**APPROVED,**

**CSUD Decision no.140/03.02.2022**

**HCA Decision no.77/23.02.2022**

**and HCA Decision 639/23.11.2022**

**INTERNAL RULES**

**OF THE COUNCIL FOR UNIVERSITY DOCTORAL STUDIES ON THE PARTICIPATION OF DOCTORAL STUDENTS FROM THE BUCHAREST UNIVERSITY OF ECONOMIC STUDIES (ASE) AT NATIONAL AND INTERNATIONAL CONFERENCES AND**

**PUBLISHING FEES SETTLEMENT**

**OF WEB OF SCIENCE INDEXED ARTICLES**

1. **PARTICIPATION OF DOCTORAL STUDENTS IN NATIONAL AND INTERNATIONAL CONFERENCES**

**Art. 1.** PhD students from the Bucharest University of Economic Studies (ASE) enrolled in the **first three years of study or in the grace period**, have the right to benefit from funding for participation at nation and international conferences, for the presentation of a paper, within the budget limits approved by the ASE Senate through the ASE's Annual Revenue and Expenditure Budget.

**Art. 2.** In order to be validated within the doctoral research, the participation of doctoral students in national or international conferences must cumulatively meet the following conditions:

1. the conference must be scientific;
2. the period of participation to be included **in the first three years of doctoral studies or in the grace period;**
3. the scientific paper should be related to the topic of doctoral research specified in the PID;
4. the paper must specify the institutional affiliation of the author (s) and mention the name of the funder:

*„This paper was co-financed by the Bucharest University of Economic Studies (ASE) during the PhD program”.*

**Art 3.** Priority will be given to scientific conferences indexed in previous years in the Web of Science database.

**Art. 4.** Approval of participation in conferences will be made in the order of submission of applications, within the limits of available funds.

**Art. 5.** In order to obtain the approval of the financing of the participation in an **international conference**, which involves traveling abroad, the doctoral students from the Bucharest University of Economic Studies (ASE) will submit, at least 30 calendar days before the trip, to the CSUD Office, the following documents:

1. *Application for funding* for participation in national / international conferences (*Annex 1*);
2. *Registration form* for participation in conferences (*Annex 2* - printed document on both sides);
3. Document justifying acceptance of the paper for presentation at the conference (acceptance letter / e-mail and / or copy of the conference program);
4. Declaration of acknowledgment and consent to the processing of personal data (*Annex 4*).

**5.1**. In order to obtain the approval of the financing of the participation in a **national conference**, which involves traveling in the country, the doctoral students from the Bucharest University of Economic Studies (ASE) will submit, at least 15 calendar days before the trip, to the CSUD Office, the following documents:

a) *Application for funding* for participation in national / international conferences (*Annex 1*);

b) *Registration form* for participation in conferences (*Annex 2* - printed document on both sides);

c) Document justifying acceptance of the paper for presentation at the conference (acceptance letter / e-mail and / or copy of the conference program);

d) Declaration of acknowledgment and consent to the processing of personal data (*Annex 4*).

**5.2.** If the participation of the doctoral student in the international / national conference will be online, the doctoral student can submit the supporting documents for the settlement of the participation in the online conference, before the conference or within 15 calendar days from the participation in the conference.

**Art. 6.** The participation in the conference will be approved by the doctoral supervisor, endorsed by the director of the Doctoral School (by signing the registration form prepared by the doctoral student) and validated by the Council for Doctoral Studies.

**Art. 7.** The categories of expenses eligible for settlement under the project are: conference participation fees, transportation costs, accommodation costs.

**Art. 8.** The expenditure ceilings, per academic year, for a doctoral student, **provided for** the presentation of papers at conferences held by the Bucharest University of Economic Studies (ASE)are:

1. **for the participation in conferences organized on the Romanian territory, the maximum amount that can be settled is 3000 lei** and includes the participation fees for the conference, the transport expenses and the accommodation expenses, according to the legal provisions in force;
2. **for participation in international conferences: the maximum amount that can be settled is 5000 lei** and includes conference participation fees, transportation costs and accommodation expenses (for a maximum of 3 nights accommodation), according to the legal provisions in force.

**Art. 9.** Expenses that exceed the eligible ceilings (in terms of duration or amount) will be borne by the doctoral student.

**Art. 10.** For a scientific paper with several authors, this type of support action will finance a single participation.

**Art. 11.** Transport and accommodation expenses for participants in conferences organized in their place of residence are not reimbursed.

**Art. 12.** After the approval by the CSUD of the travel to the conference, the doctoral students will follow the existing procedures for domestic and international travel at the level of the Bucharest University of Economic Studies (ASE).

**Art. 13.** To complete the conference settlement, the doctoral student must submit to the *Financial Office* (room 5206-*Stanislas Cihoschi* building, or to the email address financiar@net.ase.ro the following documents:

- proof of acceptance of the article at the conference;

- proof of payment;

- Annexes 1 and 2, approved in CSUD meeting (received by e-mail from CSUD Office, after CSUD meeting)

- statement for the account in which the amounts approved for settlement are to be transferred.

**Art. 14.** In case of travel abroad, the documents approved in the CSUD meeting for participation in **international conferences** (Annex 1 and Annex 2), will be presented by the doctoral student at the *Office of International Cooperation and Foreign Students* (room 0024-*Ion Angelescu* building, or online at email:international@ase.ro), for issuing travel orders abroad and for transmitting documents to the *Public Procurement Department*.

**Art. 15.** If the doctoral student requests the transportation / accommodation expenses and does not make the trip through his / her own fault, he / she is obliged to pay the respective amounts.

***Note: In the event that air transport is requested, we would like to inform you that the plane tickets are purchased only through the Public Procurement Department of the Bucharest University of Economic Studies (ASE).***

1. **PUBLISHING OF WEB OF SCIENCE INDEXED ARTICLES**

**Art. 16.** PhD students from the Bucharest University of Economic Studies (ASE) enrolled in the **first three years of study** have the right to benefit from funding for the settlement of the fee for publishing scientific articles indexed Web of Science, within CSUD budget limits, approved by the ASE Senate through the Budget annual revenue and expenditure of ASE.

**Art. 17.** Fees for the publication of scientific articles published in Web of Science indexed journals with an AIS other than 0 are eligible for settlement.

**Art. 18.** In order to benefit from the settlement of the publication fee, the doctoral student, author or co-author of the respective paper, must cumulatively meet the following conditions:

1. the scientific paper should be related to the topic of doctoral research specified in the PID;
2. the scientific paper should be included in the *article / review paper* category;
3. the paper to be published in an indexed journal Web of Science, according to the provisions of art. 2
4. the paper must specify the institutional affiliation of the author (s) and mention the name of the funder:

*„This paper was co-financed by the Bucharest University of Economic Studies (ASE) during the PhD program”.*

**Art. 19.**Each eligible doctoral student may request the settlement of the publication fee for a maximum of 1 article per year, as author or co-author.

**Art. 20.** If an article for which the settlement is requested has more authors, the publication fee is divided by the number of authors, and the financial support of the publication is made only for the part corresponding to students - PhD students from ASE, who meet the conditions of art. 16.

**Art. 21.** In order to benefit from the settlement of the publication fee, the doctoral student will submit to the CSUD Office, within maximum 30 days from the publication of the article in the journal, the following documents:

1. request for reimbursement of the publication fee of the article published in a Web of Science journal, in compliance with art. 16 and 17, with the approval of the doctoral supervisor, of the Department of Research and Innovation Management (cercetare@ase.ro) and of the director of the doctoral school (*Annex 3*);
2. proof of publication of the article in an indexed journal Web of Science;
3. proof of inclusion of the journal in the Web of Science, with AIS nonzero;
4. proof of payment of the publication fee;
5. statement of acknowledgment and consent to the processing of personal data (*Annex 4*).

**Art. 22.** In order to settle the publication fee statement, the doctoral student must submit the following documents to the *Financial Office* (room 5206-Stanislas Cihoschi building or to the email address:financiar@net.ase.ro):

1. request for reimbursement of the fee for the publication of the article (*Annex 3*), which will be received by e-mail from the CSUD office, with the CSUD's visa, after the CSUD meeting;
2. proof of publication of the article in an indexed journal Web of Science;
3. proof of payment of the publication fee;
4. statement for the account in which the amounts approved for settlement are to be transferred.

**Art. 23.** Requests for payment of publication fees shall be notified in the order in which they are submitted, until the available budget is exhausted within one calendar year.

**Art. 24. Processing of personal data**

In application of the present Internal Norms of the Council for Doctoral Studies regarding the participation of students - doctoral students from the Bucharest University of Economic Studies (ASE) at national and international conferences and the settlement of the publication fees of the indexed articles Web of Science, hereinafter personal conduct is carried out in accordance with the provisions[[1]](#footnote-1) GDPR, as follows:

1. The data subjects find themselves in one of the situations highlighted below:
	1. students - PhD students of ASE in Bucharest, who, according to these Internal Rules, have the right to benefit from funding for participation in national and international conferences, for the presentation of a paper, as well as to benefit from the reimbursement of expenses incurred for publishing scientific articles in overseas journals listed Web of Science, with AIS nonzero, within the budget limits approved by the ASE Senate through the Annual Revenue and Expenditure Budget of the ASE;
	2. employees of ASE as teaching and / or research staff and who have the quality of doctoral supervisors or directors of doctoral schools;
	3. employees of ASE Bucharest who carry out their activity within the Council for Doctoral Studies or within the Department of Research and Innovation Management from ASE from Bucharest, persons who have responsibilities according to the present Internal Norms;
	4. authors / co-authors of scientific articles published in foreign journals listed Web of Science, with AIS nonzero, who may or may not be employees of ASE, articles for which at least one student - doctoral student of ASE has the quality of author / co-author and is enrolled in the first three years of study or in the grace period.
2. For the data subjects described in par. (1) lit. a, the personal data subject to processing are:

a. full name;

b. the quality of student-doctoral student of ASE Bucharest;

c. year of study;

d. year of enrollment;

e. the identification data of the Doctoral School;

f. the title of the accepted paper;

g. telephone number;

h. institutional e-mail address;

i. handwritten signature and / or electronic signature, as appropriate.

1. For the data subjects described in par. (1) lit. b, the personal data subject to processing are:

a. full name;

b. the quality of doctoral supervisor or director of doctoral school within ASE;

c. the identification data of the Doctoral School in which he / she carries out his / her activity as doctoral supervisor or director of the doctoral school within ASE;

d. didactic degree and university title;

e. handwritten signature and / or electronic signature, as appropriate.

1. For the data subjects described in par. (1) lit. c, the personal data subject to processing are:

a. full name;

b. the department in which they carry out their activity as employees of ASE;

c. the didactic degree and the university title, if applicable;

d. handwritten signature and / or electronic signature, as appropriate.

1. For the data subjects described in par. (1) lit. d, the personal data subject to processing are:
	1. full name;
	2. article affiliation.
2. For the persons concerned in the situations described in par. (1) lit. a, b and c, the personal data mentioned in par. (2), para. (3) and in par. 4. The forms set out in Annex 1, Annex 2 and / or Annex 3 and Annex 4, as appropriate, shall be collected directly from the persons concerned who complete and sign in handwriting or electronically.
3. For the persons concerned in the situation described in par. (1) lit. d, the personal data referred to in paragraph 5
	1. is collected through public information sources, respectively the Web of Science (WoS) database, managed by Clarivate Analytics;
	2. shall be recorded in the forms that are found in Annex 2 and / or Annex 3 by the persons concerned highlighted in par. (1) lit. a.
4. The purposes for which the aforementioned personal data are processed are defined pursuant to art. 6 paragraph (1) letter (b), (c) and (f) of the GDPR, as follows:
	1. the processing is necessary in order to fulfill the contractual obligations assumed by the ASE operator in the individual employment contracts concluded with its employees, according to the legislation incident to labor relations - the legal basis defined in art. 6 para. (1) lit. b of the GDPR;
	2. the processing is necessary in order to fulfill the contractual obligations assumed by the ASE operator in the individual schooling contracts concluded with the students - PhD students of ASE, according to the relevant national legislation - the legal theme also defined in art. 6 para. (1) lit. b of the GDPR;
	3. the processing is necessary in order to fulfill the obligations incumbent on the ASE operator, according to the legal obligations for drawing up the documents for the settlement of some expenses, as well as the legal obligations for archiving - the legal basis defined in art. 6 para. (1) lit. c of the GDPR;
	4. promoting a legitimate interest of ASE, namely the stimulation of quality scientific production by students - PhD students of ASE and increasing the international visibility of research activity within the Bucharest University of Economic Studies (ASE), conducted with the participation and involvement of students - PhD students - the legal basis defined in art. 6 para. (1) lit. f of the GDPR.
5. The retention period of the aforementioned personal data is the duration established by the relevant legislation mentioned above and / or by the durations defined in the ESA archival nomenclature.
6. In the matter of the processing of personal data, the employees of ASE, as well as the students - doctoral students for whom these Norms apply, will take note of the following:
	1. The content of these Rules;
	2. At the ASE level, the Data Protection Officer (DPO) can be contacted at the e-mail address: gdpr@ase.ro
	3. The rights conferred by EU Regulation 679/2016, including the rights that personal data subjects have, namely the right to access data (art. 15 of the GDPR), the right to rectification (art. 16 of the GDPR) in accordance with legal provisions in force, the right to erasure of data (“right to be forgotten” - art. 17 of the GDPR), the right to restrict processing (art. 18 of the GDPR), the right to data portability (art. 20 of the GDPR), the right to oppose (art. 21 of the GDPR), the right not to be subject to an automated individual decision (art. 22 of the GDPR), the right to intervene on data (art. 22 par. 3 of the GDPR), the right to address to the National Supervisory Authority of the Processing of Personal Data and / or to the competent courts (art. 12 paragraph 4 of the GDPR).
	4. The risks to which the data subjects exposed are highlighted in par. (1) lit. a in the situation where they refuse the processing of personal data belonging to them or oppose the performance of such processing, respectively:

i. to prevent the application of the legal provisions under which expenses are to be reimbursed and the supporting documents drawn up for this purpose to be archived;

ii. to contravene the express provisions of an internal normative act of ASE;

iii. to contravene the express provisions of the individual schooling contract stipulating the obligation to comply / comply with the provisions of the internal normative acts of ASE;

iv. not to benefit from the possibility of financing by ASE for the participation in national / international conferences, as the case may be;

v. not to benefit from the possibility of reimbursing the expenses of publishing an article in an indexed journal Web of Science, with nonzero AIS, as the case may be;

vii. to receive the obligation to reimburse the amounts received as funding for participation in conferences or as reimbursement of the costs of publishing an article in an indexed journal of Web of Science with nonzero AIS, in the event of a refusal to process personal data, subsequently expressed approval by the ASE for financing / settlement of expenses at the request of the data subject.

* 1. The risks to which the data subjects exposed are highlighted in par. (1), lit. b and c in the situation where they refuse to process the personal data belonging to them or oppose the performance of this processing, respectively:

i. to prevent the application of the legal provisions under which expenses are to be reimbursed and the supporting documents drawn up for this purpose to be archived;

ii. to contravene the express provisions of an internal normative act of ASE;

iii. to contravene the express provisions of the individual employment contract which stipulates the obligation to comply / comply with the provisions of the internal normative acts of the ASE.

* 1. The obligations incumbent on ASE employees in accordance with the *Provisions of A.S.E. for teaching, non-teaching and non-teaching staff who, as employees of A.S.E., process personal data*, document published on the page: https://bit.ly/31OqIlW.

Annex 1

CSUD Decision no......../..........................

Director CSUD,

PhD Prof. Mirela Ionela ACELEANU

APPLICATION FOR FUNDING

for attending national / international conferences

I, undersigned.............................................. .................................................. .................... doctoral student at the Bucharest University of Economic Studies (ASE), in the year ....... of studies, enrolled on o ......................................., enrolled in the doctoral field .... .................................................. .................................................. ....., within the Doctoral School ........................................ .................................................. ................ having a doctoral supervisor PhD prof. .................................................. ..........................................., I request approval to participate in conference................................................. .................................................. .................................................. , which will take place AT VENUE / ONLINE, during .................................... ., in the country.............................................. ...........

 Conference expenses are as follows:

* + national / international transport (for conference at venue) - CSUD
	+ accomodation (for conference at venue) - CSUD
	+ participation fee (for conference at venue or ONLINE) - CSUD
	+ other fees - by the doctoral student.

Travel Objectives: Participation in the Conference......................................................... within the doctoral research carried out within the Bucharest University of Economic Studies (ASE).

I have read and agree with the *Internal Rules of the CSUD on the participation of PhD students from the Bucharest University of Economic Studies (ASE) in national and international conferences* (http://doctorat.ase.ro/conferinte/norme-csud-privind-participarea-la-conferinte).

 Date............................... PhD student,

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

*Annex 2*

CSUD Decision no......../..........................

**Director CSUD,**

PhD Prof. Mirela Ionela ACELEANU

**Director Doctoral School...................,**

Full name

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

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

**REGISTRATION FORM**

**for attending conferences**

**Name and surname of doctoral student:** .......................................................................................................

**Phone:** ..................................................... **Institutional e-mail :** ......................................................

**Doctoral School:** ....................................................................................................................................................

**Conference data**

|  |  |
| --- | --- |
| The name of the conference |  |
| The organizing institution |  |
| The conference takes place AT VENUE/ ONLINE |  |
| Conference venue |  |
| Time frame  |  |
| Web-site  |  |

**Conference attendance data**

|  |  |
| --- | --- |
| The title of the accepted scientific paper |  |
| Name and surname of the authors |  |
| Name and surname of the doctoral student making the trip |  |
| Travel period |  |
| Means of transport |  |
| Travel route |  |

|  |  |
| --- | --- |
| Travel budget estimate*(mark the category of expenses for which settlement will be requested)* | conference fee: |
| transportation costs: |
| accommodation expenses: |

*I declare that I have read the provisions and I agree with the Internal Norms of the CSUD regarding the participation of doctoral students from the Bucharest University of Economic Studies (ASE) in national and international conferences.*

Date:

 **PhD Student, PhD Supervisor**

 Name, surname / Signature Name, surname / Signature

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

Annex 3

CSUD Decision no......../..........................

**Director CSUD,**

PhD Prof. Mirela Ionela ACELEANU

**Director Doctoral School...................,**

Name, surname

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

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

***Application form for reimbursement of fees for the publication of an article in the indexed journal Web of Science, with nonzeroAIS***

# Personal data

Surname Name PhD student, year Doctoral School Phone Institutional email

**Journal data**

Name Website

AIS (according to the latest Web of Science report)

# Article data

Author (s) (specifying the affiliation of each author):

 Title of the article: Date of publishing:

**Funding requested**

Publication fee: euro / lei\*

□ I declare that the publication fees have not been requested for settlement in research projects or from other funders..

\* The equivalence in lei is made at the BNR exchange rate from the date of payment.

**Date: Signature:** ......................................

**Attached documents (required):**

* article published in the journal
* proof of payment of the publication fee from own funds
* statement for the account in which the amounts approved for settlement are to be transferred

 **PhD Supervisor, *DMCI Visa,***

# Annex 4

STATEMENT

to acknowledge and CONSENT on the processing of personal data in the context of the settlement of publication fees and the financing of participation in conferences

 I, undersigned.............................................. .................................................. .................... doctoral student at the Bucharest University of Economic Studies (ASE), in the year ....... of studies, enrolled on ......................., doctoral field ................... ................, within the Doctoral School ............................. .................................................. ...........................,

declare the following:

1. We have taken note of the content of the *Internal Rules of CSUD on the participation of PhD students from the* Bucharest University of Economic Studies (ASE) *in national and international conferences and for the settlement of publication fees for indexed articles Web of Science*, hereinafter referred to as Internal Rules;
2. I have read and understood the p**rovisions of Art. 24. Processing of personal data within the** aforementioned **Internal Rules**.
3. I understand that in the event that I, the undersigned at the moment refuse to have the personal data processed, then, as a consequence, I run the risk of not having my application approved.

□ for the ASE to reimburse me for the expenses incurred in attending the conference, which I have detailed in the form in Annex 1 and Annex 2, respectively, to the aforementioned Internal Rules;

□ for the ASE to reimburse me for the expenses I incurred by paying the publication fees for the article whose author / co-author I am and which I have detailed in the form in Annex 3 of the aforementioned Internal Rules.

1. Consequently, I, the undersigned, consent to the processing of personal data and which I have recorded in handwriting and / or electronically in the forms in Annex 1, Annex 2 and / or Annex 3 and Annex 4 of the framework. The aforementioned Internal Rules, as follows:

□ YES, I AGREE ASE to process the personal data for the purpose specified by the undersigned by ticking in point 3 of this document.

□ NO, I REFUSE ASE to process the personal data for the specified purpose by signing the undersigned by ticking point 3 of this document.

1. I understand that if the undersigned **expresses a refusal at the moment to carry out** the processing of personal data, then, as a consequence, I expose myself to the following risks:

i. to prevent the application within ASE of the legal provisions under which expenses are settled and the supporting documents prepared for this purpose are archived;

ii. to contravene the express provisions of an internal normative act of ASE;

iii. to contravene the express provisions of the individual schooling contract stipulating the obligation to comply / comply with the provisions of the internal normative acts of ASE;

iv. not to benefit from the possibility of financing by ASE for the participation in national / international conferences, as the case may be;

v. not to benefit from the possibility of reimbursing the expenses of publishing an article in an indexed journal Web of Science, with nonzero AIS, as the case may be;

1. I understand that, in the event that the undersigned, after obtaining funding from ASE in Bucharest, funding for attending a national / international conference or reimbursing the costs of publishing an article in an indexed journal Web of Science with nonzero AIS, **I express** subsequently **a refusal to carry out** the processing of personal data belonging to me, then, as a consequence, I expose myself to the risk of receiving the obligation to reimburse the amounts received from ASE in Bucharest either as funding for participation in conferences or as reimbursement of expenses for publishing an article in an indexed journal Web of Science with nonzero AIS.
2. I have taken note of my rights conferred by EU Regulation 679/2016, hereinafter referred to as GDPR, including the rights that subjects of personal data have, namely the right of access to data (art. 15 of the GDPR), the right to rectification (art. 16 of the GDPR) in accordance with the legal provisions in force, the right to delete data (“the right to be forgotten” - art. 17 of the GDPR), the right to restrict processing (art. 18 of the GDPR), the right to portability data (art. 20 of the GDPR), the right to oppose (art. 21 of the GDPR), the right not to be subject to an automated individual decision (art. 22 of the GDPR), the right to intervene on data (art. 22 para. 3 of the GDPR), the right to address to the National Authority for the Supervision of Personal Data Processing and / or to the competent courts (art. 12 paragraph 4 of the GDPR).

 I declare that I fully understand the contents of this document.

First and last name (in capital letters)……………………

Date:…………………..

Signature ……………….

1. REGULATION no. 679 of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46 / EC (General Data Protection Regulation) issued by the European Parliament and the Council of the European Union [↑](#footnote-ref-1)