

**BABEȘ-BOLYAI UNIVERSITY CLUJ-NAPOCA
FACULTY OF ECONOMICS AND BUSINESS ADMINISTRATION**

**EXTRACT FROM THE REGULATIONS FOR THE
DOCTORAL PROGRAM OF THE FACULTY OF
ECONOMICS AND BUSINESS ADMINISTRATION**

FEBRUARY 2013

2. General Provisions

Art. 3

(1) The Postgraduate Doctoral Programs are organized by The Institute for Doctoral Studies of Babeş-Bolyai University. At the Faculty of Economics and Business Administration, the postgraduate doctoral programs are organized by the Doctoral School of the Faculty of Economics and Business Administration.

(2) The person enrolled on a postgraduate doctoral program has, throughout its duration, the quality of a doctoral student, except during possible discontinuance or awarded grace periods.

(3) Admission to postgraduate doctoral programs comprises an admission exam organized by Babeş-Bolyai University, through the Institute for Doctoral Studies.

(4) The following categories are entitled to take part in the admission contest: MA graduates or equivalent/similar degrees. The graduation or bachelor degrees prior to Bologna regulations are equivalent to the MA degree in a specific field.

(5) When enrolling for an admission contest, the candidate has to choose a Ph.D coordinator from the Doctoral School of the Faculty of Economics and Business Administration who has available positions.

(6) Throughout the doctoral program, the doctoral student will benefit from the support and guidance of a supervisory board which consists of three professors or researchers at Babeş-Bolyai University, holding at least the function of lecturer or level III scientific researcher. The members of the doctorate supervisory board are appointed by the Ph.D. coordinator after consulting with the doctoral student in no more than 30 days from the enrollment date.

(7) The Doctoral Program is based on a postgraduate doctoral program contract, through the Institute for Doctoral Studies, between the doctoral student, the Ph.D. coordinator and Babeş-Bolyai University.

Art. 5

(1) The Postgraduate Doctoral Program of a doctoral student is planned for a 3 year period (2 semesters each year) and consists of:

a) an advanced postgraduate preparation program within the Doctoral School at the Faculty of Economics and Business Administration;

b) an individual scientific research program.

(2) The postgraduate doctoral program is finalized with the public defense of the Ph.D. thesis which is the result of the doctoral student's research activity within the doctoral preparation period. The Ph.D degree is awarded or not as a result of the Ph.D thesis public defense.

(3) It is considered that a doctoral student has finalized his/her postgraduate doctoral program if the Ph.D thesis public defense is appreciated with, at least, the qualification *Sufficient*.

Art. 6

(1) The postgraduate doctoral program can be interrupted in the following situations: health reasons, maternity leave sick notes or other relevant reasons.

(2) Any discontinuance of the postgraduate doctoral program has to start with the first day of a semester and finalize in the last day of a semester. Thus, the discontinuance period has to consist of an equal number of postgraduate semesters.

(3) The doctoral student is entitled to a discontinuance period that shouldn't exceed 6 postgraduate semesters.

(4) Each discontinuance period is to be associated with an addendum attached to the doctoral study program contract.

Art. 7

(1) If the doctoral student cannot finalize or publicly defend his/her Ph.D. thesis within the required timeframe contract and according to any other additional documents, he/she is entitled to a maximum of two year awarded grace period to finalize the Ph.D. thesis. If this deadline is not respected, the doctoral student will be expelled.

(3) Throughout the awarded grace period and after its expiring date, the doctoral student is no longer entitled to any other discontinuance periods or extended studies.

Art. 8

(1) The postgraduate doctoral programs are organized only in a full-time learning form.

(2) The doctoral student's attendance can vary from one Ph.D. coordinator to another or from one doctoral student to another.

Art. 9

The postgraduate doctoral programs are held in one of the following languages: Romanian, Hungarian, German or other international languages.

Art. 12

(1) The persons who have the necessary financial resources (their own sources or scholarships provided by physical or legal entities), could get enrolled, upon request, as tuition paying doctoral students (after taking part in an admission contest).

(2) For tuition paying doctoral students, there will be a yearly fee and a Ph.D. public defense fee.

(3) Throughout the postgraduate doctoral degree (except possible periods of discontinuance or awarded grace periods), the tuition paying doctoral student has to pay the fee for each postgraduate semester, including the fee for the semester when the Ph.D. public defense takes place.

(4) The tuition paying student, who will interrupt the postgraduate doctoral program by the end of the first semester, or want to continue after a discontinuance period, at the beginning of the second semester, has to pay only the first semester /the second semester fee.

3. Ph.D coordinators

Art. 15

(2) The Ph.D. coordinator is entitled to:

- c) to select the candidate for a position available for admission under his/her coordination and propose the candidate's enrollment for that specific position as a result of an admission contest;
 - d) to set up for each doctoral student under his/her coordination a doctoral supervisory board;
 - e) to assess the doctoral student's activity under his/her coordination or supervision, throughout the postgraduate doctoral degree (except possible periods of discontinuance);
 - f) to make proposals on the advanced postgraduate preparation programs (the Ph.D. coordinator and the doctoral student have to take part in);
 - g) to make proposals on the Ph.D. examination committee;
 - l) to enforce, upon request, the discontinuance of any coordination and supervision activity and the replacement of a Ph.D. coordinator.
- (3) The Ph.D. coordinator is responsible for:
- a) ensuring, throughout the postgraduate doctoral degree (except possible periods of discontinuance), suitable scientific, professional and deontological support and guidance;
 - b) supervising constantly if the doctoral student manages to meet all postgraduate doctoral contract obligations;
 - c) ensuring the conditions, knowledge and information that the doctoral student needs in order to maximize the chances of finalizing the postgraduate doctoral program;
 - d) providing an objective and rigorous assessment of each doctoral student activity under his coordination/supervision;
 - h) avoiding any possible conflicts in coordinating the doctoral students.

4. The Doctoral School

Art. 18

(2) The outcomes of the Doctoral School at the Faculty of Economics and Business Administration must be reflected in the scientific level of publications and doctoral students' Ph.D. theses as well, throughout the postgraduate doctoral program.

(3) Every year, the Doctoral School organizes for doctoral students a workshop and informs the doctoral students about the importance of taking part in scientific conferences organized by the various departments of the Faculty of Economics and Business Administration.

Art. 27

(1) The professors involved in the postgraduate doctoral program have to inform the doctoral students about the scientific, professional and academic ethics and supervise its compliance with the academic ethical standards, as well as deontological provisions, throughout the postgraduate doctoral degree.

(3) In case of any academic fraud, violation of academic ethical standards or behavior in scientific research – plagiarism – the doctoral student and the Ph.D. coordinator are subject to legal provisions.

5. Admission to doctoral studies

Article 28

(1) The registration for the admission contest to the doctorate studies can be done regardless of the field in which the candidate obtained the Bachelor or the Master degree diploma.

(2) The Institute for Doctoral Studies defines the necessary certificates for the admission contest.

(3) The Ph.D. coordinators determine – at least 2 months before the date of the admission contest – the criteria of evaluating and selecting the candidates for the positions available at the admission contest.

(4) It is forbidden - according to the law - through the evaluation and selection criteria to promote any form of direct or indirect discrimination among the candidates.

Article 29

(1) Regardless of the field of study, the admission contest to the doctoral studies comprises at least two tests:

a) a written specialty test, based on the topics made public by the Ph.D. coordinator at least two months prior to the date of the admission contest;

b) an interview, which aims at analyzing the scientific activities of the candidate, his/her aptitudes for research and the theme proposed for the Ph.D. thesis.

(3) The tests are taken in front of an admission committee, consisting of the Ph.D. coordinator, who has made the position available for admission, and at least two other specialists from Babeş-Bolyai University, holding at least the function of associate professor or level II scientific researcher.

(4) After the test evaluations and based on the selection criteria, the admission committee appoints the candidate who will take the position of Ph.D. student.

6. The advanced postgraduate study preparation program

Article 31

(3) The advanced postgraduate study preparation program assures the Ph.D. students' training through educational and scientific activities (lectures and seminars) in 3-4 subjects of study. This takes place in the 1st semester, in a period of 12 weeks, which cannot be extended.

(4) The Ph.D. student's subjects within the advanced postgraduate study preparation program are determined by the Ph.D. coordinator and the doctoral student.

(5) The subjects which need to be taken by a Ph.D. student within the advanced postgraduate study preparation program can be chosen from the subjects offered by the doctoral school of the Faculty of Economics and Business Administration or by any other doctoral school within Babeş-Bolyai University.

Article 32

(2) The languages of teaching within the doctoral school can be: Romanian, Hungarian, German or any other international foreign language.

(3) For all the subjects attended within the advanced postgraduate study preparation program, the Ph.D. student receives an attendance certificate. Provided the Ph.D.

student has sat for an examination, the obtained qualification is mentioned in this certificate.

(4) Each subject taken by the Ph.D. student can end with an examination, but the examination is not mandatory for the Ph.D. student. If the doctoral student wishes to be examined, he/she would ask in writing the director of the doctoral school to name an examination committee and to assign an examination date, within the examination sessions established by the faculties. The examination committee consists of the course coordinator and another member, holding at least the function of associate professor or level II scientific researcher. The recommendation is that the latter should be the Ph.D. coordinator. The examination result is appreciated with one of the following qualifications: *Very good*, *Good*, *Sufficient* and *Insufficient*. The result of the examination cannot condition either the Ph.D. student's doctoral study program, or his/her financing.

(8) The changing of certain subjects within the advanced postgraduate study preparation program can be made only once in case of each subject. This is possible only on the Ph.D. student's request and before the commencement of the course activities.

7. The individual scientific research program

Article 34

(1) The main objective of the individual scientific research program is the elaboration of the Ph.D. thesis by the doctoral student. The Ph.D. coordinator holds the responsibility for the structure, content, organization and carrying out of this program.

Article 35

(1) To assure a coherent scientific program of the Ph.D. student, at least three oral presentations will be planned in front of the Ph.D. coordinator and the doctorate supervisory board:

a) in the 1st year of the postgraduate doctoral degree, the Ph.D. student presents a scientific research project for the elaboration of the Ph.D. thesis;

b) in the 2nd and 3rd year of the postgraduate doctoral degree, the doctoral student presents research reports regarding his/her progress in the scientific research and the results of this activity. It is recommended that the research reports should be submitted to the Ph.D. coordinator and to the doctorate supervisory board in written form.

(2) The period between two consecutive presentations mentioned in paragraph (1) is not longer than 12 months. The Ph.D. coordinator cannot be absent from any presentation and at least two members of the doctorate supervisory board should attend each presentation.

Article 36

(1) The Ph.D. student who has finalized his/her doctoral thesis will submit copies of it to the Ph.D. coordinator and to the members of the doctorate supervisory board for a specialized evaluation.

(2) When the Ph.D. student has finalized his/her doctoral thesis and is ready to submit copies of it to the Ph.D. coordinator and to the members of the doctorate supervisory

board, he/she will have to certify the publishing of at least three scientific articles, related to the topic of the Ph.D. thesis. The articles have to be published in journals indexed in international databases, in B+ journals, in conference volumes indexed in international databases or ISI proceedings.

(3) The organization of the public defense of the Ph.D. thesis can be initiated only after the Ph.D. coordinator and the members of the doctorate supervisory board have all given their written consent to it.

(4) The title of the doctoral thesis can be changed any time by the Ph.D. student until its submission for the specialized evaluation. See paragraph (1).

Article 37

In special situations, when a Ph.D. student fulfilled the obligations of the advanced postgraduate study preparation program and those of the individual scientific research program, but did not finalize the doctoral thesis during a period of 6 academic semesters starting with the enrollment date, plus the interruption periods, the Ph.D. coordinator can request an extension of the doctoral studies with 2 or 4 academic semesters. The extension can be granted only once.

8. The elaboration and public defense of the doctoral thesis

Article 38

(1) The postgraduate doctoral degree ends with the defense of the doctoral thesis.

(2) The doctoral thesis is the result of a research activity and has to contain original results in the field of study.

(4) The doctoral student is the author of the doctoral thesis and holds responsibility for the correctness of the information and data, for the opinions expressed and the demonstrations presented in the Ph.D. thesis. It is mandatory to mention the source of all materials in the Ph.D. thesis.

(5) The Ph.D. coordinator holds responsibility together with the author of doctoral thesis for the observance of quality standards and professional ethics. Both parties are responsible for the originality of the content of the doctoral thesis.

Article 40

(1) The evaluation criteria concerning the quality of the doctoral thesis refer to the results of the scientific research presented in the thesis, mainly to the ones which were obtained throughout the postgraduate doctoral degree. The results accepted for publication are also taken into consideration.

(2) The evaluation standards elaborated by the Ministry of Education are observed for the evaluation of the Ph.D. thesis.

Article 41

(1) In order to organize the public defense of the Ph.D. thesis, the doctoral student will submit the necessary documents to the Institute for Doctoral Studies.

Article 42

(1) With the view of the public defense of the doctoral thesis, the Ph.D. coordinator proposes a doctoral committee.

(2) The doctoral committee consists of:

a) the president of the committee, representing Babeş-Bolyai University and holding a Ph.D. title and at least the function of associate professor;

b) the Ph.D. coordinator;

c) at least three official reviewers from Romania or from abroad who are specialists in the field of the Ph.D. thesis. The official reviewers will be selected in the following way: one of them has to be from Babeş-Bolyai University, at least one of them has to be from the 12 advanced postgraduate research and education universities, and the others from a national accredited university or research institute or from a foreign university which is in a cooperation agreement with Babeş-Bolyai University.

(3) All the members of the doctoral committee will have to fulfill the following conditions:

a) holding a Ph.D. title;

b) holding the function of associate professor or level II scientific researcher or being a Ph.D. coordinator in Romania or abroad;

c) having national and international recognition.

Article 45

(1) The session for the public defense of the doctoral thesis is led by the president of the doctoral committee and is carried out as follows:

a) the Ph.D. student presents the content of the doctoral thesis;

b) the Ph.D. coordinator and the official reviewers read their evaluation reports;

c) the president of the doctoral committee presents the opinions submitted in writing to him/her by specialists who read the thesis or its summary, prior to the public defense;

d) the doctoral thesis is debated, during which the members of the doctoral committee and the public address questions to the Ph.D. student.

(2) The doctoral thesis debate is mandatory and will be recorded in the session report. It aims at highlighting the Ph.D. student's knowledge in the field of study and the original elements of the thesis.

Article 46

(1) Based on public defense and taking into account the evaluation reports, the doctoral committee will deliberate on the qualification to be granted to the Ph.D. thesis.

(2) Each member of the committee grants a qualification. The available qualifications are: *Excellent*, *Very good*, *Good*, *Sufficient* or *Insufficient*. The qualification voted by the absolute majority of the members will be the final decision of the whole committee.

(4) If in the evaluation of the Ph.D. thesis (before or during the public defense) a member of the doctoral committee identifies serious irregularities regarding the good conduct of scientific research and university activity, including the plagiarizing of results or other authors' publications, he/she is obliged to take the following measures:

a) to inform the ethics committee of Babeş-Bolyai University in order to analyze and solve the case, which may also include the expulsion of the Ph.D. student;

b) to notify all doctoral committee members of the irregularities and to propose the *Insufficient* qualification.

(5) If the doctoral student fulfilled all the requirements of the individual scientific research program and his/her doctoral thesis received one of the following qualifications: *Excellent*, *Very good*, *Good* or *Sufficient*, the doctoral committee will propose granting the doctor title.

(6) If the *Insufficient* qualification was granted, the doctoral committee will specify the content elements of the doctoral thesis which have to be re-elaborated or completed. The doctoral thesis will be publicly re-defended in front of the same doctoral committee within a time frame settled by the committee. In order to organize the public re-defense of the Ph.D. thesis, the doctoral student will pay the fee for the thesis defense. If the doctoral committee grants again the *Insufficient* qualification, following the second defense, the doctor title will not be granted and the doctoral student will be expelled.

Article 47

(1) The title of doctor is granted through an order of the Ministry of Education.

(2) In case – on solid grounds - the Ministry of Education invalidates the doctoral thesis, it will issue a written motivation of invalidation. The doctoral thesis will be resent to the Ministry of Education by the Institute for Doctoral Studies in a period of 12 months since the date of invalidation. Provided the Ph.D. thesis is invalidated for the second time, the doctor title will not be granted and the doctoral student will be expelled.

Article 48

The obtained qualification by the Ph.D. student will appear on the doctorate degree diploma, namely *Excellent*, *Very good*, *Good* or *Sufficient*. In addition, the doctorate degree diploma will contain the Latin correspondence:

a) for the *Excellent* qualification *Summa cum laude*;

b) for the *Very good* qualification *Magna cum laude*;

c) for the *Good* qualification *Cum laude*.

Article 49

(2) For the Ph.D. student it is forbidden to offer gifts or any other goods to the members of the doctorate committee. It is also forbidden to claim from the Ph.D. student the settlement of expenses regarding the travel of the doctorate committee members or the organization of the public defense.

9. Ph.D. Students

Article 52

(1) The specific information regarding both the advanced postgraduate study preparation program and the individual scientific research program is submitted in an individual doctoral study plan drawn up by the Ph.D. coordinator and the doctoral student.

Article 53

(1) The individual doctoral study program is an essential part of the doctoral study program contract.

(3) Each period of doctoral program discontinuance or extension is to be associated with an addendum attached to the doctoral study program contract.

Article 54

(2) Throughout the postgraduate doctoral degree (except during the possible periods of discontinuance or awarded grace periods) the doctoral student is entitled to:

- a) be informed on the enrolled postgraduate doctoral study program;
 - b) participate in the drawing up of the individual doctoral postgraduate program;
 - c) benefit from the support, guidance and supervision of both the Ph.D. program coordinator and the doctorate supervisory board;
 - d) request –on solid grounds- the replacement of the Ph.D. program coordinator;
 - g) fully take advantage of the logistics, research centers, libraries and Babeş-Bolyai University resources for the preparation and the presentation of the doctoral research thesis;
 - k) take part in the workshops that are organized by The Doctoral School of the Faculty of Economics and Business Administration and/or the Babeş-Bolyai University as well as the scientific conferences organized by the various departments of the Faculty of Economics and Business Administration;
 - l) benefit from national and international mobility programs;
 - m) receive institutional support so as to take part in national and international scientific events, workshops and summer/ winter school within the specific doctoral research;
- (3) Throughout the postgraduate doctoral degree (except possible discontinuance or awarded grace periods) the doctoral student is responsible for:

- a) undergoing the planned courses of action that are listed in the individual postgraduate doctoral program in accordance with the present document (Rules and Guidelines);
- b) constantly communicating with the Ph.D. coordinator and the supervisory board members;
- c) putting forward activity reports submitted to the Ph.D. coordinator and supervisory board upon request;
- d) complying with the rules and guidelines specified by the Babeş-Bolyai University and consequently displaying status-appropriate behaviour as a doctoral student;

Article 56

(1) Possible disagreement between the doctoral student and the Doctoral School is to be mediated by The Doctoral Study Program Council.

(2) Divergence of opinion between the doctoral student and the corresponding Ph.D. coordinator is to be mediated by the Doctoral Study Program Council. The culprit may also ask for assistance from the Doctoral Postgraduate Study Council.

10. Quality Assurance of the Postgraduate Doctoral Programs

Article 59

(1) The evaluation of the doctoral students' activity is generally focussed on the outcome of the research activity/ project. Concrete output is therefore taken into account such as: published articles, conference participation; students' level of performance quality is to be estimated by the rate of inclusion of their publications in the international body of research, quotations, awards received, etc.

(5) Compliance with scientific, professional and academic ethical standards represents a specific criterion of both continuous and final assessment of the doctoral student's activity throughout the Ph.D. research program.

Article 61

(2) The doctoral student must not be related – as spouse, relative by marriage or any kind of relative down to the third degree –to members of the admission board to whom the research program admission exams/papers need to be presented.

(3) The doctoral student must not be related – as spouse, relative by marriage or any kind of relative down to the third degree – either to his/her thesis coordinator or to any members of his/her counselling board or of the examination board appointed for the public defence of his/her doctoral thesis.

Article 62

(1) The doctoral student status can be dismissed in the following circumstances:

a) by written request of the doctoral student approved by the Ph.D. coordinator and by the Council of The Doctoral School within the Faculty of Economics and Business Administration;

b) by written request submitted by the Ph.D. coordinator which has to be approved by the Council of The Doctoral School within the Faculty of Economics and Business Administration; this could occur if the coordinator establishes that the doctoral student has not met all obligations that are stipulated by the postgraduate doctoral contract;

c) in accordance with stipulations of articles 7 paragraph (1), article 46 paragraph (4) a and paragraph (6), article. 47 paragraph (2).

(2) The expulsion of a doctoral student is formally approved by of the Director of the Council of Doctoral Graduate Studies.

Article 63

(1) The Council of Doctoral Studies may enforce the replacement of a Ph.D. coordinator with another professional within the same doctoral field in the following circumstances:

a) if the Ph.D. coordinator has retired and does not wish to continue his/her doctoral coordination activity;

b) upon request of the director of the Doctoral School if the unavailability of the Ph.D. coordinator has been prolonged over a period of more than one year;

c) upon reasoned request of the Ph.D. coordinator and doctoral student respectively in the case of lack of accomplishment of legal and contractual obligations on the coordinator's or student's part; other reasons could be connected to the Ph.D. coordinator/ doctoral student rapport;

d) upon mutual request issued by the doctoral student and Ph.D. coordinator that should result in proposal of a new coordinator;

(3) The change of the Ph.D. coordinator can be accepted only after written consent of the newly appointed Ph.D. coordinator has been granted. If the newly appointed Ph.D. coordinator activates within another institution there is the need to get the approval of the board of the respective institution.

Cluj-Napoca,
5th February 2013

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