**CONTRACT FOR DOCTORAL STUDIES**

**No. .................... / ………….**

Between

1. **THE BUCHAREST UNIVERSITY OF ECONOMIC STUDIES (BUES)** (**Institution Administering Doctoral Studies – I.O.S.U.D.),** headquartered in 6 Romană Square, district 1, phone number +40 21 319.19.00, fax +40 21 319.18.99, represented by its Rector, Professor Nicolae ISTUDOR PhD,
2. **Ms. / Mr.** ............................................................................................................................................., identified by ID card series…………..…No. ......................................, Personal Identification Code ..............................., with permanent address: str........................................................................................................... no. ...., bl. ......., staircase. ..., floor ......, ap. ....., county / district ....., tel. ..............................., e-mail address ………………………………………, registered on **25.09.2023** as **PhD student** on a (corresponding box is marked with ×) **with state funding**  / **tuition fee** , **full – time** **frequency form**  / **part-time frequency** , **scholarship** , **romanian citizens outside Romania** , SCIENTIFIC/PROFESSIONAL DOCTORAL PROGRAM in the doctoral study program in the doctoral field ..............................................................................., Doctoral School ..................................................................... ...............,

And

**Ms. / Mr. ……………………………………….,** member of Doctoral School ........…………………………………......, Doctoral field .............................................................................. as **PhD principal supervisor of the PhD student**, occurred the current contract.

And

**Ms. / Mr. ……………………………………….,** PhD. Professor,member of Doctoral School ........…………………………………......, Doctoral field .............................................................................. as **PhD cotutelle supervisor of the PhD student**, occurred the current contract.

**Art. 1 Object of the contract**

* The present Contract’s object regulates the activity developed within the framework of doctoral studies, regulating the relationship between IOSUD - BUES, PhD student and PhD supervisor, specifying the rights and obligations of the implied parties in accordance with the University’s Charter, Regulation for the organization and conduct of doctoral studies within BUES and legislation in force.
* The scientific doctoral program represents an advanced form of learning through research, contributing to the development of professional competencies in specialized fields, as well as transversal skills.
* The professional doctoral program is organized in all fields and aims to produce original knowledge based on the application of the scientific method, systematic reflection, or applied research on artistic creations, high-level national and international sports performances, or on topics of practical importance. This serves as a foundation for a professional career in higher education and research in the relevant fields.
* The curriculum, evaluation criteria, and thesis completion requirements are the same for both the scientific doctorate and the professional doctorate.
* The title of the selected research topic is:

………………………………………………………………………………………………………………………………………

**Art. 2. Contract term**

**(1)** This contract is concluded for an appropriate academic doctoral studies cycle of four years.

**(2)** In special cases, the length of the PhD programme may be extended by 1-2 years, with the BUES’s Senate – IOSUD approval, at the proposal of the PhD supervisor and within the available funding options, or reduced by 1 year, at the request of the doctoral student, with the approval of the thesis supervisor and the approval of the BUES’s Senate. The extension of the doctoral studies program is determined by an additional agreement to the present contract.

**(3)** The doctoral study program may be interrupted at the request of the PhD student, for solid reasons (medical reasons, professional reasons, maternity, postnatal leave) as determined by the BUES’s Regulation for the organization and conduct of doctoral studies. The interruption is approved by the BUES’s Council of Doctoral Studies (CSUD) - IOSUD, based on the PhD supervisor and Council of Doctoral School approval. Aggregated interruption periods shall not exceed two years. The length of the doctoral studies is extended by periods of approved cumulative interruptions. The duration of this contract is extended to the approved interrupted aggregated periods. For each period of interruption of the student's doctoral studies, there should be an addendum to this Contract signed by the involved Parties.

**Art. 3.**

(1) During the course of the doctoral studies, i.e. during the period between enrollment and the completion of the doctoral studies program, the person enrolled in the study program has the status of a doctoral student/ PhD student. Doctoral/PhD students can be hired by BUES as research assistants or university assistants, for a fixed period, following a competition.

(2) A doctoral student employed as a research assistant may conduct paid teaching activities on an hourly basis, in accordance with current legislation.

(3) The PhD student can carry out remunerated teaching activities, within the limit of the university assistant norm, in accordance with the legislation in force.

**Art. 4 Rights and obligations of the PhD student**

**(1)** During the program of doctoral studies, **the PhD student** has the following ***rights***:

1. to receive support, guidance and coordination from the PhD supervisor as well as the guidance and academic integrity committee ;
2. to participate at seminars and working meetings of the research and development personal within the IOSUD-BUES when they refer to subjects relevant to the doctoral studies;
3. to be represented in decision-making forums of the doctoral school, according to the Regulation for the organization and conduct of doctoral studies;
4. to benefit from logistics, documentation centres, libraries and doctoral school and IOSUD-BUES equipment in order to conduct the research of the thesis;
5. to register for courses and seminars organized by his/her own doctoral school and/or other doctoral schools;
6. to work with research teams from IOSUD or within research and development units which have concluded institutional agreements with IOSUD-BUES;
7. to benefit from national and international mobility, within the available funding options;
8. to benefit from institutional support to attend scientific conferences or congresses, workshops, summer or winter schools, national or international seminars, that are related to their thesis field, within the available funding options. PhD students will benefit from financial support only for articles and participation in conferences that are contractual obligations;
9. to attend the Scientific Communication Sessions organized by the doctoral school and/or the IOSUD-BUES;
10. to be informed about the curriculum of doctoral studies within the doctoral school;
11. to have access to the Blended Learning@ASE platform (online.ase.ro);
12. to benefit from legal provisions on studies’ interruption, studies’ extension, thesis title alteration and change of PhD supervisor, in accordance with the Regulation for the organization and conduct of doctoral studies of BUES – IOSUD;
13. to benefit from free medical, dental and psychological assistance, as well as public transport facilities, in accordance with the law;
14. to benefit from the student support services available at IOSUD-BUES, including those for accommodation and cafeteria.

**(2)** During the program of doctoral studies, **the PhD student** has the following ***obligations****:*

1. to know and respect the Regulation for the organization and conduct of doctoral studies of BUES - IOSUD and other regulations governing the organization and the educational process. Regulation for the organization and conduct of doctoral studies is annually reviewed and therefore the PhD student must periodically check the following pages: [www.ase.ro](http://www.ase.ro/) and [www.doctorat.ase.ro](http://www.doctorat.ase.ro/)
2. to comply with the timetable agreed with the PhD supervisor and fulfil their obligations to support the works/the progress reports and present the research results, according to the calendar of specific educational activities for academic study semesters;
3. to meet the minimum criteria for defending the doctoral thesis, approved by the ASE Senate, which are higher than the national standards;
4. to submit to the PhD supervisor and guidance and academic integrity committee (if applicable), annually and whenever requested, scientific research progress reports and other monitoring elements established through the Regulation for the organization and conduct of doctoral studies of BUES - IOSUD;
5. to be in permanent contact with the PhD supervisor;
6. to observe institutional ethics;
7. to notify, in writing, the Office of Doctoral Studies regarding any change in their personal and contact data (name, address, phone, email, etc.);
8. to periodically check the website [www.doctorat.ase.ro](http://www.doctorat.ase.ro/)and their personal page where important information of general interests are published;
9. to have a good behaviour in the scientific research community and avoid plagiarism and the substitution of own results with fictitious data or use of undeclared sources; elsewhere, penalizations will be applied according to the Regulation for the organization and conduct of doctoral studies of IOSUD-BUES;
10. on each published article or conference participation, mentioning ‘The Bucharest University of Economic Studies’ is compulsory;
11. to follow the rules of prevention and fire regulations, of civil defence and provisions of art. 22 and art. 23 of Law no. 319/2006 with respect to health and safety at work, as amended and further supplemented;
12. to agree with the publication of the doctoral thesis, according to the legal requirements, both with the name and surname of the doctoral student and of the doctoral supervisor.
13. to notify IOSUD in writing within the grace period of a maximum of 24 months from obtaining the doctoral title, if the doctoral thesis has been published, to provide the bibliographic reference and the publication link, so that IOSUD can restrict public access to the doctoral thesis;
14. doctoral students who are admitted to places financed from the budget, with a scholarship, have the obligation to participate during the 4 years of doctoral studies for a period of at least 1 month in the mobility programs of the Bucharest University of Economic Studies;
15. to comply with the current legislation regarding the prevention and combating of illegal trafficking and consumption of drugs, prohibited substances, alcoholic beverages, and tobacco in university premises; otherwise, the concerned students will face sanctions in accordance with the applicable laws;
16. not to record, film, or photograph third parties in the university premises without their consent, as well as their activities;
17. doctoral students enrolled in the scientific doctorate program are required to participate in activities conducted within the specialized departments, research centers, and doctoral schools to which they are enrolled, whenever they are requested.
18. doctoral students enrolled in the professional doctorate program will benefit from a flexible research schedule that does not affect the advanced university training program, the scientific level of the activity, or the quality of the doctoral thesis;
19. to comply with and personally fulfill the financial obligations arising from the doctoral university study program;
20. to use language appropriate for the academic environment, to adopt proper conduct, and to maintain a decent appearance suitable for educational and administrative spaces.

**Art. 5. Rights and obligations of the PhD supervisor**

**(1) The PhD supervisor** has, beyond the normal rights that arise from the labour contract, the following ***rights*:**

1. to be paid for the coordination of PhD activities;
2. to participate at competitions for doctoral grants;
3. to guide and evaluate the activity of the PhD student within the professional and university autonomy following the demands of the doctoral study program and complying with the professional interests of the PhD student;
4. to propose the guidance and academic integrity committee of the PhD student and doctoral committee for thesis’ public presentation, after consulting with the PhD student;
5. to receive an impartial evaluation both at internal and external level, according to the specific methodology of the evaluation process;
6. to know the results of both internal and external evaluation of its work;
7. to propose research topics;
8. to refuse the supervision of the PhD student when, without their knowledge, they are involved in a conflict of interests;
9. to request the Council of Doctoral School based on good reasons, the interruption of the mentoring relationship with a PhD student;
10. to require the PhD student's expelling if they do not fulfil the obligations of the doctoral studies program.

**(2) The PhD supervisor** has, beyond the obligations that arise from the labour contract, the following ***obligations*:**

1. to ensure the scientific, professional and deontological supervision of each PhD student;
2. to propose research topics;
3. to assure the conditions and stimulate the progress of the PhD student in their research;
4. to carry out an objective and rigorous monitoring and evaluation of the PhD student;
5. to support the mobility of the PhD student;
6. to avoid the formation of interest conflicts in the supervision of the PhD student;
7. to be aware of the rules included in the internal and external assessment methodology of their work;
8. to agree with the publication of the doctoral thesis, according to the legal requirements, both with the name and surname of the doctoral student and of the doctoral supervisor.

**Art. 6. Rights and obligations of BUES-IOSUD**

**(1) BUES - IOSUD** has the following ***rights*:**

1. to ask the PhD student to comply with the current legislation and the regulations of BUES-IOSUD and to penalize the student when they do not obey the regulations;
2. to determine the annual amount of the tuition fee, split it in instalments; establish fees for other university services;
3. to ask the PhD student to pay the established fees at the specified deadlines and apply penalties when PhD students do not meet these requirements;
4. to recover as soon as possible the goods or the values of the BUES’s belonging goods that were damaged by the culprit of the PhD student.

**(2) BUES - IOSUD** has the following ***obligations*:**

1. to ensure the material and logistical conditions needed to perform specific doctoral studies;
2. to ensure the conditions for PhD student’s rights compliance, within the current legislation framework;
3. to give the proper degree certificate upon meeting all the requirements of study and scientific research and after the validation of the title of doctor from minister’s order.

**Art. 7. Financing**

**(1)** The financing of doctoral studies will be made from the state budget for doctoral students admitted on a scholarship, study fee established by the Decision of BUES’s Senate – IOSUD, PhD students admitted to the charge or other legally established. Students may receive doctoral grants for doctoral studies in accordance with the methodology established by the Ministry of Education.

**(2)** Funding from the state – budget for a PhD student admitted on a funded state budget is kept as long as the PhD supervisor and the doctoral guidance and academic integrity committee note progress in doctoral preparation at the end of the first and second year of doctoral studies. Otherwise, the available place granted with funds from the state budget becomes vacant and the PhD supervisor organizes a competition for the spare place.

**(3)** The grant for the scholarship admitted PhD student funded from the state budget is set by the Ministry of Education, without excluding other forms of remuneration provided by the laws in force and will be presented to the PhD students in writing by BUES – IOSUD.

**(4)** The amount of the annual fee for PhD student admitted on tuition fee places is established by BUES’s Senate when the contract is concluded.

**(5)** The amount of the annual tuition fee remains unchanged throughout the standard duration of a study cycle, but may be adjusted in line with the inflation rate, with the approval of the Administrative Council, for the same student cohort.

**(6)** If the PhD student benefits from an interruption of doctoral studies, the previous paid fee will not be refunded.

**(7)** Resumption after interruption of doctoral studies is under funding from budget or under tuition fees in accordance to applicable regulations, subject to availability. Tuition fee will be in accordance to the academic year in which the PhD student returns after interruption. Resumption after interruption of studies is based on an addendum to this contract.

**(8)** The PhD student is required to pay the tuition fee for each academic semester, representing 50% of the annual fee established by IOSUD-BUES’s Senate for the academic year, including the semester when the public presentation of the thesis takes place.

**(9)** Fees must be paid within the first three weeks from the beginning of the academic semester, according to the payment procedure applied at the Bucharest University of Economic Studies.

**(10)** The tuition fee will remain fixed throughout the entire study cycle, and it may be adjusted annually by a maximum of the inflation rate, for the same cohort of students.

**(11)** If the doctoral student does not pay the study fee by the deadlines provided by the regulation, the CSUD Office will notify him by email regarding the payment obligations. If within 30 days from the date of transmission of the notification, the doctoral student does not pay the tuition fee that has become due, he will be expelled. The rector, at the proposal of the CSUD, can decide to cancel the expulsion, if the doctoral student pays the tuition fee no later than three days before the start of the period for submitting progress reports, related to the respective academic year.

**(12)** In the event that a doctoral student requests withdrawal from studies after enrollment, the tuition fee for the academic semester in which the withdrawal is requested shall be refunded, upon request, as follows:

a) If the withdrawal occurs within the first three weeks from the beginning of the semester, the fee is refunded in full;

b) If the withdrawal occurs after the first three weeks from the beginning of the semester, the tuition fee is not refunded;

c) Tuition fees from previous semesters prior to the interruption of studies are non-refundable.

**Art. 8.** The content of the training program based on advanced academic studies and individual research program and research topic, the language of the doctoral thesis, the deadline for completion of the thesis, objectives, activities and expected results are those established by PhD student in agreement with the PhD supervisor and are settled based through the Individual Doctoral Plan (IDP). Composition of mentoring PhD student’s guidance and academic integrity commission will be determined by the PhD supervisor, after a consultation of the PhD student, as **until ………………….**, the Individual Doctoral Plan (IDP), signed by the PhD student, PhD supervisor, the members of the guidance must be submitted by the PhD student to the doctoral school where he was admitted.

The doctoral studies will be conducted in the Romanian language, in one of the national minorities languages or in an international language, respectively in English, French, German.

This contract stipulates the conduct of doctoral studies and the writing, as well as the defense of the doctoral thesis, in the LANGUAGE....................

**Art.9. Awarding the doctoral degree**

(1) Within 30 calendar days from receiving the conformity approval issued by CNATDCU, ASE issues the decision to grant the doctoral degree, signed by the rector, prepares and issues the doctoral diploma.

(2) The full name of the doctoral thesis holder, the full name of the thesis supervisor, and the full names of the doctoral committee members are public information. The doctoral thesis is a public document and is also produced in digital format. The doctoral thesis and its annexes will be available for consultation 90 calendar days before the public defense on the national platform managed by UEFISCDI, in accordance with current copyright laws. After the doctoral diploma is issued, the printed copy of the doctoral thesis is archived permanently at the institution's library.

**Art.10. Termination / Modification / Cancellation of the Contract**

**(1)** Doctoral studies contract ceases:

1. the approval date by the Council of the Doctoral School of the PhD student's request to withdraw from the doctoral studies of BUES-IOSUD, or
2. the approval date by the Council of the Doctoral School of the PhD student's permanent mobility request at another institution organizing doctoral studies, or
3. the date of completion of the doctoral studies by the PhD student.

Obligations referring prior to the date of termination of the Contract should be executed in terms of the contract.

**(2)** The contract shall be terminated without court intervention and without further formalities, as it follows:

1. in the case of expulsion, termination of PhD student's occurs by expulsion decision.
2. when the PhD student do not respect the conditions of this Contract termination occurs after the communication by IOSUD of failure to comply with the Contract by the PhD student without having a formal court intervention.

The University is entitled to payment by the PhD student, the debts accrued, penalties related and / or property damage.

**(3)** Force majeure, as defined by law, results in the suspension of the Contract and defends the liability side invoking it.

**(4)** Any change in the terms of this Contract, during its execution, must sign an addendum as required by law. The current Contract changes when amending legislation on the organization and conduct doctoral studies.

**(5)** Conflicts about the conclusion, performance, amendment, suspension or termination of this Contract shall be settled amiably. Conflicts between the PhD student and the Doctoral School is mediated by CSUD. Conflicts between PhD student and the PhD supervisor is mediated by the Council of the Doctoral School, and if the conflict is unresolved at this level, it is mediated by CSUD. In the event that differences cannot be agreed amiably, the solution will be searched in the competent court and territorial law, according to the law.

**Final provisions**

**Art. 11.** The provisions of this agreement are completed by the Regulation for the organization and conduct of doctoral studies of BUES-IOSUD with the provisions of other laws regulating this area.

**Art.12**. PhD student quality is maintained including during internal and international mobility.

**Art. 13** In accordance with art. 6 (1) a) of the Act 679/april 27, 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46 / EC (General Data Protection Regulation), the student agrees that the personal data contained in this contract to be processed by Bucharest University of Economic Studies and the Ministry of National Education. BUES has the number of data operator 19458. The student notes that according to the provisions of art. 7 (3) of Regulation no. 679 of 27 April 2016 has the right to withdraw consent to such personal data by making a dated and signed written request.

**Art. 14** The PhD student is aware of the provisions of art. 326 of the Penal Code regarding false statements and art. 323 of the Penal Code on the use of fake.

**Art. 15** The present contract was completed in four copies, one for each party and one for the Doctoral School and will enter into force on the date of enrolment of the PhD student.

I agree to receive information regarding the doctoral school’s activity by e-mail. 

I do not agree to receive information regarding the doctoral school’s activity by e-mail. 

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| **The Bucharest University of Economic Studies**  **RECTOR,**  Prof. univ. dr. Nicolae ISTUDOR  ......................................................................... |  | **PhD Student,**  .......................................................................  (Name and Surname)  .......................................................................  (Signature) |
| **Doctoral School Director,**  PhD Professor ..........................................................................  (Name and Surname)  ...................................................................  (Signature) |  | **PhD Principal Supervisor,**  ........................................................................  (Name and Surname)  .......................................................................  (Signature) |

**PhD Cotutelle Supervisor,**

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(Name and Surname)

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(Signature)