



PROCEDURE REGARDING THE METHOD OF GRANTING THE PERIOD OF INTERRUPTION, EXTENSION, GRACE OF UNIVERSITY DOCTORAL STUDIES WITHIN „VICTOR BABEȘ” UNIVERSITY OF MEDICINE AND PHARMACY FROM TIMIȘOARA

	Function, Name and Surname	Date	Signature
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Art. 1.

(1) The interruption and / or extension of the doctoral study program and the granting of the grace period for the elaboration of the doctoral thesis is made on the basis of:

- Law no. 288/2004 regarding the organization of university studies;
- National Education Law no. 1/2011, with subsequent amendments and completions;
- HG no. 681/2011, regarding the approval of the Code of doctoral studies, with subsequent amendments and completions;
- Law no. 49/2013 for the amendment of art. 12 of Law no. 288/2004 regarding the organization of university studies;
- OUG no. 95/2018 on health care reform, with subsequent amendments and completions
- 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 H.S. Nr. 6/6022 / 27.05.2020 with subsequent amendments and completions by H.S. Nr. 53/9754 / 29.07.2020.

Art. 2.

(1) The duration of the doctoral university study program is 4 university years. It can be extended up to 6 academic years, by granting extension periods.

(2) The minimum duration of an interruption or extension period is 3 months, and the maximum duration is 2 years.

(3) If the doctoral student does not complete the individual scientific research program within 4 years of the study program, including the extension period corresponding to the interruption periods approved by the University Senate, respectively including the extension period approved up to 2 years by the University Senate, the doctoral student is expelled.

(4) If the doctoral student fails to complete and publicly defend the doctoral thesis during the study program (including interruption and / or extension periods), he / she has another grace period of up to 2 academic years with the approval of the University Senate. . The minimum duration of a grace period is 3 months, and the maximum duration is 2 years, exceeding this term automatically leading to the expulsion of the doctoral student.

Art 3.

The interruption period is granted at the request of the doctoral student and is approved as follows:

(1) The doctoral study program may be interrupted in the following situations: medical reasons, taking leave for pregnancy and childbirth or leave for raising and caring for the child, respectively for other good reasons.

(2) The cumulative duration of the interruption periods granted to a doctoral student may not exceed 24 months, except for situations for raising and / or caring for the child, for which the maximum duration is 36 months.

(3) The doctoral student submits to the secretariat of the doctoral school the request for interruption with the approval of the doctoral supervisor (Annex 1) accompanied by the proving documents (birth certificate of the child / medical certificate). The doctoral student signs the application and completes the reason for the interruption.

(4) The application, accompanied by the proving documents will receive a registration number from the UMFVBT Registry (room 1) and will be submitted to the Director of the Doctoral School for approval.



- (5) After approval by the Director of the Doctoral School, the application will be approved by the Director of CSUD.
- (6) The director of CSUD submits the request for the interruption of the doctoral studies in order to be approved by the UMFVBT Senate.
- (7) The decision of the University Senate, containing the final resolution to the request for interruption, will be part of the doctoral student's file.
- (8) For the periods of interruption of the doctoral studies program approved by the University Senate, the doctoral students will not pay tuition fees.
- (9) For the periods of interruption of the doctoral studies program approved by the University Senate, the doctoral students are suspended from the payment of the scholarship.
- (10) For the periods of interruption of the doctoral studies program approved by the University Senate, the doctoral students will not benefit from guidance from the doctoral supervisor.

Art 4.

The period of extension of doctoral studies is granted as follows:

- (1) The duration of the doctoral university study program may be extended by 1-2 years at the proposal of the doctoral supervisor, with the approval of the UMFVBT Senate.
- (2) The doctoral supervisor submits to the secretariat of the doctoral school the request for extension of the doctoral studies numbered from the UMFVBT Registry (Annex 2), signed and completed with the name of the doctoral student for whom the extension is requested.
- (3) The application will be approved by the Director of the Doctoral School.
- (4) After approval by the Director of the Doctoral School, the application will be approved by the Director of CSUD.
- (5) The CSUD Director submits the request to the UMFVBT Senate for approval.
- (6) The decision of the University Senate, containing the final resolution to the request for extension will be part of the doctoral student's file
- (7) The doctoral students who benefit from the extension of the duration of the doctoral studies, in order to complete the doctoral thesis, will pay the annual fee established by the UMFVBT Senate, regardless of the form of funding in which it was enrolled, both for the first and for second year of extension.
- (8) Interruptions of doctoral studies may not be granted for the duration of the approved extensions. Exceptions are some special cases, proven by documents.
- (9) For the period of extension of the doctoral studies, the doctoral students benefit from guidance from the doctoral supervisor.

Art 5.

The grace period for doctoral studies is granted as follows:

- (1) For a maximum of 2 years (24 months), only doctoral students who have completed the individual doctoral program, but have not been able to complete and publicly defend the doctoral thesis.
- (2) The doctoral student submits to the secretariat of the doctoral school the application for the grace period (Annex 3), completed, signed and approved by the doctoral supervisor.
- (3) The application for the request for the grace period will be accompanied by a written report from the doctoral student and the certification from the doctoral supervisor that the doctoral student's thesis is being finalized.



- (4) The application with number from the UMFVBT Registry will be endorsed by the Director of the Doctoral School.
- (5) After approval by the Director of the Doctoral School, the request will be sent to the Council for Doctoral Studies, together with the documents proving the motivation of the request for the grace period, in order to analyze and issue a motion for a resolution.
- (6) The motion for a resolution is submitted to the UMFVBT Board of Directors and the University Senate for approval.
- (7) The doctoral students who benefit from the grace period, in order to complete the doctoral thesis, will pay the annual fee established by the UMFVBT Senate, regardless of the form of funding in which it was enrolled, both for the first and second year of grace.
- (8) At the end of the grace period granted, if the doctoral student has not publicly defended the doctoral thesis, he / she will automatically be expelled.

Art. 6. The Senate of the “Victor Babeș” University of Medicine and Pharmacy from Timișoara approved the present Procedure in the meeting of 28.04.2021, the date on which it enters into force.

**CSUD Director,
Prof. Univ. Dr. Cristina Adriana Dehelean**

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

*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.*