



# METHODOLOGY REGARDING THE DESIGNATION AND ELECTION OF THE COUNCIL FOR DOCTORAL STUDIES AND THE DOCTORAL SCHOOL COUNCIL IN THE "VICTOR BABEȘ" UNIVERSITY OF MEDICINE AND PHARMACY IN TIMISOARA

	Function, Name and Surname	Date	Signature
Prepared by:	Director CSUD, prof. univ. dr. Cristina Adriana Dehelean	28.10.2020	
Completed / modified	Director CSUD, prof. univ. dr. Cristina Adriana Dehelean	05.05.2021	
		02.12.2021	
Aimed at the Legal Office	Consilier juridic, dr. Codrina- Mihaela Levai	11.05.2020	
Aimed at the Standing Committee of the Senate for the revision of regulations and the University Charter	Prof. univ. dr. Mirela-Danina Muntean	11.05.2020	
Effective date:	18.12.2020, 12.05.2021, 07.12.2021 ( modification and completion )		
Withdrawal date:			



## CHAPTER I: GENERAL PROVISIONS

**Art. 1** - This Methodology, revised in accordance with the legal provisions in force, establishes the rules according to which the members of the Doctoral Studies Council (CSUD) and of the Doctoral School Council (CSD) at the "Victor Babeș" University of Medicine and Pharmacy are appointed and elected. from Timișoara (hereinafter referred to as UMFVBT).

**Art. 2** - This methodology is based on the provisions of the National Education Law no. 1/2011, with subsequent amendments and completions; H.G. no. 681/2011 on the Code of doctoral studies, with subsequent amendments and completions, the Regulation on the organization and functioning of the Council of doctoral studies within the University of Medicine and Pharmacy "Victor Babeș" from Timișoara, annex to HS no. 5/5189 / 29.04.2020; The institutional regulation for the organization and functioning of the doctoral university studies within the "Victor Babeș" University of Medicine and Pharmacy from Timișoara, annex to HS no. 6/6022 / 27.05.2020; The charter of the "Victor Babeș" University of Medicine and Pharmacy from Timișoara, adopted by Decision no. 75/12188 / 16.09.2020.

## CHAPTER II. APPOINTMENT OF THE UNIVERSITY DOCTORAL STUDIES COUNCIL (CSUD)

**Art. 3** - IOSUD is governed by the Council for Doctoral Studies, hereinafter referred to as CSUD.

**Art. 4** - The term of office of CSUD members is 4 years.

**Art. 5** - CSUD may have as members:

- a) persons within or outside IOSUD;
- b) persons from the country or from abroad;
- c) representatives of doctoral students from IOSUD doctoral schools.

**Art. 6**

(1) CSUD consists of 7-17 members.

(2) The CSUD Director is a full member of CSUD and holds the position of CSUD Director by competition, according to the regulations in force.

(3) At least one member of the CSUD is elected by universal, direct, secret and equal suffrage of doctoral supervisors from IOSUD doctoral schools. The election will take place on the date and time announced by the CSUD Director. The application for election as a CSUD member is submitted to the UMFVBT registry and consists of the CV and the Form for fulfilling the minimum standards for qualification in the field and sub-domain in which it operates, valid at the time of submission. These will be analyzed and endorsed by a Scientific Committee proposed by the CSUD Director.

Consiliul pentru Studii Universitare de Doctorat



(4) At least one member of the CSUD is elected by universal, direct, secret and equal suffrage of doctoral students from IOSUD doctoral schools. The election will take place on the date and time announced by the CSUD Director.

**Art. 7** - At least 50% of CSUD members are appointed by the rector of UMFVBT, at the proposal of the CSUD director and validated by the University Senate.

**Art. 8** - CSUD members, trained on the basis of this methodology, who are university teachers or researchers must have the right to conduct doctorates, in the country or abroad, and meet the minimum and mandatory standards for the award of the certificate of competency in force at the time of appointment as members of CSUD, approved by OMEN 6129 of 20.12.2016 and of art. 219 para. (1) lit. a) of Law no. 1/2011.

**Art. 9** - The rector appoints the CSUD members, at the proposal of the CSUD director.

**Art. 10** - During the election meeting, the CSUD Director appoints a person to draw up the minutes and requests from the participants proposals for the appointment of the Counting Committee.

**Art. 11** - The winner is the candidate / candidates with the highest number of votes exceeding 50% plus one of the votes cast in round I. The voting process is valid if at least 50% plus one of the votes of the PhD supervisors valid. For the second round, the winner is the candidate who obtained the highest number of votes. In the event of a tie, the elections shall be resumed.

**Art. 12**- When a seat is vacated in the CSUD, of a member elected by vote, by-elections shall be held within a maximum of 1 month from the vacancy of the seat, for the difference of mandate. In special cases (pandemic and other calamities, state of emergency, alert, etc.), members may be appointed on an interim basis or the period of those elected may also be extended on an interim basis. This also applies to CSD members.

### CHAPTER III. APPOINTMENT OF THE DOCTORAL SCHOOL COUNCIL

**Art. 13** - The doctoral school is run by a Director of the Doctoral School and the Doctoral School Council (CSD).

**Art. 14** - The Doctoral School Council is chaired by the Director of the Doctoral School, who is elected by the members of the CSD and appointed by the CSUD from among the doctoral supervisors within the Doctoral School and is a full member of the Doctoral School Council.

**Art. 15** - The Doctoral School Council consists of 3-9 members, of which: doctoral supervisors from the Doctoral School in a proportion of maximum 50%, doctoral students in proportion of 20%, rounded in addition if necessary, the rest being completed with members from outside the Doctoral School, chosen from scientific personalities whose scientific activity has a significant international recognition and / or personalities from the relevant industrial and socio-economic sectors. The



application for election as a CSD member is submitted to the UMFVBT registry and consists of a CV and the form for meeting the minimum standards for qualification in the field and sub-domain in which it operates, valid at the time of submission. For PhD students, the application consists of submitting an application.

#### **Art. 16**

(1) The members of the Doctoral School Council are elected by universal, direct and secret ballot of all the doctoral supervisors who are part of the Doctoral School.

(2) Doctoral students elect their CSD member or members in a separate meeting and send the election result to the CSUD director and the CSD secretariat, to complete the Doctoral School Council.

(3) The elections will take place on the date and time communicated by the CSUD Director, at the level of the doctoral supervisors, respectively at the date and time communicated to the CSD secretariat, at the level of the doctoral students.

**Art. 17** - The winner is the candidate / candidates with the highest number of votes exceeding 50% plus one of the votes cast in round I. The voting process is valid if at least 50% plus one of the votes of the PhD supervisors valid. For the second round, the winner is the candidate who obtained the highest number of votes. In the event of a tie, the elections shall be resumed.

**Art. 18** - The term of office of the members of the CSD is 5 years from the end of the voting and validation procedure, in the case of general elections and from the end of the election and validation until the end of the term of the CSD of 5 years, for by-elections.

**Art. 19** – The student or doctoral students member / members of the Doctoral School Board, who complete their doctoral studies during the term of the board, lose / lose their membership of the Board at the date of confirmation of the doctoral thesis and the doctoral degree.

**Art. 20** - In order to fill vacancies on the Doctoral School Board, in the case of members elected by ballot, by-elections are held and the term of office of the new member expires upon the expiration of the term of the Doctoral School Board.

## **CHAPTER IV. INCOMPATIBILITY**

#### **Art. 21**

(1) In IOSUD-UMFVBT, persons who are in a relationship with spouses, relatives and relatives up to and including the third degree may not hold positions at the same time so that one or the other is in a leading position with the other or academic assessment at any level.

(2) In UMFVBT, the functions in a direct position of management, control, authority or institutional evaluation are in a relationship of incompatibility, within the meaning of art. 295 para. (4) of the National Education Law no. 1/2011 and cannot be occupied simultaneously by spouses, relatives and relatives up to and including the third degree, are as follows:



- a) **the president** of the university senate with the rector, the vice-rectors, the director of the Council for doctoral studies, deans, vice-deans, the general administrative director, the members of the board of directors, the directors of departments, the heads of doctoral schools;
- b) **the rector** with the vice-rectors, the director of the Council for doctoral studies, deans, vice-deans, the general administrative director, the members of the board of directors, the directors of departments, the heads of the doctoral schools;
- c) **vice-rector and director of the Council for doctoral studies** with deans, vice-deans, general administrative director, members of the board of directors, directors of departments, heads of doctoral schools;
- d) **members of the Board of Directors** with deans, vice-deans, the general administrative director, the directors of departments, the heads of the doctoral schools;
- e) **the dean** with the vice-deans of the respective faculty, the directors of departments within the respective faculty, the heads of the doctoral schools subordinated to the respective faculty;
- f) **vice dean with** the directors of the departments within the respective faculty and the heads of the doctoral schools subordinated to the respective faculty;
- g) **the department director** with the heads of the units subordinated to the respective department;
- h) **the head of the doctoral school** with the heads of the units subordinated to the respective doctoral school.

## CHAPTER V. FINAL PROVISIONS

**Art. 22** – All elected and / or appointed members of CSUD and CSD will be validated by the University Senate.

**Art. 23** - This Methodology was approved by the UMF Senate “Victor Babeș” from Timișoara, in the meeting of 18.12.2020, modified and completed by H.S. no. 168/9452 / 12.05.2021.

Rector,

Prof. univ. dr. Octavian Marius Crețu

Director CSUD,

Prof. Univ. Dr. Cristina Adriana Dehelean

*The handwritten signature is applied on the original version of the document that is kept in the archives of the University Senate.  
This act has the same legal force as the original document.*