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METHODOLOGY REGARDING THE PROCEDURE FOR INTERRUPTION OR AN EXTENSION OF DOCTORAL STUDIES AT THE "VICTOR BABEŞ" UNIVERSITY OF MEDICINE AND PHARMACY "VICTOR BABEŞ" IN TIMIŞOARA

	Position, First and Last Name	Date	Signature
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Approved by the Senate Standing Committee for the Revision of Regulations and the University Charter	Chair, Prof. Ioana Ioniță, Ph.D.	June 24, 2026	
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CHAPTER I. GENERAL PROVISIONS

Art. 1. This Methodology is based on the following regulations:

- Higher Education Law No. 199/2023, as subsequently amended and supplemented;
- Ministry of Education Order No. 3020 of January 8, 2024, approving the Framework Regulations on Doctoral Studies, as subsequently amended and supplemented;
- Government Emergency Ordinance No. 95/2018 on health care reform, as subsequently amended and supplemented,
- Institutional Regulations Governing the Organization and Operation of Doctoral Programs at the "Victor Babeş" University of Medicine and Pharmacy in Timişoara;
- Regulations of the Doctoral Schools at the "Victor Babeş" University of Medicine and Pharmacy in Timişoara.

Art. 2. This Methodology governs situations involving the interruption or extension of doctoral studies within IOSUD—the "Victor Babeş" University of Medicine and Pharmacy in Timişoara (hereinafter referred to as IOSUD—UMFVBT).

CHAPTER II. INTERRUPTION OF DOCTORAL STUDIES

Art. 3.
(1) The standard duration of the doctoral program is 4 academic years (48 months).

Art. 4. The doctoral program may be interrupted, for valid reasons, at the request of the doctoral student, under the following conditions:
a. medical leave (due to accidents resulting in serious bodily injury certified by medical specialists, or the onset of serious/chronic illnesses requiring long-term treatment);
b. maternity medical leave (in the case of pregnancy, childbirth, or postnatal leave);
c. leave for child-rearing and care;
d. cases of force majeure;
e. other valid reasons.

Art. 5. (1) At IOSUD – UMFVBT, a leave of absence from doctoral studies is granted for a maximum of 2 academic years.
(2) In the event of an interruption, the duration of doctoral studies shall be extended by the cumulative duration of the approved interruptions, without exceeding 2 academic years.
(3) The extension resulting from the interruption is established through addenda to the doctoral studies contract.

Art. 6.
(1)The doctoral student submits to the doctoral school's secretariat the standard interruption request form, registered with the university's Registrar's Office, signed and approved by the doctoral advisor (*Appendix 1*), accompanied by supporting documents (the child's birth certificate, medical certificate, etc.). The doctoral student signs the application and states the reason for the leave of absence.
(2) A request for a leave of absence may be submitted before the start of the academic semester or within the first three weeks after it begins. In exceptional circumstances—such as health issues, maternity leave, postnatal leave, etc.—a request for a leave of absence may be submitted at any time during the academic year in question.

(3)The leave of absence is generally granted for the duration of the 4-year doctoral program.
(4) The request, accompanied by supporting documents, will be assigned a registration number by the UMFVBT Registrar's Office (Room 1) and forwarded to the Director of the Doctoral School for approval.
(5) After approval by the Director of the Doctoral School, the request will be approved by the Director of the CSUD.
(6) The Director of the CSUD submits the request to interrupt doctoral studies to the UMFVBT Senate for approval.
(7) The University Senate's decision, containing the final resolution on the request for interruption, will be included in the doctoral student's file.
(8) During the period of interruption of studies, student status ceases.
(9)For periods of interruption of the doctoral program approved by the University Senate, doctoral students will not be required to pay tuition fees.
(10) For periods of interruption of the doctoral program approved by the University Senate, doctoral students' scholarship payments are suspended.
(11) During periods of interruption of the doctoral program approved by the University Senate, doctoral students will not receive guidance from their doctoral advisor.

Art. 7.
(1) A fee-paying doctoral student who requests a leave of absence is required to pay the **full** tuition fee for the current academic year, in accordance with the provisions **of the Regulations on Tuition Fees and Other Fees at UMFVBT.**
(2) Students enrolled in a higher academic year who request a leave of absence before the end of the enrollment period (**30 calendar days from the start of the academic year**) are not required to pay the tuition fee for the current academic year.

Art. 8.
(1) Upon the expiration of the leave of absence, the doctoral student shall submit to the Doctoral School Secretariat a standard application form for resuming studies (Annex No. 2), registered with the University Registrar's Office, signed and approved by the doctoral advisor, during the enrollment period (the first 30 calendar days of the academic year); otherwise, the student will be dismissed for failure to enroll (Annex No. 3).
(2)The standard application form for resuming doctoral studies will be submitted to the Director of the Doctoral School for approval.
(3) After approval by the Director of the Doctoral School, the application will be approved by the Director of the CSUD.
(4) After obtaining all necessary authorizations and approvals, upon resuming their studies, students retain the state-funded or tuition-based spot they held at the time of requesting the leave of absence, and an addendum to the student contract is signed.
(5)Upon resuming their studies, doctoral students who retain their state-funded place receive state funding for the remaining months (out of a total of 48 months), without exceeding the funding allocated for the standard duration of the doctoral program, which is 4 years (48 months).
(6)Upon resuming their studies, self-paying doctoral students are required to pay tuition in the amount set for the academic year in which they enroll, in accordance with the addendum to the contract and in compliance with the provisions **of the Regulations on Tuition and Other Fees at UMFVBT.**
(7)The doctoral school's secretariat is required to:
- to communicate/forward approved requests from doctoral students to interrupt or resume their studies following an interruption to the Financial and Accounting Service, the Human Resources

Department, and of the International Relations Office (in the case of foreign citizens or Romanians living abroad) within a maximum of 5 days of their approval;
- to update the doctoral student database and the RMU database within 15 days of the approval of requests for interruption or resumption of studies following an interruption by doctoral students.

CHAPTER III. EXTENSION OF DOCTORAL STUDIES

Art. 9.
(1)The duration of the doctoral program may be extended by 1–2 academic years, upon the recommendation of the doctoral advisor and subject to available funding, with the approval of the UMFVBT Senate.
(2)The extension is established by an addendum to the doctoral studies contract.
(3) The extension is granted for the completion of the doctoral dissertation, only after the completion of the 4-year doctoral program and the fulfillment of the requirements set forth in the doctoral study plan.

Art. 10. A doctoral student who has not requested an extension of the doctoral program and has not defended their dissertation within the timeframe prescribed by law (the standard duration of the doctoral program) will be dismissed.

Art. 11.
(1) The doctoral advisor submits to the doctoral school's secretariat the application for an extension of doctoral studies, bearing a reference number from the UMFVBT Registrar's Office (Appendix 3), signed and completed with the name of the doctoral student for whom the extension is requested, specifying the reasons for requesting the extension of the doctoral program and indicating the academic year(s) for which the extension is requested.
(2) The application must be submitted during the months of June–July preceding the academic year for which the extension is requested.
(3)Any application submitted after the deadline specified in paragraph 2 of this article shall not be considered and shall be null and void.
(4) The application will be reviewed by the Director of the Doctoral School.
(5) After being reviewed by the Director of the Doctoral School, the application will be approved by the Director of the CSUD.
(6) The Director of the CSUD submits the request to the UMFVBT Senate for approval.
(7) The University Senate's decision, containing the final resolution on the request for an extension, will be included in the doctoral student's file.
(8) Doctoral students who are granted an extension of the duration of their doctoral studies in order to complete their doctoral dissertation shall pay the annual fee set by the UMFVBT Senate, regardless of the form of funding under which they were enrolled, for both the first and second years of the extension, in the amount of the tuition fee set at the level of the tuition fee for the first year of study in the current academic year, in which they enroll for the extension of their studies.
(9) Throughout the duration of the approved extensions, no breaks in doctoral studies may be granted. Exceptions are made for certain special cases, supported by documentation.
(10) During the extension period of their doctoral studies, doctoral students receive guidance from their doctoral advisor.
(11) The doctoral school's secretariat is required to:
- to forward the approved extension requests from doctoral students to the Financial and Accounting Department, the Human Resources Department, and the International Relations Office (in the case of

foreign citizens or Romanians living abroad) within a maximum of 5 days of their approval;
- to update the doctoral student database and the RMU database within 15 days of the approval of doctoral students' extension requests.

Art. 12. In the absence of approval of an extension request in accordance with the provisions of Chapter III of this Methodology, the doctoral student is dismissed, upon the recommendation of the doctoral advisor, with the approval of the Director of the Doctoral School and the Director of CSUD.

CHAPTER IV. TRANSITIONAL PROVISIONS

Art. 13. For doctoral students whose extension requests were approved by the University Senate prior to the entry into force of this methodology, for a period of 12/24 months, the deadline for the approved extension shall be considered the last day of the academic year in which the approved extension period ends (until the end of the 2024–2025 academic year, in the case of a 12-month extension, and until the end of the 2025–2026 academic year, in the case of a 24-month extension).

CHAPTER V. FINAL PROVISIONS

Art. 14. The Senate of the "Victor Babeș" University of Medicine and Pharmacy in Timișoara approved this methodology at its meeting on April 28, 2025, the date on which it enters into force.

CHAPTER V. APPENDICES

Appendix No. 1 – Standard Application Form for Interruption of Doctoral Studies
Appendix No. 2 – Standard Application Form for Resuming Studies After an Interruption
Appendix No. 3 – Standard Application Form – Extension of Doctoral Studies

Rector,
Prof. Octavian Marius Crețu, Ph.D.

Director of CSUD,
Prof. Cristina Adriana Dehelean, Ph.D.

The handwritten signature is affixed to the original version of the document, which is kept in the University Senate's archives. This document has the same legal force as the original.

Appendix No. 1 - Form Code *UMFVBT-MET/CSUD/19/2025 - 01*

Registration No. (University Registrar's Office)_____

Approved,

CSUD DIRECTOR
Prof. Cristina Adriana DEHELEAN, Ph.D.

Approved,

SENATE RESOLUTION NO.
_____

Approved
DOCTORAL ADVISOR
Joint Ph.D. ADVISOR (if applicable)

Approved
DIRECTOR OF THE DOCTORAL SCHOOL

To

THE ADMINISTRATION OF THE "VICTOR BABEŞ" UNIVERSITY OF MEDICINE AND PHARMACY IN TIMIŞOARA,

I, the undersigned (a) _____, country _____, a doctoral student in year _____, academic year _____, full-time/part-time program, funding status (state-funded/tuition-paying), field of study _____, with doctoral advisor _____, and (if applicable) a co-supervisor _____, hereby request that you approve **the SUSPENSION OF MY DOCTORAL STUDIES** for the academic year _____, for the following reasons:

□ medical leave (due to accidents resulting in serious bodily injury certified by medical specialists, or the onset of serious/chronic illnesses requiring long-term treatment);
□ maternity leave (in the case of pregnancy, childbirth, and postnatal leave)
□ leave for child-rearing and care;
□ cases of force majeure;
□ other valid reasons.

I am enclosing the following supporting documents: _____

Date, _____ Signature (graduate student), _____

ACADEMIC STATUS:
Year of study_____Academic year_____ _____
Year of study_____Academic year_____ _____
Year of study_____Academic year_____ _____
Academic year_____Academic year_____ _____
Academic Year_____Academic Year_____ _____

Secretary, Doctoral School,

STUDENT'S FINANCIAL STATUS:
PAID – academic year tuition_____
Financial Administrator: _____(last name, first name, signature)

Appendix No. 2 - Form Code *UMFVBT-MET/CSUD/19/2025 - 02*

Registration No. (University Registrar's Office)_____

Approved,

CSUD DIRECTOR
Prof. Cristina Adriana DEHELEAN, Ph.D.

Approved
DOCTORAL ADVISOR

Approved
DIRECTOR OF THE DOCTORAL SCHOOL

To

THE ADMINISTRATION OF THE "VICTOR BABEŞ" UNIVERSITY OF MEDICINE AND PHARMACY IN TIMIŞOARA,

I, the undersigned (a) _____, from _____, whose student status was terminated ***due to an interruption of studies***, during the period _____, for the academic year _____, in accordance with Senate Decision No. _____ dated _____, hereby request that you approve my **RESUMPTION OF DOCTORAL STUDIES,** year _____, in the academic year _____, full-time/part-time program, funding status (state-funded/tuition-paying), field of study _____, with _____ as my doctoral advisor

Date, _____ Signature (Ph.D. student), _____

ACADEMIC STATUS:
Year of study_____Academic year_____ _____
Year of study_____Academic year_____ _____
Year of study_____Academic year_____ _____
Academic year_____Academic year_____ _____
Academic Year_____Academic Year_____ _____

Secretary, Doctoral School,

STUDENT'S FINANCIAL STATUS:
PAID – tuition for the academic year_____(for doctoral students in the tuition-based program)
SUSPENSION OF SCHOLARSHIP PAYMENT, during the period _____(day/month/year) (for doctoral students on a state-funded program)
Financial Administrator: _____(last name, first name, signature)

Appendix No. 3 - Form Code *UMFVBT-MET/CSUD/19/2025 - 03*

Registration No. (University Registrar's Office)_____

Approved,

CSUD DIRECTOR
Prof. Cristina Adriana DEHELEAN, Ph.D.

Approved,

SENATE RESOLUTION NO.
_____

Approved
DIRECTOR OF THE DOCTORAL SCHOOL

To

THE ADMINISTRATION OF THE "VICTOR BABEŞ" UNIVERSITY OF MEDICINE AND PHARMACY IN TIMIŞOARA,

I, the undersigned _____, doctoral advisor in the field of _____, hereby request **an EXTENSION OF DOCTORAL STUDIES,** for the academic year _____, for doctoral student _____, year _____, academic year _____, full-time/part-time enrollment, funding status (state-funded/tuition-paying), field of study _____, for the following reasons:

_____

I hereby confirm that the doctoral student has fulfilled all obligations under the doctoral study plan.

Date, _____ Signature _____

DOCTORAL ADVISOR

JOINT PH.D. ADVISOR (if applicable)

ACADEMIC STATUS:
Year of study_____Academic year_____ _____
Year of study_____Academic year_____ _____
Year of study_____Academic year_____ _____
Year of study_____Academic year_____ _____
Academic Year_____Academic Year_____ _____

Secretary, Doctoral School,