

UNIVERSITY OF BUCHAREST
COUNCIL FOR DOCTORAL STUDIES

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**METHODOLOGY FOR SUPPORTING HIGH
PERFORMANCE IN DOCTORAL STUDENTS'
RESEARCH ACTIVITY**

**Adopted,
COUNCIL FOR DOCTORAL STUDIES**

**DIRECTOR
Prof. Virgil Băran, Ph.D.**

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1. Purpose

Art. 1. This methodology aims to describe the steps that a doctoral student goes through in order to access financial means developed by the University of Bucharest provided to support performance in the research activity. Also, through this methodology, the University of Bucharest responds to a series of legislative provisions regarding the internal quality assurance of doctoral studies. It was elaborated starting from the measures provided in the strategy of the Director of the CSUD for the 2020-2024 mandate and IT is the result of the internal and external evaluation of IOSUD, as well as of the doctoral schools, being part of the strategies and action policies in order to remedy the identified deficiencies, as well as to diversify the stimulation of scientific and academic performance.

Art. 2. The sources of funding used for this purpose come both from the funds allocated from the State Budget, through doctoral grants according to art. 63 paragraph (3) of the Law on Higher Education, as subsequently amended and supplemented, as well as from other funds of the University of Bucharest, consisting of own revenues.

2. Scope

Art. 3. The categories of measures to encourage the research performance of doctoral students are:

- a. participation in national and international scientific events;
- b. carrying out documentation/ research/ preparation trainings/ stays, academic/ research mobilities
- c. financial support granted in the case of theses under international co-supervision;
- d. carrying out academic/ research mobilities abroad for doctoral students enrolled on the European Doctorate route (*Doctor Europaeus/Europaea*);
- e. supporting the holding of doctoral student conferences organized at the level of the University of Bucharest;
- f. supporting the organisation of doctoral school conferences and the publication of their publications;
- g. financial support for the publication of scientific articles;

Art. 4. This methodology does not exclude the possibility that additional regulations and/or decisions meant to extend the range of forms of support and/or institutional award of performance are adopted, at the level of the University, faculties or doctoral schools, within the framework of doctoral studies. The approval of these requests will be the responsibility of the C.S.U.D.

3. Reference documents

Art. 5. The present methodology was elaborated starting from the following reference documents:

- a. Primary legislation
 - Law no. 199/2023 on Higher Education *with subsequent amendments and completions*;
 - GEO no. 75/2005 *on ensuring the quality of education, with subsequent amendments and completions*;
 - OME no. 3020/2024 *for the approval of the Framework Regulation on doctoral studies, with subsequent amendments and completions*.
- b. Secondary legislation

- OMEd no. 3651/2021 *on the approval of the Methodology for the evaluation of doctoral studies and the systems of criteria, standards and performance indicators used in the evaluation.*
 - OMEN no. 5110/2018 *on the approval of the minimum national standards for awarding the doctoral degree* (for doctoral students enrolled until the academic year 2025-2026);
 - OMEC no. 3018/2025 *on the approval of the necessary and mandatory national standards for the conferral of the doctoral degree* (for doctoral students enrolled starting with the academic year 2025-2026);
 - OME no. 6463/2023 *on the approval of the General Criteria for granting scholarships and other forms of financial support from the state budget for students and in the state higher education, full-time education.*
- c. Internal regulations of the University of Bucharest
- *Regulation for the organisation and conduct of doctoral degree programmes in the University of Bucharest;*
 - *Methodology for granting scholarships and other forms of support for students of the University of Bucharest - doctoral cycle;*
 - *Decision for the implementation of the Doctor Europeus/Europaea route at the University of Bucharest.*

4. Definitions

Term	Definition
European Doctorate	The European Doctorate (Doctor Europeus/Europaea) is a qualification added to the doctorate in science obtained at the University of Bucharest, within a programme proposed by the European University Association, with the specific purpose of facilitating the recognition and stimulating the integration of doctoral graduates from the European Union into the international academic, cultural and socio-economic environment.
Doctoral grant	The financing method for doctoral studies, multiannual for a minimum period of 4 years, taking into account the costs for the advanced studies programme and for the research programme.
Scientific event	An academic event that can be of several types: colloquium, conference, congress, round table, seminar, session, symposium or other scientific meetings. These can be national or international.
Peer-review	Collegial evaluation of the scientific, academic or professional activity, as the case may be, of a person or a scientific work, usually before publication, by experts from the academic environment working in the same field.
Doctoral student	The student enrolled in a doctoral degree programme carried out at the University of Bucharest. The provisions below are valid for doctoral students, regardless of the form of funding and regardless of the year of study (extensions are included). During periods of interruption of studies, the person admitted to a doctoral study programme no longer has the status of doctoral student. The quality of doctoral student lasts until the official submission of

	the doctoral thesis, after the preliminary defence, or until the issuance of the expulsion decision.
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5. Measures to support high performance in doctoral students' research work

5.1. Participation in national and international scientific events

Art. 6. The doctoral student can be financially supported with CSUD funding for a maximum of five academic trips to scientific events such as symposia, conferences, round tables, etc., which can be undertaken at any time during the doctoral studies, provided that at least one of the first three trips is to an event of great international impact, having at least two thirds of the participants affiliated to institutions from other countries, usually organised abroad.

Art. 7. The support is offered in the form of an academic mobility scholarship worth up to: 1000 euros for international conferences; and up to 500 euros for international conferences in the country, based on supporting documents (invoices/receipts/etc.), less for the amount allocated for the daily allowance. If the period established by the Travel Order is exceeded, the doctoral student bears the difference in amount from his own funds. At the end of the academic trip, in order to make the reimbursement of the expenses ~~settlement~~, the doctoral student brings proof of participation, indication of affiliation to the University of Bucharest and the supporting documents within 30 days from the end of the trip.

Art. 8. In order to be able to access the research funds from doctoral grants **at the first trip**, the doctoral student will indicate in a Substantiation Report the concrete elements that reflect the fact that the theme of his contribution to the scientific event is closely related to his doctoral thesis. Along with the Substantiation Report, the following will be attached: invitation/acceptance/confirmation of participation from the organisers/host.

8.1 In order to be able to access the research funds from doctoral grants for **the second and third trips**, at the time of submitting the application, the doctoral student must prove participation in at least one scientific event other than the one for which the first application for travel was submitted.

8.2 In order to be able to access the research funds from doctoral grants for **the fourth and the fifth trip**, the doctoral student must submit a proof of publication/ proof of acceptance for publication in an indexed specialised journal or in a volume published by a recognised publishing house, of at least one article, or proof of at least two articles in case of the fifth academic trip, in close connection with the research field of the doctoral thesis.

8.3 In exceptional cases, more than five trips to scientific events may be approved, the doctoral student having to motivate *in extenso* any request of this type, without exceeding the maximum ceiling provided by the legislation in force.

Art. 9. The doctoral students must comply with the procedural details that will be adopted by the CSUD within 30 days from the date of approval of this Methodology, as well as all the regulations in force regarding the reimbursement rules.

5.2. Participation in summer/winter schools, documentation/ research/ preparation trainings/mobilities

Art. 10. Summer/winter schools and documentation/research/preparation trainings/mobilities in the country or those lasting at least one week abroad will be financed through mobility grants, in accordance

with art.18 (3) of the ME Order no. 6463/2023 *on the establishment and approval of the General Criteria for granting scholarships and other forms of financial material support from the state budget for students and students in state higher education, full-time education.*

Art. 11. Mobility grants for documentation/research/doctoral trainings can usually be awarded, proportional to the duration of the training/ mobility. The cumulative duration of mobility scholarships/grants in the country cannot exceed 6 months, and those abroad cannot exceed 3 months; The total amount for these mobilities, granted in proportion to the duration of each mobility, cannot exceed 3,600 euros (maximum 1200 euros/month for those abroad, respectively 600 euros/month for those in the country).

Art. 12. If the doctoral student benefits from the funding of international mobility grants carried out through Erasmus+, DAAD, CIVIS or Fulbright ~~grants~~, he/she can benefit from a scholarship from the University of Bucharest that will complement the amount received from the funder up to the amount of 1,200 euros/month. The amount is granted for a maximum period of 6 months/one semester.

Art. 13. The granting of the amounts provided for in Article 12 shall be made separately from those of Articles 10 and 11.

5.3. Financial support for theses written under international co-supervision or written in languages of international circulation

Art. 14. The international mobility grants for financing abroad for doctoral students pursuing doctoral studies under international co-tutelage are allocated for a maximum of four trips to the university with which the cotutelage ends. These trips can be made separately or can be merged, provided that each trip lasts at least one month. The cumulative duration of the mobility grants cannot exceed 4 months, and the total amount granted for these mobilities cannot exceed 4,800 euros (1200 euros/month). Also, if the partner university requests the payment of an enrollment fee, it will be able to be reimbursed up to 1,000 euros. The granting of these mobility scholarships cannot be cumulated with the provisions of Articles 10 and 11.

Art. 15. If, through the cotutelle agreement, it is established that the thesis will be publicly defended at the partner university, the University of Bucharest will provide the transport expenses for the travel of the doctoral student, the doctoral supervisor and a referring member of the doctoral support committee. If the public defense of the thesis takes place at the University of Bucharest, accommodation for a maximum of two nights and transportation for the members of the defense committee proposed by the U.B. Any other arrangements regarding the coverage of the costs of the public defence of the thesis may be agreed by the partner universities through addenda to the cotutelle agreements. In order to apply for financial support, a request from the PhD supervisor and/or the director of the doctoral school is required based on the appointment of the doctoral committee.

Art. 16. Doctoral students who renounce the co-tutelage or do not complete the thesis on a date set by the co-tutelage contract are obliged to return the amounts related to the financial support they have received, according to the commitments assumed in the Substantiation Report.

Art. 17. At the same time, the writing of theses in an international language is supported, with the participation of members of the scientific community from abroad in the advisory and academic and/or

doctoral integrity committees. Also, the doctoral student can benefit from a mobility grant for a trip to the institution from which a member of the academic guidance and integrity committee or a member of the doctoral committee comes, the maximum amount awarded being 500 euros.

Art. 18. The publication of theses written in an international language that have obtained at least the qualification *Very Good* is supported by C.S.U.D., by covering the cost of publication at the University of Bucharest Publishing House.

5.4. Carrying out research/academic mobilities abroad for doctoral students enrolled on the European Doctorate route (*Doctor Europaeus/ Europaea*)

Art. 19. The documentation/research/preparation trainings/mobilities abroad for doctoral students enrolled on the *European Doctorate route* will be financed through international mobility scholarships, in accordance with art.18 (3) of the ME Order no. 6463/2023 on establishing the approval of the General Criteria for granting scholarships and other forms of financial material support from the state budget for students and trainees in state higher education, full-time education.

Art. 20. Mobility grants for documentation/research/preparation trainings/mobilities abroad for doctoral students enrolled on the European Doctorate route may be awarded, according to this Methodology, for trips with a total duration of at least three months to universities and research institutions in the European Union. The total amount of scholarships for this component cannot exceed the amount of 3,600 euros.

Art. 21. The doctoral students who gives up the *European Doctorate route* or do not complete the thesis on a date set by the commitment on the route are obliged to return the amounts related to the financial support they have benefited from, according to the commitments assumed in the Substantiation Note.

5.5. Financial support of doctoral student conferences organised at the level of the University of Bucharest

Art. 22. The University of Bucharest financially supports the conferences of doctoral students belonging to the universities of the Universitaria Consortium, as well as other conferences with international and/or national participation.

Art. 23. In the case of conferences organised at the University of Bucharest, the person responsible for each conference asks the C.S.U.D. for financial support for their organisation and conduct, detailing the categories of expenses and their estimated value.

Art. 24. The financial support from doctoral grants may also refer to the publications resulting from these events, but only to the extent that the acts of those scientific events have been subject to an external evaluation, such as *peer-review*, with a minimum of two specialised reviewers (maximum one reviewer from the University of Bucharest).

Art. 25. The total amounts approved in one year from the Rectorate's revenues for the support of doctoral student conferences organised at the level of the University of Bucharest may not exceed 0.6% of the total value of doctoral grants received in that year as institutional funding by the University of Bucharest.

5.6. Financial support for doctoral school conferences

Art. 26. Doctoral schools that organise conferences/colloquia/scientific sessions aimed highlighting the research activity of doctoral students may request financial support from the C.S.U.D. for their organisation and conduct.

Art. 27. Support will be given as a priority to events with international and/or national participation.

Art. 28. The amounts allocated from revenues from the Rectorate for the holding of the conferences of the doctoral school may not exceed 1.2% of the total value of the doctoral grants allocated in that year to the doctoral students of the respective doctoral school and of the tuition fees collected for doctoral studies.

Art. 29. The financial support from doctoral grants may also refer to the publications resulting from these events, but only to the extent that the acts of those scientific events have been subject to an external evaluation, such as *peer-review*, with a minimum of two specialized reviewers (maximum one reviewer from the University of Bucharest).

5.7. Financial support for the publication of scientific articles

Art. 30. The University of Bucharest can financially support the publication of scientific articles with doctoral students as sole authors or corresponding authors from doctoral grants, if their subject matter is closely related to the doctoral thesis and if the journals in which these articles appear are *peer-reviewed*. The request will be submitted to the CSUD and will bear the favorable opinion of the doctoral supervisor as well as that of the Council of the Doctoral School.

Art. 31. If the publications have several co-authors, the level of funding is $1/N$ of the cost of publication, where N is the number of authors of the paper. The request shall bear the approvals provided for in art. 30.

Art. 32. Financial support is granted with priority to articles published in ISI/Clarivate/Scopus journals with impact factor and/or high influence score, respectively in the red and yellow zones.

Art. 33. A doctoral student can benefit from financial support dedicated to the publication of up to two articles accepted at any time during their doctoral studies.

6. Final and transitional provisions

Art. 34. In order to benefit from financial support from CSUD funds, the doctoral student must submit a Substantiation Note accompanied by the travel request and the invitation/letter/confirmation of participation/official email. These must be submitted at least two weeks before the trip.

Art. 35. Doctoral students who benefit from financial support from the University of Bucharest will compulsorily mention their affiliation to the higher education institution, regardless of the extent to which they benefited from it. Otherwise, the beneficiaries are obliged to return the amounts related to the financial support they have received, according to the commitments assumed in the Substantiation Note.

Art. 36. The models of Substantiation Notes and informative materials for doctoral students will be adopted by C.S.U.D. and published on the website within 30 days from the approval of this Methodology. As the case may be, the Substantiation Notes are initiated either by the doctoral students or by the directors of the doctoral schools.

Art. 37. If the Substantiation Notes are initiated by the doctoral students, they will contain the favourable opinion of the doctoral supervisor, the director of the Doctoral School, and, as the case may be, of the Dean of the Faculty in which the Doctoral School operates, being approved by the Rector, through the power of attorney granted to the Director of the C.S.U.D.

Art. 38. If the settlement payment is made in RON, the amount is carried over to the date of registration of the reimbursement by the Financial Registry Service.

Art. 39. If the Substantiation Notes are initiated by the director of the Doctoral School, they will contain, as the case may be, the favourable opinion of the Dean of the Faculty in which the Doctoral School operates, being approved by the Rector, through the empowerment granted to the Director of C.S.U.D.

Art. 40. The ascertainment of the non-fulfillment of the assumptions committed by the directors of the doctoral schools or by the doctoral students is made by the Director of the C.S.U.D., who initiates the necessary steps to recover the unjustified funding.

Art. 41. By adopting this Methodology, any other regulations of the University of Bucharest in this area are repealed.

Rector.

Professor Dr. Marian Preda