

## FACULTATEA DE SOCIOLOGIE ȘI ASISTENȚĂ SOCIALĂ

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### **Rules of organization and functioning of the Doctoral School of Sociology**

#### **Chapter I. General Provisions**

- Art. 1.**
- (1) The Regulation on the organization and functioning of the doctoral studies program within the Doctoral School of Sociology ("the Regulation") is adopted on the basis of the Law no. 1/2011 on National Education ("the Law"), the Code of Doctoral Studies, approved by GD no. 681/2011 ("the Code"), the Charter of the University of Bucharest of 2011 ("the Charter") and the Institutional Regulation on the organization and functioning of doctoral studies at the University of Bucharest ("the UB Regulation").
  - (2). The Doctoral School of Sociology is organized within the Faculty of Sociology and Social Work (Faculty), as the organizing faculty of doctoral studies.

#### **Organization of the Doctoral School of Sociology**

- Art. 2.**
- (1). The Doctoral School of Sociology includes doctoral supervisors, affiliated teaching and research staff who are not doctoral supervisors, doctoral students, postdoctoral researchers, members of the supervisory committees, teaching assistants and staff non-didactic.
- Art. 3.**
- (1). The number of members of the **Doctoral School Council** is 5-7 members.
  - (2). The Doctoral School Council is composed as follows: 2-3 doctoral supervisors who are members of the Doctoral School (one of whom is the Director of the Doctoral School), 1-2 doctoral students and 2 external persons.
  - (3). All members of the Doctoral School Council are elected by the doctoral supervisors with the right to vote, in accordance with the Law, the Code and the Charter.
  - (4). In order to be elected in the Doctoral School Council, the doctoral supervisor, member of the Doctoral School, must have the right to vote, according to the IOSUD legislation and Regulations.
  - (5). A doctoral supervisor and a doctoral student supervised by him/her or 2 doctoral students with the same doctoral supervisor cannot be members of the doctoral school council at the same time.
  - (6) The external members of the doctoral school council must hold a doctoral degree in the field.
  - (7) At the level of the Faculty of Sociology and Social Work, the Doctoral School is headed by the Director of the Doctoral School. The Director of the Doctoral School is directly elected in this

capacity from among

the doctoral supervisors having the right to vote and to stand as candidates, according to the Law, the Code and the Charter, and who hold the teaching degree of professor or university lecturer and is tenured at the University of Bucharest. The Director shall be a member of the Doctoral School Council within the limit of the number of members who have the quality of doctoral supervisor.

- (8). The constitution of the Doctoral School Council for a term of office is carried out in the following order:
  - a) the election and appointment of the director of the doctoral school, b) the simultaneous election of the members: the doctoral supervisor, the doctoral student and the external members.
- (9). The election of the Doctoral School Board and Director is validated by the Faculty Council. Once elected and validated, the Director of the Doctoral School is appointed by the Director of the CSUD.

**Art. 4.**

- (1). The Doctoral School Council meets in ordinary **meetings** twice a semester and in extraordinary meetings convened by the Director of the Doctoral School.
- (2). The meetings of the Doctoral School Board shall be chaired and the acts of the Doctoral School Board shall be signed by the Director of the Doctoral School. In the event that the Director of the Doctoral School is unable to perform his/her duties, the Doctoral School Board shall appoint a temporary replacement from among its members (with the exception of the doctoral student).
- (3). Meetings of the Board of the Doctoral School are validly constituted if at least two thirds of the members are present. The acts of the Doctoral School Board shall be adopted by a majority of the members present, subject to the affirmative vote of an absolute majority of the members of the Doctoral School Board who are doctoral supervisors.
- (4). The Director of the Doctoral School may decide to hold the meeting in cyberspace and to take decisions by electronic voting.
- (5). The meetings of the Doctoral School Council may be attended, without the right to vote, by the Director of the CSUD, the Dean, the Vice-Deans, as well as the Director of the Center for Advanced Doctoral Studies, the Director of the Postdoctoral Center, the Director of the Master's Studies Center and the Directors of the research centers or laboratories within the Doctoral School. The Director of the doctoral school may invite department directors and others to attend meetings.

**Art. 5.**

- (1). The doctoral supervisors of the Doctoral School of Sociology shall meet in the **General Assembly of Doctoral Supervisors** at least once a semester. The quorum required to validate the General Assembly is one third of the number of doctoral supervisors.
- (2). Meetings are validly constituted if at least one third of the number of doctoral supervisors attend. Decisions shall be adopted by an absolute majority of the members present. The decisions of the General Assembly of Doctoral Supervisors are final once they have been approved by the Doctoral School Council, within the limits of the Charter and the law.
- (3). The General Assembly may be attended, without the right to vote, by the members of the Doctoral School Council who are not doctoral supervisors, the Director of the CSUD, the Dean of the Faculty and the Vice-Deans, as well as the Director of the Center for Advanced Doctoral Studies, the Director of the Postdoctoral Center, the Director of the Master's Studies Center and the Directors of the Doctoral School's research centers or laboratories. The Director of the Doctoral School may invite the heads of departments and other persons to attend meetings.
- (4). The Director of the Doctoral School may decide to hold the General Assembly in cyberspace and to take decisions by electronic voting.

- Art. 6.** (1). The tasks of the General School Council include proposing the formulation and amendment of the Doctoral School's strategic documents, specified below. These are then discussed, amended and endorsed by the General Assembly of Doctoral Supervisors. The General School Council may approve the form endorsed by the General Assembly or may send the documents back to the General Assembly for reconsideration and modification. Following approval by the General Assembly  
General and the General School Council, the strategic documents of the Doctoral School are

submitted for approval, as appropriate, to the Faculty Council and/or CSUD, in accordance with the provisions of the Law, the Code, the Charter and the UB Regulations. The strategic documents of the General School are:

- a. Doctoral School Regulations;
- b. Methodology on internal standards and procedures for periodic quality assessment and professional ethics;
- c. Doctoral degree program, including training program based on advanced graduate studies;
- d. Proposals in accordance with its own standards and criteria for the acquisition and termination of membership of the doctoral school for teaching or research staff with the status of doctoral supervisor;
- e. Standards of affiliation, as well as proposals for the affiliation and termination of affiliation to the doctoral school of teaching and research staff who are not doctoral supervisors and who carry out teaching or research activities at the doctoral school, including as members of the doctoral school's supervisory committees;
- f. Standards and assessments of official referees and members of doctoral committees;
- g. Standards for external persons and doctoral students applying for membership of the doctoral school council;
- h. The minimum and indicative criteria for the content and form of the doctoral admission competition and the decisions on the registration of doctoral students;
- i. Model framework contract for doctoral studies;
- j. Model of the certificate of completion of the training program based on advanced university studies;
- k. Requirements and standard format of the doctoral thesis;
- l. Framework model of doctoral cotutelle agreements of the doctoral school;
- m. Proposals on the conclusion of acts, agreements and partnerships on institutional collaborations with other doctoral schools of the University, as well as with doctoral schools within other IOSUDs, in the country or abroad, including participation in international consortia and the realization of doctoral studies in cotutelle with another doctoral school of the University or with another IOSUD in the country or abroad;
- n. The necessary measures to ensure the quality of doctoral studies, the proper conduct of periodic evaluations of the doctoral school and doctoral supervisors, the observance of ethics and deontology by doctoral supervisors and doctoral students;
- o. Approval of doctoral students' applications for financial support for research internships in the country or abroad, following the agreement of the doctoral supervisor;
- p. The approval of doctoral students' requests for extension, interruption or resumption of doctoral work, with the assent of the doctoral supervisor;
- q. The intellectual property rights regime for doctoral theses;
- r. Proposed solutions for mediating conflicts between doctoral students and supervisors;
- s. Proposals for changing the supervisor;

- t. The procedure for awarding the status of emeritus professor to university professors who have the quality of doctoral supervisor, upon retirement, as well as the initiation of the awarding of this status.
  - u. Other documents, procedures, standards governing the functioning of the Doctoral School.
- (2). The Doctoral School Council exercises the other attributions established by Law, Code, Charter, Regulation, Doctoral School Regulation or other normative acts.

### Chapter III. PhD supervisor

- Art. 7.**
- (1). The authorization to exercise the quality of PhD supervisor in the Doctoral School of Sociology is obtained by fulfilling certain criteria of research performance, research guidance and professional ethics (see **Annex SDS 1**). Affiliation is endorsed by obtaining a majority of votes in favor of affiliation, expressed by secret ballot of the doctoral supervisors participating in the General Assembly of Doctoral Supervisors, with a quorum of at least half plus one of the total number of affiliated doctoral supervisors at the time of the vote. The candidates endorsed for affiliation at the General Assembly of Doctoral Supervisors will be approved by the Doctoral School Council, the Council of the Faculty of Sociology and Social Work and the Council for Doctoral Studies (CSUD).
  - (2). In the event of a persistent conflict between a doctoral supervisor and a doctoral student supervised by him/her, or of a conflict of interest in the supervision of a doctoral student, the Doctoral School Council shall propose a **committee** to analyze and resolve the situation and a **deadline** for a solution. The committee and deadline will be endorsed by the General Assembly of Doctoral Supervisors. The solution proposed by the committee shall also be approved by the General Assembly of Doctoral Supervisors.
  - (3). At the request of the doctoral student, the doctoral supervisor or in the event of any other problem, the Doctoral School Council may propose a change of doctoral supervisor for a doctoral student. The proposal will be approved by the General Assembly of Doctoral Supervisors.
  - (4). In the event of serious dysfunctions in the involvement in the activities of the Doctoral School, in the coordination of the doctoral students' scientific activity or deviations from the standards of academic ethics and integrity, the Doctoral School Council may propose the withdrawal of the quality of doctoral supervisor for a member of the Doctoral School, presenting a written motivation for this proposal. The proposal will be endorsed in the General Assembly of Doctoral Supervisors, the Council of the Faculty of Sociology and Social Work and the CSUD.
  - (5). If the doctoral supervisor, who is retiring, wishes to cease the activity of doctoral supervisor, he/she shall submit a request to the doctoral school management and resign from the doctoral school. In this case, the Doctoral School Board shall decide on the taking over of the doctoral students by other doctoral supervisors, with their consent.
  - (6). The number of doctoral students, at various stages of their doctoral studies, who may be simultaneously supervised by a doctoral supervisor working at the University of Bucharest is 8; beyond this limit, but without exceeding the maximum number of 12 doctoral students, prior approval of the General Assembly of Doctoral Supervisors and the Doctoral School Council is required.
  - (7). The maximum number of 8 doctoral students who can be simultaneously supervised by a doctoral supervisor working at the Doctoral School of Sociology, University of Bucharest may be exceeded only exceptionally and only for a fixed period, namely in the case of resumption of the doctoral program after interruption or taking over the supervision of doctoral students from other supervisors, with the approval of the General Assembly of Doctoral Supervisors, the Doctoral School Council and the Council for Doctoral Studies (CSUD), and provided that the doctoral supervisor concerned does not put out to competition any new doctoral student vacancies until the number of doctoral students has reached PhD students simultaneously supervised falls below the maximum number of 12.

- (8). A doctoral supervisor has the right to refuse to declare a candidate admitted to the competition for admission to doctoral studies and to refuse to supervise the doctoral thesis if he/she considers that the topic proposed by the candidate does not fall within his/her present research interests and/or is not important or topical from a general scientific perspective. He/she also has this right, as well as the right to refuse to continue supervising a doctoral thesis if he/she considers that there is or may be a conflict of interest and/or a breach of legal and/or ethical rules. For the same reasons (scientific or conflict of interest), a doctoral supervisor has the right to refuse to take over the supervision of a doctoral student from another doctoral supervisor. The exercise of these rights by the supervisor cannot be censured by any academic authority.

**Art. 8.**

- (1). The regulation of doctoral supervision, participation in doctoral committees, public support and postdoctoral research supervision is carried out in accordance with the provisions of the UB Regulations.
- (2). The director of the doctoral school shall be a managerial position and shall be paid at the level of the director of the department, even if his/her post is part of the establishment plan of a department.

## **Chapter IV. The doctoral student**

**Art. 9.**

- (3). The doctoral student has the status provided for by the Law, the Code, the Charter, the UB Regulations, the Doctoral School Regulations and other rules adopted by the University, the faculty and the Doctoral School.
- (4). The doctoral student's rights and obligations are set out in the doctoral studies contract concluded between the doctoral student, the doctoral supervisor and the legal representative of the institution.
- (5). For the doctoral training activity, the doctoral student is under the authority of the doctoral supervisor (of both doctoral supervisors, in the case of cotutelle), assisted by the doctoral committee, as well as the doctoral school council and director.
- (6). For the teaching activity, the doctoral student is under the authority of the course/discipline holder, as well as of the department council and director and of the doctoral school council and director.
- (7). During the doctoral program, the doctoral student has the **right**:
- a. to benefit from the support and coordination of the doctoral supervisor and the doctoral supervisory committee;
  - b. attend seminars or working meetings of UB research centers when topics relevant to doctoral studies are under discussion;
  - c. to be represented in the decision-making bodies of the Doctoral School, according to the provisions of the UB Regulation and the Doctoral School Regulation;
  - d. have access to the documentation centers, libraries and equipment of the school for the preparation of research reports and doctoral theses;
  - e. attend courses and seminars organized by other doctoral schools;
  - f. to work with teams of researchers from the UB or from research and development units that have agreements or institutional partnerships with the UB;
  - g. benefit from national or international mobility within the limits of available funds;
  - h. receive institutional support to participate in scientific conferences or congresses, workshops, summer or winter schools and national and international seminars in the field of specialization in which he/she has chosen his/her doctoral thesis, within the limit of the following limits available funds;

i. to be informed about the curriculum of doctoral studies at the doctoral school.

(8). During the doctoral program, the doctoral student is **obliged to**:

- a. To pass the exams and other forms of verification to obtain the number of credits foreseen in the individual training plan.
- b. Submit activity reports and any other requested documents by the deadline set by the Doctoral School.
- c. Participate, if requested, in the teaching and administrative activities of the Faculty of Sociology and Social Work. The minimum and maximum total limits of doctoral students' participation in the teaching and administrative activities of the Faculty, if requested, will be established at the beginning of the academic year and included in an Annex to the present regulation according to the activities planned for the academic year, with respect for the following principles: **differentiation of involvement** according to the form of study of the doctoral students (budget/fee, with scholarship/without scholarship); **priority of teaching involvement in** case of request from the Departments.
- d. To comply with the minimum standards for doctoral studies set by the CNATDCU specialized committee.
- e. Comply with the thesis writing rules established by the Doctoral School.

**Art. 10.**

- (1). Doctoral studies at the Doctoral School of Sociology are full-time.
- (2). The doctoral student is expected to devote a significant amount of time to the doctoral program, planned in several types of activities: learning activities in the advanced undergraduate program; research, research learning, scholarly communication and dissertation writing activities in the research program; and, as required, teaching and administrative activities in the Departments and Faculty.
- (3). Attendance obligations specified in the Curriculum of the Doctoral School of Sociology, consisting of the *Advanced Graduate Studies-based Training Program* and the *Scientific Research Program*. Their compliance will be monitored and evaluated by the teaching staff involved in the courses of the Training Program and by the doctoral supervisor on based on activity reports.

**Art. 11.**

- (1). The duration of doctoral studies is 3 years. The duration may be extended by a maximum of 2 years in accordance with the law.
- (2). Doctoral studies may be interrupted, for good cause, for a maximum period of 2 years in accordance with the law, as specified by the CSUD in Annex SDS4.
- (3). The duration of doctoral studies is extended by the cumulative periods of interruption and/or extension. As a rule, cumulative periods of interruption and/or extension may not exceed 2 years.
- (4). The status of doctoral student shall cease upon the award of the doctoral degree or upon the issuance of the expulsion order.

## **Organization of doctoral studies**



- Art. 12.** (1) In the case of any reported deviations from the standards of academic integrity in doctoral research, the Doctoral School Council will propose the approval of sanctions in accordance with **Annex SDS6**. The sanctions will be endorsed by the General Assembly of Doctoral Supervisors.
- (2). A doctoral student may be expelled by a majority vote of the Doctoral School Council under the following conditions:
- a. On the second rejection of the thesis in the presuspension;
  - b. In the case of rejection of the thesis under pre-suspension for cases of scientific fraud or other breaches of academic integrity standards - such as plagiarism, data falsification, or other serious violations of academic or professional ethics.
- Art. 13.** (3). The admission of candidates to doctoral studies in the field of Sociology is done through a competitive admission procedure, according to the Admission Methodology approved annually by the General Assembly of PhD supervisors according to the criteria in Annex SDS 2.
- Art. 14.** (1). Doctoral students work in accordance with the curriculum of the Doctoral School of Sociology, consisting of the *Advanced Graduate Studies-based Training Program* and the *Scientific Research Program*.
- (2). The doctoral thesis will be *written according to the Guidelines for writing doctoral theses in sociology*.
- (3). Doctoral students participate in the activities of the Faculty's Departments, including teaching activities, as teaching assistants, and other activities in the academic community: participation in the organization of entrance exams, graduation exams, scientific events within the Faculty.
- Art. 15.** (1). The curriculum of the Doctoral School of Sociology is developed collaboratively by the members of the Doctoral School Council, discussed and approved annually in the General Assembly of Doctoral Supervisors and endorsed by the Doctoral School Council.
- (2). The curriculum aims to develop scientific research skills in sociology, scientific communication skills, academic integrity standards and transversal skills.
- (3). The curriculum is published online on the website of the Doctoral School of Sociology: <http://doctorat.sas.unibuc.ro/>
- Art. 16.** (1). The Doctoral School develops the Guidelines for the writing of doctoral theses in sociology. The guidelines are proposed by the Doctoral School Council and approved by the General Assembly of Supervisors  
PhD. Guide published online on the Doctoral School website: <http://doctorat.sas.unibuc.ro/>

- Art. 17.**
- (1). Doctoral students of the Doctoral School of Sociology have access to the teaching and research resources provided by the Faculty of Sociology and Social Work, according to the Regulation of Organization and Functioning of the Faculty of Sociology and Social Work.
  - (2). Doctoral students of the Doctoral School of Sociology may apply for financial support for research activity, including participation in national and international conferences, scientific training schools in the field, as well as for empirical research projects within the framework of doctoral research, according to the procedure in **Annex SDS 3**.
  - (3). Doctoral students of the Doctoral School of Sociology can benefit from access to the databases of specialized literature made available through the University of Bucharest, using an address institutional mail generated by the University.

## Chapter VI. Quality Assurance in the Doctoral School of Sociology

- Art. 18.** (1) In the event of the detection of a breach of the ethical standards of doctoral research, the Doctoral School Council shall propose a sanction in accordance with Annex SDS6. The sanction will be endorsed within  
The General Assembly of doctoral supervisors.
- Art. 19.** (1). Members of the Doctoral School of Sociology will assess the ethical risks of doctoral research in accordance with the Code of Ethics of the University of Bucharest and the provisions of the Research Ethics Commission of the University of Bucharest.
- (2). In the case of research requiring endorsement, members of the doctoral school will collaborate with the Ethics Commission of the Faculty of Sociology and Social Work or the Ethics Commission of the University of Bucharest to ensure that the standards of professional integrity and ethics of the research.
- Art. 20.** (1). Doctoral supervisors and doctoral students have access to the preventive control of the manuscripts elaborated by doctoral students during their doctoral studies through the similarity detection program provided by IOSUD University of Bucharest and the similarity detection program provided by the Faculty, according to the procedure in Annex SDS5.
- (2). Completed doctoral theses are preventively checked before submission, according to the procedure in Annex SDS5.
- (3). The number of doctoral theses assigned to a particular referee coming from a higher education institution other than the evaluated IOSUD must not exceed two (2) for theses coordinated by the same doctoral supervisor in a year.
- (4). The Doctoral School Council will take into consideration the evaluation of the public support committees and the proposal for their endorsement in the General Assembly of Doctoral Supervisors so that the ratio between the number of doctoral theses assigned to a specific scientific referee from a higher education institution other than the one where the doctoral thesis is organized and the number of doctoral theses defended in the same doctoral field within the Doctoral School  
must not be higher than 0.3 in relation to the situation over the previous five years.
- Art. 21.** (1). The grade awarded at the thesis defense by the members of the public defense committee will take into account the following criteria, taking into account the indicative benchmarks provided in Annex SDS7:
- a. The quality of the doctoral thesis;
  - b. Quality of the public defense of the doctoral thesis;
  - c. The doctoral student's scientific activity during doctoral studies (scientific publications, participation in conferences).
- Art. 22.** (1). Doctoral students participate annually in the evaluation of the courses of the Advanced Graduate Training Program through the anonymous feedback system provided by the Faculty of sociology and social work.

## Chapter VII. Annexes

### *Annex SDS 1. Procedure for obtaining the authorization to exercise the position of PhD supervisor within the Doctoral School of Sociology*

In accordance with the Institutional Regulation on the organization and functioning of the doctoral degree programs of the University of Bucharest, approved by the Senate of the University of Bucharest on 21.09.2016, the doctoral schools are delegated the powers to establish the standards for the doctoral supervisors, for the teaching and research staff affiliated to the doctoral school, for the members of the doctoral committees and for the external persons and doctoral students who apply for the membership of the doctoral school council.

The authorization to exercise the quality of PhD supervisor within the Doctoral School of Sociology is obtained by fulfilling the following criteria:

1. **Research performance:** the candidate will have superior or equal values compared to the median values of the Doctoral School of Sociology for **indicator I1 (ISI articles) or indicator I9 (citations)**, according to the CNATDCU score on the authorization. The median values are updated at the beginning of each calendar year and remain valid during that calendar year.
2. **Mentoring capacity:** the candidate will provide at least one example of good practice and success with a student being mentored in the development of a bachelor or dissertation thesis, or in the mentoring of another scientific work or in the coordination of a research team;
3. **Absence of any sanctions for previous breaches of academic ethics or of any substantiated complaints regarding academic ethics under consideration by the Ethics Commission of the University of Bucharest or other competent bodies;**
4. **Obtaining a majority of votes in favor of affiliation,** expressed by secret ballot of the doctoral supervisors participating in the Doctoral School Meeting, with a quorum of at least half plus one of the total number of affiliated doctoral supervisors at the time of the vote.

**In order to base the individual vote,** the PhD supervisors will evaluate the applications for affiliation to the Doctoral School of Sociology taking into account the following criteria:

- Quantitative evaluation of research performance, measured by the relationship between the candidates' scores according to the CNATDCU scores in relation to the updated median scores of the PhD supervisors of the Doctoral School of Sociology, for the total score, the indicator on articles in ISI Reuters- Thomson indexed journals and the indicator on citations.
- Qualitative assessment of research performance, taking into account research outputs such as international publications, citations, participation in and coordination of research projects, etc.
- The potential to contribute to the institutional development of the Doctoral School of Sociology and to participate in the day-to-day activities of the School, such as public lectures, mentoring committees, scientific events, etc.
- Avoid conflicts of interest.

Candidates endorsed for affiliation at the Doctoral School of Sociology meeting will be approved by the Council of the Faculty of Sociology and Social Work.

## ***Annex SDS 2. Criteria for admission to doctoral studies in the Doctoral School of Sociology***

PhD candidates are admitted to the PhD program through a competitive admission procedure, in accordance with the annually approved Admission Methodology, including the updated topics and bibliography.

For admission to the Doctoral School, the candidate will take 2 competitive exams as follows:

### **a) written test in Sociology**

**Test "a" is eliminatory: In order to be able to take test "b" (paper), candidates must obtain at least grade 5 in the written test.**

**b) the defense of the thesis in accordance with the scientific advisor's field in front of the doctoral supervisors of the doctoral school.**

**The selection of doctoral candidates is made by the doctoral supervisor. The doctoral student can be registered only after obtaining the favorable opinion of the doctoral school council.**

The doctoral admissions committee is made up of doctoral supervisors and other specialists who hold a doctoral degree and the teaching position of at least university lecturer or research scientist grade II.

**The minimum admission average (arithmetic average of the 2 tests) for doctoral studies is 7 (seven).**

In the case of equal averages between candidates, the tie will be broken on the basis of:

-Criterion I - the mark obtained in the written examination;

-Criterion II - the grade obtained at the interview;

-Criterion III - overall average of Master's studies

(the arithmetic average of the average of the years of study and the grade obtained at the dissertation);

-Criterion IV- the overall average of graduation from undergraduate studies (arithmetic average between the average of the years of study and the average obtained at the bachelor's exam).

Candidates, non-EU foreign citizens or Romanian state scholarship holders, should apply to the International Relations Department/Foreign Relations Office in order to apply for the admission to the PhD admission competition.

Candidates who have completed their studies abroad are required to submit a translation of the diploma obtained and the certificate of recognition of these studies issued by the specialized directorate of the Ministry of National Education and Scientific Research in accordance with the O.M.E.N.N.C.Ș.Ș. no.6102/2016, art.55.

A person can only receive budget funding for one doctoral program.

The admission colloquium will take place at the faculty's headquarters in Bdul Schitu Măgureanu nr.9, Sector 5 Bucharest. The successful candidates will be registered by the Rector's order.

The doctoral admission contest is valid only for the field, institution, doctoral program and year in which it was held.

The admission competition to the Doctoral School is conducted according to the regulations in force.

### ***Annex SDS 3. Procedure for obtaining financial support for doctoral studies within the Doctoral School of Sociology***

Doctoral students of the Doctoral School of Sociology can apply for financial support for their research activity under the following conditions:

1. Support for participation in an annual international conference: **from doctoral grants from IOSUD University of Bucharest**. Doctoral students will follow the procedure provided here: <http://b.doctorat.unibuc.ro/wp-content/uploads/sites/13/2017/04/Procedur%C4%83-privind-%C3%AEncouraging-performance%C8%9Bei-%C3%AEn-activitatea-de-ricerca-a-studen%C8%9Bilor-doctoresanzi-2017.pdf>
  - For this type of support, the documents are sent directly to IOSUD UB (to the Rectorate), according to the CSUD methodology.
2. Support for participation in additional international conferences, summer/winter schools or other scientific research skills-building events, as well as support for conducting field research: by applying for **funding from the Doctoral School of Sociology**.
  - The Doctoral School of Sociology offers additional financial support to IOSUD UB, up to a maximum of 1000 EUR per academic year per doctoral student, within a maximum annual budget of 10% of the Doctoral School's budget.
  - Applications will be dealt with in the order in which they are submitted.
  - Doctoral students will be able to apply for financial support from SDS for conference participation only after utilizing the support available from UB IOSUD.
  - To apply for financial support from the Doctoral School of Sociology it is necessary to obtain the prior approval of the Dean of the Faculty of Sociology and Social Work, the documents are then submitted to IOSUD UB (at the Rector's Office).
  - Travel documents are available on the website of the University of Bucharest and the Doctoral School of Sociology: <http://doctorat-sociologie.ro/proceduri/>
  - For the approval of a field research, the doctoral candidate will also prepare a description of the research project, specifying: the objectives of the field study, the research questions, the methodology, the estimated budget required, as well as the anticipated results: publications, research report, collections or databases, etc. The project will be approved by the doctoral supervisor and the Director of the Doctoral School.

The requirements for eligible expenses are the same as the funding obtained from the Rectorat. Thus, only: transportation, accommodation, per diem and tuition fees can be reimbursed. Doctoral students will obtain travel orders for both national and international travel and will follow the University of Bucharest's settlement procedures.

## ***Annex SDS4. Situations for extending the duration of the doctoral student's work***

**All applications and approvals respectively will specify the exact duration (number of whole months) for which it is requested/approved. As a general rule, they are not granted for fractions of a month.**

### **Interruption**

There is no fee. During the interruption the doctoral scholarship is suspended.

The phrase "for good reason" stipulated by art.39 (4) of the GD no. 681/2011 implies that the approval is granted only on the basis of a reasoned request, endorsed by the doctoral supervisor and approved by the Doctoral School Council. Possible examples of "good reasons" are: maternity, childcare leave, health problems, working abroad or in another locality for more than one month, etc.

According to the Decision of the Senate of the University of Bucharest, the total duration of approved interruptions for a doctoral student cannot exceed 2 years (24 months), except in cases of child raising and/or child care, for which the maximum duration is 3 years (36 months).

Except in cases of force majeure, interruption can only be decided during the duration of the doctoral program (during the normal duration of 3 years and the extension of maximum 2 years), and not during the periods of grace or deferment of the support.

### **Extension**

It presupposes the payment of the doctoral tuition fee for the approved period (possible exemptions must be approved by the Dean and explicitly approved by the Senate of the University of Bucharest).

The request must be justified, endorsed by the doctoral supervisor and approved by the Doctoral School Council. The total duration of extensions approved for a doctoral student may not exceed 2 years (24 months).

Extension (maximum 2 years), together with the initial duration (usually 3 years), is part of the doctoral program. Doctoral students in extension (similar to doctoral students in the normal period of the program) are included in the maximum number of doctoral students supervised by a doctoral supervisor. The work with doctoral students in extension (similar to those in the normal program) is paid, both for the supervisor and the members of the mentoring committees (either as work in the post occupied by the holder or in hourly pay in a vacant post).

### **Grace period**

It is granted in accordance with art. 40 of H.G. no. 681/2011 for a maximum of 2 years (24 months), only to doctoral students who have completed the doctoral program (including the normal period of 3 years and possible periods of interruption and/or extension), but have failed to complete and officially submit the doctoral thesis, and only after fulfilling the obligations of the individual plan (successfully supporting all research reports and other activities provided in the individual plan approved by the Doctoral School Council) and does not require the payment of the study fee.

It is recommended that the grace period be granted only to doctoral students for whom the supervisor certifies that they have written at least 50% of the doctoral thesis, for those who have not fulfilled this condition it is recommended to apply for/grant extension periods (with fee).

Situations in which a grace period is requested immediately after the normal duration of the doctoral program (3 years), without prior request/granting of an extension, must be exceptional and duly justified.

The public defense of the doctoral thesis must fall within the grace period, art. 40 of the H.G. no. 681/2011 stipulating that "the doctoral student has a grace period of maximum 2 years to complete and publicly defend the thesis, exceeding this deadline automatically leading to his expulsion".

### **Postponement of thesis defense according to law 49/2013.**

"In special situations, when the topic addressed requires a longer period of study or experimentation", at the proposal of the doctoral supervisor and with the opinion of the Doctoral School Council, the postponement of the public defense may be granted for

"maximum 4 years after the completion of doctoral studies". There is no fee for postponing your doctoral thesis.



This law must be correlated with Law 1/2011 and H. G. No. 681/2011, which is why it is recommended that doctoral supervisors make well-reasoned proposals, only in truly "special" situations, and when they are firmly convinced that at the end of the deferment period the thesis will be successfully completed and defended.

As in the case of the grace period, the deferment period is granted only to doctoral students who have completed the doctoral program (carried out in the normal period and in the 2-year extension), but failed to complete the thesis.

At the end of the doctoral program (normal duration and 2-year extension) you can opt for either the grace period (maximum 2 years) or the deferment period (maximum 4 years). The deferment period can also be granted after the grace period, provided that the total (cumulative) grace period and the deferment period do not exceed 4 years after the completion of the doctoral program (within these 4 years the thesis must be defended, not just officially submitted or handed in for reading to the supervisor).

All recommendations from the grace period also apply to the deferment period.

### **Revision of doctoral thesis (after pre-submission)**

During the pre-submission of the doctoral dissertation, when they consider that the doctoral dissertation does not correspond, the doctoral supervisor and the doctoral supervisory committee may request the improvement or re-submission of the doctoral dissertation.

In the event that the supervisory committee requests to redo the thesis, but the mention is of NO OBJECTION, the doctoral candidate will endeavor to make the requested changes in the shortest possible time, so as to comply with the deadline of 30 days set by O. M. 3482/2016.

In case the tutoring committee requests the redoing of the thesis (with the explicit mention of NO RESUBMISSION/MAJORDATION), the PhD supervisor, in agreement with the tutoring committee, sets a deadline of 1-6 months for redoing the thesis and realizing a second pre-submission.

This deadline cannot exceed the legal limits for the period of grace and/or postponement of the thesis defense according to Law 49/2013, taking into account the deadlines set by the doctoral studies code for the stages between the pre-submission and the public defense of the doctoral thesis.

If, after the second pre-submission, the doctoral supervisor and the tutoring committee take the decision of NOT ACCEPT, then the doctoral school proposes the expulsion of the doctoral student.

### **Reworking your doctoral thesis (after public defense)**

It is required in case of an "unsatisfactory" grading by the thesis committee or invalidation of the thesis (first time) by the CNADTCU. It does not require any approval, it is the doctoral student's right. The deadline for redoing the doctoral thesis is one year from the date of the defense concluded with the "unsatisfactory" grade or from the date of the invalidation of the thesis by the CNATDCU, as the case may be.

### **Ending student-doctoral student status**

The status of doctoral student ceases when the doctoral degree is awarded (i.e. not on the date of the public defense of the thesis) or by expulsion.

Therefore, the quality of doctoral student exists not only during the duration of the doctoral program (normal duration of 3 years and extensions of 2 years), but also during the grace period, the period of deferment of the defense, the period between the public defense and the award of the doctoral degree and the period of redoing the thesis until the award of the doctoral degree or until the student is expelled.

### **Legal references**

**Interruption**

Doctoral Studies Code (approved by GD no 681/2011):

– Art. 39 para. (4): "*Doctoral studies may be interrupted for legitimate reasons, under the conditions established by the doctoral school regulations. The duration of these studies shall be extended by the cumulative periods of approved interruptions.*" **Extension**

Doctoral Studies Code (approved by GD no 681/2011):

– Art. 39 para. (2) sentence I: "*The duration of the doctoral program is, as a rule, 3 years.*";

– Art. 39 para. (3): "*For justified reasons, under the conditions established by the doctoral school regulations, the duration of the doctoral program may be extended by 1-2 years, with the approval of the university senate, at the proposal of the doctoral supervisor and within the limit of available funds.*"

Law No 288/2004 on the organization of university studies, as amended by Law No 49/2013:

– art. 12 theses I and II: "*Doctoral studies usually last 3 years. In special cases, when the subject matter requires a longer period of study or experimentation, the duration may be extended by 1-2 years, with the approval of the University Senate, at the proposal of the doctoral supervisor.*"

#### **Grace period**

Doctoral Studies Code (approved by GD no 681/2011):

– Art. 40 para. (1): "*If the doctoral student fails to complete the thesis within the deadline set in accordance with the doctoral study contract and any additional documents, the doctoral student has a grace period of maximum 2 years to complete and publicly defend the thesis, exceeding this deadline automatically leading to his/her expulsion.*"

#### **Postponement of thesis defense according to law 49/2013.**

Law No 288/2004 on the organization of university studies, as amended by Law No 49/2013:

– art. 12 sentence III: "*The doctoral dissertation can be defended within a maximum of 4 years after the completion of doctoral studies, with the consent of the university senate and the doctoral supervisor.*"

#### **Reworking your doctoral thesis (after public defense)**

Doctoral Studies Code (approved by GD no 681/2011):

– Art. 68 para. (4): "*In the case of an "Unsatisfactory" grade, the doctoral committee shall specify the elements of content to be reworked or supplemented in the doctoral thesis and shall request a new public defense of the thesis. The second public defense of the thesis takes place in front of the same doctoral committee as for the first defense. If the second public defense is also graded "Unsatisfactory", the doctoral title is not awarded and the doctoral student is expelled.*";

– Art. 68 para. (5): "*If the CNATDCU invalidates the doctoral thesis, the IOSUD receives from the Ministry of Education, Research, Youth and Sport a written motivation for invalidation, based on the CNATDCU's observations. The doctoral thesis can be resubmitted to the CNATDCU within one year from the date of the first invalidation. If the doctoral thesis is invalidated a second time, the doctoral title will not be awarded and the doctoral student will be expelled.*"

#### **Ending student-doctoral student status**

Doctoral Studies Code (approved by GD no 681/2011, with subsequent additions and amendments):

– Art. 67 para. (9): "*The status of doctoral student shall cease upon the award of the doctoral degree or upon the issuance of the expulsion order.*"

## ***Annex SDS5. Procedure on "electronic preventive anti-plagiarism control of doctoral theses"***

### **Preventive electronic control of doctoral theses at the proposal of the doctoral supervisor**

- If the doctoral supervisor wishes, at any time during the doctoral studies, a preliminary check at the University of Bucharest of the doctoral thesis or parts of it (chapters, research reports, etc.), he/she can request this by e-mail to the Doctorate Office [birou@doctorat.unibuc.ro](mailto:birou@doctorat.unibuc.ro).
- Once the similarity report is generated, it is e-mailed to the supervisor and the director of the doctoral school. If the director of the doctoral school is also the supervisor of the doctoral thesis, the message will be forwarded to the dean of the faculty in the CC. The director of the doctoral school notifies the C.S.U.D. of the result of the analysis, as well as any disciplinary measures proposed by the doctoral school council.

### **Preventive electronic control of doctoral theses at the doctoral student's proposal**

- If the doctoral student wishes to check the correctness of the drafting of his/her doctoral thesis, sections of the thesis or scientific manuscripts written during the doctoral studies, by through the programs made available at IOSUD level, will request this to the Doctoral School.
- The application will be approved by the supervisor.
- The doctoral supervisor will request the control of the manuscript, according to the procedure "Preventive electronic control of doctoral theses at the proposal of the doctoral supervisor".
- Doctoral students have access to the similarity checking program provided by the Faculty of Sociology and Social Work.

### **Preventive electronic control of doctoral theses on the stage of pre-submission and submission of the doctoral thesis**

- Before submitting the doctoral dissertation in front of the tutoring committee, the doctoral student will submit to the secretariat of the doctoral school to which he/she belongs the electronic version of the dissertation on CD or DVD, accompanied by a request for the initiation of procedures for the analysis of similarity.
- The CD/DVD containing the doctoral thesis must be handed in to the doctoral school secretariat at least 30 days before the final deadline for submitting the thesis.
- On CD/DVD, the PhD thesis must be in both Word / LaTeX and PDF format.
- The secretariat of the doctoral school checks whether the CD/DVD submitted by the doctoral student contains the doctoral thesis in the required formats.
- The doctoral school submits the doctoral thesis to be submitted to the Doctoral Office in electronic format, which forwards it to the designated persons at the University of Bucharest.
- The designated persons at the University of Bucharest perform the similarity analysis using a program recognized by CNATDCU.
- For the similarity analysis with the Turnitin program, the PhD thesis in electronic format must meet the following requirements:
  - maximum file size - 40 MB
  - maximum number of pages - 400

For doctoral theses that exceed these limits, the similarity analysis will be performed with the program [Sistemantiplagiat.ro](http://Sistemantiplagiat.ro)

- The similarity report will be sent by the Doctoral Office, within 1(one) working day from the generation of the report, to the director of the doctoral school, the doctoral supervisor and the secretary of the doctoral school doctoral. If the director of the doctoral school is also the supervisor of the doctoral thesis, the message will be forwarded in the CC to the dean of the faculty.
- If the supervisor enters the doctoral thesis on the Turnitin Platform for a preliminary check, he/she must also issue the final report before submitting the doctoral thesis to the tutoring committee. In this

case the electronic doctoral thesis will no longer be checked

The final report of similarities generated by the Turnitin program will be sent by e-mail by the doctoral supervisor or the person who verified the doctoral thesis, accompanied by a declaration (*Annex 1*), to the Director of the Doctoral School/Dean of the Faculty, the Doctoral Office and the Doctoral School Secretariat.

- The supervisor completes the resolution on the similarity report and communicates it the director of the doctoral school or, where appropriate, the dean of the faculty. The director of the doctoral school or, where appropriate, the dean of the faculty, in consultation with the doctoral supervisor, shall determine whether or not the similarities identified constitute plagiarism.
- If the analysis of the similarity report does not confirm the existence of the constitutive elements of plagiarism, the director of the doctoral school or, as the case may be, the dean of the faculty shall notify the doctoral student, the doctoral supervisor and the secretariat of the doctoral school that pre-submission can be organized. If the doctoral supervisor and the supervisory committee recommend after the pre-submission that the thesis should be the revised version of the thesis will again be submitted to the electronic verification procedure, redoing the previous procedure (either the verification at the University of Bucharest, or the verification by the PhD supervisor or another person designated by the doctoral school).
- If the analysis of the similarity report confirms the existence of elements of plagiarism, the case is notified to the CSUD Director by the Director of the Doctoral School/Dean of the Faculty within 5 working days of receipt of the similarity report. The case will be analyzed at the next meeting of the doctoral school council which will propose the sanctioning of the doctoral student, going up to expulsion for fraud and other measures to avoid similar situations in the future. The doctoral school will notify the CSUD of the outcome of the analysis and the measures decided.
- Throughout the duration of the above procedure, all persons involved are obliged to maintain the confidentiality of the procedure in relation to third parties and will ensure that the right to image of the doctoral students whose theses are subject to the verification process is not prejudiced.

## **Annex SDS6. Sanctions for violation of academic integrity standards in doctoral research in the Doctoral School of Sociology**

The sanctions applied in the Doctoral School of Sociology detail the sanctions for violation of the deontological norms specified and clarified in the CODE OF ETHICS OF THE UNIVERSITY OF BU BUCHAREST, Section "Respect for intellectual property, copyright, standards of academic integrity".

1. The UB Code of Ethics stipulates expulsion as the **maximum sanction** (p. 11).
2. The UB's Code of Ethics also establishes the principle of **differentiation of responsibility**: "Acts that are significant in terms of infringement of intellectual property rights are very varied, and their assessment and sanctioning will be tailored to, and proportionate to, their moral and institutional gravity. Accidental and insignificant errors need to be detected and dealt with appropriately, but they cannot be equated with systematic practices of misappropriation of other authors' results. As in any situation created by reprehensible conduct, the existence or absence of culpable intent and deliberateness is essential. This difference will be taken into account in all assessments and decisions on infringement of intellectual property or violation of the rules of good academic practice. Account will also be taken of the purpose and results of the acts committed, the seriousness of which increases with the importance of the consequences - for example, obtaining academic positions, distinctions or awards, or benefits (titles, academic qualities, etc.) through copyright infringement is more serious than other misconduct in the category discussed. In general, in the case of offenses committed through inexperience or simple negligence, the focus should be on correcting behavior and educating respect for intellectual property, not on extreme punitive measures." (p. 3-4)
3. Within the Doctoral School of Sociology, the seriousness of the misconduct will be assessed according to: the presence or absence of **fraud intent; extent of fraud; impact of fraud**, presence or absence of **recidivism**.
4. In the case of the notification and confirmation of situations in which doctoral students have violated the standards of academic integrity in doctoral research, the teachers who supervise their work in courses, in the tutoring committees, as well as the thesis coordinators may resort to the following sanctions, depending on the seriousness of the misconduct:
  - a. **Verbal warning** regarding compliance with academic integrity standards (only in the case of unintentional misconduct due to lack of experience in scientific research and academic writing in the first year of doctoral studies);
  - b. **Written warning** regarding compliance with academic integrity standards;
  - c. **To submit to the public thesis defense committee** the deviation made in order to award the final grade;
  - d. **Expulsion**.

## Annex SDS7. Indicative criteria for awarding grades in the public defense of the PhD thesis in sociology

1. The guiding criteria will be presented in printed format to the members of the public defense committee for the evaluation of the thesis.
2. Panel members will award individual marks, which will be recorded in the public presentation report.
3. The final mark will be calculated by rounding the average of the marks corresponding to the individual marks awarded by the members of the committee.

	Score	Orientative criteria for the Doctoral School of Sociology	Indicative milestones: CNATDCU 2012 specialized committee criteria <sup>1</sup>
Rating Unsatisfactory	0p	The thesis does not meet the acceptance criteria.	The thesis does not meet the criteria of a theoretical and/or applied research paper.
<b>Satisfactory</b>	1p	The thesis fulfills the acceptance criteria. The PhD student <b>has not participated in conferences or has no publications</b> in the context of doctoral research.	The thesis meets the acceptance criteria, but is modest in its approach and results.
<b>Good rating / Cum laudae distinction</b>	2p	<ol style="list-style-type: none"> <li>1. At least one publication on the topic of doctoral research - in a peer-reviewed scientific journal, a volume of a scientific conference or a coordinated volume, and</li> <li>2. At least one paper presented at a specialized conference on doctoral research</li> </ol>	<ol style="list-style-type: none"> <li>a. The thesis meets the acceptance criteria, it is a well-constructed research approach, with conclusive and useful results for the knowledge of the topic.</li> <li>b. Articles published in specialized journals/volumes in the field of doctoral research (at least one)</li> <li>c. Participation with papers at conferences (at least one in the doctoral specialty)</li> </ol>
<b>Very good / Magna cum laudae distinction</b>	3p	<ol style="list-style-type: none"> <li>1. At least <b>2 publications</b> on the topic of doctoral research (in specialized scientific journals, volumes of scientific conferences or coordinated volumes); of which <b>at least one article in a BDI or ISI indexed journal according to CNATDCU criteria, and</b></li> <li>2. At least <b>2 participations</b> with a paper at a specialized conference on doctoral research; of which <b>at least one at a conference international organized at home or abroad;</b></li> </ol>	<ol style="list-style-type: none"> <li>a. The thesis meets all standards, represents very good research with consistent bibliography and methodology and results significant. The personal contribution is conclusive and relevant to the field/topic.</li> <li>b. Published articles (minimum 2, of which at least one in an international or ISI-listed journal or specialized volume), in the field of doctoral research</li> <li>c. Conference papers (minimum 2, at least one international)</li> </ol>
<b>Excellent rating / Summa cum laudae award</b>	4p	<ol style="list-style-type: none"> <li>1. At least <b>2 publications</b> in prestigious journals, prestigious conferences or volumes published by prestigious publishers, on the topic of doctoral research; of which <b>at least one article in a prestigious journal indexed BDI or ISI according to CNATDCU criteria, and</b></li> <li>2. At least <b>2 participations</b> with papers on doctoral research at specialized international conferences organized abroad.</li> </ol>	<ol style="list-style-type: none"> <li>a. The thesis is a very good research, based on a substantial, first-rate bibliography and a very good research methodology designed and tracked. Results theoretical/methodological/ empirical obtained in specialty/topic are innovative.</li> <li>b. At least two articles in prestigious international journals or ISI journals (in the context of doctoral research)</li> <li>c. At least two participations with papers selected and defended at international conferences/congresses, synthesized in international databases (in the context of doctoral research).</li> </ol>

<sup>1</sup> Available at <http://www.cnatdca.ro/wp-content/uploads/2012/05/Sociologie.pdf>





## Curriculum - Sociology 2024-2028

Name Disciplines & Activities	Semester I		Semester II*		Finalization	ECTS
	Hours course	Hours seminar	Hours course	Hours seminar		
<i>Advanced university-based training program</i>						
New developments in social research methodology and sociology	24	24			E	10
Models in social research and sociology [Online]	24	24			E	10
Methodological seminar		34			V	8
Ethics and academic integrity	14				V	2
<b>Total hours and ECTS</b>	<b>62</b>	<b>82</b>				<b>30</b>

<i>Scientific Research Program</i>	Sem. II	Sem. III	Sem. IV	Sem. V	Sem. VI	Sem. VII	Sem. VIII	Finalization	ECTS
Progress report on the doctoral research project	x							C	30
A report on the theoretical underpinning of the research and the research questions		x						C	30
Research methodology			x					C	30
Synthesis report on interim research results					x			C	60
Summary report on research contributions to knowledge							x	C	60
<b>Total ECTS</b>									<b>210</b>
	<b>Grand Total ECTS</b>								<b>240</b>

Dean,  
Prof. Dr. Liviu Chelcea

Doctoral School Director,  
Prof. Dr. Cosima Rughiniş

