



**BUCHAREST UNIVERSITY OF ECONOMIC STUDIES**  
FACULTY OF BUSINESS ADMINISTRATION WITH TEACHING IN FOREIGN  
LANGUAGES

DOCTORAL SCHOOL: BUSINESS ADMINISTRATION II

Calea Grivitei Street no. 2-2A; phone: +40 372715518

e-mail: [office@fabiz.ase.ro](mailto:office@fabiz.ase.ro)



# **REGULATION ON THE ORGANIZATION AND FUNCTIONING OF THE DOCTORAL SCHOOL OF *BUSINESS ADMINISTRATION II***

## Legal framework of reference

The present ***Regulation on the Organization and Functioning of the Doctoral School of Business Administration II*** establishes the general framework of reference regarding the organization and implementation of doctoral university study programs within the *Doctoral School of Business Administration II* (hereinafter referred to as *SD AAIL*), part of the *Bucharest University of Economic Studies* (ASE) — an institution accredited by the Ministry of National Education as an *Institution Organizing Doctoral University Studies* (ASE–IOSUD). This regulation is based on the provisions set forth in the *Institutional Regulation on the Organization and Conduct of Doctoral University Studies*.

## GENERAL PRINCIPLES

### Art. 1

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

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

### Art. 2

(1) The training program based on advanced university studies includes a discipline dedicated to the advanced study of research methodology and/or statistical data processing, and a discipline on academic ethics and integrity, courses organized at the level of the *Council for Doctoral University Studies* (hereinafter *CSUD*), which are mandatory for all enrolled doctoral students.

(2) The *Doctoral School of Business Administration II* provides doctoral students with courses and scientific seminars focused on research methodology in the doctoral field of *Business Administration*, as well as on the analysis of current issues in economic and business theory and practice.

### Art. 3

The *Regulation on the Organization and Functioning of the Doctoral School of Business Administration II* is drafted by the Council of the Doctoral School of Business Administration II, endorsed by the General Assembly of SD AAIL members, by the Council of the *Faculty of Business Administration with Teaching in Foreign Languages*, by the CSUD and the University's Administrative Council (CA), and approved by the ASE Senate.

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

### Art. 4

The members of SD AAIL are PhD supervisors in the field of *Business Administration*, affiliated to SD AAIL.

## **Art. 5**

(1) SD AAI is led by a director, who is an ex officio member of the SD AAI Council. The director's mandate is 5 years.

(2) The director of SD AAI ensures the management and operational leadership of the doctoral school. The director is responsible for the development and implementation of curricula, for research and quality management, and supports the leadership of ASE–IOSUD in the financial management of the doctoral school. In exercising this role, the director is assisted by the Council of the Doctoral School.

(3) The selection, periodic evaluation, training, motivation, and termination of the status of member of SD AAI fall under the responsibility of the director of the Doctoral School, with the endorsement of the SD AAI Council.

(4) To ensure the functionality and sustainability of the activities of SD AAI, except in force majeure situations, all members of SD AAI are obliged, at the request of the director of SD AAI, to provide promptly all requested information.

## **Art. 6**

The responsibilities of the director of SD AAI are those provided in the Regulation on the Organization and Functioning of SD AAI, the Charter of ASE, and the job description.

### **A. The director has the following rights:**

- a) To be remunerated in accordance with the legal regulations applicable to public higher education institutions.
- b) To benefit from annual leave in accordance with the legal regulations applicable to higher education institutions.
- c) The right to daily and weekly rest.
- d) The right to equal opportunities and treatment.
- e) The right to occupational safety and health.
- f) The right to professional development.
- g) To benefit from public health insurance rights and state social security rights.

### **B. The director has the following obligations:**

- a) To comply with the Rector's management programme 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 achievement of the objectives and performance indicators of the doctoral school.
- d) To develop and implement specific strategies capable of ensuring the high-performance conduct, in the short and medium term, of doctoral university studies within the doctoral school, in line with the decisions of the Senate and the decisions of the Administrative Council.
- e) To establish and monitor the fulfilment of the duties of PhD supervisors within the doctoral school.
- f) To be responsible for carrying out the procedure for granting/revoking the status of member of the doctoral school.
- g) To contribute to identifying financial resources to support the activities of the doctoral school.
- h) To present to the Director of CSUD, to the Administrative Council, and to the Rector, upon request, reports on the achievement of objectives and indicators, including measures to increase performance.
- i) To ensure the self-evaluation of the doctoral school and to provide support to evaluators for internal and international accreditations.

j) To implement the regulations on organization and functioning and the unitary administrative procedures approved by the Senate.

#### **Art. 7**

- (1) The Council of the Doctoral School of Business Administration II is composed of:
- a) Tenured PhD supervisors within SD AAIL.
  - b) PhD students of SD AAIL.
- (2) The SD AAIL Council has 5 members: the director of the doctoral school, two tenured PhD supervisors, and two PhD students. The mandate of the members of the SD AAIL Council is 5 years, except for the mandate of the PhD students, which may be shorter.
- (3) The SD AAIL Council meets in ordinary sessions at least three times a year. The Council may also meet in extraordinary sessions, at the request of the director of SD AAIL or of at least one third of its members.
- (4) Decisions within the SD AAIL Council are taken by open vote, by a simple majority of its members (50%+1 of the members present). For the validity of the deliberations of the SD AAIL Council, the presence of at least 50%+1 of the total number of members is required.

#### **Art.8**

- (1) At the level of SD AAIL, the director of the doctoral school and the members of the SD AAIL Council who are PhD supervisors are elected by a universal, direct, and secret vote of the PhD supervisors.
- (2) The student representatives in the SD AAIL Council are elected in accordance with the *Methodology for the election of student representatives of the Bucharest University of Economic Studies in consultative, deliberative, and executive structures*.

#### **Art. 9**

The main responsibilities of the SC AAIL Council are:

- a) Drafting and revising the *Regulation on the Organization and Functioning of SC AAIL*;
- b) Establishing the framework content of the training programme based on advanced university studies and endorsing the individual doctoral plan (PID);
- c) Endorsing the granting or withdrawal of membership in the doctoral school, as well as setting minimum standards of scientific performance for the objective substantiation of such proposals;
- d) Endorsing the enrolment and expulsion of PhD students, which will also be endorsed by the Dean of the faculty and by CSUD, and approved by the Rector's decision;
- e) Proposing the result regarding the evaluation of the habilitation file and the composition of the habilitation committee, which is endorsed by the Dean and CSUD and approved by the Rector;
- f) Endorsing the proposal regarding the composition of the habilitation committee, which is subsequently submitted for endorsement to the Faculty Council and CSUD and for approval to the Rector, as well as the report on the evaluation of the candidate's file, drawn up by the specialist committee within the doctoral school;
- g) Assisting CSUD in internal evaluation and assisting the external evaluator in the evaluation process of the doctoral university study programme;
- h) Endorsing requests for the interruption of the doctoral programme of a PhD student, based on well-grounded reasons (medical, professional, maternity, post-natal leave, etc.), which will be approved by CSUD;
- i) Mediating conflicts between PhD supervisors and PhD students and, if these cannot be resolved, requesting mediation from CSUD;

- j) At the substantiated request of the PhD student, the SC AAI Council may decide to change the PhD supervisor if failure to fulfil the legal or contractual obligations assumed by the supervisor has been established. The SC AAI Council may also decide to change the PhD supervisor for other reasons related to the supervisory relationship between the PhD supervisor and the PhD student, as well as where the unavailability of the PhD supervisor is established. The PhD student requesting the change of supervisor has the obligation to obtain the acceptance of a new PhD supervisor. Otherwise, the SC AAI Council shall appoint, within a maximum of 30 days, another PhD supervisor. In appointing a new supervisor, the SC AAI Council shall give priority to ensuring that the PhD student can successfully complete the doctoral study programme. The new PhD supervisor may retain the existing supervisory and academic integrity committee or may propose another committee. The change of PhD supervisor may not be requested from the SC AAI Council less than 1 year before the completion of the doctoral university study programme or less than 3 months before the presentation of progress reports, except where the supervisor's unavailability is established. By way of exception, the PhD supervisor may be changed at any time during the doctoral programme if there is agreement of both supervisors (the initial and the new one), at the request of the PhD student, for well-grounded reasons, or if the supervisor is no longer a member of the doctoral school (withdrawal from the doctoral school, retirement with no intention to continue activity, or death);
- k) In situations where the PhD supervisor does not respond within the given deadline to the obligations they have within the doctoral school, the SC AAI Council may substitute the supervisor in order to ensure the continuity of administrative activities within the doctoral school. In such situations, the SC AAI Council shall sign, approve, or resolve documents, requests, or other submissions that are essential for the proper conduct of doctoral studies;
- l) The SC AAI Council may propose sanctions for PhD supervisors who do not observe the deadlines and obligations deriving from their status as PhD supervisor and member of the doctoral school, which may consist of: prohibition to announce places at the next admission competition, prohibition to teach within the doctoral school, prohibition to participate in supervisory and academic integrity committees or in public defence committees for doctoral and habilitation theses, as well as withdrawal of membership of the doctoral school;
- m) Other specific responsibilities, in accordance with the Institutional Regulation and applicable regulations;

#### **Art. 10**

- (1) The General Assembly of SC AAI members meet whenever necessary, at the request of the director of SC AAI or of at least one third of its members.
- (2) For the validity of the deliberations of the General Assembly, the presence of at least 50% of the total number of members of SC AAI is required. All decisions are taken by open vote, by simple majority of SC AAI members (50%+1 of the members present/participating in the vote). If the General Assembly cannot meet due to lack of quorum, it shall be convened a second time and shall be deemed legally constituted regardless of quorum, being able to take decisions by majority of votes cast.
- (3) By way of exception, the General Assembly and the related voting procedures may also be held online.

#### **Art. 11**

The decisions of the General Assembly of SC AAI are recorded in the minutes and refer, but

are not limited, to the following aspects:

- (1) Organizing elections for appointing the director and the members of the SC AAI Council.
- (2) Endorsing the *Regulation on the Organization and Functioning of SC AAI*.
- (3) Issuing an *Opportunity Opinion* on the granting of membership in SC AAI, based on at least the following aspects:
  - a) The strategic objectives of scientific research provided in the *Research Strategy of the Bucharest University of Economic Studies for the period 2022–2030*.
  - b) Compliance with moral and professional ethical norms, according to the *Code of Ethics of the Bucharest University of Economic Studies*.
  - c) The provisions of the *Institutional Regulation* regarding the acquisition of membership in a doctoral school within ASE, in the fundamental field Social Sciences.
- (4) Issuing an *Opinion on the internal evaluation reports* of the files of candidates for obtaining the habilitation certificate.
- (5) Issuing recommendations regarding the opportunity, structure, and content of the training programme based on advanced university studies.
- (6) Other specific responsibilities, in accordance with the *Institutional Regulation* and applicable regulations.

#### **Art. 12**

To become a member of SC AAI, the candidate must cumulatively meet the following conditions:

- a) Have obtained habilitation in the doctoral university study field of *Business Administration*, and have publications belonging to this field.
- b) Meet the minimum habilitation criteria in force at the date of submission of the affiliation file.
- c) Meet the additional criteria for the fundamental field *Social Sciences*, established at CSUD level and provided in the *Institutional Regulation* in force at the date of submission of the affiliation file.
- d) Have obtained the *Opportunity Opinion* regarding the granting of membership within the General Assembly of SC AAI. Candidates who have not obtained the Opportunity Opinion may resubmit their file, but not earlier than one calendar year from the date of the first application.

#### **Art. 13**

(1) A PhD supervisor loses membership of the doctoral school in the following situations:

- a) Upon request;
  - b) If they do not supervise any PhD students over a period of 3 consecutive years;
  - c) After reaching retirement age, if they do not supervise any PhD students;
  - d) If they do not comply with the obligations laid down in the *Institutional Regulation* and in the *Regulation on the Organization and Functioning of SC AAI* or do not comply with the deadlines and obligations deriving from their status as PhD supervisor and member of the doctoral school, after the application of the provisions of Article 9, letter 1.
- (2) In the situations provided in paragraph (1), letters b) to d), the director of SC AAI proposes to the SC AAI Council the withdrawal of membership. The proposal is endorsed by the SC AAI Council and submitted for approval to CSUD.

## FINAL PROVISIONS

### **Art. 14**

*The Regulation on the Organization and Functioning of the Doctoral School of Business Administration II* is supplemented, by law, with the regulations in force and may be periodically revised in accordance with the *Institutional Regulation on the Organization and Conduct of Doctoral University Studies within ASE* and with the legislation in force.

### **Art. 15**

This Regulation was approved in the meeting of the Council of the Doctoral School of *Business Administration II*, of the Council of the *Faculty of Business Administration with Teaching in Foreign Languages*, and of the *Council for Doctoral University Studies*, by Decision no. 261/05.12.2025, as well as in the meeting of the Administrative Council by Decision (HCA) no. 940/15.12.2025 and was approved in the Senate meeting of 17.12.2025.

CSUD Director,  
Prof. Dr. Mirela Ionela ACELEANU

Doctoral School of Business Administration II  
Prof. Dr. Carmen PĂUNESCU