

REGULATION ON THE ORGANIZATION AND CONDUCT OF
DOCTORAL STUDIES
IN THE DOCTORAL SCHOOL OF *PHILOLOGY*
WITHIN IOSUD – THE NATIONAL UNIVERSITY OF SCIENCE AND
TECHNOLOGY
POLITEHNICA BUCHAREST

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MINISTERUL EDUCAȚIEI
Universitatea Națională de Știință și Tehnologie
POLITEHNICA București

Blvd. Splaiul Independenței, nr. 313, sector 6, București

CENTRUL UNIVERSITAR PITEȘTI
ȘCOALA DOCTORALĂ *FILOLOGIE*

PREAMBLE

Art. 1.

For the purposes of this Regulation, the following terms and expressions shall have the meanings set out below:

- a) doctoral university studies – the third cycle of university studies which allows the acquisition of a qualification corresponding to level 8 of the European Qualifications Framework (EQF) and of the National Qualifications Framework (CNC);
- b) doctoral study programme – all the activities in which the PhD student is involved, relevant for doctoral university studies, including all activities related to the design, organisation, teaching, supervision and actual achievement of learning, practical application, research and assessment leading to a level 8 university qualification according to the EQF and CNC;
- c) field of doctoral university studies – the field listed as such in the Nomenclature of fields and university study programmes, established annually by Government decision, initiated and, as the case may be, amended and/or supplemented by the Ministry of Education before 31 August of each year;
- d) institution organising doctoral university studies (IOSUD) – the higher education institution legally granted the right to organise doctoral programmes / the Romanian Academy;
- e) Council for Doctoral University Studies (CSUD) – the organisational and administrative structure established within the IOSUD, responsible for the IOSUD strategy, the elaboration and implementation of its own regulation on doctoral university studies;
- f) doctoral school (DS) – the organisational and administrative structure established within the IOSUD which provides the necessary support for the conduct of doctoral studies in a given discipline, disciplinary theme or interdisciplinary field;
- g) PhD student – the student enrolled in the doctoral university study programme;
- h) PhD supervisor – the person who obtained the right to supervise doctoral studies prior to the entry into force of the Higher Education Law no. 199/2023, as subsequently amended and supplemented, as well as individuals who obtain the habilitation certificate and become members of a doctoral school within an IOSUD based on an individual employment contract;
- i) doctoral university studies contract – the contract governing the conduct of activities specific to the doctoral study programme, regulating the legal relationship between the IOSUD, the PhD supervisor and the PhD student, including the rights and obligations of the contracting parties, in accordance with the legislation in force, the provisions of the University Charter and the decisions of the university senate / the Presidium of the Romanian Academy;
- j) academic mobility – the right of PhD students to have the transferable credits they have earned, in accordance with the law, recognised by other higher education institutions in the country or abroad. Mobility may be internal or international, physical, virtual or mixed, and may be either permanent or temporary, for all forms of education.
- k) doctoral thesis – the original scientific work elaborated by the PhD student within the doctoral university studies, representing a legal requirement for obtaining the doctoral title;
- l) doctoral diploma – the academic document issued by the IOSUD after the completion of all legal procedures related to the doctoral study programme;
- m) doctoral school council (CȘD) – the governing structure of the doctoral school;

- n) co-author of a publication – any person listed among the authors of a scientific publication;
- o) fabrication of results or data – the reporting of fictitious results or data that do not represent the actual outcome of research and development activity;
- p) falsification of results or data – the selective reporting or rejection of undesired data or results, manipulation of representations or illustrations, alteration of experimental or numerical apparatus in order to obtain desired data, without reporting the alterations made, with the purpose of distorting scientific truth;
- q) plagiarism – the presentation, as one’s own creation or scientific contribution in a written work, including in electronic format, of texts, ideas, demonstrations, data, theories, scientific results or methods taken from written works, including in electronic format, authored by others, without acknowledging this and without citing the original sources;
- r) self-plagiarism – the republication of substantial parts of one’s own previous publications, including translations, without proper indication or citation of the original work.

ART. 2

- (1) Within the DOCTORAL SCHOOL OF PHILOLOGY, the doctoral study programme in PHILOLOGY is a scientific doctorate and is organized in the full-time form of education.
- (2) By way of exception, the doctoral study programme may also be organized in the part-time form of education.
- (3) For the doctoral study programme in PHILOLOGY, the obligations regarding full-time and part-time attendance are established by the Senate of UNSTPB, upon the proposal of the CSUD.

ORGANIZATION OF THE DOCTORAL SCHOOL OF PHILOLOGY

ART. 3

- (1) The general framework for the organization and functioning of the Doctoral School of Philology is established by the present regulation and by the IOSUD UNSTPB regulation.
- (2) The establishment and dissolution of a doctoral school is proposed by the CSUD and approved by the Senate of UNSTPB.
- (3) The Doctoral School of Philology ensures the improvement and extension of PhD students’ training through teaching, seminars, evaluation, and scientific research activities appropriate to the specific field of the Philology doctorate.
- (4) Within the structure of IOSUD UNSTPB, the Doctoral School of Philology has a status equivalent to that of a department. The Doctoral School of Philology is led by the director of the doctoral school and by the council of the doctoral school. The director of the doctoral school is assimilated to a department director. The council of the doctoral school is assimilated to a department council. The director of the doctoral school is an ex officio member of the doctoral school council.
- (5) The Director of the Doctoral School of Philology carries out the operational management and leadership of the doctoral school. He/she is responsible for the drafting and implementation of curricula, staffing plans, research and quality management, and supports the leadership of IOSUD UNSTPB in the financial management of the doctoral school. In carrying out these duties, the director is assisted by the doctoral school council.
- (6) The selection, employment, periodic evaluation, training, motivation, and termination of employment relations of the staff fall under the responsibility of the director of the doctoral school, in accordance with the provisions of the UNSTPB University Charter.

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(7) Staffing plans are drafted at the level of the Doctoral School of Philology, in consultation with its members, endorsed by the doctoral school council and the Rector of UNSTPB, and approved by the Senate of UNSTPB.

(8) The staffing plan of the Doctoral School of Philology includes all PhD supervisor positions necessary for the functioning of the doctoral school and all PhD student positions under the coordination of PhD supervisors.

(9) The number of positions for auxiliary teaching staff and administrative staff is determined by the Senate of UNSTPB, at the proposal of the Rector, depending on the budget, the specific characteristics of the doctoral school, and the technical-administrative structure.

(10) If the teaching workload cannot be constituted in accordance with the law, the deficit up to the minimum teaching load may be supplemented with scientific research activities, with the approval of the doctoral school council, upon the proposal of the director of the doctoral school and with the approval of the administrative council. The reduction of the teaching load may not exceed 1/2 of the standard load, and one hour of research is equivalent to 0.5 conventional hours. The academic staff member retains the status of tenure in the teaching position obtained through competition.

(11) The Doctoral School of Philology may also employ research staff on distinct positions, based on fixed-term or open-ended individual employment contracts.

(12) Research staff carry out specific activities established in the individual job description by the leadership of the doctoral school.

(13) The Doctoral School of Philology is organized and operates with PhD supervisors who have acquired this right in accordance with the law.

(14) The Doctoral School of Philology may impose transparent minimal standards of scientific performance that PhD supervisors must meet in order to become members of the respective doctoral school. For this purpose, the *Methodology for habilitation and affiliation to the Doctoral School of Philology* is drafted.

(15) In addition to PhD supervisors, the Doctoral School of Philology may also affiliate other researchers or academic staff involved in research and/or teaching activities within the doctoral school, originating from partner institutions of IOSUD UNSTPB or from other higher education institutions or research-development units, in Romania or abroad.

(16) At the level of the Doctoral School of Philology, the director of the doctoral school and the members of the doctoral school council are elected by universal, direct, and secret vote of the PhD supervisors and of the PhD students belonging to that doctoral school.

(17) Individuals eligible for election as members of the doctoral school council are those who hold the status of PhD supervisor within that doctoral school. The mandate of the members of the CȘD is 5 years.

(18) PhD students have one representative within the doctoral school council.

(19) The Doctoral School of Philology provides PhD students with a training programme based on advanced university studies, consisting of activities carried out within institutionalized study groups, through courses, seminars, laboratories, and other formats.

(20) The training programme based on advanced university studies includes a compulsory discipline on ethics and academic integrity, including research ethics, which must be completed by all enrolled PhD students.

(21) The Doctoral School of Philology may recognize, in accordance with the IOSUD UNSTPB regulation and the legal provisions, the completion of previous doctoral training stages and/or scientific research internships carried out in Romania or abroad within higher education

institutions or recognized research centres, as well as the completion of courses within research-oriented master's programmes. For this purpose, a Methodology for the Recognition of Training Stages shall be drafted.

(22) The Doctoral School of Philology may establish research centres or laboratories that operate as revenue-and-expenditure units within IOSUD UNSTPB.

(23) The manner of conducting the doctoral study programme is determined by the PhD supervisor, in consultation with the PhD student, and shall be endorsed by the doctoral school council.

PHD STUDENTS

ART. 4

(1) A person admitted to a doctoral university study programme holds the status of PhD student throughout their presence in the programme, from enrolment until the completion of the study programme or expulsion, except during periods of interruption of studies, but including any extensions granted in accordance with the study contract and with the internal regulations of IOSUD UNSTPB.

(2) The status of PhD student is maintained throughout both internal and international mobility periods. In the case of international academic mobility for PhD students who come to study on a self-funded foreign-currency basis, the recognition of transferable credits is carried out by IOSUD, pursuant to university autonomy.

(3) The recognition of transferable credits, in the case of national and international academic mobility, may be carried out by IOSUD only for the person who proves their status as PhD student with study documents or schooling certificates issued by the higher education institution they attended.

(4) The conditions and procedures for academic mobility are established through a methodology approved by order of the Minister of Education.

(5) PhD students may be employed by IOSUD UNSTPB as research assistants or university assistants, as applicable, for a fixed term, following a competitive selection process.

(6) A PhD student employed as a research assistant may carry out remunerated teaching activities under the system of hourly-paid teaching, in accordance with the legislation in force.

(7) Throughout the duration of the doctoral study programme, the PhD student has the following rights:

- a) to benefit from the support, guidance and supervision of the doctoral advisor;
- b) to participate in the seminars or working meetings of the research-development staff within IOSUD when topics relevant to the doctoral studies are under discussion;
- c) to be represented in the decision-making bodies of the doctoral school, in accordance with the provisions of the present regulation;
- d) to access and use the research infrastructure of IOSUD UNSTPB, including logistics, documentation centres, libraries (including international databases), and the equipment of the doctoral school and of IOSUD, for the development of research projects and the doctoral thesis;
- e) to enroll in courses and seminars organised by other doctoral schools;
- f) to work together with research teams within IOSUD or within research-development units that have concluded institutional agreements or partnerships with IOSUD, interdisciplinary initiatives being encouraged and supported;

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- g) to be integrated into research project teams within IOSUD, including through participation in the drafting and submission of funding applications;
 - h) to benefit from national or international mobility programmes;
 - i) to receive institutional support for participating in scientific conferences or congresses, workshops, summer or winter schools, and national and international seminars in the field of their chosen doctoral thesis;
 - j) to participate in scientific communication sessions organised by the doctoral school and/or by IOSUD;
 - k) to be informed regarding the curriculum of the doctoral university studies within the doctoral school;
 - l) to benefit from the student support services available at the level of UNSTPB, including accommodation and cafeteria services.
- (8) The PhD student has the following obligations:
- a) to comply with the schedule established together with the doctoral advisor and to fulfil the obligations regarding the defence of papers and the presentation of research results;
 - b) to deliver, upon request, at least once every 12 months, a presentation of the progress of his/her scientific research programme before the advisory and academic integrity committee and the doctoral advisor;
 - c) to remain in permanent contact with the doctoral advisor;
 - d) to observe institutional discipline, without any restriction on his/her academic freedom;
 - e) to comply with the policies of academic ethics and deontology and to conduct studies and research in accordance with the norms of academic integrity.
- (9) Throughout the entire duration of their activity, the PhD student benefits from the recognition of work seniority and professional experience, as well as free medical and dental assistance under the conditions provided by Law no. 95/2006 on health sector reform, republished, with subsequent amendments and completions, and by the framework contract, without payment of the mandatory social security contributions regulated by Law no. 227/2015 on the Fiscal Code, with subsequent amendments and completions.
- (10) The period of doctoral university studies is assimilated, according to pension legislation, for the establishment of the contribution period.
- (11) After the defence of the doctoral thesis, IOSUD UNSTPB issues a certificate attesting the period during which the PhD student pursued the doctoral university studies.
- (12) Conflicts between the PhD student and the doctoral advisor are mediated by the doctoral school's council, and if the conflict is not resolved at this level, it is mediated by CSUD.
- (13) Conflicts between the PhD student and the doctoral school are mediated by CSUD.
- (14) The PhD student is responsible for the originality of the doctoral thesis.

PHD SUPERVISORS

ART. 5

- (1) PhD supervisors are the staff members who obtained the right to supervise doctoral studies prior to the entry into force of the Higher Education Law no. 199/2023, as subsequently amended and supplemented, as well as those who have obtained the habilitation certificate and become members of the Doctoral School of Philology, based on an individual employment contract.

- (2) A PhD supervisor may supervise PhD students only in the field for which he/she has obtained this right.
- (3) A teaching or research staff member who holds the right to supervise doctoral studies and is employed on a permanent basis at another higher education or research institution may be affiliated with the Doctoral School of Philology.
- (4) A PhD supervisor may simultaneously supervise PhD students only within a single IOSUD, except for doctorates conducted under co-supervision (cotutelle).
- (5) Beginning with the academic year 2026–2027, a PhD supervisor may simultaneously supervise 8 PhD students, not including PhD students supervised under co-tutelle in a secondary role. By exception, up to 12 PhD students per supervisor may be supervised only with the approval of the UNSTPB Senate, but this exemption may apply to no more than 20% of the PhD supervisors in the doctoral school.
- (6) Until the date mentioned in paragraph (5), the UNSTPB Senate shall decide the maximum number of PhD students that may be supervised simultaneously by a single PhD supervisor.
- (7) For their activity in this capacity, PhD supervisors are remunerated in accordance with the legislation in force.
- (8) Upon the motivated request of the PhD student, the council of the doctoral school may decide to change the PhD supervisor if it is found that the supervisor has failed to fulfil the legal or contractual obligations undertaken, for other reasons concerning the supervisory relationship between the PhD supervisor and the PhD student, as well as in situations where the PhD supervisor becomes unavailable. In such cases, within no more than 30 days, the doctoral school council shall appoint a new PhD supervisor.
- (9) If the termination of the supervisory relationship with a PhD student occurs due to the exclusive fault of the PhD supervisor, the doctoral school shall propose that CSUD impose sanctions on that supervisor, in accordance with the IOSUD UNSTPB regulations.
- (10) When designating a new PhD supervisor, the doctoral school council shall prioritise ensuring that the PhD student can complete the doctoral programme in the field of Philology, according to the initial enrolment. If no suitable supervisor can be identified within IOSUD, IOSUD shall take steps to facilitate the academic mobility of the PhD student within the same field, but to another IOSUD.
- (11) The PhD supervisor is supported in his/her activity with the PhD student by a supervisory and academic integrity committee. The manner of establishing this committee is set out in the IOSUD UNSTPB's internal regulations. (Annex 1)
- (12) Members of the supervisory and academic integrity committee may belong to the PhD supervisor's research team, may be other persons affiliated with the doctoral school, or teaching and research staff unaffiliated with it. At least one member of this committee must come from outside the higher education institution.
- (13) Members of the supervisory and academic integrity committee may not be nominated as members of the committee for the public defence of the doctoral thesis.
- (14) The rights and obligations of the PhD supervisor derive from Law no. 199/2023, as subsequently amended and supplemented, from the IOSUD UNSTPB's internal regulations, from the doctoral school's regulations, and from their individual employment contract.
- (15) The rights of the PhD supervisor include:
- a) the right to supervise and assess the activity of the PhD student within the doctoral study programme, in accordance with professional and academic autonomy, ensuring compliance with

the requirements of the doctoral programme and respecting the professional interests of the PhD student;

- b) the right to propose the members of the Guidance and Academic Integrity Committee, as well as the members of the doctoral committee;
- c) the right to an impartial internal and external evaluation, in accordance with the specific methodology of the evaluation process;
- d) the right to be informed about the methodology according to which the evaluation is carried out, both in the internal and in the external evaluation;
- e) the right to be informed of the results of the internal and external evaluation of his/her activity;
- f) the right to refuse the supervision of a PhD student if placed, without his/her will, in a conflict of interest;
- g) the right to formally request the doctoral school's council to terminate the supervisory relationship with a PhD student;
- h) the right to request the doctoral school to organise an admission competition for each vacant doctoral position under his/her supervision;
- i) the right to decide on the study components within the advanced university study programme that the PhD student must attend, in compliance with the provisions of this regulation.

(16) The PhD supervisor has the following obligations:

- a) to provide scientific, professional, and ethical guidance to each PhD student;
- b) to propose research topics;
- c) to ensure the necessary conditions and to encourage the progress of PhD students in the research they carry out;
- d) to conduct objective and rigorous monitoring and evaluation of each PhD student;
- e) to support the academic mobility of PhD students;
- f) to avoid conflicts of interest in the supervision of PhD students;
- g) to undertake all due diligence regarding the verification of the compliance of doctoral theses with the specific requirements of an original scientific work.

ORGANIZATION OF DOCTORAL UNIVERSITY STUDIES

ART. 6

(1) Doctoral university studies may also be organized under co-supervision, in which case the PhD student carries out their activity under the joint guidance of a PhD supervisor from the Doctoral School of Philology and a PhD supervisor from another country or from another IOSUD in Romania, on the basis of a written agreement between the organizing institutions involved, aspects which shall be reflected in the doctoral studies contract.

(2) When the written co-supervision agreement is concluded between IOSUD UNSTPB and a doctoral-organizing institution abroad, the structure of the study program, the doctoral thesis, and the conditions for the public defence must be established so as to comply with the legal provisions applicable in both states. Otherwise, the administrative procedure carried out by IOSUD will be invalidated, and the doctoral title will not be awarded.

(3) Co-supervised doctorates may also be organized when the PhD supervisors belong to the same IOSUD.

(4) In the case of doctoral studies organized under co-supervision, the principal PhD supervisor is the one on whose doctoral-student position the admission competition was organized, while the second PhD supervisor has a secondary role.

(5) The PhD student is counted in full under the workload of the principal PhD supervisor, including for teaching and research norm calculations.

ART. 7

(1) The doctoral university study program is carried out under the coordination of a PhD supervisor and includes:

a) a training program based on advanced university studies (PPA), within the doctoral school, lasting 5 months, which must be completed no later than the end of February of the calendar year following the year in which the PhD student was enrolled;

b) an individual scientific research program (PCS).

(2) The number of transferable study credits allocated to the doctoral cycle is 240.

(3) The duration of the doctoral university study program is 4 years. In special circumstances, the duration of the doctoral program may be extended by 1–2 years, with the approval of the UNSTPB university senate, at the proposal of the PhD supervisor and within the limits of available funds, or reduced by one year, at the request of the PhD student, with the approval of the PhD supervisor and the university senate.

(4) The extension in the 2nd additional year (the 6th year of doctoral studies) may be granted only on a fee-paying basis, with the payment of the annual tuition fee approved by the university senate.

(5) Doctoral university studies may be interrupted for the following reasons: relocation of the workplace (proven by an employer's certificate), severe illness (supported by medical documentation), or parental leave for child-raising (up to 2 years, with the child's birth certificate). The duration of these studies is extended by the cumulative periods of the approved interruptions.

(6) The extension provided in paragraph (3), as well as the interruption and extension provided in paragraph (5), shall be established through additional acts to the doctoral studies contract.

(7) In fields of study regulated at the European level, the duration of doctoral university studies shall comply with the applicable regulations.

ART. 8

(1) The regulations of the doctoral school establish the structure and content of the training program based on advanced university studies (PPA). (Annex 2)

(2) The PCS and PCA are carried out on the basis of an individual scientific research plan drafted by the PhD student under the guidance of the PhD supervisor and approved by the CȘD. (Annex 3)

(3) Completion of the PPA with the grade PASSED ensures the awarding of 30 ECTS credits. The results obtained by the PhD student in the PPA courses are recorded by the course instructor in the gradebook. The gradebook is kept at the doctoral office secretariat. (Annex 4a, Annex 4b)

(4) Credits obtained in a research master's program, or the completion of previous doctoral stages and/or scientific research internships carried out in Romania or abroad, at universities or prestigious research-development institutions, may be recognized as equivalent to those from the

PPA. The equivalence is proposed by the PhD supervisor and approved by the CȘD following the resolution of the equivalence committee appointed by the dean's decision.

(5) The PPA is completed within the first 3 months from the PhD students' enrolment, with an overall grade of PASSED/FAILED, each course in the curriculum being concluded with ADMITTED/REJECTED. If even one course is concluded with REJECTED, then the overall PPA result is FAILED, the PhD student being allowed to retake the respective course(s) until the end of the doctoral stage.

(6) Completion of the PPA cycle with an overall FAILED result does not prevent the PhD student from entering the scientific research program (PCS).

(7) Completion of the PCS, in accordance with the present Regulations, grants 210 ECTS credits (30 credits for each research report).

ART. 9

(1) The research activity of the PhD student is evaluated through the preparation of seven research reports presented before the supervisory and integrity committee, as follows:
a) one report during the first year (R1), six months after the completion of the PPA, in the form of a project that must include: the title of the doctoral thesis, the main lines of the future thesis, the state of knowledge in the field, the objectives of the study, the intended research methodology, the schedule of planned activities, etc. (Annex 5);

b) five reports presented as follows: Report 2 – December of Year II, Report 3 – June of Year II, Report 4 – December of Year III, Report 5 – June of Year III, Report 6 – December of Year IV;

c) the doctoral thesis, submitted for analysis to the supervisory committee with a view to obtaining approval for public defence – Report 7 (the final report).

(2) The presentation of the reports may be public.

(3) The progress reports must be drafted in writing and must contain at least the following elements: the consulted bibliography, the objectives, and a minimal development of these objectives. The full reports shall be sent by the PhD student to the PhD supervisor and to the members of the supervisory committee at least 10 days before the scheduled presentation date. The PhD supervisor shall create an electronic archive in which all research report texts will be preserved. The results obtained at the presentation of the reports shall be recorded in the gradebook, which will be kept at the doctoral office (Annex 6).

ART. 10

(1) The deadlines for the defence of the research reports are provided in the individual scientific research plan. The deadlines for the defence of the first three reports may be extended by a maximum of 6 months, at the request of the PhD student, with the approval of the PhD supervisor and the director of the doctoral school. If the reports are not defended within the prescribed deadline, the PhD student is proposed for expulsion.

(2) The presentations of the reports are evaluated with one of the following grades: "Very good", "Good", "Satisfactory" or "Unsatisfactory". Following the defence, a minutes document shall be drawn up and included in the PhD student's file, kept at the doctoral office.

(3) If a report is rejected (receives the grade "Unsatisfactory"), the PhD student may revise and defend it again, following the same procedure, within 30 days from the date of rejection. If the report is rejected a second time, the PhD student is proposed for expulsion.

ART. 11

Before defending the doctoral thesis before the supervisory committee, the PPA must be completed with the overall result PASS, and the PCS must not include any research report assessed with the grade “Unsatisfactory”.

ART. 12

(1) Admission to doctoral studies is the process of selecting candidates for the vacant PhD student positions that the PhD supervisors within the doctoral school decide to offer during the admission sessions organised by the IOSUD, through the doctoral schools.

(2) The research topics associated with each vacant PhD student position are proposed by the PhD supervisor and approved by the doctoral school council.

(3) The funding scheme for each PhD student position opened for competition is approved by the CSUD prior to the announcement of the competition, depending on the research topic proposed by the PhD supervisor, in accordance with the institutional funding strategy for priority fields and areas of interest, and based on the IOSUD’s internal regulations.

(4) The selection of the candidate for a vacant PhD student position is carried out by the doctoral school in compliance with:

a) the provisions of the framework methodology for admission to university studies, adopted by order of the Minister of Education;

b) the provisions of the IOSUD’s internal regulations.

(5) The doctoral school ensures the transparency of the admission competitions and guarantees candidates’ access to information regarding the selection and admission procedures for doctoral studies.

(6) Information regarding the organisation of the doctoral admission competition shall be posted at the institution’s headquarters and published on the official IOSUD website at least 30 days before the competition takes place.

(7) Only graduates holding a master’s degree or an equivalent qualification under the law have the right to participate in the admission competition for doctoral studies, and the cumulative number of ECTS credits obtained for undergraduate and master’s studies must be at least 300.

(8) After the completion of the admission procedure, the doctoral school shall publish the ranking of admitted/rejected candidates, indicating the recipients of doctoral grants and the form of study.

(9) The doctoral school manages any submitted appeals, in accordance with the IOSUD’s internal regulations, and publishes the results of this procedure.

(10) All candidates declared admitted following the admission competition are included in the CSUD decision for admission to doctoral studies.

(11) After enrolment, all PhD students are registered in the Unified Student Registry (RMU).

ART 13

(1) Admission of candidates to doctoral university studies in the field of Philology is based on a competitive examination, regardless of the funding regime. The admission competition for doctoral studies consists of a specialised examination, the results of which are combined with the bachelor’s and master’s GPA, as follows:

- **Oral defence of the thesis project** before the admission committee. The candidate must demonstrate basic knowledge of the chosen topic and the consultation of a minimal, relevant bibliography. The candidate must prove analytical and synthetic skills, as well as the ability to identify innovative and viable research directions. This presentation is followed by a clarifying discussion with the members of the doctoral admission committee.

During the specialised examination, candidates are assessed according to their level of preparation and knowledge in the field, their ability to highlight the main research orientations, and their capacity to propose theoretical and experimental solutions to a research topic.

In situations where face-to-face teaching activities are suspended for objective reasons (e.g. pandemic), the organisation and conduct of the doctoral admission session at the UNSTPB, Pitești University Centre shall be implemented in accordance with Annex 1 of this methodology.

Each member of the admission committee awards each candidate an integer grade from 1 to 10 for the specialised examination. The grade obtained for the specialised examination is the arithmetic mean of the grades (1–10) awarded by the committee members, calculated with two decimals, without rounding. The weighting of this examination in the final admission grade is **50%**.

- **The grade obtained for the bachelor's thesis defence**, for graduates of long-cycle studies. Weight: **50%** or
- **The arithmetic mean of the bachelor's thesis defence grade and the master's dissertation defence grade**, for graduates of 3-year bachelor programmes. Weight: **50%**.

(2) The bibliography of specialised works for the doctoral admission competition is established at the level of the doctoral school, based on proposals submitted by the PhD supervisors.

(3) The specialised examination for the doctoral admission competition is held before a committee. The doctoral admission committee is composed of PhD supervisors and, where applicable, other academic staff holding at least the rank of associate professor.

(4) The admission committee consists of a chair and at least two members, plus one alternate member.

(5) The admission committee is proposed by the Doctoral School of Philology and approved by the Director of the CSUD.

(6) The overall admission grade is calculated as follows:
[(grade for bachelor's thesis defence + grade for master's dissertation defence)/2 + grade for specialised examination] / 2.

(7) The overall admission grade must be at least **8.00** (eight).

(8) The grades for the bachelor's thesis defence and the master's dissertation defence must each be at least **8** (eight).

(9) When it is necessary to rank candidates with the same final average, the following criteria shall be applied, in this order: a) grade obtained at the specialised examination; b) overall GPA for the bachelor's degree programme; c) overall GPA for the master's degree programme; d) average of the grades obtained for the bachelor's thesis and the master's dissertation.;

ART. 14

(1) The doctoral university study programme is carried out under the coordination of a PhD supervisor and comprises:

- a) a training programme based on advanced university studies, within the doctoral school;
- b) an individual scientific research programme.

(2) The duration of the doctoral university study programme is **4 years**. In special circumstances, the duration of the doctoral studies may be extended by **1–2 years**, with the approval of the university senate, upon the proposal of the PhD supervisor and within the limits of available funds, or reduced by **one year**, at the request of the PhD student, with the approval of the PhD supervisor and the university senate of UNSTPB.

(3) Doctoral university studies may be interrupted for justified reasons, under the conditions established by the IOSUD regulations. The duration of these studies is extended by the cumulative periods of approved interruptions, in accordance with the IOSUD regulations.

(4) Extensions or interruptions shall be established through addenda to the doctoral university studies contract.

ART. 15

(1) The doctoral thesis is drafted in accordance with the requirements established by the IOSUD through its own regulations.

(2) The doctoral thesis is an original scholarly work, and it is mandatory to indicate the source for any material that is reproduced.

(3) The doctoral thesis is a public document; the name and surname of the thesis author, of the PhD supervisor, and of the members of the advisory and academic integrity committee, as well as the identification data of the IOSUD, are likewise public information.

(4) The PhD student is the author of the doctoral thesis and assumes responsibility for the accuracy of the data and information presented in the thesis, as well as for the opinions and arguments expressed therein.

(5) The content of the doctoral thesis is established by the PhD student in consultation with the PhD supervisor and must comply with the framework structure and the limitations imposed by the IOSUD and doctoral school regulations.

(6) The title of the doctoral thesis may be modified with the approval of the PhD supervisor until the moment of its finalisation for public defence.

(7) The IOSUD, through the doctoral school, is obliged to verify the doctoral thesis using similarity-detection software before the public defence. The verification is performed based on the standards included in the *National Guide for Drafting Doctoral Theses*, elaborated by the National Council for the Attestation of University Degrees, Diplomas and Certificates (CNATDCU), and particularised for the field of Philology according to decisions adopted by the statutory bodies. The results of the analysis shall be made available to the PhD student, the PhD supervisor, the advisory committee, and the doctoral committee.

(8) For the doctoral field of Philology, the quality requirements are as follows:

- maximum accepted similarity percentage: 15%, excluding quotations;

- quotations may not exceed 25% of the total text of the thesis.

ART. 16

(1) The public defence may take place only after the completion of the following stages:

- a) the PhD student submits the doctoral thesis in electronic format to the doctoral school secretariat, together with the summary of the thesis and the statutory declaration on the originality of the doctoral thesis;
- b) the doctoral school performs the similarity analysis using a program recognised by CNATDCU; the doctoral school may additionally use other similarity-detection software, in accordance with the IOSUD's internal regulations, and the similarity reports are included in the doctoral file;
- c) the analysis and interpretation of the similarity report are carried out both by the advisory and academic integrity committee and by the person/persons designated by the doctoral school, in accordance with the IOSUD regulations. The similarity report must be reviewed by the advisory and academic integrity committee prior to the pre-defence and by the designated person(s) before the official submission of the doctoral thesis;
- d) if the similarity report indicates the need for amendments to the thesis, the student and the PhD supervisor are officially notified by the doctoral school. After the necessary corrections are made, the steps under points a) and b) are resumed;
- e) the doctoral thesis is presented before the advisory and academic integrity committee, established at the level of the doctoral school according to the IOSUD's internal regulations;
- f) following this pre-defence, which is public, the PhD supervisor, in accordance with the committee's recommendation and the results of the similarity analysis, decides on the official submission of the thesis and the organisation of the public defence;
- g) the supervisor's acceptance report and the agreement of the committee members are included in the "doctoral file"; the doctoral thesis is officially submitted to the doctoral school secretariat in printed and electronic form, accompanied by the similarity report issued by the designated person(s), as well as the summary of the thesis, the PhD student's CV and the estimated date of the public defence; the doctoral school secretariat certifies that the PhD student has fulfilled all requirements of the doctoral study programme;
- h) the doctoral thesis and its annexes shall be made available for public consultation for 90 calendar days before the public defence, on the national platform managed by the Executive Unit for the Financing of Higher Education, Research, Development and Innovation (UEFISCDI), in accordance with the legal provisions on copyright;
- i) during the period in which the thesis is publicly available on the national platform, any natural or legal person may submit observations regarding breaches of ethical and deontological standards, including potential plagiarism. Observations may be submitted online, to an email address provided by the doctoral school, or at the IOSUD registry. The observations are documented in a report drafted by the doctoral school, which is transmitted to the CSUD for analysis and decision regarding the validation of the initiation of the public defence procedure, and will form part of the doctoral file;
- j) if the CSUD decision is one of validation, the procedure for organising the public defence of the doctoral thesis is initiated through the establishment of the doctoral committee;
- k) if the CSUD invalidates the initiation of the public defence procedure, the doctoral school receives recommendations regarding the revision of the doctoral thesis and the elimination of any elements inconsistent with ethical and deontological standards. The PhD student must

correct the thesis within 3 months from the communication of the invalidation decision, after which the transparency procedure must be restarted.

(2) The composition of the doctoral committee is proposed by the PhD supervisor, endorsed by the doctoral school, and approved by the CSUD.

The doctoral committee consists of at least 5 members: the chair, as representative of the IOSUD, the PhD supervisor, and at least three reviewers from Romania or abroad, specialists in the field in which the thesis was developed, of whom at least two must be affiliated to institutions outside the respective IOSUD.

The chair of the doctoral committee is, as a rule, the director of the doctoral school or another IOSUD member designated by the director.

Members of the doctoral committee must hold a doctoral degree and must hold at least the academic rank of associate professor or scientific researcher II, or hold the status of PhD supervisor, in Romania or abroad.

(3) The request for setting the date of the public defence is submitted by the PhD student, endorsed by the PhD supervisor and by the chair of the defence committee. The request is registered with the doctoral school secretariat at least 25 calendar days prior to the proposed defence date.

The proposed defence date may not be earlier than the previously estimated date for the public defence.

(4) The doctoral thesis shall also be prepared in digital format. After the doctoral diploma is issued, the doctoral thesis—both in digital and printed form—is archived permanently in the UNSTPB library.

(5) The doctoral school prepares and posts the announcement of the public defence at least 20 calendar days prior to the proposed defence date.

The announcement shall include the location, date and time of the defence, the name(s) of the PhD supervisor(s), and the location where the full text of the thesis may be consulted in printed form.

The announcement of the public defence, the electronic summary of the thesis, the scientific report, the doctoral candidate's CV, and the CVs (or links to CVs) of the members of the defence committee shall be posted on the IOSUD website.

(6) The doctoral thesis is defended in a public session before the doctoral committee, after evaluation by all reviewers and submission of their reports at least 15 days before the defence.

The public defence may take place in the presence of at least four members of the doctoral committee, with the mandatory physical presence of both the chair and the PhD supervisor; the remaining members may participate online via videoconference.

The public defence must include a mandatory question-and-answer session with the committee members and the audience.

(7) Based on the public defence, the reviewers' reports, the declaration on the originality of the thesis, and the similarity analysis, the doctoral committee evaluates and deliberates on the awarding of the doctoral diploma, in compliance with the minimum standards established by CNATDCU for obtaining the doctoral title.

(8) If the minimum standards required for awarding the doctoral diploma are not met, the doctoral committee shall specify the elements that must be revised or completed in the thesis and shall request a new public defence.

The second public defence is held before the same doctoral committee as the first. If the minimum standards are still not met at the second defence, the doctoral diploma will not be awarded and the PhD student will be expelled.

(9) If the PhD student has fulfilled all the requirements of the scientific research programme and the minimum standards for the field, the doctoral committee shall propose the awarding of the doctoral diploma. The proposal, along with the full doctoral file, shall be submitted to CNATDCU within 30 calendar days.

(10) If the PhD student does not opt for separate publication of the thesis or any of its chapters, the digital version of the thesis remains public and freely accessible on the national platform managed by UEFISCDI, including after the decision to award the doctoral diploma. A copyright licence will be assigned to the thesis.

(11) If the PhD student opts for the separate publication of the thesis or some of its chapters, they are granted a grace period of up to 24 months to complete this publication, during which time the digital thesis becomes inaccessible to the public.

After the grace period expires, if no notification regarding the separate publication has been uploaded to the UEFISCDI platform, the digital document automatically becomes publicly accessible and is assigned a copyright licence.

(12) After the publication of the thesis or of any of its chapters, the author must notify the IOSUD and provide the bibliographic reference and a link to the publication, which will then be made public on the national platform managed by UEFISCDI.

ETHICS AND UNIVERSITY DEONTOLOGY

ART. 17

(1) In teaching and university research activities, compliance with the norms of academic ethics and university deontology, as regulated by the UNSTPB Code of Academic Ethics and University Deontology, is mandatory.

(2) Any notifications concerning breaches of academic ethics and university deontology shall be registered and resolved in accordance with the UNSTPB Code of Academic Ethics and University Deontology, drafted on the basis of the national framework code of academic ethics and university deontology, approved by Government decision.

(3) Failure to comply with the rules of academic ethics and university deontology, including confirmed cases of plagiarism, may entail the public liability of the IOSUD.

TRANSPARENCY

ART. 18

(1) The Doctoral School, with the logistical support of IOSUD, shall ensure the online publication of all necessary information regarding the doctoral university study programs, with particular emphasis on the following categories: a) the regulation of the doctoral school; b) information concerning available positions for PhD students; c) information concerning available positions for PhD supervisors; d) information regarding the organization and conduct of doctoral programs; e) information regarding the content of the doctoral university study programs; f) information regarding the funding of studies; g) the template of the doctoral study framework contract; h) information on PhD supervisors and the PhD students they coordinate, including at least their list of publications and patents; i) information regarding the results and professional

achievements of the PhD supervisors; j) the guide for drafting doctoral theses, including standards for elaboration, procedures and evaluation criteria; k) the minimum standards established by CNATDCU for awarding the doctoral degree; l) the abstracts of doctoral theses scheduled for public defence, as well as the corresponding date, time, and location, published at least 20 days before the defence; m) the addresses at which completed doctoral theses may be accessed.

DOCTORAL THESIS

ART. 19

(1) The completion of the doctoral university studies is achieved through the elaboration and public defence of the doctoral thesis, before the public thesis defence committee. The doctoral thesis shall be prepared in accordance with the requirements established by the specific Guide of the doctoral school.

(2) The title of the doctoral thesis may be modified, with the agreement of the PhD supervisor and the approval of the Doctoral School Council (CSD), until its finalization for public defence.

(3) The doctoral thesis shall be written in the language mutually agreed upon by the PhD student and the PhD supervisor, in compliance with the applicable legislation.

(4) The structure of the doctoral thesis is decided by the PhD student with the agreement of the PhD supervisor and in compliance with the applicable legislation. The format and structure of the thesis are detailed in the Guide for the Preparation of the Doctoral Thesis.

(5) Doctoral theses submitted to the Doctoral School of Philology shall have a minimum length of **200 pages**, with **2,200 characters per page**. The length refers to the main body of the thesis, excluding the abstracts, table of contents, annexes, and images.

(6) In general terms, the structure of the thesis must contain the standard chapters (Introduction and Conclusions), which shall specify:

- a) in the **Introduction**: the motivation for choosing the topic; its importance; elements of innovation related to the use of sources, interpretation, and methodology; the research hypothesis and main objectives; the current state of research in the field of the doctoral thesis;
- b) in the **Conclusions**: the manner in which the chosen methodology was applied; the achievement of the objectives; the overall assessment of the research problem.

The chapters of the thesis shall present, alongside the author's original contributions, the state of research in the field as well as perspectives for dissemination and further development.

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POLITEHNICA București

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CENTRUL UNIVERSITAR PITEȘTI
ȘCOALA DOCTORALĂ *FILOLOGIE*

Annex 1

Doctoral School of PHILOLOGY

Approved,

Doctoral School Council

COMMITTEE FOR SUPERVISION AND ACADEMIC INTEGRITY
FOR DOCTORAL UNIVERSITY STUDIES

PhD Student: _____

PhD Supervisor: _____

Members of the Supervision Committee Name, surname, academic/scientific rank	From: Institution/Department	Signature

PhD Supervisor,

PhD Student,

Signature

Signature

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CENTRUL UNIVERSITAR PITEȘTI
ȘCOALA DOCTORALĂ FILOLOGIE

Annex 2

**Național University of
Science and Technology**
POLITEHNICA
Bucharest

**Doctoral School of
PHILOLOGY**

Approved by the Doctoral School Council
Director,

Programme of Training Based on Advanced University Studies
Applicable starting with the academic year 2024–2025
Year: I

No.	Compulsory Courses	Number of credits	Semester
1			
2			
3			
Total credits for compulsory courses			
No.	Optional Courses		
1			
2			
Total credits for optional courses			
Total PPA (Advanced Training Programme)		30	
No.	Research Reports	Number of credits	
1			
TOTAL CREDITS YEAR I		60	

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CENTRUL UNIVERSITAR PITEȘTI
ȘCOALA DOCTORALĂ FILOLOGIE

YEAR II

No.	Research Reports	Date	Semester	Number of credits
TOTAL CREDITS YEAR II		60		

YEAR III

No.	Research Reports	Date	Semester	Number of credits
TOTAL CREDITS YEAR III		60		

YEAR IV

No.	Research Reports	Date	Semester	Number of credits
TOTAL CREDITS YEAR IV		60		

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CENTRUL UNIVERSITAR PITEȘTI
ȘCOALA DOCTORALĂ FILOLOGIE

Annex 3

**National University of
Science and Technology**
POLITEHNICA
Bucharest

**Doctoral School of
PHILOLOGY**

Approved by the Doctoral School Council
Director,

Programme of Training Based on Advanced University Studies

PhD Student

No.	Course Title	Academic Year	Number of Credits
1	202_/202_	
2	202_/202_	
3		202_/202_	
4		202_/202_	
5		202_/202_	

Total of Credits: **30**

PhD Supervisor,
Prof.

MINISTERUL EDUCAȚIEI
Universitatea Națională de Știință și Tehnologie
POLITEHNICA București

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CENTRUL UNIVERSITAR PITEȘTI
ȘCOALA DOCTORALĂ FILOLOGIE

Annex 4a

National University of Science and Technology POLITEHNICA Bucharest

Doctoral School of PHILOLOGY

Doctoral Studies Contract No. / /

Record Sheet for Mandatory Transversal Courses within the Advanced University Studies Programme

PhD Student

PhD Supervisor

No.	Course Title	Course Holder	Signature	Date	Passed/Failed
1					
2					
3					

Director of the Doctoral School,
Prof.univ. dr. habil.

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Universitatea Națională de Știință și Tehnologie
POLITEHNICA București

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CENTRUL UNIVERSITAR PITEȘTI
ȘCOALA DOCTORALĂ FILOLOGIE

Anexa 4b

National University of Science and Technology POLITEHNICA Bucharest

Doctoral School of PHILOLOGY

Doctoral Studies Contract No. / /

Record Sheet for Mandatory Specialised Courses
within the Advanced University Studies Programme

PhD Student

PhD Supervisor

No.	Title of the Specialised Course	Evaluation Committee	Signature	Date	Grade (S = Satisfactory, B = Good, FB = Very Good)
1					
2					

Overall Evaluation obtained within the Advanced University Studies Programme based on the Record Sheet of Mandatory Transversal Courses and the Record Sheet of Mandatory Specialised Courses: PASSED/ FAILED

Director of the Doctoral School
Prof.univ. dr. habil

Date of Overall Evaluation

Annex 5

**National University of
Science and Technology
POLITEHNICA
Bucharest**

**Doctoral School of
PHILOLOGY**

Doctoral Studies Contract No.

Fundamental Doctoral Field: HUMANITIES

Doctoral Field: PHILOLOGY

Scientific Research Programme

PhD Student:

The PhD student shall prepare and present seven scientific activity reports, in accordance with the provisions of the “*Regulation on the Organisation and Conduct of Doctoral Studies at the National University of Science and Technology POLITEHNICA Bucharest*” and of the “*Doctoral Studies Contract*”, as follows:

No.	Scientific Activity Reports	Number of ECTS Credits	Scheduled Presentation Date
1	Scientific Report no.1	30	
2	Scientific Report no.2	30	
3	Scientific Report no.3	30	
4	Scientific Report no.4	30	
5	Scientific Report no.5	30	
6	Scientific Report no.6	30	
7	Scientific Report no.7	30	

**Approved by the Doctoral School
Council**

Director,

Prof. univ. dr. habil.

PhD Supervisor,

Prof. univ. dr. habil.

MINISTERUL EDUCAȚIEI
Universitatea Națională de Știință și Tehnologie
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CENTRUL UNIVERSITAR PITEȘTI
ȘCOALA DOCTORALĂ FILOLOGIE

Annex 6

National University of Science and Technology POLITEHNICA Bucharest

Doctoral School of PHILOLOGY

Doctoral Studies Contract No. / /

Report Catalogue
Report no.
date.....

PhD Student

PhD Supervisor

No.	Title of the Report	Comisia de examination Committee	Signature	Grade
1	 PhD Supervisor		
	 Member of the Advisory Committee		
	 Member of the Advisory Committee		
	 Member of the Advisory Committee		

Director of the Doctoral School,
Prof.univ. dr. habil.