



COUNCIL FOR DOCTORAL STUDIES

Board approved

20.05.2024

Senate approved

23.05.2024

METHODOLOGY

on the academic mobility of doctoral students within the "Carol Davila" University of Medicine and Pharmacy of Bucharest

Regulatory framework

The present methodology sets out the rules for the organisation and conduct of the academic mobility of doctoral students from the Doctoral School of IOSUD - "Carol Davila" University of Medicine and Pharmacy of Bucharest (hereinafter referred to as UMFCF) and is drawn up in accordance with the provisions of the following normative acts and internal regulations:

- Law on Higher Education No 199/2023, with subsequent amendments and additions;
- Order no. 4262/2024 on the approval of the Methodology on student academic mobility;
- Order No 5146/2019 on the approval of the generalised application of the European Credit Transfer System;
- Order No 3223/2012 approving the Methodology for the recognition of study periods abroad;
- Order No 3020/2024 for the approval of the Framework Regulation on doctoral studies;
- ME Order on the approval of the Code of student's rights and obligations;
- Charter of the "Carol Davila" University of Medicine and Pharmacy of Bucharest, version VII;
- Regulations for the organisation and conduct of doctoral studies at IOSUD - "Carol Davila" University of Medicine and Pharmacy of Bucharest.

CHAPTER I - GENERAL PROVISIONS

Art. 1.

The academic mobility of doctoral students is their right to have their transferable credits recognised, in accordance with the law, at other higher education institutions in the country or abroad.

Art. 2.

- (1) The academic mobility of doctoral students may be internal or international and, where appropriate, permanent or temporary.
- (2) Within the University of Medicine and Pharmacy "Carol Davila" (UMFCF), academic mobility is organised only in physical format; in special situations (state of emergency, alert, siege, etc. and until the removal of restrictions by the relevant authorities), the academic mobility of doctoral students may also be organised in virtual or mixed format.
- (3) Academic mobility refers to all types of activities foreseen in the curriculum of the doctoral study programme: courses, seminars, projects, research activity, etc.
- (4) Academic mobility shall take place in the places and at the partner institutions where the students enrolled in the doctoral programme of the receiving higher education institution are working.



Art. 3.

- (1) The status of doctoral student shall be maintained throughout the period of internal and international mobility.
- (2) UMFCF shall ensure, through the provisions of the institutional agreements concluded with the partner educational institutions, that doctoral students participating in mobility programmes enjoy the same rights as students enrolled in the host educational institution.

Art. 4.

- (1) The recognition of transferable credits in the case of internal and international academic mobility is carried out by IOSUD for the person who proves that he/she has completed the mobility period with documents issued by the higher education institution he/she attended.
- (2) Recognition of the grades/qualifications obtained in the partner institution abroad is based on a conversion grid developed and approved at IOSUD level.

Art. 5.

- (1) Academic mobility may be carried out at the request of the doctoral student, provided that the following conditions are met:
 - a) the existence of inter-institutional agreements;
 - b) the acceptance of the University of Medicine and Pharmacy "Carol Davila" of Bucharest, and of the accredited/ provisionally authorised higher education institution of origin/primary.
- (2) Interinstitutional agreements shall lay down the conditions for carrying out mobilities: type of mobility, duration of mobility, number of mobilities, field, study programme, funding for temporary mobility, language of study, accommodation conditions, selection of participants, support services offered to mobility participants, conditions for recognising the results of academic mobility, etc.
- (3) The inter-institutional agreement consists in completing and signing the standard mobility application, set out in [Annex 1](#) which forms an integral part of this methodology, as follows:
 - a) the doctoral student submits the mobility application to the higher education institution where he/she wishes to be mobile, in order to obtain acceptance;
 - b) after having obtained the mobility agreement, the doctoral student applies for the mobility agreement to the higher education institution where he/she is enrolled;
 - c) the higher education institution accepting the mobility first signs the doctoral student's mobility application, followed by the institution from which the student is leaving;
 - d) the conditions under which the mobility takes place are also specified in the application.
- (4) At the doctoral student's request, UMFCF may conclude mobility agreements with another higher education institution in the country or abroad to facilitate mobility, if there is no inter-institutional agreement between the two institutions at the time.

Art. 6.

The present methodology regulates the internal or international and, where appropriate, permanent or temporary academic mobility of doctoral students.

Art. 7.

- (1) UMFCF's Multiannual Strategic Plan for Institutional Development includes a chapter on the internationalisation of the educational process and the accessibility of student academic mobility.
- (2) The UMFCF shall implement active measures on the accessibility of academic mobility opportunities for students and doctoral students, as well as for students at risk, disabled and non-traditional students, including through specific actions to digitise the application process for academic mobility.
- (3) The UMFCF may finance, co-finance and/or advance funds from its own income to support the implementation of mobility projects.



(4) IOSUD - UMFCFCD will allocate a minimum of 20% of the doctoral grant funding for the research activities carried out by doctoral students, including their national and international mobilities.

(5) The UMFCFCD may submit individual/group (consortium) applications for the funding of mobility projects through an Erasmus+ grant. In this case, mobility programmes must comply with the rules of the funder, i.e. the principles of the Erasmus University Charter (ECHE) and the timetable proposed by the national agency managing the Erasmus+ funds requested.

Art. 8.

(1) UMFCFCD students and doctoral students benefit from a public presentation on available national and international mobility programmes at least once during an academic year.

(2) For doctoral students who are going to participate in academic mobility, UMFCFCD provides alternative methods and data for the evaluation of the activities scheduled in the individual training plan.

CHAPTER II - TEMPORARY ACADEMIC MOBILITY OF DOCTORAL STUDENTS

Art. 9.

(1) The doctoral student may benefit from temporary academic mobility between the "Carol Davila" University of Medicine and Pharmacy of Bucharest and other accredited / provisionally authorised higher education institutions, as appropriate.

(2) Temporary academic mobility on own account is temporary mobility undertaken outside interinstitutional academic mobility agreements, at the request of the doctoral student who has identified a potential host university.

(3) Recognition of transferable study credits shall be awarded after the mobility has been finalised, in accordance with the inter-institutional agreement and the regulations of the higher education institutions involved, as applicable.

(4) The decision on the equivalence of studies/research internships carried out abroad or in another higher education institution in the country is issued within a maximum of 10 working days from the moment the student has submitted the application for equivalence.

Art. 10.

(1) Temporary academic mobility on own-account shall be carried out in compliance with the provisions of Article 5 paragraphs. (3) and (4) respectively:

a) the inter-institutional agreement consists in the completion and signature of the standard mobility application set out in [Annex 1](#), which forms an integral part of this methodology;

b) at the doctoral student's request, UMFCFCD may conclude mobility agreements with another higher education institution in the country or abroad to facilitate the student's mobility, if there is no inter-institutional agreement between the two institutions at the time.

(2) Curriculum compatibility for the recognition of transferable study credits shall be established prior to the period of mobility and the recognition of transferable study credits shall be carried out after the end of the mobility, in accordance with the regulations of the higher education institutions involved, as appropriate, and in accordance with the provisions of the Council Recommendation of 26 November 2018 on the promotion of automatic mutual recognition of qualifications acquired in higher education and those acquired as a result of the completion of an upper secondary cycle of education and training and of the results of learning periods spent abroad and the European Credit Transfer System (ECTS) User's Guide.

Art. 11.

(1) Temporary academic mobility, on budgeted or fee-paid places, may be carried out after the first semester and until the end of the penultimate semester, with the exception of mobility within the framework of international programmes such as Erasmus+, etc., which may also be carried out in the last semester.



(2) Temporary academic mobility within the framework of international programmes such as Erasmus+, etc. shall be carried out in compliance with the specific regulations.

Art. 12.

Temporary international academic mobility through international programmes is carried out in accordance with the regulations governing those programmes.

CHAPTER III - DEFINITIVE ACADEMIC MOBILITY OF DOCTORAL STUDENTS (TRANSFER)

Art. 13.

(1) The definitive academic mobility may be carried out both by doctoral students financed from the state budget and by fee-paying students, with the consent of the "Carol Davila" University of Medicine and Pharmacy of Bucharest and of the other higher education institution involved and in accordance with its own regulations on the internal or international and, where appropriate, definitive or temporary academic mobility of doctoral students ([Annex 1](#)).

(2) Permanent academic mobility may also be within the same higher education institution.

Art. 14.

(1) For doctoral studies, definitive academic mobility may be carried out within the same doctoral programme, between accredited doctoral schools, after completion of the training programme based on advanced doctoral studies, in compliance with the provisions of the Framework Regulation on doctoral studies.

(2) The definitive mobilities are made only at the beginning of the academic year; the timetable for the submission of applications and the fees related to the mobility are approved annually by the University Senate.

(3) Applications for permanent mobility will not be accepted during the academic year.

Art. 15.

(1) The application for transfer shall be accompanied by a copy of the doctoral dossier. Applications should be submitted to the Rectorate, 37, Dionisie Lupu Street, district 2, General Directorate University Secretariat - Doctoral School Secretariat.

(2) Applications sent by e-mail or post will not be accepted for transfer.

Art. 16.

(1) The permanent academic mobility of doctoral students may also be carried out within the same doctoral school for well-justified situations concerning the doctoral supervisors (retirement, death, etc.).

(2) In the case of permanent mobility, the doctoral degree shall be awarded to the graduate by the higher education institution that accepted him/her.

Art. 17.

(1) Enrolment is made in compliance with the provisions of the Regulation on the organisation and conduct of doctoral studies at IOSUD - "Carol Davila" University of Medicine and Pharmacy of Bucharest on the recognition and equivalence of transferable study credits and the conditions for promotion of the study years.

(2) The registration shall be carried out in accordance with the legal requirements for the entry of changes in the single register.

Art. 18.

In the case of definitive academic mobility, the doctoral degree is awarded to the graduate by the higher education institution organising the final exam.

Art. 19.

Permanent internal academic mobility is based on the "grants follow the student" principle.



Art. 20.

The provisions on permanent academic mobility also apply to doctoral students from Member States of the European Union, citizens of States belonging to the European Economic Area and the Swiss Confederation, 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.

Art. 21.

In the case of third countries, the provisions of the relevant bilateral agreements and international agreements in force at the time of the mobility will apply.

CHAPTER IV - DOCTORATE IN COTUTELLE

Art. 22.

National/international cotutelle doctoral studies are carried out on the basis of a cotutelle agreement concluded between the organising institutions involved, which sets out the rights and obligations of each institution, in accordance with the role assumed by each institution and the specific legislation applicable to each institution.

Art. 23.

The conclusion of the cotutelle agreement is made at the initiative of the University or Institute in which the doctoral student is enrolled and to which the main doctoral supervisor belongs.

Art. 24.

If the PhD student is enrolled at the "Carol Davila" University of Medicine and Pharmacy in Bucharest, the conclusion of the cotutelle agreement will be made at the initiative of IOSUD UMF "Carol Davila", at the request of the PhD student and the main PhD supervisor. The application is based on a written request, addressed to the CSUD of the IOSUD UMF "Carol Davila" UMF "Carol Davila" Bucharest. The application will include the reasons for the request for cotutelle and will be accompanied by an agreement in principle from the cotutelle supervisor.

Art. 25.

In the case of international doctoral cotutelle, if the national legislation on university studies provides for enrolment also at the IOSUD in cotutelle, the University of Medicine and Pharmacy "Carol Davila" of Bucharest does not lose its rights regarding the main role of IOSUD in the doctoral study programme, which will be mentioned in the cotutelle agreement.

Art. 26.

If a supervisor from the University of Medicine and Pharmacy "Carol Davila" University of Medicine and Pharmacy of Bucharest is requested to supervise a doctoral study programme through a national/international cotutelle agreement, as a cotutelle scientific supervisor, the agreement promoted by the IOSUD where the doctoral student is registered will be submitted by the cotutelle supervisor for approval to the "Carol Davila" UMF IOSUD, which, after approval, will submit the agreement for validation to the University Senate.

Art. 27.

The conclusion of the cotutelle agreement is made at the latest by the end of the first year of study in the doctoral programme and requires the approval of the doctoral student's training programme by both doctoral supervisors.

Art. 28.



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Any change in the running of the programme and the doctoral thesis for which the cotutelle agreement has been concluded (e.g.: change of the main supervisor, change of the doctoral thesis topic, etc.) is made in compliance with the legal provisions in force, at the initiative of the University in which the doctoral student is enrolled.

Art. 29.

The international cotutelle agreements will be drafted and signed by both institutions both in Romanian and in a language of international circulation; the procedure for the conclusion of the cotutelle agreement will be approved by the Legal Department of the "Carol Davila" University of Medicine and Pharmacy of Bucharest.

Art. 30.

Annex 2 of the present Methodology contains the model national/international cotutelle agreement valid in case the "Carol Davila" University of Medicine and Pharmacy of Bucharest is the lead IOSUD.

CHAPTER V - FINAL PROVISIONS

Art. 31.

- (1) Evaluation and monitoring of the conduct of academic mobility placements of students and doctoral students are integral parts of the quality assurance system at UMFCF.
- (2) The structure responsible for internal evaluation and quality assurance (nomination) within the UMFCF shall produce an annual report on the process of internal or international academic mobility and propose a plan of measures both to improve them and to remedy any identified shortcomings.
- (3) The UMFCF provides the doctoral student who has participated in an academic mobility with a feedback form for the evaluation of the quality of the academic mobility placement carried out in the host university. Based on the information collected, a remedial action plan shall be drawn up.
- (4) Higher education institutions may benefit from funds aimed at increasing the number of academic mobility among students, granted through the National Programme for University Internationalisation "Study in Romania", a programme financed by the Ministry of Education, through funds allocated from the state budget, in accordance with Article 120 para. (1) of the Law on Higher Education no. 199/2023, as amended and supplemented.
- (5) The UMFCF shall report in the national platforms on international physical, virtual, blended, and integrated or joint programme collaborations for monitoring and evaluation purposes and to facilitate evidence-based policies.



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ANNEX 1 - Chapter II

MOBILITY APPLICATION

Higher education institution/
Organising institution
of Doctoral Studies (IOSUD)

Higher education institution/
Organising institution
of Doctoral Studies (IOSUD)

(where it comes from)

(where it goes to)

I agree,
Rector,

I agree,
Rector,

MR RECTOR,

I, the undersigned _____ doctoral student in the academic year _____,
at the University _____, Doctoral School _____, doctoral field
☐ Medicine, ☐ Dentistry, ☐ Pharmacy, organised in the educational form (full time/part time), study year _____, form of
financing ☐ budget ☐ fee, I hereby request you to approve my mobility as a doctoral student in the academic year _____ at the
University _____, Doctoral School _____, doctoral field ☐ Medicine ☐ Dentistry ☐ Pharmacy,
organised in the form of education (full time/part time), year of study _____, form of financing ☐ budget ☐ fee.

I request mobility for the following reasons:

I attach the following documents:

Date _____ Signature _____

Approved,
CSUD manager

(where it comes from)

Approved,
Director of the Doctoral School

(where it comes from)

Approved,
PhD supervisor

(where it comes from)

Approved,
CSUD manager

(where it goes to)

Approved,
Director of the Doctoral School

(where it goes to)

Approved,
PhD supervisor

(where it goes to)

Note: The application must be executed in duplicate (one copy for each institution).

UMFCD: tax code: 4192910, account: RO57TREZ70220F330500XXXX, bank: TREASURY of district 2
tel. +40.21 318.0719; +40.21 318.0721; +40.21 318.0722