



MINISTRY OF EDUCATION AND RESEARCH
THE BUCHAREST UNIVERSITY OF ECONOMIC STUDIES
Council for Doctoral Studies

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THE BUCHAREST UNIVERSITY OF ECONOMIC STUDIES

INSTITUTIONAL REGULATIONS
for the Organization and Conduct of Doctoral Programs

2021-2022



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Legal Framework

The present Institutional Regulations (henceforth named **IR**) ensure the general framework of reference regarding the organization and conduct of doctoral programs with the Bucharest University of Economic Studies – an institution accredited by the Ministry of National Education and Scientific Research as Institution Organizing Doctoral Program Studies (henceforth named ASE-IOSUD) – 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, with all subsequent modifications and completions;
- c) Law no. 288/2004 on the organization of university studies, with the subsequent additions and modifications;
- d) OMENCȘ no. 6102/15.12.2016 for the approval of the *Framework Methodology regarding the organization of the admission in the undergraduate, master and doctoral degree courses*;
- e) OMEN no. 3.473 of March 17, 2017 regarding the approval of the *Methodology for receiving at studies and studying of foreign citizens starting with the school/academic year 2017-2018*
- f) Order no. 3236/2017 regarding the approval of the *Methodology of receiving foreign students to study and tuition in places without the payment of tuition fees and scholarships and places without payment of tuition fees, but without scholarship, in the accredited state higher education institutions*;
- g) OMENCȘ no. 3922 / 02.06.2016 on the education of Romanians from all over, with stable residence in the Republic of Moldova, Ukraine, Hungary, the Balkans and the Diaspora, in state and private higher education in Romania, accredited study programs starting with the academic year 2016-2017;
- h) Government Emergency Ordinance no. 133/2000 regarding the state and university postgraduate education with fees, over the places financed from the state budget, approved with amendments by Law no. 441/2001, with the subsequent additions and modifications;
- i) Order no. 3482/2016 of 24 March 2016 regarding the approval of the *Regulation on the organization and functioning of the National Council for Attestation of University Titles, Diplomas and Certificates, amended and completed*;
- j) Order no. 3062/2018 regarding the amendment of art. 13 of the Annex to the Order of the Minister of National Education and Research no. 6.102 / 2016 for the approval of the *Framework Methodology regarding the organization of admission in the bachelor, master and doctoral degree programs*
- k) Order no. 5140/2019 of September 11, 2019 for the approval of the *Methodology regarding the academic mobility of students*
- l) Government Decision no. 326/2019 on the approval of the Nomenclature of fields and specializations/university study programs and the structure of higher education institutions for the academic year 2019-2020, with subsequent amendments and completions;



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- m) ASE Charter in use at the date of approving the present Regulations;
- n) ASE Policy on Personal Data Protection;
- o) Decree no. 195/2020 on the establishment of the emergency situation on the Romanian territory;
- p) Decree no. 240/2020 on the extension of the state of emergency,
- r) Decision no. 7/2020 of the National Committee for Special Emergency Situations.
- s) OMEC no. 5229/2020 for approving the methodologies regarding the granting of the habilitation certificate, granting of the doctoral title, as well as the resolution of notifications regarding non-compliance with quality or professional ethics standards, including the existence of plagiarism, in a doctoral thesis.
- ș) OMEC no. 3651 of April 12, 2021 on the approval of the Methodology for the evaluation of doctoral studies and the systems of criteria, standards and indicators of performance used in the evaluation.

CHAPTER I GENERAL PROVISIONS

Art. 1

- (1) Doctoral studies represent the tertiary cycle of university education offered by ASE -IOSUD, which lead to obtaining a level 8 qualification in the European Qualifications Framework and the National Qualifications Framework.
- (2) Within the ASE -IOSUD, the doctorate is scientific and represents an advanced form of research learning, contributing to the development of professional and transversal competences in specialized fields.
- (3) Doctoral studies are conducted only within the study programs offered by temporarily authorized or accredited doctoral schools of ASE -IOSUD.

Art. 2

In the admission to PhD programs can participate graduates with a bachelor's degree or equivalent of long-term university studies can participate, according to Law no. 84/1995, republished, with the subsequent modifications and completions, graduates with the master degree of the Master's degree program organized according to the Law no. 288/2004, as subsequently amended and supplemented, as well as graduates of the studies conducted abroad and recognized by the specialized departments of the Ministry of National Education as master studies.



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Art.3

Describing the specificity of ASE -IOSUD:

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

(2) The following are considered *professional competences*:

- a) use and application of advanced knowledge in the field;
- b) identifying, formulating and solving the research problem;
- c) use of advanced research methods and techniques;
- d) application of the knowledge about the management of research projects;
- e) use of new research procedures and solutions;
- f) knowledge and use of the methodology of scientific research in investigating and solving the analyzed issues and in elaborating and capitalizing on the scientific works;
- g) the mastery of language skills and the use at the academic level of a foreign language of international circulation necessary for the documentation and elaboration of scientific papers;
- h) understanding and applying the principles and values of scientific research ethics in the field;
- i) the independent discovery of a set of abstract relationships between the investigated elements, situations and phenomena.

(3) The following are considered *transversal competences*:

- a) developing creativity-centered projects as the basis for self-realization;
- b) assuming responsibility and ability to organize and manage the work of professional groups, scientific research or institutions;
- c) innovative initiation and development of complex theoretical and practical projects;
- d) designing and carrying out original research, based on advanced methods leading to the development of scientific, technological and / or research methodologies;
- e) critically-constructive evaluation of the projects and the results of scientific research, appreciation of the theoretical and methodological knowledge stage; identifying the knowledge and applicative priorities of the field;
- f) selection and application of principles, theories and advanced methods of knowledge, transfer of methods from one field to another, interdisciplinary approaches to solve new and complex theoretical and practical problems;
- g) the use of advanced principles and methods for the explanation and interpretation, from multiple perspectives, of new, complex theoretical and practical situations / problems specific to the field;
- h) systematic, advanced knowledge of concepts, research methods, controversies and new hypotheses specific to the field; communication with specialists in related fields;
- i) advanced application of information and communication technology in an interactive way;
- j) use of knowledge on career management as well as the acquisition of job search and job creation techniques for others;



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- k) adapting and context adjusting of the knowledge about risk, crisis and failure management;
- l) integrating knowledge about the use of intellectual property rights legislation;
- m) developing strategies for economic, technological and social entrepreneurship.

Art. 4

(1) ASE 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:

(a) Doctoral fields in *Economic Sciences*: Business Administration, Cybernetics and Statistics, Accounting, Economics, International Business and Economics, Finance, Economic Informatics, Management, Marketing;

(b) Doctoral fields in *Juridical Sciences*: Law.

(2) Within the ASE, PhD studies are organized in the form of education with frequency and reduced frequency (full-time and part-time forms of education), according to the law, in accredited or provisionally authorized doctoral schools, structured on discipline or disciplinary or interdisciplinary themes, based on the provisions of the law. Schooling is done both on places financed by the state budget and on places financed through tuition fees or other legally constituted sources.

(3) The doctoral studies may be organized in Romanian or in an international language, according to the doctoral degree awarded between ASE, the PhD supervisor, and the PhD student.

(4) The participants in the doctoral degree programs have the status of doctoral student for the entire period of their presence in the respective program, from the registration to the public defense of the doctoral thesis or the expulsion, except during periods of interruption of studies.

(5) Doctoral students may be appointed by ASE as research assistants or teaching assistants, for a limited period of time. The doctoral student may undertake didactic activities, according to the doctoral studies contract, within 4-6 conventional didactic hours per week. Teaching activities exceeding this level will be remunerated in accordance with the legislation in force, subject to the Labor Code, with due respect for the rights and obligations of the employee and the payment of contributions due, according to the law, to state social insurance, unemployment insurance, health insurance, and accidents at work and occupational diseases.



CHAPTER II

ORGANIZATION OF THE ACADEMIC YEAR

Art. 5.

(1) The academic year consists of two semesters, the duration of a semester being usually 14 weeks of individual preparation and elaboration of the progress report on research, documentation, research and capitalization of the results in prestigious journals and participation in scientific seminars and courses.

(2) At the end of the second semester, the online and oral evaluation of the progress reports of the research takes place for two weeks. At the end of each academic year, a reprogramming session is organized, for a maximum of one week, within which the progress reports can be defended by the doctoral students who have not obtained the qualification “admitted” or those absent.

(3) The structure of the academic year shall include holidays between semesters, Christmas, Easter and other non-working legal days (Pentecost, National Day, etc.).

Art. 6.

The programming of the didactic activities is approved and made public before the beginning of the academic year. No further evaluation sessions are held during the academic year and no assessments outside scheduled sessions can be supported.

CHAPTER III

ORGANIZATION AND CONDUCT OF UNIVERSITY DOCTORAL STUDIES

Section III. 1. The Council for Doctoral Studies (CSUD)

Art.7

(1) The Council for Doctoral Studies (CSUD) functions as a distinct managerial, administrative and professional structure, on the basis of the provisions of the Code, the ASE Charter and the present IR.

(2) The CSUD is a deliberative body, made up of 17 members – academics, researchers and PhD students – who coordinate the doctoral study programs with ASE -IOSUD.

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



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- (4) The CSUD director is appointed following a public competition organized by the Rector, based on a methodology proposed by the Board of Directors and approved by the BUES Senate.
- (5) The title of director of the CSUD is assimilated to that of vice-rector.
- (6) Based on the decision of the competition committee, the ASE Rector signs a four-year management contract with the director of the CSUD.

Art.8

(1) The structure of CSUD is the following:

- a) The director of CSUD;
- 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 ASE;
- c) 4 PhD students elected through the universal, direct, secret and equal vote of the PhD students within all the doctoral schools of ASE -IOSUD;
- d) 8 CSUD 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 ASE Rector;

(2) The academics or researchers who are CSUD 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 CSUD members.

(3) The mandate of CSUD members is of four years. The PhD students who are CSUD 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. Likewise, those who lose their quality of PhD students will also end their mandate as CSUD members.

(4) The vacant places in CSUD 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 CSUD mandate.

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

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

Art. 9.

CSUD has the following main responsibilities:

- a) it elaborates the ASE – IOSUD strategy and submits it for the approval of the Board of Administration and for the approval of the Senate;



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- b) it elaborates the Institutional regulations of the organization and the development of doctoral studies at the level of ASE – IOSUD, 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 ASE – IOSUD, in accordance with the ASE strategy and the regulations in force, so as to consolidate and improve the competitiveness of the doctoral study programs;
- 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 ASE – IOSUD;
- f) it advances its own proposals and approves the proposals of doctoral schools regarding agreements and partnerships for the development of doctoral study programs and doctoral studies under joint supervision;
- g) it coordinates the partnerships in which the doctoral schools in ASE participate according to partnership agreements;
- h) it elaborates the criteria for the establishment of doctoral schools in ASE -IOSUD, 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 organization and functioning of doctoral study programs;
- 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 ASE Senate for approval;
- n) it proposes the enrollment of PhD students;
- o) it approves of the transfer of a PhD student from ASE -IOSUD to another doctoral school in the same doctoral field within another IOSUD, respectively, the transfer of a PhD student from another IOSUD, to a doctoral school in ASE -IOSUD, 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 ASE Rector for approval;
- p) it establishes criteria and conducts the internal assessment of the doctoral study programs;
- q) it is involved in activities of promoting doctoral studies programs in ASE - IOSUD;
- 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.



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Art.10.

The administrative activities related to the doctoral studies within BUES-IOSUD are carried out by the CSUD Office.

Section III.2. Doctoral school - legislative framework and institutional structure

Art.11

(1) Within ASE -IOSUD doctoral study programs 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 ASE Charter and the current IR. Postdoctoral programs are also organized within CSUD.

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

(3) Within a doctoral field, at least three PhD supervisors work and at least 50% of them (but not less than three) meet the minimum standards of the National Council for Attestation of University Degrees, Diplomas and Certificates (CNATDCU) in force at the time of the evaluation, necessary and obligatory for obtaining the habilitation certificate.

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

(5) The faculties and CSUD are responsible for the contents of the programs of doctoral studies offered by the doctoral schools under their command and supply the necessary logistic support for the development of the doctoral program.

(6) In the case of the doctoral schools having members from several BUES faculties, each faculty and CSUD 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.12

(1) The current regulation is also applied in the case of the doctoral studies programs 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.



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Art.13

Besides the PhD supervisors - with full membership within ASE -IOSUD 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 ASE -IOSUD or in other institutions or research and development units in the country or abroad.

Art.14

(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 CSUD (Council for Doctoral Studies) following proposals made by the doctoral school Council, as a result of internal elections.

Art.15

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

- a) PhD primary supervisors with full membership in 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 is of 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 CSUD. 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 finalize their doctoral studies before the termination of their quality as council members, lose their quality of doctoral school council members



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at the date of the public defense of their PhD thesis. Also, doctoral students who lose their quality of doctoral students end their membership within the Doctoral School Council.

(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.16

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

Art.17

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

Art.18

ASE -IOSUD, guarantees the transparency of the organization and progress of doctoral study programs at the level of its own doctoral schools.

Art.19

ASE -IOSUD, 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.20

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, based on the respective agency's methodology.

Art.21

The internal evaluation of doctoral study programs is conducted by CSUD, based on its own methodology, approved by the Senate of Bucharest University of Economic Studies.

Section III.3. The doctoral supervisor and the steering committee

Art.22

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



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- (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 IOSUD, 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 organizing doctoral study programs (IOSUD) and they must be members of one of the doctoral schools of ASE - IOSUD.
- (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 ASE Senate.
- (5) In the event when a PhD supervisor desires to activate in collaboration with another organizing institution (IOSUD) 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 CSUD director. The agreement of the two organizing institutions IOSUD is to be expressed on the application of the PhD supervisor, in the form of an approval of the CSUD 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 (IOSUD) 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 IOSUD and the signing of an individual employment contract between the doctoral supervisor and the organizing institution IOSUD 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, CSUD 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 theses.

Art.23

- (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.



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- (2) The selection of a co-supervisor is to be done after the enrollment of the PhD student with ASE - IOSUD, and with the agreement of the primary PhD supervisor. The co-supervisor can be a full member of another doctoral school of ASE -IOSUD, 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 programs, at home or abroad. Also, the doctoral degree program may also be organized if both PhD supervisors are from ASE but have specializations / fields of study or one of them has reached the age of 65.
- (3) If both PhD supervisors activate in ASE -IOSUD, then they must sign a written joint supervision agreement, to be approved by the CSUD director, and which spells out the distinct responsibilities of both co-supervisors.
- (4) If the co-supervisor does not belong to ASE -IOSUD, 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 program 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 regulation.

Art.24

- (1) A PhD supervisor who activates within ASE -IOSUD may guide maximum 8 PhD students at a time, who are pursuing the period dedicated to their doctoral studies (3 years, to which are added the extension periods granted according to art. 39 paragraph (3) of the Code approved by Government Decision no. 681/2011, with subsequent amendments and completions). By way of derogation, beyond this number, only doctoral students enrolled on their own foreign exchange fee may be guided.
- (2) By way of exception, a doctoral supervisor may coordinate more than 8 doctoral students, but not more than 12, under the conditions set out in paragraph 1, with the agreement of the Doctoral School Board, so that the share of such supervisors in the total does not exceed 20%.
- (3) There are not included in the number of doctoral students provided in par. (1), on the date of the doctoral admission competition : doctoral students who have interrupted their activity; doctoral students who are in the grace period for the completion and public defense of the doctoral thesis; doctoral students who have publicly defended their doctoral thesis, but have not yet been validated; doctoral students who rewrite or complete the thesis following the non-promotion of public defense or invalidation; co-supervised doctoral students, for whom the doctoral supervisor does not have the main quality.
- (4) For a field of doctoral studies, the ratio between the number of doctoral students and the total number of teachers / researchers providing the guidance must not be higher than 3: 1.



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Art.25.

(1) Upon motivated request of a PhD student, the doctoral school council (CSUD) 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 related to the guiding relationship between the doctoral supervisor and the doctoral student.

(2) CSUD 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) In the case mentioned in paragraph 1 and if the doctoral supervisor is unavailable, the Board of the Doctoral School designates another doctoral supervisor, considering, as a matter of priority, the necessity for the doctoral student to complete the doctoral program. When designating a new PhD supervisor, CSUD's priority will be the need for the PhD student to be allowed the possibility to successfully finalize the doctoral study program.

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

Art.26.

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

(2) CSUD may propose criteria that members of the steering committee must meet;

(3) The composition of the steering 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 PhD research plan.

(4) The composition of the steering committee can be changed during doctoral studies, as specified in paragraph (2).

Art.27.

The activity of PhD supervisors, the members of the steering committee and the members the PhD thesis defense committee is set according to the methodology approved by the Bucharest University of Economic Studies (ASE) Senate.

Art.28.

The internal evaluation of doctoral supervisors is conducted every five years in accordance with the periodic Evaluation Methodology of the quality of ASE academic and research staff. The process of doctoral internal evaluation of PhD supervisors will consider 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;



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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.29.

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

Art.30

(1) ASE -IOSUD 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, ASE -IOSUD may employ under contract foreign specialists who have the legal right to conduct doctoral studies, according to the law.

CHAPTER IV
SELECTION, ADMISSION PROCESS AND REGISTRATION TO
DOCTORAL STUDY PROGRAMS

Art.31.

(1) The number of places and the themes awarded by each PhD supervisor are endorsed by the Board of the Doctoral School and by the Council of the Faculty of which the Doctoral School belongs to, endorsed by CSUD and by the ASE Board of Directors and approved by the ASE Senate for each academic year.

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

(3) The admission contest is based on an admission methodology developed by CSUD, advised by the Board of Trustees, and approved by ASE Senate.

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

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

(6) 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.



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- (7) 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 ASE Board of Administration.
- (8) The organization and the conduct of the admission contest fall under the competency of the CSUD Central Admission Commission and the Commissions of admission of the doctoral schools.
- (9) To facilitate the process of candidates' selection by the PhD supervisor, BUES–IOSUD 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.
- (10) 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
- (11) Doctoral School Directors are responsible for the good conduct of the admission contest, the compliance with the rules of academic ethics and the law in force. The information on the admission 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. 32.

The registration within the doctoral schools that are part of the ASE structure is made by the decision of the rector, on the basis of the proposal submitted by the board of the doctoral school and endorsed by the Dean of the faculty within which the Doctoral School is part after the fulfillment of all the legal requirements through the admission methodology. After enrollment in the first year of study, PhD students are enrolled in the Matriculation Register under a unique number valid for the entire period of schooling.

Art. 33.

After approval of the results of admission by the ASE Senate and the registration of doctoral students, the CSUD office ensures the conclusion of the doctoral studies contract with each doctoral student.

Art.34.

- (1) After enrollment in the first year of study, doctoral students must sign the study contract for the entire period of schooling. The failure to sign the contract within the time limits set by the Board of Directors leads to expulsion. During the schooling, if the contractual provisions will be amended, additional acts will be concluded.
- (2) The Doctoral Degree Contract establishes the rights and obligations of doctoral students, PhD supervisors, as well as ASE through doctoral schools.



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- (3) The doctoral studies contract is signed by: the PhD student, the PhD supervisor, the doctoral school director and the ASE Rector and contains at least the following information:
- a) identification data of the PhD student and PhD supervisor;
 - b) information data about ASE and the doctoral school;
 - c) information regarding the doctoral studies program;
 - d) the chosen research topic;
 - e) the amount of the tuition fee, as the case may be;
 - f) the language in which the doctoral thesis is drafted and defended, namely the Romanian language or an international language;
 - g) the language of the study program, respectively the Romanian language or an international language;
 - h) the term of completion of the PhD thesis;
 - i) the conditions for extending the term of completion of the PhD thesis;
 - j) the conditions of interruption of the doctoral studies, respectively the extension of the term of completion of the doctoral thesis;
 - k) the monthly scholarship, as the case may be;
 - l) the number of didactic activities that the doctoral student assumes to undertake and the period in which these are carried out, according to the approval of the ASE Senate.

Art.35.

- (1) At the registration of **Romanian students with Romanian citizenship and of citizens from other states belonging to the EU, EEA**, the personal file shall include:
- a) the enrollment form for the admission contest, completed;
 - b) at least one letter of recommendation;
 - c) curriculum vitae;
 - d) the doctoral research project (DRP) for the doctoral thesis for which he / she is applying, in physical form, also signed in electronic format, on CD;
 - e) the birth certificate - in a certified copy or certified copy *according to the original*;
 - f) copy of the identity document;
 - g) the marriage certificate or any other act attesting to the change of name, if any - in a certified copy or certified copy *according to the original*;
 - h) for *students financed by the state budget*: baccalaureate diploma - in original; for *students funded by tuition fees*: a baccalaureate diploma - in original, a certified copy or certified copy *according to the original*;
 - i) for *students financed by the state budget*: Bachelor's degree, accompanied by the supplement to the diploma / academic records - in original; for *students funded by tuition fees*: Bachelor's degree,



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accompanied by the supplement to the diploma / academic records - in original, original copy or certified copy *according to the original*;

j) for *students financed by the state budget*: master's degree or equivalent, accompanied by the supplement to the diploma / academic records (for the graduates of the current year's promotion certificate attesting the passing of the dissertation exam) - in original; for *students funded by tuition fees*: Master's degree or equivalent, accompanied by the supplement to the diploma / graduation sheet (for graduates of the current year's certificate attesting the passing of the dissertation exam) - in original, a certified copy or a certified copy *according to the original*;

k) the language proficiency certificate, if applicable - in original, legalized copy or certified copy *according to the original*;

l) the medical certificate issued by the medical or family doctor proving that they are eligible to enroll in studies - in original, legalized copy or certified copy *according to the original*;

m) a declaration on own responsibility whereby the applicant undertakes that he / she will not simultaneously benefit from public funding for two university studies, regardless of their level, that he / she will not simultaneously attend more than two university study programs, regardless of level and their form of funding, and that they do not follow another PhD degree program in ASE;

n) for the candidates admitted on tuition fee, proof of payment of the tuition fee for the first semester of the academic year.

(2) PhD students with Romanian citizenship or citizens from other EU, EEA countries who have submitted study papers issued by institutions abroad must have the certificate issued by the National Center for the Recognition and Equivalence of Diplomas (CNRED) in original - *for students at budget* or legalized copy or certified according to the original - *for students funded by tuition fees*.

(3) For the registration of **PhD students from third party countries of the EU, the European Economic Area or the Swiss Confederation**, the personal file shall include:

a) letter of acceptance to studies, issued by the Ministry of National Education of Romania, if applicable;

b) completed registration form;

c) at least one letter of recommendation;

d) curriculum vitae;

e) the doctoral research project (DRP) for the PhD thesis for which he is applying, in physical form, signed, and in electronic format, on CD;

f) the birth certificate - certified copy and translation in Romanian;

g) a copy of the document attesting the permanent residence abroad, if any;

h) passport copy and 2 photos $\frac{3}{4}$;

i) for *students financed by the state budget*: the baccalaureate diploma or its equivalent, authenticated by the competent authorities of the issuing country - in original and copy and legalized translation thereof; for *students funded by tuition fees*: the baccalaureate diploma or its equivalent, authenticated by the competent authorities of the issuing country - in original or copy and legalized translation thereof;



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- j) *for students financed by the state budget*: the bachelor's degree or equivalent, authenticated by the competent authorities of the issuing country - in original and copy and legalized translation thereof; *for students funded by tuition fees*: the Bachelor's degree or equivalent, certified by the competent authorities of the issuing country - in original or copy and legalized translation thereof;
- k) *for students financed by the state budget*: the master's degree or equivalent, authenticated by the competent authorities in the issuing country - in original and the copy and legalized translation thereof; *for students funded by tuition fees*: the Bachelor's degree or equivalent, certified by the competent authorities of the issuing country - in original or copy and legalized translation thereof;
- l) academic records / diploma supplements related to the studies conducted - copies and legalized translations;
- m) the certificate of graduation of the preparatory year for the learning of the Romanian language or the certificate of linguistic competence, as the case may be - in original, legalized copy or certified *according to the original*;
- n) the medical certificate (in a language of international circulation) attesting that the person enrolling in the studies does not suffer from contagious diseases or other conditions incompatible with the future profession;
- o) the medical certificate issued by the medical offices or family doctor proving that they are eligible to enroll in studies - in original, legalized copy or certified *according to the original*;
- p) for candidates admitted on tuition fee, proof of payment of the tuition fee for the first year of study.
- (4) The file of the PhD student, graduate of the current year's promotion, shall be filled in with the master's diploma in original or a certified / certified copy *according to the original*, as the case may be, in the second year of study.
- (5) The baccalaureate diploma, the bachelor's diploma and the supplement to the bachelor's degree / master's degree, the master's degree and the supplement to the master's degree / academic records (if any) shall remain in original, in the file of the doctoral student for the period in which the student receives funding from the state budget.
- (6) The personal files of doctoral students shall be supplemented each year with any additional contracts or acts in the study contracts and with any documents and decisions regarding the school and social situation.
- (7) In order to obtain the certification *according to the original*, for the copies of the listed documents, the candidates must submit the original documents.

Art.36.

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



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Art. 37.

The registration of doctoral students in the following academic year, after the year of the registration, is done automatically.

Art. 38.

The doctoral program is organized only within the doctoral schools under the coordination of a doctoral supervisor and includes:

- a) a training program based on advanced university studies;
- b) an individual scientific research program.

Art. 39.

(1) The training program based on advanced university studies and the individual program of scientific research are specified in the Individual Doctoral Plan (PID) elaborated by the doctoral student under the guidance of the PhD supervisor, supported by the steering committee.

(2) The individual doctoral plan (PID), endorsed by the members of the board of directors and approved by the doctoral supervisor, shall be submitted to the CSUD office by the doctoral student no later than 30 days from the date of enrollment in the 1st year and uploaded to <http://portal.doctorat.ase.ro/>.

(3) The structure of the PID, as well as the duties of the Steering committee, are those established by the specific procedure, approved by CSUD.

Art. 40.

(1) The doctoral supervisor shall be responsible for the structure, content, progress, and organization of the doctoral student's scientific research program.

(2) The ASE, through doctoral schools, facilitates doctoral students' access to logistical and research resources and encourages the participation of doctoral students in research projects of national and international relevance.

Art.41.

The training program based on advanced university studies is a supporting tool for enriching the PhD student's knowledge and serves the student for the good conduct of the individual scientific research program and for the acquisition of advanced competencies specific to the doctoral studies cycle.



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Art. 42.

- (1) The study program based on advanced academic studies should be relevant to the doctoral research topic and should not adversely affect the time available for the doctoral student for the individual scientific research program.
- (2) The participation of a doctoral student in the training program based on advanced university studies and the selection of the study elements within this program to be followed by the doctoral student are established exclusively and independently by the doctoral supervisor.
- (3) The doctoral student may independently opt for attending courses in advanced university studies provided by his or her doctoral school or other doctoral schools.
- (4) The cumulative duration of the training program based on advanced university studies may not exceed three months, according to the Doctoral Code of studies.

Art.43.

- (1) The training program based on advanced university studies may include:
 - a) special courses or programs of advanced university studies organized by CSUD and doctoral schools;
 - b) attending 3-5 disciplines from the masters programs within ASE;
 - c) other activities established by the doctoral supervisor.
- (2) The learning achieved within the research masters may be transferred with a training program based on advanced university studies.
- (3) The training program based on advanced university studies must include a discipline designed to study in depth the methodology of research and / or statistical data processing and a discipline dedicated to ethics in scientific research.
- (4) Possible evaluations related to courses, seminars or laboratories within the advanced university education program have an informative role only, are not compulsory for doctoral students and cannot condition the financing of doctoral students or their course during the study program.
- (5) At least 50% of the teaching / research staff involved in the teaching and research activities related to the preparation programs for advanced university studies or in the individual programs of scientific research or artistic creation are employed within IOSUD with an employment contract for an indefinite period of time.



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Art.44.

The main objective of the **individual scientific research program** is to develop the doctoral thesis and the competences included in the doctoral qualification sheet of the National Register of Qualifications for Higher Education (RNCIS).

Art.45.

- (1) The individual research program is based on the individual doctoral plan (PID), under the coordination of the doctoral supervisor and the steering committee.
- (2) The individual scientific research program involves the PhD student participation in one or more scientific projects established by the PhD supervisor at the Doctoral School, Research Centers, or the ASE departments.
- (3) The individual scientific research program may be carried out within ASE or in research institutions with internal or international recognition.

Art. 46.

- (1) The completion of the program of study based on advanced university studies involves obtaining a number of **180 transferable study credits** (ECTS), divided by years of study, as follows:
 - **year I - 60 credits** (30 credits for participation in the courses provided in the curricula and 30 credits for the promotion of the research progress report, corresponding to year I);
 - **year II - 60 credits** for the promotion of the research progress report, corresponding to year II;
 - **year III - 60 credits** for the promotion of the research progress report, corresponding to year III.
- (2) The completion of previous PhD courses and / or scientific research internships, carried out in the country or abroad, in universities or in prestigious research and development units may be recognized as equivalent to the activities of the training program based on advanced university studies.
- (3) The equivalence is proposed by the doctoral supervisor, endorsed by the Doctoral School Council and by the Faculty Council of which the Doctoral School is part and is approved by the CSUD.



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Art. 47.

During the PhD program, the doctoral student is coordinated by a steering committee composed of the doctoral supervisor and other 3 members who can be part of the research team of the doctoral supervisor, other members affiliated to the doctoral school or PhD teaching and research members, not affiliated with it.

CHAPTER V

MOBILITY, STUDY INTERRUPTIONS, EXTENSION OF STUDIES

Art. 48.

- (1) The duration of the doctoral degree program is, as a rule, three years.
- (2) For solid reasons, at the end of the 3 years of doctoral studies program, if the doctoral supervisor and doctoral student find that the research is particularly complex, the duration of the program may be extended by 1-2 years, at the proposal of the doctoral supervisor, with the approval of the CSUD and with the approval of the ASE Senate, within the limits of the available funds.
- (3) The extension provided for in paragraph (2) shall be established by an addendum to the doctoral studies contract.
- (4) If the PhD student fails to finalize the thesis within the term set according to the study contract and any additional documents to it, he / she shall have a grace period of maximum 2 (two) years to finalize and publicly defend the PhD thesis.
- (5) The PhD thesis may be defended within maximum 4 years from the completion of doctoral studies, based on the application submitted by the doctoral student at the CSUD Office, with the approval of the doctoral supervisor and with the approval of the University Senate, according to the law, within the term of maximum 4 years being included the grace period of 2 years, provided in paragraph 4.
- (6) For the extension and grace period, the PhD program is financed from own income in accordance with the *Methodology on the types of fees charged by the Bucharest University of Economic Studies*, approved by the ASE Senate and posted on the web site: /mefc.ase.ro/taxe.

Art. 49.

- (1) For well-founded reasons (medical causes, professional causes, maternity, post-natal leave etc.), doctoral studies may be interrupted for a maximum of two academic years, during the three-year study program, based on a request submitted by the doctoral student at the CSUD Office, endorsed by the doctoral supervisor, by the Doctoral School Council and approved by CSUD.



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- (2) The request for interruption of studies may be made before the beginning of the academic semester and within the first three weeks from the beginning of the semester.
- (3) The interruption stipulated in par. (1) shall be established by an addendum to the contract for doctoral studies. Returning to the doctoral program also requires the conclusion of an additional agreement to the study contract.
- (4) Doctoral students benefiting from state budget financing may resume with financing from the budget if, at the time of the return, there are still available positions at the doctoral school within the academic year in which the return is made, otherwise the process of education is resumed to the form of fee financing.
- (5) Upon the interruption of studies, the tuition fee already paid for the semester for which the interruption is made shall be fully refunded.
- (6) The fees of the semesters preceding the one in which the interruption occurred shall not be refunded.
- (7) The request for reimbursement of the tuition fee may be made in the current budget year.
- (8) At the expiry of the interruption period, the persons who have benefited from this facility will resume their studies by submitting a request for their resumption.

Art. 50.

- (1) The definitive mobility of the doctoral student from one IOSUD to another can be done only within the same doctoral domain, with the agreement of the two institutions' leadership / rectors, after obtaining the approval from the doctoral supervisor / directors, directors of the doctoral schools involved and CSUD executives from the two institutions.
- (2) The final academic mobility of doctoral students can also be carried out within the same doctoral school for duly justified situations regarding doctoral supervisors (retirement, death etc.).
- (3) The final academic mobility can be made, as a rule, after the completion of the training program based on advanced university studies, in compliance with the provisions of the Code of doctoral studies; enrollment is done at the beginning of a semester, according to the Agenda of activities approved by the ASE Senate.

Art. 51.

The doctoral student who benefits from interruptions, final mobility or withdrawing from studies shall submit to the CSUD Office the student-doctorate's card and, if applicable, the travel card issued to him at registration. Approval of these situations is only possible after the student's doctoral ID and travel card have been submitted (if applicable).



CHAPTER VI
THE ASSESSMENT OF THE RESEARCH ACTIVITY

Art.52.

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.53.

Assessment procedures and criteria must 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 performances.

Art.54.

- (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.55.

- (1) The research activity of the PhD student in the individual research program is evaluated by the supervisor and the steering committee, taking into consideration:
 - (a) *The individual PhD plan (PID)*, 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, must 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 steering committee, in the presence of the doctoral supervisor;
 - (c) In exceptional circumstances (such as the state of emergency, the state of alert or other specific situations with CSUD approval) the submission and evaluation / re-evaluation of progress reports (for



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doctoral students in years I, II and III), by the steering committee, can be done online by video conference.

(d) *Participation at minimum two scientific seminars* organized by the doctoral school or by other research centers within ASE;

(e) *A final report regarding the PhD thesis*, presented in front of the steering committee, to get their approval for its defense;

(f) In exceptional cases (such as a state of emergency, a state of alert or other specific situations with the approval of the CSUD) the presentation of the doctoral thesis to the steering committee may be done online by videoconference.

(g) *Compliance with the minimal criteria for the defense of the PhD thesis*. These are established by CSUD and included in the *Evaluation and Defense Procedure of a PhD Thesis*;

(2) 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.56.

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

(1) The steering 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 steering committee is submitted to the CSUD 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, only for reasons of non-compliance with the procedure, 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 CSUD office and to the PhD student in writing, in maximum 7 days from the date of the dispute request.

Art. 57.

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.



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CHAPTER VII
FINANCING DOCTORAL STUDY PROGRAMS

Art.58.

- (1) Academic PhD programs take place based on funding from the state budget, as a paid program or from other legally constituted sources, according to regulations in place. PhD students may benefit from PhD grants for their PhD studies, in accordance with regulations in force.
- (2) Doctoral schools can fund PhD programs from research-development projects too, financed from other sources, either public or private.

Art.59.

- (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 year, respectively the second year of studies;
- (2) In case of a vacancy of a place with funding from the state budget, with scholarship, it can be filled at the proposal of the Doctoral School Board, with the CSUD approval, by a doctoral student who benefits from funding from the budget, without scholarship (regardless of the form of education) within the same Doctoral School, in descending order of the average obtained at the entrance exam. If, within the same doctoral school, there are no students funded from the budget, without a scholarship, to fill the vacancy, it can be occupied by a doctoral student funded by tuition fees (regardless of the form of education), who has the right to benefit from financing from the state budget, in descending order of the average obtained at the admission exam;
- (3) In case a vacancy of a state budget place without scholarship becomes available, it can be occupied, at the proposal of the Doctoral School Council, with the CSUD approval, by the doctoral student financed by tuition fees (regardless of the form of education), who has the right to benefit from funding from the state budget, within the same Doctoral School in descending order of the average obtained at the admission exam;
- (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 with the approval of CSUD and of the Board of Trustees, and the place can be occupied according to art.59, paragraph (2) and (3).
- (5) If a place is available at a Doctoral School that belongs to a priority field of development, and it cannot be occupied by doctoral students within the same Doctoral School, it will be distributed with priority also to a Doctoral School from a priority area.



CHAPTER VIII
THE RIGHTS AND OBLIGATIONS OF THE PHD STUDENT AND OF THE PHD SUPERVISOR

Art. 60.

The rights and obligations incumbent upon the PhD student, the PhD supervisor and the ASE, through its doctoral schools, are regulated by the contract of doctoral studies.

Art. 61.

During the doctoral studies program, the PhD student has the right:

- (1) to benefit from the PhD supervisor's and the steering committee's support, guidance and coordination;
- (2) to attend seminars or working meetings of the research-development staff, of the ASE research centers, 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 ASE 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 ASE research teams or other research-development centers that have concluded agreements or established institutional partnerships with the ASE;
- (7) to benefit from national and international mobility, within the limits of the available funds;
- (8) to benefit from the ASE financial support 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 and seminars organized by the doctoral school or/and by the ASE;
- (10) to be informed about the curriculum of the doctoral studies within the doctoral school;
- (11) other legal rights.



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Art. 62.

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 program 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 steering 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 reported for meeting the minimum criteria for the defense of the doctoral thesis, shall include the affiliation to „Academia de Studii Economice din București” (for the English version the affiliation is “Bucharest University of Economic Studies (ASE)”);
- (7) to abide by the institutional discipline;
- (8) to pay the fees established for extension periods;
- (9) PhD students who are admitted on the places financed from the budget, with a scholarship, have the obligation to participate during the 3 years of doctoral studies for a period of at least 1 month within the mobility programs of the Bucharest University of Economic Studies.

Art.63.

- (1) The doctoral student may be expelled, upon the proposal of the doctoral supervisor and with the agreement of the Council of the Doctoral School, if:
- a) fails to fulfill its research obligations within the set deadlines;
 - b) does not defend the PhD thesis within the deadline established according to the regulations in force;
 - c) at the second public defense of the thesis, the doctoral commission grants the entire qualification “unsatisfactory”.
 - d) violates university ethics or scientific research, according to the ASE Charter;
 - e) does not sign the tuition contract or the additional documents on time;
 - f) does not submit at CSUD within the established terms, the individual doctoral plan or the applications provided in art. 48 and 49 of this Regulation;
 - g) alienates or sub-rents the accommodation in the ASE dormitories;



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- h) attempts to bribe teaching staff and / or auxiliary teaching staff;
- i) threatens or verbally or physically assaults the members of the university community.

(2) The doctoral student will be expelled if he / she requests in writing the withdrawal from the doctoral studies. The application must be approved by the doctoral supervisor, the Doctoral School Board and the dean of the faculty of which the doctoral school is part.

(3) The doctoral student will be expelled in case the CNATDCU invalidates for the second time the doctoral thesis.

(4) The doctoral student will be expelled in case he / she does not pay the tuition fees within the established terms;

(5) The expulsion of the doctoral student is done by the decision of the Rector of ASE, at the proposal of the Doctoral School Council and with the approval of the dean of the faculty of which the Doctoral School is part.

Art.64.

The PhD students who have been expelled from ASE doctoral studies can register for a new admission contest with the ASE, except those who have been expelled on grounds of breach of the Code of Ethics and Scientific research, as in ASE Charter.

Art.65.

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

Art. 66.

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 and are as follows:

- (1) to be paid for the activities carried out in that quality, in accordance with the legislation in force;
- (2) to participate in competitions for doctoral grants;
- (3) 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 program and complying with the professional interests of the PhD student;
- (4) to propose the steering committee of the PhD student as well as the doctoral committee for the public defense of the thesis, after consultation with the PhD student;
- (5) to receive an impartial evaluation both at internal and external level, in accordance with the specific methodology of the evaluation process;
- (6) to be informed of the results of both the internal and the external evaluation of their own activity;
- (7) to propose research topics for the candidates to the program of doctoral studies;



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- (8) to refuse the supervision of a PhD student when, without their knowledge, they are involved in a conflict of interests;
- (9) to request that the Council of Doctoral School should, on good reasons, interrupt their mentoring relationship with the PhD student;
- (10) to select the candidates for the doctoral program for the seats that are proposed to the admission contest under their mentorship;
- (11) to decide on the study elements of the preparation program based on advanced academic studies the PhD student shall participate in, in accordance with the provisions of the current Regulation.
- (12) other legal rights.

Art. 67.

The doctoral supervisor shall undertake to fulfil the following obligations:

- (1) to ensure the scientific, professional and deontological supervision of each PhD student;
- (2) to propose research topics
- (3) to ensure the necessary conditions and to stimulate the progress of PhD students in their research;
- (4) to carry out an objective and rigorous monitoring and evaluation of each PhD student;
- (5) to support the mobility of PhD students;
- (6) to avoid the emergence of conflicts of interests while giving guidance to PhD students.

CHAPTER IX

THE COMPLETION OF DOCTORAL STUDIES

Art. 68.

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. 69.

- (1) The doctoral thesis can be written and defended in Romanian or in an international language, according to the provisions of the schooling contract.
- (2) At least 10% of the doctoral theses within each doctoral school are written and / or presented in a language of international circulation or are written in international co-supervision.
- (3) The author of the thesis, namely the doctoral student, the doctoral supervisor and the members of the commission for public defense of the doctoral thesis will have their names written on the thesis front cover, as stated in the *Guidelines for writing the PhD thesis*



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Art. 70.

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

Art. 71.

- (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. 72.

- (1) PhD theses and their appendices are public documents, also issued in digital form. The doctoral thesis and its annexes are published on a website administered by the Ministry of Education and Research, in compliance with the copyright legislation in force. The publication of the doctoral thesis, in accordance with the law, is done under the name and surname of the doctoral student and the doctoral supervisor.
- (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 program is carried out in accordance with the field-specific legislation.

Art. 73.

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.74.

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 program. The papers published by the PhD student in professional journals and international conference proceedings, in



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accordance with the minimum criteria defined in the *Procedure for the evaluation and defense of the PhD thesis*, must be considered.

Art. 75.

At least part of the original research results included in the thesis must be published as outstanding professional achievements, in the time range between the enrollment on the doctoral studies program and the public defense of the thesis, in journals included in international databases, or presented at national or international conferences.

Art. 76.

(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 doctoral thesis is defended to the steering committee; after this pre-defense which may be made public, the doctoral supervisor and the steering committee decide on the official submission of the thesis and the organization of the public defense; the acceptance report of the doctoral supervisor and the agreement of the members of the steering committee shall be included in the “doctoral file”.

(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, approved by the Doctoral School’s Board, and by CSUD.

(5) The doctoral committee consists of at least five members: the Chair, as representative of ASE (a member of the Senate, of the Board of Directors or the director of the doctoral school), the PhD supervisor, an ASE 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 who are functioning outside ASE. As a rule, at least one member from outside ASE 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) The number of doctoral theses assigned to a particular referent from a higher education institution, other than IOSUD, must not exceed two (2), for theses coordinated by the same doctoral supervisor, in a year.

(8) The ratio between the number of doctoral theses assigned to a certain scientific referent from another higher education institution than the one in which the doctoral thesis is organized and the



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number of doctoral theses defended in the same field of doctoral studies within the doctoral school must not be greater than 0.3 (as compared to the situation in the last five years).

(9) CSUD and the doctoral schools may impose minimum standards for research performance that the doctoral committee members must meet to be on that committee.

(10) 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. 77.

(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 CSUD, together with the reports drafted by the doctoral committee members;

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

Art. 78.

(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 ASE'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 CSUD office's notice board and on 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 CSUD's bulletin board and on 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. The announcement will necessarily include the date, location and time of defense, the supervisor or doctoral supervisors, the doctoral board, and the place where the full text of the thesis can be consulted in print format. The announcement of the public defense, the abstract of the thesis in electronic format, the doctoral student's CV, the CVs of the members of the PhD thesis public defense committee or links to them are posted on the ASE website.

Art. 79.

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



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Art. 80.

In exceptional situations (such as the state of emergency, the state of alert or other specific situations with the approval of the CSUD) the public defense of the doctoral thesis can also be done online, by videoconference. The CSUD office and the Information and Communication Technology department of the Bucharest University of Economic Studies will provide support in organizing the defense of the doctoral thesis online, ensuring the free access of those interested (based on a request addressed at least two days before the thesis defense at doctorat@ase.ro), as well as the full registration and archiving of the doctoral thesis defense. The minutes in which the decision of the doctoral committee is mentioned will be electronically signed by the members of the committee.

Art. 81.

(1) Based on the thesis public defense and official reviewers' reports, the doctoral committee evaluates and discusses the rating to be assigned to 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 CSUD.

(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 ASE's Ethics Committee, for the case to be analyzed 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 during 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. 82.

(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 CSUD.



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(3) Following the file assessment, CNATDCU addresses to the Ministry of National Education and Scientific Research a recommendation as to whether the doctoral degree should be awarded.

(4) If CNATDCU invalidates the thesis, the PhD student can rewrite it within up to 9 months, 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.83.

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.84.

(1) As a result of completing the doctoral program, ASE awards the diploma with the title of doctor in sciences. The field of the doctorate is explicitly specified on the diploma.

(2) The doctor's diploma will include the doctoral grade obtained by the doctoral student, namely "Excellent", "Very good", "Good" or "Satisfactory". Also, on the doctoral degree there will be a mention in Latin as follows:

a) for the "Excellent" rating, the mention "Summa cum laude".

b) for the "Very good" rating, the mention "Magna cum laude".

c) for the "Good" rating, the mention "Cum laude".

Art. 85.

After defending the thesis, the CSUD Office issues, at the request of the graduate, a certificate attesting the graduation of the doctoral studies and the period in which the PhD student has attended the doctoral studies.

CHAPTER X

FURTHER PROVISIONS

Art. 86.

ASE Senate approves annually the type and amount of tuition fees and other fees for university services.

Art. 87.

PhD students paying tuition fees are not exempted and no deductions are awarded.



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Art. 88.

The annual tuition fee is divided into two installments. Each installment is paid in the first three weeks of each semester of the academic year by bank transfer, based on a card issued specially for such operations by one of the banks approved by ASE, or in cash at the university cash desks.

Art. 89.

If, during a university semester, the doctoral student, a beneficiary of a doctoral scholarship, has no scientific activity and requests his / her withdrawal from university doctoral studies or he / she is expelled, he / she shall be obliged to repay the sums received, for the current academic year, according to the *Methodology for granting scholarships and other forms of social support for students on campus*.

Art. 90.

(1) If a doctoral student requests the withdrawal from studies after the registration, the tuition fee related to the academic semester in which he / she requests the withdrawal from studies, shall be refunded upon request, as follows:

- a) if the withdrawal from studies takes place within the first three weeks after the beginning of the semester, the fee shall be fully refunded;
- b) if the withdrawal from studies takes place after the first three weeks from the beginning of the semester, the tuition fee is not refunded.

(2) The fees for semesters prior to the one in which the school dropout occurred shall not be refunded.

Art. 91.

If during the first three weeks after the beginning of the semester doctoral students request the withdrawal from studies or their discontinuation and receive state funding, the vacancies are allocated to the following PhD students who are eligible for funding from the budget in accordance with the provisions of this Regulation. If withdrawing from studies takes place after the first three weeks of the beginning of the semester, the doctoral student is considered to have received funding from the state budget for the whole semester.

The current Regulation was approved in the Senate meeting of the Bucharest University of Economic Studies (ASE) of 22.09.2021.

President of the University Senate,

Rector,

PhD Prof. Dumitru Miron,

PhD Prof. Nicolae ISTUDOR, PhD