



UNIVERSITATEA  
DE MEDICINĂ ȘI FARMACIE  
VICTOR BABEȘ | TIMIȘOARA

**OPERATIONAL  
PROCEDURE**

Edition I

**Name of the operational  
procedure**

Date of approval of the procedure:  
26.10.2021

Revision - 1

Date of approval of the revision / edition  
26.10.2021

Code: PO-CSUD –  
SDASOL- /1/2021

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**Approved by,**  
Rector, Prof.univ.dr. Octavian Marius Crețu

## **OPERATIONAL PROCEDURE**

on the organization and development of the process of  
submitting doctoral / habilitation theses online, within the  
Victor Babes University of Medicine and Pharmacy  
Timisoara

### **1. List of those responsible for drawing up, verifying and approving the edition or, as the case may be, the revision within the edition of the operational procedure**


	Elements regarding the managers / operation	Name and surname	Function	Date	Signature
	1	2	3	4	5
1.1.	Elaborated by	CSUD Director, Prof. univ. dr. Dehelean Cristina Adriana	Organizational structure manager / Person (s) Delegate (s)	25.10.2021	
1.2.	Advised by		Leader of the organizational structure		
		Moise Maria	Technical Secretary of the SCIM Monitoring Commission	25.10.2021	
1.3.	Verified by	Prof. univ. dr. Motoc Andrei Gheorghe	Chairman of the SCIM Monitoring Committee	25.10.2021	

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		Marius			
		c.j. Levai Codrina	Legal Adviser		
1.4.	Approved by		Board of Directors	26.10.2021	

## 2.Cuprins

Structural component number	Name of the component of the procedure	Page
1.	Cover page / List of those responsible for the elaboration, verification, approval and approval of the procedure	1
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### 3. Change record form:

	<b>Edition / date of issue</b>	<b>Revision / revision date</b>	<b>Description of the change</b>	<b>Opinion of the head of the structure who drafted the procedure</b>
1.	I / HCA edition of 29/80820/26.10.2021	-	-	

### 4. Distribution / distribution form:

	<b>Aim</b>	<b>The name of the organizational structure</b>	<b>Name</b>	<b>Function</b>	<b>Date of receipt</b>	<b>Data intrării în vigoare</b>
1	Application	The organizational structures involved	CSUD / CSD members	Prof / Conf	Date of PO posting on the website www.umft.ro 29.10.2021	The date of publishing HCA on the website www.umft.ro
2	Information	SCIM Monitoring Commission	Prof. Dr. Andrei Motoc	Chairman of the Monitoring Committee		
3	Maintenance	SCIM Monitoring Commission	Moise Maria	Secretary of the Monitoring Committee		
4	Maintenance	University General Secretariat Directorate	Dr. Daniela- Aurora Tănase	Chief Secretary		



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5	Other purposes	Other structures (if applicable)	PhD supervisors / PhD students	Prof / Conf / PhD students		
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## 5. Purpose of the procedure

Art. 1.

(1) This procedure constitutes the framework for organizing and carrying out the process of defending doctoral / habilitation theses in the online system, during the state of emergency, **pandemic**, until the elimination of restrictions on public meetings and **the decision of the UMFVBT management** based on autonomy. university, within the Organizing Institution of Doctoral University Studies - „Victor Babeș” University of Medicine and Pharmacy from Timișoara (hereinafter referred to as IOSUD-UMFVBT).

(2) The Victor Babes University of Medicine and Pharmacy Timisoara, as IOSUD, has the right to organize and carry out, in a transparent manner, the process of obtaining the title of doctor of sciences / the certificate of habilitation in the field of Medicine, Dentistry and Pharmacy, in compliance with the legal provisions in force.

Art. 2.

The provisions of this procedure allow the fulfillment of the following objectives:


- a) ensuring a frame of reference for the defense of doctoral / habilitation theses within IOSUD-UMFVBT;
- b) promoting common principles for quality assurance in the organization and development of the process of defending doctoral / habilitation theses within IOSUD - UMFVBT.

## 6. Field of application

Art. 3.

(1) This procedure allows, based on university autonomy, with the assumption of public responsibility, the defense of doctoral / habilitation theses in online system, during the state of emergency and until the elimination of restrictions on public meetings, **in the context of pandemy**, in real time, in front doctoral / habilitation commission, through a platform that allows dialogue and recording of audio-video content.

(2) This way of defending the doctoral / habilitation theses in online system is allowed to the higher education institutions that have an adequate electronic platform.

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## 7. Reference documents

### *Legislative landmarks'*

#### Art. 4.

(1) This procedure is elaborated on the basis of the provisions of the following legal regulations:

- Decree of the President of Romania no. 195 of March 16, 2020 on the establishment of the state of emergency on the territory of Romania, published in the Official Gazette of Romania, Part I, no. 212 of March 16, 2020
- Decree of the President of Romania no. 240 of April 14, 2020 on the extension of the state of emergency on the territory of Romania, published in the Official Gazette of Romania, Part I, no. 313 of April 14, 2020
- Order of the Minister of Education and Research no. 402/2020 on the derogation from the legal provisions in the field of higher education, during the state of emergency on the territory of Romania, published in the Official Gazette of Romania, Part I, no. 299 of April 9, 2020
- Decision of the National Committee for Special Emergency Situations (CNSSU) no. 7/2020 on the approval of the Decision of the Technical-Scientific Support Group on the management of highly contagious diseases in Romania no. 9/2020, according to which it is recommended to higher education institutions "the use of alternative teaching methods of education".

(2) This procedure strictly regulates the stage of defending the doctoral / habilitation theses in online system, **during the state of emergency, pandemic and until the elimination of the restrictions regarding the public assemblies, based on the university autonomy, assuming the public responsibility.**

(3) The other aspects regarding the organization of the entire process of obtaining the doctoral title, respectively of the habilitation certificate are regulated by the normative acts in force and, implicitly, by incidental institutional regulations.

## 8. Definitions and abbreviations

### a. Definitions of terms



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<b>Nr. crt.</b>	<b>Term</b>	<b>The definition and / or, where applicable, the act defining the term</b>
1.	UMFVBT	Victor Babes University of Medicine and Pharmacy Timisoara
2.	IOSUD	Institution organizing doctoral studies
3.	CSUD	Council for doctoral studies
4.	SȘD	Doctoral School Secretariat
5.	MCOD	Doctoral committee members
6.	MCOA	Empowerment committee members
7.	C	Candidate

**b. Abbreviations of terms**

<b>Abbreviation</b>	<b>The abbreviated term</b>
A	Approve
Arh	Archive
Ap	Apply
An	Analyze
Av	Approves
CA	UMFVBT Board of Directors
CM	Monitoring Commission
D	Broadcasting
DRU	Human Resources Department
DSGU	University General Secretariat Directorate
E	Drafts
HCA	Decision of the Board of Directors
I	Initiates
Cj	Legal Adviser
P	Maintenance
PO	Operational procedure
R - UMFVBT	UMFVBT Registry

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SCIM	Internal managerial control system
SO	The organizational structure
ST-CM	Technical Secretariat of the Monitoring Commission
V	Verify
UMFVBT	Victor Babes University of Medicine and Pharmacy Timisoara

## 9. Description of the activity or process

### Art. 5.

(1) The organization of the submission of doctoral and habilitation theses will be carried out using the ZOOM videoconferencing platform, through the institutional account purchased by UMFVBT.

(2) The initiation in the application scheduling of the videoconference session intended for the submission of the doctoral / habilitation theses will be made at least 48 hours before the date and time scheduled for the presentation. The CSUD is responsible for scheduling the date and time of the meeting for the defense of the doctoral / habilitation thesis. It is not possible to schedule dissertations for habilitation or doctoral theses at the UMFVBT at the same time. Successive dissertations of habilitation or doctoral theses can be scheduled at an interval of at least two hours.


### Art. 6.

(1) At least 48 hours before the submission of the thesis, the secretariat of the Doctoral School will send, by email, the access link to the videoconference, the videoconference identifier as well as the access password to the candidate, the habilitation commission or, as the case may be, the doctoral commission.

(2) The public character of the defense of the habilitation and doctoral theses will be respected by publishing on the institution's website, at least 24 hours before the videoconference identifier and the videoconference access password.

### Art. 7.



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(1) The video conference will be scheduled to start 15 minutes before the scheduled time. 15 minutes before the scheduled time, the doctoral school secretariat (as the host of the videoconference), the candidate and the members of the commission will connect to the video conference.

(2) The entire videoconference, including the defense of the thesis, the question and answer session and the conclusions of the commission will be recorded by the secretariat of the Doctoral School, and will be saved electronically.

(3) Only after the confirmation of the connection of the candidate and the members of the commission to the videoconference will the host of the videoconference accept the entry of the desired public from the waiting list in the videoconference session. The number of participants in the video conference is limited by the implementation solution to 100 participants (including the candidate, the host of the video conference and the committee members).

(4) During the defense of the habilitation or doctoral thesis, the candidate will use the option of sharing the screen, thus making it possible for all participants in the video conference to view the slides. During the other stages of the meeting, the screen sharing option will be turned off.

(5) After the end of the meeting and the presentation of the conclusions of the commission in the public videoconference, the secretariat of the doctoral school will send to the members of the commission, for completion and electronic signature, the minutes of the doctoral thesis / evaluation report of the habilitation commission. for accepting or rejecting the doctoral / habilitation thesis, through the electronic signature solution of DocuSign documents.

## 10. Responsibilities

Nr. Crt.	Activity	Organizational structure / Responsible					
		R-UMFVBT	CSUD	SȘD	MCOB	MCOA	C



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1	In order to defend the doctoral / habilitation thesis, the candidate submits to the secretariat of the Doctoral School an application for the defense of the thesis online	Ap/D	A	Ap			I/Ap
2	The candidate completes and signs the Information Note on the processing of personal data			Ap			Ap
3	The Doctoral School transmits the connection data for the videoconference by e-mail			E/D	An	An	An
4	After connecting the candidate and the members of the doctoral / habilitation commission, the public entry in the videoconference session is accepted.			Ap	Ap	Ap	Ap
5	During the presentation of the doctoral / habilitation thesis, the candidate uses the screen sharing option						I/Ap
6	After the end of the public meeting, the Minutes of the meeting for the defense of the doctoral thesis / The evaluation report of the habilitation commission will be sent through the solution of electronic signature of the docuSign documents.			I/D	Ap	Ap	

## 11. Annexes

1. This procedure has 2 annexes, which are an integral part, namely:

- Annex 1 - Requesting the candidate to defend in the online system the doctoral / habilitation thesis;
- Annex 2 - Information note on the protection of personal data

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Annex 1

ADVISED,  
CSUD Director

To

**The UMFVBT Doctoral Studies Council**


I, the undersigned \_\_\_\_\_, request an approval for my online submission of my doctoral / habilitation thesis, entitled

\_\_\_\_\_, which will take place on \_\_\_\_\_, starting at \_\_\_\_\_.

I specify that I have been informed and I agree with all aspects regarding the online defense of the doctoral / habilitation thesis.

Date,

Signature,

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## Annex 2

### Information note on the processing of personal data

In accordance with the provisions of Regulation (EU) 2016/679 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, the Victor Babes University of Medicine and Pharmacy Timisoara securely processes personal data provided<sup>1</sup>.

The categories of personal data that are subject to processing without being exhaustive: first name, surname, CNP, series and no. CI / Passport, date and place of birth, nationality, signature, data recorded in the civil status documents, domicile, profession, job, vocational training, family situation, military situation, health and social insurance, bank details, medical status, information on the studies performed / completed, grades / averages obtained during the studies, respectively email address, telephone number in order to improve the communication process.

The data are processed for the purpose of concluding and executing the legal relations specific to the educational process, for the activities necessary to fulfill the purpose for which UMFVBT was created - education and research, being used for analysis, statistical processing and archiving, according to the provisions legal. The data are communicated to the following recipients, without the list being exhaustive: the data subject, the employees of the operator with access, the Ministry of Education and Research, and other natural / legal persons, authorities and institutions legally required to request information, in accordance with the provisions of Regulation (EU) 2016/679.

I, the undersigned \_\_\_\_\_, domiciled in the county \_\_\_\_\_, town \_\_\_\_\_, street \_\_\_\_\_, no. \_\_\_\_\_, building \_\_\_\_\_, floor \_\_\_\_\_, app. \_\_\_\_\_, identified by C.I. series \_\_\_\_\_, no. \_\_\_\_\_, as a candidate for the online defense of the doctoral / habilitation thesis, organized by IOSUD - UMFVBT, I have learned that the Victor Babes University of Medicine and Pharmacy Timisoara will process, by any means, my personal data in accordance with Regulation (EU) 2016/679 on the protection of individuals with regard to the processing of personal data and on the free movement of such data.

Date,

Signature,

1 According to Regulation (EU) 2016/679 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, "processing" means any operation or set of operations performed on personal data or data sets. in person, with or without the use of automated means, such as collecting, recording, organizing, structuring, storing, adapting or modifying, retrieving, consulting, using, disclosing by transmission, dissemination or otherwise making available, alignment or combining, restricting, deleting or destroying.





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