
 CODE USVT – R030	"King Mihai I" University of Life Sciences from Timisoara	Issuing body Quality Management Department
	REGULATION REGARDING THE ORGANIZATION AND CONDUCT OF ADMISSION TO UNIVERSITY DOCTORAL STUDIES - IOSUD-USVT 2023 - 2024	Edition 4 / Revision 0

**REGULATIONS
 REGARDING THE ORGANIZATION AND PROCEDURE OF ADMISSION TO
 UNIVERSITY DOCTORAL STUDIES - IOSUD, WITHIN THE UNIVERSITY OF LIFE
 SCIENCES "KING MIHAI I" FROM TIMISOARA , IN THE UNIVERSITY YEAR 2023 -
 2024**

	Name and surname	Function	Date:	Signature
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Approved in the Board of Directors by Decision no. 5928 dated 05.12.2022				
Approved in the University Senate by Decision no. 8944 dated 05.12.2022				
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CHAPTER I. APPLICATION DOMAIN

Art. 1 (1) This regulation establishes the general framework regarding the organization and conduct of admission to doctoral university studies - IOSUD, within the University of Life Sciences "King Mihai I" from Timișoara.

(2) The regulation is applicable to all Doctoral Schools and graduates (with a master's degree).

(3) The regulation is used by the staff from the secretariats of Doctoral Schools and IOSUD.

(4) Users of the regulation are responsible for applying and complying with the provisions of the documents in this regulation.

CHAPTER II. PURPOSE

Art. 2. The purpose of drafting this regulation is to establish unitary rules regarding the organization and conduct of admission to doctoral university studies within the "King Mihai I" University of Life Sciences "King Mihai I" from Timișoara.

CHAPTER III. ABBREVIATIONS

Art. 3 . IN n the content of this regulation will use the following **abbreviations and definitions:**


Abbreviations:

- **ULST** –University of Life Sciences "King Mihai I" from Timișoara;
- **ME** – Ministry of Education;
- **IOSUD** – Organizing Institution for Doctoral University Studies;
- **CSUD** – Council for Doctoral University Studies;
- **EQF** – European Qualifications Framework;
- **CNC** – National Qualifications Framework.

CHAPTER. IV. REFERENCE DOCUMENTS

Art. 4. Primary legislation

- National Education Law no. 1/2011, with subsequent amendments and additions;
- Law no. 288/2004 regarding the organization of university studies, with subsequent amendments and additions;
- GD no. 681/2011 regarding the Code of doctoral university studies , with subsequent amendments and additions;

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- ME order no. 3102 of February 8, 2022 for the approval of the Methodology - framework regarding the organization of admission in undergraduate, master's and doctoral study cycles.

Art. 5. Secondary legislation

- ULST charter;
- Decisions of the University Senate/Board of Administration regarding the organization and conduct of admission to doctoral university studies.

CHAPTER. V. DESCRIPTION OF THE REGULATION

CHAPTER. V.1. GENERAL DISPOSITIONS

Art. 6. Doctoral university studies, called **doctorate for short** , constitute the **third cycle of university studies** offered by the University of Life Sciences "King Mihai I" from Timișoara and aim to develop knowledge through **original scientific research** . They allow the acquisition of a **level 8 qualification** from the European Qualifications Framework (EQF) and from the National Qualifications Framework.

Art. 7. IOSUD – ULST is managed by **the Council for University Doctoral Studies (CSUD)** made up of doctoral supervisors and doctoral students, a body that is constituted in accordance with the provisions of the Code of University Doctoral Studies.


Art. 8. The activities related to the development of the doctorate in IOSUD – ULST are organized in two **Doctoral Schools** in the fields:

- a. **Plant and Animal Resources Engineering**
- b. **Veterinary Medicine.**

Art. 9. Doctoral university studies within IOSUD – ULST are organized as **full-time** or part-time education. The required effective presence of the doctoral student is decided by the doctoral supervisor depending on the specifics of the doctoral university study program and in compliance with the provisions of the doctoral school's own regulations and the legal provisions in force.

Art. 10. Doctoral university study programs are organized **with funding from the state budget** , under a **fee regime** or from **other legally established sources** . A person can benefit from funding from the budget for a single doctoral university study program.

Art. 11 . The university doctorate studies program within the IOSUD – ULST is: **Scientific doctorate** , upon completion of the scientific doctorate university studies, the diploma and the title of **Doctor of Sciences are awarded** , corresponding to the acronym **Dr.**

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Art. 12. (1) Doctoral university studies of a doctoral student within IOSUD – ULST are planned for a period of:

- A. 3 university years , for plant resource engineering studies and animals**
- B. 4 university years, for veterinary medical studies.**

(2) Each academic year is made up of 2 academic semesters comprising:

- A. a training program based on advanced university studies , completed within a doctoral school and made up of activities carried out in institutionalized study formations;**
- B. an individual scientific research program.**

Art. 13. Doctoral university studies end with the public support of an original work, called a **doctoral thesis** , which is the result of the original research activity carried out by the doctoral student during the doctoral university studies.

Art. 14. Doctoral university studies are carried out on the basis of a **Doctoral University Studies Agreement** concluded between the doctoral student, the doctoral supervisor and the University of Life Sciences "King Mihai I" from Timișoara.

Art. 15. Doctoral university studies can be interrupted only in the following situations: for medical reasons, in order to take leave for pregnancy and maternity leave, leave for raising and caring for the child, and respectively for other thoroughly justified reasons.

Art. 16. Regularly, any interruption of the doctorate must begin on the first day of an academic semester and end on the last day of an academic semester, thus ensuring that the period of interruption covers an entire number of semesters university. For exceptional situations, exceptions to this rule can be made.


Art. 17. (1) Interruption of doctoral university studies it is done at the request of the doctoral student, with the approval of the doctoral supervisor and is approved by the Doctoral School Council. Cumulative interruption periods of doctoral university studies cannot exceed 2 years.

(2) In special situations, the doctoral student can request, once, to extend the duration of the doctoral program by 1-2 years, at the proposal of the doctoral supervisor, with the approval of the Doctoral School Council and, respectively, with the approval of the University Senate, within the limit available funds.

(3) The extension provided for in para. 2, respectively the interruption and extension provided for in para. 1 are established by additional documents to the doctorate university studies contract.

Art. 18. (1) The number of places financed from the state budget at each institution organizing university doctoral studies are established by order of the Minister of Education, and the number of places with a fee is fixed by a decision of the Senate university.

(2) The annual study fee and the fee for the public defense of the doctoral thesis are approved by the ULST Senate, for each academic year, at the proposal of the CSUD and with the approval of the Board of Administration. These fees are made public until the date of the announcement of the doctoral admission competition for that academic year. They

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are paid in accordance with the provisions of the doctorate university studies contract and are collected by the IOSUD - ULST Secretariat

CHAPTER. V.2. REGISTRATION CONDITIONS FOR THE ADMISSION COMPETITION. DOCUMENTS REQUIRED FOR REGISTRATION. REGISTRATION AND REGISTRATION FEE/STUDY FEE FOR DOCTORAL STUDIES ON FEE PLACES. VERIFYING AND MARKING THE TESTS. COMPETITION RESULTS. REGISTRATION OF ADMITTED CANDIDATES

CHAPTER. V.2.1. REGISTRATION CONDITIONS FOR THE ADMISSION COMPETITION

Art. 19. (1) For the cycle of university doctoral studies, **admission is carried out in the fields of university doctoral studies approved** , in accordance with the legal provisions in force.

(2) Admission to doctoral university studies is done on a competitive basis, before the start of the academic year, by ULST, through IOSUD - ULST, on doctoral schools.

(3) The admission calendar for doctoral university studies for the 2023-2024 academic year is approved by the Administrative Council and displayed on the university's WEB page.

Art. 20 . (1) Only graduates with a master's degree obtained in Romania or equivalent, regardless of the year of graduation of the master's program, have the right to participate in the admission competition for doctoral university studies.


(2) Graduates of master's university studies, as well as long-term higher education graduates whose bachelor's degree was issued prior to the application of the three Bologna-type cycles, can apply for the doctorate, without their obligation to complete the second cycle of university master's studies, the diploma being equivalent to the university master's degree in the specialty.

(3) Citizens of the member states of the European Union, of the states belonging to the European Economic Area and of the Swiss Confederation may also participate in the admission to the cycle of university doctoral studies, under the same conditions as provided by law for Romanian students, including with regard to tuition fees schooling.

(4) Citizens who are not part of the European Union, the European Economic Area and the Swiss Confederation (non-EU citizens), graduates of university master's studies or graduates with a bachelor's degree or equivalent of long-term university studies can also apply for admission to doctoral university studies (4, 5, 6 years). The recognition of the studies carried out by them outside Romania will be carried out by the specialized Directorate within the Ministry of Education.

(5) The admission of Romanians from everywhere, as well as of citizens from third countries of the European Union, is carried out on the basis of methodologies specially developed by the Ministry of Education .

(6) The citizens mentioned in para. 5 declared admitted to the cycle of doctoral university studies, can register only on the basis of the master's degree recognized in accordance with the methodologies developed by the specialized departments of the Ministry of Education .

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(7) Upon admission to all cycles of university studies taught in the Romanian language, citizens of the European Union and from third countries have the obligation to prove their knowledge of the Romanian language, according to their schooling methodologies in Romania, as the case may be.

(8) A candidate can be admitted and enrolled as a student in no more than two study programs simultaneously, regardless of the study cycle and the educational institutions that offer them.

(9) A candidate declared admitted may benefit from funding from the state budget for a single doctoral program.

(10) Enrollment in the competition for admission to doctoral university studies within the institution organizing doctoral university studies, in a doctoral field, is not conditioned by the field in which the bachelor's or master's degree was acquired. The total cumulative duration of the bachelor's and master's degree must be at least 300 transferable credits (ECTS).

(11) The costs related to exceeding the duration of the free education, provided by law, are borne by the doctoral students.

Art. 21. Along with registering for the admission competition, the candidate for university doctoral studies will choose a doctoral supervisor, from among the doctoral supervisors within IOSUD – ULST that offer student-doctoral places for that admission competition and will compete for occupying a place with the respective manager.

CHAPTER. V.2.2. DOCUMENTS REQUIRED FOR REGISTRATION

Art. 22. (1) Enrollment in the admission competition is done in person, based on the identity card/passport and the other documents provided in this regulation.

(2) Enrollment in the admission competition can be done, on behalf of the candidate, by another person, on the basis of a power of attorney.


(3) In the case of candidates who opt for the provision of online facilities for registration/pre-registration, it is necessary to request personal identification data, according to the identity card/passport.

(4) During the establishment of the state of alert, necessity or emergency, registration can be done online, by uploading the documents by the candidates with their assumption of responsibility regarding the authenticity and correspondence between the digital/scanned documents and the original ones.

Art. 23. (1) The enrollment envelope file for the **doctoral admission competition** will include :

A. In the original:

- a. Registration form (standard form);
- b. *Curriculum vitae* in European format;
- c. List of published scientific works (if applicable);
- d. Master's graduation certificate for candidates who passed the dissertation exam in the 2022 - 2023 session;

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- e. The receipt proving the payment of the fee for enrollment in the admissions competition.

B. In original and xerox copies of them in order to certify "according to the original" at the time of registration:

- a. birth certificate;
- b. the marriage certificate (only in the case of name change through marriage);
- c. administrative document of name change (if applicable);
- d. baccalaureate diploma;
- e. diploma of completion of undergraduate studies (with related annexes, as the case may be: transcript, respectively supplement to the diploma);
- f. advanced studies/master's degree (with annexes, as the case may be: transcript or supplement to the diploma);
- g. the bulletin/identity card.

h. for candidates enrolled in doctoral university study programs taught in Romanian and who do not present the documents required for enrollment, issued by educational institutions in Romania or abroad, taught in Romanian, an interview will be held in the Romanian language, which will be evaluated with the qualification admitted or rejected. Only candidates who obtain the admitted qualification can register for the admission competition. By way of exception, for candidates who studied in a language of international circulation or in a language of national minorities, the certification of the linguistic skills of oral communication in Romanian is done with the baccalaureate diploma.

(2) The completed file will be submitted to the IOSUD - ULST Secretariat


Art. 24. Candidates who have passed the dissertation exam in the sessions of the 2022-2023 academic year can present at registration, instead of the master's degree, the certificate issued by the educational institution; in the certificate are mentioned: the general average, the averages obtained during the years of study, the validity period and the fact that the diploma was not issued.

CHAPTER. V.2.3. REGISTRATION AND REGISTRATION FEE/STUDY FEE FOR DOCTORAL STUDENTS ON FEE PLACES

Art. 25. Citizens of Romania, the European Union, the European Economic Area or the Swiss Confederation, pay the annual study fee, respectively the fee for supporting the doctoral thesis, at the IOSUD - ULST Secretariat

Art. 26. (1) ULST can charge candidates **registration fees** for the organization and conduct of admission, in accordance with the legal provisions in force, in the amounts approved by the University Senate.

(2) The children of active or retired teaching/teaching staff, as well as the children of active or retired non-teaching staff of the ULST are exempted from paying the registration fee upon admission, subject to the presentation of the certificate approved by the County School Inspectorate/institution of higher education, respectively the presentation of

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supporting documents in the case of active and retired teaching/teaching assistant/non-teaching staff.

(3) Registration and enrollment fees for doctoral university studies are reduced by 50% for graduates of the 2023 promotion and for ULST employees

Art. 27. (1) The annual tuition fee can be paid **in full** or in **3 installments**, in accordance with the decisions of the University Senate.

(2) Study fees **no include** the cost of accommodation and meals.

Art. 28. The doctoral student who is not a citizen of the European Union, the European Economic Area or the Swiss Confederation shall pay, in each year of studies, the monthly fees according to the legislation in force.

Art. 29. Irrespective of the year of registration, the current doctoral students on the fee-paying places, including those who are in the process of extending or continuing their studies, will pay the **doctoral thesis defense fee** related to the academic year in which they defend their thesis.

CHAPTER. V.2.4. VERIFYING AND MARKING THE TESTS

Art. 30. (1) The competition tests are given in front of a **Doctorate Admissions Committee** consisting of:

- **the doctoral supervisor** , who offered the doctoral student place for admission;
- **3 other recognized specialists** from ULST, who have at least the position of head of work/qualified lecturer;
- **the president of the admission committee** who is the director of CSUD- ULST or one of the directors of the doctoral schools within IOSUD- ULST


(2) The rector of ULST approves and appoints by decision the doctoral admission committees/appeal committees at the proposal of the doctoral supervisor.

(3) **The doctoral admission competition** , regardless of field, consists of two tests:

- **written test** based on a topic announced by the PhD supervisor before the date of the admission competition;
- **interview** , during which the following are analyzed: the research topic proposed for the doctoral thesis as well as the way in which research funding is ensured within the topic proposed for the doctoral thesis, the candidate's scientific concerns and his research skills.

(4) Depending on the specifics of the field, in each admission session other tests (even eliminatory ones) **may be provided in the doctoral admission competition, at the request of the titular doctoral supervisors and with the agreement of the Council of Doctoral Schools.**

Art. 31 . (1) After evaluating each test with grades from 1 (one) to 10 (ten) and establishing the final grade as the arithmetic mean of the two tests, the Admission Committees rank the candidates **in order of the averages obtained at the admission test** and nominate the candidates who will occupy the places of doctoral students put out to competition.

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(2) **The minimum overall average** for admission to doctoral university studies is 7 (seven). The average is calculated with two decimal places without rounding.

(3) In the case of equal averages obtained in the admission exam, the Admissions Committee separates the respective candidates, with grades from 1 (one) to 10 (ten), based on the criterion of the relevance of the proposed research topic for the respective field of doctoral university studies, so as not to exceed the established schooling capacity, according to the legal provisions in force.

(4) The validation of the admission results to doctoral university studies is done by **the Doctoral School Council (CSD) and the Council for Doctoral University Studies (CSUD)**.

Art. 32. In case of success, that doctoral supervisor will coordinate the doctoral university studies of the respective candidate within the doctoral school in which the doctoral supervisor is a holder.

Art. 33. In accordance with the law, during his doctoral studies, the doctoral student will also be supported by a **guidance committee** made up of 3 other teaching or research staff from USVT, who have the title of doctor in the field in which the doctoral student is admitted. The composition of the guidance committee is established by the doctoral supervisor, following consultation with the doctoral student, within no more than 30 days from the date of his registration.

CHAPTER. V.2.5. COMPETITION RESULTS

Art. 34 . (1) The results of the admission competition are made public by posting at the USVT headquarters and on its own web page.

(2) **Appeals are** resolved within 24 hours of the completion of admission, by the committee appointed for this purpose by the Rector of ULST The decisions of the appeal committee are final.

(3) No appeals are allowed for oral tests , sports skills or Fantasy and appeals based on ignorance admission regulations . _

(4) After the expiration of the eadline for solving and responding (by posting) to appeals, the result of the admission contest is definitive and cannot be changed.

Art. 35 . (1) The display of the results obtained in the admission competition is carried out in stages, generating at least two types of lists:

a) provisional lists - with the ranking of candidates, generated after admission;
 b) definitive lists - with the ranking of the candidates, generated after the resolution of appeals that include the definitive and indisputable results.


(2) The lists contain the following categories of information:

a) The list of candidates admitted for the places with funding from the budget, within the limit of the number of allocated places, if applicable;

b) List of candidates admitted for places with a fee, within the limit of the number of allocated places, if applicable;

c) List of rejected candidates, if applicable.

(3) The lists of admitted candidates and the lists of rejected candidates are displayed by fields of study and Doctoral Schools at the Doctoral School Notice Board.

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CHAPTER. V.2.6. REGISTRATION OF ADMITTED CANDIDATES

Art. 36. (1) During the period announced for carrying out confirmations, with a view to enrolment, candidates declared admitted to the places financed by study grants, will confirm the occupation of the places, by submitting the original bachelor's degree and/or master's degree to date of registration, at the IOSUD - ULST secretariat. Candidates who have passed the dissertation exam in the 2022 - 2023 session, will submit the graduation certificate, in original, within 5 days from the date of admission, this certificate will be replaced by the corresponding diploma in original, until its expiration date.

(2) Failure to present the bachelor's or master's degree or the original certificate, through the sole fault of the admitted candidate, within the established term, leads to the loss of the place financed from the state budget.

(3) Romanians from everywhere as well as citizens from third EU countries admitted to the cycle of undergraduate, master's and doctorate university studies can enroll only on the basis of the recognized baccalaureate, bachelor's or master's degree in accordance with the methodologies developed by the specialized departments of ME framework .

Art. 37. (1) Candidates admitted to places with a fee and matriculation , will confirm the occupation of the place during the period announced for the confirmations, by paying the study fee for at least the first installment, at the IOSUD - ULST secretariat

(2) Enrollment of candidates declared admitted following the admission competition is made by decision of the Rector of the higher education institution. After the registration is approved, students are registered in the Single Enrollment Register (RMU) with a unique number valid for the entire schooling period in the specialization / specializations / program / study programs to which they were admitted.

Art. 38. Candidates who do not confirm the occupation of the places during the period announced for carrying out the confirmations, will lose the right to register, and the remaining unoccupied places will be filled in descending order of admission averages.

Art. 39. (1) For **enrollment** in the first year of doctoral university studies, **candidates** who have confirmed the occupation of the place:


a) They will complete and sign **the Doctoral University Studies Contract**.

b) Together with the leader, they will draw up *the advanced university training program*, as well as *the scientific research program*.

c) *The advanced university training program* , as well as *the scientific research program*, will be approved by the Director of the CSUD following their approval by the Director of the Doctoral School where the doctoral supervisor is the holder. *The advanced university training program* , as well as the approved *scientific research program* , are submitted to the IOSUD - ULST secretariat and will form an integral part of the doctorate university studies contract.

d) Interested doctoral students can request accommodation in the ULST dormitories

(2) After registration, the final lists are generated and displayed, with candidates declared admitted and registered.

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CHAPTER. VI. FINAL PROVISIONS

Art. 40. (1) In accordance with the law, the ULST Management *will ensure the transparency of the evaluation and selection procedures of candidates for admission to doctoral studies* on the places offered by the titular doctoral supervisors and guarantee access to this information, including by publishing on the ULST website as well as through other means of information (brochures, posters, etc.).

(2) The management of the ULST, the Director of the CSUD and the Directors of the IOSUD- ULST doctoral schools, are responsible for the smooth conduct of the admission competition, in compliance with the norms of quality, university ethics and the legislation in force.