



UMFT
Universitatea de
Medicină și Farmacie
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din Timișoara

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METHODOLOGY FOR ORGANIZATION AND FUNCTIONING OF THE UNIVERSITY DOCTORAL STUDIES COUNCIL WITHIN THE VICTOR BABEȘ UNIVERSITY OF MEDICINE AND PHARMACY TIMIȘOARA

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CHAPTER I. GENERAL DISPOSITIONS

Art.1.

Victor Babes University of Medicine and Pharmacy Timisoara (UMFVBT) is accredited by the Ministry of National Education (MEN) in accordance with the provisions of the National Education Law no. 1/2011 (LEN), H.G. no. 681/2011 on the Code of Doctoral Studies and the Charter of the Victor Babes University of Medicine and Pharmacy Timisoara as an Organizing Institution for Doctoral Studies (IOSUD).

Art.2.

(1) IOSUD-UMFVBT is led by the Council for Doctoral Studies, hereinafter referred to as CSUD.
(2) IOSUD-UMFVBT comprises two Doctoral Schools, the Doctoral School of Medicine-Pharmacy and the Doctoral School of Dentistry, each of the two schools being coordinated by a Council of the Doctoral School (CSD).

Art.3.

(1) IOSUD-UMFVBT operates based on the dispositions of the Institutional Regulation for the organization and functioning of doctoral university studies within UMFVBT elaborated by CSUD, approved by the Board of Directors and endorsed by the University Senate.

CHAPTER II. CSUD STRUCTURE

Art.4.

(1) CSUD consists of 11-17 members.
(2) A member of the CSUD is elected by universal, direct, secret and equal vote of the doctoral supervisors from the doctoral schools from IOSUD.
(3) A member of the CSUD is elected by universal, direct, secret and equal vote of the doctoral students from the doctoral schools from IOSUD.
(4) The CSUD Director is a full member of CSUD.
(5) At least 50% of the CSUD members are appointed by the leaders of the IOSUD component institution, respectively the Rector of UMFVBT.

Art. 5

(1) The CSUD Director is appointed by the Rector following the public competition organized by UMFVBT based on a Methodology approved by the Board of Directors and endorsed by the University Senate and in accordance with the provisions of the Code on doctoral studies. The position of CSUD Director is assimilated on the executive line to that of Vice-Rector according to LEN. Until the organization of a competition, it can be called CSIM Interim Direct.

Art. 6

The CSUD Secretary ensures communication with the Doctoral Schools within IOSUD as well as with the administrative and legislative structures of the UMFVBT.



CHAPTER III. CSUD OPERATION

Art. 7

The principles of governing and operating the CSUD are:

- participatory and active leadership;
- professionalism and performance;
- respect for university autonomy and academic freedom;
- taking responsibility for decisions;
- promoting tolerance and equal opportunities.

Art. 8

The main attributions of CSUD are:

- a) establishing the IOSUD strategy;
- b) elaboration of the Institutional Regulation for the organization and functioning of the doctoral study programs within UMFVBT;
- c) approving the decisions regarding the establishment and abolition of the Doctoral Schools within IOSUD;
- d) selection of doctoral supervisors who are part of a newly established doctoral school;
- e) the coordination of the partnership, in case IOSUD is constituted by a partnership, according to the partnership contract;
- f) granting or revoking the membership of the Doctoral School to some doctoral supervisors;
- g) enrollment and expulsion of doctoral students, at the proposal of doctoral supervisors;
- h) the accomplishment of the State of functions of the teaching and research staff affiliated to the Doctoral Schools;

Art. 9

The CSUD director has the following responsibilities:

- a) represents CSUD in relation to any entity in the country and abroad;
- b) submits for approval to CSUD:
 - 1) the regulations, methodologies and procedures regarding the organization and functioning of the Doctoral Schools;
 - 2) study contracts between PhD students and IOSUD;
 - 3) the budget and budget execution of IOSUD;
 - 4) enrollment and expulsion orders of doctoral students;
 - 5) The annual activity reports of the Doctoral Schools;
 - 6) The list of positions of the teaching and research staff affiliated to the Doctoral Schools;
 - 7) CSUD annual report.
- c) coordinates the elaboration of the annual activity report of CSUD and presents it before the UMFVBT Senate;
- d) is responsible for approving and signing:
 - 1) requests for interruption of doctoral studies (for good reasons and with the consent of the doctoral supervisor);
 - 2) applications for withdrawal from the doctoral program;
 - 3) grace periods for the defense of doctoral theses;
 - 4) monthly timetables of doctoral students for the payment of scholarships.



Art. 10

CSUD members have the following rights and obligations:

- a) to participate in CSUD meetings;
- b) to express, without reservations, the opinions regarding the analyzed problems and the functioning of CSUD;
- c) to participate in decision making;
- d) to make proposals regarding the improvement of the activity of the Doctoral Schools and of the CSUD;
- e) to know the legislation in the field of organizing doctoral university studies;
- f) to notify without delay the possible irregularities regarding the organization and functioning of the Doctoral Schools and of the CSUD.

Art. 11

CSUD meets in ordinary monthly or extraordinary meetings:

- (1) The convening of the CSUD members shall be done by e-mail by the CSUD Secretariat, at the request of the CSUD Director, specifying the agenda, at least 24 hours before the meeting.
- (2) The agenda of the meetings may be completed upon request, at the beginning of the meeting, with the consent of the majority of those present.
- (3) In exceptional situations (state of alert, state of emergency, state of necessity, state of war), the President of the CSUD may propose, with the opinion of the Senate, the organization of ordinary / extraordinary online meetings in order to vote by e-mail of agenda in order to ensure the proper functioning of the UMFVBT in these situations. The electronic consultation will provide CSUD members with the following voting options: "for", "abstention" and "against".

Art. 12

CSUD decisions are adopted by a majority vote of the total number of members and become binding on all executive and administrative bodies of IOSUD-UMFVBT after approval by the Senate and issuance of Decisions by the Rector.

CHAPTER IV. FINAL DISPOSITIONS

Art. 13

The Senate of the University of Medicine and Pharmacy „Victor Babeș” from Timișoara approved the present Regulation in the meeting of 29.04.2020, the date on which it enters into force.

Rector,
Prof. univ. dr. Octavian Marius CREȚU

C.S.U.D. Director,
Prof. univ. dr. Cristina Adriana DEHELEAN

Legal Office,
C.j. dr. Codrina LEVAI