

UNIVERSITY OF BUCHAREST
DIRECTORATE OF THE SECRETARIAT & C.S.U.D.

**Procedure for the completion of doctoral studies
at the level of the University of Bucharest**

Chapter I – General provisions

Art. 1.

(1) This procedure establishes the rules applicable for the completion of doctoral studies at the level of the University of Bucharest.

(2) This procedure is adopted pursuant to Law no. 199/2023 *on Higher Education*, as subsequently amended and supplemented ("Law no. 199/2023"), the Order of the Minister of Education no. 3020/2024 of 8 January 2024 for the approval of the *Framework Regulation on doctoral university studies*, with subsequent amendments and completions ("Framework Regulation"), the Order of the Minister of Education and Research no. 3741/2025 of 8 April 2025 for the approval of the *Methodology on the analysis of the administrative procedure carried out at the level of the Institutions Organising Doctoral Studies for the award of the Doctoral Degree* and the *Regulation on the organisation and conduct of doctoral study programmes in the University of Bucharest* approved by the Senate in its meeting of 17.07.2024, with subsequent amendments and completions ("UB Regulation").

Art. 2.

(1) The steps to be taken in order to complete the doctoral studies are the following:

- a) the doctoral student must obtain their doctoral supervisor's agreement in order to submit the doctoral thesis to the secretariat of the doctoral school;
- b) the doctoral student must submit the doctoral thesis in electronic format at the secretariat of the doctoral school, together with the abstract of the doctoral thesis, the statement on one's own responsibility regarding the originality of the doctoral thesis and the note regarding the fulfilment of the minimum standards necessary for the granting of the Doctoral Degree in the field in which the doctoral thesis is elaborated;
- c) conducting of the similarity analysis using one of the programmes recognised by the National Commission for the Attestation of University Titles, Diplomas and Certificates ("CNATDCU") including the AI component;
- d) interpretation of the result of the similarity analysis;
- e) presentation of the doctoral thesis before the academic guidance and integrity committee established at the level of the doctoral school, according to the own Regulation of the Institution Organising Doctoral Studies - University of Bucharest ("IODS - UB");
- f) posting the doctoral thesis on the national platform managed by the Executive Unit for Financing Higher Education, Research, Development and Innovation ("UEFISCDI"), in accordance with the legal provisions in force in the field of copyright;
- g) conducting the public defense of the doctoral thesis.

- (2) The doctoral thesis, together with the report confirming the fulfillment of the minimum standards necessary for the granting of the Doctoral Degree (and the Doctoral Diploma), must be submitted to the secretariat of the doctoral school, for the public defense, within a maximum of 4 years from the date of the beginning of the doctoral studies or, as the case may be, at the end of the periods of interruption/extension or reduction provided by the UB Regulation.
- (3) The public defense of the doctoral thesis takes place within a maximum of one year from the moment of its official submission.
- (4) If the public defence does not take place within the term provided for in paragraph (3), the doctoral school shall initiate the expulsion procedure.
- (5) In the case of doctoral studies carried out in cotutelle/co-direction, the requirements provided in the Cotutelle/Co-direction Contract will be complied with, and the forms will also mention the name of the second doctoral supervisor.

Art. 3.

The procedure for the public defense of the doctoral thesis is initiated by the approval by the Council for Doctoral Studies ("CSUD") of the doctoral committee, whose composition is proposed by the doctoral supervisor and endorsed by the council of the doctoral school.

Chapter II – Verification for the purpose of the issuance of the similarity report

Art. 4.

- (1) Public defence can take place only after completing the following stages:
 - a) The secretariat of the doctoral school informs the doctoral student, at least 60 days before the final deadline, about the deadlines for verification and delivery in order to submit and defend the doctoral thesis. The secretariat carries out this communication procedure via e-mail to the institutional addresses of the doctoral student and their supervisor. The doctoral student is obliged to confirm electronically to the secretariat and the doctoral supervisor that they have become aware of the respective information;
 - b) The director of the doctoral school may also decide on the use of additional means of information.
- (2) On the basis of an application (**Annex 1**), usually 30 days before the final deadline for submission, the doctoral student submits the doctoral thesis in electronic (digital) format on CD/Cloud at the secretariat of the doctoral school, together with the abstract of the doctoral thesis, the list of their publications and the statement of one's own responsibility regarding the originality of the doctoral thesis (Statement of Academic Integrity) (**Annex 2**). The secretariat of the doctoral school uploads the doctoral thesis submitted in electronic format to the Drive folder indicated by the Doctorate, Habilitation and Integrity Service (called SDAI).
- (3) The doctoral school sends the doctoral thesis to the e-mail address: birou@doctorat.unibuc.ro, to SDAI, by transmittal letter (**Annex 3**), in electronic format (in Word or PDF, in a single document that will contain: cover page, table of contents, bibliography), which is to be subjected to similarity analysis, by using a program recognized by CNATDCU (including the AI component). In the e-mail, the CC includes the institutional e-mail addresses of the director of the doctoral school, the doctoral supervisor and the doctoral student.
- (4) SDAI generates the similarity ratio for the doctoral thesis, by using a program recognised by CNATDCU (including the AI component).
- (5) The doctoral school has the option to apply part B of paragraph (9) of the *Procedure on the Preventive Electronic Control of Doctoral Theses*, according to which: "if a professor uploads the doctoral thesis in the Turnitin programme for a preliminary verification, he/she must also issue the final Report, before the doctoral thesis is defended in front of the academic integrity and guidance committee. In this case, the doctoral thesis in electronic (digital) format will no longer be centrally verified at the level of the UB. The

final similarity report generated by the Turnitin programme will be sent by e-mail by the doctoral supervisor or by the authorised person who verified the doctoral thesis, accompanied by a statement (Annex 1 of the Procedure on the preventive electronic control of doctoral theses), to the director of the doctoral school/dean of the faculty, SDAI and to the secretariat of the doctoral school". In both cases, the similarity report, which is part of the doctoral file, will be fully uploaded into the Drive indicated by SDAI.

- (6) The similarities report is sent by SDAI, within one working day, to the director of the doctoral school, to the doctoral supervisor, to the doctoral student and to the secretary of the doctoral school, to their institutional e-mail addresses. The doctoral supervisor has the obligation to submit the report to the members of the academic guidance and integrity committee for the analysis. If the director of the doctoral school is also the doctoral supervisor, the message will be sent to the dean of the faculty, in CC, as well. The analysis and interpretation of the result of the similarity report are carried out by the doctoral supervisor, the academic guidance and integrity committee, as well as by the director of the doctoral school as the person/persons designated by the doctoral school before the preliminary defense. The verification is carried out on the basis of the standards contained in the National Guide on the Writing of Doctoral Theses, developed by the C.N.A.T.D.C.U., based on the law. The doctoral supervisor, the members of the academic guidance and integrity committee and the designated person shall complete the resolution on the similarities report (**Annex 4**).
- (7) If the analysis of the similarity report confirms the existence of elements constituting a case of plagiarism, defined according to the legal provisions, the doctoral supervisor, in consultation with the director of the doctoral school or, as the case may be, the dean, organises the doctoral school's own analysis 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, informs the secretariat of the doctoral school and SDAI about the result of the analysis of the doctoral school council (including the deadline for rewriting the doctoral thesis, if applicable).
- (8) In the event that the similarity ratio indicates the need to make changes to the doctoral thesis, the doctoral student and the doctoral supervisor are officially notified by the doctoral school. After correcting the notified elements, the steps in points (2) to (6) leading to a new similarity report are resumed; or, for limited corrections (drafting, spelling, etc.), when completing the list of changes (**Annex 5**).
- (9) If the analysis of the similarity report does not confirm the existence of the constituent elements of a case of plagiarism, defined according to the legal provisions, or no changes are necessary at the level of the thesis, 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 regarding the fulfillment of the requirements for the organisation of the pre-defense, which is public.

Chapter III – The preliminary defence in front of the academic guidance and integrity committee

Art. 5.

- (1) The doctoral thesis is presented in the public preliminary defense session in front of the doctoral supervisor and the academic guidance and integrity committee, established at the level of the doctoral school according to the UB Regulation. The preliminary defense can take place in a hybrid format, with the physical presence of the doctoral student and the doctoral supervisor. The date of the preliminary defense is specified in the application form for the organisation of the preliminary defense (**Annex 6**), filled in by the doctoral student, endorsed by the doctoral supervisor and registered at the doctoral school.
- (2) In situations thoroughly justified, with the approval of the Director of the CSUD, at the request of the doctoral student and with the approval of the doctoral supervisor, the preliminary defense may take place completely in online format.

- (3) The process of verification and evaluation of the doctoral thesis, from the date of submission to the secretariat, until the official submission, may not exceed 30 days and may be extended by a maximum of 30 days, in situations thoroughly justified, with the approval of the director of the CSUD.
- (4) After the preliminary defense is successfully completed, the academic guidance and integrity committee draws up the agreement for the official submission of the doctoral thesis and for the organisation of the public defense (**Annex 7**), and the doctoral supervisor prepares the Acceptance Report (**Annex 7bis**).
- (5) If the observations and recommendations of the academic guidance and integrity committee imply substantial changes to the thesis, then the resolution is mandatory for NON-APPROVAL, and the doctoral supervisor, together with the academic guidance and integrity committee, sets a deadline due in maximum 6 (six) months for the revision of the thesis.
- (6) In the situation provided for in paragraph (5), the protocol is to recommence the procedure from the stage of submitting the doctoral thesis, by means of completing an application form (**Annex 1**).
- (7) If there are initially votes in favor of non-approval, by one or more members of the academic guidance and integrity committee, they must be argued in writing and accompanied by possible remedial solutions. After the remediation, if the recommendation of the academic guidance and integrity committee and the results of the analysis of the similarity report lead to the favourable resolution (APPROVAL), the doctoral supervisor decides on the official submission of the thesis and the organisation of the public defense, within the term provided in paragraph (3).
- (8) If, at the second submission before the academic guidance and integrity committee, the well-reasoned resolution is of NON-APPROVAL, the doctoral supervisor and the academic guidance and integrity committee propose the expulsion of the doctoral student. The expulsion proposal will be sent to the CSUD for approval and for the issuance of the expulsion order.
- (9) In order to publish the doctoral thesis in preview for public consultation, on the national electronic platform managed by UEFISCDI, the doctoral student submits to the secretariat of the doctoral school, the following documents:
 - a) the formal submission application containing the estimated date of public defence (**Annex 8**);
 - b) the doctoral thesis, in printed format (1 copy) and in electronic format, if applicable (after introducing the changes recommended by the academic guidance and integrity committee);
 - c) the abstract of the doctoral thesis;
 - d) the statement on one's own responsibility regarding the originality of the doctoral thesis (**Annex 2**);
 - e) the CV of the doctoral student and the scientific dissertation;
 - f) the declaration of acknowledgment that the doctoral thesis and its annexes will be published in preview on the national public consultation platform, for 90 days, according to the legal provisions in force, before the public defense (**Annex 9**).
- (10) With the submission of the doctoral thesis, with the support of the secretariat of the doctoral school, the doctoral student prepares and submits a file containing the documents necessary for uploading to the national electronic platform managed by UEFISCDI for public consultation according to the List of Documents (**Annex 8bis**).
- (11) The secretariat of the doctoral school completes the doctoral student's file with the following documents:
 - a) the similarity report issued for the preliminary defence;
 - b) the resolution (**Annex 3**) on the similarity report on the part of the academic guidance and integrity committee and the designated person;
 - c) the Acceptance Report of the doctoral supervisor and the agreement from the academic guidance and integrity committee (with the resolution FAVOURABLE ENDORSEMENT);
 - d) the Decision for the appointment of the academic guidance and integrity committee, constituted according to the provisions of art. 14 paragraph (12) and (13) of the Framework Regulation on doctoral studies, approved by the Order of the Minister of Education no. 3.020/2024, with subsequent amendments and completions;

- e) the preliminary report (**Annex 10**) on the course of the doctoral studies.
- (12) Doctoral students who hold study documents issued by foreign institutions present their equivalence by the specialised directorates within the relevant ministry.

Art. 6.

- (1) The doctoral thesis, its annexes and the declaration (**Annex 9**) of the doctoral student that he/she has become aware of the fact that the doctoral thesis will be published in preview on the national public consultation platform, for 90 days, before the public defense, will be sent to SDAI for upload to the national platform. They will be available for public consultation for 90 calendar days on the national platform managed by UEFISCDI, in accordance with the legal provisions in force in the field of copyright.
- (2) During the 90-day period, any authenticated natural person or legal entity may make observations regarding the existence of deviations from the standards of ethics and deontology, including from the perspective of the existence of elements of plagiarism. The comments will be sent online to the e-mail address provided by the CSUD, respectively director@csud.unibuc.ro.
- (3) The notifications received from the email address mentioned in paragraph (2) shall be sent to the doctoral school, which shall draw up a validation/invalidation report after the 90 days, which shall be part of the doctoral file.

At the end of the 90 days, after receiving the notification by the CSUD, issued by the national platform managed by UEFISCDI regarding the expiry of the public consultation period, the doctoral school is informed and prepares the Validation/Invalidation Report (**Annex 11**), and will be submitted for analysis and decision to the CSUD, in order to validate the initiation of the public defense procedure of the doctoral thesis.

- (4) The validation/invalidation report (**Annex 11**) will be sent to the CSUD, accompanied by the doctoral thesis, in electronic format, for the issuance of the similarities report after the public consultation period and the issuance of the CSUD validation/invalidation decision.
- (5) If the CSUD invalidates the initiation of the procedure for the public defense of the doctoral thesis, the doctoral school will receive recommendations regarding the revision of the doctoral thesis and the removal of situations that do not comply with scientific, ethical and deontological standards, and the doctoral student has the obligation to remedy the content of the thesis within 3 (three) months from the communication of the decision to invalidate the defense, with the resumption of the procedure from art. 4, respectively with the submission of the doctoral thesis based on application form.

Chapter IV – The public defense of the doctoral thesis

Art. 7.

- (1) If the decision of the CSUD (**Annex 12**) is to validate the doctoral thesis, the public defense procedure is initiated by establishing the doctoral committee. The doctoral committee is proposed by the doctoral supervisor, endorsed by the council of the doctoral school and approved by the CSUD.
- (2) The doctoral committee is made up of the president, as a representative of IOSUD-UB, the doctoral supervisor and at least 3 (three) official referees, of which at least two specialists carry out their activity outside IOSUD-UB. The persons proposed to be members of the committee must be renowned specialists, with relevant concerns and contributions to the issue of the doctoral thesis and to meet the internal standards of the University of Bucharest and of the doctoral schools. Of those proposed as referents, apart from those who are part of the "Universitaria" consortium, only one may be, by exception and in well-justified cases, affiliated to an institution other than the advanced research universities abroad or in the country, the institutes of the Romanian Academy, the National Research and Development Institutes and other prestigious research institutions abroad. The members of the academic guidance and integrity committee cannot be nominated as members of the public defense committee of the doctoral thesis.

- (3) The president of the doctoral committee is either the director of the doctoral school, the dean of the faculty in which the doctoral school operates or their delegate, having the teaching function of at least a university Associate Professor or a scientific researcher of the second degree.
- (4) The reviewers are specialists in the field in which the doctoral thesis was elaborated, have the title of Doctor and have the teaching position of at least Associate Professor or Scientific Researcher of the second degree, or have obtained the qualification and have the quality of doctoral supervisor, in the country or abroad.
- (5) In the case of the doctoral studies carried out in cotutelle/co-direction, depending on the clauses of the respective agreement, the doctoral committee is made up of specialists from both institutions and is chaired by a representative of the institution hosting the public defense of the doctoral thesis. The doctoral committee can be completed with 1-2 specialists from a third Higher Education Institution.
- (6) If the president or one of the members of the doctoral committee becomes unavailable, he/she may be replaced at the proposal of the doctoral supervisor, with the approval of the doctoral school council and with the approval of the CSUD.
- (7) The doctoral school submits to the SDAI the committee proposal (**Annex 13** with 4 formats), to be approved by the CSUD.
- (8) SDAI prepares the CSUD decision for the appointment of the doctoral committee and sends it electronically (**Annex 14** with 2 formats), scanned in pdf format, to the secretariat of the doctoral school and the Human Resources Department.
- (9) The secretariat of the doctoral school drafts the letters for the members of the doctoral committee (**Annex 15** with 2 formats) and ensures that they are sent together with the doctoral thesis, the list of publications, the CV/ scientific report and the list of mandatory activities. They will be accompanied by the forms of the documents for payment.
- (10) The reviewers have the obligation to submit / send in the analytic reports to the secretariat of the doctoral school, within 30 days from the date of receipt of the doctoral thesis, accompanied by the CVs or links where they can be viewed (with minimum personal data: name, surname, institutional e-mail address, updated, dated and signed) and payment documents, including the taxpayer's declaration (**Annex 16**).
- (11) If at least one official reviewer considers that the thesis does not meet the quality standards, it will have to be redone.
- (12) The doctoral supervisor informs the doctoral student that the thesis must be redone and sets the deadline for rework, which must not be more than 6 (six) months. The rewritten doctoral thesis will be subjected to a new verification in order to issue the updated similarity report. The revised doctoral thesis is submitted by the doctoral student to the secretariat of the doctoral school with the written consent of the doctoral supervisor. The official reviewers receive electronically the redrafted thesis with the indication of the changes made and send to the doctoral school either the confirmation of the initial reports or their updated form.
- (13) If, during the stages prior to the public defense of the doctoral thesis, minor material errors (writing, spelling, etc.) are found in the content of the thesis or there are minor recommendations from the members of the doctoral committee, the doctoral student has the possibility to correct them without the need to resume the preliminary defence in front of the academic guidance and integrity committee and to re-submit the thesis to the UEFISCDI platform for public consultation.
- (14) Before the public defense, at the request of the doctoral student (**Annex 17**) and with the opinion of the doctoral supervisor, IOSUD-UB has the obligation to verify the final version of the doctoral thesis by means of a computer programme for detecting similarities including the AI component and to issue a new similarity report.
- (15) The public defense of the doctoral thesis can be organised only if all the reports prepared by the reviewers contain the recommendation/proposal for awarding the Doctoral Degree in the field in which the doctoral student was enrolled. They are submitted to the secretariat of the doctoral school at least 25 days before the public defence in physical or electronic format.

(16) The application form for setting the date of public defense of the doctoral thesis is formulated by the doctoral student, endorsed by the doctoral supervisor and by the president of the doctoral committee. The Secretariat of the Doctoral School shall submit to the doctoral student the standard application form for setting the date of public defence (**Annex 18**), after fulfilling all the requirements provided by the regulations in force.

(17) The application form is registered at the secretariat of the doctoral school at least 25 calendar days before the proposed date for public defence. The proposed date for the public defense cannot be earlier than the previously estimated date for the public defense.

(18) The doctoral school provides access to the content of the doctoral thesis at the specialised library: a copy of the doctoral thesis is delivered on the basis of a report to the faculty library (**Annex 19**), at least 20 days before the established date.

(19) To the physical file of the doctoral student, the secretariat will attach the following documents, in one copy:

- a) copy of the doctoral programme curriculum;
- b) any changes that may have occurred in the status of the doctoral student;
- c) the similarity reports (excerpt, showing the title and author of the thesis, as well as the percentage of similarities);
- d) the Handover Protocol for the delivery of a copy of the doctoral thesis to the faculty library (**Annex19**).

(20) The date, time and place of the defense of the doctoral thesis shall be posted at the headquarters of the doctoral school at least 20 calendar days before the date proposed in the application form for the public defence; at the same time, the announcement of the public defense in Word format (**Annex 20**), the abstract of the doctoral thesis in pdf format, the scientific memorandum in pdf format, the CV of the doctoral student (the doctoral student decides whether the CV will contain confidential personal data in addition to the name, first name and an e-mail address) and the CVs of all members of the doctoral committee (with minimum personal data: name, surname, institutional e-mail address dated) or links where they can be viewed, will be sent electronically to SDAI for posting on the IOSUD-UB page. If the doctoral thesis is written in an international language, the abstract of the doctoral thesis is compulsorily elaborated and disseminated in Romanian.

Art. 8.

(1) The public defense of the doctoral thesis can take place in the presence of at least 4 of the 5 members of the doctoral committee, with the mandatory physical participation of the president of the doctoral committee, the doctoral supervisor(s) (in the case of cotutelle/co-direction) and the doctoral student. The other members of the committee can also participate online, in which case the participation vote (**Annex 23**) will be completed with the obligation to record the public defense by the doctoral school. If one of the three referees cannot participate in the defense (physically or online), for well-founded reasons, he/she must send the written vote to the president of the committee before the public defense takes place (**Annex 22**). In case of force majeure, for the doctoral thesis developed in cotutelle/co-direction, with the approval of the CSUD, the doctoral supervisor from the partner institution can participate online and will fill in the participation vote (**Annex 24**).

(2) The public defense must include a Q&A session from the members of the doctoral committee and the public, which will be recorded in the official Minutes of the public defense.

(3) If the doctoral thesis is written in an international language, the public defense can be done in that language.

(4) Based on the public defense of the doctoral thesis, the reports of the reviewers, the statement on the originality of the work and the analysis on the degree of similarities, the doctoral committee evaluates and deliberates on the awarding of the Doctoral Diploma, in compliance with the minimum standards developed by CNATDCU for the granting of the Doctoral Diploma. The doctoral committee also deliberates on the

grade to be assigned to the doctoral thesis and drafts the Minutes of the public defense (**Annex 21**) of the doctoral thesis, signed by the president of the committee and by all the members present of the doctoral committee. The grades that can be assigned are: "Excellent", "Very good", "Good", "Satisfactory" or "Unsatisfactory", in compliance with the criteria for awarding the grades assigned to doctoral theses established by the doctoral school council.

(5) If the doctoral committee has decided to award the qualification "Excellent", "Very Good", "Good" or "Satisfactory", the president of the committee communicates to the audience the decision to award the doctoral student the Doctoral Degree.

(6) For the public defence, the doctoral student fills in the statement regarding the options regarding the publishing of the doctoral thesis (**Annex 25**). If the doctoral student does not opt for the separate publication of the thesis or some chapters of it, the digital copy of the thesis remains public and will be freely accessible on the national platform managed by UEFISCDI, including after the decision to award the Doctoral Degree. The doctoral thesis will be awarded a copyright protection license.

(7) If the doctoral student opts for the separate publication of the doctoral thesis or some chapters thereof, he/she benefits from a grace period of maximum 24 months from the date of issuance of the Decision awarding the Doctoral Degree for this publication (with the awarding of a license), during which the doctoral thesis, in digital format, becomes inaccessible to the public. After the expiry of the grace period, if no notification regarding the separate publication of the thesis has been uploaded to the platform managed by UEFISCDI, the document in digital format becomes automatically accessible, with the attribution of a copyright protection license.

(8) After the publication of the thesis or some chapters of it, the author has the obligation to notify IOSUD-UB, at the email address birou@doctorat.unibuc.ro, on this fact and to send the bibliographic indication and a link to the publication, which will then be made public on the national platform managed by UEFISCDI.

(9) In case of failure to meet the minimum standards necessary for the granting of the Doctoral Diploma and/or obtaining the qualification "Unsatisfactory", the doctoral committee will specify the elements to be redone or completed in the doctoral thesis and the related period granted to the doctoral student, of maximum 6 (six) months, and will request a new public defense of the thesis. The second public defense of the thesis takes place in front of the same doctoral committee. If the minimum standards are not met even at the second public defense and the minimum qualification "Satisfactory" is not obtained, the Doctoral Diploma will not be awarded, and the doctoral student will be expelled.

Chapter V – Content of the doctoral file for the national electronic platform

Art. 9.

The doctoral file uploaded to the national electronic platform contains the following documents:

- a)** scanned copy of the doctoral student's identity card;
- b)** scanned copy of the birth certificate of the doctoral student;
- c)** scanned copy of the marriage certificate and other documents certifying the name change, if applicable;
- d)** the CV of the doctoral student;
- e)** the Decision of admission to the doctoral degree programme;
- f)** the Contract for Doctoral Studies and the Addenda amending the clauses of the Contract for Doctoral Studies;
- g)** the Decision to appoint the academic guidance and integrity committee;
- h)** application form, signed by the doctoral student, registered at the doctoral school, regarding the start of the thesis evaluation procedures by the academic guidance and integrity committee, endorsed by the doctoral supervisor, in order to defend the thesis;

- i)** scanned copy of the declaration signed by the doctoral student and the doctoral supervisor regarding the assumption of one's own responsibility for ensuring the originality of the content of the doctoral thesis, as well as the observance of the quality and professional ethics standards;
- j)** reports on the degree of similarities, which will include both the resolution of the doctoral supervisor, the academic guidance and integrity committee, and the person/persons designated by the doctoral school;
- k)** the acceptance report of the doctoral supervisor and the agreement of the members of the academic guidance and integrity committee concluded following the preliminary defence of the doctoral thesis;
- l)** the report drawn up by the doctoral school in order to validate the initiation of the procedure for the public defense of the doctoral thesis, after the end of the 90-day period of public consultation of the doctoral thesis, accompanied by documents attesting the course of the study programme;
- m)** the Decision of the CSUD to validate the initiation of the procedure for the public defense of the doctoral thesis;
- n)** the request (application form) for setting the date for the public defense of the doctoral thesis, formulated by the doctoral student, endorsed by the doctoral supervisor and the president of the defense committee, registered at the secretariat of the doctoral school at least 25 calendar days before the proposed date for the defense. The proposed date for the public defense cannot be earlier than the previously estimated date for the public defense;
- o)** the announcement for the public defense, drawn up at least 20 calendar days before the proposed date for the defence. The announcement will necessarily include information about the location, date and time of the defense, the doctoral student, the doctoral supervisor(s), as well as about the place where the full text of the thesis can be consulted in printed copy;
- p)** the Decision to appoint the doctoral committee;
- q)** the reports of the official reviewers, members of the doctoral committee, signed by them, in the form of scanned copies or electronically signed documents, submitted at least 25 days before the defense of the thesis;
- r)** the doctoral supervisor's report, submitted at least 25 days before the public defense of the thesis;
- s)** the official Minutes of the public defense of the doctoral thesis and the annex with Questions and Answers, which contains the proposal for awarding the Doctoral Degree, signed by all the members of the doctoral committee, in the form of a scanned copy or an electronically signed document;
- s)** the doctoral thesis and its annexes, in electronic format (PDF format, excluding scan);
- t)** the list of publications resulting from the scientific research in the doctoral studies programme, published or accepted for publication, if applicable, and scanned copies of those publications;
- t)** the doctoral student's statement specifying his/her options regarding the publication of the doctoral thesis on the national electronic platform, in accordance with the provisions of art. 71 paragraph (13) and (14) of Law no. 199/2023 on Higher Education, as subsequently amended and supplemented;
- u)** the transmittal letter of the IOSUD – UB, drawn up by SDAI, through which the file and the doctoral thesis are sent to CNATDCU.

Chapter VI – Stage of submission of the doctoral file to CNATDCU

Art. 10.

- (1) If the doctoral committee proposes to award the Doctoral Degree, as a result of the doctoral student's fulfilment of the requirements provided in the scientific research programme, as well as the minimum standards related to the field, it shall be submitted together with the doctoral file, within a maximum of 30 calendar days, to CNATDCU.
- (2) SDAI uploads the doctoral file to the electronic platform of the Ministry of Education and Research in order for the CNATDCU to issue the assent regarding the compliance with the administrative

procedure carried out at the level of IOSUD-UB and the observance of the minimum criteria for awarding the Doctoral Degree.

(3) The doctoral file shall include at least the documents specified in art. 9 and in **Annex 26**. The decision of the doctoral committee to award the Doctoral Degree, together with the necessary documents according to the List of Documents (**Annex 26**), shall be uploaded electronically by the doctoral school on the platform created by SDAI within five working days from the date of the public defense. The doctoral school submits to the SDAI, through the internal courier and with the transmittal letter, the doctoral student's file, together with a printed copy of the thesis (accompanied by the CD containing the doctoral thesis, identical to the printed one) and with the doctoral student's statement regarding the options for publishing the thesis.

(4) The secretariat of the doctoral school scans and uploads to the online platform (Drive) created by SDAI all the documents that make up the doctoral file, in pdf format (according to **Annex 26**), in a folder under the following name: BIRTH NAME-Initial-Surname (ACQUIRED NAME) doctoral-student-year of defense-month of defense (Example: POP-A-Ioana (ION) -2025-06).

(5) CNATDCU issues within 90 days from the receipt of the doctoral file an assent regarding the observance of the administrative procedure carried out at the level of IOSUD-UB and the observance of the minimum criteria for awarding the Doctoral Degree. Within 15 working days from the submission, the Technical Secretariat of CNATDCU verifies the contents of the doctoral file and has the obligation to report any registration errors or lack of documents. IOSUD-UB completes the file within 5 days of notification.

(6) If the CNATDCU decides that the administrative procedure carried out at the level of IOSUD-UB did not comply with the provisions of the Framework Regulation for Doctoral Studies, the doctoral file is sent back to IOSUD-UB to be reanalysed and completed. SDAI forwards the information sent by CNATDCU to the doctoral school, the doctoral supervisor and the doctoral student. The Council of the Doctoral School is required to conduct an internal review of the situation in its next meeting, to which the doctoral supervisor shall be invited, but no later than 15 days from the date of the CNATDCU notification. The Council shall establish an action plan and submit its institutional perspective on the non-compliance with the administrative procedure to the Director of the CSUD. With the endorsement of the doctoral supervisor, the Council of the Doctoral School may decide to reconstruct the doctoral file and resubmit it to CNATDCU.

(7) The doctoral file may be resubmitted to the CNATDCU for a new analysis only after the resumption of the procedures provided for in art. 4 –8. These procedures shall be resumed within a maximum of 6 months from the rejection of the administrative procedure by the CNATDCU.

(8) In the event that, after analysing the resubmitted doctoral file, CNATDCU finds that the administrative procedure carried out at the level of IOSUD was still not complied with and/or the minimum criteria for awarding the Doctoral Degree were not respected, the public defence provided for in art. 4 of the Order of the Minister of Education and Research no. 3.741/2025 can no longer be resumed at the level of IOSUD.

(9) The Decision of the CNATDCU finding for the second time that the administrative procedure resumed at the level of IOSUD has not been complied with and/or the minimum criteria for awarding the Doctoral Degree have not been complied with may be challenged within 15 days from the receipt of the official notification.

(10) If the CNATDCU decision finds that the administrative procedure has not been complied with, the appeal can only be filed by IOSUD. If the CNATDCU decision finds that the minimum criteria for awarding the Doctoral Degree have not been met, the appeal can be filed both by IOSUD and by the doctoral student. Appeals registered with IOSUD are uploaded by IOSUD to the national electronic platform within 5 days of registration. The national electronic platform notifies IOSUD and the Technical Secretariat of CNATDCU regarding the issuance of the CNATDCU decision. The decision of the CNATDCU is accompanied by the synthetic report of analysis of the appeal. In case of acceptance of the appeal, the CNATDCU decision contains the assent, based on which IOSUD issues, within 30 days from

the notification, the Decision to award the Doctoral Degree and issues the Doctoral Diploma. In case of rejection of the appeal, the decision of CNATDCU is accompanied by the synthetic report of analysis of the appeal, the procedure can no longer be resumed at the level of IOSUD. Within 30 calendar days from the receipt of the assent, IOSUD-UB issues the Decision to award the Doctoral Degree signed by the Rector, prepares and issues the Doctoral Diploma.

(11) IOSUD-UB has the obligation to fill in, in the electronic platform managed by UEFISCDI, the date and number of the Decision to award the Doctoral Diploma, within 3 days from the date of its issuance.

(12) Within a maximum of 180 days from the issuance of the decision to award the Doctoral Degree, IOSUD-UB shall send to the National Library of Romania a printed copy of the doctoral thesis and its annexes, according to Law no. 111/1995 on the Legal Deposit of Documents, republished. The copy is intended for the Intangible Fund. IOSUD-UB also sends a digital copy of it, on electronic support, intended for consultation upon request, at the headquarters of the National Library of Romania, by any interested person, in compliance with the legal regulations in force.

Chapter VII – Transitional and final provisions

Art. 11.

(1) The personal data of the persons involved in the completion stages of the doctoral studies shall be processed within the national electronic platform, 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).

(2) All persons who have access to the national electronic platform and process personal data have the obligation to strictly maintain their confidentiality and to comply with the legal provisions regarding the processing of personal data. Any unauthorised disclosure of data may incur liability in accordance with the legal provisions. The obligation to preserve and guarantee the confidentiality of personal data is maintained even after the termination of the person's access to the national electronic platform.

Art. 12.

(1) For doctoral theses that have been officially submitted to the secretariat of the doctoral school by the date of approval of this Procedure, the forms approved and completed according to the version of the Procedure approved by the CSUD on December 20, 2024 remain in force.

(2) In accordance with *O.M.E. no. 3020/8 January 2024*, as subsequently amended and supplemented, the final structure of the doctoral file and access to it are regulated by *O.M.E.C. no. 3741/8 April 2025*.

(3) This Procedure was approved by the CSUD following the electronic vote on **22.05.2025** and enters into force from this date.

**Director of the CSUD,
Professor Virgil BĂRAN**