMP is the Rector of the University.
- (3) The IODS Carol Davila UMP is governed by the Council for Doctoral Studies, hereinafter referred to as the CDS.
- (4) The CDS is chaired by a director, who is an ex officio member of the CDS. The position of CDS Director is equivalent to the Vice-Rector position.
- (5) Based on the decision of the competition committee, the Rector of Carol Davila UMP will enter into a management agreement for a term of four (4) years with the individual appointed as CDS Director.
- (6) The methodology for the competition to fill the CDS Director position and to appoint the other members of the CDS will be proposed by the Rector of Carol Davila UMP and approved by the University Senate.

3.2. Structure, responsibilities and duties of the CDS

Article 2

- (1) Aside from the Director, the CDS of Carol Davila UMP is composed of members who are tenured doctoral advisors and doctoral students and may include Romanian or foreign prominent science figures who are relevant to the medical field.

- (2) The structure of the CDS is established in the *Methodology for the appointment of management structures and the filling of management positions in the IODS Carol Davila UMP*.
- (3) Doctoral advisors who become members of the CDS must meet the minimum and mandatory habilitation standards that are approved by order of the Minister of Education, Research, Youth and Sports, and effective on the election date.
- (4) The term of office of a CDS member is four (4) years. Doctoral students who are members of the CDS and who complete their doctoral studies during the CDS term of office stop being CDS members on the date of their public thesis defense.
- (5) Vacant positions within the CDS are filled by by-elections. The new member's term of office expires upon the expiration of the CDS term of office.

Article 3

- (1) The CDS has the following responsibilities:
 - a. It is the authority in charge of managing and regulating doctoral activities;
 - b. It adopts decisions in its area of activity in accordance with the law and with the Code of Doctoral Studies;
 - c. It may propose draft decisions to be adopted by the University Senate;
 - d. CDS decisions may not be contrary to University Senate decisions.
- (2) The CDS meets from time to time, when convened by the CDS Director or by at least one third of its members.
- (3) The CDS adopts decisions by an absolute majority of those present, provided that at least two thirds of its members participate in the meeting.

Article 4

- (1) The CDS has the following main duties:
 - a. Establishes the strategy of the IODS;
 - b. Prepares the institutional regulations for the organization and conduct of doctoral programs in the IODS;
 - c. Approves the decisions to establish and close doctoral schools within the IODS;
 - d. Selects doctoral advisors for a newly established doctoral school;

- e. Coordinates the partnership according to the partnership agreement—if the IODS consists of a partnership;
- f. Other specific duties.

3.3. Duties of the CDS Director

Article 5

- (1) The CDS Director has the following main duties:
 - a. Provides operational management of the CDS;
 - b. Chairs CDS meetings;
 - c. Enforces CDS decisions;
 - d. Is responsible for the preparation, organization and conduct of doctoral entrance examinations;
 - e. Coordinates activities pertaining to the conduct of doctoral studies;
 - f. Represents the CDS in its relations with the management of Carol Davila UMP, other CDS in Romania or similar institutions abroad;
 - g. Carries out activities to raise awareness both in Romania and abroad about the doctoral studies provided by Carol Davila UMP;
 - h. Coordinates the preparation of the CDS annual activity report and presents it before the University Senate.

4. REGULATIONS OF THE DOCTORAL SCHOOL

4.1. Organizational framework of the doctoral school

Article 1

- (1) Doctoral studies programs are organized and conducted within an IODS only via doctoral schools.
- (2) Within the structure of a higher education institution, a doctoral school is of equal ranking to a department and may organize research centers or laboratories that operate as revenue and expenditure units within the higher education institution.

- (3) The doctoral school is governed by a Doctoral School Director and by the Doctoral School Council. The Doctoral School Director is equivalent to the Department Director. The Doctoral School Council is equivalent to the Department Council.
- (4) Carol Davila UMP operates the Doctoral School of the IODS Carol Davila, which covers three doctoral fields: Medicine, Dentistry, and Pharmacy.
- (5) The activity of the doctoral school is guided and coordinated by the CDS.

Article 2

- (1) The doctoral school is organized and operates within the IODS Carol Davila UMP with the doctoral advisors who have legally acquired this right.
- (2) A doctoral advisor may work in a single doctoral school and in a single field of doctoral studies; the members of the doctoral school of the IODS Carol Davila UMP work as doctoral advisors only within this IODS.
- (3) Aside from doctoral advisors, other research scientists or education professionals involved in research and/or teaching activities within doctoral schools, within Carol Davila UMP or other R&D institutions or units in Romania or abroad may also become members of the doctoral school.
- (4) The doctoral student is part of the doctoral school in which his/her doctoral advisor or principal doctoral advisor is a member.
- (5) Education professionals, research scientists and doctoral students who work within the doctoral school are included in the job title list of the doctoral school. The doctoral school may hire ancillary academic staff, research staff, and non-teaching staff.
- (6) The job title list of the doctoral school is proposed by the Doctoral School Council (DSC), endorsed by the Council for Doctoral Studies (CDS), and approved by the University Senate.
- (7) The job title list is updated annually according to the changes that may occur in terms of the number of affiliated members. The job title list does not change during the academic year.
- (8) The job title list of the doctoral school may also include vacant positions.
- (9) The teaching activities stipulated for the doctoral programs of the doctoral school are subject to workload regulation and compensation according to the laws in force.

4.2. Structure, responsibilities and duties of the Doctoral School Council (DSC)

Article 3

- (1) The doctoral school is governed by the Doctoral School Council (DSC). The DSC is chaired by the Director of the doctoral school, who is an ex officio member of the DSC.
- (2) The Doctoral School Council reports to the Director of the doctoral school and to the Council for Doctoral Studies.
- (3) The DSC is composed of doctoral advisors and doctoral students; the share of doctoral advisors within the DSC is established by the CDS.
- (4) The Director of the doctoral school is appointed by the CDS from the doctoral advisors who are members of the doctoral school.
- (5) The other members of the DSC are elected by universal, equal, direct and secret vote of the doctoral school's doctoral advisors and doctoral students, according to the *Methodology for the appointment of management structures and the filling of management positions in the IODS Carol Davila UMP*.
- (6) The members of the DSC who are university education professionals or research scientists must have the status of doctoral advisors in Romania or abroad and must meet the minimum and mandatory habilitation requirements in force on the date of their appointment as DSC members.
- (7) The DSC term of office is five (5) years.
- (8) Doctoral students who are members of the DSC and who complete their doctoral studies during their DSC term of office stop being DSC members on the date of their public thesis defense.
- (9) Vacant positions within the DSC are filled by by-elections. The new member's term of office expires upon the expiration of the DSC term of office.

Article 4

- (1) The DSC has the following responsibilities:
 - a. It is the authority in charge of managing and regulating doctoral activities in the doctoral school;
 - b. It adopts decisions in its area of activity in accordance with the law and with the Code of Doctoral Studies;

- c. DSC decisions may not be contrary to University Senate decisions.
- (2) The DSC meets at least three (3) times a year, at the request of the Director of the doctoral school or at least one third of its members.
- (3) The DSC decisions are adopted by an absolute majority of the members present. Quorum is met when at least two thirds of the total DSC members participate in the meeting.

Article 5

- (1) The DSC has the following main duties:
 - a. Prepares the regulations of the doctoral school;
 - b. Adopts decisions on granting or revoking the doctoral advisors' doctoral school membership and establishes minimum standards of scientific performance for the objective enforcement of such procedures;
 - c. Enrolls and expels doctoral students at the proposal of the doctoral advisors who are members of the doctoral school;
 - d. Adopts decisions regarding the endorsement of the job title list of teaching and research staff affiliated with the doctoral school, as applicable;
 - e. Assists the external evaluator during the evaluation process with a view to the accreditation/reaccreditation or provisional authorization of the doctoral school;
 - f. Other specific duties.

4.3. Duties of the Doctoral School Director

Article 6

- (1) The Doctoral School Director has the following main duties:
 - a. Chairs the meetings of the Doctoral School Council;
 - b. Enforces the decisions of the DSC;
 - c. Approves, based on the regulations adopted by the DSC, the recognition of doctoral or scientific research programs completed in Romania or abroad, or the recognition of courses completed in Master of Research programs;
 - d. Approves interruptions of doctoral studies in accordance with the law and with the regulations adopted by the DSC;

- e. Proposes to the DSC the approval of the doctoral training curriculum and the research program;
- f. Represents the doctoral school in its relations with other University structures or third parties;
- g. Other duties laid down by law or by the Charter.

4.4. Organization of the advanced academic training program

Article 7

- (1) The DSC decides how the advanced academic training program is organized.
- (2) By consulting with the doctoral advisors, the DSC prepares the curriculum for the advanced academic training program, which specifies the subjects and the syllabus thereof, the number of hours assigned, the share of individual and group activities, the number of transferable credits assigned, and the teaching staff.
- (3) The DSC approves the validation, at the proposal of the doctoral advisor, of credits obtained by doctoral students via other forms of training than those of the advanced academic training program.

Article 8

- (1) The coordinators of the courses included in the advanced academic training program are nationally or internationally esteemed education professionals (either professors or associate professors) with relevant teaching and scientific activity.

4.5. Information transparency and visibility

Article 9

- (1) The doctoral school must provide accurate and complete information regarding its doctoral programs to the applicants thereof, to the academic community and to other individual or corporate stakeholders.

- (2) With the logistics support provided by the IODS, the doctoral school must ensure that all necessary information on its doctoral programs is posted online, particularly the following categories:
- (a) Regulations of the doctoral school;
 - (b) Information on vacant doctoral student positions;
 - (c) Information on vacant doctoral advisor positions;
 - (d) Information on the organization and conduct of doctoral programs;
 - (e) Information on the content of doctoral programs;
 - (f) Information on the funding of studies as well as on the costs borne by the doctoral student;
 - (g) Template of the framework learning agreement for doctoral studies;
 - (h) Information on doctoral advisors and the doctoral students they supervise, including at least the list of their publications and patents;
 - (i) Information on the doctoral advisors' results and professional achievements;
 - (j) Information on doctoral theses, namely the preparation standards, procedures and evaluation criteria thereof;
 - (k) Abstracts of the doctoral theses to be publicly defended, the doctoral advisor(s), the date, time and place of the public defense, the location where the full text of the thesis can be consulted, the doctoral student's CV as well as the CVs of the thesis defense committee members or links thereto must be posted on the IODS website at least 20 days prior to such defense, pursuant to Article 67(2)(f) of Government Decision no. 134/2016.
 - (l) Addresses where the completed doctoral theses can be accessed on a website managed by the Ministry of National Education.

4.6. Ethics in doctoral research

Article 10

- (1) The doctoral school and the doctoral advisor must inform the doctoral student about scientific, professional and academic ethics and must verify that such ethics standards are met, including:
- (a) Observance of professional ethics over the course of doctoral research;
 - (b) Observance of professional ethics in the drafting of the doctoral thesis.

- (2) The doctoral school and the IODS take measures to prevent and punish violations of scientific, professional and academic ethics, in accordance with the institution's code of ethics and professional practice.
- (3) In the event of academic fraud, violations of academic ethics or research misconduct, including plagiarism, the doctoral student and/or the doctoral advisor are (is) liable according to law.

4.7. Quality assurance of doctoral programs

Article 11

- (1) From time to time, on dates set by the CDS, the doctoral program conducted within the doctoral school will be subject to internal evaluation processes.
- (2) The procedures for the internal evaluation of the quality of a doctoral program are established by the CDS.

Article 12

- (1) The evaluation of the activity of doctoral students is mainly focused on the results of their research. The following results are taken into account: (i) publications; (ii) conference participation; (iii) patents and quality thereof, as estimated based on the international standing of the publications, citations, awards, etc.
- (2) The evaluation procedures and criteria are established by the DSC and must enable:
 - (a) The accurate measurement of the doctoral students' performance, which must also reflect the differences in performance among them;
 - (b) The analysis of the doctoral students' progress in acquiring the knowledge and skills associated with the professional qualification sought;
 - (c) Transparency and information regarding the doctoral students' evaluation criteria;
 - (d) The information of doctoral students about the evaluation strategy, methods and criteria and the achievements expected.
- (3) The observance of scientific, professional and academic ethics is an explicit criterion for the doctoral student's continuous and final evaluation.

Article 13

- (1) At least every three (3) years, the activity of doctoral advisors is evaluated internally, within the doctoral school they belong to, based on procedures established by the CDS.
- (2) The internal evaluation of doctoral advisors takes into account in particular the quality of their results in research and in the supervision of doctoral students, with a focus on:
 - (a) the results of the doctoral advisor's scientific research (publications, patents and other means of capitalizing on his/her own research);
 - (b) the results of the scientific research of the doctoral students supervised by the doctoral advisor (publications, patents and other means of capitalizing on the doctoral students' research);
 - (c) other indicators of the scientific activity of doctoral advisors and doctoral students respectively (participation in research projects, participation in national and international conferences, memberships in professional associations).
- (3) Doctoral advisors may be subject to external evaluation based on procedures laid down by order of the Minister of National Education.
- (4) Following internal or external evaluations, the doctoral school may decide to extend or revoke a doctoral advisor's right to supervise doctoral theses in a doctoral field of the doctoral school.

5. ORGANIZATION AND CONDUCT OF DOCTORAL STUDIES

5.1. Admissions and enrollment

Article 1

- (1) Students are admitted in doctoral studies based on a competition organized by Carol Davila UMP according to the framework methodology on the organization of admissions in higher education institutions in Romania, prepared by the Ministry of National Education (hereinafter referred to as the MNE), and according to the *Carol Davila UMP Methodology for admissions in doctoral studies*.
- (2) The Carol Davila UMP Methodology for admissions in doctoral studies is approved by the Senate and posted on the IODS website at least six (6) months prior to the admissions competition date. The methodology contains information on the general requirements for

applicant enrollment and admissions, the admissions calendar, the enrollment and tuition fees, the documentation required for enrollment, and the entrance examination in terms of both the topics and the list of recommended reading (bibliography) proposed by each doctoral advisor.

- (3) When registering for an entrance examination, an applicant may only register with a single doctoral advisor, provided that the advisor in question has places assigned that year.
- (4) Applicants for doctoral studies must not be spouses or relatives by affinity or by consanguinity up to the third degree inclusive of the doctoral advisor or any member of the admissions committee before which they must take the exams of the doctoral admissions competition.
- (5) Except for doctoral students who have debts to the University, doctoral students who are expelled from Carol Davila UMP are entitled to participate in a new admissions competition.

Article 2

- (1) The doctoral school ensures the transparency of the applicants' evaluation and selection for admission to the doctoral program and guarantees access to such information.
- (2) The CDS Director and the Doctoral School Director are responsible for the proper conduct of the admissions competition.

Article 3

- (1) Doctoral students are enrolled in the doctoral school by decision of the Rector of Carol Davila UMP, based on the admissions competition organized according to the regulations in force.

Article 4

- (1) The doctoral program is implemented based on a learning agreement for doctoral studies entered into by the doctoral student, his/her doctoral advisor and Carol Davila UMP; the agreement stipulates the rights and obligations of the doctoral student and of the Carol Davila UMP via the doctoral school.

- (2) Throughout his/her doctoral studies, the doctoral student is also supported by an advisory committee composed of three (3) more specialists with Doctor of Medicine/Pharmacy degrees. The members of the advisory committee are established by the doctoral advisor—after consultation with the doctoral student—no later than 30 days after the student’s enrollment. The members are approved by the DSC.

Article 5

- (1) After completing the admissions procedure and signing the learning agreement for doctoral studies, the enrolled individual has the status of doctoral student over the course of the doctoral program, save for any interruption periods.

5.2. Mode of study

Article 6

- (1) Academic doctoral programs are organized only as full-time programs.
- (2) The actual attendance requirements for the doctoral student are decided by the doctoral advisor according to the specifics of the doctoral program, in compliance with the provisions of paragraph (3) concerning the minimum actual attendance requirements of the doctoral school of Carol Davila UMP.
- (3) At Carol Davila UMP, the actual attendance requirements for both types of education (tuition-free and fee-based education) are at least 4 hours/day or 20 cumulative hours/week in the research department/laboratory/unit of the doctoral advisor.

5.3. The advanced academic training program

Article 7

- (1) The advanced academic training program ensures the training of the doctoral student via teaching and scientific activities (lectures and applications) and has a duration of one year (first year of doctoral studies).

Article 8

- (1) The advanced academic training program is a tool to enrich the knowledge of the doctoral student and is useful thereto for the proper conduct of the individual scientific research program and for the student's acquisition of advanced skills specific to the doctoral studies cycle.
- (2) The advanced academic training program is conducted based on the curriculum prepared by the DSC, endorsed by the CDS, and approved by the Senate.
- (3) The curriculum of the advanced academic training program includes 8 teaching hours per week (lectures, seminars, and practical assignments—similar to the ECTS system).
- (4) The completion of the advanced academic training program entails a total of 60 credits.
- (5) The doctoral student, with the consent of the doctoral advisor, may independently opt to complete the classes of the advanced academic studies provided by his/her own doctoral school or similar classes provided by other doctoral schools. Restricting this choice of doctoral students is prohibited.

Article 9

- (1) The studies completed by a doctoral student in a Master of Research program as well as any prior doctoral and/or scientific research programs completed in Romania or abroad may be validated by the DSC at the proposal of the doctoral advisor.
- (2) For doctoral programs under joint supervision with a doctoral advisor external to Carol Davila UMP, the doctoral student must submit to the registrar's office of the DSC supporting documents issued by the partner institution regarding the classes (subjects) attended by the doctoral student at that institution.
- (3) Studies completed by a doctoral student who was expelled for violating the University's Code of Ethics cannot be recognized in the event of the student's re-enrollment at Carol Davila UMP.

Article 10

- (1) Any doctoral student enrolled at Carol Davila UMP or at another institution organizing doctoral studies in Romania or abroad may participate in the activities stipulated in the advanced academic training program of the doctoral school of Carol Davila UMP.

- (2) Unless there any agreements entered into with Carol Davila UMP which provide for tuition-free doctoral studies at Carol Davila UMP, doctoral students coming from other institutions will pay for their participation in the activities specified in paragraph (1) the tuition fees established by the Senate of Carol Davila UMP.

5.4. The individual scientific research program

Article 11

- (1) The individual scientific research program is organized in the field of research in which the doctoral advisor is established. The program is planned for the entire period of doctoral studies.
- (2) The main objective of the individual scientific research program is the preparation of the doctoral thesis by the doctoral student. Responsibility for the structure, content, conduct and organization of this program lies with the doctoral advisor and the advisory committee.
- (3) The individual scientific research program involves the participation of the doctoral student in one or more scientific projects established by the advisor.
- (4) Carol Davila UMP provides doctoral students with the research infrastructure and logistics resources for their research activity within the doctoral program.

Article 12

- (1) To ensure the doctoral student's coherent scientific path, three (3) oral presentations (accompanied by the related written material) before the doctoral advisor and the advisory committee are planned during the individual scientific research program:
 - (a) in the first year of the doctoral studies, the doctoral student will present the scientific research project required for the preparation of the doctoral thesis;
 - (b) in the second and third years of the doctoral studies, the doctoral student will present a research report which enables the evaluation of the results obtained and of the progress made in scientific research.
- (2) Presentations are usually given in June. The interval between two consecutive presentations must be at most 12 months. The doctoral advisor may not be absent from

any presentation, and at least two (2) members of the advisory committee must attend each presentation.

- (3) Minutes specifying the main comments and recommendations made by the doctoral advisor and by the members of the advisory committee will be prepared after each presentation.

5.5. Preparation, drafting and public defense of the doctoral thesis

Article 13

- (1) The doctoral thesis must be the result of the author's own scientific research and must contain original results in the field of scientific knowledge.
- (2) The doctoral student is the author of the doctoral thesis and takes responsibility for the accuracy of the data and information presented in the thesis as well as for the opinions and demonstrations provided in the thesis. The source of any material used in the thesis must be specified.
- (3) Doctoral advisors are jointly liable with the authors of doctoral theses for compliance with quality and professional ethics standards, including for ensuring the originality of the thesis content.

Article 14

- (1) For institutional standardization, the doctoral school will prepare a doctoral thesis style guide (annexed to the Regulations), which will specify elements such as the official thesis structure, the minimum number of pages, bibliographic citations, formatting requirements, etc.
- (2) Doctoral theses (including any annexes) and their abstracts must also be prepared in digital format.

Article 15

- (1) The title of the doctoral thesis may be amended at the discretion of the doctoral student until the handover of the doctoral thesis. After the public defense approvals (which must

also specify the title of the thesis) are provided by the doctoral advisor and the advisory committee members, the thesis title may no longer be amended.

Article 16

- (1) Doctoral studies end with the public defense of the doctoral thesis.
- (2) The public defense of the doctoral thesis is regulated at institutional level by the *Methodology for the defense of the doctoral thesis at the Carol Davila University of Medicine and Pharmacy of Bucharest*.

5.6. Extension and interruption of doctoral studies

Article 17

- (1) Doctoral studies may be ***extended*** by a cumulative period of no more than two (2) years in the following cases: topic complexity and/or personal problems—taking examinations, completing refresher courses/scholarships abroad, employment abroad.
- (2) The extension will be approved by the University Senate at the request of the doctoral student, with the endorsement of the doctoral advisor and the DSC, as ***fee-based education***.
- (3) The extension period (which may not exceed two (2) years) and the initial period (usually (4) four years) are both part of the doctoral program.
- (4) Doctoral students on extension (similar to those who are in the regular program period) are counted toward the maximum number of doctoral students under the supervision of a doctoral advisor.

Article 18

- (1) Doctoral studies may be ***interrupted*** for a period of no more than two (2) years in the following cases: antenatal and postnatal leave or parental leave, good medical reasons, a longer period of work in another city/town/village or abroad (save for internships within the doctoral program) or other serious problems. The duration of studies is extended by the cumulative periods of any approved interruptions.

- (2) Interruption does not entail the payment of any fee. The doctoral stipend is suspended for the duration of the interruption.
- (3) Interruptions are approved by the DSC Director at the request of the doctoral student, with the endorsement of the doctoral advisor.
- (4) Save for force majeure events, interruption decisions may be taken only during the doctoral program (i.e., during the regular four-year period and the maximum two-year extension, not during the grace period).

Article 19

- (1) An addendum to the learning agreement for doctoral studies must be executed for the extension or interruption in question.
- (2) All requests and approvals must specify the exact duration (period, number of whole months) for which the request/approval is issued.

Article 20

- (1) If the doctoral student cannot complete his/her thesis within the period established according to the learning agreement for doctoral studies and any addenda thereto, the student will have a *grace period* of no more than two (2) years to complete and publicly defend his/her thesis; if the student exceeds this grace period, he/she is automatically expelled.
- (2) The grace period is granted only to doctoral students who have completed the doctoral program (which includes the regular period thereof and any interruption/extension periods) and have performed all of their obligations in the individual training plan but have not managed to complete the doctoral thesis.
- (3) The grace period does not entail the payment of any fee.
- (4) The grace period is granted with the approval of the CDS Director of Carol Davila UMP, at the request of the doctoral student, with the endorsement of the doctoral advisor and the DSC.

5.7. Funding of doctoral studies

Article 21

- (1) Doctoral programs are organized with funding from the state budget, as fee-based programs or with funding from other legally established sources.
- (2) An individual may receive funding from the state budget for a single doctoral program.

Article 22

- (1) Annually, by Government Decision, the MNE will provide a number of multiannual doctoral grants provided over a period of at least three (3) years for doctoral studies.
- (2) The allocation of grants per university is approved by order of the Minister of National Education. Advanced research and education universities are prioritized in this regard.
- (3) At Carol Davila UMP, the allocation to doctoral advisors of places funded from the state budget is based on performance, which is evaluated annually according to the methodology developed by CDS.

Article 23

- (1) For doctoral students in fee-based education, at the proposal of the DSC, Carol Davila UMP will establish for each academic year an annual tuition fee and a doctoral thesis defense fee.
- (2) The fee amounts must be published by the date of announcement of the doctoral admissions competition for the academic year in question.
- (3) During his/her doctoral studies, save for any periods of interruption, the doctoral student in fee-based education must pay, as laid down by the University Senate, the tuition fee for each academic semester, including the semester in which the public defense of the doctoral thesis is to take place.
- (4) The tuition fee for one semester of an academic year is 50% of the annual tuition fee established for the academic year in question.
- (5) The doctoral student may pay the amount due for the entire academic year in one installment (by October 15) or in a maximum of three (3) installments, as follows:
 - (a) First installment (50%): October 1–15;

- (b) Second installment (25%): February 1–28;
 - (c) Third installment (25%): May 1–31.
- (6) In the event of the doctoral student's suspension for failure to pay the fees, the doctoral student will be reinstated upon payment of a fee approved by the University Senate.
- (7) When a doctoral student in fee-based education submits the documents required to start the organization of his/her public thesis defense to the DSC registrar's office, the doctoral student in question must provide proof of payment of the public thesis defense fee.

Article 24

- (1) In the event that a tuition-free place with a scholarship becomes vacant, it is reallocated to a doctoral student from the list of doctoral students admitted to tuition-free places without scholarship, in descending order of the doctoral entrance examination GPA.
- (2) In the event that a tuition-free place without a scholarship becomes vacant, it is reallocated to a doctoral student from the list of doctoral students admitted to fee-based places, in descending order of the performance score, according to a grid drafted by the CDS and approved by the Senate.
- (3) In the situations referred to in paragraphs (1) and (2), the doctoral student occupying the vacant place must have performed all of the obligations of the individual training program.

5.8. Academic mobility

Article 25

- (1) Through the doctoral school, the IODS may provide doctoral students with financial aid for the completion of research internships in Romania or abroad, with the approval of the doctoral advisor.
- (2) Doctoral student mobility may also be facilitated by doctoral schools by:
 - (a) The execution of institutional agreements or partnerships approved by the doctoral school council;
 - (b) Doctoral research under joint supervision;

- (c) Exchanges of doctoral students and of teaching and research staff with internationally recognized universities;
 - (d) Attendance of international consortia with the purpose of including the doctoral research topics in international scientific projects.
- (3) Doctoral students maintain their status as such for the duration of internal and international mobility programs.
 - (4) Temporary international mobility programs may be accessed after the completion of the first year of study.
 - (5) For international academic mobility programs undertaken by students who come to study at their own expense, the recognition of transferable credits is carried out by the DSC.
 - (6) Transferable credits related to international academic mobility programs may be recognized only for an individual who proves his/her status as a doctoral student with relevant documents issued by the higher education institution he/she attended.
 - (7) A doctoral student may transfer from one IODS to another only within the same doctoral field, with the approval of the management/rectors of the two institutions, after obtaining the endorsement of the doctoral advisor(s), the directors of the doctoral schools involved, and the CDS directors of the two institutions.
 - (8) Permanent mobility (transfer) may take place after the first year of study and until the end of the penultimate year of study.
 - (9) Permanent mobility takes place only after the end of a study year, after meeting all of the curriculum requirements, and enrollment is carried out at the beginning of the new academic year.
 - (10) In the case of permanent mobility, the diploma will be issued to the graduate by the higher education institution which accepted him/her.
 - (14) Permanent mobility is provided based on the principle that “grants follow the student.”

5.9. Expulsion from doctoral studies

Article 26

- (1) A doctoral student ceases to be a doctoral student in the following cases:
 - 1. Upon receiving the doctoral degree;
 - 2. By withdrawal from studies;
 - 3. By expulsion;

4. During an interruption of studies.
- (2) A doctoral student is expelled in the following cases:
 - (a) Based on a written request submitted by the doctoral advisor and approved by the DSC if the doctoral advisor found that the doctoral student failed to perform his/her obligations under the learning agreement for doctoral studies;
 - (b) If the doctoral student does not pass the second defense of the first-year research project or the second presentation of the second- and third-year scientific reports, provided that the first defense/presentation thereof was graded as “unsatisfactory” or “satisfactory”;
 - (c) If the pre-defense committee (composed of the doctoral advisor and the members of the advisory committee) decides NOT TO ENDORSE the thesis after the second pre-defense thereof, provided that the same committee graded the first pre-defense as NOT ENDORSED/DEFERRED and specified the thesis content elements to be redone or supplemented;
 - (d) If the doctoral committee grades the second public defense of the thesis as “unsatisfactory,” provided that the same committee graded the first defense as “unsatisfactory” and specified the thesis content elements to be redone or supplemented;
 - (e) If the NCAUDDC invalidates the doctoral thesis and provides a reasoning for this decision and the doctoral thesis is invalidated for a second time or if the thesis is not resubmitted to the NCAUDDC within one year of the first invalidation;
 - (f) In the event of serious scientific or academic misconduct, including plagiarism of results or publications of other authors, fabrication of results or replacement of results with fictitious data, reported either by the members of the doctoral committee or by the members of the NCAUDDC evaluation committee. Ascertaining misconduct falls within the remit of the Ethics Committee of Carol Davila UMP.
- (3) A doctoral student is expelled at the proposal of the DSC, with the endorsement of the CDS and the approval of the Senate, by decision of the Rector of Carol Davila UMP.
- (4) Expelled doctoral students are provided with the original documents in their personal files based on a request to the DSC Director and on the clearance form.

5. THE DOCTORAL ADVISOR

Article 1

- (1) Only individuals who have acquired the right to supervise doctoral programs prior to the entry into force of the National Education Law no. 1/2011 as well as individuals who acquire this right pursuant to Article 166 of the National Education Law no. 1/2011 may be doctoral advisors.
- (2) A doctoral advisor may supervise doctoral programs only in the field for which he/she has acquired this right, within a single IODS, save for doctoral programs under joint supervision.
- (3) A doctoral advisor within Carol Davila UMP may simultaneously supervise no more than 12 doctoral students who are in the four-year period of doctoral studies or on extension, as approved by the University Senate.
- (4) On the doctoral program admissions competition date, the following students are not counted toward the number of doctoral students specified in paragraph (3): doctoral students who have interrupted their activity; doctoral students who are in the grace period for the completion and public defense of their doctoral thesis; doctoral students who have defended their doctoral thesis publicly but have not yet been validated; doctoral students who are redoing or supplementing their thesis after failing the public defense or after invalidation; doctoral students under joint supervision for whom the doctoral advisor in question is not the principal advisor.

Article 2

- (1) A doctoral advisor is a member of the doctoral school of Carol Davila UMP if he/she meets the following requirements:
 - (a) He/she has the status of doctoral advisor, acquired prior to the entry into force of the National Education Law no. 1/2011, or has received a habilitation degree for the supervision of doctoral programs pursuant to Article 166 of the National Education Law no. 1/2011;
 - (b) He/she has entered into an employment agreement with Carol Davila UMP;
 - (c) He/she has received the approval of the University Senate.

Article 3

- (1) Education professionals/research scientists that are authorized to supervise doctoral programs and that have tenure at Carol Davila UMP become members of the doctoral school—based on the approval of the University Senate and at the proposal of the DSC—after submitting an application for membership of the doctoral school of Carol Davila UMP; in the application, the applicant must certify that he/she is not a member of another doctoral school and that he/she has not been punished for prior violations of academic ethics/that there are no pending complaints in this regard;
- (2) Education professionals/research scientists that are authorized to supervise doctoral programs and that are tenured at other universities may become members of the doctoral school after taking the following steps:
 - (a) Submission of an application for membership of the doctoral school of Carol Davila UMP; the application must certify the fact that the applicant is not a member of another doctoral school and that he/she has not been punished for prior violations of academic ethics/that there are no pending complaints in this regard;
 - (b) Analysis of the application by the DSC in terms of the applicant's scientific performance and analysis of the coverage of the relevant doctoral field/specialization by Carol Davila UMP's own doctoral advisors;
 - (c) Approval of doctoral supervision at Carol Davila UMP, issued by the Senate of the university where the doctoral advisor is tenured;
 - (d) Approval of the Senate of Carol Davila UMP, at the proposal of the DSC, with the endorsement of the CDS.
- (3) Education professionals/research scientists that are doctoral advisors and tenured at other universities and that become members of the doctoral school of Carol Davila UMP must execute a fixed-term employment agreement with Carol Davila UMP as adjunct professors.
- (4) Education professionals/research scientists that are doctoral advisors and tenured at Carol Davila UMP and that wish to become members of the doctoral schools of other universities/the Romanian Academy may do so only with the approval of the Senate of Carol Davila UMP.

Article 4

(1) A doctoral school member may lose such status in the following cases:

- (a) Following his/her request to withdraw from the doctoral school;
- (b) Due the doctoral advisor's insufficient performance, ascertained by internal evaluations, at the proposal of the DSC, with the endorsement of the University Senate;
- (c) Due to the withdrawal of the status of doctoral advisor by the NCAUDDC in the event of a violation of quality or professional ethics standards.

Article 5

(1) After their retirement, education professionals who are also doctoral advisors may continue to be members of the doctoral school as adjunct professors under a fixed-term employment agreement.

(2) If a doctoral advisor retires and does not wish to continue his/her doctoral advisor activity after retirement, he/she must submit a request to the management of the doctoral school and relinquish his/her membership of the doctoral school. The Doctoral School Council has the responsibility of reassigning the supervision of any doctoral theses currently supervised by the retiring advisor to other doctoral advisors so as to ensure the optimal completion of such theses.

Article 6

(1) Adjunct professors may only supervise doctoral students who occupy fee-based places.

Article 7

(1) In the context of academic mobility policies, Carol Davila UMP may hire, on a contract basis, with the approval of the University Senate and at the proposal of the DSC, specialists from abroad who have the legal right to supervise doctoral studies pursuant to Article 166(4) of the National Education Law no. 1/2011.

Article 8

- (1) The doctoral advisor's rights and obligations arise from the National Education Law no. 1/2011, the Charter of Carol Davila UMP, these Regulations and his/her employment agreement and are laid down in the *Learning Agreement for Doctoral Studies*.

Article 9

- (1) When doctoral studies are organized under joint supervision, the Carol Davila UMP doctoral student works under the simultaneous supervision of two doctoral advisors.
- (2) The second doctoral advisor is selected after the doctoral student's enrollment at Carol Davila UMP, with the consent of the first advisor. The second doctoral advisor may be a tenured doctoral advisor from Carol Davila UMP or a doctoral advisor from Romania or abroad. If the second doctoral advisor is from Carol Davila UMP, the specialization/field of study in which he/she is entitled to supervise must be different from that of the first advisor.
- (3) If both doctoral advisors work at Carol Davila UMP, then they must execute a written joint supervision agreement that will set forth the responsibilities of each doctoral advisor and that will be subject to approval by the CDS Director.
- (4) If the second advisor does not work at Carol Davila UMP, then a written joint supervision agreement will be executed between Carol Davila UMP and the institution where the second advisor supervises doctoral students. This agreement will stipulate the requirements for the organization and conduct of the doctoral studies in each of the two institutions involved, including their financial obligations, in accordance with their role in the joint supervision and with the specific laws.
- (5) In the case of a doctoral program under joint supervision, an indication must be given as to which of the two doctoral advisors is the principal doctoral advisor. 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.

Article 10

- (1) The DSC may decide to change a doctoral student's doctoral advisor by replacing him/her with another doctoral advisor in the following cases:
 - (a) If the doctoral advisor has retired and does not wish to continue his/her doctoral supervision activity;
 - (b) At the request of the doctoral school director, if the latter ascertained that the advisor was unavailable for more than one year;
 - (c) Upon the reasoned request of the doctoral advisor (or the doctoral student respectively), if he/she ascertained the doctoral student's (or the doctoral advisor's, respectively) failure to perform his/her legal or contractual obligations or for other reasons pertaining to the managerial relationship between the doctoral advisor and the doctoral student;
 - (d) At the doctoral student's request for a new doctoral advisor for good reasons.
- (2) In cases (a), (b) and (c) of paragraph (1), the new doctoral advisor may be proposed either by the DSC or by the doctoral student.
- (3) After a doctoral student's advisor is changed, the new doctoral advisor must establish, no later than 30 days after the approval of the advisor change, a new advisory committee for the doctoral student in question, which can be composed of members of the former advisory committee if such members agree to continue advising the doctoral student.

6. THE DOCTORAL STUDENT

Article 1

- (1) Doctoral students have the status of research assistants or assistant professors for a fixed period.
- (2) Throughout their activity, doctoral students are entitled to the recognition of their total length of service (seniority) and their length of service in specialty. In addition, they are also entitled to free healthcare without payment of contributions to social security, unemployment insurance, health insurance and insurance for occupational accidents and diseases.

- (3) Unless doctoral students earn revenue for which they pay social security contributions during the doctoral studies period, the aforementioned period is treated as a contributory period pursuant to pension laws.

Article 2

- (1) The details of the advanced academic training program and those of the individual scientific research program are recorded in an individual doctoral studies plan prepared by the doctoral advisor and the doctoral student.
- (2) The aforementioned plan is subject to approval by the DSC.
- (3) The approved individual doctoral studies plan must be submitted to the registrar's office of the DSC within 30 days of the date established by the Senate of the Carol Davila UMP as the enrollment date of the doctoral students admitted following the admissions competition.
- (4) The individual doctoral studies plan is an integral part of the learning agreement for doctoral studies.

Article 3

- (1) After enrollment, the doctoral student will execute with Carol Davila UMP a learning agreement for doctoral studies. The doctoral student's rights and obligations arise from the National Education Law no. 1/2011, the Charter of Carol Davila UMP and these Regulations and are laid down in the *Learning Agreement for Doctoral Studies*.
- (2) The learning agreement for doctoral studies must be signed by the doctoral student, the doctoral advisor, the CDS Director, the University legal advisor, the University CFO, and the University Rector.
- (3) An addendum to the learning agreement for doctoral studies must be executed for each interruption period and for the extension period granted under these Regulations.
- (4) The framework template of the learning agreement for doctoral studies and of the addenda to such agreement are prepared by the DSC in accordance with the provisions of the Code and these Regulations and are approved by the CDS.
- (5) The learning agreement for doctoral studies must contain at least the following information:
 - (a) Identification data of the doctoral student and the doctoral advisor;
 - (b) Data on the doctoral school;

- (c) Data on the doctoral program;
- (d) The selected research topic;
- (e) The language in which the doctoral thesis will be prepared and defended;
- (f) The time limit for the completion of the doctoral thesis;
- (g) The requirements for the extension of the thesis completion time limit;
- (h) The amount of the monthly stipend, as applicable;
- (i) The amount of the tuition fee, as applicable;
- (j) The amount of teaching activities that the doctoral student undertakes to perform and the period thereof.

Article 4

- (1) Any request pertaining to the status of the doctoral student (doctoral studies interruption/extension, change of doctoral advisor) must be submitted to the registrar's office of the DSC at least 30 days prior to the date when such request would become effective, should it be approved.

Article 5

- (1) Any disagreement between the doctoral student and his/her doctoral advisor will be mediated by the DSC. The party dissatisfied with the decision of the DSC may refer the matter to the CDS.
- (2) Any disagreement between the doctoral student and the doctoral school will be mediated by the CDS.

7. TRANSITIONAL AND FINAL PROVISIONS

Article 1

- (1) Starting with the academic year 2018/2019, doctoral studies at Carol Davila UMP will take place in accordance with these Regulations.

Article 2

- (1) These Regulations are an Annex to the Charter and come into force on the date they are adopted by the Senate of Carol Davila UMP; on the same date, the Carol Davila UMP Regulations for the organization and conduct of doctoral studies approved in the Senate meeting of April 21, 2016, will be repealed.

Senate of Carol Davila University of Medicine and Pharmacy of Bucharest

These Regulations were adopted by the Senate of Carol Davila University of Medicine and Pharmacy of Bucharest in the meeting of _____ (date).