

**Doctoral School Regulations  
from IOSUD UMF "Iuliu Hațieganu" Cluj-  
Napoca**

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## **I. Introduction**

**Art. 1 (1)** The organisation and conduct of the doctoral studies in the **Doctoral School of** the University of Medicine and Pharmacy "Iuliu Hațieganu" Cluj-Napoca, accredited as an *Institution Organising Doctoral Studies (I.O.S.U.D.)*, is carried out under *Law 1/2011 - National Education Law, Government Decision no. 681/29.06.2011 on the Code of Doctoral Studies, with subsequent amendments and additions (HG.134/2016), Law no. 49/14.03.2013*, in accordance with the *Institutional Regulation on the organization and functioning of the doctoral study programs within IOSUD UMF "Iuliu Hațieganu" Cluj-Napoca*, in accordance with the *Charter of the University of Medicine and Pharmacy "Iuliu Hațieganu" Cluj-Napoca* and this Regulation.

**(2)** The doctorate constitutes the higher cycle of university studies, the purpose of which is the development of knowledge through original scientific research.

**Art. 2 (1) The Doctoral School** - UMF "Iuliu Hațieganu" Cluj-Napoca organizes the higher cycle of doctoral studies (hereinafter referred to as PhD) of the type of scientific doctorate, in the fundamental field of Biological and Biomedical Sciences.

**(2)** Doctoral studies are the higher cycle of university studies whose purpose is to develop human resources competent in scientific research, capable of entering the highly qualified labour market. They consist of research training for research, development and innovation and constitute a professional research experience, completed, after the defence of the doctoral thesis, by the award of the title of doctor.

## **II. Organisational framework**

**Art. 3 (1) The Doctoral School** - UMF "Iuliu Hațieganu" Cluj-Napoca is an organizational and administrative structure established within I.O.S.U.D. UMF "Iuliu Hațieganu" Cluj- Napoca and provides the necessary support for the development of doctoral studies in the fields of MEDICINE, DENTAL MEDICINE AND PHARMACEUTICAL. It has a rank equal to that of a department.

**(2)** Within the framework of this doctoral school, research centres or laboratories can be organized and function as income and expenditure units within UMF "Iuliu Hațieganu" Cluj-Napoca.

**(3) The Doctoral School** - UMF "Iuliu Hațieganu" Cluj-Napoca **consists of:**

- PhD supervisors working at IOSUD UMF "Iuliu Hațieganu" Cluj-Napoca, approved by the National Council for the Accreditation of University Degrees, Diplomas and Certificates (CNATDCU);

- affiliated members, researchers or teaching staff, involved in research and/or teaching activities within the doctoral school, belonging to UMF "Iuliu Hațieganu" Cluj-Napoca or from other institutions or research and development units, in the country or abroad.

**(4) Affiliated members** are academics, researchers and experts, at least with the teaching rank of university lecturer and with the title of doctor in the fundamental field of HEALTH, who apply on their own initiative or are requested by the Council of the Doctoral School - UMF "Iuliu Hațieganu" Cluj-Napoca to carry out activities within the doctoral study programmes.

- The Council of the Doctoral School - UMF "Iuliu Hațieganu" Cluj-Napoca, taking into account the needs of the good development of the doctoral training programs, selects the best

performing applicants and submits to the Council for Doctoral Studies of the

I.O.S.U.D. UMF "Iuliu Hațieganu" Cluj-Napoca (C.S.U.D. I.O.S.U.D. UMF "Iuliu Hațieganu" Cluj-Napoca) documents - with appropriate justifications - for approval.

- After approval, the associated members sign a collaboration contract with the Doctoral School - UMF "Iuliu Hațieganu" Cluj-Napoca.

**Art. 4 (1)** According to *the Government Decision no. 681/29.06.2011 on the Code of Doctoral Studies*, the **Doctoral School** - UMF "Iuliu Hațieganu" Cluj-Napoca is headed by a Director of the Doctoral School and the Doctoral School Council.

**(2)** The Doctoral School Council consists of 6 members: the Director of the Doctoral School, 2 PhD supervisors from the Doctoral School - UMF "Iuliu Hațieganu" Cluj-Napoca, 1 PhD student and 2 members from outside the Doctoral School chosen among scientific personalities whose scientific activity has a significant international recognition and/or personalities from relevant industrial and socio-economic sectors.

**(3)** According to the provisions of the Code of Doctoral Studies, the members of the doctoral school council are university teachers or researchers who must be entitled to conduct doctoral studies, in the country or abroad, and meet the minimum and mandatory standards for granting the habilitation certificate in force at the date of their appointment as members of the doctoral school council, approved by order of the Minister of Education, Research, Youth and Sport, according to Art. 219 para. (1) letter a) of Law no. 1/2011.

**(4)** The members of the Council of **the Doctoral School** - UMF "Iuliu Hațieganu" Cluj-Napoca are elected by universal, direct, secret and equal vote of the doctoral supervisors.

**(5)** The mandate of the Council of the **Doctoral School** - UMF "Iuliu Hațieganu" Cluj-Napoca is to  
5 years.

**(6)** PhD student, member of the **Doctoral School** - UMF "Iuliu Hațieganu" Cluj-Napoca, who completes their doctoral studies during the Council's term of office loses their membership of the Council on the date of the public defence of their doctoral thesis.

**(7)** By-elections shall be held to fill vacancies on the Council of the Doctoral School and the term of office of the new member shall end when the term of office of the Council of the Doctoral School expires.

**(8)** The Council of **the Doctoral School** - UMF "Iuliu Hațieganu" Cluj-Napoca is headed by the Director of **the Doctoral School** - UMF "Iuliu Hațieganu" Cluj-Napoca, who is appointed by the CSUD of IOSUD UMF "Iuliu Hațieganu" Cluj-Napoca, from among the PhD supervisors of the **Doctoral School** - UMF "Iuliu Hațieganu" Cluj-Napoca; **the** Director is an ex officio member of the Council of **the Doctoral School** - UMF "Iuliu Hațieganu" Cluj-Napoca.

**(9)** The Council of **the Doctoral School** - UMF "Iuliu Hațieganu" Cluj-Napoca meets at least 3 times a year, at the request of the Director of **the Doctoral School** - UMF "Iuliu Hațieganu" Cluj-Napoca or of at least one third of its members.

**(10)** According to Art. 15 of the Code of Doctoral Studies, the main duties of the **Doctoral School Council** - UMF "Iuliu Hațieganu" Cluj-Napoca are:

- a) elaboration of the regulations of **the Doctoral School** - UMF "Iuliu Hațieganu" Cluj-Napoca;
- b) taking decisions on granting or revoking the membership of the **Doctoral School** - UMF "Iuliu Hațieganu" Cluj-Napoca to some PhD supervisors, as well as setting minimum standards of scientific performance in order to implement the objectives of these procedures;

c) the registration and expulsion of doctoral students, at the proposal of the doctoral supervisors members of the **Doctoral School** - UMF "Iuliu Hațieganu" Cluj-Napoca;

d) the expulsion of doctoral students, if the supervisor is physically unable to make the proposal, and the expulsion of those who have not fulfilled their contractual obligations and/or have exceeded the period of study;

e) reviewing applications and files of potential affiliated members; approving the status of teaching and research staff affiliated to **the Doctoral School** - UMF "Iuliu Hațieganu" Cluj-Napoca, as appropriate;

f) assisting the external evaluator in the evaluation process for accreditation/recognition or provisional authorisation of the doctoral school;

g) approval of doctoral committees in the composition proposed by the doctoral supervisor (art. 67(4) Code of Doctoral Studies);

h) approval of requests for interruption of the training period, extension of studies, change of doctoral supervisor;

i) organization of PhD admission competitions for the **Doctoral School** - UMF "Iuliu Hațieganu" Cluj-Napoca;

j) leading the process of periodic internal evaluation of the performance of PhD supervisors and preparing materials for the external evaluation of I.O.S.U.D. - UMF "Iuliu Hațieganu" Cluj-Napoca;

k) endorsement of the doctoral studies contract and submission for approval to the CSUD - UMF "Iuliu Hațieganu" Cluj-Napoca;

l) to endorse the publication on the Internet of all information on doctoral degree programs within the **Doctoral School** - UMF "Iuliu Hațieganu" Cluj-Napoca.

### **III. Doctoral study contract**

**Art. 5 (1)** The admission of a doctoral candidate to the Doctoral School - UMF "Iuliu Hațieganu" Cluj-Napoca is formalized by a *Doctoral Studies Contract* concluded between the doctoral candidate, the supervisor (for joint doctoral studies, both supervisors) and I.O.S.U.D. UMF "Iuliu Hațieganu" Cluj-Napoca which stipulates the rights and obligations of each party involved in the doctoral studies.

**(2)** The model of this contract is elaborated by the **Doctoral School** - UMF "Iuliu Hațieganu" Cluj-Napoca, being approved by the Legal Service, the Director of the Doctoral School - UMF "Iuliu Hațieganu" Cluj-Napoca and the Director of the CSUD - UMF "Iuliu Hațieganu" Cluj-Napoca. The model contract is published on the official website of I.O.S.U.D.

**(3)** The doctoral studies contract contains information on the parties involved in the contract;

- the chosen research topic;
- the language in which the doctoral thesis is written and defended;
- the deadline for completion of the thesis;
- the amount of teaching activities that the doctoral student undertakes to carry out;
- amount of the scholarship/fee
- the composition of the steering committee;
- the rights and obligations of the contracting parties;
- funding;
- modification and termination of the contract.

**(4)** The signatory parties are obliged to actively monitor the progress of the contract, to identify any situation that could jeopardise its timely completion or non-conforming quality

conditions and to cooperate in their prompt remedy.



#### **IV. The PhD supervisor and the supervising committee**

**Art. 6 (1)** Doctoral supervisors of the **Doctoral School** - UMF "Iuliu Hațieganu" Cluj-Napoca may be persons who have acquired the right to direct before the entry into force of Law no. 1/2011 or those who acquire this right according to the legislative provisions in force at that date.

(2) The maximum number of active doctoral students (in 4-year training period)/leader is 10.

(3) In order to conduct PhDs, teachers who have acquired this right must have an employment contract with IOSUD - UMF "Iuliu Hațieganu" Cluj-Napoca or, according to Article 166 paragraph (3) of Law 1/2011, with another higher education or research institution that is not IOSUD.

(4) A PhD supervisor from the Doctoral School - UMF "Iuliu Hațieganu" Cluj-Napoca can only supervise PhD students within IOSUD-UMF "Iuliu Hațieganu" Cluj-Napoca, except for PhDs conducted in cotutelle.

**Art. 7 (1)** According to Art. 27 paragraph (2) of the *Code of Doctoral Studies*, a PhD student at the Doctoral School - UMF "Iuliu Hațieganu" Cluj-Napoca may also be supervised by a PhD supervisor from another country or another IOSUD in Romania, on the basis of a written agreement between the organizing institutions involved. The cotutelle PhD can also be organised if both PhD supervisors are from IOSUD - UMF "Iuliu Hațieganu" Cluj-Napoca, but have different specialisations/fields of study.

(2) In the case of cotutelle doctorates, a principal supervisor is defined. The doctoral student is fully accounted for by the principal doctoral supervisor, including in the regulation of his/her teaching and research activity.

(3) The IOSUD - UMF "Iuliu Hațieganu" Cluj-Napoca that initially enrolls the PhD candidate has the main role, and the IOSUD that participates in the organization and conduct of the PhD as co-supervisor has the role of co-supervisor.

(4) The agreement between the institutions includes the requirements for the organisation and conduct of the PhD in each of the two I.O.S.U.D, in accordance with the role that each party assumes in the cotutelle and the specific legislation of each country.

(5) The agreement must provide for mutual recognition of the scientific title of doctor by the competent authorities of the two countries, on the basis of their respective competences and in accordance with the legal provisions of each country.

**Art.8 (1)** At the motivated request of the doctoral student, the Council of the Doctoral School - UMF "Iuliu Hațieganu" Cluj-Napoca decides to change the PhD supervisor if it is found that the supervisor has not fulfilled the legal or contractual obligations assumed by the student or for other reasons concerning the supervision relationship between the supervisor and the doctoral student.

(2) The Council of the Doctoral School - UMF "Iuliu Hațieganu" Cluj-Napoca shall appoint another PhD supervisor in the case provided for in paragraph. (1), as well as in case the unavailability of the supervisor is established.

(3) When appointing a new PhD supervisor, the Council of the Doctoral School - UMF "Iuliu Hațieganu" Cluj-Napoca will take into account the need for the PhD student to be able to complete the PhD program.

**Art. 9 (1)** All doctoral students registered at the Doctoral School - UMF "Iuliu Hațieganu" Cluj-Napoca, as of October 1, 2011, will be supported by a mentoring committee,

composed of 3 members who may be part of the research team of the doctoral supervisor, other persons affiliated to the Doctoral School - UMF "Iuliu Hațieganu" Cluj-Napoca or teaching and research staff not affiliated to it.

(2) The composition of the mentoring committee shall be determined by the doctoral supervisor in consultation with the doctoral student.

**Art. 10** Doctoral supervisors are periodically evaluated by:

- the evaluation system within the Quality Assessment Department;
- external evaluation, once every 5 years, by committees of experts approved by order of the Minister of National Education and Scientific Research.

**Art. 11** The M.E.N.C.S. may withdraw the status of PhD supervisor at the proposal of the IOSUD UMF "Iuliu Hațieganu" Cluj-Napoca, for cases that are considered incompatible with the PhD supervision.

**Art. 12** The rights and obligations of the doctoral supervisor are as follows:

- the right to participate in doctoral grant competitions;
- the right to supervise and evaluate the work of the doctoral student within the doctoral programme, in accordance with professional and academic autonomy, following the requirements of the doctoral programme and respecting the professional interests of the doctoral student;
- the right to propose the doctoral committee;
- the right to impartial internal and external evaluation in accordance with the specific methodology of the evaluation process;
- the right to know the methodology against which they are assessed, both in internal and external evaluation;
- the right to know the results of the internal and external evaluation of their work;
- the right to refuse to supervise a doctoral student if he or she is unwittingly placed in a conflict of interest;
- the right to request the doctoral school council to terminate the mentoring relationship with a doctoral student;
- the right to select the doctoral candidate for a vacant position under his/her supervision and to propose the registration of the doctoral student;
- the right to request the doctoral school to organise an admission competition for each vacant doctoral student position under its supervision;
- the right to decide the elements of study within the advanced degree-based training programme in which the doctoral student must participate, subject to the provisions of the doctoral studies code;
- monitor the progress and results of the doctoral candidate during the advanced training period;
- to hold at least 6 scientific meetings of at least 30 minutes with the doctoral candidate per year;
- support the PhD student in formulating hypotheses, working methods and batch selection;
- to guide the doctoral student in the curriculum of readings and theoretical documentation, as well as in the critical processing of the bibliography;
- monitor scientific research activity;
- discuss aspects of thesis writing (structure, language, presentation and discussion of results, formulation of conclusions);
- make every effort to introduce the doctoral candidate to the academic and research environment, to the discipline/department team, to help him/her integrate harmoniously;
- to guide the doctoral candidate in ethical issues related to the research;
- to endorse material for publication and determine the order of authors;

- mediate any conflicts that may arise during the course of the study and research plan;

- promptly notify, as appropriate, the Council of the Doctoral School - UMF "Iuliu Hațieganu" Cluj-Napoca, the Ethics Commission of UMF "Iuliu Hațieganu" Cluj-Napoca, the management of UMF "Iuliu Hațieganu" Cluj-Napoca in relation to major violations of the contract signed by the doctoral candidate, the appearance of conflicts of interest or events that jeopardize the completion of doctoral studies in good conditions and on time;

- notify the contracting parties of any personal problems that prevent him/her from continuing to carry out his/her duties as a doctoral supervisor.

## **V. PhD student**

**Art. 13 (1)** Only graduates with a master's degree or its equivalent, from the country and from abroad, are entitled to participate in the admission procedure for doctoral studies.

**(2)** The diplomas of graduates from long-term university education, issued up to and including 1993, are equivalent to bachelor's degrees. The total cumulative duration of the bachelor and master cycle must be at least 300 transferable credits (ECTS).

**(3)** After the PhD thesis defense, IOSUD UMF "Iuliu Hațieganu" Cluj-Napoca issues, upon request, a certificate attesting the period during which the PhD student has followed the doctoral studies, regardless of whether or not they have been promoted.

**Art. 14** The title of doctor shall be awarded by order of the Minister of Education after validation of the doctoral thesis by the CNATDCU.

**Art. 15 (1) The rights and obligations of the doctoral candidate are:**

- benefit from the support, guidance and coordination of the doctoral supervisor and the supervisory committee;

- attend seminars or working meetings of IOSUD R&D staff when topics relevant to doctoral studies are under discussion;

- to be represented in the decision-making bodies of the doctoral school, in accordance with the provisions of these regulations;

- to benefit from the logistics, documentation centres, libraries and equipment of the doctoral school and IOSUD UMF "Iuliu Hațieganu" Cluj-Napoca for the elaboration of research projects and doctoral thesis;

- enrol in courses and seminars organised by other doctoral schools;

- work together with teams of researchers from IOSUD UMF "Iuliu Hațieganu" Cluj-Napoca or from research and development units that have concluded agreements or institutional partnerships with IOSUD UMF "Iuliu Hațieganu" Cluj-Napoca;

- benefit from national or international mobility;

- to benefit from institutional support to participate in scientific conferences or congresses, workshops, summer or winter schools and national and international seminars in the field of specialisation in which they have chosen their doctoral thesis;

- to participate in the scientific communication sessions organized by the IOSUD Doctoral School UMF "Iuliu Hațieganu" Cluj-Napoca;

- to be informed about the curriculum of doctoral studies at the Doctoral School of UMF "Iuliu Hațieganu" Cluj-Napoca;

- to benefit from all the rights and obligations of the members of the academic community, as they derive from the internal legislation of UMF "Iuliu Hațieganu" Cluj-Napoca;

- to ask the Council of the Doctoral School UMF "Iuliu Hațieganu" Cluj-Napoca to change the PhD supervisor;
- to receive transparent information on the grades obtained (in the case of examinations immediately after the award of grades/marks);
- has the right to contest the results;
- has the right to address the Council of the Doctoral School UMF "Iuliu Hațieganu" Cluj- Napoca when he considers that his rights have been violated.

**(2) The doctoral candidate has the following obligations:**

- respect the timetable set with the supervisor and fulfil their obligations to present their work and research results;
- submit progress reports to the supervisor and the mentoring committee whenever requested;
- be in permanent contact with the doctoral supervisor;
- respect institutional discipline;
- comply with and adhere to the provisions of the training plan;
- to submit, annually, written reports to the supervisor on milestone achievements, outline of activities for the following semester, problems and difficulties encountered and proposals for correction;
- respect ethical principles related to scientific training and research;
- to inform the supervisor and the Doctoral School Council, in due time, of any event, personal or in the academic and scientific environment, which may negatively influence the quality of the training and the respect of the deadlines;
- keep in touch with the PhD supervisor and follow the academic meeting plan;
- to respect academic discipline, occupational health and safety measures in the unit, confidentiality and secrecy.

## **VI. Organization and development of the cycle of doctoral studies within the Doctoral School of UMF "Iuliu Hațieganu" Cluj-Napoca**

**Art. 16** Doctoral studies are organized, according to the legislation in force, in the form of full-time/short-time education on places financed by the budget or on a fee basis.

### ***Admission to PhD***

**Art. 17 (1)** The admission of PhD candidates is done through a competition organized annually by IOSUD - UMF "Iuliu Hațieganu" Cluj-Napoca, usually before the beginning of the academic year. The content of the application file is specified in Annex 1.

**(2)** The admission procedure for doctoral studies is the process of selecting candidates for each vacant PhD student position that the PhD supervisors of the Doctoral School - UMF "Iuliu Hațieganu" Cluj-Napoca decide to propose for occupancy at a given time.

**(3)** The doctoral admission competition consists of a project presented to a committee proposed by the doctoral supervisor. Admission is preceded by a language proficiency examination in an international language.

The language proficiency exam is organised by the language subjects at UMF "Iuliu Hațieganu" Cluj-Napoca, which issues a language proficiency certificate. If a candidate has obtained a certificate of

internationally recognised language proficiency, the language proficiency test is no longer required.

(4) The competition for admission to doctoral studies is open to graduates from long-term university education in the fundamental field of biological and biomedical sciences (Medicine, Dentistry, Pharmacy), with a bachelor's degree, as well as to holders of a master's degree in the case of graduates from other study programmes where this form of education is legally required. The diplomas of graduates of long-term university education, issued up to and including 1993, are equivalent to bachelor's degrees. Resident doctors have the right to enrol in a doctoral programme during their residency and thus simultaneously have the status of research assistant or fixed-term university assistant, being paid for both activities, according to the law.

(5) The validation of the admission results is done by the registration of the successful candidates with the favourable opinion of the Council of the Doctoral School - UMF "Iuliu Hațieganu" Cluj- Napoca and by the decision of the Rector of UMF "Iuliu Hațieganu" Cluj- Napoca.

(6) The function lists are drawn up at the level of the Doctoral School - UMF "Iuliu Hațieganu" Cluj-Napoca and include the teaching staff and researchers working in the Doctoral School.

- UMF "Iuliu Hațieganu" Cluj-Napoca. The Doctoral School - UMF "Iuliu Hațieganu" Cluj- Napoca can employ auxiliary teaching staff, research staff and non-teaching staff.

### ***Organisation and conduct of doctoral studies***

**Art. 18** The PhD programme is carried out only within the Doctoral School - UMF "Iuliu Hațieganu" Cluj-Napoca, under the coordination of a PhD supervisor and comprises:

- a) a training programme based on advanced university studies;
- b) an individual scientific research programme.

**Art. 19 (1)** The duration of the doctoral studies is 4 years.

(2) In special situations, at the proposal of the PhD supervisor, with the approval of the Senate of UMF "Iuliu Hațieganu" Cluj-Napoca, within the limit of available funds, the PhD student's scientific research programme may be extended by 1-2 years.

(3) Doctoral studies may be interrupted for good cause. The maximum interruption period is 2 years. The duration of the doctoral studies is extended in case of interruption, corresponding to the cumulative periods of approved interruptions. The extension provided for in para. (2) and respectively the interruption provided for in paragraph (2) and the interruption provided for in paragraph (3). (3) shall be laid down in additional acts to the contract for doctoral studies.

(4) If the doctoral student fails to complete the thesis within the deadline set, according to the doctoral studies contract and any additional documents, the doctoral student has a grace period (against cost) of 2 years to complete and publicly defend the thesis, with the possibility of extending it for another 2 years, only with the consent of the doctoral supervisor and the approval of the University Senate.

(5) During the period of grace provided for in paragraph 1, the Member States shall (4), the doctoral student shall not be eligible for a doctoral scholarship awarded from doctoral grants.

**Art. 20 (1)** The doctoral student must devote a significant amount of time to the doctoral programme, which requires his/her actual presence at IOSUD - UMF "Iuliu Hațieganu" Cluj- Napoca or at research and development units that have concluded agreements or institutional partnerships with IOSUD - UMF "Iuliu Hațieganu" Cluj-Napoca.

**(2) The** actual required attendance of the doctoral student may differ from one doctoral student to another, being decided by the doctoral supervisor according to the specific



doctoral program and in compliance with the regulations of the Doctoral School - UMF "Iuliu Hațieganu" Cluj-Napoca.

**Art. 21** The Doctoral School - UMF "Iuliu Hațieganu" Cluj-Napoca provides free and unrestricted access to the advanced training programme to all doctoral students from its own doctoral school or from other doctoral schools.

**Art. 22 (1)** The system of transferable credits shall be used in the advanced university training programme to record the amount of work put into the academic training/education process. Completion of the entire module allows the accumulation of 60 transferable credits.

**(2)** The credits obtained in a Master's research program or the completion of previous doctoral internships and/or scientific research internships, carried out in the country or abroad, in universities or in prestigious research and development units, may be recognized as equivalent to those of the training program based on advanced university studies, of the Doctoral School - UMF "Iuliu Hațieganu" Cluj-Napoca. The equivalence is proposed by the doctoral supervisor and approved by the Council of the Doctoral School - UMF "Iuliu Hațieganu" Cluj-Napoca.

**Art. 23 (1) The** Advanced University Training Programme is based on the curriculum proposed by the Doctoral School Council - UMF "Iuliu Hațieganu" Cluj-Napoca, with a duration of 2 semesters.

**(2)** The doctoral student can choose independently to follow the courses within the advanced university studies offered by the Doctoral School - UMF "Iuliu Hațieganu" Cluj-Napoca or by other doctoral schools. Restricting this own option is forbidden.

**(3)** The participation of a particular doctoral student in the advanced degree-based training programme and the choice of the elements of study within this programme to be followed by the doctoral student shall be determined exclusively and independently by the doctoral student's supervisor. Restricting this choice of the doctoral supervisor is prohibited.

**Art. 24** The evaluation of doctoral students in the Advanced University Training Programme is done by written/oral examinations, the minimum grade for passing a discipline in the programme being 5 (five) or the qualification Admit. With the passing of a subject in the advanced university training programme, the doctoral student also receives the corresponding credits, as provided for in the curriculum.

**Art. 25 (1) The** scientific research programme involves the participation of the doctoral student in one or more scientific projects established by the supervisor.

**(2)** Responsibility for the structure, content, conduct and organisation of the PhD student's scientific research programme lies with the PhD supervisor.

**(3)** The PhD supervisor is directly responsible for the PhD student's scientific path and is obliged to take all necessary measures to provide the student with the conditions, knowledge and information that maximise the chances of completing the PhD programme.

**(4)** Providing the necessary resources to carry out the research projects in which the PhD student is involved is also a specific obligation of IOSUD UMF "Iuliu Hațieganu" Cluj-Napoca, of the PhD school and of the PhD supervisor.

**Art. 26 (1)** In order to ensure a coherent scientific path, the doctoral student shall, at his/her request and at least once every 12 months, present a presentation of the progress of his/her scientific research programme to the supervisory committee and the doctoral supervisor, who shall have the role of

to guide, correct and support the PhD student's scientific path. The transcript of proceedings together with the submitted report will be placed in the doctoral student's personal file.

(2) The scientific research programme is considered to be completed only after the submission of at least 3 presentations (reports/reports) on the progress of the doctoral candidate's scientific research programme, each presentation being credited with 60 credits. Total: 180 credits for the scientific research programme.

(3) The scientific research programme is carried out under the supervision of the PhD supervisor and the supervision team.

### ***Monitoring system of student activity in the Doctoral School of UMF "Iuliu Hațieganu" Cluj-Napoca***

**Art. 27** The interim results of the research programme are submitted by the doctoral candidate for evaluation by the supervisor and the supervision team in the form of reports/reports on the scientific research progress of the doctoral candidate.

**Art. 28 (1)** Doctoral students are required to present, in addition to the scientific research project defended at the end of the year of advanced university training, at least 3 presentations (reports/reports) during the scientific research programme.

(2) The reports/reports are presented in an organised setting to the PhD supervisor and the mentoring committee and contain the milestone results of the research activity.

(3) Upon completion of the doctoral thesis, the minimum portfolio of scientific work that the doctoral student must publish is specified in the doctoral student's contract, depending on the field in which the doctoral thesis is carried out.

Published scientific work means an article that has appeared in a journal or has been assigned a "Digital Object Identifier (DOI)"

**Art. 29** The scientific research programme shall end with the public presentation of the doctoral thesis.

**Art. 30** The expenses incurred for the organization and conduct of examinations, the presentation of scientific research projects, the public defense of the doctoral thesis and the awarding of the doctoral degree, for budgeted doctoral students, shall be borne from the income of UMF "Iuliu Hațieganu" Cluj- Napoca.

**Art. 31 (1)** The Doctoral School of UMF "Iuliu Hațieganu" Cluj-Napoca shall apply to all its doctoral students a monitoring system of the doctoral activity carried out.

(2) Within the first year (2 semesters) of the doctorate there is a specific educational programme - the year of advanced undergraduate studies - which aims to develop research skills, the first step potentially contributing to raising the level of doctoral research. This first stage is followed by the years actually devoted to research and, finally, to writing the doctoral thesis. The whole programme is structured in such a way that, on completion, students who have publicly defended their doctoral thesis will be able to:

- to work as independent researchers;
- integrate their work into the broad theoretical and research framework of their chosen field;
- have competence in identifying priority areas of research and in formulating relevant experimental questions and hypotheses in relation to these areas;
- objectively evaluate research and develop critical opinions on other authors' research;

- be able to communicate the results of their own research and discuss the aims, results and implications of their personal research in medical journals, conferences, seminars and other collegial meetings;

(3) After enrolment in the doctoral programme, each PhD student will send to the Doctoral School secretariat the individual plan of activity within the doctoral programme. This plan is the result of consultation between the doctoral student and the supervisor and is binding for all doctoral students.

(4) The individual plan and progress reports/reports are official documents. Via therefore, they must be printed and signed as indicated before being sent to the Secretariat of the Doctoral School UMF "Iuliu Hațieganu" Cluj-Napoca.

(5) The individual plan of activity within the doctoral program is considered an agreement in terms of education (research training) and monitoring, established between the doctoral student and UMF "Iuliu Hațieganu" Cluj-Napoca (Doctoral School), being presented by the doctoral student at the time of enrolment in the program and being signed by the doctoral student and the supervisor. It will exist in printed format in the archives of the Doctoral School UMF "Iuliu Hațieganu" Cluj-Napoca. The individual plan of activity within the doctoral programme must be sent to the Secretariat of the Doctoral School UMF "Iuliu Hațieganu" Cluj-Napoca within 3 months from the registration of the doctoral candidate. Any modification must be submitted to the approval of the Doctoral School Council.

**Art. 32 (1)** The doctoral thesis is the original scientific work prepared by a doctoral student within the framework of the doctoral studies, which is a legal condition for obtaining the title of doctor.

(2) The PhD thesis is an original work and it is mandatory to mention the source for any material taken from it.

(3) The doctoral student is the author of the thesis and assumes the accuracy of the data and information presented in the thesis as well as the opinions and demonstrations expressed in the thesis.

PhD thesis must:

- demonstrate advanced scientific knowledge of the subject matter;
- contain elements of originality in the development or solution of the topic, as well as ways of scientific validation;
- be an independent scientific work at the level of international standards in the subject area;

**Art. 33 (1)** The doctoral thesis shall be structured in such a way that it includes the following parts: CURPENT, INTRODUCTION, CURRENT STATE OF KNOWLEDGE, OWN CONTRIBUTIONS, FINAL CONCLUSIONS, BIBLIOGRAPHY, ANNEXES (if applicable) and

separate ABSTRACT OF THE PhD THESIS (written in Romanian and in an international language on 7-9 pages including CONTENTS, KEY WORDS, SYNTHESIS OF THE MAIN PARTS OF THE PhD THESIS and CV of the PhD candidate).

Guide redactarii theses by PhD theses se can be found at on website <http://www.umfcluj.ro/Detaliu.aspx?t=Doctorat-Functionarea-Scolii-Doctorale>.

**Art. 34 (1)** The doctoral thesis may be written in a language of international circulation, according to the provisions of the doctoral study contract.

(2) If the thesis is written in an international language, the abstract of the thesis must also be written in Romanian.

(3) The PhD supervisor is responsible, together with the author of the thesis, for the respect of quality standards or professional ethics, including ensuring the originality of the content, according to the provisions of art. 170 of Law no. 1/2011.

**Art. 35.** The abstracts of doctoral theses to be publicly defended, as well as the date, time and location of the public defendings, shall be posted at least 20 days prior to their presentation on the institution's website.

**Art.36 (1)** The doctoral studies are completed by the public defence of the doctoral thesis in front of the doctoral thesis public defence committee, hereinafter referred to as the doctoral committee.

(2) Public support can only take place after the following steps have been completed:

- the doctoral candidate will submit a request to the UMF registrar (model available on the website), when sending the electronic version of the thesis to the library. The application must be submitted to the Doctoral School;
- the doctoral candidate will send the word version of the thesis *in extenso*, without the Bibliographic References chapter, to the library at [cristina.ungur@umfcluj.ro](mailto:cristina.ungur@umfcluj.ro) and within 72 hours will receive a printed proof (summary of the automatic evaluation) which will be submitted to the supervisor. If there are problems with a large number of overlaps, you will have to consult with your supervisor and/or modify your thesis on your own initiative, until the specific figures are significantly reduced (considered by the system as "plagiarism");
- the doctoral candidate submits to the Doctoral School a signed and registered request to the UMF Registrar's Office to initiate the procedures for the evaluation of the thesis by the supervising committee, approved by the doctoral supervisor, in order to be submitted (model available on the website);
- the doctoral thesis is presented to the supervising committee; after this presentation, which may be public, the doctoral supervisor and the supervising committee decide on the official submission of the thesis and the organisation of the public presentation; the doctoral supervisor's report and the agreement of the members of the supervising committee are drawn up only after they have analysed the similarity report generated by the system. In addition to the report, the doctoral supervisor submits the resolution of the analysis of the similarity report (model available on the website);
- the thesis is submitted to the Doctoral School only if it has attached the anti-plagiarism evaluation print-out and the approval of the ethics committee for the conduct of studies, where applicable;
- the evaluation of the thesis by the evaluator of the Council for Quality Assurance in Doctoral Research is done only if the thesis meets the requirements of the university and has an anti-plagiarism evaluation;
- the request for fixing the date of the public defence of the doctoral thesis, approved by the doctoral supervisor and the chair of the defence committee, is submitted to the secretariat of the doctoral school at least 20 calendar days before the proposed date of defence;
- the doctoral school prepares and posts the notice for the public hearing at least 20 calendar days before the proposed date of the hearing. It must include the date, location and time of the defence, the doctoral supervisor(s) and the place where the full text of the thesis can be consulted in printed form. The announcement of the public defense, the abstract of the thesis in electronic format, the CV of the doctoral candidate, the CVs of the members of the public defense committee of the doctoral thesis or links to them are posted on the IOSUD website.

(3) Following the identification of violations of good conduct in research and development, including plagiarism of results or publications of other authors, fabrication of

results or substitution of fictitious data for results, in the evaluation of the thesis by the PhD supervisor, the mentoring committee or the Council for Quality Assurance in Doctoral Research, the approval for public support is not obtained.

(4) The doctoral committee is proposed by the PhD supervisor and approved by the Director of the Doctoral School UMF "Iuliu Hațieganu" Cluj-Napoca. The doctoral committee is composed of at least 5 members: the president, as a representative of IOSUD UMF "Iuliu Hațieganu" Cluj-Napoca, the doctoral supervisor and at least 3 official referees, from the country or abroad, specialists in the field in which the doctoral thesis was prepared and of which at least 2 work outside IOSUD UMF "Iuliu Hațieganu" Cluj-Napoca. The members of the doctoral committee have the title of doctor and hold at least the teaching position of university lecturer or scientific researcher grade II or are doctoral supervisors, in the country or abroad.

(5) In the case of joint doctoral studies, the committee for the public defence of the doctoral thesis includes representatives of both I.O.S.U.D.

(6) If one of the official referees of the doctoral committee becomes unavailable, he/she may be changed at the proposal of the doctoral supervisor and with the approval of the Director of the Doctoral School UMF "Iuliu Hațieganu" Cluj-Napoca.

(7) The doctoral thesis can only be defended after it has been evaluated by all the members of the doctoral committee and in the presence of at least 4 of them, with the compulsory participation of the committee chair and the doctoral supervisor.

(8) The public presentation must include a session of questions from the members of the doctoral committee and the public, according to Art. 168, para. (3) of Law 1/2011.

(9) It is forbidden for the doctoral student to offer gifts or any other undue advantage to members of the doctoral committee or to ask the doctoral student to contribute to the payment of expenses related to the travel of members of the doctoral committee or to the organisation of the public defence of the doctoral thesis.

(10) The status of doctoral student ceases when the doctoral degree is awarded or when the expulsion order is issued.

**Art. 37 (1)** On the basis of the public presentation of the doctoral thesis and the reports of the official referees, the doctoral committee evaluates and decides on the grade to be awarded to the doctoral thesis. The grades that can be awarded are: "Excellent", "Very good", "Good", "Satisfactory" and "Unsatisfactory".

(2) If a member of the doctoral committee identifies serious misconduct in scientific research and academic activity, including plagiarism of results or publications of other authors, fabrication of results or replacement of results with fictitious data, during the evaluation of the thesis, both before and during the public presentation, the member of the doctoral committee is obliged to take the following measures:

a) to refer the case to the Ethics Committee of UMF "Iuliu Hațieganu" Cluj-Napoca for analysis and resolution, including the expulsion of the PhD student, according to articles 306-310 and 318-322 of Law no. 1/2011 and the provisions of Law no. 206/2004 on good conduct in scientific research, technological development and innovation, with subsequent amendments and additions;

b) to notify all members of the doctoral committee of deviations and to propose the award of the grade "Unsatisfactory".

(3) If the doctoral student has fulfilled all the requirements set out in the scientific research programme and the assessment of the doctoral thesis allows the award of the qualification

"Excellent", "Very good", "Good" or "Satisfactory", the doctoral committee proposes to award the doctoral degree. The proposal is submitted to the CNATDCU for validation. The CNATDCU, after evaluating the file, proposes to the Minister of Education, Research, Youth

and Sport whether or not to award the doctorate.

(4) In the case of an "Unsatisfactory" grade, the doctoral committee specifies the content elements to be reworked or completed in the doctoral thesis and requests a new public defence of the thesis. The second public defence of the thesis takes place before the same doctoral committee as the first defence. If the second public hearing is also marked "Unsatisfactory", the doctoral degree is not awarded and the doctoral student is expelled.

(5) If the CNATDCU invalidates the doctoral thesis, the IOSUD UMF "Iuliu Hațieganu" Cluj-Napoca receives from the Ministry of Education, Research, Youth and Sport a written motivation of invalidation, based on the CNATDCU observations. The doctoral thesis may be resubmitted to the CNATDCU within one year from the date of the first invalidation. If the doctoral thesis is invalidated a second time, the doctoral title will not be awarded and the doctoral student will be expelled.

(6) If the members of the NCATDCU of a doctoral thesis evaluation committee find non-compliance with professional ethical standards, including the existence of plagiarism, in the thesis and/or the activities leading to it, they shall invalidate the doctoral thesis, communicate these findings to the other members of the evaluation committee and refer the matter to the General Council of the NCATDCU for analysis of the responsibility of the doctoral supervisor or the doctoral school and for application of the provisions of Article 69 para. (5).

**Art. 38 (1) The** title of Doctor shall be awarded by Order of the Minister of Education, Research, Youth and Sport, after validation of the doctoral thesis by the CNATDCU.

(2) Following the registration of a referral under Article 50(2)(a), the Commission shall (2), the General Council of the NACATDCU has 45 days to examine and decide according to the law. The General Council may consult other members of the NACA-CTU and may decide to use external experts, who must not be in conflict of interest with the author or doctoral supervisor.

(3) Within the period provided for in paragraph. (2), the General Council of the NADTCU shall request the views of the IOSUD, which shall be formulated within a maximum of 30 days of receipt of the request. If IOSUD confirms the violation of the quality or professional ethics standards, it shall submit to the NACADTCU the decision on the proposal to withdraw the title, signed by the rector or, as the case may be, by the President of the Romanian Academy, legally endorsed by the university or, as the case may be, by the Romanian Academy.

(4) Within the period provided for in paragraph. (2), the General Council of the NACATDCU shall decide whether or not the standards of quality or professional ethics, including the existence of plagiarism, have been respected, and the President of the NACATDCU shall inform the author of the complaint, the author of the thesis and the IOSUD of the decision of the General Council of the NACATDCU and its motivation. The latter have 10 days to lodge an objection to the procedure and the General Council of the NACA-CCU has 10 days to reply to the objection.

(5) If the General Council of the CNATDCU decides that the standards of quality or professional ethics, including plagiarism, have not been respected, the President of the CNATDCU shall propose to the Ministry of National Education and Scientific Research one or more of the following measures:

- a) withdrawal of the status of doctoral supervisor;
- b) withdrawal of the doctorate;
- c) withdrawal of the accreditation of the doctoral school.

(6) Following the proposal provided for in paragraph. (5), the Minister of National Education and Scientific Research, on the basis of the legal opinion of the Ministry of National Education and Scientific Research, shall be obliged to take the measures provided for in Article 170 of Law No 1/2011, as amended and supplemented.



subsequent additions. The Ministry of National Education and Scientific Research shall inform all parties of the provisions issued.

(7) All documents related to these complaints are part of the "doctoral file" and are uploaded on the national platform; the decisions of the ethics committees and the CNATDCU are also published on their institutional websites."

**Art. 39 (1)** The diploma conferred after the successful completion of a doctoral programme shall be called a doctoral degree. The diploma certifying the award and holding of the title of doctor shall expressly mention the disciplinary or interdisciplinary field of the doctorate for the scientific doctorate.

(2) Following the completion of the scientific doctoral studies, the IOSUD UMF "Iuliu Hațieganu" Cluj-Napoca confers the diploma and the title of Doctor of Science, corresponding to the acronym Dr.

(3) The doctoral degree will be marked with the doctoral student's grade of "Excellent", "Very good", "Good" or "Satisfactory". A mention in Latin will also be written on the doctoral diploma as follows:

- a) for the qualification "Excellent" the mention "Summa cum laude" is written;
- b) for the qualification "Very good" the mention "Magna cum laude" is entered;
- c) for the grade "Good" the mention "Cum laude" is entered.

### **VIII. Conferral of the title of doctor and award of the diploma**

**Art. 40 (1)** The decision of the doctoral committee to award the doctoral degree shall be submitted to the Doctoral School UMF "Iuliu Hațieganu" Cluj-Napoca in order to complete the doctoral candidate's file.

(2) IOSUD UMF "Iuliu Hațieganu" Cluj-Napoca submits the PhD file to the Ministry of Education, Research, Youth and Sport for validation of the decision of the PhD committee by the National Council for Accreditation of University Degrees, Diplomas and Certificates.

**Art. 41** The awarding of the title of Doctor shall be made by order of the Minister of Education, on the proposal of the National Council for the Accreditation of University Degrees, Diplomas and Certificates.

**Art. 42 (1)** The doctoral degree shall be written in Romanian and English and shall be issued by UMF "Iuliu Hațieganu" Cluj-Napoca on the basis of the order of the relevant Minister.

### **IX. Transitional and final provisions**

**Art. 43** The study regime for foreign citizens who wish to pursue a PhD at UMF "Iuliu Hațieganu" Cluj-Napoca is the same as for Romanian citizens. Their admission to doctoral studies shall be regulated by order of the Minister of Education.

**Art. 44** The transfer of the doctoral candidate to another I.O.S.U.D. is made with the agreement of the I.O.S.U.D. UMF "Iuliu Hațieganu" Cluj-Napoca and the receiving I.O.S.U.D., in compliance with the legal provisions.

**Art. 45** The Council for Quality Assurance in Doctoral Research, a body established with the approval of the Board of Directors No. 31/02.10.2012, has the following tasks:

- to evaluate doctoral theses prior to public presentation;
- to consider requests for interruption, withdrawal, expulsion, pardon, changes in the members of the supervisory committee, changes in the title/title of the doctoral thesis, proposals for placements for doctoral students through the Erasmus programme, proposals for committees for the public defence of doctoral theses, requests for

recognition of diplomas

PhD students' individual plans and submit them to the Director of the Doctoral School for signature.

**Art. 46** This Regulation was approved at the meeting of the CSUD - UMF "Iuliu Hațieganu" on 22 July 2016. The Regulation shall enter into force as from the academic year 2016-2017. Articles 26 (2), 28 (1), (3) and 45 have been amended by the Senate Resolution No.10 of 27 October 2022.