



ACADEMIA DE STUDII ECONOMICE DIN BUCUREȘTI

**FACULTATEA DE BUSINESS ȘI TURISM**

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# **REGULATION OF ORGANIZATION AND FUNCTIONING OF DOCTORAL SCHOOL BUSINESS ADMINISTRATION I**

**2025**



## Legal Framework

The present *Regulation of Organization and Functioning of the Doctoral School Business Administration I* ensures the general reference framework regarding the organization and conduct of doctoral university study programs within the Doctoral School Business Administration I (hereafter referred to as SDAA I) within the Bucharest University of Economic Studies - an institution accredited by the Ministry of National Education as an Institution Organizing University Doctoral Studies (hereinafter referred to as ASE-IOSUD) and is substantiated on the regulations provided in the *Institutional Regulation for the organization and conduct of doctoral university studies*.

## GENERAL PRINCIPLES

### Art. 1

(1) The doctoral studies organized by the *Doctoral School Business Administration I* represent the highest form of research within the *Faculty of Business and Tourism*, focusing on knowledge and research in the field of *Business Administration*.

(2) The Doctoral School Business Administration I (SDAA I) organizes doctoral university studies in the fundamental field of *Social Sciences*, the branch of *Economic Sciences*, the doctoral university study field of *Business Administration*.

### Art. 2

(1) The training program based on advanced university studies comprises a discipline dedicated to the in-depth study of research methodology and/or statistical data processing and a discipline dedicated to ethics in scientific research, courses organized at the CSUD level, which are mandatory for all enrolled doctoral students.

(2) The *Doctoral School Business Administration I* provides doctoral students with seminars and courses on the topic of research methodology and the analysis of current issues in economic theory and practice.

### Art. 3

The *Regulation of Organization and Functioning of the Doctoral School Business Administration I*, elaborated by the Council of the Doctoral School Business Administration I, is endorsed by the General Assembly of SDAA I members, by the Council of the Faculty of Business and Tourism, by CSUD (Council for Doctoral University Studies), and by the CA (Board of Administration) and approved in the ASE Senate.



## ORGANIZATION AND FUNCTIONING OF THE DOCTORAL SCHOOL BUSINESS ADMINISTRATION I

### Art. 4

The members of SDAA I are doctoral supervisors in the field of *Business Administration*, affiliated within SDAA I.

### Art. 5

(1) SDAA I is led by a director who is a rightful member of the SDAA I Council. The director's mandate is 5 years.

(2) The SDAA I Director is responsible for the management and operational leadership of the doctoral school. They are responsible for the elaboration and implementation of curricula, research and quality management, and support the ASE-IOSUD management in the financial management activity of the doctoral school. In exercising this function, they are assisted by the doctoral school council.

(3) The selection, periodic evaluation, training, motivation, and termination in membership of a doctoral school are the responsibility of the doctoral school director, with the endorsement of the SDAA I Council.

(4) To ensure the functionality and sustainability of the SDAA I activity, except in cases of force majeure, all SDAA I members have the obligation, at the request of the SDAA I director, to promptly provide all requested information.

Art. 6. The duties of the SD Director are those provided in the *Regulation of Organization and Functioning of the Doctoral School*, the ASE Charter, and the job description.

#### A. The Director has the following rights:

- a) to be remunerated in accordance with the legal regulations established for state higher education institutions;
- b) to benefit from annual leave according to legal regulations applicable to higher education institutions;
- c) the right to daily and weekly rest;
- d) the right to equal opportunity and treatment;
- e) the right to occupational health and safety;
- f) the right to professional training;
- g) to benefit from health social insurance rights, as well as state social insurance.

#### B. The Director has the following obligations:



- a) to respect the Rector's management program regarding the proper conduct of activities in the field of doctoral university studies;
- b) to ensure the management and leadership of doctoral university studies within the doctoral school;
- c) to monitor the execution of the objectives and performance indicators of the doctoral school;
- d) to elaborate and apply specific strategies capable of ensuring the high-performance conduct of short- and medium-term activity of doctoral university studies within the doctoral school, in accordance with Senate decisions and Board of Administration decisions;
- e) to establish and monitor the fulfillment of the duties of doctoral supervisors in the doctoral schools;
- f) to be responsible for the process of granting/revoking the quality of member of the doctoral school;
- g) to contribute to identifying financial resources to support the doctoral school's activities;
- h) to present to the CSUD Director, the Board of Administration, and the Rector, upon request, reports regarding the achievement of objectives and indicators, including measures for increasing performance;
- i) to ensure the self-evaluation of the doctoral school and provide support to evaluators for internal and international accreditations;
- j) to apply the regulations of organization and functioning and the unitary administrative procedures approved by the Senate.

## Art. 7

- (1)** The Council of the Doctoral School Business Administration I is composed of:
  - a)** tenured doctoral supervisors in SDAA I;
  - b)** doctoral students of SDAA I.
- (2)** The council of a doctoral school has at least three members: the doctoral school director, a tenured doctoral supervisor, and a doctoral student. The mandate of SDAA I Council members is 5 years, with the exception of the doctoral student's mandate, which may be shorter.
- (3)** By exception to Section (1), at the date of approval of this regulation, the SDAA I Council is composed of 7 members, specifically: the SDAA I director, 2 doctoral supervisors from within SDAA I, 2 doctoral students, and 2 members from outside the doctoral school, selected from scientific personalities whose scientific activity has significant international recognition and/or prominent personalities from relevant industrial and socio-economic sectors. This structure will remain as is until the completion of the current mandate of the SDAA I Council.



**(4)** The SDAA I Council meets in ordinary sessions at least three times a year. The Council may also meet in extraordinary sessions, at the request of the SDAA I director or at least one-third of its members.

**(5)** Decisions within the SDAA I Council will be taken by a freely expressed vote with a simple majority of the SDAA I Council members (50% + 1 of the members present). For the validity of SDAA I Council deliberations, the presence of at least 50% + 1 of the total number of members is necessary.

#### **Art.8**

**(1)** At SDAA I level, the doctoral school and the members of the SDAA I Council, the doctoral supervisors, are elected by the universal, direct and secret vote of the doctoral supervisors.

**(2)** The student representatives in the SDAA I Council are elected in accordance with the *Methodology regarding the election of student representatives of the Bucharest University of Economic Studies in consultative, deliberative, and executive structures*.

#### **Art. 9**

The main duties of the SDAA I Council are:

- a)** Developing and revision of the *Regulation of organization and functioning of SDAA I*;
- b)** Establishing the content of the training program based on advanced university studies and endorsing the individual doctoral plan (PID);
- c)** Endorsing the granting or withdrawal of doctoral school membership, as well as establishing minimal scientific performance standards to objectively substantiate these proposals;
- d)** Endorsing the enrollment and expulsion of doctoral students, which will also be endorsed by the faculty dean and CSUD and approved by the rector's decision;
- e)** Endorsing the proposal regarding the composition of the habilitation commission, which is subsequently submitted for endorsement to the Faculty Council and CSUD and for approval to the Rector, as well as the report regarding the evaluation of the candidate's file, drawn up by the specialist commission formed of three members from within the doctoral school;
- f)** Endorsing the composition of the commissions for the public defense of doctoral theses, proposed by the doctoral supervisor, endorsed by the faculty council, and approved by CSUD;
- g)** Assisting CSUD in internal evaluation and assisting the external evaluator in the process of evaluating the doctoral university study program;



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- h)** Endorsing requests for interruption of the doctoral program of a doctoral student, based on well-founded reasons (medical causes, professional causes, maternity, postnatal leave, etc.), which are approved by CSUD;
- i)** Mediating conflicts that appear between doctoral supervisors and doctoral students, and in case of non-resolution, requesting mediation from CSUD;
- j)** At the motivated request of the doctoral student, the SDAA I Council may decide to change the doctoral supervisor if it is found that the legal or contractual obligations assumed by them have not been fulfilled. The SDAA I Council may also decide to change the doctoral supervisor for other reasons concerning the guidance relationship between the supervisor and the student, as well as if the supervisor's unavailability is ascertained. The doctoral student who requests the change of supervisor has the obligation to obtain the acceptance of a new supervisor. Otherwise, the doctoral school council designates another supervisor within a maximum of 30 days. When designating a new supervisor, the SDAA I Council will prioritize the necessity for the student to successfully complete the doctoral studies program. The new supervisor may maintain the existing guidance and academic integrity commission or may propose another commission. The change of supervisor cannot be requested less than one year before the completion of the doctoral studies program or less than three months before the defense of progress reports, except when the supervisor is unavailable. By exception, the change may be made at any time if there is the agreement of both supervisors (initial and new), at the student's request for well-founded reasons, or if the supervisor is no longer a member of the school (withdrawal, retirement, death).
- k)** In situations where the doctoral supervisor does not respond within the granted term to the obligations they have within the doctoral school, the SDAA I Council may substitute for the doctoral supervisor to ensure the continuity of administrative activities. In these situations, the Council will sign, approve, or resolve the essential documents for the proper conduct of doctoral studies.
- l)** The SDAA I Council may propose the application of sanctions to doctoral supervisors who do not respect the terms and obligations derived from the quality of doctoral supervisor and member of the doctoral school, which may consist of the prohibition to offer places in the admission contest the following year, prohibition to conduct teaching activities in the school, prohibition to participate in guidance or defense commissions, as well as the withdrawal of doctoral school membership.
- m)** Other specific duties, in agreement with the Institutional Regulation and regulations in force.



### Art. 10

(1) The General Assembly of SDAA I members meets whenever necessary, at the request of the SDAA I director or at least one third of its members.

(2) For the validity of General Assembly deliberations, the presence of at least 50% of the total number of SDAA I members is necessary. All decisions will be taken by freely expressed vote with a simple majority of SDAA I members (50% + 1 of the members present/participating in the vote). If the quorum condition is not met, a second convocation will be considered legally constituted regardless of the quorum, capable of taking decisions with the majority of votes expressed.

(3) By exception, the General Assembly and voting may also take place online.

### Art. 11

The decisions of the SDAA I General Assembly are recorded in the Minutes and refer, but are not limited, to the following aspects:

(1) Organizing elections for designating the director and members of the SDAA I Council;

(2) Endorsing the *Regulation of organization and functioning of SDAA I*;

(3) Issuing the Opinion of opportunity regarding the granting of SDAA I membership, based on considering at least the following aspects:

- a) Strategic scientific research objectives provided in the Research Strategy of the Bucharest University of Economic Studies for the period 2022-2030;
- b) Compliance with moral and professional ethics norms, according to the Code of Ethics of the Bucharest University of Economic Studies;
- c) Provisions of the Institutional Regulation regarding the acquisition of membership of a doctoral school in ASE, in the fundamental field of Social Sciences;

(4) Issuing the Opinion on the Internal Evaluation Reports of candidates' files for obtaining the habilitation certificate;

(5) Issuing recommendations regarding the opportunity, structure, and content of the training program based on advanced university studies;

(6) Other specific duties, in agreement with the Institutional Regulation and regulations in force.

### Art. 12

To become a member of SDAA I, the candidate must cumulatively fulfill the following conditions:



- a) Obtained habilitation in the doctoral university study field of Business Administration and the candidate's publications belong to this field;
- b) Fulfils the minimal criteria regarding habilitation, in force at the date of submitting the affiliation file;
- c) Fulfils the additional criteria for the fundamental field of Social Sciences established at the CSUD level and provided in the Institutional Regulation in force at the time of submitting the affiliation file;
- d) Obtained the opinion of opportunity regarding the granting of membership within the General Assembly of SDAA I. Candidates who have not obtained the opportunity opinion may resubmit the file, but not earlier than one calendar year from the date of the first request.

#### **Art. 13**

**(1)** The doctoral supervisor loses the quality of member of the doctoral school under the following conditions:

- a) upon request;
- b) if they do not have doctoral students under coordination for a period of 3 consecutive years;
- c) after reaching retirement age, if they do not have doctoral students under coordination;
- d) if they do not respect the obligations provided in the Institutional Regulation and in the *Regulation of organization and functioning of SDAA I* or do not respect the terms and obligations derived from the quality of doctoral supervisor and member of the doctoral school after applying the provisions of art. 9 let. 1.

**(2)** In the situations provided in para. 1 let. b) - e), the doctoral school director proposes to the SDAA I Council the withdrawal of membership. The proposal is endorsed by the SDAA I Council and forwarded for approval to CSUD.

#### **FINAL PROVISIONS**

#### **Art. 14**

*The Regulation of Organization and functioning of the Doctoral School Business Administration I* is completed, by law, with the normative acts in force and may be revised periodically in agreement with the *Institutional Regulation for the Organization and Conduct of Doctoral University Studies in ASE* and with the legislation in force.



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**Art. 15**

The present regulation was approved at the meeting of the Council of the *Doctoral School Business Administration I*, of the *Council of the Faculty of Business and Tourism*, and of the *Council of Doctoral University Studies* with decision no. 261/05.12.2025, as well as in the meeting of the Board of Administration by HCA no. 940/15.12.2025 and was approved at the Senate meeting of 17.12.2025.

CSUD Director,

Prof. univ.dr. Mirela Ionela Aceleanu

Director of Doctoral School of Business Administration I

Prof. univ. dr. Cristinel Vasiliu