



## INSTRUCTION IS-5 The activity of doctoral students

### Stages of the doctoral studies programme

- 1) Following the admission procedure, the students admitted in a doctoral programme are enrolled by Order of the Rector, at the beginning of the academic year. The doctoral students' enrolment is specific in terms of doctoral field, scientific supervisor, type of courses (full-time / part-time) and funding (public funding / tuition fee) according to the final admission results validated and published on the website of the Interdisciplinary Doctoral School (SDI) – the Admission section.
- 2) After the enrolment, the candidates admitted to doctoral studies acquire the status of doctoral students, which is preserved until: (i) they obtain the title of doctor by Order of the Minister, after completion, public defence and validation by CNATDCU of the doctoral thesis, or (ii) the expulsion of the doctoral student by Order of the Rector.
- 3) The doctoral students are required by SDI to fill in and sign the contract of doctoral studies, according to the templates available on the SDI website. After the contract is filled in, it shall be signed first by the doctoral student and the doctoral supervisor, then it shall be approved by the legal department of UNITBV, and finally the contract is signed by the SDI Director and the Rector of UNITBV.
- 4) The Individual Doctoral Programme (PID) shall be drafted for each doctoral student by the doctoral supervisor together with the doctoral student (template provided by the SDI), which includes:
  - the title of the doctoral thesis, which can be reasonably modified during the doctoral programme at the proposal of the doctoral supervisor, with the approval of the Interdisciplinary Doctoral School Council (C-SDI);
  - the advisory committee, made up of 3 experts (holding the title of doctor) in the field of the thesis, whose aim is to guide and monitor, together with the doctoral supervisor, the activity of the doctoral student during the doctoral programme;
  - the subjects in module I within the Advanced Academic Training Programme (PPUA) which ensures the development of soft skills by

- courses organized by SDI for each doctoral field, within the Doctoral School; the list of subjects is set by C-SDI\* according to the regularly updated curricula approved by the Council for Doctoral University Studies (CSUD-UNITBV), and is published on the SDI website; the students who pass the exams included in this module will be awarded a number of 30 ECTS transfer credits;
- **\*Nota bene:** a number of maximum 10 ECTS transfer credits (out of the 30 granted for PPUA – 1<sup>st</sup> semester) can be obtained by students who attend classes or other programmes/traineeships that end in final assessment and ECTS transfer credits. These courses/traineeships can be attended only **with the consent of the doctoral supervisor**, and will contribute to the development of soft skills (according to the SDI Regulation, Art 7(6)). The recognition of the credits obtained will be performed by the doctoral supervisor and the advisory committee, and approved by SDI.
  - the titles of the 3 subjects in module I of PPUA, which ensure the development of hard skills, as well as their provisional planning during the 2<sup>nd</sup> semester of the 1<sup>st</sup> academic year; passing the exams in these subjects results in obtaining 30 ECTS transfer credits;
  - the content/structure of the Scientific Research Programme (PCS) and the number (minimum 2, maximum 3, according to the field of studies and the specificity of the doctoral thesis) and topics of the research reports, correlated with the doctoral thesis, as well as their provisional planning during the 2<sup>nd</sup> and 3<sup>rd</sup> academic years (and the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> academic years for the field of medicine).
- 5) The individual doctoral programme (PID), signed by the doctoral student and the doctoral supervisor, shall be submitted by the doctoral student to the SDI secretary's office by the due date set and notified by SDI. The secretary's office shall check the formal fulfilment of the PID requirements and may request completions/changes, if needed. If the doctoral student or the advisory committee members do not speak Romanian, the PID shall be drawn-up in English. The individual doctoral programmes are approved by C-SDI.
  - 6) The doctoral student undertakes under the contract of doctoral studies to perform all the activities set in the PID, by the due dates. The fulfilment of PID in full, recorded and confirmed by SDI, represents an obligatory condition for the completion and public defence of the doctoral thesis (according to regulation IS-8).
  - 7) The doctoral students enrolled in the first year have to attend the classes of the Doctoral School, during the 1<sup>st</sup> semester of the 1<sup>st</sup> academic year. This training module results in

- 30 ECTS transfer credits. The period and the schedule of these activities are set by SDI, which informs the doctoral students about them by e-mail and on the SDI website.
- 8) According to the legal norms, doctoral students can request the total or partial equivalence/recognition of previous research traineeships/internships, to obtain the number of credits associated to module I of the PPUA and PCS, according to Instruction IS-4.
  - 9) The evaluation of the subjects in the PPUA – the soft skills module is performed by each course convenor. These evaluations are scheduled during the winter exam session of UNITBV, and the grades are recorded in the electronic academic records (<https://doctorat.unitbv.ro/>) in the first week of the 2<sup>nd</sup> semester of the academic year, by each course convenor.
  - 10) The exams included in the PPUA – the hard skills module - take place in the presence of the doctoral supervisor and of a board made up of at least 3 members. The examination board may include, in addition to the advisory committee members, other academics or experts who hold the academic title of doctor, with professional competences recognised in the area of the examination (e.g. specialized subject convenors). The result of the examination shall be recorded in a minutes signed by all the members of the examination board (*Form IS-5-F1*). The examination board members who come from other institutions in the country or abroad, may attend the exam using a videoconference call system, case in which they shall sign the minutes electronically. The minutes shall be submitted to the SDI or be sent by e-mail to [secretariat-sdi@unitbv.ro](mailto:secretariat-sdi@unitbv.ro), as appropriate, by the doctoral supervisor and represents the document based on which the doctoral supervisor signs and registers the grade in the academic records.
  - 11) The defence of the reports within the Scientific Research Programme shall take place in the presence of the doctoral supervisor and of the advisory committee, while the professors from the faculty / specialized department / research centre-group are also invited. The result shall be recorded in a minutes (*Form IS-5-F2*), which shall be submitted or sent by e-mail to SDI, as appropriate, and they become part of the student's doctoral file. The advisory committee members who come from other institutions in the country or abroad, may attend the defence of the reports using a videoconference call system, case in which they shall sign the minutes electronically.
  - 12) Regardless of the stage of the doctoral programme and doctoral financing (public funding, tuition fee), the doctoral students must remain in permanent contact with the doctoral supervisor and the advisory committee, whose role is to coordinate, monitor and adjust the doctoral students' activity, to maximize the chances of success (completing and defending the doctoral thesis).

- 13) The doctoral students enrolled in full-time courses, regardless of the type of financing, must conduct a continuous, coherent programme, to perform specific documentation activities, to participate in courses, seminars, other activities of the doctoral school, to fulfil the individual research and study programme, the equivalent of 8 hours/day, adapted to the doctoral research topic. The schedule is set monthly by the doctoral supervisor and accepted by the doctoral student.
- 14) Irrespective of the mode of education and financing, the activity of the doctoral students shall be monitored as follows:
- **monthly**, by an activity report (*Form IS-5-F3*) compiled by the doctoral student, which shall be approved by the doctoral supervisor. The monthly reports shall be kept by the doctoral supervisor as evidence of the activity of their doctoral students. With regard to full-time doctoral students who receive a scholarship (from the state budget or from UNITBV funds), the doctoral scholarship is conditioned by the submission by the doctoral supervisors at the SDI secretary's office of the report on the fulfilment of the workload (*Form IS-5-F4*) which does NOT replace the monthly activity report that the doctoral student has to draft, presenting / detailing the activities performed and the results obtained;
  - **yearly**, when the doctoral student has to present the progress of the doctoral programme before the doctoral supervisor and the advisory committee, according to Art. 9(8) of the SDI Regulations, and to Art. 64 of the Code of doctoral studies; the doctoral student shall draft a synthetic annual activity report (*Form IS-5-F5a*), approved by the advisory committee and the doctoral supervisor; the result of this monitoring activity (concerning the stage of the doctoral programme / research project, the results obtained, the possible delays and problems which may arise, as well as the recommendations about future activities and the conclusions concerning the likelihood of success) shall be recorded in a minutes (*Form IS-5-F5b*); these documents shall be submitted and recorded by SDI by the end of September (the end of the academic year for which the reporting is done).
- 15) The final objective of the doctoral training programme is to write the doctoral thesis. Its content, parts, organization and structure, depending on the specific field and topic, are agreed upon by the doctoral student and the doctoral supervisor. The doctoral thesis may be written in a foreign language, case in which all the members of the advisory committee and of the public defence committee must speak said foreign language.
- 16) The completion and defence of the thesis shall follow the steps detailed in **IS-8**, in accordance with the laws in force. Doctoral students have to plan the completion of the thesis for public defence considering all the obligatory stages and related time intervals.

The public defence must take place during the contractual period (initial contract and possible addendums for interruption, extension or granting a grace period, in accordance with the provisions of IS-6 specific instruction).