

Steps of the submission and defense of the doctoral thesis

1. The doctoral school secretariat informs the PhD candidate on the term of verification and handing over in order to submit and present the doctoral thesis. The secretariat will be informed by e-mail.
2. The PhD candidate hands over through the request (document no. 1), in principle 30 days before the final deadline for submission, the doctoral thesis in digital format on CD, and as the case may be, in printed format at the doctoral school secretariat.
3. The doctoral school submits the doctoral thesis with the form (document no. 2) to the Doctoral Office, in digital format, to be verified against plagiarism.
4. The Doctoral Office submits the doctoral thesis in order to perform the analysis of similarities using a software recognized by CNATDCU.
5. The similarity report will be sent by the Doctoral Office, within 1 (one) working day, to the director of the Doctoral School, to the doctoral supervisor and to the secretary of the Doctoral School. If the director of the Doctoral School is also the doctoral supervisor, the message will also be sent with the dean of the faculty in CC.
6. If the analysis of the similarity report confirms the existence of the constitutive elements of a plagiarism, defined according to the legal provisions, in consultation with the doctoral supervisor, the director of the Doctoral School or, as the case may be, the dean decides if the analysis is necessary in the next meeting of the Doctoral School Council. The director of the Doctoral School or, as the case may be, the dean of the faculty notifies the secretariat of the Doctoral School and the Doctoral Office regarding the result of the analysis of the Doctoral School Council (including the term for rewriting the doctoral thesis, if applicable).
7. If the analysis does not confirm the existence of the constitutive elements of a plagiarism, defined according to the legal provisions, the director of the Doctoral School or, as the case may be, the dean of the faculty notifies the PhD candidate, the doctoral supervisor and the doctoral school secretary that the pre-defense can be organized.
8. The doctoral thesis is presented for pre-defense in the guidance committee.
9. The pre-defense request (document no. 3), filled in by the PhD candidate and registered at the Doctoral School, is approved by the doctoral supervisor. *The pre-defense will be announced publicly on the doctoral school's website* at least 3 days before the set date.
10. The process of verification and evaluation of the doctoral thesis within the steering and control commission cannot exceed 30 days.
11. As a result of the pre-defense, the opinion (document no. 4) from the steering committee is filled in.

- 12.** The doctoral thesis is officially submitted on the basis of the application (document no. 5), at the secretariat of the Doctoral School, in printed format (3 copies) and in digital format together with the acceptance report, the agreement (document no. 6) of submission and resolution (document no. 7) of the similarity report from the doctoral supervisor and the opinion of the steering committee. The final term for submitting the doctoral thesis for public defense is at the end of the three years of doctoral studies or, as the case may be, at the end of the interruption/ extension periods. The public defense of the doctoral thesis can take place within a maximum of one year from the moment of the official submission. Exceptions are doctoral students who benefit from the grace period according to H.G. no. 681/2011, with subsequent amendments and completions, art. 40 and / or postponement of public defense according to Law no. 49/2013.
- 13.** Once the doctoral thesis has been submitted, the file will be submitted/completed according to the list (document no. 8). The secretariat of the Doctoral School will complete the file of the PhD candidate with the preliminary report (document no. 9) regarding the course of the doctoral studies. The copyright regime is regulated by the doctoral studies contract. Candidates who have study certificates obtained abroad will present the translation of the respective documents into Romanian together with their equivalence by the specialized departments within the relevant Ministry, legalized at the notary*.
- 14.** The doctoral committee proposed by the doctoral supervisor is approved by the Doctoral School Council.
- 15.** The doctoral committee is composed of the president, the doctoral supervisor and at least 3 official reviewers, of which at least two of them carry out their activity outside the University of Bucharest. Those proposed to be members of the commission must be renowned specialists, with relevant concerns and contributions to the issue of the doctoral thesis and meet the internal standards of the University of Bucharest and doctoral schools. Of those proposed, apart from those who are part of the "*Universitaria*" consortium, only one can be, by exception and in well-justified cases, affiliated to another institution than the advanced research universities abroad or in the country and the institutes of the Romanian Academy. The president of the doctoral commission is the director of the Doctoral School, the dean of the faculty in which the Doctoral School operates or their delegate, but who has the teaching degree of at least an associate professor. The reviewers are specialists in the field in which the doctoral thesis was elaborated, have a PhD degree and have the didactic function of at least associate professor or main scientific researcher degree I or degree II or have obtained the qualification. The doctoral committee may include researchers from the National Institutes of Research and Development and specialists from other countries who meet the conditions set out in H.G. no. 681/2011, with subsequent amendments and completions.
- 16.** In the case of a joint doctorate and in accordance with the provisions of the respective agreement, the doctoral committee is composed of specialists from both institutions. The doctoral committee can be completed with 1-2 specialists from a third higher education institution. The president of the doctoral committee is the representative of the Doctoral School where the PhD candidate was enrolled.
- 17.** The Doctoral School submits to the Doctoral Office the proposal of the committee (see appendixes 1, 2 and 3) to be approved by the board of the University of Bucharest.

- 18.** The Doctoral Office draws up the Order for the appointment of the committee and sends electronically, in pdf format, the scanned order to the secretariat of the Doctoral School.
- 19.** The Doctoral School secretariat writes the addresses for the members of the committee (see the attached models) and ensures their transmission. These will be accompanied by the forms of the payment documents.
- 20.** The official reviewers have the obligation to submit/send the analysis reports to the Doctoral School secretariat, within maximum 30 days from the date of receiving the doctoral thesis, accompanied by the links where the CVs and payment documents can be accessed.
- 21.** If at least one official reviewer considers that the thesis does not meet the quality standards, it will have to be redone.
- 22.** The doctoral supervisor informs the PhD candidate that the thesis must be rewritten and sets the deadline for rewriting. The revised doctoral thesis will be subject to a new anti-plagiarism check only at the proposal of the doctoral supervisor. The revised doctoral thesis is submitted to the secretariat of the Doctoral School with the written consent of the doctoral supervisor and of the official reviewer(s) involved.
- 23.** If one of the members of the doctoral committee becomes unavailable, they may be replaced at the proposal of the doctoral supervisor, with the approval of the Doctoral School Council and with the approval of the Rector.
- 24.** The public defense of the doctoral thesis can be organized only if all the official reports are favorable.
- 25.** The doctoral school provides access to the content of the doctoral thesis through the specific library. A copy of the doctoral thesis is delivered on the basis of a report to the faculty library.
- 26.** The Doctoral School secretariat hands over to the PhD candidate the standard application for setting the date of public defense (document no. 10), after fulfilling all the requirements provided by the regulations in force.
- 27.** In the file of the PhD candidate, the secretariat will attach the following documents, in one copy:
 - copy of the curriculum of the doctoral studies;
 - possible changes in the situation of the PhD candidate;
 - the report of handing over a copy of the thesis to the faculty library.
- 28.** The date, time and place of the defense of the doctoral thesis are displayed at the headquarters of the Doctoral School at least 20 days before the established date; at the same time, the announcement (document no. 11) of the public defense, as well as the summary of the doctoral thesis, in pdf format, will be sent electronically to the Doctoral Office for posting on the IOSUD page. If the doctorate is defended in a language of international communication, the summary of the doctoral thesis must be elaborated and disseminated in Romanian**.
- 29.** The defense of the doctoral thesis may take place in the presence of at least 4 of the 5 members of the doctoral committee, with the mandatory participation of the president of the doctoral committee and of the doctoral supervisor. If one of the three reviewers is unable to attend, for duly substantiated reasons, they must send a written vote to the president of the committee.
- 30.** If the doctoral thesis is written in a language of international communication, the public defense may be done in that language.
- 31.** Based on the public defense of the doctoral thesis, the doctoral committee evaluates and deliberates on the grade to be assigned to the doctoral thesis. The

grades that can be assigned are: "Excellent", "Very Good", "Good", "Satisfactory" or "Unsatisfactory". The doctoral school councils will establish the criteria for awarding the grades assigned to the doctoral theses.

32. If the committee has decided to award the grade "Excellent", "Very good", "Good" or "Satisfactory", the president of the committee shall notify the audience of the decision to award the PhD candidate the PhD title.
33. After the public defense of the doctoral thesis, the minutes (document no. 12) of the defense meeting are drafted, signed by the president of the committee and by all the present members of the doctoral committee.
34. At the public defense, the doctoral student will complete the publishing declaration (document no. 13).
35. In case of awarding the grade "Unsatisfactory", the doctoral committee will specify the elements to be redone or completed, the period granted to the PhD student for redo or completion, and will set the deadline for a new public defense of the doctoral thesis.
36. After the remake, the stages are resumed from the moment of sending the doctoral thesis to the reviewers. They will write new reviews on the rewritten doctoral thesis. For a new fixation of the public defense, the deadlines from the initial support are maintained.
37. The Doctoral School secretariat will scan and upload on the online platform created by the Doctoral Office all the documents, in pdf format (according to the attached documents list), components of the defense file in a folder under the following name: **LAST-NAME-Initial-FIRST-NAME of the PhD candidate-year of defense-month of defense (Example: POPA-A-Ion-2016-04)**.
38. The decision of the doctoral committee to grant the doctoral degree, together with the necessary documents according to the documents list (document no. 14), is uploaded electronically on the platform created by the Doctoral Office of the University of Bucharest within two working days from the date of public defense. The Doctoral Office confirms the completeness and correctness of the electronic file and within one working day requests the Doctoral School secretariat to submit to the Doctoral Office the PhD candidate's file together with two copies of the thesis and the PhD candidate's statement regarding the options for publishing the thesis.
39. The Doctoral Office uploads the doctoral file on the electronic platform of the Ministry of National Education and Scientific Research in order to validate the decision of the doctoral committee by the National Council for Attestation of University Degrees, Diplomas and Certificates.
40. The award of the PhD degree is made by order of the relevant minister, at the proposal of the National Council for Attestation of University Degrees, Diplomas and Certificates.
41. The doctoral diploma is drafted according to the legal provisions on the basis of the order of the relevant minister and is issued by the University of Bucharest. The doctoral degree will include the qualification confirmed by CNATDCU and in accordance with the provisions of H.G. no. 681/2011, art. 70 para. (4).
42. The award of the doctoral degree may be made in a public ceremony.

*The Regulation of the Study Documents regulates the documents requested in the legalized version.

**Contract for doctoral studies - art.16.