

UNIVERSITY OF BUCHAREST
COUNCIL FOR DOCTORAL STUDIES

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**METHODOLOGY FOR SUPPORTING HIGH
PERFORMANCE IN THE RESEARCH ACTIVITY OF
DOCTORAL STUDENTS**

Adopted,
COUNCIL FOR DOCTORAL STUDIES

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1. Purpose

Art. 1. This methodology aims to describe the steps that a doctoral student must follow in order to access financial means developed by the University of Bucharest provided to support high 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 funding sources used for this purpose come both from 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 of application

Art. 3. The designated categories of measures aimed at fostering and encouraging excellence within the research activities of doctoral students comprise the following:

- a. participation in national and international scientific events;
- b. conducting doctoral research, documentation, training
- c. financial support granted for theses in international cotutelle;
- d. conducting research mobilities/stays abroad for doctoral students enrolled on the European Doctorate route (*Doctor Europaeus/Europaea*);
- e. supporting the organisation of doctoral student conferences at the level of the University of Bucharest;
- f. supporting the organisation of doctoral school conferences and the editing of their publications;
- g. financial support for publishing scientific articles;

Art. 4. This methodology does not exclude the possibility that additional regulations and/or decisions meant to expand 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. These requests shall be subject to approval by the CSUD (Council for Doctoral University Studies).

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 title of Doctor* (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 title of Doctor* (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	Convention of a scholarly nature, which may encompass various formats, including but not limited to colloquia, conferences, congresses, roundtables, seminars, scientific sessions, symposia, or other scholarly assemblies. Such events may be organised at either national or international level.
Peer-review	Collegiate 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 the research activity of doctoral students

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 financial support shall be awarded in the form of a mobility scholarship up to a maximum threshold of: EUR 1,000 for international conferences; and up to EUR 500 for international conferences. Financial settlement is contingent upon the submission of comprehensive verifiable supporting documentation (invoices, receipts, etc.), excluding the specific amounts allocated for daily subsistence allowances (per diem). Should the duration of the mobility exceed the timeframe officially stipulated in the Travel Order, the doctoral candidate shall bear any resulting financial deficit from personal funds. Upon conclusion of the mobility, for the purpose of financial reconciliation and reimbursement, the doctoral candidate must submit proof of active participation, evidence indicating institutional affiliation to the University of Bucharest, and all relevant supporting financial documents within a definitive period of 30 days following the termination of the travel.

Art. 8. In order to be able to access the research funds from doctoral grants **at the first trip**, the doctoral student shall indicate in a Substantiation Note the concrete elements that reflect the fact that the topic of their contribution to the scientific event is closely related to their doctoral thesis. Along with the Substantiation Note, 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 travel order 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 stays/mobilities

Art. 10. Summer/winter schools and documentation/research/preparation stays/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 training stays can usually be awarded, proportional to the duration of the training/stay. The cumulative duration of mobility scholarships in the country cannot exceed 6 months, and of those from abroad cannot exceed 3 months; the total amount for these mobilities, granted proportionally with the duration of each mobility, cannot exceed 3,600 euros (at most 1,200 euros/month for those from abroad, respectively 600 euros/month for those from 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 supplement 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 cotutelle or written in languages of international circulation

Art. 14. International mobility grants for financing mobilities/stays abroad for doctoral students pursuing doctoral university studies under international cotutelle are allocated for at most four trips to the university with which the cotutelle 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 is to be publicly defended at the partner university, the University of Bucharest ensures the transport expenses for the travel of the doctoral student, the doctoral supervisor and one reviewer/member of the doctoral committee. If the public defense of the thesis takes place at the University of Bucharest, there is ensured the accommodation for at most two nights and the transport for the members of the defense committee proposed on behalf of U.B. Eventual other arrangements referring to the covering of the costs of the public defense can be agreed upon by the partner universities through additional acts to the cotutelle agreements. In order to apply for financial support, a request from the doctoral supervisor and/or the director of the doctoral school is required based on the Decision of appointment of the doctoral committee.

Art. 16. The doctoral students who withdraw from the cotutelle or do not finalise the thesis at a date fixed through the cotutelle contract are obliged to return the amounts related to the financial support from which they benefited, according to the commitments assumed in the Substantiation Note.

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 academic guidance and integrity committees. Also, the doctoral student can benefit from a mobility scholarship 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 granted 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 CSUD, by covering the cost of publication at the University of Bucharest Publishing House.

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

Art. 19. The documentation/research/preparation stays/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 scholarships for documentation/research/preparation stays/mobilities abroad for doctoral students enrolled on the *European Doctorate route* may be awarded, according to this Methodology, for trips to universities and research institutions in the European Union that do not exceed a duration of three months. The total amount of scholarships for this component cannot exceed the amount of 3,600 euros.

Art. 21. The doctoral students who withdraw from 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 CSUD 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 papers 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 CSUD 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 organisation and conduct 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 specialised 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 favourable endorsement 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 Order form 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 the CSUD 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 endorsement 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, with approval granted by the CSUD Director on behalf of the Rector.

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 endorsement of the Dean of the Faculty in which the Doctoral School operates, and with approval granted by the CSUD Director on behalf of the Rector.

Art. 40. Failure to meet the commitments made by the Doctoral School directors or doctoral students is determined by the CSUD Director, who shall initiate 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,

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