



**THE BUCHAREST UNIVERSITY
OF ECONOMIC STUDIES
University Senate**

***INSTITUTIONAL REGULATIONS
FOR THE ORGANISATION AND CONDUCT OF DOCTORAL
PROGRAMMES***

2017

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Chapter 1. Legal Framework of Reference and Terminology

Art.1. The present Institutional Regulations (henceforth named **IR**) ensure the general framework of reference regarding the organization and conduct of doctoral programmes with the Bucharest University of Economic Studies – an institution accredited by the Ministry of National Education as Institution Organizing Doctoral Programme Studies (henceforth named BUES-IODSP) – and is based on the following legislation:

a) Law of National Education no. 1/2011, published in the Official Gazette no. 18 of 10 January

2011 and operational since 09.02.2011, with all subsequent modifications and completions;

b) The Code of doctoral studies (henceforth named the Code), adopted through the Romanian Government Resolution no. 681/29 June 2011;

c) The Government Resolution no. 134/2016 for the modification and completion of *The Code of doctoral studies, published in The Official Gazette no. 182/10.03.2016, amended (Gov. Resolution no. 134/2016)*;

d) Law no. 49/2013 for the modification of art.12 of Law no. 288/2004 on the organisation of university studies;

e) E.G.O. 96/8th December 2016 for the modification and additions of some normative acts in education, research, vocational training and health, published in the Official Gazette no. 1009 of 15th December 2016;

f) Law no. 288/2004 regarding organizing university studies, published in the Official Gazette no. 614 of 7th July 2004 with all subsequent modifications and completions;

g) OMECTS no. 4022/2008 regarding the approval of *Regulations for the organisation and operation of the National Centre for Recognition and Equivalence of Diplomas and of the Methodology of Recognition and Equivalence of Diplomas, Certificates and Scientific Titles*.

h) OMEN no. 3838 of 11.07.2014 for the modification and completion of norms in the national educational system;

i) OMENCŞ no. 6102/30.12.2016 for the approval of the General Methodology regarding organizing admission to bachelor, master and doctoral programmes for the academic year 2017 – 2018;

j) OMEN no. 3473/17th March 2017 regarding the approval of *The Methodology for Studies Admission and Tuition of Foreign Citizens starting with the school/academic year 2017-2018*;

k) Order no. 3236/2017 regarding the Methodology for studies admission and tuition of foreign citizens on scholarship fee-free seats, as well as of those on fee-free seats without scholarship, in accredited higher education institutions;

l) OMENCŞ no. 3922/02.06.2016 for the tuition of Romanian citizens living outside the Romanian state, in The Republic of Moldova, Ukraine, Hungary, the Balkan Region and the Diaspora in public and private higher education institutions in Romania, in accredited study programmes, starting with the academic year 2016-2017;

m) Order of the Ministry of Education no. 3359 MD/11.03.2013 for the modification and completion of OMECTS no. 6000/15.10.2012, regarding the Methodology for the studies admission and tuition of foreign citizens of a third EU member-state, in accredited governmental and private education institutions in Romania;

n) E.O.G no. 133/2000 regarding the fee-based university and post-university governmental education, over the state budget financed seats, approved with amendments by Law no. 441/2001, with subsequent modifications;

o) Order no. 3482/2016 from 24th March 2016 for the approval of *The Regulations for the organisation and operation of the National Council for Attesting University Titles, Diplomas and Certificates, modified and amended*;

p) The BUES Charter in use at the date of approving the present Regulations.

Art.2. The specific terms listed below have the significance defined by the legal framework of reference in art 1:

(1) *Doctoral studies* (henceforth named PhD) represent the third university studies cycle, finalized by developing human resources competent in conducting scientific research and capable of insertion on the highly qualified labour market. They consist in training, through research, for research and development and innovation, and represent a professional research experience finalized with awarding the PhD title after defending the PhD thesis.

(2) *Institution Organizing Doctoral Study Programmes* (IODSP) – institution which has the right to organize doctoral study programmes and which is managed by a CDS.

(3) *PhD student* (henceforth named PhD student) –the student enrolled in a doctoral study programme.

(4) *Doctoral supervisor* – senior academic or researcher, with experience in scientific research, who coordinates the activity of the PhD student, upon receiving this right, in agreement with the provisions of art. 166 of Law of National Education no. 1 /2011, with subsequent modifications and completions.

(5) *Programme of doctoral studies*, henceforth named PhD programme – all activities involving the PhD student, relevant from the point of view of PhD studies.

(6) *Doctoral thesis* – original scientific paper completed by a PhD student within their PhD studies, a legal condition for obtaining the title of doctor.

(7) *Council for Doctoral Studies*, henceforth named CDS – functions as a distinct managerial, administrative and professional structure within the BUES.

(8) *Doctoral school* – an organizational and administrative structure constituted with the BUES-IODSP which offers the necessary support for the performance of doctoral studies in a certain subject or disciplinary or interdisciplinary topic.

(9) *The extension period* – a period of maximum 2 (two) years which PhD students have at their disposal to finalize and defend the PhD thesis, after the deadline established by the study contract has expired, as well as the possible addendas to it.

Chapter 2. General Provisions

Art.3.

(1) Doctoral studies represent the tertiary cycle of university education offered by BUES-IODSP, which lead to obtaining a level 8 qualification in the European Qualifications Framework and the National Qualifications Framework.

(2) Doctoral studies are conducted only within the study programmes offered by temporarily authorized or accredited doctoral schools of BUES-IODSP.

Art. 4. Doctoral programmes are organized as *full-time* programmes and *part-time* programmes with BUES-IODSP, in accordance with the law.

Art.5. Describing the specificity of BUES-IODSP:

(1) In the BUES, the doctoral programme is scientific and represents an advanced form of learning through research, contributing to developing professional competences in specialist areas, as well as transversal competences.

(2) The scientific doctorate is a requirement for the professional career in higher education and research.

The BUES organizes doctoral studies in the fundamental study field of Social Sciences, namely in the scientific areas: *Economic Sciences* and *Juridical Sciences*, in the following doctoral areas: Business Administration, Cybernetics and Statistics, Accounting, Economics, International Business and Economics, Finance, Economic Informatics, Management, Marketing and Law.

Chapter 3. Organization of Doctoral Studies

Section 3.1 The Council for Doctoral Studies (CDS)

Art.6. The Council for Doctoral Studies (CDS) functions as a distinct managerial, administrative and professional structure, on the basis of the provisions of the Code, the BUES Charter and the present IR.

(1) The CDS is a deliberative body, made up of 17 members – academics, researchers and PhD students – who coordinate the doctoral study programmes with BUES-IODSP.

(2) The CDS is run by a director, who receives automatic membership in the CDS.

(3) The CDS director is appointed following a public competition organized by the Rector, on the basis of a methodology proposed by the Board of Directors and approved by the BUES Senate.

(4) The title of director of the CDS is assimilated to that of vice-rector.

(5) On the basis of the decision of the competition committee, the BUES Rector signs a four-year management contract with the director of the CDS.

Art.7.

(1) The structure of CDS is the following:

a) The director of CDS;

b) 4 academics or researchers, PhD supervisors, elected through the universal, direct, secret and equal vote of the PhD supervisors within the doctoral schools in BUES;

c) 4 PhD students elected through the universal, direct, secret and equal vote of the PhD students within all the doctoral schools of BUES-IODSP;

d) 8 CDS members, academics, researchers or personalities whose scientific activity has a significant international recognition and/or personalities from relevant industrial and socio-economic sectors, assigned through the decision of the BUES Rector;

(2) The academics or researchers who are CDS members must meet the minimal and mandatory standards to be granted the certificate of PhD supervisor in force at the date of their assignment as CDS members.

(3) The mandate of CDS members is of four years. The PhD students who are CDS members who have completed their doctoral studies during the mandate of the council lose this quality at the date of the completion of their doctoral studies. Moreover, those who lose their quality of PhD students will also end their mandate as CDS members.

(4) The vacant places in CDS are filled in compliance with the provisions of par. (1) and (2). The mandate of the new members ends on the expiry date of the CDS mandate.

(5) CDS is assisted in its activity by the CDS Office.

(6) CDS meets whenever necessary, at the request of the CDS director or of minimum one third of its members. All decisions will be taken through the free vote expressed by a simple majority of CDS members (50%+1 of the attending members).

Art.8. CDS has the following main responsibilities:

a) it elaborates the BUES – IODSP strategy and submits it for the approval of the Board of Administration and for the approval of the Senate;

b) it elaborates the Institutional regulations of the organisation and the development of doctoral studies at the level of BUES– IODSP, together with the Board of Administration, and submits it for the approval of the Senate;

c) it also elaborates further proposals of regulations or measures regarding doctoral studies within BUES – IODSP, in accordance with the BUES strategy and the regulations in force, so as to consolidate and improve the competitiveness of the doctoral study programmes;

d) it approves the proposals of doctoral schools regarding PhD supervisors who are part of a doctoral school;

e) it approves the proposals of the Councils of doctoral schools regarding the dissolution of doctoral schools within BUES – IODSP;

f) it advances its own proposals and approves the proposals of doctoral schools regarding agreements and partnerships for the development of doctoral study programmes and doctoral studies under joint supervision;

g) it coordinates the partnerships in which the doctoral schools in BUES participate according to partnership agreements;

h) it elaborates the criteria for the establishment of doctoral schools in BUES-IODSP, according to the regulations in force and submits them for the approval of the Board of Administration and the Senate;

i) it validates the elections of the council members of Doctoral schools;

j) it disseminates the information on the research centers and doctoral schools throughout the country and abroad, where PhD students can participate in research stages;

k) it elaborates the minimal criteria regarding the organisation and functioning of doctoral study programmes;

- l) it elaborates the minimal criteria regarding the assessment and defense of the doctoral thesis;
- m) it draws up a list of bodies throughout the country from which official reviewers can be selected (higher education institutions, national research institutes or their branches), which it submits to the BUES Senate for approval;
- n) it proposes the enrollment of PhD students;
- o) it approves of the transfer of a PhD student from BUES-IODSP to another doctoral school in the same doctoral field within another IODSP, respectively, the transfer of a PhD student from another IODSP, to a doctoral school in BUES-IODSP, in the same doctoral field, with the previous agreement of the PhD supervisors concerned, with the approval of the Doctoral schools' councils in question and submits this request to the BUES Rector for approval; throughout the process, the regulations in force will be met.
- p) it establishes criteria and conducts the internal assessment of the doctoral study programs;
- q) it is involved in activities of promoting doctoral studies programmes in BUES - IODSP;
- r) it analyzes and solves the requests received from PhD students, doctoral supervisors and from any other interested party;
- s) it exercises further specific responsibilities, set out in the present IR, in accordance with the law.

Art.9. The administrative activities related to the doctoral studies within BUES-IODSP are carried out by the CDS Office.

Section 3.2 The doctoral school – the legislative background and institutional framework

Art.10.

(1) Within BUES-IODSP doctoral study programmes are organized in accredited doctoral schools or temporarily authorized doctoral schools, structured on subjects or disciplinary or interdisciplinary topics, in accordance with the law, with the Code of doctoral studies, the BUES Charter and the current IR. Postdoctoral programmes are also organized within CDS.

(2) A doctoral school is legally established if it has at least three PhD supervisors, who meet the conditions for becoming a PhD supervisor in force at the date of the establishment of the doctoral school, at the proposal of the BUES Rector, with the approval of the Board of Administration and of the BUES Senate and the approval of CDS.

(3) The doctoral school is organized in the domains in which BUES-IODSP has the quality of an institution organizing doctoral studies and is part of the structure of BUES faculties which run similar Bachelor's and Master's degree fields.

(4) The faculties and CDS are responsible for the contents of the programmes of doctoral studies offered by the doctoral schools under their command and supply the necessary logistic support for the development of the doctoral programme.

(5) In the case of the doctoral schools having members from several BUES faculties, each faculty and CDS assume responsibility for their contribution regarding the resources they

make available and report the performance of the primary PhD supervisors and of the PhD students they coordinate.

Art.11.

(1) The current regulation is also applied in the case of the doctoral studies programmes developed under joint supervision, unless the partnership agreement has decided otherwise.

(2) The doctoral school can impose minimal standards of scientific performance which the PhD supervisors must meet in order to become members of the respective doctoral school, according to the legal provisions in force.

Art.12.

Besides the PhD supervisors - tenured within BUES-IODSP or within another Institution Organizing Doctoral Studies – a doctoral school can be joined by other researchers or teachers involved in activities of research and/or teaching within the doctoral school, in BUES-IODSP or in other institutions or research and development units in the country or abroad.

Art.13.

(1) A doctoral school is run by a doctoral school director and by a doctoral school Council. The doctoral school director is a rightful member of the Council of the respective doctoral school and is assimilated to the director of the department, while the doctoral school council is assimilated to the Council of the respective department.

(2) A doctoral school director is appointed by CDS (Council for Doctoral Studies) following proposals made by the doctoral school Council, as a result of internal elections.

Art.14.

(1) A doctoral school council is made up of:

a) PhD primary supervisors from the respective doctoral school, in proportion of maximum 50%;

b) PhD students of the respective doctoral school, in proportion of 20%, rounded up by adding, if the proportion does not represent a whole number;

c) members who do not belong to the doctoral school, selected from among scientific personalities whose professional activity has a significant international recognition and/or important personalities in the relevant industrial and socio-economic sectors;

(2) The share of the doctoral school PhD supervisors in the doctoral school council is given by CDS. A doctoral school council must have at least three members: the doctoral school director, a PhD supervisor from the doctoral school and a PhD student.

(3) The members of a doctoral school council, when they hold the position of professors in the respective doctoral school or researchers, are entitled to PhD supervision, home or abroad, and they must comply with the minimal compulsory standards for the habilitation certificate award, in force at the date of their appointment as members of the doctoral school council.

(4) The members of a doctoral school council are elected by universal, direct, secret, equal vote of the PhD supervisors of the respective doctoral school.

(5) The commission of a doctoral school council extends over a period of five years.

(6) PhD students, members of a doctoral school Council, who finalise their doctoral studies before the termination of their quality as council members, lose their quality of doctoral school council members at the date of the public defense of their PhD thesis.

(7) A doctoral school council is run by the doctoral school director and meets at least three times a year, upon request of the doctoral school director or of minimum one third of its members.

(8) The prerogatives of a doctoral school council are those stipulated in art. 15 of the Code of doctoral studies and other applicable regulations.

Art.15. Doctoral schools are to offer correct and complete information regarding their doctoral study programmes to candidates to these programmes, to the academic community, as well as to all other interested individual or legal persons.

Art.16. Doctoral schools, with the logistic support of faculties and of CDS, will ensure the on-line publication of all necessary information regarding their doctoral study programmes, especially those categories of information provided by the Code of doctoral studies.

Art.17. The organizing institution, BUES-IODSP, guarantees the transparency of the organisation and progress of doctoral study programmes at the level of its own doctoral schools.

Art.18. The organising institution, BUES-IODSP, through its doctoral schools, may grant financial support to its PhD students for research internships at home or abroad, with the approval of their PhD supervisor and within the limit of vacancies and in conformity with the legal provisions in force.

Art.19. The external evaluation of doctoral schools is to be carried out at 5-year intervals and it is conducted by ARACIS (The Romanian Agency for Quality Assurance in Higher Education) or by another quality assurance agency, based home or abroad, on the basis of the respective agency's methodology.

Art.20. The internal evaluation of doctoral study programmes is conducted by CDS, on the basis of its own methodology, approved by the Senate of Bucharest University of Economic Studies.

Section 3.3 The PhD supervisor and the advisors committee

Art.21.

(1) The quality of PhD supervisor is acquired and maintained in conformity with the legal provisions in force.

(2) A PhD supervisor can activate only in the field in which he/she was certified at the moment when he/she became a PhD supervisor and only in one single IODSP, with the sole exception of joint supervision PhD theses.

(3) In order to supervise PhD studies, the academics and researchers who acquired this quality must have an employment contract with the institution organising doctoral study programmes (IODSP) and they must be members of one of the doctoral schools of BUES - IODSP.

(4) An academic or researcher who has the legal right to supervise PhD studies can become a full member of one of the doctoral schools of Bucharest University of Economic Studies only with the agreement of the University Senate.

(5) In the event when a PhD supervisor desires to activate in collaboration with another organizing institution (IODSP) in the same field, this can be done only with the approval of the Senate of the two universities / Romanian Academy Presidium. The request is addressed to the rector of the university / President of the Romanian Academy and it must be approved by the CDS director. The agreement of the two organizing institutions IODSP is to be expressed on the application of the PhD supervisor, in the form of an approval of the CDS director and of the rector of the university/ President of the Romanian Academy.

(6) The approval regarding a PhD supervisor's collaboration with an organizing institution (IODSP) different from that which granted him/her the quality of a PhD supervisor involves the clarification of the situation of PhD students between the two involved institutions IODSP and the signing of an individual employment contract between the doctoral supervisor and the organizing institution IODSP where he/she is to activate.

(7) The academics / PhD supervisors with full membership in a doctoral school who have reached retirement age but intend to continue their PhD supervision activity may supervise new PhD students until the age of 70, in compliance with the legal provisions in force.

(8) The academics / PhD supervisors with full membership in a doctoral school who retire may continue supervising the PhD students under their supervision at the date of their retirement, until the public defense of the respective students' PhD theses.

(9) In the event of a PhD supervisor's rejection of the above-mentioned possibility, or in the event of his impossibility to continue his activity as a PhD supervisor, at the proposal of the doctoral school that he/she belongs to, CDS approves the reallocation of the PhD students under his/her guidance to other PhD supervisors, with a view to offering these students the optimal conditions for finalizing their PhD studies.

Art.22.

(1) Doctoral studies can benefit from joint supervision, in conformity with the legal provisions in force, a situation in which a PhD student activates under the simultaneous guidance of two PhD supervisors.

(2) The selection of a co-supervisor is to be done after the enrollment of the PhD student with BUES-IODSP, and with the agreement of the primary PhD supervisor. The co-supervisor can be a full member of another doctoral school of BUES-IODSP, a situation in which the two PhD supervisors must have different specializations/ different fields of research, or he/she may belong to any other institution that organizes doctoral study programmes, at home or abroad.

(3) If both PhD supervisors activate in BUES-IODSP, then they must sign a written joint supervision agreement, to be approved by the CDS director, and which spells out the distinct responsibilities of both co-supervisors.

(4) If the co-supervisor does not belong to BUES-IODSP, then a written joint supervision agreement must be signed between Bucharest University of Economic Studies and the institution in which the co-supervisor guides PhD students. This agreement is to stipulate the various requirements regarding the organization and progress of the doctoral studies for each of the two involved institutions, including their financial obligations, in conformity with their role in the joint supervision and in accordance with the applicable laws in force.

(5) In the case of a PhD programme with joint supervision, it should be clearly stated which of the two PhD supervisors is the primary supervisor. The respective PhD student is to be fully supervised by the primary PhD supervisor, including his/her teaching and research activities.

Art.23.

(1) A PhD supervisor who activates within BUES-IODSP may guide maximum fifteen PhD students at a time, eight of whom are in the standard period dedicated to their doctoral studies and four with a doctoral study programme extension. Additionally, s/he may guide at least three self-funding PhD students enrolled on a fee-basis.

(2) Exceptions to the calculation of the number of PhD students mentioned in paragraph (1), at the date of the PhD study programme admission: PhD students who interrupted their activity; PhD students on extension who are to finalize and prepare for the public defense of their PhD theses; PhD students who have publicly defended their PhD theses, but not yet validated; PhD students engaged in alterations or improvements of their PhD theses as a result of failing in the public defense exam or of invalidation; PhD students jointly supervised, where the PhD supervisor is not the primary supervisor.

Art.24.

(1) Upon motivated request of a PhD student, the doctoral school council (CSD) may decide to change a PhD supervisor, in the case of failure to fulfill his/her legal or contractual obligations, or on other reasonable grounds.

(2) CSD designates, in maximum 30 days, another PhD supervisor in the situation mentioned above, but also in the event of a PhD supervisor's unavailability.

(3) When designating a new PhD supervisor, CSD's priority will be the need for the PhD student to be allowed the possibility to successfully finalize the doctoral study programme.

(4) The new PhD supervisor may retain the existing advisors committee or may propose a new one.

Art.25.

(1) In the doctoral study programme, the PhD student is guided by a committee made up of the PhD supervisor and other three members who may be part of the PhD supervisor's research team, of other people affiliated with the doctoral school or of academics and researchers unaffiliated with the doctoral school;

(2) CDS may propose criteria that members of the advisors committee must meet;

(3) The composition of the advisors committee is established by the PhD supervisor, after consulting the PhD student and with the consent of the persons concerned and shall be mentioned in the Individual plan for PhD research.

(4) The composition of the advisors committee can be changed during doctoral studies, as specified in paragraph (3).

Art.26. The activity of PhD supervisors, the members of the advisors committee and the members the PhD thesis defense committee are standardized according to a methodology approved by the Bucharest University of Economic Studies (BUES) Senate.

Art.27. The internal evaluation of doctoral supervisors is conducted every five years in accordance with the periodic Evaluation Methodology of BUES academic and research staff. The process of doctoral internal evaluation of PhD supervisors will take into account the results of their research and guidance of their PhD students, such as:

a) the results of their individual scientific research and those of their guided PhD students, evaluated by means of publications and / or other ways of capitalizing the research results;

b) other indicators of the scientific activity of PhD supervisors and PhD guided students, including: participation in research projects, participation in national and international conferences, affiliation with professional organizations.

Art.28. The external evaluation of PhD supervisors takes place every five years, according to the law.

Art.29.

(1) BUES-IODSP promotes interdisciplinary doctoral studies. This is accomplished through collaboration within/ between doctoral schools as well as between the latter and doctoral schools of other universities or research institutes at home and abroad.

(2) In the context of the policies ensuring university mobility, BUES-IODSP may employ under contract foreign specialists who have the legal right to conduct doctoral studies, according to the law.

Chapter 4. The conduct of doctoral studies

Section 4. 1 The selection and the admission process to doctoral study programmes

Art.30.

(1) Within BUES-IODSP, doctoral studies are held on a full time or part time basis, with funding from the state budget or based on tuition fee, according to the regulations in force.

(2) The number of seats and themes included in the admission contest by each PhD supervisor will be endorsed by CSD and approved by the BUES Senate for each academic year.

(3) The admission to doctoral studies is based on a contest, held annually by BUES-IODSP, through doctoral schools, for each seat which the PhD supervisor proposes according to the BUES-IODSP regulations.

(4) The admission contest is based on an admission methodology developed by CDS, advised by the Board of Trustees and approved by the BUES Senate.

(5) The admission methodology provides the conditions for enrollment, the contents of the enrollment folder and the stages of the contest.

(6) CDS will post the admission methodology on www.ase.ro/admitere and www.doctorat.ase.ro at least six months before the admission contest.

(7) The admission contest consists of two tests: the written language test and the specialty exam with the members of the commission of admission, which consists of assessing the PhD candidate on the basis of the enrollment folder and an interview.

(8) The admission commission usually consists of PhD supervisors who have vacant PhD candidate seats open for competition. The Council of Doctoral Schools submits a proposal for

the Commission of Admission which is approved by the Council of the Faculty and the BUES Board of Trustees.

(9) The organization and the conduct of the admission contest fall under the competency of the CDS Central Admission Commission and the Commissions of admission of the doctoral schools.

(10) The criteria for evaluating, selecting and streamlining of the candidates are established by CDS.

(11) In order to facilitate the process of candidates' selection by the PhD supervisor, BUES-IODSP offers the possibility of online pre-enrollment, according to the schedule of the activities stipulated in the Admission Methodology available on www.doctorat.ase.ro.

(12) Doctoral schools ensure the transparency of procedures for evaluation and selection of candidates and guarantee access to this information, as well as through publishing on the website www.doctor.ase.ro

(13) Doctoral School Directors are responsible for the smooth conduct of the admission contest, the compliance with the rules of academic ethics and the law in force. The admission information specific to each doctoral school is published on the Internet by each doctoral school and will be displayed on the doctoral school notice board.

Art.31. Only the graduates with a Master's degree or an equivalent degree, at home and abroad, regardless of the graduation year of the master's programme, are entitled to participate in the contest for admission to doctoral studies.

Section 4.2 The contract of doctoral studies and the enrollment of PhD students

Art.32. After admission results are approved by the BUES Senate, the CDS Office will make sure that each PhD student signs the doctoral studies contract.

Art. 33. (1) The doctoral studies contract establishes the rights and obligations for PhD students, PhD supervisors as well as BUES-IODSP through doctoral schools.

(2) The framework contract for doctoral studies and the addenda to this contract are issued by the

CDS Office, together with the Legal Service and the Administrative Service of the BUES, in compliance with the provisions of the Code and of the present IR, and approved by CDS.

(3) The doctoral studies contract is signed by: the PhD student, the PhD supervisor, the doctoral school director and the BUES Rector.

(4) The doctoral studies contract contains at least the following information:

- a) identification data of the PhD student and PhD supervisor;
- b) information data about BUES-IODSP and the doctoral school;
- c) information regarding the doctoral studies programme;
- d) the chosen research topic;
- e) the language of the doctoral thesis;
- f) the language in which the doctoral studies are conducted;
- g) the deadline for completing the thesis;
- h) the conditions for extending the deadline for the thesis completion;
- i) the amount of tuition fees;
- j) the conditions for interrupting doctoral studies or extending the deadline for the completion of the thesis.

Art.34. After the conclusion of the PhD studies contract, students are enrolled in the doctoral school where they were admitted.

Art.35. The enrollment of PhD students in BUES-IODSP is made on the basis of the Rector's decision, after fulfilling all legal requirements. After the approval of registration, PhD students are enrolled in the school register, under unique number, valid for the entire period of doctoral studies in the same doctoral school.

Art.36. After issuing the decision of registration, the person admitted is considered a PhD student throughout the PhD programme, from the registration date to the date of receiving the PhD degree or the date of expulsion, as applicable.

Art.37. PhD students may be assigned by BUES-IODSP as research assistants or assistant professors for a determined period. The PhD student can carry out teaching activities, according to the doctoral studies contract, up to 4-6 teaching hours per week. The teaching activities that exceed this level will be paid in accordance with the legislation in force, falling under the provisions of the Employment Code, observing the rights and obligations of the employee, and including the payment of due contributions, according to the law, to the state social security, unemployment insurance, social health insurance and for work accidents and occupational diseases.

Art. 38.

(1) Upon the PhD student registration, the personal folder shall contain:

- a) the completed application form;
- b) at least one letter of recommendation;
- c) the curriculum vitae;
- d) the doctoral research project (DRP) connected to the doctoral topic he/she applies for, in print, signed, as well as in electronic format, on a CD;
- e) the original birth certificate or its authenticated copy;
- f) copy of the identity card;
- g) the original or an authenticated copy of his/her marriage certificate or other document confirming the change of name, if applicable;
- h) an authenticated copy of the baccalaureate diploma or its original;
- i) an authenticated copy of the Bachelor diploma or the original, accompanied by the authenticated copy of the diploma supplement/ academic record;
- j) an authenticated copy of the Master diploma or the equivalent of the original, accompanied by the authenticated copy of the supplement (for 2018 graduates, a script certifying that the candidate has graduated from a Master programme, proving the duration for which the script is valid and that the Master diploma has not been issued);
- k) the copy or the original of the language skills certificate, if applicable;
- l) the original or an authenticated copy or a certified copy via 'in accordance with the original' of the medical certificate issued by a medical center or the family doctor, proving he/she is able to apply for studies;
- m) a declaration by which the candidate commits himself/herself not to access simultaneous financing from public funding for two academic study programmes, irrespective of their level, and not to attend simultaneously more than two academic study programmes, irrespective of level and funding, and not to be enrolled in another study programme in BUES;

n) proof of payment - the receipt confirming the payment of the registration fee for the admission to doctoral studies.

(2) The personal folder of the **PhD students from third state-members of the EU, the European Economic Area (EEA) or from the Swiss Confederation** will include the following:

a) a letter of acceptance for studies, issued by the Romanian Ministry of National Education;

b) the enrollment form filled in by the PhD student;

c) at least one recommendation letter;

d) curriculum vitae;

e) the Doctoral Research Project (DRP) complementary to the doctoral theme for which s/he stands as a candidate in hard copy, signed and in soft copy on a CD;

f) the original birth certificate or its authenticated copy;

g) copy of the PhD's property that attests his/her domicile abroad;

h) copy of the passport and 2 photographs of the size $\frac{3}{4}$;

i) a copy and certified translation of the baccalaureate diploma or of its equivalent, authenticated by the competent authorities in the issuing country;

j) a copy and certified translation of the Bachelor degree or of its equivalent, authenticated by the competent authorities in the issuing country;

k) a copy and certified translation of the Master's degree or of its equivalent, authenticated by the competent authorities in the issuing country;

l) copy and translation of the certificate that certifies that the PhD candidate has successfully graduated the Master's programme final exam, for the graduates of the current year;

m) copies and certified translations of the transcripts of records/supplements related to the finalized studies;

n) the certified statement of the Romanian language programme or the language skills certificate, as applicable;

o) the medical certificate (in an international language) certifying that the person to be enrolled in the doctoral programme does not suffer from any contagious diseases or other diseases incompatible with his/her future profession;

p) the original or certified copy of the linguistic skills certificate, if applicable;

r) proof of payment of the fee for enrollment in the contest for doctoral studies;

s) the folder of the PhD candidate is to be completed by the original Master's degree certificate in the second year of doctoral studies;

The PhD students enrolled in the full-time doctoral programme, on budget-funded seats, will complete the folder with the following: the Baccalaureate diploma, the Bachelor degree certificate and the transcript of records, the Master's degree certificate and the transcript of records (if applicable) – in original. These documents are to be saved in the PhD student's folder upon the whole period of his/her PhD studies.

Art. 39. PhD students' personal folders are filled each year with contracts or amendments to the study contracts and with other documents and decisions concerning the academic and social situation.

Art.40. After registration, the PhD student receives a card, used for identification for all services and activities within BUES-IODSP. If the student loses the card, a duplicate can be issued, in exchange of a fee, after the publication in the press, by the PhD student, of the notice of its loss.

Section 4.3 The duration of doctoral studies

Art. 41.

(1) Doctoral studies may be interrupted during the PhD studies programme until the submission date of progress reports for each academic year, according to the schedule of activities for the ongoing academic year, for good reasons (such as medical causes, professional causes, maternity leave, post-natal leave, etc.) for a maximum of two academic years, upon personal request, approved by the PhD supervisor, the CDS and with the consent of CDS.

(2) The interruption mentioned in paragraph (1) shall be determined by an addendum to the doctoral studies contract. Returning to the doctoral programme is based on a re-entry application, when the approved deadline expires and an additional act to the contract is signed.

(3) For solid reasons, after the student has completed the 3 years of the doctoral studies programme, the programme duration may be extended by 1-2 years, upon suggestion of the PhD supervisor, with the consent of CDS and the approval of the BUES Senate, subject to funds availability, for PhD students enrolled under the law of national education 1/2011, modified and amended.

(4) The extension mentioned in paragraph (3) shall be determined by an addendum to the doctoral studies contract.

(5) If the PhD student fails to complete the thesis within the period specified in the doctoral studies contract and any potential addenda to it, the PhD student is granted an extension period of up to 2 (two) years for completing and publicly defending the PhD thesis; exceeding this deadline automatically leads to his/her expulsion.

(6) For the extension period, the PhD programme is financed from the students' revenues in accordance with the "List of fees for university services", approved by the BUES Senate and posted on the website: <http://mefc.ase.ro/taxes>.

Art.42. If the PhD student has fulfilled the obligations stipulated in the training programme based on advanced university studies and the individual research programme and he/ she fails to complete the thesis within the period specified in the doctoral studies contract and any potential addenda to it, the doctoral thesis may be defended no later than 4 years after the completion of doctoral studies, with the approval of the PhD supervisor and with the approval of the BUES Senate, in accordance with the law.

Art.43. The CDS office may issue, upon the PhD student's request, a certificate that confirms the PhD Student status and the doctoral studies period.

Art. 44. The PhD student's transfer from one IODSP to another can be done only within the same PhD field with the consent of the management / rectors of the two institutions, after receiving the consent of the PhD supervisor(s), the doctoral school directors involved and the CDS Directors of the two institutions.

Art.45. The PhD student that benefits from the interruption of studies, transfer or withdrawal from school, shall submit to the CDS Office, the PhD student ID, and, if applicable, the travel card which was issued upon registration.

Art. 46. (1) The PhD student may be expelled, at the suggestion of the PhD supervisor and with the consent of CDS, if:

- a) he/she does not fulfill the research obligations within the established deadlines;
- b) he/she does not conduct the public defense of the thesis according to the regulations in force;

c) following the second public defense of the thesis, the doctoral commission marks the thesis again as 'Unsatisfactory';

d) he/she violates the university or scientific research ethics, according to the BUES Charter;

e) if s/he files a written request to withdraw from the PhD studies programme;

f) in the situations expressly defined in the current IR and the regulations in force.

(2) The PhD student may be expelled with the consent of the CDS, if s/he does not pay the annual tuition fee in accordance with the *Methodology regarding the types of fees incurred by the Bucharest School of economic Studies*;

(3) The PhD student's expulsion is done through the BUES Rector's decision, with the CDS consent.

Art.47. If, during an academic semester, the PhD student who is a recipient of a doctoral fellowship does not have scientific activity and requires the withdrawal from the doctoral studies or is expelled, he/she is obliged to return the amounts of money received for the current year according to the *Methodology regarding scholarships and other social support schemes for full-time tuition students*.

Art.48. The PhD students who have been expelled from BUES doctoral studies can register for a new admission contest with the BUES, except those who have been expelled on grounds of plagiarism.

Art.49. PhD students who were expelled receive the original documents from their personal file upon a written request addressed to the CDS director and a clearance note signed by all those in charge within the Bucharest University of Economic Studies.

Section 4.4 Financing doctoral study programmes

Art.50. Academic PhD programmes take place based on funding from the state budget, as a paid programme or from other legally constituted sources, according to regulations in place.

Art.51. PhD students may benefit from PhD grants for their PhD studies, in accordance with regulations in force.

Art.52. Doctoral schools can fund PhD programmes from research-development projects too, financed from other sources, either public or private.

Art.53.

(1) State budget funding for a PhD student is preserved for as long as the PhD supervisor and the supervision panel note progress in the preparation of the PhD student at the end of the first two years of study;

(2) In case a vacancy of a state budget scholarship becomes available, this is re-allotted to the PhD student from the list of PhD students admitted for the vacancies funded by the state budget without scholarship, in a descending order of the grades obtained at the specialty examination in the same Doctoral School, if applicable;

(3) In case a place of state budget funding without a scholarship becomes available, this is re-allotted to the PhD student from the list of PhD students admitted for paid seats, in a descending order of the grade at the specialty examination, if applicable;

(4) In case a state funded place becomes available at a Doctoral School, and this cannot be redistributed within the same Doctoral School, then this place will be re-allotted to another Doctoral School in the Bucharest University of Economic Studies – IODSP with the approval of CDS.

Chapter 5. PhD Programmes: competencies covered, structure and content

Section 5.1 The competences covered by the doctoral programmes

Art.54. PhD programmes ensure training of professional skills (content, cognition and research) in specialized areas, as well as transversal ones.

Art.55.

According to the current regulations, the following are considered *professional competences*:

- a) Using and applying advanced expertise in one area;
- b) Identifying, expressing and working on research issues;
- c) Using advanced research methods and techniques;
- d) Applying knowledge on managing research projects;
- e) Using new procedures and solutions in research;
- f) Knowledge of the academic research methodology and using it in exploring and finding solutions to analyzed issues and in drawing up and making use of academic works;
- g) Using language skills and using a widely-spoken modern language in the academic context, needed for research and for writing academic papers;
- h) Understanding and applying principles and values of academic research ethics in the respective area;
- i) Independent discovery of a set of abstract relationships between explored elements, cases and phenomena.

Art.56.

According to the current regulations, the following are considered *transversal competences*:

- a) Developing projects centered on creativity, as core of self-fulfillment;
- b) Taking responsibility and the ability to organize and lead the activity of professional groups, of academic research, or of certain bodies;
- c) Innovative initiation and development of complex theoretical and practical projects;
- d) Designing and carrying out original research, based on advanced methods leading to developing academic knowledge, technology and/or research methodologies;
- e) A critical-constructive project and research evaluation; the assessment of the stage of theoretical and methodological knowledge; identifying priorities of knowledge and application in the area;
- f) The selection and application of advanced principles, theories and methods of knowledge, transfer of methods from one area to the other, interdisciplinary approaches to solve new and complex theoretical and practical issues;
- g) Using advanced principles and methods to explain and interpret, from multiple perspectives, new theoretical and practical situations/issues, specific to the area;

- h) A systemic, advanced knowledge of concepts, research methods, controversies and of new hypotheses specific to the area, communication with experts from related areas;
- i) Applying information and communication technology at a higher level, in an interactive way;
- j) Using knowledge about career management, as well as the appropriation of the techniques of finding a job and creating jobs for others;
- k) Adapting and adjusting knowledge about risk management to context, crisis and failure;
- l) Integrating knowledge about using legislation in the area of intellectual property;
- m) Elaborating strategies about economic, technological and social entrepreneurship.

Section 5.2 The structure and content of doctoral programmes

Art.57. PhD studies programme includes:

- a) A training programme based on advanced academic studies;
- b) An individual academic research programme.

Art.58.

(1) The training programme based on advanced academic studies and the individual academic research programme are specified in the Individual PhD Plan (IPP), elaborated by the PhD student, with the support of the supervisor, and the advisors committee.

(2) The Individual PhD Plan (IPP), endorsed by the members of the advisors committee and approved by the supervisor, will be submitted to CDS office by the PhD student in maximum 30 days from the date of registration in the 1st year of academic studies and uploaded on the <http://portal.doctorat.ase.ro/> portal.

(3) The structure of the IPP, as well as the obligations of the advisors committee are those established via the specific procedure approved by CDS.

Art.59.

(1) The responsibility for the structure, content and carrying out and organisation of the academic research programme of the PhD student goes to the PhD supervisor.

(2) BUES-IODSP, through its doctoral schools, facilitates the access of PhD students at logistic resources and research and encourages the participation of PhD students in research projects of national and international relevance.

Section 5.3 The training programme based on advanced academic studies

Art.60. The training programme based on advanced academic studies is a supporting tool to develop the knowledge of the PhD student and it serves him/her to adequately carry out the individual research programme and to get advanced competencies specific to the PhD studies cycle.

Art.61.

(1) The training programme based on advanced academic studies needs to be relevant for the doctoral research topic and must not impact negatively the available time of the PhD student for the individual academic research programme.

(2) The participation of a PhD student in the programme based on advanced academic studies and the selection of study elements from this programme which are to be observed by the PhD student are established by the PhD supervisor together with the PhD student.

(3) The cumulative duration of the training programme based on advanced academic studies cannot exceed three months, according to the PhD studies Code.

Art.62. The training programme based on advanced academic studies can include:

- (1) Special advanced academic studies programmes organised by doctoral schools;
- (2) Attendance of 3-5 subjects from the Master's degree programme of the university or from another IODSP;
- (3) Other activities established by the PhD supervisor.

Section 5.4 The individual scientific research programme

Art.63. The main objective of the individual scientific research programme consists in elaborating the PhD thesis and building the competencies included in the form of doctoral qualifications, as listed in the National Register of Qualifications for Higher Education (RNCIS).

Art.64. The individual research programme is carried out based on the individual PhD plan (IPP), under the coordination of the supervisor and of the advisors committee.

Art.65. The individual research programme implies the participation of the PhD Student in one or several academic projects decided by the PhD supervisor within the doctoral school, the research centers or the BUES-IODSP departments.

Art.66. The responsibility for the structure, content, organization and carrying out the individual research programme rests with the PhD supervisor.

Art.67. The individual scientific research programme can take place in the Bucharest University of Economic Studies or in research institutes of internal or international prestige.

Section 5.5 The assessment of PhD students within the Individual Research Programme

Art.68. The assessment of PhD students is centered on the valorization of the results of the research activity, respectively publications, participation in conferences, considering their performance, assessed by the incorporation of publications in the international flow, references, awards etc.

Art.69. Assessment procedures and criteria have to ensure:

- (1) The correct evaluation of the performance of PhD students and to reflect the differences of performance between them;
- (2) The analysis of the progress of the PhD students in getting knowledge and skills associated to the targeted doctoral qualification;
- (3) Transparency and information about the evaluation criteria of PhD students;
- (4) Information of PhD students about methods, criteria of evaluation and expected performance.

Art.70.

(1) During the evaluation of the activity of the PhD student, the academic ethics and the deontology of professional activities will be observed.

(2) In case of potential academic fraud, of infringement of academic ethics and of other irregularities from the good practice in academic research, including plagiarism, the PhD student and the PhD supervisor are responsible according to the law.

Art.71. The research activity of the PhD student in the individual research programme is evaluated by the supervisor and the advisors committee, taking into consideration:

(a) *The individual PhD plan (IPP)*, which presents the stage of knowledge in the area, the objectives of the research, the aimed methodology of research, the schedule of planned activities, expected results etc., approved by the supervisor and by the director of the doctoral school;

(b) *Progress reports*, one at the end of each academic year, have to cover: the results of his/her own academic research, disseminated by the PhD student through articles published in journals or works published in international conferences proceedings. The PhD student presents these reports in front of the advisors committee, in the presence of the supervisor;

(c) *Participation at minimum two scientific debates* organized by the respective doctoral school or by other research centers within BUES;

(d) *A final report regarding the PhD thesis*, presented in front of the doctoral committee, to get their approval for its defence;

(e) *Compliance with the minimal criteria for the defence of the PhD thesis*. These are established by CDS and are included in the Evaluation and Defence Procedure of a PhD Thesis;

(f) The board of the Doctoral School may establish, in addition, other specific instruments to monitor the activity of PhD students during an academic year.

Art.72. After the presentation of each progress report by the PhD student, the following procedure takes place:

(1) The advisors committee draws up a report where the observations and the recommendations of the supervisor and the committee are recorded, as well the result: "passed" or "failed". A copy of the report, signed by the supervisor and the members of the advisors committee is submitted to the CDS office to be included in the PhD student file.

(2) In case a research report or the final report are rejected, the PhD student can redo it and present it during re-examination sessions, following the same procedure.

(3) The PhD student can dispute the result in maximum 48 hours from the date when results are announced, based on a request addressed to the director of the doctoral school. In this case, the director of the doctoral school decides for a committee made of three PhD supervisors to be set up, which will check the compliance with the procedure regulations regarding the PhD's progress report. The result given by this committee is announced to the CDS office and to the PhD student in writing, in maximum 7 days from the date of the dispute request.

Art. 73. The deadlines for the defense of progress reports are provided in the schedule of activities for the academic year in question, during the normal session and the rescheduled ones.

Section 5.6 Transferable study credits and the recognition of study periods and research activity carried out outside BUES-IODSP

Art. 74.

(1) The number of transferable study credits (ECTS) for a doctoral study program is 180 credits (60 credits/study year).

(2) The assessment via credit rating of activities undertaken within the individual research program (PICS) is based on a procedure specific to CDS.

(3) Master research programmes or completing previous doctoral and/or research programmes, carried out in the country of origin or abroad, at prestigious universities or research-development institutions, may be recognized as equivalent to the activities of the training programme based on advanced university studies. Equivalence is proposed by the doctoral supervisor, sanctioned by the Doctoral School's Board, and approved by CDS.

Chapter 6. The completion of doctoral studies

Section 6.1 The doctoral thesis

Art. 75. The doctoral thesis must be the result of the PhD student's individual research work, under the guidance of the PhD supervisor, and must contain original results in the field of scientific knowledge.

Art. 76.

(1) The doctoral thesis can be written and defended in Romanian or an international language. In the situation in which the language in which the doctoral thesis is written

(2) The author of the thesis, namely the PhD student, and the PhD supervisor will have their names written on the front cover of the thesis. The members of the committee for the public defense of the thesis will have their names written on the thesis front cover, as stated in the *Guidelines for writing the PhD thesis* [http://doctorat.ase.ro/Media/Default/Documente/Ghid teza doctorat.pdf](http://doctorat.ase.ro/Media/Default/Documente/Ghid%20teza%20doctorat.pdf).

Art. 77.

(1) The thesis contents are determined by the PhD student together with the PhD supervisor.

(2) The title of the thesis can be changed at the discretion of the PhD student, with the doctoral supervisor's approval, until the moment of its completion for public defense. The new title of the thesis must be consistent with the research undertaken by the PhD student throughout the entire duration of the doctoral programme.

(3) The doctoral thesis must be an original work; mentioning the source of any material used for writing it is compulsory.

Art. 78.

(1) The PhD student is the author of the doctoral thesis and takes full responsibility for the accuracy of the data and information presented in the thesis, as well as the opinions and demonstrations expressed in it.

(2) The PhD supervisor and the author of the thesis are equally responsible for the compliance with quality and professional ethics standards, including ensuring the originality of the thesis contents, according to the legal provisions in force.

Art. 79.

(1) PhD theses and their appendices are public documents, also issued in digital form.

(2) The protection of intellectual property rights on the PhD thesis is ensured in accordance with the law.

(3) Capitalizing on copyright and/or industrial property rights on the original product or creation resulting from the doctoral studies programme is carried out in accordance with the field-specific legislation.

Art. 80. After the public defense of the doctoral thesis, at the graduate's request, the CDS office issues a certificate of completion of doctoral studies and the period during which the PhD student was enrolled in the doctoral studies programme.

Section 6.2 The evaluation and defense of the doctoral thesis

Art. 81. The process of the PhD thesis public defense takes place in accordance with the *Procedure for the evaluation and defense of the PhD thesis*, displayed on the www.doctorat.ase.ro website.

Art. 82. The criteria for the evaluation of the doctoral thesis take into account the results of the research presented in the thesis, obtained while students are enrolled on the doctoral studies programme. The papers published by the PhD student in professional journals and international conference proceedings, in accordance with the minimum criteria defined in the *Procedure for the evaluation and defense of the PhD thesis*, are primarily taken into account.

Art. 83. At least part of the original research results included in the thesis have to be published as outstanding professional achievements in journals included in international databases, in the time range between the enrollment on the doctoral studies program and the public defense of the thesis.

Art. 84.

(1) Doctoral studies are completed by the defense of the doctoral thesis in a public session, in front of the committee for the public defense of the doctoral thesis, henceforth called the doctoral committee.

(2) The public defense may take place only after the PhD advisor and doctoral committee have given their consent.

(3) If during the evaluation of the thesis by the PhD supervisor and by the committee there is evidence of any violations of research-development good conduct, including plagiarism of other authors' results or publications, the fabrication of results or replacement of results with fictional data, the PhD student shall not be given approval for the public defense of the thesis.

(4) The doctoral committee is proposed by the PhD supervisor, sanctioned by the Doctoral School's Board, and approved by CDS.

(5) The doctoral committee consists of at least five members: the Chair, as representative of BUES-IODSP (a member of the Senate, of the Board of Directors or the director of the doctoral school), the PhD supervisor, a BUES faculty member, and at least two official

reviewers from the country of origin or from abroad, with research expertise in the topic of the thesis and at least two of whom are functioning outside BUES-IODSP.

Generally, at least one member from outside BUES should be part of the *Universitaria* consortium or of the research institutes of the Romanian Academy. The members of the doctoral committee must hold a doctorate and have at least the rank of Associate Professor or of first or second degree scientific researcher or have the quality of PhD supervisors, in their country of origin or abroad.

(6) In the case of joint doctoral programs, the committee for the public defense of the thesis must include both supervisors.

(7) CDS and the doctoral schools may impose minimum standards for research performance that the doctoral committee members must meet in order to be on that committee.

(8) The doctoral thesis defense can only take place after its evaluation by all members of the doctoral committee and in the presence of at least four of them, with the mandatory participation of the committee's Chair and that of the doctoral supervisor.

Art. 85.

(1) For the public defense, the PhD thesis, its abstract, the list of publications, the statement of accountability signed by the PhD student and PhD supervisor are filed with CDS, together with the reports drafted by the doctoral committee members;

(2) In the case of joint doctoral programs, the thesis is submitted to the IODSP with which the primary supervisor is affiliated.

Art. 86.

(1) At least 20 days before the public defense, the PhD student submits the doctoral thesis and its abstract, in hard and electronic form, to BUES's Central Library, for reference by interested parties, benefitting from the special status ensured for unpublished materials.

(2) Notices regarding the public defense of the thesis and its abstract are published on the CDS office's notice board and the www.doctorat.ase.ro website.

(3) The date and location of the defense of the thesis are set over a period of no less than 20 days and no more than three months after the appointment of the doctoral committee has been issued and is posted on both the CDS's bulletin board and the www.doctorat.ase.ro website, at least 20 days before the date set by the Committee's Chair for the defense of the thesis.

Art. 87. It is mandatory that the public defense of the thesis include a session of questions from the doctoral committee members.

Art. 88.

(1) Based on the thesis public defense and official reviewers' reports, the doctoral committee evaluates and discusses the rating that it will assign the PhD thesis, namely: "Excellent," "Very Good," "Good," "Satisfactory," and "Unsatisfactory."

(2) Ratings for the public defense of the PhD theses are awarded according to the degree of fulfilment of the minimum criteria approved by CDS.

(3) If by any chance, during the evaluation of the thesis and its public defense, a member of the doctoral committee identifies serious violations of good conduct in research and study

activity, including plagiarism of other authors' results or publications, the fabrication of results or replacement of results with fictional data, they shall:

a) notify the other doctoral committee members about the deviations found and propose awarding the "Unsatisfactory" rating;

b) notify BUES's Ethics Committee, for the case to be analysed and solved.

(4) If the PhD student has met all the requirements of the research program and the assessment of the thesis allows for the awarding of the "Excellent," "Very Good," "Good" or "Satisfactory" rating, then the doctoral committee proposes awarding the doctoral degree.

(5) If the "Unsatisfactory" rating is awarded, the doctoral committee specifies the content elements that need rewriting or completing in the doctoral thesis and calls for a new public defense. The second public defense of the thesis takes place before the same doctoral committee as in the first defense. Should the second public defense result in the same "Unsatisfactory" rating, the doctoral degree is not awarded and the PhD student is expelled.

Art. 89.

(1) The proposal to award the doctoral degree to the PhD student is submitted to CNATDCU for validation.

(2) The contents of the file to be submitted in electronic form to CNATDCU is established via the *Procedure for the evaluation and defense of the PhD thesis*, issued by CDS.

(3) Following the file assessment, CNATDCU addresses to the Ministry of National Education and Scientific Research a recommendation as to whether or not the doctoral degree should be awarded.

(4) If CNATDCU invalidates the thesis, the PhD student can rewrite it within up to 9 months, in order for the thesis to be resent to CNATDCU no later than one year from the date of invalidation.

(5) During this process, the PhD supervisor and doctoral committee do not change.

(6) If the PhD thesis is invalidated a second time, the doctoral degree will not be awarded and the PhD student will be expelled.

Art. 90. The doctoral degree is awarded by an order of the Ministry of National Education and Scientific Research after validation of the doctoral thesis by CNATDCU.

Art. 91. As a result of completing the doctoral programme, the BUES – IODSP awards the diploma and the title of doctor in sciences, with the corresponding acronym Dr. The diploma certifying the obtaining and possession of this title explicitly specifies the field of the doctorate.

Chapter 7. The Status of the PhD supervisor and of the PhD student

Section 7.1 The Rights and obligations of the PhD student

Art. 92. The rights and obligations incumbent upon the PhD student, the PhD supervisor and the BUES – IODSP, through its doctoral schools, are regulated by the contract of doctoral studies.

Art. 93. During the doctoral studies programme, the PhD student has the right:

(1) to benefit from the PhD supervisor's and the advisors committee's support, guidance and coordination;

(2) to attend seminars or working meetings of the research-development staff, of the BUES-IODSP research centers respectively, whenever relevant topics to doctoral studies are discussed;

(3) to be represented in the decision-making bodies of the doctoral school, in accordance with the provisions of the present regulation;

(4) to have access to the documentary centers, libraries and facilities of the doctoral school and of the BUES-IODSP in order to draw up research reports and the doctoral thesis;

(5) to attend lectures and seminars organized by one's own doctoral school and/or other doctoral schools;

(6) to work together with the BUES-IODSP research teams or other research-development centers that have concluded agreements or established institutional partnerships with the BUES-IODSP;

(7) to benefit from national and international mobility, within the limits of the available funds;

(8) to benefit from the BUES-IODSP financial support in order to participate in national or international conferences and to publish articles, within the limits of the available funds. PhD students will benefit from financial support only for articles and conference participations which constitute a binding contractual obligation.

(9) to participate in scientific communication sessions organized by the doctoral school or/and by the BUES-IODSP;

(10) to be informed about the curriculum of the doctoral studies within the doctoral school;

(11) other legal rights.

Art. 94. The PhD student shall undertake to fulfil the following obligations:

(1) to pay the tuition fee, in the circumstances where the PhD student is admitted on paid seats;

(2) to comply with the research programme agreed with the PhD supervisor and to meet the obligations of defending one's works and presenting one's research results;

(3) to submit, on an annual basis, to the PhD supervisor and to the advisors committee, progress reports on research carried out and possibly other monitoring elements agreed by the current Institutional Regulation;

(4) to maintain regular contact with the PhD supervisor;

(5) to observe the good practice in the conduct of scientific research, not to plagiarize other authors' findings or publications, not to fabricate or substitute one's own results with fictitious data and/or no to use undeclared sources, otherwise he/she will be sanctioned in accordance with the present Regulation;

(6) each published article or conference participation shall include the affiliation to „Academia de Studii Economice din București” (for the English version the affiliation is “The Bucharest University of Economic Studies”);

(7) to abide by the institutional discipline;

(8) to pay the fees established for extension periods;

(9) other applicable legal obligations.

Section 7.2 The Rights and obligations of the PhD supervisor

Art. 95.

(1) The rights and obligations of the PhD supervisor arise from the National Education Law No. 1/2011, as amended and supplemented, from the present Regulation as well as from the employment contract.

(2) to be paid for the activities carried out in that capacity, in accordance with the legislation in force;

(3) to participate in competitions for doctoral grants;

(4) to guide and evaluate the activity of the PhD student in accordance with the professional and university autonomy, following the requirements of the doctoral study programme and complying with the professional interests of the PhD student;

(5) to propose the advisors committee of the PhD student as well as the doctoral committee for the public defense of the thesis, after consultation with the PhD student;

(6) to receive an impartial evaluation both at internal and external level, in accordance with the specific methodology of the evaluation process;

(7) to be informed of the results of both the internal and the external evaluation of their own activity;

(8) to propose research topics for the candidates to the programme of doctoral studies;

(9) to refuse the supervision of a PhD student when, without their knowledge, they are involved in a conflict of interests;

(10) to request that the Council of Doctoral School should, on good reasons, interrupt their mentoring relationship with the PhD student;

(11) to select the candidates for the doctoral programme for the seats that are proposed to the admission contest under their mentorship;

(12) to request the doctoral school to organize an admission contest for each position of PhD student under their mentorship;

(13) to decide on the study elements of the preparation programme based on advanced academic studies the PhD student shall participate in, in accordance with the provisions of the current Regulation.

Art. 96. The supervisor shall undertake to fulfil the following obligations:

(1) to ensure the scientific, professional and deontological supervision to each PhD student;

(2) to ensure the necessary conditions and to stimulate the progress of PhD students in their research;

(3) to carry out an objective and rigorous monitoring and evaluation of each PhD student;

(4) to support the mobility of PhD students;

(5) to avoid the emergence of conflicts of interests while giving guidance to PhD students.

Chapter 8. Transitional and final provisions

Art. 97.

(1) Academic staff with the status of PhD supervisor that have more than 15 PhD students under their coordination (according to art. 23) cannot publish seats for PhD students in the academic year 2018-2019.

(2) PhD students who started their programme of doctoral studies before the National Education Law No. 1/2011 came into force, namely having being enrolled on a part-time doctoral programme, can continue their studies within this type of programme until their completion.

The current Regulation was approved in the BUES Senate meeting of 13th December 2017.

Rector,
Prof. Nicolae ISTUDOR, PhD

The President of the University Senate,
Prof. Pavel NĂSTASE, PhD