

Procedure on
Preventive electronic control of doctoral theses

A. Preventive electronic control of doctoral theses at the proposal of the doctoral supervisor

1. If, at any point during the doctoral studies, the doctoral supervisor wishes to request a preliminary verification at the level of the University of Bucharest of the doctoral thesis or parts of it (chapters, research reports, etc.), he/she can request this at the e-mail address of the Doctoral Office birou@doctorat.unibuc.ro.
2. After the similarity report is generated, it is sent by e-mail to the doctoral supervisor and the director of the doctoral school. If the director of the doctoral school is also the doctoral supervisor of the thesis, the message will be sent to the CC and to the dean of the faculty. The director of the doctoral school notifies the C.S.U.D. of the result of the analysis, as well as any disciplinary measures proposed by the council of the doctoral school.

B. Preventive electronic control of doctoral theses regarding the preliminary defence and the submission of the doctoral thesis stages

1. Before defending the doctoral thesis in front of the academic guidance and integrity committee, the doctoral student will submit the doctoral thesis in electronic format on CD or DVD to the secretariat of the doctoral school to which it belongs, accompanied by the request for the start of the procedures for the analysis of similarities.
2. The CD/DVD containing the doctoral thesis is delivered to the secretariat of the doctoral school at least 30 days before the final deadline for submitting the thesis.
3. On CD/DVD, the doctoral thesis must be both in Word / LaTeX format and in PDF format.
4. The secretariat of the doctoral school verifies that the CD/DVD submitted by the doctoral student contains the doctoral thesis in the requested formats.
5. The doctoral school submits to the Doctorate, Habilitation and Integrity Service (SDAI) in electronic format the doctoral thesis to be submitted to the analysis of similarities, which transmits it to the persons designated at the level of the University of Bucharest.
6. The persons designated at the level of the University of Bucharest perform the similarity analysis using a program recognised by CNATDCU.
7. For the similarity analysis with the Turnitin program, the doctoral thesis in electronic format must comply with the following requirements:
 - maximum file size - 40 MB
 - maximum number of pages – 400

For doctoral theses that exceed these limits, the similarity analysis will be performed with the Sistemantiplagiat.ro program.

8. The similarity report will be sent by the Doctorate, Habilitation and Integrity Service (SDAI), within 1 working day from the generation of the report, to the director of the doctoral school, the doctoral supervisor and the secretary of the doctoral school. If the director of the doctoral school is also the doctoral supervisor of the thesis, the message will be sent to the CC and to the dean of the faculty.
9. If the doctoral supervisor enters the doctoral thesis on the Turnitin Platform for a preliminary verification, he/she must also issue the final report before preliminary defence of the doctoral thesis before the academic guidance and integrity committee. In this case, the doctoral thesis in electronic format will no longer be centrally verified at the UB level. The final similarity report generated by the Turnitin program will be sent by e-mail by the doctoral supervisor or the person who verified the doctoral thesis, accompanied by a statement (*Annex 1*), to the Director of the Doctoral School/Dean of the Faculty, the Doctoral Office and the secretariat of the Doctoral School.
10. The doctoral supervisor completes the resolution on the similarity report and communicates it to the director of the doctoral school or, as the case may be, to the dean of the faculty. The director of the doctoral school or, as the case may be, the dean of the faculty, in consultation with the doctoral supervisor, determines whether or not the identified similarities constitute constituent elements of plagiarism.
11. If the analysis of the similarity report does not confirm the existence of the constituent elements of a plagiarism, the director of the doctoral school or, as the case may be, the dean of the faculty notifies the doctoral student, the doctoral supervisor and the secretariat of the doctoral school that the preliminary defense can be organised. If the doctoral supervisor and the academic guidance and integrity committee recommend after the preliminary defense that the thesis be redone, the revised version of the thesis will be subjected again to the electronic verification procedure, redoing the previous course (either the verification at the level of the University of Bucharest, or the verification by the doctoral supervisor or another person designated at the level of the doctoral school).
12. If the analysis of the similarity report confirms the existence of elements of plagiarism, the case is notified to the director of the CSUD by the director of the doctoral school/dean of the faculty within 5 working days from the receipt of the similarity report. The case will be analysed in the next meeting of the doctoral school council, which will propose the sanctioning of the doctoral student, going as far as expulsion for fraud, as well as other measures to avoid similar situations in the future. The doctoral school will notify the CSUD of the result of the analysis and the decided measures.
13. Throughout the entire duration of the aforementioned procedure, all individuals involved are required to maintain strict confidentiality regarding the process in relation to third parties and shall ensure that the right to reputation of the doctoral students whose theses are undergoing verification is not compromised.

D I R E C T O R of the C.S.U.D.,
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