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## REGULATION

**ON THE ORGANIZATION AND CONDUCT OF ADMISSION TO DOCTORAL STUDIES  
- IOSUD, WITHIN BANAT'S UNIVERSITY OF  
AGRICULTURAL SCIENCES AND VETERINARY MEDICINE "KING MIHAI I OF ROMANIA" FROM  
TIMISOARA, IN THE UNIVERSITY YEAR  
2021/2022**

	<b>Last Name and first name</b>	<b>Function</b>	<b>Date:</b>	<b>Signature</b>
<b>Elaborated:</b>	Șef lucr. Dr. MOISA SEBASTIAN	DPPD Director	03.03.2021	
<b>Verified:</b>	Conf.Univ.Dr. TULCAN CAMELIA	Interim director Department of Quality management Quality	03.03.2021	
	Dr. Ing. POPA CAROLINA	Chief Secretary Interim	03.03.2021	
<b>Endorsed:</b>	Prof.Univ.Dr. IANCU TIBERIU	Coordinator CEAC	18.03.2021	
	HAIIDUC SIMONA	Legal Adviser	18.03.2021	
	Prof.Univ.Dr Radulovic ISIDORA	CMO President	18.03.2021	
<b>Endorsed in the Board of Directors by Decision no. 1389 of 19.03.2021</b>				
<b>Approved in the University Senate by Decision no. 1409 dated 22.03.2021</b>				
<b>RECTOR</b>		<b>Prof.univ.dr.ing. POPESCU COSMIN ALIN</b>		

## **CHAPTER I. SCOPE**

**Article 1 (** 1. This Regulation establishes the general framework for the organization and conducting admission to doctoral studies - IOSUD, within Banat's University of Agricultural Sciences and Veterinary Medicine "King Mihai I of Romania" in Timisoara.

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

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

(4) The users of the regulation are responsible for the application and observance of the provisions of the documents of this regulation.

## **CHAPTER II. PURPOSE**

**Article 2.** The purpose of drafting this regulation is to establish unitary rules on the organization and conduct of admission to doctoral studies at Banat's University of Agricultural Sciences and Veterinary Medicine "King Mihai I of Romania" in Timisoara.

## **CHAPTER III. ABBREVIATIONS**

**Article 3** The following shall be used in this Regulation **abbreviations and definitions:**

### **Abbreviations:**

- **USAMVBT** – Banat's University of Agricultural Sciences and Veterinary Medicine "King Mihai I of Romania" in Timisoara;
- **MEC** - Ministry of Research and Education;
- **IOSUD** - Institution Organizing University Doctoral Studies;
- **CSUD** - Council for University Doctoral Studies;
- **EQF** - European Qualifications Framework;
- **CNC** - National Qualifications Framework.

## **CHAPTER IV. REFERENCE DOCUMENTS**

### **Art. 4. Primary legislation:**

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

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- MENCS Order no. 6102 / 15.12.2016 for the approval of the Methodology - framework on the organization of admission in the cycles of undergraduate, master's and doctoral studies, with subsequent amendments and completions.

#### **Art. 5. Secondary legislation**

- USAMVBT Charter;
- Decisions of the University Senate / Board of Directors regarding organizing and conducting admission to doctoral studies.

#### **HEAD. V. GENERAL PROVISIONS**

**Article 6.** University Doctoral studies, named briefly **PhD**, constitutes the other **the third cycle of university studies** offered by Banat's University of Agricultural Sciences and Veterinary Medicine "King Mihai I of Romania" in Timisoara and aim to develop knowledge through **original scientific research**. They allow the acquisition of a qualification of **level 8** from the European Qualifications Framework (EQF) and from the National Qualifications Framework.

**Article 7** IOSUD-USAMVB TIMIȘOARA is led by **Council for Doctoral Studies (CSUD)** composed of doctoral supervisors and doctoral students, a body that is established in accordance with the provisions of the Code of doctoral studies.

**Article 8** The activities related to the development of the doctorate in IOSUD-USAMVB from Timișoara are organized in two **Doctoral schools** in the fields of:

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

**Article 9** The doctoral university studies within IOSUD-USAMVBT are organized in the form of **full-time education** or in the form of part-time education. The necessary effective presence of the doctoral student is decided by the doctoral supervisor according to 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.

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

**Article 11** The doctoral studies program within IOSUD-USAMVB Timișoara is of: **Scientific doctorate**, following the completion of the university doctoral studies, the diploma and the title of **science doctor**, corresponding to its acronym **Dr.**

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**Article 12. ( 1)** Studies **doctoral degree** of a doctoral student within IOSUD-USAMVBT is planned for a period of:

**A. 3 years** university, for **plant and animal resource engineering** studies.

**B. 4 years** university, for **veterinary medicine** studies.

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

**C.** a training program based on **advanced university studies**, completed in a doctoral school and consists of activities carried out in institutionalized study formations;

**D. a individual scientific research program.**

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

**Article 14** The university doctoral studies are carried out on the basis of a **Contract for doctoral studies** concluded between the doctoral student, the doctoral supervisor and Banat's University of Agricultural Sciences and Veterinary Medicine "King Mihai I of Romania" from Timișoara.

**Article 15** The interruption of doctoral studies can be done only in the following situations: for medical reasons, in order to take the leave for pregnancy and childbirth, the leave for raising and caring for the child, and respectively for other duly justified reasons.

**Article 16** Regularly, any interruption of the doctorate must begin on the first day of a university semester and end on the last day of a university semester, thus ensuring that the interruption period covers a whole number of university semesters. For exceptional situations, exceptions may be made to this rule.

**Article 17. ( 1)** The interruption of the university doctoral studies is made at the student request, with the approval of the doctoral supervisor and is approved by the Doctoral School Council. The cumulative interruption periods of doctoral studies may not exceed 2 years.

(2) In special situations, the doctoral student may request, once, the extension 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 available funds.

(3) The extension provided in part 2, respectively the interruption and extension provided in part 1 are established by additional documents to the doctoral studies contract.

**Article 18. ( 1)** The number of places under financing from the state budget for each institution organizing doctoral studies are established by order of the Ministry

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of education and research, and the number of places with a fee is set by decision of the University Senate.

(2) The annual study fee and the fee for the public defense of the doctoral thesis shall be approved by the USAMVBT Senate, for each academic year, at the proposal of the CSUD and with the approval of the Board of Directors. These fees are made public until the date of announcing the doctoral admission competition for that academic year. They are paid in accordance with the provisions of the doctoral studies contract and are collected by the IOSUD - USAMVBT Secretariat.

**HEAD. VI. CONDITIONS OF ENROLLMENT IN THE ADMISSION CONTEST. DOCUMENTS REQUIRED FOR REGISTRATION. ENROLLMENT AND REGISTRATION FEE / STUDY FEE FOR STUDENTS WITH FEE PLACES. VERIFICATION AND SCORING OF SAMPLES. CONTEST RESULTS. REGISTRATION OF CANDIDATES DECLARED ADMITTED**

**A. CONDITIONS FOR ENROLLMENT IN THE ADMISSION CONTEST**

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

(2) The admission to the doctoral university studies is made on the basis of a competition, before the beginning of the academic year, by USAMVBT, through IOSUD-USAMVBT, on the doctoral schools.

(3) The calendar of admission to the doctoral university studies for the academic year **2021 - 2022** is approved by the Board of Directors and posted on the university's WEB page.

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

(2) Graduates of master's degree studies, as well as graduates of long-term higher education whose bachelor's degree was issued prior to the application of the three Bologna-type cycles, may enroll in the admission competition, without their obligation to complete the second cycle of master's university studies, the diploma being equivalent to the diploma of master's university studies 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 participate in the admission to the doctoral studies cycle, under the same conditions provided by law for Romanian students, including regarding the tuition fees. schooling.

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

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(5) The admission of Romanians everywhere, as well as of the citizens from third countries to the European Union is made on the basis of the methodologies specially elaborated by the Ministry of Education and Research.

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

(7) Upon admission in all cycles of university studies taught in Romanian, the citizens of the European Union and 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 may be admitted and enrolled as a student in a maximum of two study programs at the same time, regardless of the study cycle and the educational institutions that offer them.

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

(10) The 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 obtained. The cumulative total duration of the undergraduate and master's degree must be at least 300 transferable credits (ECTS).

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

**Article 21** Once enrolled in the admission competition, the candidate for doctoral studies will choose a doctoral supervisor, from among the doctoral supervisors from IOSUD - USAMVBT who offer doctoral student places for that admission competition and will compete for a place to that leader.

## **B. DOCUMENTS REQUIRED FOR REGISTRATION**

**Article 22. ( 1)** The registration for the admission contest is made personally, based on the book of identity / passport and other documents provided for in this Regulation.

(2) The registration for the admission contest can be done, on behalf of the candidate, by another person on the basis of a power of attorney.

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

**Article 23. ( 1)** Envelope file for registration at **doctoral admission competition**, it contains:

### **In original:**

- a. Registration form (standard form);
- b. *Curriculum vitae* European format;
- c. List of published scientific papers (if applicable);

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- d. Master's degree certificate for candidates who passed the dissertation exam in the 2020-2021 session;
- e. Receipt proving the payment of the fee for registration for the admission contest.

**B. In original and xerox copies thereof for certification „according to the original ”** at the time of registration:

- a. birth certificate;
- b. marriage certificate (only in case of name change by marriage);
- c. administrative document for changing the name (if applicable);
- d) baccalaureate diploma;
- e. diploma of completion of undergraduate studies (with the related annexes as the case may be: transcript, respectively diploma supplement);
- f. diploma of in - depth studies / master (with the annexes, as the case may be: transcript respectively diploma supplement);
- g. ID card.
- h. for candidates enrolled in doctoral programs with teaching in Romanian and which does not present the necessary study documents for enrollment, issued by educational institutions in Romania or abroad, with teaching in Romanian will be held an interview in Romanian which will be assessed with the grade admitted or rejected. Only candidates who obtain the admitted grade can enter the admission competition. As an exception, for candidates who have studied in an international language or in a language of national minorities, the certification of oral communication language skills in Romanian is done with a baccalaureate diploma.

**(2) The prepared file will be submitted to the IOSUD - USAMVBT Secretariat.**


**Article 24** Candidates who passed the dissertation exam in the sessions of the academic year 2020 - 2021 may present at the registration, instead of the master's degree, the certificate issued by the educational institution; The certificate mentions: the general average, the averages obtained in the years of study, the validity term and the fact that the diploma was not issued.

**C. ENROLLMENT AND REGISTRATION FEE / STUDY FEE FOR DOCTORANTS ON FEED PLACES**

**Article 25** Citizens of Romania, the European Union, the European Economic Area or the Swiss Confederation pay the annual tuition fee , respectively the fee for defending the doctoral thesis, at the IOSUD - USAMVBT Secretariat.

**Article 26. ( 1)** USAMVBT may charge from 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 the teaching / auxiliary teaching staff in activity or retired from education, as well as the children of the non-teaching staff in activity or retired of

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USAMVB are exempted from paying the registration fee for admission under the conditions of presenting the certificate endorsed by the County School Inspectorate / higher education institution, respectively presenting the proving documents in the case of teaching / auxiliary / non-teaching staff in activity and retired.

(3) The registration and enrollment fees for doctoral studies are reduced by 50% for 2021 graduates and USAMVBT employees.

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

(2) Study fees **do not include** the cost of accommodation and meals.

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

**Article 29** Regardless of the year of enrollment, current PhD students in paid positions, including those in extension or further study, will pay **the fee for defending the doctoral thesis** related to the academic year in which they are defending their thesis.

#### **D. VERIFICATION AND SCORING OF SAMPLES**

**Article 30. ( 1)** The competition tests are given in front of a **Doctoral admission commissions** consisting of:

- **doctoral supervisor**, who offered the place of doctoral student for admission;
- **3 other recognized specialists** from USAMVBT, who have at least the position of chief supervisor / qualified lecturer;
- **the chairman of the admission commission** who is the director of CSUD-USAMVBT or one of the directors of doctoral schools within IOSUD-USAMVBT.

(2) The Rector of USAMVB Timișoara approves and appoints by decision the doctoral admission commissions / appeal commissions at the proposal of the doctoral supervisor.

(3) **Doctoral admission contest** t, regardless of the field, consists of two try:

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

(4) Depending on the specifics of the field, in each admission session **may be** provided in the doctoral admission competition and other tests (even eliminatory), at the request of the titular doctoral supervisors and with the consent of the doctoral schools council.

**Article 31. ( 1)** After evaluating each test by grades from 1 (one) to 10 (ten) and establishing the final grade as the arithmetic mean of the two samples, **The admission commissions rank the candidates in the order of the averages obtained at the admission contest** and



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nominates the candidates to take the places of doctoral students put up for competition.

(2) **Minimum overall average** admission to doctoral studies is 7 (seven).

(3) In the case of equal averages obtained at the entrance exam, the Admission Commission divides the respective candidates, by grades from 1 (one) to 10 (ten), on the criterion of the relevance of the proposed research topic for the respective doctoral studies field, so as not to exceed the established schooling capacity, according to the legal provisions in force.

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

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

**Article 33** Under the law, during his doctoral studies, the doctoral student will be supported by a **steering committee** consisting of 3 other teachers or researchers from USAMVBT, who have a doctorate in the field in which the doctoral student is admitted. The composition of the guidance commission is established by the doctoral supervisor, following the consultation with the doctoral student, within maximum 30 days from the date of his enrollment.

#### **E. RESULTS OF THE CONTEST**

**Article 34. ( 1)** The results of the admission contest are made public by posting at the headquarters USAMVBT and on its website.

(2) Solving **complaints** it is done within 24 hours from the end of the admission, by the commission appointed for this purpose by the Rector of USAMVBT. The decisions of the appeal commission are final.

(3) No appeals are allowed for oral, sports or artistic aptitude tests and appeals based on ignorance of the admission regulations.

(4) After the expiration of the term for solving and responding (by posting) to the appeals, the result of the admission contest is final and cannot be modified.

**Article 35. ( 1)** The display of the results obtained at the admission contest is made in stages, generating at least two types of lists:

a) provisional lists - with the ranking of candidates, generated after admission;

b) final lists - with the ranking of candidates, generated after the solution appeals containing final and indisputable results.

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

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

b) List of candidates admitted for paid places, up to the number of allocated places, if applicable;

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c) List of rejected candidates, if applicable.

(3) The lists of the candidates declared admitted and the lists of the rejected candidates are displayed on fields of studies and Doctoral Schools on the Notice of the Doctoral School.

## F. REGISTRATION OF DECLARED ADMITTED CANDIDATES

**Article 36. ( 1)** During the period announced for the conduct of confirmations, in order to Upon registration, the candidates declared admitted to the places financed by study grants, will confirm the occupation of the places, by submitting the bachelor's degree and / or the original master's degree on the date of registration, at the IOSUD - USAMVBT secretariat. Candidates who passed the dissertation exam in the 2020-2021 session, will submit the graduation certificate, in original, within 5 days from the date of admission, this certificate will be replaced with the corresponding diploma in original, until the end of its term validity.

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

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

**Article 37. ( 1)** Candidates admitted to paid and registrable places will confirm occupying the place in the announced period for the development of the confirmations, by paying the study fee for at least the first tranche, at the IOSUD - USAMVBT secretariat.

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

**Article 38.** Candidates who do not confirm the occupation during the period announced for the confirmation will lose the right to register and the remaining vacancies , will be occupied in descending order of admission averages.

**Article 39 ( 1)** For **matriculation** in the first year of doctoral studies, **candidates** who confirmed the occupation:

**a)** They will complete and sign **Doctoral university contract**.

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

**c)** *Advanced university training program*, as well as *scientific research program* will be approved by the Director of CSUD following their approval by the Director of the Doctoral School where the doctoral supervisor is the holder. *Application of*

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*advanced university training*, as well as *scientific research program* approved, are submitted to the IOSUD - USAMVBT secretariat and will be an integral part of the doctoral studies contract.

**d)** Interested PhD students may request accommodation in USAMVBT dormitories.

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

#### **HEAD. ARE YOU COMING. FINAL PROVISIONS**

**Article 40 ( 1)** According to the law, the management of USAMVB Timișoara , ***it will assure transparency of evaluation and selection procedures for candidates for admission to doctoral studies*** on the places offered by the titular doctoral supervisors and guarantees the access to this information, including by publishing on the USAMVBT website as well as by other means of information (brochures, posters, etc.).

(2) The management of USAMVB from Timișoara, the Director of CSUD and the Directors of the doctoral schools IOSUD-USAMVBT, are responsible for the good development of the admission contest, under the conditions of observing the norms of quality, university ethics and the legislation in force.