**APPROVED,**

**CSUD Decision no. 132/ 20.01.2022**

**HCA Decision no. 76/23.02.2022**

**INTERNAL RULES**

**OF THE COUNCIL FOR UNIVERSITY DOCTORAL STUDIES ON THE PARTICIPATION OF DOCTORAL STUDENTS FROM**

**BUCHAREST UNIVERSITY OF ECONOMIC STUDIES (ASE) IN**

**INTERNATIONAL MOBILITY**

**Art. 1.** The doctoral students who are admitted to the **places financed from the budget, with a scholarship**, have the obligation to participate during the 3 years of doctoral studies for a minimum period of 1 month in the mobility programs of the Bucharest University of Economic Studies (ASE) (mobility with in campus presence at a foreign university).

**Art. 2.** The mobility programs of the Bucharest University of Economic Studies (ASE) can be Erasmus + programs or other programs proposed by the Doctoral School or by the Faculty to which the Doctoral School to which the doctoral student is enrolled.

**Art. 3.** The mobility of PhD students is aimed at research / documentation or study internships (by participating in courses, seminars, workshops organized by the host university).

**Art. 4.** The mobility of doctoral students falling under art. 1 may be financed by:

1. ERASMUS + programs (for a minimum period of 2 or 3 months, maximum 12 months),
2. from the CSUD budget (for a period of one month and 30 days respectively), or

from other funds (doctoral student's own funds, research projects, sponsorships, donations, etc. - minimum 1 month).

**Art. 5.** PhD students who do not fall into the category provided in art. 1 (those who are not admitted on budget, with a scholarship) and wish to achieve international mobility, can opt for international mobility funded by Erasmus + programs, research programs or personal funds, and mobility can be achieved at any university.

***International mobility funded by ERASMUS programs***

**Art. 6.** For the situation in which the doctoral student will choose a mobility of minimum 2 months / respectively 3 months, maximum 12 months, *financed by Erasmus + programs*, the Regulations on student mobility within *the Erasmus + program and similar programs*, as well as the existing international travel procedures at the level of the Bucharest University of Economic Studies (ASE), Erasmus Office shall be observed, the information being available on the website <https://international.ase.ro/21/>

**Art. 7.** The doctoral student will comply with the requirements of the Erasmus office for international mobility. Further information on the types of Erasmus + mobility offers and other agreements of ASE Bucharest with foreign universities can be found on the website of the Department of International Relations: <https://international.ase.ro/21/>

**Art. 8.** The doctoral student can benefit from study mobility, with a minimum duration of 3 months at one of the partner universities, the selection being made according to Chapter II of the Regulation on student mobility within the Erasmus + program and similar programs. More details are available at <https://international.ase.ro/21/index.php/erasmus-for-studies/>

**Art. 9.** The doctoral student can benefit from internship mobility, with a minimum duration of 2 months according to Chapters IV and V of the Regulation on student mobility within the Erasmus + program and similar programs at any institution in Erasmus + member countries, except European institutions, insofar as the activities carried out are relevant from the perspective of doctoral studies. More details are available at: <https://international.ase.ro/21/index.php/erasmus-for-placements/>

***International mobility funded by the CSUD budget***

**Art. 10.** The international mobility for which funding is requested from the CSUD budget, for a period of one month, can be provided for doctoral students admitted to the budget places, with a scholarship, within the available funds.

**Art. 11**. Mobility for which funding is requested from the CSUD budget can be achieved at any university in Europe.

**Art. 12.** The choice of a university can be made from the list of universities with which ASE Bucharest has concluded mobility agreements (https://international.ase.ro/21/index.php/partnership/) or with other universities, at the proposal of the doctoral student, with the agreement of the PhD supervisor and the director of the doctoral school, a university that will accept the support of the mobility of the doctoral student from ASE Bucharest.

**Art. 13.** The categories of expenditure eligible for settlement from the CSUD budget during the 1-month international mobility are:

* fixed amount of 700 euro / month
* reimbursement of travel expenses (1 round trip)

**Art. 14.** Expenses exceeding the eligibility ceilings for mobility will be borne by the doctoral student.

**Art. 15.** Foreign students, who meet the conditions for the settlement of an international mobility, will opt for a university from a country other than the country of origin and Romania.

**Art. 16.** During the mobility period, the doctoral student can request the settlement of the fees for participation in international conferences in compliance with the *CSUD Internal Rules for the settlement of conferences*.<http://doctorat.ase.ro/conferinte/norme-csud-privind-participarea-la-conferinte>. In this case, only conference attendance fees will be refunded (excluding transportation or accommodation fees).

**Art. 17.** The doctoral student in mobility during the progress report period will defend it online. The online progress report defence will be organized by the doctoral supervisor and will be recorded.

**Art. 18.** During the mobility period, the right to the scholarship is maintained, provided that the criteria for its allocation are met, as well as the right to keep the accommodation in the ASE dormitories, if applicable.

**Art. 19.** In order to obtain the approval of the financing of the international mobility of one month, from the CSUD budget, the doctoral student will submit the following documents to the CSUD Office (electronic, to the secretary of the year), before leaving for mobility at least 30 days in advance:

1. **application for mobility funding, with the approval of the PhD supervisor and the director of the doctoral school** (Annex 1); Annex 1 is submitted to CSUD with the following signatures: the signature of the doctoral student, the signature of the doctoral supervisor, the signature of the director of the doctoral school.
2. **invitation from the host university.**

**Art. 20.** The application for financing the mobility from the CSUD budget is analyzed and approved in the CSUD meeting. After its approval by CSUD, doctoral students will follow the procedures for existing international travel at the level of the Bucharest University of Economic Studies (ASE).

**Art. 21.** The application for financing, approved in the CSUD meeting, for the settlement of the international mobility from the CSUD budget, will be sent to the Finance Department for the finalization of the settlement.

**Art. 22.** At the end of the mobility, within maximum 10 days from the return from the mobility, regardless of the form of its financing (CSUD budget, Erasmus + programs, research projects, personal funds, etc.), the doctoral student will submit to the CSUD office:

1. a report outlining the activities carried out during the mobility period, as well as the main results of the research (Annex 2). This report must be signed by the doctoral student and endorsed by the doctoral supervisor.
2. a document attesting the development of mobility at the university abroad, during the assumed period (Annex 3). This document must be signed by the host university supervisor.

These documents will be added to the doctoral student's file.

**Art. 23.** During the mobility period, the doctoral student must have a European health insurance / health card, which he / she will purchase on his / her own.

**Art. 24.** In case of non-compliance with the mobility conditions presented in this document, for the financing from the CSUD budget, the doctoral student will reimburse the amounts granted.

*Annex no. 1. Application for funding for international mobility from the CSUD budget*

**CSUD Visa,**

Decision. CSUD no……/…………….

**Director CSUD**

*PhD Prof. Mirela Ionela ACELEANU*

……………………………

**Doctoral School Director Visa** ……………..

*PhD Prof. ………………………………..*

………………………………...

**PhD Supervisor Visa,**

*PhD Prof. ………………………*

……………………………

**APPLICATION FOR FUNDING FOR INTERNATIONAL MOBILITY OF DOCTORAL STUDENTS FROM THE CSUD BUDGET**

I, undersigned, ............................................. .........., doctoral student, enrolled in the Doctoral School .......................... ..................................... in the year ………., on **a place financed from budget**, **with scholarship**, under the supervision of PhD prof. ……………… .., please approve the financing of my international mobility from the CSUD budget, as follows:

 fixed amount of € 700 for mobility

 travel expenses by plane / train / personal car, for a round trip Bucharest, Romania - (city, country) ………… ..

*In case of travel by plane, the plane tickets will be purchased by the Public Procurement Department of ASE Bucharest.*

The international mobility will take place at the University …………………… .., Department / Research Center / Doctoral School …………………………………city ……………country …… …………… .under the supervision of PhD prof. …………………………… ..…. for a period of 1 month, from …… ...… .. to ………… .........

Attached is the invitation from the university ………… .., signed by Professor …………………… ..

I mention that I have taken note and that I will respect *the CSUD Internal Rules for the participation of PhD students in international mobi*lity and all the regulations for international travel existing at the level of the Bucharest University of Economic Studies (ASE).

I request the payment of the corresponding amount in the IBAN account ………………………………………… ..., opened at the bank ……………………………, in the name ..... ...................................... SWITFT / BIC code ........ ...............................................

Date........... Name of the PhD student.................................

Signature…………………….

Financial Responsible Visa

....................................................

B.V.C. Visa

..........................................................

*Annex 2. Activity report of the doctoral student for the mobility period (submitted upon return from mobility)*

**APPROVED,**

PhD Supervisor

PhD Prof.................................

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**REPORT OF THE DOCTORAL STUDENT FROM THE PERIOD OF INTERNATIONAL MOBILITY**

PhD STUDENT (full name):.........................................................

DOCTORAL SCHOOL:.......................................................

Year of enrollment:..................................

Title of the PhD thesis :......................................................................................................

**University where the mobility took place: ............................ Department / Research Center / Doctoral School ....... ...................... City ........... Country ............... .............**

Supervisor:............................... Email:.........................

Mobility period: ............ month / months, from ......... to ..............

**The purpose of participation:** documentation / research internship for the elaboration of the doctoral thesis; developing collaborative relationships with foreign professors and researchers; ..................................................................

1. **Description of the host institution**

Information on the host institution is briefly presented: organization, mode of operation, other specific details in relation to the purpose of the trip / research.

1. **Activities during the mobility**

The activities during the mobility period are **briefly** presented (example: documentation at the university library, meetings with professors / researchers ........, participation in the course / seminar / workshop .............. ., participation in the defense of a doctoral thesis .........., participation in the conference ..........., production of materials for publication, etc ........ )

1. **Conference materials or articles that the PhD student worked on during the mobility period (to be published or presented at the conference / published):**
2. Briefly **present** (maximum 1 page) the main results of the research / documentation carried out during the mobility period and the benefits obtained from external travel:

..............................................................................................................................................

Drafted: Name of the PhD student........................................................................

Date.................................

*Annex 3. Model document attesting the participation of the doctoral student in international mobility*

University’s letterhead

*Certificate of Attendence*

To whom it may concern,

I … *name of professor/supervizor*…………………. Faculty/department/center ……….. of the University ………….. hereby certify that Mrs./Mr. ….. *surname and name*………, doctoral student at Bucharest University of Economic Studies (ASE), developed a research stay at our Faculty/department/center, between ……. *month and year*…. and …. *month and year* …. and carried out research activities in the field of ……. *thematic area* ….., achieving all his/her proposed objectives .

Prof./Supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(surname and name )

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(signature)