

**INSTITUTIONAL PROCEDURE CONCERNING THE ORGANIZATION AND DEPLOYMENT OF ADMISSION FOR DOCTORAL
UNIVERSITY STUDIES AT POLITEHNICA UNIVERSITY TIMISOARA
SESSION 2019**

Art. 1. In the Doctorate Awarding Institution, Politehnica University Timișoara, the admission to doctoral studies is organized and carried out according to:

- The institutional regulation for the organization and conduct of doctoral studies in PUT-2011,
- National Education Law no. 1/2011, as amended and supplemented,
- The code of the doctoral studies approved by GD no. 681/2011, as amended and supplemented.
- MNE 3062 / 06.04.2018 order concerning the amendment of Article 13 of the Annex to OMEN 6102/2016 for the approval of the Framework Methodology regarding the organization of admission in the bachelor, master and doctoral degree courses,
- GD no. 778/2015 for the amendment of Annexes 1-3 to GD no. 595/2015,
- GD no. 326/2019 approving the Nomenclature of domains and university studies specializations / programs and the structure of higher education institutions for the academic year 2019-2020,
- Decision of the Office of the Administration Board of the Politehnica University Timișoara no. 54 from June 11, 2019 regarding the approval of the admission schedule for doctoral studies and the distribution of the places by doctoral fields.

Art. 2. The forms of doctoral education are: full time - with grant, full time - without grant, part-time - without grant and part-time - with fee, according to Art. 7 MO 6102/2016. The fee for university doctoral studies in IOSUD-PUT is 4200 lei / year, according to DAB-PUT no. 40 / 16.04.2019.

Art. 3. The admission competition is announced on PUT's website: <http://www.upt.ro/> section "Study Programs - Doctoral Studies - Admissions".

Art. 4. For the doctoral studies cycle, the admission is made in the approved doctoral studies fields, in accordance with the legal provisions in force. IOSUD-PUT organizes doctoral degree programs in the following fields: Chemical engineering; Civil engineering and installations; Electrical engineering; Energy engineering; Electronic engineering, telecommunication and information technologies; Computers and information technology; Systems engineering; Mechanical engineering; Industrial engineering; Material engineering; Engineering and management; and Architecture, according to GD 778/2015 and GD 56/11.02.2019.

Art. 5. The annual tuition offer, in accordance with the provisions of art. 138 of the National Education Law no. 1/2011, with the subsequent modifications and completions, respectively with the number of places (study grants) allocated by the Ministry of National Education for IOSUD-PUT, is presented in **Annex 1**.

Art. 6. The offer of research directions/topics for the admission contest is constituted by the Doctoral School Board on the basis of the individual offers of the doctoral supervisors (**Annex 2**), and is endorsed by the Council for Doctoral Studies. The offer is displayed on the PUT website: <http://www.upt.ro/> section "Study Programs - Doctoral Studies - Admissions".

Art. 7. Registration requirements:

(1) Upon admission to the doctoral studies program, the following may participate:

- graduates with a bachelor's degree or equivalent of the long-term university studies organized according to the Law no. 84/1995, republished, as subsequently amended and supplemented,
- graduates with a Master's degree in Master's degree studies organized according to Law no. 288/2004, as subsequently amended and supplemented,
- graduates of studies abroad and recognized by the specialized department of the Ministry of National Education as at least master university studies.

Entry to the admission contest for doctoral studies in a specific field can be done regardless of the field in which the bachelor's or master's degree was obtained.

(2) Citizens of the Member States of the European Union, of the states belonging to the European Economic Area and of the Swiss Confederation may participate to admission under the same conditions stipulated by the law for the Romanian citizens, including with regard to the tuition fees.

(3) Romanians from all over, third party citizens can participate in the admission, according to the legal provisions in force, to the bilateral agreements and unilateral offers of Romania and the methodologies elaborated by the Ministry of National Education for them.

(4) Upon admission to doctoral studies with teaching in Romanian (according to individual offers of doctoral supervisors), the citizens of the European Union and from third countries have the obligation to prove the knowledge of the Romanian language, according to the tuition methodologies in their country, as the case may be. Doctoral studies can be organized, with the approval of CSUD, and in an international language.

(5) Candidates who have taken the dissertation examination at the sessions corresponding to the academic year 2017-2018 shall submit the master's diploma (original) or the certificate issued by the educational institution. If at the time of application of the file, the candidate cannot present the certificate of the master's degree, this certificate can be subsequently included in the file before the scheduled date for announcing the final results of the 2017 admission to doctoral studies.

Art. 8. Registration for admission to doctoral studies.

(1) The applicant enrolls in the computer platform <http://admitere.upt.ro/phd/>. After the introduction of the information provided in [Annex 3](#), the IT platform automatically generates the registration form in PDF format. The registration form is printed and signed by the candidate.

(2) The registration file for admission to doctoral studies in IOSUD-PUT shall be established in accordance with [Annex 4](#).

(3) The registration form for the admission contest is submitted to the PUT Rectorate, Piata Victoriei, no. 2, floor 1, room 103, the Secretariate of the Doctoral School. When submitting the file, the candidate must present the original documents in order to certify the compliance of the copies included in the file.

(4) The test for obtaining a certificate of linguistic competence for an international language (English, German, French - preferably English) is submitted to the Department of Communication and Modern Languages, Interligua Center, ASPC, Petru Râmneantu Str. 2, floor 2, room A204, from Monday to Friday 10:00, from 01.07.2019 – 05.07.2019.

(5) The certificate of linguistic competence may also be obtained from another specialized structure recognized by PUT, with the approval of the Department of Communication and Modern Languages.

(6) Registration fees for organizing and conducting admission are set out in Annex 5.

Art. 9. The admission schedule for doctoral studies is presented in Annex 6.

Art. 10. The methodology for examining candidates for admission to doctoral studies.

(1) The IOSUD-PUT Doctoral School of Engineering Studies will establish and display, after the enrolment period, the doctoral admission committees associated with the IOSUD-PUT PhD fields. The doctoral admission committee is made up

of permanent members, the committee secretary, and the chair of the committee. The permanent members of the committee are the same for both admission sessions.

(2) For the examination of a candidate, the chair of the committee shall be taken over by the doctoral supervisor with whom the candidate has been registered. If the doctoral supervisor with whom the candidate registered is not present, the committee chairmanship shall be taken over by one of the members of the committee.

(3) IOSUD-PUT established 10 weighted average criteria (according to Annex 7) for admission to PhD, with a range 1-10 for each criterion, weighted in the end.

a) to the assessment criterion no. 5 the doctoral supervisor and the members of the commission establish the N5 grade based on the Power Point presentation of the candidate concerning the directions and intentions of study.

b) to the assessment criterion no. 6 the doctoral supervisor and the members of the committee determine the N6 grade according to the candidate's response to the availability to be present in PUT (minimum 20 hours a week) for doctoral activities and other activities in which the doctoral student is employed.

c) Under the assessment criterion no. 7 the doctoral supervisor and the members of the commission shall determine the N7 grade according to the candidate's involvement in research activities during the license.

d) to the assessment criterion no. 8 the doctoral supervisor and the members of the committee determine the N8 grade according to the correspondence between the candidate's bachelor's / master's degree and the research field / direction chosen for doctoral studies.

e) to the assessment criterion no. 9 the doctoral supervisor and the members of the commission establish the N9 grade for scientific papers published or communicated in the specialty field in magazines or scientific manifestations with a program: 0 papers - 1 point, 1 paper - 4 points, 2 papers - 6 points, 3 papers - 8 points, 4 or more papers - 10 points.

f) Under the assessment criterion no. 10 the doctoral supervisor and the members of the commission establish the N10 mark for prizes at the national phases of professional competitions in the specialty field as follows: 0 prizes - 1 point, 1 prize - 5 points, 2 prizes - 8 points, 3 prizes or more - 10 points.

g) the minimum admission score is 21 points out of 30 maximum points (equivalent to 7 out of 10).

(4) Candidates are declared admitted in accordance with the Institutional Regulation for Organization and Development of

Doctoral Studies - IOSUD-PUT 2011 (Section V) taking into account the score: $Score = \sum_{i=1}^{10} N_i \times CP_i$, according to **Annex 7**.

Art. 11. The procedure for the selection of the candidates declared admitted to doctoral studies.

(1) After each of the two examination sessions candidates preliminary results are displayed on the www.upt.ro site for each field of doctoral studies with the score obtained by each candidate.

(2) After the two examination sessions, for each PhD domain, the preliminary results in descending order of the scores for each doctoral field are displayed on the www.upt.ro site. Only candidates who have obtained at least 21 points are eligible to be enrolled in doctoral studies. In case of equal score of candidates from the last "accepted" eligible position, the selection of the candidates shall be made after the cumulative weighted score of the criteria 1 ... 4.

(3) Candidates may only file complaints about preliminary results with respect to procedural defects.

(4) For each PhD domain, the final results of the admission contest and the distribution of the declared candidates admitted with grant / without grant / with fee are displayed. Depending on the degree of occupation of the available places in each field, the Doctor's Board may redistribute the unoccupied positions between domains.

(5) Candidates declared rejected on the final results list, but with scores of more than 21 points, shall be included in the reserve list.

(6) Candidates declared admitted shall be enrolled by Order of the Rector of PUT and shall conclude the contract for university doctoral studies.

Art. 12. Special facilities or conditions;

- (1). A candidate may be admitted and enrolled as a student for maximum two simultaneous study programs, regardless of the education cycle and the educational institutions that offer this condition.
- (2) A candidate declared admitted may benefit from state budget funding for a single license program for one master program and one doctoral program, subject to applicable legal provisions.
- (3) According to Article 151 of Law no. 118/2015 regarding the modification of art. 151 of the National Education Law no. 1/2011:
- a) Candidates who have received distinctions (prizes I, II, III, mention) at the international school Olympiads recognized by the Ministry of Education and Research have the right to enroll without a competition admission, on places financed from the budget, for a doctoral program.
- b) The «Olympic Merit» Scholarship is granted, according to par. (2a), throughout university studies, if performance is maintained. The scholarship is granted from budgetary funds, from the budget of the Ministry of National Education.
- (4) Possibility of holding a remote interview using IT means (Skype), according to DBA-PUT no. 21 / 10.6.2013.

UNIVERSITY RECTOR,
Prof.dr.eng. Viorel-Aurel ȘERBAN

CHIEF-SECRETARY-
Prof. Alexandru GAȘPAR