



APPROVED BY THE MANAGEMENT BOARD,
17.01.2023

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**Methodology regarding the organization of admission to University Doctoral
Studies
at “Carol Davila” University of Medicine and Pharmacy in Bucharest
for the 2023-2024 academic year**

Table of contents

Legal framework	2
SECTION 1- Admission at the University Doctoral Studies of Romanian citizens and of citizens from the European Union member states (EU), of states from the European Economic Area (EEA) and the Swiss Confederation (CH)	3
I. General conditions regarding the registration and admission of candidates	3
II. Admission calendar, registration fees and tuition fees	4
III. Documents necessary for registration	5
IV. The admission contest	6
V. Exam appeals	8
VI. Validation of results and registration of the candidates declared admitted	8
VII. Specifications regarding the linguistic competence certificate	8
SECTION 2 – Admission at the University Doctoral Studies of foreign citizens candidates coming from third country EU	10
I. General conditions regarding the registration and admission of candidates	10
II. Admission calendar, registration fees and tuition fees	10
III. File necessary for obtaining the acceptance letter	11
IV. Documents/papers necessary for registration	12
V. The admission contest	12
VI. Exam appeals	14
VII. Validation of results and registration of the candidates declared admitted	14
VIII. Specifications regarding the linguistic competence certificate	15
SECTION 3 – Admission to University Doctoral Studies of Romanian candidates everywhere	16
I. General conditions regarding the registration and admission of candidates	16
II. Admission calendar, registration fees and tuition fees	17
III. Documents necessary for registration	18
IV. The admission contest	19
V. Exam appeals	21
VI. Validation of results and registration of the candidates declared admitted	21
VII. Specifications regarding the linguistic competence certificate	21



LEGAL FRAMEWORK

The methodology regarding the organization of admission to doctoral studies at “Carol Davila” University of Medicine and Pharmacy in Bucharest for the 2023-2024 academic year is grounded on the following normative acts:

- National Education Law no. 1/2011, with subsequent amendments and addenda;
- Law no. 288/2004 regarding the organization of university studies, with subsequent amendments and addenda;
- Order of the Ministry of Education and Research no. 5037/2013 regarding the correspondence between the fields of doctoral/master's university studies, the fields of university studies of doctorate and doctoral domains;
- Government Decision no. 681/2011 The Code of university doctoral studies;
- Order of the Ministry of Education no. 3102/08.02.2022 for the approval of the Methodology-Framework regarding the organization of admission in undergraduate, master's and doctorate university study cycles;
- Emergency Government Ordinance no. 194/2002 regarding the regime of foreign persons residing in Romania, republished, with subsequent changes and addenda;
- Government Ordinance no. 22/2009 regarding the establishment of the minimum amount of tuition fees, in foreign currency, for citizens who study on their own in Romania, from states that are not members of the European Union, as well as those that are not part of the European Economic Area and from the Swiss Confederation, approved with amendments by Law no. 1/2010;
- Order of the Ministry of National Education no. 3473/17.03.2017 regarding the Admission methodology for studies and tuition fees of foreign citizens starting with the school/university year 2017-2018;
- Order of the Ministry of National Education no. 3900/16.05.2017 regarding the approval of the Methodology of the schooling of Romanian citizens from everywhere, in the state higher education system in Romania, on study places without payment of tuition fees, but with a scholarship, respectively, without payment of tuition fees, but without a scholarship, starting with the academic year 2017-2018;
- Order of the Ministry of National Education no. 4294/29.06.2017 regarding the approval of the procedure of schooling of Romanians everywhere in the state higher education in Romania, on places with payment in the national currency (Lei);
- Order of the Ministry of Education no. 4107/06.07.2018 regarding exemption from the payment of taxes of registration, file processing, registration for Romanian language skills testing, to support the doctoral admission contest and the specific testing of skills of candidates for scholarships offered by the Romanian state (Romanians everywhere and foreigner citizens).



SECTION 1- ADMISSION AT THE UNIVERSITY DOCTORAL STUDIES OF ROMANIAN CITIZENS AND OF CITIZENS FROM THE EUROPEAN UNION MEMBER STATES (EU), OF STATES FROM THE EUROPEAN ECONOMIC AREA (EEA) AND THE SWISS CONFEDERATION (CH)

I. GENERAL CONDITIONS REGARDING THE REGISTRATION AND ADMISSION OF CANDIDATES

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

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

(2) Only graduates with a Master's Degree (MA) degree obtained in Romania or an equivalent diploma regardless of the MA graduation year have the right to participate at the admission contest for the University Doctoral Studies.

(3) According to the National Education Law no. 1/2011, with subsequent amendments and addenda, the bachelor's degree of long-term higher education graduates, from the period before the three Bologna cycles equals the MA's specialty degree. Hence, the owners of long-term higher-education degrees have the right to register for University Doctoral Studies without a mandatory signing-up to the IInd University MA Studies.

(4) Registration to the admission contest for University Doctoral Studies is not conditioned by the domain of the Bachelor's or Master's degree. The total duration of the Undergraduate or Masters study cycles must be of, at least, 300 transferrable credits (ECTS).

(5) UMF "Carol Davila" in Bucharest organizes University Doctoral Studies in the form of full-time education for both places financed by the state-budget under the form of grants as well as places with a fee or financed from other legal sources.

(6) The accepted candidate benefits, only one time, from state-budget financing for the University Doctoral Studies cycle; the candidates will fill in an affidavit through which they will confirm not having benefitted/benefitting from another state-budget financing for the University Doctoral Studies cycle.

(7) Citizens of the EU member states, of EEA states or citizens of CH have access to University Doctoral Studies under the same conditions as those provided by the Normative Acts for Romanian citizens, including fees (admission and tuition fees) .

(8) The Doctoral Programme is deployed both in Romanian and English.

(9) Upon registration at the admission contest, the candidate at the University Doctoral Studies will opt for a PhD supervisor, from those supervisors that have vacancies for the respective admission contest. In order to register for the admission contest, the candidates must obtain from their future PhD Supervisor an agreement in principle signed on the application for registration.

(10) The selection of the candidate at the Doctoral Studies for a vacant place is made by the PhD supervisor overseeing the respective position.



II. ADMISSION CALENDAR, REGISTRATION FEES AND TUITION FEES

(1) The admission contest for the University Doctoral Studies for the 2023-2024 academic year, by studies domains will follow the calendar below:

Admission calendar

Registration: 03.07-07.07.2023
Admission colloquium (interview): 11, 12, 13 July 2023
Display of provisional results: 14 July 2023
Submission and resolution of appeals: 17 July 2023
Display of final results: 18 July 2023

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

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

Confirmation of the place financed by a fee will be made after the payment of 50% of the annual fee until 01.09.2023.

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

- **rate I: until 01.09.2023;**
- **rate II: 01-28.02.2024;**
- **rate III: 01-31.05.2024.**

The admission and the annual fee can be paid both at the Payment Office of UMF “Carol Davila” Rectorate, no. 37 Dionisie Lupu Street, District 2 as well as via bank transfer.

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

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

(5) Approval of exemption of fee payment is granted by the **Technical Committee of registration** in the Institution for Doctoral Studies (IOSUD).



III. DOCUMENTS NECESSARY FOR REGISTRATION

(1) Candidates will present for enrollment the following **documents**:

1. **File cover (standard form)**
2. **Request for enrollment (form I)**
3. **Personal chart (form II)**
4. **Birth certificate– original and copy**
5. **Marriage certificate – original and copy**
6. **Identity card- original and copy**
7. **Highschool diploma – original and copy**
8. **Bachelor’s degree and transcript/supplement to the bachelor’s degree from the graduation faculty– original and copy**
9. **Master’s degree (where applicable) transcript/supplement to the degree – original and copy**
10. **Curriculum vitae - signed**
11. **List of elaborated and published scientific papers- signed (where applicable)**
12. **Certificate of linguistic competence- copy**
13. **Receipt of enrollment**
14. **Receipt that demonstrates the quality of employee to UMF “Carol Davila”**
15. **Receipt, decision of retirement, respectively that demonstrates the quality of member of the Teaching Staff or auxiliary teaching staff of the parent/parents.**
16. **Affidavit regarding the lack of previous/current membership to a doctoral cycle, financed from the state budget (for candidates admitted on state budget places) (form III)**
17. **Information and consent note (form IV)**

* The enrollment request must contain the written agreement of the PhD Supervisor.

** The standard file cover will be filled in with capital letters, size 24, Calibri. In the situation where a candidate has changed his/her name by marriage, the form will be filled in as follows: the name prior to marriage followed by the name acquired through marriage, the initial of the father’s name and the candidate’s first name (E.g. POPESCU CAS. IONESCU. T. MARIA); in the case of changing of the name upon request, through an administrative act, the form will be filled in as follows: the prior name followed by the name acquired by administrative act, written under parenthesis, the initial of the father’s name and the candidate’s first name (E.g. POPESCU (IONESCU) T. MARIA);

*** The enrollment fee can be paid both at the Payment Office of UMF “Carol Davila” Rectorate, no. 37 Dionisie Lupu Street, District 2 as well as via bank transfer:

Details payment for enrollment fee:

Beneficiary: UMF „Carol Davila” – București

Fiscal code: 4192910

Bank account: RO72BTRLRONINCS000771401 Banca Transilvania

Observations: Payment code, Name and first name of the candidate

Payment code: PADOC23R.

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



- (3) Candidates (Romanian and EU citizens) that studied abroad will present a certificate of equivalence, released by the National Centre for Recognition and Equivalence of Diplomas (CNRED) in the National Education and Research Ministry MEC). More details on the equivalence process and necessary documents can be found on CNRED website www.cnred.edu.ro.
- (4) Candidates that studied abroad and fail to complete their admission file with a Recognition/Equivalence Certificate released by CNRED in MEC cannot be enrolled for the doctoral admission contest.
- (5) Enrollment at the admission contest is made personally, based on the identity card/passport or by another person, in the name of the candidate, based on a proxy notary.
- (6) Enrollments are registered at UMF “Carol Davila” Rectorate in Bucharest, no. 37 Dionisie Lupu Street, District 2.
- (7) Candidates can enroll online in special situations that impose the limitation of a persons’ or a group of persons’ travel, on a platform made available by the University.
- (8) In the case of an online enrollment in the platform specially designed for this purpose, the necessary documents will be scanned (pdf).
- (9) **To confirm the place**, candidates declared admitted on the places financed **from the state budget have the obligation to present** the study documents to the secretariat of the Doctoral School, in order to submit them to the file, **in original: the bachelor's degree**, accompanied by the transcript/degree supplement and **the master's degree** (where applicable), accompanied by the transcript/diploma supplement; period for submission of original documents: **19-21 July, 2023**. Candidates admitted to **the fee-based** doctoral program must pay 50% of the annual fee by **1 September, 2023**.

IV. The admission contest

Committees involved in the deployment of the admission contest

- (1) **The Central Committee for doctoral studies admission** is formed at the level of the Organizing Institution of University Doctoral Studies (IOSUD), through Decision of the University Rectorate, upon proposal of the Doctoral Studies Council (CSUD) and has the following attributions:
1. Coordinates and monitors the admission process;
 2. Analyses and settles the appeals of candidates.
- (2) **The Technical Committee for doctoral studies admission** is formed by IOSUD, through Decision of the University Rectorate, upon proposal of CSUD and has the following attributions:
1. Verifies the candidates’ files
 2. Verifies the lists with provisional and final results
 3. Approves the requests for exemption from the enrollment fee.
- (3) **The contest committees** are proposed by the PhD Supervisors and consist in:
- the Committee President, the PhD Supervisor selected by the candidate
 - two members
 - one secretary.

Members of the contest committee must be, at least, Associate Professor/CSII or to own Habilitation.

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



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

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

The Committee President must:

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

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

The committee secretaries must:

1. Manage the distribution and completion of the contest materials, forwarded by email (attendance list, exam instructions, the Colloquium minute). Documents can also be obtained, in person, on July 10, 2023.
2. Turn to the Doctoral School Secretariat, in original, the colloquium minute and the completed and signed attendance list, after the admission colloquium has finished, on **July 14, 2023**.

The admission colloquium

(1) **The admission colloquium** is sustained as an interview, within the PhD Supervisor's discipline on **11, 12, 13 July 2023**.

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

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

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

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

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

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

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

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



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

The theme and bibliography for the admission contest at University Doctoral Studies will be displayed on the web page of The University of Medicine and Pharmacy "Carol Davila" in Bucharest, broken down by each **PhD Supervisor’s discipline**.

V. Exam appeals

- (1) No appeals are allowed for the interview;
- (2) Appeals are allowed only for procedural defects.
- (3) Appeals will be submitted at the Doctoral School Secretariat on **17 July 2023** and will be debated and resolved during the same day.
- (4) Once the deadline for solving and responding to appeals has expired, the decision of the commission responsible for analyzing and resolving appeals is final and cannot be changed.
- (5) The final results, after resolution of appeals will be introduced in the final lists; the lists will be displayed at the Doctoral Studies notice board at UMF “Carol Davila” Rectorate in Bucharest as well as posted on the institution’s web page (with the protection of personal data, according to GDPR).

VI. Validation of results and registration of the candidates declared admitted

- (1) The results from the admission contests are validated by the Council of the Doctoral School (CSD) and by the Council for University Doctoral Studies (CSUD);
- (2) The files of the rejected candidates or of the candidates that renounced at the obtained place following the admission contest will be handed back within 48 hours from submitting the withdrawal request, without any additional fee;
- (3) Registration of the candidates declared admitted following the admission contest at the University Doctoral Studies will take place between 01-15 September 2023.
- (4) Candidates declared admitted will sign the study contract, with the obligation to submit the original paper at the beginning of the Academic year.
- (5) Registration of candidates declared admitted following the admission contest is grounded by Decision of UMF “Carol Davila” Rectorate in Bucharest. Once registration has been approved, the students are registered in the Single Academic Record (RMU), with a unique, valid number covering the entire schooling period to the Studies Programmes they were admitted to.

VII. Specifications regarding the linguistic competence certificate

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



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Str. Dionisie Lupu 37, sector 2, București, 020021, România, www.umfed.ro, email: rectorat@umfed.ro

Competence Certificate for Romanian, released by the Modern Languages Discipline in UMF “Carol Davila” in Bucharest or approved by the Modern Languages Discipline in UMF “Carol Davila” in Bucharest.

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

Fee payment details:

Beneficiary: UMF „Carol Davila” – București

Fiscal code: 4192910

Bank account: RO72BTRLRONINCS000771401 Banca Transilvania

Observations: Payment code, Name and first name of the candidate

Payment code:PCOMP23R



SECTION 2 – ADMISSION AT THE UNIVERSITY DOCTORAL STUDIES OF FOREIGN CITIZENS CANDIDATES COMING FROM THIRD COUNTRY EU

I. GENERAL CONDITIONS REGARDING THE REGISTRATION AND ADMISSION OF CANDIDATES

(1) Foreign citizens may enroll for University Doctoral Studies if they meet, cumulatively, the following criteria:

- a) have documents that prove their citizenship from third country of EU;
- b) have an MA degree or a document equivalent to it.

(2) Schooling of foreign citizens is distributed as follows:

- a) on study places without fee and without mandatory scholarships in Romania;
- b) on study places with schooling fees;

(3) Foreign candidates who live abroad (in third country EU) may enroll for Doctoral Studies, on their own, for a fee of 7500 €/year.

(4) Enrollment at the admission contest is made personally, based on the identity card/passport or by another person, in the name of the candidate, based on a proxy notary.

(5) The Doctoral Programme is deployed with frequency and can be taken either in Romanian or English.

(6) Foreign citizens PhD students, outside the European community will have the same professional activity as Romanian PhD students, based on the University curricula.

(7) Upon registration at the admission contest, the candidate at the University Doctoral Studies will opt for a PhD supervisor, from those supervisors that have vacancies for the respective admission contest. In order to register for the admission contest, the candidates must obtain from their future PhD Supervisor an agreement in principle, signed on the application for registration.

(8) The selection of the candidate at the Doctoral Studies for a vacant place is made by the PhD supervisor overseeing the respective position.

II. ADMISSION CALENDAR, REGISTRATION FEES AND TUITION FEES

The admission contest for the University Doctoral Studies for the 2023-2024 academic year, by studies domains will follow the **calendar** below:

(1) During **2 May-19 May 2023** the candidates will register their documents in order to obtain the **Acceptance Letter** released by the Doctoral School Secretariat.

(2) Foreign candidates will enroll for the Doctoral Studies Contest and will take the admission colloquium (interview) based on the calendar below:

Registration: 03.07-07.07.2023
Admission colloquium (interview): 11, 12, 13 July 2023
Display of provisional results: 14 July 2023



Submission and resolution of appeals: 17 July 2023

Display of final results: 18 July 2023

(3) Foreign citizens from third country EU will pay schooling fees, based on Government Decision nr. 22/2009 and the Senate Decision from 28.09.2021 as follows:

- Tuition fee – **7500 Euro/year**;
- Fee for the Linguistic Competence Certificate – **400 Euros**.

Fees for candidates coming from third country EU will pay them in Euro at B.C.R, based on the receipt released by the Rectorate- The Doctoral School Secretariat.

(4) Based on OMEN no. 4107/06.07.2018, candidates for scholarships offered by the Romanian State (Romanians everywhere and foreign citizens) are exempted from enrollment fees, registration fees, etc.

III. File necessary for obtaining the acceptance letter

(1) Between **02 May-19 May 2023**, the candidates will submit the documents in order to obtain the Acceptance Letter from the Doctoral School Secretariat

(2) The candidacy file of the foreign citizens will contain:

- a) *Birth certificate- copy and legalized translation in Romanian;*
- b) *Copy from the act that proves the stable residence abroad;*
- c) *Copy of the passport;*
- d) *Request to release the Acceptance Letter for studies, established in Appendix 2 of Order of the Ministry of National Education no. 3473/17.03.2017 regarding the Admission methodology for studies and tuition of foreign citizens starting with the school/university year 2017-2018, with all sections completed;*
- e) *Copy and legalized translation into Romanian of the Baccalaureate degree or its equivalent, certified by the competent authorities of the releasing country;*
- f) *Copy and legalized translation into Romanian of the Bachelor's degree or its equivalent, certified by the competent authorities of the releasing country;*
- g) *Copy and legalized translation into Romanian of the MA degree or its equivalent certified by the competent authorities of the releasing country;*
- h) *Transcripts of records/degrees' supplements- copies and legalized translations, corresponding to studies taken so far;*
- i) *Medical certificate (written in an international language) that proves that the person who is about to enroll to the Doctoral Studies does not suffer from contagious diseases or any other conditions incompatible with their future profession;*
- j) *Graduation diploma of the training year or the Linguistic Competence Certificate, where appropriate;*
- k) *2 (two) photos - 3/4.*

(3) The papers will be submitted in envelop files, in 2 (two) copies, with a registration number received from the Registration Office of “UMF” Carol Davila Rectorate in Bucharest on the request for the acceptance letter (the type form of the request for the acceptance letter may be downloaded at the following link: (https://www.studyinginromania.com/application_form.pdf)).

(4) UMF Carol Davila in Bucharest communicates to The General Directorate of International Relations and European Affairs (ME-DGRIAE) the list of persons proposed for the release of the studies acceptance letter, based on the admission calendar; the list will be doubled by a copy of the candidate's file, drawn according to Point 2.



- (5) After the file analysis, Ministry of Education (ME) will release the studies acceptance letter.
- (6) ME will send the studies acceptance letters to UMF “Carol Davila” in Bucharest, and if appropriate to the diplomatic mission.
- (7) Incomplete files will not be processed and they will be declared rejected. In the case of completion of files, the institution will resume the stages described in the admission procedure, in view of their processing by ME.

IV. Documents/papers necessary for registration

(1) In view of enrollment, candidates will complete the file for obtaining the acceptance letter with the following documents/papers:

1. **File cover (standard form)****
2. **Request for enrollment (form I), signed, by hand, by the candidate and the PhD Supervisor**
3. **Personal chart (form II)**
4. **Certificate of completion of the training year for Romanian language or the Linguistic Competence Certificate, released by The Modern Languages Discipline in UMF “Carol Davila”**;**
5. **Curriculum vitae – signed;**
6. **List of elaborated and published scientific papers- signed or the candidate’s declaration that he/she does not own published scientific papers;**
7. **Information and consent note (form IV).**

* The enrollment request must contain the written agreement of the PhD Supervisor.

**Persons who present Romanian study papers (degrees and certificates) are exempted from presenting the graduation certificate of the training year as well as those who have study papers or situations that cover, at least, four consecutive years during which they studied in a school unit within the national education system in Romania;

V. The admission contest

Committees involved in the deployment of the admission contest

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

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

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

1. Verifies the candidates’ files
2. Verifies the lists with provisional and final results
3. Approves the requests of enrollment fee exemption.

(3) **The contest committees** are proposed by the PhD Supervisors and consist in:

- the Committee President, the PhD Supervisor selected by the candidate
- two members
- one secretary.



Members of the contest committee must be, at least, Associate Professor/CSII or to own Habilitation.

- (4) It is forbidden for a candidate to be in spousal relationship, to be the next of kin and up to third degree relative with their future PhD Supervisor.
- (5) It is forbidden for a candidate to be in spousal relationship, the next of kin and up to third degree relative with members of the Admission Committee in front of which they have to sustain the examination tests of the doctoral admission contest.
- (6) Persons who are in spousal relationship, the next of kin and up to third degree relative with the candidate cannot be selected as part of the same doctoral admission committee.

The Committee President must:

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

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

The committee secretaries must:

1. Manage the distribution and completion of the contest materials, forwarded by email (attendance list, exam instructions, the Colloquium minute). Documents can also be picked up, in person, on July 10, 2023.
2. Turn to the Doctoral School Secretariat, in original, the colloquium minute and the completed and signed attendance list, after the admission colloquium has finished, on **July 14, 2023.**

The admission colloquium

(1) **The admission colloquium is sustained as an interview, within the PhD Supervisor's discipline on 11, 12, 13 July 2023.**

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

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

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

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

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



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

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

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

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

The theme and bibliography for the admission contest at University Doctoral Studies will be displayed on the web page of The University of Medicine and Pharmacy "Carol Davila" in Bucharest, broken down by each **PhD Supervisor’s discipline**.

V. Exam appeals

(1) No appeals are allowed for the interview;

(2) Appeals are allowed only for procedural defects.

(3) Appeals will be submitted at the Doctoral School Secretariat on **17 July 2023** and will be debated and resolved during the same day.

(4) Once the deadline for solving and responding to appeals has expired, the decision of the commission responsible for analyzing and resolving appeals is final and cannot be changed.

(5) The final results, after resolution of appeals will be introduced in the final lists; the lists will be displayed at the Doctoral Studies notice board at UMF “Carol Davila” Rectorate in Bucharest as well as posted on the institution’s web page (with the protection of personal data, according to GDPR).

VI. Validation of results and registration of the candidates declared admitted

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

(2) The files of the rejected candidates or of the candidates that renounced at the obtained place following the admission contest will be handed back within 48 hours from submitting the withdrawal request, without any additional fee;

(3) Registration of the candidates declared admitted following the admission contest at the University Doctoral Studies will take place between 01-15 September 2023.

(4) Candidates declared admitted will sign the study contract, with the obligation to submit the original paper at the beginning of the Academic year.

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

VIII. Specifications regarding the linguistic competence certificate

(1) Upon enrollment at Doctoral University Studies the candidates have the obligation to present a Linguistic Competence Certificate for an international language, released by the Modern Languages



UNIVERSITATEA DE MEDICINĂ ȘI FARMACIE „CAROL DAVILA“ DIN BUCUREȘTI



Str. Dionisie Lupu 37, sector 2, București, 020021, România, www.umfed.ro, email: rectorat@umfed.ro

Discipline in UMF “Carol Davila” in Bucharest or approved by the Modern Languages Discipline in UMF “Carol Davila” in Bucharest.

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

The fee for the Linguistic Competence Certificate is 400 EUROS and can be paid either at the Payment Office of UMF “Carol Davila” Rectorate, no. 37 Dionisie Lupu Street, District 2 or via bank transfer:

Fee payment details:

Beneficiary: UMF „Carol Davila” – București

Fiscal code: 4192910

Bank account: RO72BTRLRONINCS000771401 Banca Transilvania

Observations: Payment code, Name and first name of the candidate

Payment code:PCOMP23R



SECTION 3 – ADMISSION TO UNIVERSITY DOCTORAL STUDIES OF ROMANIAN CANDIDATES EVERYWHERE

I. GENERAL CONDITIONS REGARDING THE REGISTRATION AND ADMISSION OF CANDIDATES

(1) Admission at University Doctoral Studies of Romanians everywhere deploys as follows:

- a) on study places, without payment of tuition fees but with scholarship;
- b) on study places without tuition fees and also without scholarship;
- c) on study places with payment of tuition fees in Lei, for the amount established for Romanian citizens everywhere.

(2) Romanians everywhere can candidate on specifically allocated places, approved by Ministry of Education.

(3) Graduates with long-term Bachelor's Degree (Pre-Bologna), namely graduates with MA degree or an equivalent degree obtained either in Romania, Republic of Moldavia or third country EU that graduated from accredited MA programmes are eligible to enroll for the University Doctoral Studies contest.

(4) Admission of Romanians everywhere to University Doctoral Studies on places without payment of tuition fees (both with or without scholarship) follows the Admission Calendar and the methodology released by UMF "Carol Davila" in Bucharest (Section 1).

(5) Admission of Romanians everywhere at University Doctoral Studies on places with payment of tuition fees in Lei follows the same rules as the admission on Romanian citizens.

(6) The Doctoral Programme is deployed with frequency and can be taken either in Romanian or English.

(7) The admission file of the candidate will be constituted based on Point III in the present Methodology and will be submitted at UMF "Carol Davila" Rectorate, following the Admission Calendar in the same Methodology.

(8) Candidates declared admitted will confirm their place. The files of candidates that renounce to their place as a result of the admission contest, as well the files of rejected candidates will be given back within 48 hours after the withdrawal solicitation has been submitted, without additional taxes.

(9) The lists of candidates admitted to University Doctoral Studies will be published at the same time as the lists of Romanian candidates.

(10) The lists of admitted candidates to University Doctoral Studies will be transmitted to ME-DGRIAE in view of obtaining schooling approval, for each admitted student.

(11) A student declared admitted at University Doctoral Studies may benefit from state budget financing for a single domain within the same studies cycle, a second domain being undertaken only with payment of the tuition fee in Lei for the amount established for Romanian citizens, by the Law in force.

(12) Romanian PhD students everywhere will be able to deploy the same professional activity as Romanian PhD citizens, based on the University Doctoral Programme.



(13) Upon registration at the admission contest, the candidate at the University Doctoral Studies will opt for a PhD supervisor, from those supervisors that have vacancies for the respective admission contest. In order to register for the admission contest candidates must obtain from their future PhD Supervisor an agreement in principle, signed on the application for registration.

(14) The selection of the candidate at the Doctoral Studies for a vacant place is made by the PhD supervisor overseeing the respective position.

(15) PhD students admitted as fellows of the Romanian state at University Doctoral Studies who withdraw from their studies or are expelled may enroll again for a tuition fee in Lei for the amount established for the Romanian citizens. Exceptions are the medical cases, approved based on the Magna Carta as well as the cases that have the approval of the higher education institution.

(16) PhD Students that cannot finish their Doctoral Studies Thesis during the studies programme and who have recommendation of the University Senate for prolonging their studies programme may receive approval, with payment of a fee in Lei, based on the conditions for the Romanian students.

(17) In the case of Romanians everywhere who, throughout their studies' period, change their place of residence in Romania- studies can be resumed with payment of a fee in Lei, for the amount established for the Romanian students, namely they can enroll for the admission contest on a state budget place, organized for Romanian citizens in a legally established session.

II. Admission calendar, registration fees and tuition fees

(1) The admission contest for the University Doctoral Studies for the 2023-2024 academic year, by studies domains will follow the calendar below:

Admission calendar

Registration: 03.07-07.07.2023
Admission colloquium (interview): 11, 12, 13 July 2023
Display of provisional results: 14 July 2023
Submission and resolution of appeals: 17 July 2023
Display of final results: 18 July 2023

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

- **Registration fee – 500 lei**
- **Romanian language exam fee – 100 lei**

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

- **rate I: until 01.09.2023;**
- **rate II: 01-28.02.2024;**
- **rate III: 01-31.05.2024.**



The admission and the annual fee can be paid both at the Payment Office of UMF “Carol Davila” Rectorate, no. 37 Dionisie Lupu Street, District 2 as well as via bank transfer.

(3) Based on OMEN no. 4107/06.07.2018, candidates for scholarships offered by the Romanian State (Romanians everywhere and foreign citizens) are exempted from enrollment fees, registration fees, etc.

III. Documents necessary for registration

(1) Candidates will present for enrollment the following **documents**:

1. **File cover (standard form)**
2. **Request for enrollment* (form I), signed by hand by the candidate and the PhD Supervisor;**
3. **Personal chart (form II);**
4. **Legalized copy of the Birth certificate translated into Romanian;**
5. **Legalized copy of the Marriage Certificate, where appropriate;**
6. **Copy of the identity card which proves the stable residence abroad;**
7. **Copy of the passport, available for, at least, 6 months from the beginning of the University Doctoral Programme- copy after the first 3 pages;**
8. **Affidavit, based on freely expressed will, of appropriateness of the Romanian cultural identity, certified by the Diplomatic Mission of Romania in the origin country or by the Ministry of Romanians Everywhere, according to the Law;**
9. **Affidavit that the person does not live/have a stable residence in Romania;**
10. **Copy and legalized translation into Romanian of the MA degree or its equivalent;**
11. **Transcripts of records/degrees' supplements- copies and legalized translations, corresponding to studies taken so far;**
12. **Enrollment receipt;**
13. **Curriculum vitae – signed;**
14. **List of elaborated and published scientific papers- signed (where applicable)**
15. **Affidavit regarding the lack of previous/current membership to a doctoral cycle, financed by the state budget (for candidates admitted on state budgeted places) (form III);**
16. **Certificate of linguistic competency, minimum B1 level, where appropriate;**
17. **Medical certificate;**
18. **Information and consent note (form IV);**
19. **2 (two) photos - ¾**

* Persons who present Romanian study papers (diplomas and certificates), schooling situations covering, at least, four consecutive years in Romanian education institutions, within the national education system or from abroad are exempted from presenting the linguistic competence certificate.

(2) In order to confirm the eligibility of the degrees, The Technical Committee for Doctoral Studies admission will consult, for candidates from Republic of Moldavia- <http://www.anacip.md>, while for citizens from other states it will access- <http://www.enic-naric.net/higher-education-institution.aspx> by selecting the respective country and then Recognized higher education institutions, namely http://cnred.edu.ro/imipqnet/doku.php?id=lista_universitatilor_recunoscute where all faculties and study domains (by countries) are accredited. Should there be difficulties in the files' assessment process, the degrees of the respective candidates, in scanned form, will be sent to MEN-DGRIAE, at the email address: verificarediplomerop@edu.gov.ro,



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

(4) Enrollment at the admission contest is made personally, based on the identity card/passport or by another person, in the name of the candidate, based on a proxy notary.

(5) Enrollments are made at UMF “Carol Davila” Rectorate in Bucharest, no. 37 Dionisie Lupu Street, District 2

(4) Candidates can enroll online in special situations that impose the limitation of a persons’ or a group of persons’ travel, on a platform made available by the University.

(6) To confirm the place, candidates declared admitted on the places financed from the state budget **have the obligation to present** the study documents to the secretariat of the Doctoral School, in order to submit them to the file, **in original: the bachelor's degree**, accompanied by the transcript/degree supplement and the **master's degree** (where applicable), accompanied by the transcript/diploma supplement; period for submission of original documents: 19-21 July, 2023. **Candidates admitted to the fee-based doctoral program must pay 50% of the annual fee by 1 September, 2023.**

IV. The admission contest

Committees involved in the deployment of the admission contest

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

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

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

1. Verifies the candidates’ files
2. Verifies the lists with provisional and final results
3. Approves the requests of enrollment fee exemption.

(3) **The contest committees are proposed by the PhD Supervisors and consist in:**

- the Committee President, the PhD Supervisor selected by the candidate
- two members
- one secretary.

Members of the contest committee must be, at least, Associate Professor/CSII or to own Habilitation.

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



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

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

The Committee President must:

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

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

The committee secretaries must:

1. Manage the distribution and completion of the contest materials, forwarded by email (attendance list, exam instructions, the Colloquium minute). Documents can also be picked up, in person, on July 10, 2023.
2. Turn to the Doctoral School Secretariat, in original, the colloquium minute and the completed and signed attendance list, after the admission colloquium has finished, on **July 14, 2023**.

The admission colloquium

(1) **The admission colloquium is sustained as an interview, within the PhD Supervisor's discipline on 11, 12, 13 July 2023.**

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

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

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

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

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

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

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

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



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

The theme and bibliography for the admission contest at University Doctoral Studies will be displayed on the web page of The University of Medicine and Pharmacy "Carol Davila" in Bucharest, broken down by **each PhD Supervisor’s discipline**.

V. Exam appeals

- (1) No appeals are allowed for the interview;
- (2) Appeals are allowed only for procedural defects.
- (3) Appeals will be submitted at the Doctoral School Secretariat on **17 July 2023** and will be debated and resolved during the same day.
- (4) Once the deadline for solving and responding to appeals has expired, the decision of the commission responsible for analyzing and resolving appeals is final and cannot be changed.
- (5) The final results, after resolution of appeals will be introduced in the final lists; the lists will be displayed at the Doctoral Studies notice board at UMF “Carol Davila” Rectorate in Bucharest as well as posted on the institution’s web page (with the protection of personal data, according to GDPR).

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- (1) The results from the admission contests are validated by the Council of the Doctoral School (CSD) and by the Council for University Doctoral Studies (CSUD);
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VII. Specifications regarding the linguistic competence certificate

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

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

Fee payment details:

Beneficiary: UMF „Carol Davila” – București

Fiscal code: 4192910

Bank account: RO72BTRLRONINCS000771401 Banca Transilvania

Observations: Payment code, Name and first name of the candidate

Payment code:PCOMP23R