



“POLITEHNICA” UNIVERSITY OF TIMIȘOARA

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REGULATION ON THE ORGANISATION AND FUNCTIONING OF DOCTORAL UNIVERSITY STUDIES IN “POLITEHNICA” UNIVERSITY OF TIMIȘOARA (UPT)

I. FRAMEWORK PROVISIONS

Art. 1. This regulations sets out the details of the organisation and functioning of doctoral studies within UPT, based on L 288 / 2004, GD 567 / 15.06.2005 and OMER 4.491 / 06.07.2005.

Art. 2. According to L 288 / 2004, GD 567 / 15.06.2005 and OMER 4.491 / 06.07.2005, starting with the university year 2005 / 2006, doctoral studies provided by UPT have university studies status, in compliance with the paradigm promoted by the process of reform of European higher education, referred to as the “Bologna process” and their purpose is to contribute to the development of knowledge through original scientific research/production.

Art. 3. The normal duration of doctoral university studies is 3 years. In special situations this duration may be prolonged up to two years, in compliance with the legal provisions.

Art. 4. Until the year of the first generation graduating the Master’s studies organised in compliance with the provisions of L 288 / 2004, doctoral university studies are open to holders of a university education diploma at Bachelor level or equivalent; starting with the year the first generation graduates the Master’s studies organised in compliance with the provisions of L 288/2004, doctoral university studies are open only to graduates of university education, Master’s level.

Art. 5. UPT organises doctoral university studies in the fundamental fields “Engineering Sciences” and “Exact Sciences” – fields indicated in Annex 1, for which MERY granted UPT the status of IOSUD¹⁾ (“Institution administering doctoral university studies”). From the two types of doctorate set out by GD HG 567 / 15.06.2005 – scientific doctorate and professional doctorate – only the scientific doctorate may be organised for all these fields.

¹⁾ IOSUD = Institutie Organizatoare de Studii Universitare de Doctorat (in romanian)

Art. 6. The scientific doctorate includes, on the one hand, advanced studies, and on the other hand high level scientific creation and research, within a programme that intends to provide the graduate:

- a) capacity to understand systematically the field of study and to use the specific research methods in the respective field
- b) capacity to design and implement a research project
- c) capacity to manage research activities
- d) capacity to contribute to the progress of knowledge through original research, with national and/or international impact
- e) capacity to undertake critical analyses, assessments and synthesis of scientific ideas
- f) capacity to communicate with the professional community and civil society with regards to his/her research field
- g) capacity to contribute to promoting the technological, social and cultural development in the context of a knowledge-based society and economy

Art. 7. Doctoral university studies shall be undertaken in UPT under the coordination of doctoral *supervisors*. According to OMERY 4.491 / 06.07.2005, the doctoral supervisors are tenured or consultant university professors, senior scientific researchers of first degree and academicians with prominent didactic and scientific activity at national and/or international level, employed by the respective IOSUD or by an institution with which it forms a consortium for doctoral studies purposes. The status of doctoral supervisor is acquired through OMERY, with the endorsement of CNATDCU (National Council for the Attestation of Academic Degrees, University Diplomas and Certificates).

Art. 8. Doctoral university studies may be organised *full time* or *part time*.

Art. 9. *Full time* doctoral studies may be organised *free of charge*, based on scholarships granted by UPT from budget allocations, or with *tuition fees*.

Art. 10. *Part time* doctoral studies may be organised only based on *tuition fees*.

Art. 11. The tuition fees for doctoral studies – both for full time and for part time studies -, shall be determined by the University Senate. These amounts shall cover at least the level of expenditure incurred for the respective studies.

II. PROVISIONS ON ACQUIRING THE STATUS OF DOCTORAL STUDENT OF UPT

Art. 12. The status of doctoral student of UPT is acquired through admission competition. The competition is organised for a limited number of places, allocated to each doctoral supervisor by the UPT management, distributed according to the following categories: *full time/part time*, *tuition/tuition-free*. The allocation of students is made against certain criteria, such as: level of demand in the previous year admission, the dynamics of finalising the dissertations in the past three years, etc. Another criterion to be taken into

account is that a doctoral supervisor cannot coordinate, at any given time, more than 15 doctoral students.

Art. 13. The admission competition is undertaken based on a jury system ensured by an *admission commission* appointed by Decision of the UPT Rector and it consists of two tests, both mandatory to promote. The first test is an interview. During this interview the candidates present their CV, the study pathway and intentions they consider and their motivations and answer the questions raised by the members of the commission. The second test consists of a linguistic competence test for an international language. The first test is finalised by awarding a score from 1 to 10, and the second test is finalised with an appraisal ADMITTED OR REJECTED, as appropriate. A candidate may be exempted from the second test if he/she holds a linguistic competence certificate issued by the Department for Communication and Foreign Languages of UPT or by another structure recognised by UPT.

Art. 14. The candidates declared admitted as *full time* students become employees of UPT, holding the research assistant position in the first stage of their doctoral studies (see art. 17), and the scientific researcher position in the second stage (see art. 17), with all the rights and obligations deriving from this capacity, including the obligation of delivering, every year of doctoral studies, an average of 6 hours of applicative didactic activities (seminars, guidance in laboratory or project works) per week, and the right to exceed this by maximum 4 hours; if exercised, this right entails a cumulative or hourly remuneration.

III. PROVISIONS ON THE ORGANISATION OF DOCTORAL UNIVERSITY STUDIES

Art. 15. Doctoral studies are undertaken based on a study agreement concluded between the doctoral student, a doctoral supervisor – sometimes two, as indicated below – and UPT. This agreement provides for the rights and the obligations of each party involved. UPT agrees with and, moreover, encourages pluridisciplinary and interdisciplinary approaches within doctoral studies. In case of such approaches, the doctoral student shall undertake his/her activities under the joint supervision of two doctoral supervisors, both from UPT or one from UPT and one from another IOSUD, from Romania or abroad. The joint supervision involves inclusion in the study agreement of both doctoral supervisors and both IOSUDs, with clearly defined rights and responsibilities.

The joint supervision is agreed upon, under the same conditions, in case of monodisciplinary approaches as well, to allow for access to unavailable technology and/or bibliography or simply to foster openness and cooperation spirit. In all cases of joint supervision the coordinating role within the partnership and the main responsibility belong to the doctoral supervisor and the institution where the doctoral student is initially registered.

Art. 16. Doctoral studies shall be undertaken in Romanian or an international language, as agreed by the parties the parties and reflected in the study agreement.

Art. 17. Doctoral studies involve completion of two successive stages under the guidance of the doctoral supervisor/supervisors: the advanced university training and the scientific research programme. The requirements of the two stages are the same for both modes of study: *full time* and *part time*.

Art. 18. The advanced university training programme is carried out during two semesters. Professors, readers and other experts in the field holding a PhD degree, both from UPT or outside the university, may contribute to the programme.

Art. 19. The advanced university training programme includes activities based on an educational plan, research/development/innovation activities carried out under the grants/contracts of the doctoral supervisor and activities freely chosen and undertaken by the doctoral student with the obligation to present concrete results every semester, such as: scientific articles, patented inventions, registered original software, papers, research/development/innovation projects proposed for financing, research reports etc. Such cooperation takes into account the fact that doctorate is a distinct level of study, **for and by means of research**, intended to provide the doctoral students both top competences in the field and the capacity to:

- a) self-improve, as autodidacts
- b) manage efficiently own and collaborators' available time and resources, so that their results are as substantial as possible
- c) design research/development/innovation projects able to attract funds for their implementation
- d) generate innovative ideas and solutions and to value them efficiently, by patenting, registration, communication in the scientific community, transfer/implementation in society etc., as appropriate
- e) Permanently monitor performance – both qualitative and quantitative – of own activities as well as of the team he/she is a part of.

Art. 20. The educational plan of the advanced university training programme is developed by the group of doctoral supervisors in the respective field, but it becomes valid only after its approval by the UPT management. This plan includes, from a total of 8 – 10 hours / week, representing courses, seminars or laboratory works, both disciplines of advances knowledge in the respective field of study and disciplines from adjacent – including complementary – fields, expected to combine to reach the expected objectives.

Art. 21. The educational plan of the advanced university training programme consists of 3 disciplines, every semester. The spirit of flexibility and openness for interdisciplinarity and pluridisciplinarity should underpin the development of educational plans. To this purpose and in order to reduce costs the doctoral

supervisors from various fields are recommended to cooperate, so that as many disciplines as possible should be common – and delivered commonly – for as many fields as possible, of course, within reasonable and rational limits, without exaggerations. Every semester, some of the disciplines may be followed within one or several Master's programmes others than that/those already completed or under graduation. In any case, the educational plan of the advanced university training programme must be characterised by maximum adequacy to and usefulness for the scientific research programme envisaged by the doctoral student.

Art. 22. Each discipline of the educational plan of the advanced university training programme shall be concluded by means of an examination-type assessment. The examination is finalised by granting a grade between 1 and 10. The minimum grade for promotion is 5.

Art. 23. The disciplines of the advanced university training programme have credit points associated, according to the ECTS specifications. The credit points associated to a discipline shall be obtained only if that discipline has been promoted (namely: if the grade granted is ≥ 5). The research/development/innovation activities carried out under the grants/contracts of the doctoral supervisor and activities freely chosen and undertaken by the doctoral student (see art. 19) also have credit points associated. These credit points shall be granted by the doctoral supervisor, by means of estimation of the workload related to the respective activities, in compliance with the ECTS specifications – estimation made exclusively based on the results obtained! The total of credit points a doctoral student may obtain nominally during a semester is 30.

Art. 24. The graduation requirement for an advanced university training programme is nominal accumulation of all related credit points, a total of 60. On graduation, the doctoral students are awarded a certificate.

Art. 25. In parallel with the credited obligations, during the advanced university training programme, the doctoral students must elaborate, in cooperation with the doctoral supervisor/supervisors who monitors/monitor them, the project of the scientific research programme they are considering for the second stage of the doctoral studies (see art. 17). Failure to comply with the second requirement might constitute a reason for non-acceptance of the proposed programme.

Art. 26. The project of the scientific research programme shall be publicly presented, in front of a jury consisting of a commission including the doctoral supervisor – or one of the two doctoral supervisors in case of joint supervision - as chairperson and at least 2 other prominent specialists in the field, from among professors, readers or senior scientific researchers of first degree, from UPT or from UPT and from the institution with which it forms a consortium for the respective case, as appropriate.

Art. 27. The commission referred to at art. 26 shall agree on granting the project of the scientific research programme one of the following appraisals: “Very good”, “Good”, “Satisfactory”, “Unsatisfactory”.

Art. 28. Only doctoral students who are granted a “Very good” or “Good” appraisal for the project of the scientific research programme may continue to the second stage of the doctoral studies (see art. 17).

Art. 29. Doctoral students who are granted a “Satisfactory” or “Unsatisfactory” appraisal for the project of the scientific research programme have the right to present to the commission, within 3 months, the revised project or a new project. If, following a second attempt, the doctoral student does not succeed in obtaining a “Very good” or “Good” appraisal for the project, he/she shall be permanently expelled from the doctoral study programme.

Art. 30. The scientific research programme, whose goal is the public delivery of a paper developed during the programme, including as a mandatory requirement elements of originality – paper defined as *doctoral thesis* – shall have the duration of 4 semesters. In special situations, the programme may be extended by maximum 4 semesters, on doctoral student’s request, endorsed by the scientific supervisor or supervisors, in case of joint doctoral studies, with the approval of UPT management, or of the UPT management and of the management of the partner institution. The studies during extended semesters may be undertaken only based on *tuition fees*, no matter of the admission regime and the mode of the normal duration of studies -3 years-, as the *tuition-free* system is capped to this duration. Nevertheless, in well grounded situations, on the doctoral supervisor’s request, the UPT management may grant for the duration of extension semesters, from the university extra-budgetary revenues, scholarships aiming to support the successful completion of studies sufficiently advanced to render completion of studies possible.

Art. 31. During the scientific research programme, the doctoral student has the following obligations, mandatory in order to obtain the approval to present the thesis:

- The obligation to present in front of a commission made of the doctoral supervisor – respectively one of the two doctoral supervisors, in case of joint supervision –, as chairperson and at least other 4 prominent specialists in the field, from among professors, readers or senior scientific researchers of first degree, from UPT or from UPT and from the partner institution, as appropriate, two scientific reports including the interim results of research that should obtain from the respective commission the appraisal ADMITTED
- The obligation to participate at least with one paper in an international conference abroad, in a UE member state or a comparable state (USA, Japan, etc.), the participation costs being covered by UPT
- The obligation to publish or have accepted for publication at least 3 scientific papers, minimum 1 in the ISI category.

IV. PROVISIONS ON COMPLETION OF DOCTORAL UNIVERSITY STUDIES

Art. 32. At the end of the scientific research programme, the doctoral student has the obligation of presenting the doctoral thesis in the chair/department/research team which is closest to the theme of the thesis, before applying for the set up of assessment commission and for the jury procedure for the public delivery of the thesis. The presentation shall be followed by free discussions on the thesis among the participants. The management of the respective chair/department/research team shall draft a synthesis of the points of view expressed, mentioning afterwards, as a **mandatory** requirement, their own appreciations and granting, in conclusion, an appraisal for the thesis, namely FAVOURABLE or UNFAVOURABLE.

Art. 33. In case the appraisal obtained from the management of the chair/department/research team is UNFAVOURABLE, the doctoral student has available, within the limits of the maximum duration of doctoral studies (see art. 3, 18 and 30 above), maximum 3 months to revise the thesis and repeat the presentation. If, following a second attempt, the doctoral student does not succeed in obtaining FAVOURABLE appraisal at this level, the doctoral supervisor or the main doctoral supervisor, in case of joint supervision, has the responsibility to propose the UPT management either to approve the advancement of the doctoral student in the process of completion of studies (see art. 34), or the exclusion of the respective student from the doctoral studies programme.

Art. 34. In case of a FAVOURABLE appraisal obtained from the management of the chair/department/research team, or in case the UPT management has approved the proposal of the doctoral supervisor or the main doctoral supervisor, in case of joint supervision, that the doctoral student should continue the process of completion of studies, though he/she has not obtained even after a second attempt the FAVOURABLE appraisal from the management of the chair/department/research team, the doctoral supervisor/supervisors (in case of joint supervision) shall draft the final assessment paper/papers for the respective thesis. If it/these is/are favourable, doctoral supervisor/supervisors shall require the UPT management to appoint a commission for an additional assessment of the thesis and the appraisal of its public presentation, entitled *doctoral commission*, suggesting a proposal to this purpose.

Art. 35. The request for appointment of the doctoral commission shall be submitted at the “Doctoral Programmes” Office within the UPT Rectorate together with the conclusions reached by the supervisor/supervisors, the synthesis drafted by the management of the chair/department/research team where the thesis was presented and 4 copies of the thesis.

Art. 36. The doctoral commission includes, by right – based on art. 30, paragraph 3, of the GD 567 / 15.06.2005 – as chairperson, a representative of the UPT management, the doctoral supervisor/supervisors, and, as appropriate, 3 or 2 reviewers, to reach the number of 5 members. The reviewers shall be appointed from among professors, readers or senior scientific researchers of first degree, specialists in the field. In appointing them, mention should be made that the commission must include at least 2 persons from outside UPT.

Art. 37. The reviewers shall be formally notified with regards to their appointment in the doctoral commission, by handing in the Decision of the UPT Rector on setting up the commission; together with the decision they shall also receive a copy of the doctoral thesis to be analysed.

Art. 38. It is the reviewers' obligation that, within 30 days at the most after receiving the doctoral thesis to be analysed, they should submit to the "Doctoral Programmes" Office within the UPT Rectorate the assessment papers.

Art. 39. In case one or several reviewers grant an unfavourable appraisal to the doctoral thesis, it must be revised within 2 months. The revised thesis, together with new favourable appraisal/appraisals of the doctoral supervisor/supervisors, in case of joint supervision, shall be submitted to the "Doctoral Programmes" Office within the UPT Rectorate in 4 copies that will replace those initially submitted. Of the new copies, one shall be handed in to each reviewer and the process shall repeat two more times, at the most, according to art. 38 and 39.

Art. 40. If a third version of the thesis does not obtain favourable assessment papers from all reviewers, then the doctoral student shall complete the doctoral studies without being granted the PhD title; instead, he/she shall be issued, on demand, a certificate attesting the completion of the doctoral programme, mentioning the results obtained during the programme.

Art. 41. In case all reviewers grant a favourable appraisal for the doctoral thesis, the UPT Rector shall approve, on the doctoral student's demand, the public presentation of the thesis, at a convenient date and hour both for the student and for the members of the doctoral commission. Mention should be made that the public presentation may take place only if at least 4 of the 5 members of the commission – among which the chairperson and the doctoral supervisor – effectively participate to the presentation.

Art. 42. The date, hour and location of the doctoral thesis presentation shall be announced publicly, at least 15 days in advance, both at the UPT headquarters, and on the notice board of the chair/department/research team which is professionally closest to the theme of the thesis, as well as on the "Scientific activities and events" section of the UPT website and of the website of the respective chair/department/research team.

Art. 43. The public presentation of the doctoral thesis shall include the actual presentation by the doctoral student, followed by debates and discussions on the thesis, with open participation of the entire audience, and by the deliberation of the commission and the communication of its final views, expressed by means of an appraisal: "Very good", "Good", "Satisfactory".

Art. 44. In case the thesis is granted the “Satisfactory” appraisal, the doctoral commission shall communicate the concrete elements leading to this appraisal and shall require a new public presentation of the thesis, with or without amendments. The details for this second presentation shall be specifically determined, for each case, by the doctoral supervisor/ the main doctoral supervisor, in case of joint supervision, and the UPT management and shall be communicated in writing to the doctoral student.

Art. 45. In case the thesis is granted either the “Very good” or the “Good” appraisal, the doctoral commission shall communicate the audience the decision to award the doctoral student the Doctor’s degree, to be validated by CNATDCU.

Art. 46. In order to obtain the validation referred to in art. 45, the “Doctoral Programmes” Office within the UPT Rectorate shall make the doctoral dossier of the doctoral student and shall submit it, together with a copy of the doctoral thesis, to CNATDCU, through MER.

Art. 47. The validation by CNATDCU of the decision reached by the doctoral commission to award the Doctor’s degree to the doctoral student shall lead to the issuance of an OMER to this purpose.

Art. 48. The PhD diplomas are drafted in Romanian and English.

Art. 49. UPT is the awarding institution of PhD diplomas for UPT doctoral students. A diploma may be effectively issued only after publication in the Official Journal of the OMER on awarding the Doctor’s degree to its holder.

Art. 50. The Doctor’s diplomas may be submitted to their holders, as a group, within a ceremony, or individually, on demand.

V. MISCELLANEOUS

Art. 51. Doctoral university studies may be interrupted, based on strong reasons, with the approval of UPT management, according to the study agreement provisions (see art. 15). The total duration of interruptions shall not exceed 2 years. The interruption periods shall add to the period considered *a priori* the normal duration of study (see art. 3, corroborated with art. 30).

Art. 52. During the doctoral university studies the *full time* mode of study may be changed to *part time*. The procedures and issues related to this are subject to distinct, dedicated regulations of UPT. The reverse change, from *part time* to *full time* mode is not allowed.

Art. 53. The doctoral students have the right to request the replacement of their doctoral supervisor if he/she is not available for more than 1 year or does not comply with the provisions of the study agreement, as well as in case of amicable settlements between the two parties. The replacement shall be approved by the UPT management only after obtaining from a new doctoral supervisor the written agreement to assume the coordination of the respective doctoral student.

Art. 54. The doctoral students have the right to request, only once, to change the theme of the doctoral thesis, based on the successful presentation of a new research programme. The approval to change the theme shall be granted by the UPT management, or, in case of joint supervision, by the UPT management and by the management of the partner institution, with the agreement of the doctoral supervisor/supervisors.

Art. 55. The change of the theme of the doctoral thesis shall not automatically involve the extension of the doctoral studies duration.

VI. FINAL PROVISIONS

Art. 56. This regulation shall come into force starting with the university year 2005 / 2006 and it shall apply for doctoral students admitted in 2005 and subsequently.

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FIELDS OF DOCTORAL STUDIES OF IOSUD - UPT

Fundamental field	Doctoral studies field
Exact sciences	Chemistry
Engineering sciences	Computers and Information Technology
	Materials Engineering
	Systems Engineering
	Chemical Engineering
	Civil Engineering
	Electronic Engineering and Telecommunications
	Energetic Engineering
	Electrical Engineering
	Industrial Engineering
	Mechanical Engineering
	Engineering and Management