

APPROVED,
SENATE 18.03.2025

University of Bucharest

Methodology for appointing the members of the
Council for Doctoral Studies within the Institution
Organising Doctoral Studies – University of
Bucharest

Bucharest
2025

CHAPTER I. General provisions

Art. 1.

(1) This Methodology regulates the appointment of the members of the Council for Doctoral Studies, hereinafter referred to as CSUD, within the Institution Organising Doctoral Studies – University of Bucharest, hereinafter referred to as IOSUD – UB.

(2) This Methodology is adopted in accordance with Law no. 199/2023 on Higher Education, as subsequently amended and supplemented, of the provisions of Ministerial Order no. 3020/2024 for the approval of *the Framework Regulation on doctoral university studies*, with subsequent amendments and completions, of Ministerial Order no. 6227/2023 for the approval of *The framework methodology regarding the process of establishing and electing management structures and functions at the level of higher education institutions* and of the Charter of the University of Bucharest of 2023 ("Charter").

Art. 2.

This Methodology is developed taking into account the principles of legality, university autonomy, transparency, responsibility, as well as ethical and deontological norms.

CHAPTER II. Structure and appointment of CSUD members

Art. 3.

(1) CSUD is one of the governing structures in the University of Bucharest.

2. The CSUD shall consist of 17 members, including the Director of the CSUD.

(3) The term of office of the members of the CSUD shall be 5 years.

(4) The members of the CSUD are:

- a) full doctoral supervisors from IOSUD – UB;
- b) doctoral supervisors from the country or abroad;
- c) representatives of doctoral students from the doctoral schools of IOSUD – UB, in proportion of 25%.

(5) The composition of the CSUD will reflect the principle of representativeness by adequately structuring the polling stations (by field of doctoral studies) that will designate the 11 elected doctoral supervisors of the CSUD.

(6) The organisation of elections shall take place in 3 polling stations provided for in this Methodology.

Art. 4.

(1) The director of the CSUD is appointed following a public contest organised by IOSUD – UB based on its own methodology approved by the UB Senate, and is a member of the CSUD by right.

2. The other members of the CSUD shall be appointed as follows:

a) the 11 doctoral supervisors of CSUD are elected by universal, direct, secret and equal vote of the full doctoral supervisors from the doctoral schools of IOSUD – UB in the 11 polling stations mentioned in this methodology (Annex no.1).

b) The 5 doctoral students from CSUD are elected by universal, direct, secret and equal vote of the doctoral students from the doctoral schools of IOSUD – UB in the 5 polling stations provided in this methodology (Annex no.1).

Art. 5.

(1) The 11 doctoral supervisors of the CSUD are appointed following the elections in the following polling stations:

- a) Biology and Environmental Science – 1 PhD supervisor;
- b) Psychology and Educational Sciences – 1 PhD supervisor;
- c) Physics and Chemistry – 1 PhD supervisor;
- d) Geography and Geology – 1 PhD supervisor;
- e) History, Theology (Baptist and Roman Catholic) and Communication Sciences – 1 PhD supervisor;
- f) Orthodox Theology and Philosophy – 1 doctoral supervisor;
- g) Law and Political Science – 1 PhD supervisor;
- h) Mathematics and Computer Science – 1 PhD supervisor;
- i) Sociology, Social Work, Administrative Sciences and Business Administration – 1 PhD supervisor;
- j) Letters (Letters and SITT) – 1 PhD supervisor;
- k) Foreign Languages and Literatures (Cultural Languages and Identities and Literary and Cultural Studies) – 1 PhD supervisor.

(2) The doctoral supervisors who hold the main affiliation to *the Interdisciplinary School of Doctoral Studies - ISDS UB* will associate in order to vote in the constituency related to the field of doctoral studies in which they hold the habilitation.

(3) The doctoral supervisors who hold the habilitation in two fields of doctoral studies will choose, for the purpose of voting, only one of them.

Art. 6.

The 5 doctoral students representing the doctoral students within the doctoral schools, are distributed by doctoral fields as follows:

- a) For **the doctoral fields** Mathematics, Computer Science, Physics, Chemistry, Biology, Geology, Geography and Environmental Science – **1 representative.**
- b) For **the doctoral fields** of Philosophy, History and Theology – **1 representative.**
- c) For **the doctoral fields** Philology and Cultural Studies – **1 representative.**
- d) For **the doctoral fields** Administrative Sciences, Business Administration, Law, Communication Sciences and Political Science – **1 representative.**
- e) For **the doctoral fields** Psychology, Educational Sciences, Sociology and Social Work – **1 representative.**

Art. 7.

Candidates for the positions of members of the CSUD must meet the following conditions:

- a) the doctoral supervisors must have the quality of tenure and meet the minimum and mandatory standards for granting the habilitation certificate, approved by order of the Minister of Education, which are in force on the date of election;
- b) the doctoral supervisors must have successfully supervised, until they have obtained the title of Doctor, at least 2 doctoral students in the last 6 years, and the last doctoral student supervised must not be enrolled more than 4 years before the moment of submission of the application;
- c) the doctoral students must be within the legal duration for doctoral study programmes (in the first 4 years of studies, or during the extension period of up to 2 years), a quality proven by the validation of the candidacy by each doctoral school.
- d) Doctoral students who are in a period of interruption or those who have not fulfilled their obligations in the doctoral study programme cannot apply.

CHAPTER III. Organisation of the elections of CSUD members

Art. 8.

(1) The Central Election Commission shall be proposed by the Rector and approved by the Senate of the University of Bucharest. The Central Election Commission is composed of 6 members, of which 4 are teaching or research staff, 1 doctoral student and a secretary of the electoral commission (Annex no. 7).

- (2) The electoral commissions of the polling station shall be composed of a representative from each doctoral school and shall be approved by the UB Senate.
- (3) The electoral commission of the polling station for the election of doctoral students shall have in its structure 5 student-doctoral student representatives, namely:
- a) For **the doctoral fields** Mathematics, Computer Science, Physics, Chemistry, Biology, Geology, Geography and Environmental Science – **1 representative**.
 - b) For **the doctoral fields** of Philosophy, History and Theology – **1 representative**.
 - c) For **the doctoral fields** Philology and Cultural Studies – **1 representative**.
 - d) For **the doctoral fields** Administrative Sciences, Law, Communication Sciences and Political Sciences – **1 representative**.
 - e) For **the doctoral fields** Psychology, Educational Sciences, Sociology and Social Work – **1 representative**.
- (4) The Central Elections Commission shall be supported in its activity by the Secretariat Directorate through the Doctorate, Habilitation and Integrity Service (SDAI), the General Administrative Directorate, through the specialised services and by the IT&C Directorate.

Art.9.

- (1) The vote for the designation of the members of the CSUD as doctoral supervisors shall be organized in 3 polling stations.
- (2) The constituencies shall be assigned to the 3 polling stations as follows:
- (a) At Section 1 – the location on Panduri Road no. 90, sector 5 (Rectorate), will vote: Psychology and Educational Sciences, Physics and Chemistry, History, Theology (Baptist and Roman Catholic) and Communication Sciences, Sociology, Social Work and Administrative Sciences.
 - (b) At Section 2 – the location in Mihail Kogălniceanu Blvd. no. 36-46, sector 5 (Faculty of Law), will vote: Biology and Environmental Science, Orthodox Philosophy and Theology, Law and Political Science.
 - (c) At Section 3 – the location on Edgar Quinet Street no. 5-7, sector 1 (Faculty of Letters) will vote: Geography and Geology, Mathematics and Computer Science, Letters (Letters and SITT) and Foreign Languages and Literatures (Languages and Cultural Identities and Literary and Cultural Studies).
- (3) The vote for the designation of the members of the CSUD student-doctoral students shall be organised at Polling Station 1, respectively the location in Panduri Road no. 90, sector 5 (Rector's Office).

Art. 10.

(1) The University of Bucharest publishes on the main page of the websites www.unibuc.ro and www.doctorat.unibuc.ro the announcement regarding the election of the members of the CSUD, which includes:

- a) the date and place of the elections for the members of the CSUD;
- b) the structure of the CDUD;
- c) eligibility conditions for doctoral supervisor candidates;
- d) the list of candidates registered for a place in the CSUD on behalf of doctoral supervisors;
- e) eligibility conditions for doctoral student candidates;
- f) list of candidates registered for a place in the CSUD on behalf of doctoral students;
- g) the deadline for applications for the position of member of the CSUD.

(2) The doctoral schools shall establish and transmit to the Central Election Commission the following:

- a) list of electors for the election of CSUD members as doctoral supervisors;
- b) list of electors for the election of CSUD members as doctoral students.

Art. 11.

(1) Candidates for the position of member of the CSUD, doctoral supervisors, shall submit their applications electronically to birou@doctorat.unibuc.ro , by the deadline specified in the announcement regarding the election of the members of the CSUD.

(2) The application file shall contain:

- a) The notice of submission of the candidacy (according to Annex no. 2) which also includes the attestation of the fulfilment of the conditions for candidacy provided in art. 7.
- b) Copy of the identity card, passport or other identity document drawn up for a purpose equivalent to the identity card;
- c) Curriculum vitae, signed and dated.

Art. 12.

(1) Doctoral students, candidates for the position of member of CSUD, submit their applications electronically, to birou@doctorat.unibuc.ro address , by the deadline specified in the announcement regarding the election of CSUD members. The doctoral school certifies the quality of doctoral student and the fulfillment of the required conditions.

(2) The doctoral student's application file contains:

- a) Notice of submission of the application (according to Annex no. 3).

- b) Copy of the identity card, passport or other identity document drawn up for a purpose equivalent to the identity card.
- c) Curriculum vitae, signed and dated.
- d) The certificate issued by the doctoral school confirming the quality of doctoral student.

Art. 13.

- (1) The candidacy files for the elections shall be submitted according to the Election Calendar approved by the Senate.
- (2) The date, manner in which the process will be conducted and place of the elections shall be mentioned in the Election Calendar approved by the Senate.

Art. 14.

At the request of the Central Election Commission, the Secretariat Directorate through the Doctorate, Habilitation and Integrity Service (SDAI) provides other information necessary for the analysis of the candidacy files. The Central Election Commission checks the candidacy files for the position of CSUD member and displays the final list of candidates for each constituency.

Art. 15.

- (1) Doctoral supervisors and doctoral students shall vote on a single ballot paper, specific to the assigned district, according to the lists drawn up by the doctoral schools.
- (2) The ballot papers shall be drawn up as follows:
 - a) A separate type of ballot paper will be drawn up for each constituency, according to Annex no. 4 for doctoral supervisors and Annex no. 5 for doctoral students.
 - b) Candidates from a constituency will be mentioned on the ballot papers in alphabetical order, specifying the field of doctorate/doctoral school that he/she represents.
 - c) A ballot paper is considered valid if only one candidate from the number of candidates registered in that constituency is indicated.

Art. 16.

The Central Elections Commission prepares the ballots and organises the polling stations for the day, voting hours and location made public in the announcement on the election of the members of the CSUD.

Art. 17.

- (1) The candidates who obtained the highest number of votes in each of the 11 constituencies provided for in art.5 shall be declared elected members of the CSUD, doctoral supervisors.
- (2) The candidates who obtained the highest number of votes for the 5 constituencies provided for in art. 6 are declared elected members of the CSUD, doctoral students.

Art. 18.

- (1) In case of a tie in the number of votes obtained for doctoral supervisors, the following 2 tie-breaking criteria shall be taken into account:
 - (a) the candidate who supervised the highest number of doctoral students who have successfully been awarded the title of Doctor, is declared elected;
 - (b) If the number of doctoral students successfully supervised to the awarding of the title of Doctor is the same, the candidate with the longest period of activity is declared elected as a member of the council of the doctoral school/CSUD.
- (2) In case of equality in the number of votes obtained for doctoral students, the following 2 tie-breaking criteria shall be taken into account:
 - (a) the candidate with the highest number of scientific articles published during their doctoral studies is declared elected;
 - (b) if the number of published scientific articles is the same, the candidate with the highest number of oral communications/posters at international conferences is declared elected.

Art. 19.

The result of the vote shall be displayed on the www.doctorat.unibuc.ro website, *after filling in the minutes according to Annex no. 6, for each constituency.*

Art. 20.

Any appeals of the candidates declared ineligible, which concern procedural aspects, shall be formulated in writing and shall be submitted physically to the UB Registry, during working hours or electronically, at birou@doctorat.unibuc.ro address , within a maximum of 2 working days from the posting of the applications, until 3 p.m.

Art. 21.

The appeal, formulated in writing, and submitted according to art. 20, will be solved by the Central Election Commission within a maximum of 1 working day, the term starting to run from the first working day following the one on which it was registered.

Art. 22.

The response to the appeal shall be communicated to the petitioner within 24 hours from its formulation, by the president of the Central Election Commission and the president of the commission shall draft, as the case may be, the final report.

Art. 23.

(1) The UB Senate validates the result of the elections and the composition of the CSUD.

(2) The Rector of the University of Bucharest shall appoint, by decision, the members of the CSUD validated following the elections.

Art. 24.

If a position in the CSUD becomes vacant, by-elections will be held to fill it until the five-year term is completed.

CHAPTER III. Transitional and final provisions

Art. 25.

The mandate of the members of the CSUD starts from the date on which the decision of the Rector to appoint the composition of the CSUD was issued.

Art. 26.

The personal data of persons involved in the election process are processed in compliance with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons 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).

Art. 27.

The provisions of this Methodology were approved by the Senate of the University of Bucharest in the meeting of

R E C T O R,

Prof. univ. dr. Marian PREDA

DOCTORAL SUPERVISORS – Numbering on the ballot according to constituencies

Constituency No.	Distribution of doctoral schools by District	Number of members elected for each Constituency
1	Biology and Environmental Science	1
2	Psychology and Educational Sciences	1
3	Physics and Chemistry	1
4	Geography and Geology	1
5	History, Theology (Baptist and Roman Catholic) and Communication Sciences	1
6	Orthodox Theology and Philosophy	1
7	Law and Political Science	1
8	Mathematics and Computer Science	1
9	Sociology, Social Work and Administrative Sciences	1
10	Letters (Letters and SITT)	1
11	Foreign Languages and Literatures (Cultural Languages and Identities and Literary and Cultural Studies)	1

DOCTORAL STUDENTS – Numbering on the ballot according to constituencies

Constituency No.	Distribution by doctoral fields	Number of members elected for each Constituency
1	Mathematics, Computer Science, Physics, Chemistry, Biology, Geology, Geography and Environmental Science	1
2	Philosophy, History and Theology	1
3	Philology and Cultural Studies	1
4	Administrative Sciences, Law, Communication Sciences and Political Science	1
5	Psychology, Educational Sciences, Sociology and Social Work	1

UNIVERSITY OF BUCHAREST No. /*

NOTICE OF CANDIDACY – CSUD MEMBER**
Doctoral supervisor

The undersigned, born on, Personal Identification Number, employed in the position of at the Faculty....., University of Bucharest, I hereby submit my candidacy for member – doctoral supervisor in the Council for Doctoral Studies within the University of Bucharest.

I mention that I meet the minimum necessary and mandatory standards for granting the habilitation certificate, according to the legislation in force.

The list of doctoral students successfully supervised until the awarding of the title of Doctor and of doctoral students actively enrolled in the last 6 years includes:

I attach the file of participation in the competition with the documents provided by the competition methodology.

Date

.....

Signature

.....

*Registration number from the University Registry

**Shall be printed double-sided

INFORMATION ON THE CONFIDENTIALITY OF PERSONAL DATA

According to EU Regulation 679/2016 on the protection of natural persons with regard to the processing of personal data, the University of Bucharest is a data controller.

Personal information in the categories of identity, contact, education, professional experience, etc. is provided to the University of Bucharest by a doctoral student for the management of doctoral programmes organised by the faculties of the University of Bucharest. You are obliged to provide this personal data for the fulfillment of the aforementioned purpose, and refusal to provide this data may lead to difficulties or impossibility of completing the doctoral program.

The information is lawfully processed in accordance with: Law no. 199/2023 on Higher Education, as subsequently amended and supplemented, O.M.E. no. 3020/8 January 2024 for the approval of the Framework Regulation on Doctoral University Studies, the Regulation on the organization and conduct of doctoral degree programmes in the University of Bucharest 2024, with the amendments and completions given, etc.

From the point of view of Regulation (EU) 679/2016, the processing of personal data fulfils one of the following conditions: the processing is necessary for the performance of a contract to which the data subject is a party; the processing is necessary for the performance of a legal obligation incumbent on the controller, or the processing is necessary for the performance of a task which serves a public interest or which results from the exercise of official authority vested by the controller.

The information collected about you is kept in written form and/or in electronic form. We ensure that the information we hold is kept in secure locations, with an adequate level of security and with access allowed only to authorised personnel.

To the extent permitted by data protection law, in order to fulfil our contractual and legal obligations, we transmit your personal data to national authorities, service providers, etc. At this time, the recipients of personal information are: Ministry of Education and Research, C.N.A.T.D.C.U. / U.E.F.I.S.C.D.I., ARACIS etc.

If you wish to make a request under EU Regulation 679/2016, in order for us to respond to you in an effective way, you will need to provide us with information on the basis of which to establish your identity and information on the data you request.

Detailed information on the data processing carried out in the case of teaching staff is available on the website of the University of Bucharest at www.unibuc.ro/protectia-datelor/

UNIVERSITY OF BUCHAREST

No. /*

NOTICE OF CANDIDACY – CSUD MEMBER**

Doctoral student

The undersigned, born on, Personal Identification Number, registered on as a doctoral student at the Doctoral School, Faculty....., University of Bucharest, I submit my candidacy as a representative of doctoral students in the Council for Doctoral Studies of the University of Bucharest.

I attach the file of participation in the competition with the documents provided by the competition methodology.

Date

.....

Signature

.....

*Registration number from the University Registry

**Shall be printed double-sided

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The information is lawfully processed in accordance with: Higher Education Law no. 199/2023, as subsequently amended and supplemented, O.M.E. no. 3020/8 January 2024 for the approval of the Framework Regulation on Doctoral University Studies, the Regulation on the organization and conduct of doctoral degree programs in the University of Bucharest 2024, , with the given amendments and completions, etc.

From the point of view of Regulation (EU) 679/2016, the processing of personal data fulfils one of the following conditions: the processing is necessary for the performance of a contract to which the data subject is a party; the processing is necessary for the performance of a legal obligation incumbent on the controller, or the processing is necessary for the performance of a task which serves a public interest or which results from the exercise of official authority vested by the controller.

The information collected about you is kept in written form and/or in electronic form. We ensure that the information we hold is kept in secure locations, with an adequate level of security and with access allowed only to authorized personnel.

To the extent permitted by data protection law, in order to fulfil our contractual and legal obligations, we transmit your personal data to national authorities, service providers, etc. At this moment, the recipients of personal information are: Ministry of Education and Research, C.N.A.T.D.C.U. / U.E.F.I.S.C.D.I., ARACIS etc.

If you wish to make a request under EU Regulation 679/2016, in order for us to respond to you in an effective way, you will need to provide us with information on the basis of which to establish your identity and information on the data you request.

Detailed information on the data processing carried out in the case of doctoral students is available on the website of the University of Bucharest at www.unibuc.ro/protectia-datelor/

SPECIMEN BALLOT PAPER – DOCTORAL SUPERVISOR

[date of election]

BALLOT PAPER*
CONSTITUENCY NO. (constituency number to be mentioned)

For election – **doctoral supervisor** – in
Council for Doctoral Studies
2025-2030

Candidate:

1. Prof. Dr. (..... /)

☐

*The vote is considered valid when only one of the registered names is ticked on the ballot paper.

SPECIMEN BALLOT – DOCTORAL STUDENT

[date of election]

BALLOT PAPER*
CONSTITUENCY NO. (*constituency number to be mentioned*)

For the choice – **of the doctoral student** – in
the Council for Doctoral Studies
2025-2030

Candidate(s):

1. (..... /)

☐

*The vote is considered valid when only one of the registered names is ticked on the ballot paper.

MINUTES OF THE VOTING TEMPLATE

UNIVERSITY OF BUCHAREST

Minutes
on the election for [the subject of the election session – doctoral supervisor OR
doctoral student]
in the Council for Doctoral Studies

[date of the election]

CONSTITUENCY no.

It will be completed for each constituency

I. Voter participation:

A total of [number] tenured U.B. professors were present, out of the [number] tenured U.B. professors eligible to vote. The nominal attendance list, signed by the participating members, is annexed to these Minutes.

II. Application period:

Applications were submitted during the period [period] at [place of application]

III. Applications submitted:

1

2

The application form is annexed to these Minutes.

IV. Voting method:

Secret ballot, held on [date] between [time interval]

The votes cast shall be annexed to these Minutes.

V. Result of the vote

Following the count of the validly cast votes, the following candidate was declared elected::

[academic rank, name and surname of the candidate] – _____ votes

The candidate(s) who was/were not elected received the following votes:

The candidate [academic rank, first and last name of the candidate] received a number of _____ votes

Invalid votes: _____ votes

These Minutes shall be submitted at the [place of submission], where they shall be kept for the duration of the mandate, after which they shall be archived.

Central Elections / Voting Commission:

Prof. Dr. - President

HEADER

DECISION no. _____ of _____ 2025

Considering the provisions of the Law no. 199/2023 on Higher Education, as subsequently amended and supplemented;

Considering the Order of the Minister of Education no. 3020/2024 for the approval of the Framework Regulation on doctoral studies, with subsequent amendments and completions;

Considering the Regulation on the organisation and conduct of doctoral study programmes in the University of Bucharest, approved in the Senate meeting of July 17, 2024, with subsequent amendments and completions;

Considering the approval of the Management of the University of Bucharest,

RECTOR OF THE UNIVERSITY OF BUCHAREST**DECIDES:**

Art. 1 – The following electoral commission is appointed for the establishment of the Council for Doctoral University Studies called CSUD, term 2025 – 2030:

1. Professor Dr. Marian PREDA
2. Professor Dr. COMĂNESCU
3. Professor Dr. Bogdan MURGESCU
4. Professor Dr. Virgil BĂRAN.
5. Student Observer – Council for Student Affairs of the University of Bucharest
6. Secretary of the electoral commission – Alexandrina CHIRIAC

Art. 2 – The Secretariat Directorate will carry out this decision.

R E C T O R,
Professor Dr. Marian PREDA

...../2 ex.