



Regulation regarding the completion of the doctoral program at Doctoral School of Sociology

PhD thesis

Art. 1 (1) The PhD thesis is written according to the guideline approved by the Doctoral School of Sociology.

(2) The scientific content of thesis is established by the PhD student through consultation with the scientific coordinator and will comply to the regulations of the doctoral school.

(3) The final title of the thesis can be modified until the procedure for public defense is initiated.

(4) PhD thesis is an original work and will comply with the ethical standards regarding the scientific work.

(5) PhD student is the sole author of the thesis and assumes responsibility for the content, ideas, opinions, conclusions mentioned.

(6) Scientific coordinator and PhD student together are responsible for compliance to the ethical standards according to the legal provisions in place.

Art. 2 (1) PhD theses and their appendices are public documents and are also available in digital format. PhD theses and their appendices will be published online on a website administrated by the Ministry of Education, in compliance to the legal provisions on authorship.

(2) Intellectual property protection is assured in compliance to the legal provisions in place.

Public defense of the PhD thesis

Art. 3 Doctoral program is considered completed upon the public defense, in front of a committee, of his/her doctoral thesis. PhD student must follow three successive steps:

a. Preliminary step

1. PhD student submits to the director of the secretariate of the doctoral school the PhD thesis in digital format in order initiate the similarity check procedure. Also, he/she fills in and submits the formal request for the similarity check, defense in front of the advisory committee which must be signed by the scientific coordinator (<https://doctorat.ubbcluj.ro/wp-content/uploads/2015/04/CerereEvaluareTeza.pdf>). The doctoral school runs the similarity check in maximum 30 days after the registration of the request.

2. A similarity report is sent to the scientific coordinator who will fill in a report (<https://doctorat.ubbcluj.ro/wp-content/uploads/2015/04/Rezolutie-Raport-Similitudine.pdf>).

3. PhD student defend his/her thesis in front of the advisory committee. Upon defense, a report is issued (<https://doctorat.ubbcluj.ro/wp-content/uploads/2015/04/PVPresustinere.pdf>) concluding that all the members agree with the public defense.

4. Upon this report is issued, the PhD student enters the first step of the public defense procedure and must submit to the Institute of Doctoral Studies a series of documents.

b. Step 1: Official registration by Institute of Doctoral Studies of the documents needed for the public defense

Written documents (physical format) are available at <https://doctorat.ubbcluj.ro/ro/formulare/>:

- Acceptance report for public defense by the scientific coordinator (1 copy);



- Request registered at the doctoral school and signed by the PhD student regarding the initiation of the similarity check, defense in front of the advisory committee and signed by the scientific coordinator as well (1 copy);
- Report of the scientific coordinator regarding the similarity check (1 copy);
- Report resulted upon the defense in front of the advisory committee signed by the scientific coordinator and by each member of the committee (1 copy);
- PhD thesis and its appendices (2 copies) – both will be submitted to the Institute for registration;
- Declaration signed by the PhD student and the scientific coordinator regarding the ethical issues and acknowledgement of the provisions set in art. 143(4) and art. 170 from the Law on Education no. 1/2011 and art. 65(5)-(7), art. 66(4) from the Code regarding the doctoral studies approved and amended by GD 134/2016 (1 copy);
- Signed Curriculum Vitae by the PhD student (1 copy);
- Copy of the invoice regarding the fee for public defense (only for self-paid students);
- Liquidation sheet (2 copies);
- Proposal of the scientific coordinator regarding the members of the public defense committee, approved by the council of doctoral school (1 copy);

Electronic documents:

- 2 CDs/DVDs on which there are:
 - PhD thesis and all its appendices (a single .pdf file with the entire text, contents, references);
 - the abstract in Romanian with key-words and contents (a different .pdf file);
 - the abstract in a foreign language with key-words and contents (a different .pdf file);
 - Curriculum Vitae;
 - scanned copies of any scientific publication resulted from the doctoral program (published or accepted for publication);
 - a list of 5 – 10 key-words in Romanian and English and a short summary (1000-1700 characters) in Romanian and English in .doc/.rtf; the following template will be used [formularul tipizat](#);
 - CV from the members of the public defense committee, dated and signed (Europass format);
 - 1CD/DVD will contain the PhD thesis and its appendices (a single pdf file containing the entire text, contents, references). This CD/DVD must be attached by the cover of one printed copy of the PhD thesis (this copy will be send to the National Library of Romania).
- c. Step 2: The procedure for public defense will be initiated by the Institute for Doctoral Studies by a minimum of 23 days before the proposed date for public defense and only after all the documents from Step 1 are fully received, checked and**



approved by the Institute. A decision with the members of the public defense committee will be issued.

Written documents (physical format):

- Evaluation reports from the members of the public defense committee, signed by hand or electronically (1 copy/each);
- Request for fixing the date of the public defense, signed by the scientific coordinator, director of the doctoral school and the chair of the doctoral committee; this request will be registered by the Institute only if all the documents above are accepted (1 copy);
- List of publications published or accepted for publication as a result of the doctoral program, signed by the PhD student and the scientific coordinator. This list is similar to the scanned publications included on the CD/DVD (1 copy);
- Notarized copies or original documents of: high school graduation diploma; bachelor and master diploma and the transcripts; ID card; birth certificate; any document showing the change of name, if there is the case (a certified copy will be done on-site);
- Declaration signed by the PhD students regarding the publication of the PhD thesis (1 copy);
- Certificate regarding submission of one printed copy of the PhD thesis to the library (2 copies) – ONLY after the positive agreement issued by the Institute;
- Request of the PhD student regarding issuing the PhD diploma (2 copies signed by the student and the scientific coordinator);

Art. 4 The public defense session may be initiated by the secretariate of the Institute only when all the evaluation reports are received. The session is approved by the director of CSUD, and the final date will be posted at <https://doctorat.ubbcluj.ro/ro/sustinerile-publice-ale-tezelor-de-doctorat/> with minimum 20 days prior. A printed copy of the decision will be sent to the secretariate of the doctoral school.

Public defense session

Art 5. The public defense session will comply to the provisions set in art. 54-56 from the *Babeş-Bolyai University Regulation regarding the doctoral program*.

Transitory provisions

Art. 6 The procedure regarding the public defense during the emergency/alert situation is regulated by Addendum 3 to the *Babeş-Bolyai University Regulation regarding the doctoral studies* (<https://doctorat.ubbcluj.ro/wp-content/uploads/2020/05/EN-Anexa-3-la-Online-procedure-for-thesis.pdf>)

Art. 7 In all the stages of the public defense, documents in physical format may be signed by hand or electronically if the person has a certified electronic signature.

The present Regulation was approved by the Council of Doctoral School of Sociology on 11.10.2021.