



**National University of Science and Technology  
POLITEHNICA Bucharest  
Doctoral School of Biotechnical Systems Engineering**



**Regulations on the Organization and Conduct of  
Doctoral Studies in  
the Doctoral School of Biotechnical Systems  
Engineering  
within IOSUD – POLITEHNICA Bucharest**

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## 1. GENERAL PRINCIPLES

**Art.1.** The regulations governing the organization and operation of the Doctoral School of Biotechnical Systems Engineering (SD-ISB) define the rules underlying the organization and operation of this academic structure in accordance with:

- a) Law No. 199/2023 on higher education, as amended and supplemented;
- b) ME Order No. 3020/2024 approving the Framework Regulation on doctoral studies.
- c) MEC Order No. 3741/2025 approving the Methodology for analyzing the administrative procedure carried out at the level of institutions organizing doctoral studies for the award of doctoral degrees.
- d) Order No. 7234/2024 approving the methodology for the recognition of doctoral degrees and doctoral titles in science or in a professional field obtained abroad;
- e) MEC Order 3998/2024 approving the methodologies for awarding the habilitation certificate, awarding the title of doctor, and resolving complaints regarding non-compliance with quality or professional ethics standards, including the existence of plagiarism in a doctoral thesis;
- f) MEC Order No. 5760/2024 approving the Regulations on the organization and functioning of the National Commission for the Accreditation of Academic Titles, Diplomas, and Certificates (CNATDCU);
- g) ME Order No. 3200/2020, with subsequent amendments and additions, approving the methodology for evaluating doctoral studies and the systems of criteria, standards, and performance indicators used in the evaluation;
- h) MEC Order No. 3018/2025 on the approval of the minimum national standards required and mandatory for the award of a doctoral degree;
- i) ME Order No. 3131/2018 on the inclusion of courses on academic ethics and integrity in the curricula for all university study programs organized in higher education institutions within the national education system;
- j) Charter of the National University of Science and Technology POLITEHNICA Bucharest;
- k) Regulations on doctoral studies at the National University of Science and Technology POLITEHNICA Bucharest;
- l) Regulations on the accreditation and granting of the status of doctoral supervisor at POLITEHNICA Bucharest;
- m) Regulations on the organization of elections for the leadership of doctoral schools at POLITEHNICA Bucharest;
- n) Regulations on the organization and functioning of the Commission for Quality Assessment and Assurance at the National University of Science and Technology POLITEHNICA Bucharest;

(2) The regulations governing the organization and conduct of doctoral studies at SD-ISB define the principles and rules underlying the operation of doctoral programs at the ISB Doctoral School of POLITEHNICA Bucharest and apply to all doctoral programs organized by SD ISB, including doctoral programs carried out within the framework of international university cooperation, under joint supervision, based on a written agreement between the respective institutions, as well as those organized jointly by several higher education institutions—integrated and in dual education consortia, including in IOSUD carried out through university consortia, formed by higher education institutions or research institutes in the country or abroad.

(3) The doctoral school regulations are drawn up by the Doctoral School Council (CSD), in consultation with all doctoral supervisors who are members of the doctoral school and representatives of doctoral students, in compliance with the institutional regulations for the organization and conduct of doctoral programs at the level of the Organizing Institution for Doctoral Studies (IOSUD).

(4) The doctoral school regulations are approved by direct and secret vote of the majority of doctoral supervisors who are members of the doctoral school and of the representatives of doctoral students in

the Doctoral School Council.

## **2 ORGANIZATION OF THE DOCTORAL SCHOOL**

**Art. 2.** (1) The Doctoral School operates within IOSUD – National University of Science and Technology POLITEHNICA Bucharest. The general framework for the organization and operation of doctoral schools is established by the regulations approved by OM 3020/2024 and by IOSUD's own regulations.

(2) SD-ISB is managed by the SD-ISB director and the Doctoral School Council (CSD-ISB). The director of the doctoral school is equivalent to the department director and is an ex officio member of CSD-ISB. The doctoral school council is equivalent to the department council.

(3) The election of CSD-ISB members and the director of the doctoral school is carried out in accordance with the Regulations on the organization of elections for the leadership of Doctoral Schools and the Council for Doctoral Studies at the National University of Science and Technology POLITEHNICA Bucharest, by universal, direct, and secret vote of the doctoral supervisors and doctoral students of SD-ISB, respectively.

(4) The CSD-ISB meets at least three times a year, at the request of the director of the doctoral school or at least one third of its members.

(5) The Doctoral School Council consists of 3 persons (2 doctoral supervisors and 1 doctoral student) if the DS has a maximum of 50 doctoral students, 5 persons (3 doctoral supervisors, 1 doctoral student, and 1 person from outside the university) if the DS has between 51 and 100 doctoral students, and 7 persons (4 doctoral supervisors, 2 doctoral students, and 1 person from outside the university) if the DS has more than 100 doctoral students.

(6) CSD-ISB members who are university teachers or researchers must have the right to supervise doctoral students, in Romania or abroad, and meet the minimum mandatory standards for the award of the habilitation certificate in force at the time of their appointment as members of the CSD-ISB. CSD-ISB members are elected by universal, secret, and equal vote of the doctoral supervisors in SD-ISB.

**Art. 5.** The term of office of the doctoral school council is five years, in accordance with the Regulations on doctoral studies at the National University of Science and Technology POLITEHNICA Bucharest.

**Art. 6.** Doctoral students who are members of the CSD-ISB and who complete their doctoral studies during the council's term of office lose their membership of the council on the date of the public defense of their doctoral thesis.

**Art. 7.** Partial elections shall be held to fill vacant positions within the CSD-ISB, and the term of office of the new member shall expire at the end of the CSD-ISB's term of office.

**Art. 8.** The main duties of the Director of the Doctoral School are:

- a) to ensure collaboration between the doctoral school and the departments or faculties of POLITEHNICA Bucharest and other universities at national and international level;
- b) to be responsible for ensuring legality in the organisation and conduct of all activities within the doctoral school;
- c) ensuring the representation of the doctoral school before the management of IOSUD-POLITEHNICA Bucharest;
- d) drawing up the curriculum for the advanced university training program (PPA) and submitting it to CSD-ISB for approval, with regard to specialized disciplines;
- e) prepares the annual staffing plan;

- f) is responsible for the selection, hiring, periodic evaluation, training, motivation, and termination of the employment contracts of SD-ISB staff;
- g) organizes and monitors the activities within the doctoral training programs;
- h) organizes and monitors the admission competition for doctoral studies;
- i) Ensures the development of the school by establishing new collaborations that support the improvement of the scientific quality of doctoral study programs and the organization of scientific events (conferences, courses, etc.) available to doctoral students and doctoral supervisors;
- j) Enters into collaboration agreements with other universities and research institutes in Romania and abroad.

**Art. 9.** The main responsibilities of the doctoral school council are:

- a) drafting the regulations of the SD-ISB doctoral school;
- b) making decisions regarding the granting or revocation of doctoral school membership to doctoral supervisors and developing its own methodology in this regard;
- c) approving the curriculum and staffing tables;
- d) approving the expulsion of doctoral students at the proposal of doctoral supervisors who are members of the SD-ISB;
- e) approving the academic guidance and integrity committees;
- f) approving the committees for the public defense of doctoral theses;
- g) analyzes requests for change of doctoral supervisor;
- h) mediates conflicts between doctoral students and doctoral supervisors;
- i) organizes doctoral admission competitions for SD-ISB, by approving the research topics proposed by SD-ISB members;
- j) approves the framework contract for doctoral studies;
- k) analyzes the applications and files of individuals who wish to become members of SD-ISB;
- l) assists external evaluators in the evaluation process for the accreditation/reaccreditation or provisional authorization of the doctoral school;
- m) coordinates the process of periodic internal evaluation of the performance of doctoral supervisors and prepares materials for external evaluation;
- n) other specific duties

**Art. 10.** CSD-ISB decisions are adopted by a majority vote of those present, provided that a quorum is present (at least 2/3 of the members express their vote).

**Art. 11.** (1) The staffing table is drawn up at the level of the SD-ISB, in consultation with its members, and is approved by the CSD-ISB and subsequently by the Rector of POLITEHNICA Bucharest, and approved by the University Senate.

(2) The staffing table includes all the PhD supervisor positions necessary for the functioning of the SD-ISB and all the PhD student positions coordinated by the PhD supervisors.

(3) The staffing table shall not be changed during the academic year, in accordance with Education Law No. 199/2023.

**Art. 12.** (1) New doctoral supervisors are accepted into the SD-ISB based on their application and the related file, provided that they meet all of the following conditions:

- a) they have already been granted the right to supervise doctorates in the fundamental field / doctoral field of Engineering Sciences / Mechanical Engineering or Environmental Engineering;
- b) they meet the minimum mandatory standards for the award of the habilitation certificate in force at the time of application;
- c) they demonstrate their expertise in the field in which they will supervise doctoral students

- through significant achievements (articles, patents, projects, etc.) that make important contributions to the development of SD-ISB;
- d) are not doctoral supervisors in other Institutions Organizing Doctoral Studies (IOSUD) at the time of application. SD-ISB membership is granted by CSUD at the proposal of CSD-ISB.

**Art. 13.** (1) Membership of the doctoral school may be withdrawn at the proposal of the CSD-ISB with the approval of the CSUD and the Senate of POLITEHNICA Bucharest, in the following situations:

- a) at the request of the doctoral supervisor;
- b) the doctoral supervisor has not supervised doctoral students for five years;
- c) if, on three consecutive occasions, the doctoral supervisor fails to report the results of scientific activity for the preparation of SD-ISB evaluation reports (ARACIS, other reports requested by the rector's office) within the required deadlines.

(2) Doctoral students supervised by a doctoral supervisor whose SD-ISB membership has been revoked will be assigned by the CSD-ISB to other doctoral supervisors in the same field.

**Art.14.** In order to provide accurate and complete information to the public and candidates for doctoral programs regarding admission, program content, and criteria for evaluating research results, as well as the results of doctoral programs, SD-ISB will publish the following on its website:

- a) SD-ISB regulations;
- b) information on vacant positions for doctoral students;
- c) information on vacant positions for doctoral supervisors;
- d) information on the organization and conduct of doctoral programs;
- e) information on the content of doctoral programs;
- f) information on how studies are financed;
- g) the model framework contract for doctoral studies;
- h) information on doctoral supervisors and the doctoral students they supervise, including at least a list of their publications and patents;
- i) information on the professional results and performance of doctoral supervisors;
- j) the guide on writing doctoral theses, respectively standards for their preparation, procedures, and evaluation criteria;
- k) the minimum standards developed by CNATDCU for awarding doctoral degrees;
- l) abstracts of doctoral theses to be publicly defended, as well as the date, time, and location of the public defense of doctoral theses, at least 20 days prior to their defense, in accordance with the procedure for completing doctoral theses;
- m) addresses where completed doctoral theses can be accessed;
- n) information regarding the doctoral admission process.

### **3. ORGANIZATION AND CONDUCT OF DOCTORAL STUDIES**

#### ***3.1 Admission to doctoral studies and enrollment***

**Art. 15.** Admission to doctoral studies is based on an annual competition. CSUD develops admission methodologies on an annual basis. These are approved by the Senate of POLITEHNICA Bucharest and posted on the IOSUD - POLITEHNICA Bucharest website.

(1) The admission methodology sets out the conditions for enrollment, the contents of the application file, and the stages of the competition.

(2) SD-ISB will publish on its website the specific criteria for evaluating and selecting candidates, in accordance with the doctoral fields for which SD-ISB is accredited and in compliance with the provisions of the IOSUD regulations and the framework methodology for admission to university studies.

(3) Only graduates with a master's degree or equivalent (including graduates with a long-term bachelor's degree from the period prior to the application of the three Bologna cycles), from Romania and abroad, are eligible to participate in the admission competition for doctoral studies, in accordance with the legislation in force.

(4) The admission competition is organized simultaneously for budget-funded and fee-paying positions.

(5) At the beginning of each academic year, CSD-ISB appoints a competition committee to evaluate the candidates' files; this committee is made up of the director of SD-ISB and other doctoral supervisors from SD-ISB.

(6) The admission competition consists of the evaluation of the documents in the electronic file submitted by the candidate on the university platform [admitie.upb.ro](http://admitie.upb.ro), in accordance with the Methodology for organizing and conducting the admission competition for doctoral programs at the National University of Science and Technology POLITEHNICA Bucharest, respectively the specific evaluation and selection criteria posted on the SD-ISB website. Candidates who obtain a minimum admission grade of **8.00** are declared admitted, in descending order of their admission scores and within the limit of the positions offered by SD-ISB.

(7) Candidates declared admitted based on the admission results, approved by CSD-ISB, are declared admitted by CSUD decision and enrolled by decision of the University Rector.

(8) The results of the admission competition (candidate ranking, form of education, and funding) shall be posted on the SD-ISB notice board and on the SD-ISB website in compliance with data protection provisions at the end of the admission period in September, as specified in the university's admission regulations.

**Art. 18.** (1) By the beginning of the first academic year, candidates admitted to doctoral studies, regardless of whether they are fee-paying or non-fee-paying, are required to sign the Doctoral Studies Contract, in the form established by the CSUD (*Annex 1 to the Regulations*).

(2) The study contract shall not be amended during the academic year. It may be amended during the course of doctoral studies, in exceptional circumstances, by means of an addendum.

### **3.2 Form and duration of doctoral studies**

**Art. 19.** (1) Scientific doctoral programs shall be organized as full-time programs.

(2) Professional doctoral programs may generally be organized as full-time programs.

(3) As an exception to the provisions of paragraph (2), doctoral programs may also be organized on a part-time basis.

**Art. 20.** (1) The duration of the doctoral program is 4 years. It may be extended by 1-2 years, for valid reasons, at the proposal of the doctoral supervisor, with the approval of the CSD-ISB and the Senate of POLITEHNICA Bucharest. The second year of extension is subject to a fee. Also, the duration of the doctoral program may be reduced by one year, at the request of the doctoral student, with the approval of the doctoral supervisor and the University Senate.

(2) Doctoral studies may be interrupted at the request of the doctoral student for valid reasons in accordance with the Regulations on doctoral studies at the National University of Science and Technology POLITEHNICA Bucharest, namely: job relocation (proven by certificates from the employer), serious illness (proven by medical data), parental leave (up to 2 years, with the child's birth certificate). The duration of doctoral studies is extended by the cumulative periods of approved interruptions, which may not total more than 2 years.

(3) Interruptions shall be approved by the CSD-ISB with the approval of the doctoral supervisor.

(4) The extension or interruption of doctoral studies shall be subject to an addendum to the doctoral studies contract.

(5) Interruptions may not be requested or granted during extension periods except in special cases (maternity, illness).

(6) The request for interruption of doctoral studies, subject to the approval of CSD-ISB, must contain the following information: the name of the doctoral student and the doctoral supervisor, the year of admission to the doctoral program, the status of exams and reports at the time of interruption, the reason for the interruption, the estimated period of interruption, and the supporting document attached. The approved request remains in the doctoral student's file at the CSUD.

(7) The resumption of doctoral studies is based on the doctoral student's request, approved by the doctoral supervisor and approved by the CSD-ISB, respectively the CSUD, and becomes effective through an addendum to the doctoral studies contract. In the absence of a request to resume studies and upon expiry of the interruption period, the doctoral student is proposed for expulsion.

**Art. 21.** (1) If the doctoral student fails to complete the thesis within the period established in accordance with the doctoral studies contract (4 years) and any addenda thereto (a total of 5 years plus an additional year with fees), this shall automatically lead to their expulsion.

### ***3.3. Doctoral degree programs***

**Art. 22 (1)** Through IOSUD-POLITEHNICA Bucharest, SD ISB can organize, in collaboration with other accredited higher education institutions in the European Higher Education Area, integrated doctoral programs leading to a joint, double, or multiple degree recognized by the country of origin, in accordance with a framework methodology adopted by order of the Ministry of Education and Research.

(1) For the organization of integrated study programs, completed with a joint diploma or double or multiple diplomas, IOSUD-POLITEHNICA Bucharest establishes its own regulations for their organization and operation, approved by the university senate. The regulations shall also establish the admission and completion procedures for these studies, the format of the study documents, and the procedure for their issuance.

(2) Doctoral study programs organized in doctoral schools are of two types:

a. Scientific doctorate, which aims to produce original scientific knowledge that is internationally relevant, based on scientific methods, organized only in the form of full-time education.

The scientific doctorate is a prerequisite for a professional career in higher education and research;

b. Professional doctorate, in the fields of arts, sports, military sciences, respectively for dual university education, which aims to produce original knowledge based on the application of scientific methods, systematic reflection, or applied research on artistic creations, on high-level national and international sports performances or on topics of practical importance and which form the basis for a professional career in higher education and research in the relevant fields. Dual higher education at the third cycle level is organized through professional doctoral programs, according to a methodology approved by order of the Minister of Education.

(3) The dual doctoral study cycle is a form of education in which responsibilities for learning, teaching, applied activities, research, and evaluation are shared between IOSUD and economic operators.

(4) The skills acquired as a result of completing doctoral studies are those corresponding to level 8 of the EQF/CEC and CNC.

**Art. 22.** Doctoral programs are conducted at SD-ISB, under the coordination of the doctoral supervisor, in Romanian or an international language.

**Art. 23.** The doctoral program aims to train and develop professional skills (content, cognitive, and research) in the fields of environmental engineering and mechanical engineering, as well as cross-disciplinary skills.

**Art. 24.** The professional skills developed within the doctoral program will be:

- a) advanced knowledge in the field;
- b) the ability to identify, formulate, and solve research problems in a creative manner;
- c) mastery of advanced research methods and techniques;
- d) knowledge of research project management;
- e) mastery of new research procedures and solutions
- f) skills in documenting, developing, and capitalizing on scientific work;
- g) ability to write scientific papers and other academic materials at an advanced level, in a style appropriate to the field of mechanical engineering and in compliance with its specific requirements at the national and international level;
- h) ability to process and analyze data at an advanced level, including through the use of dedicated software;
- i) academic-level language skills in internationally used languages necessary for documenting and developing scientific papers;
- j) understanding and ability to apply the principles and values of scientific research ethics in the respective field

**Art. 25.** The cross-cutting skills developed within the doctoral program will be:

- a) written and oral communication skills in the field of science and culture;
- b) advanced language skills in internationally used languages, including the ability to express and formulate ideas in multicultural and multilingual contexts;
- c) advanced digital skills and competences, as part of the digital transformation at social level, including through the use of artificial intelligence;
- d) interpersonal and teamwork skills;
- e) knowledge of human, material, and financial resource management;
- f) knowledge of critical thinking, including the ability to analyze, interpret, or formulate reasoning in different contexts;
- g) the ability to innovate and acquire concepts related to economic, technological, and social entrepreneurship;
- h) knowledge of the use of intellectual property rights legislation.

**Art. 26.** Doctoral study programs comprise the advanced university studies training program (PPA—*Annex 2 to the Regulations*) and the scientific research program (PCS—*Annex 3 to the Regulations*).

**Art. 27.** (1) The PPA is completed with five exams, two in specialized subjects (16 ECTS credits), established by the doctoral supervisor together with the members of the academic guidance and integrity committee, and three exams in compulsory subjects: Ethics (6 ECTS credits), Research Methodology and Scientific Authorship (4 ECTS credits), and Project Management (4 ECTS credits).

(2) Completion of the PPA with a PASS result ensures the award of 30 ECTS credits.

(3) The PPA is completed within the first 5 months of the doctoral students' enrollment with an overall PASS/FAIL result, each subject in the curriculum ending with PASS/FAIL. If a single subject is completed with a FAIL result, then the result for the PPA is FAILED, and the doctoral student may retake the subject(s) in question until the end of the doctoral internship.

(4) Completion of the PPA cycle with an overall FAIL result does not prevent the doctoral student from entering the PCS.

**Art. 28.** (1) The PCS is based on an individual scientific research plan developed by the doctoral student under the guidance of the doctoral supervisor, supported by a guidance and academic integrity committee. This committee consists of three other members who may be part of the doctoral supervisor's research team, other persons affiliated with the doctoral school, or teaching and research staff not affiliated with it. All members of the academic guidance and integrity committee must hold a doctoral degree.

(2) The composition of the academic guidance and integrity committee is established by the doctoral supervisor, following consultation with the doctoral student, and is approved by the CSD-ISB.

(3) At least one member of this committee is from outside POLITEHNICA Bucharest;

(4) The Academic Guidance and Integrity Committee may change its composition in exceptional circumstances (illness, death, resignation, dismissal, suspension from office, etc.). In such situations, the doctoral supervisor shall propose the replacement of the member concerned with a new person and submit it for approval to the CSD-ISB within 30 days of the declaration of unavailability.

(5) Members of the academic guidance and integrity committee cannot be nominated as members of the public defense committee for the doctoral thesis.

(6) The activity of the guidance committee aims to:

- a) stimulate the progress of the thesis by creating an appropriate scientific environment and through systematic control;
- b) to prepare future doctoral supervisors.

(7) Together with the doctoral supervisor, the academic guidance and integrity committee:

- a) establishes the structure, content, organization, and conduct of the individual research program;
- b) assists the doctoral student throughout the doctoral program;
- c) guides the doctoral student in the dissemination and publication of original results;
- d) analyzes, approves, and evaluates research reports and doctoral theses.

(8) SD-ISB has the mission to support in all aspects the professional relationship between the doctoral supervisor and the doctoral student.

**Art. 29. (1)** The research activity of the doctoral student is evaluated by preparing seven research reports presented to the academic guidance and integrity committee as follows:

- a) one report during the first year, 6 months after completing the PPA, in the form of a project that must contain: the title of the doctoral thesis, the main lines of the future thesis, the state of knowledge in the field, the objectives of the study, the intended research methodology, the schedule of activities, etc.
- b) five reports submitted as follows: Report 2 – December of year II, Report 3 – June of year II, Report 4 – December of year III, Report 5 – June of year III, Report 6 – December of year IV;
- c) the doctoral thesis, submitted for review by the supervisory committee, in order to obtain approval for public defense (final report – Report 7).

(2) The presentation of reports may be public.

**Art. 30. (1)** The deadlines for submitting research reports are set out in the individual scientific research plan.

(2) Report presentations are graded as "Very good," "Good," "Satisfactory," or "Unsatisfactory." At the defense, minutes will be taken and included in the doctoral student's file (*Annex 4 to the Regulations*).

(3) If a report is rejected (rated "Unsatisfactory"), the doctoral student may rewrite and defend it, following the same procedure, within 30 days of the date of rejection. If the report is rejected a second time, the doctoral student is proposed for expulsion.

**Art. 31.** Before defending the doctoral thesis before the supervisory committee, the PPA must be completed with an overall result of PASS, and the PCS must not include any research reports graded as "Unsatisfactory."

**Art. 32.** Completion of the PCS, under the terms of this Regulation, ensures the award of 210 ECTS credits (30 for each research report).

### ***3.4. Doctoral thesis (content, presentation, ethics, and intellectual property)***

**Art. 33.** (1) The completion of doctoral studies is achieved by writing and publicly defending the doctoral thesis before the doctoral committee. The doctoral thesis is prepared in accordance with the requirements established by the Procedure for the completion of doctoral studies at IOSUD-POLITEHNICA Bucharest, the Guide for the Preparation of Doctoral Theses in the Field of Engineering Sciences, and these Regulations.

(2) The title of the doctoral thesis may be changed, with the agreement of the doctoral supervisor and the approval of the CSD-ISB, until the moment of its submission for public defense.

(3) The doctoral student may request, once only, a change in the topic of the doctoral thesis, with the agreement of the doctoral supervisor and the CSD-ISB, provided that a new PCS program is drawn up.

(4) The Academic Guidance and Integrity Committee, together with the doctoral supervisor, may decide to recognize reports that have already been approved if they fall within the new topic, with the approval of the CSD-ISB.

(5) The doctoral thesis shall be written in digital format, in the language specified in the doctoral study contract (Romanian or another internationally used language) and shall be accompanied by a summary written in Romanian and English.

(6) Doctoral studies may also be organized in co-supervision, in which case the doctoral student carries out their activity under the simultaneous guidance of a doctoral supervisor from SD-Isb and a doctoral supervisor from another country or from another IOSUD in Romania, based on a written agreement between the organizing institutions involved, aspects that will be included in the study contract.

(7) The doctoral thesis developed in co-supervision with a doctoral organizing institution abroad and the conditions for public defense must be established in such a way as to comply with the legal provisions applicable in both countries. Otherwise, the administrative procedure carried out by IOSUD will be invalidated, and the doctoral degree will not be awarded. The doctoral thesis may be written either in "standard format" or in "article-based format."

(8) The "standard" format includes the following main content elements:

- a) The current state of research in the specific field of the doctoral thesis topic,
- b) The objectives of the thesis and the research methodology,
- c) Original contributions,
- d) General conclusions,
- e) Bibliography.

(9) The "article" format includes the following main content elements:

- a) Presentation of the doctoral thesis topic, methods, and concepts used;

- b) Full-length articles published as scientific results of the doctoral thesis;
- c) General conclusions;
- d) Personal contributions;
- e) Bibliography.

In this format, the doctoral student must be the first author of the full-length articles included in the thesis. For this format, a minimum of 5 articles published in WOS-rated scientific journals in the field are required, of which at least 2 must be in quartiles Q1/Q2, with a cumulative individual contribution (calculated as the sum of 1/number of authors) of at least 1.00.

(10) For the drafting of doctoral theses in the field of Engineering Sciences, the structure presented in the Guide for Drafting Doctoral Theses in the Field of Engineering Sciences approved by the Senate of POLITEHNICA Bucharest is recommended.

(11) The doctoral thesis must contain a complete list of the doctoral student's published works with all specific elements (complete reference, indexing – WOS (quartile Q) / SCOPUS/IEEE, bibliometric indices, relevant mentions), a list of research, development, innovation, and doctoral thesis support projects in which the doctoral student has participated (as applicable).

(12) The doctoral student, as the author of the doctoral thesis, together with the doctoral supervisor, are responsible for complying with quality and professional ethics standards, including the originality of the content.

(13) The doctoral thesis is an original work, and it is mandatory to mention the source for any material taken.

(14) The SD is required to verify the doctoral thesis using a computer program designed to detect similarities (e.g., Turnitin) prior to the public defense and presentation of the doctoral thesis. The verification is carried out based on the standards contained in the National Guide for Writing Doctoral Theses, developed by the National Commission for the Accreditation of Academic Titles, Diplomas, and Certificates (CNATDCU), the Procedure for Completing Doctoral Studies at IOSUD-POLITEHNICA Bucharest, as well as the specific methodology of SD-ISB, by an expert evaluator appointed by CSD SD-ISB. The results of the analysis will be made available to the doctoral student, the doctoral supervisor, and the doctoral committee.

(15) The doctoral thesis and its annexes are public documents and are drafted in digital format. The first and last names of the doctoral thesis holder, the doctoral supervisor, and the members of the academic guidance and integrity committee, as well as the identification data of IOSUD, are also public information.

**Art. 34.** (1) The structure of the doctoral file and access to it are regulated by the Regulations on the organization and functioning of the National Council for the Accreditation of Academic Titles, Diplomas, and Certificates, approved by ME Order No. 5760/2024. The doctoral file consists of the doctoral thesis and all documents requested by IOSUD and the National Council for the Accreditation of Academic Titles, Diplomas, and Certificates (CNATDCU) from a doctoral student for the award of the doctoral title.

(2) The doctoral file is archived by the doctoral school on a permanent basis.

### ***3.5 Defense of the doctoral thesis before the supervisory committee and public defense***

**Art. 35.** (1) Public defense may only take place after completing the steps outlined in the Procedure for Completing Doctoral Studies at IOSUD-POLITEHNICA Bucharest and supplemented in these regulations, in accordance with the following paragraphs.

(2) Initiating the procedure for the preliminary defense of the doctoral thesis and anti-plagiarism verification involves the following steps:

- a) The doctoral student and the doctoral supervisor shall ensure that, at the time of initiating this procedure, the minimum conditions for awarding the doctoral degree provided for by the legislation in force are met, both those in Order No. 3018/2025 regarding the approval of the minimum national standards required and mandatory for the award of a doctoral degree, as well as any other conditions imposed by IOSUD-POLITEHNICA Bucharest; failure to meet these standards will result in the rejection of the application to start the doctoral thesis defense procedure; in this regard, at the start of the doctoral thesis defense procedure, Annex 5 to these regulations, completed and signed by the doctoral student and the doctoral supervisor, shall also be submitted;
  - b) The SD-ISB Secretariat certifies that the doctoral student has fulfilled all the obligations within the doctoral study program (PPA and PCS) – form F13 in the Procedure for completing doctoral studies at IOSUD-POLITEHNICA Bucharest;
  - c) The doctoral student submits the thesis in electronic format on a USB memory stick to the SD-ISB secretariat, together with its summary (one-page summary, in Romanian and English) and in printed format the Application for the initiation of the doctoral thesis pre-defense procedure and the Student's Declaration -doctoral student on his/her own responsibility regarding the originality of the doctoral thesis (forms F1 and F2) signed by hand, registered, together with Annex 5 to these regulations for verification of compliance with the conditions;
  - d) An expert appointed by SD-ISB performs the anti-plagiarism check using one of the programs recognized by CNATDCU and used at IOSUD level (currently, TURNITIN) according to the instructions received. The expert shall draw up and sign the Similarity Report (form F3), which shall be sent to the doctoral supervisor, who shall analyze it, make the necessary comments, sign it, and send it to the academic guidance and integrity committee. The similarity report is included in the doctoral file; the verification period may not exceed 30 days from the date of registration of the application (F1). Form F3, signed by hand by all those involved, is submitted and registered with the SD-ISB secretariat.
  - e) If changes are required to the doctoral thesis, these shall be remedied, and the doctoral student shall resume the steps in point d);
- (3) The maximum percentage of similarity accepted at the SD-ISB level is 20%. If this percentage is exceeded, the designated expert will make a note in form F3, and the doctoral supervisor, together with the academic guidance and integrity committee, will take the necessary measures to modify the doctoral thesis. After the necessary changes have been made, the steps in point d) will be repeated.
- (4) The preliminary defense of the doctoral thesis before the academic guidance and integrity committee is conducted as follows:
- a) upon registration of form F3 with the SD-ISB secretariat, the doctoral student shall draw up the Announcement of the preliminary defense of the thesis before the academic guidance and integrity committee (form F4), which shall be sent to the SD-ISB secretariat for display at the SD-ISB headquarters; from this moment, a period of at least 7 days is considered until the public pre-defense of the thesis before the academic guidance and integrity committee;
  - b) the doctoral thesis is presented before the academic guidance and integrity committee; after this preliminary defense, the doctoral supervisor and the academic guidance and integrity committee decide, if necessary, on changes to the doctoral thesis and the official submission of the thesis for the organization of the public defense; they draw up and sign the PhD supervisor's acceptance report, the opinion of the academic guidance and integrity committee, and the minutes of the preliminary defense meeting (forms F5, F6, F7), which are submitted to the SD-ISB secretariat, registered, and included in the PhD file;
  - c) after the preliminary defense and the positive opinion of the guidance committee, the designated expert receives the final version of the doctoral thesis from the doctoral student and performs a second anti-plagiarism check, prepares, analyzes, and signs, together with the doctoral supervisor, the Similarity Report of the designated expert (form F8), which is submitted to the SD-ISB secretariat, where it is registered and included in the doctoral file;
- (5) The public consultation of the doctoral thesis on the national platform lasts for a period of 90

calendar days. In this regard:

- a) The doctoral thesis shall be officially submitted to the doctoral school secretariat, in printed and electronic format, together with:
    - a summary of the doctoral thesis in Romanian and English (one page),
    - the doctoral student's handwritten CV,
    - a list of publications resulting from scientific research in the doctoral program, published or accepted for publication,
    - the request for official submission of the thesis to the IOSUD secretariat (form F9), signed by hand and approved by the doctoral supervisor,
    - the form for estimating the date of the public defense (form F12), signed by hand and approved by the doctoral supervisor,
    - the form acknowledging that the doctoral thesis will be published in preview on the national public consultation platform in accordance with the legal provisions in force (form F14);
  - b) The doctoral thesis and its annexes shall be available for public consultation for 90 calendar days prior to the public defense, on the national platform managed by the Executive Unit for Financing Higher Education, Research, Development, and Innovation (UEFISCDI), in accordance with the legal provisions in force in the field of copyright; during this period, any natural or legal person may submit comments on the existence of deviations from ethical and professional standards, including from the perspective of plagiarism. Comments may be submitted online, at the email address [csud@upb.ro](mailto:csud@upb.ro) or at the POLITEHNICA Bucharest Registry. The observations are recorded in a report prepared by the CSUD Secretariat, which will be analyzed and a decision will be issued to validate the initiation of the public defense of the doctoral thesis, which will be part of the doctoral file. If the CSUD decision is to validate, the procedure for the public defense of the doctoral thesis is initiated by establishing the doctoral committee. If the CSUD invalidates the initiation of the procedure for the public defense of the doctoral thesis, the SD receives recommendations on revising the doctoral thesis and eliminating situations that do not comply with ethical and deontological standards, and the doctoral student is required to remedy the content of the thesis within 3 months of the communication of the decision to invalidate the defense, with the resumption of the procedure for making the thesis transparent.
- (6) The public defense of the doctoral thesis may begin after the CSUD decision to validate the initiation of the public defense procedure for the doctoral thesis.
- a) The doctoral supervisor shall prepare and submit for approval to the director of SD-ISB the proposal for the composition of the public defense committee for the doctoral thesis (form F15), at least 30 days before the date of the public defense, together with the doctoral students' self-assessment form in physical format, signed by hand, and in electronic format, together with the evidence requested in the form - on a USB memory stick,
  - b) The doctoral student shall prepare, sign, and submit the following documents to the IOSUD secretariat:
    - *the declaration regarding his/her option regarding the publication/non-publication of the doctoral thesis (form F16),*
    - *scientific memorandum (Form F17),*
    - copy of identity card,
    - thesis defense documents in electronic format on external support,
    - memory stick only with the Doctoral Thesis – the final version made transparent
  - c) After the approval by the director of the CSUD of the decision to appoint the doctoral committee, the student-doctoral student prepares together with the scientific supervisor, signs and submits *the application for setting the date of public defense of the doctoral thesis (form F22)* and provides the IOSUD secretariat with the necessary data for the preparation of *the announcement regarding the public defense of the doctoral thesis (form F23)*;

- d) The public defense of the doctoral thesis will take place in at least 25 days from the registration of the application, respectively at least 20 days from the publication of the announcement.
- e) Based on the public defense of the doctoral thesis, the reports of the reviewers (submitted at least 15 days before the defense of the thesis) and the analysis of the entire activity of the doctoral student, the doctoral committee evaluates and deliberates on the awarding of the doctoral degree, in compliance with the minimum standards developed by CNATDCU for the granting of the doctoral degree, as well as the grade awarded; fills in and signs *Minutes of the public meeting for the defense of the doctoral thesis* (form F25).

**Art. 36.** (1) The doctoral committee is composed of at least 5 members: the president, as a representative of IOSUD - POLITEHNICA Bucharest, the doctoral supervisor and at least 3 referees from the country or abroad, specialists in the field in which the doctoral thesis was elaborated and of which at least 2 carry out their activity outside IOSUD - POLITEHNICA Bucharest.

(2) The president of the commission must be a tenured teacher in IOSUD - POLITEHNICA Bucharest.

(3) The members of the doctoral committee have a doctoral degree and have at least the teaching function of associate professor or scientific researcher of the second degree or have the quality of doctoral supervisor, in the country or abroad.

**Art. 37.** The Doctoral Office of UPB will issue the registered supporting document, which certifies the official submission of the doctoral thesis for public defense, only under the conditions of the existence of all the documents listed above.

**Art. 38.** (1) After the approval of the doctoral committee, its members shall evaluate the doctoral thesis. Each official reviewer prepares an evaluation report that he/she submits to the Doctoral Office of POLITEHNICA Bucharest, within 30 days from the date of receipt for evaluation of the doctoral thesis and at least 15 days before the thesis is defended.

(2) The organization of the public defense of the doctoral thesis can be started by the Doctoral Office of the POLITEHNICA Bucharest only after receiving all the documents, the steps specified above have been completed.

**Art. 39.** The announcement for the public defense will necessarily include the date, place and time of the defense, the doctoral supervisor or supervisors. The announcement of the public defense, the abstract of the thesis in electronic format, the scientific dissertation, the CV of the doctoral student, the CVs of the members of the public defense committee of the doctoral thesis or links to them are displayed on the IOSUD – POLITEHNICA Bucharest website.

**Art. 40.** The defense of the doctoral thesis can take place in the presence of at least 4 of the members of the doctoral committee, with the mandatory physical participation of the president of the commission and the doctoral supervisor, the other members of the commission being able to participate in an online videoconference system.

**Art. 41.** (1) The public defense meeting of the doctoral thesis is led by the president of the doctoral committee and takes place as follows:

- a. Presentation of the members of the doctoral committee;
- b. presentation of the content of the doctoral thesis by the doctoral student;
- c. reading the evaluation reports prepared by the doctoral supervisor(s) and the official referees;
- d. debate of the doctoral thesis, during which the members of the doctoral committee and the public ask questions to the doctoral student.

(2) The debate of the doctoral thesis is mandatory and is recorded in the minutes of the meeting. This must be the central point of the public defense of the doctoral thesis, with the aim of highlighting the

knowledge of the student-doctoral student in the field of the topic addressed and the elements of originality contained in the thesis.

(2) If the doctoral student has fulfilled all the requirements stipulated in the individual scientific research program and the doctoral thesis has received one of the qualifications "Excellent", "Very Good", "Good" or "Satisfactory", the doctoral committee proposes to award the title of doctor to the doctoral student. Through the Doctoral Office of the POLITEHNICA Bucharest, this proposal is submitted for validation to the CNATDCU.

(3) In case of awarding the qualification "Unsatisfactory" or not meeting the minimum standards necessary for the award of the doctoral degree, the doctoral committee will specify the content elements of the doctoral thesis that must be redone or completed, the thesis being publicly re-defended before the same doctoral committee within a deadline set by the committee. In order to organize this public re-defense of the doctoral thesis, the doctoral student will pay the fee for the defense of the doctoral thesis established by the University Senate for the academic year in which the re-defense takes place. If, following the re-examination, the commission grants the entire qualification "Unsatisfactory", the doctoral degree is not awarded, and the doctoral student is expelled.

(4) The decisions of the doctoral committee are communicated to the audience at the public meeting for the defense of the doctoral thesis by the president of the doctoral committee.

**Art. 43.** (1) The title of doctor is awarded by the decision to award the doctoral degree signed by the rector of POLITEHNICA Bucharest, after receiving the assent from CNATDCU regarding the compliance with the administrative procedure carried out at the level of IOSUD-POLITEHNICA Bucharest and the observance of the minimum criteria for awarding the doctoral degree.

(2) If the CNATDCU decides that the administrative procedure carried out at the level of IOSUD did not comply with the provisions of the Framework Regulation on doctoral studies approved by the ME Order no. 3020/2024, the doctoral file will be sent back to IOSUD to be reanalyzed and completed. It can be resubmitted to the CNATDCU for a new analysis, only after the resumption of the public support procedure provided for in Article 35, in full (from form F1). This decision to invalidate/complete the file will be brought to the attention of the author of the doctoral thesis and his/her doctoral supervisor(s) by the Doctoral Office.

(3) If the doctoral student has not opted for the separate publication of the thesis or some chapters of it, the digital form of the thesis remains public and will be freely accessible on the national platform managed by UEFISCDI, including after the decision to award the doctoral degree. The thesis will be awarded a copyright protection license.

(4) If the doctoral student has opted for the separate publication of the doctoral thesis or some chapters of it, he/she receives a grace period of maximum 24 months for this publication, during which time the doctoral thesis, in digital format, becomes inaccessible to the public. After the publication of the thesis or some chapters of it, the author has the obligation to notify IOSUD – POLITEHNICA Bucharest of this fact and to send the bibliographic indication and a link to the publication, which will then be made public on the national platform managed by UEFISCDI. After the expiry of the grace period, in the absence of this notification from the author, transmitted by IOSUD to UEFISCDI, the thesis in digital format automatically becomes freely accessible, with the attribution of a copyright protection license.

#### **4. STATUS OF THE DOCTORAL STUDENT**

**Art. 45.** (1) The quality of doctoral student is acquired by enrollment, following a doctoral admission contest and is kept until the completion of the study program, respectively the public defense of the doctoral thesis before the doctoral committee, without exceeding the maximum legal period or when

the expulsion decision is issued, except during periods of interruption of studies, but including any extensions granted according to the provisions of the study contract. Upon enrollment, the doctoral student receives from the doctoral school a doctoral student card, valid for the duration of his studies.

- (2) The doctoral student is enrolled in only one doctoral school, in places financed from the state budget.
- (3) During the doctoral internship, the doctoral student benefits from the recognition of seniority in work and free medical assistance, without paying contributions to state social insurance, unemployment insurance, social health insurance and for work accidents and occupational diseases.
- (4) The operative record of the doctoral students of IOSUD is organized at the level of each doctoral school.
- (5) The entire activity related to the management of the activity of doctoral students takes place in the doctoral school, from admission to the public defense of the thesis.

**Art. 46.** (1) The rights and obligations of doctoral students, doctoral supervisors, as well as IOSUD-POLITEHNICA Bucharest, through doctoral schools, are established by the doctoral study contract. The model of the framework contract for doctoral studies is developed by CSUD.

- (2) The doctoral study contract is concluded, in three original copies, with each doctoral student separately and is signed by the doctoral student, the doctoral supervisor, the Director of SD.
- (3) The completed and signed contracts and addenda are kept at the doctoral schools, in the file of each doctoral student. A copy is given to the doctoral student.
- (4) The withdrawal from the doctoral study program is made at the request of the doctoral student, is communicated to the CSD and operated administratively by expulsion order signed by the Rector of POLITEHNICA Bucharest.
- (5) The conditions of expulsion are specified by this regulation.
- (6) A doctoral student can be expelled in the following situations:
  - a) Does not complete the thesis within the term established according to the doctoral study contract and any addenda to it, respectively 4+2 years, of which the last one with fee with the approval of the University Senate.
  - b) obtains the qualification "Unsatisfactory" in two public defenses of the doctoral thesis.
  - c) The doctoral thesis is invalidated for the second time by CNATDCU.
  - d) The doctoral student did not sign the study contract.
  - e) At the end of the academic year, the doctoral student did not pay the study fees within the established deadlines.
  - f) The doctoral student was proposed for expulsion, as a sanction for fraud in professional activity or for serious deviations from the university discipline, according to the provisions of the Code of Ethics and University Deontology.
  - g) The doctoral student withdrew from his studies.
  - h) The doctoral student did not submit the application to return to studies.
  - i) The doctoral student did not defend the research reports on the deadlines provided.
  - j) At the request of the doctoral supervisor, with the approval of the CSD and the approval of the CSUD, for failure to fulfill the obligations arising from this regulation and the doctoral studies contract.
  - k) other situations arising from this Regulation.
- (7) The expulsion procedure is initiated at the proposal of the doctoral supervisor, is approved by the CSD and CSUD and is finalized by the decision of the Rector.
- (8) The expulsion decision is communicated to the doctoral student by the secretariat of the Doctoral School.

- (9) The doctoral student expelled by the provisions of the Code of Ethics and University Deontology can no longer give admission to IOSUD-POLITEHNICA Bucharest.
- (10) On the date of the expulsion decision, the current doctoral study contract ceases to be valid.

**Art. 47.** (1) The rights and obligations of the doctoral student derive from Law 199/2023 on higher education, as subsequently amended and supplemented, ME Order no. 3020/2024 for the approval of *the Framework Regulation on Doctoral Studies, the Regulation on the organization and conduct of Doctoral Studies in the National University of Science and Technology POLITEHNICA Bucharest* and from this regulation.

- (2) During the cycle of doctoral studies, the doctoral student has the right to:
- a) to benefit from the support, guidance and coordination of the doctoral supervisor, as well as of the Academic Integrity and Guidance Committee.
  - b) to participate in seminars or working meetings of the research and development staff of POLITEHNICA Bucharest when topics relevant to doctoral studies are discussed.
  - c) to be represented in the decision-making forums of the doctoral school, according to the legal provisions and of this Regulation.
  - d) to access and use the research infrastructure of IOSUD, laboratories and research centers affiliated to the Doctoral School of Biotechnical Systems Engineering, including logistics, documentation centers, libraries (including international databases) and equipment of the doctoral school and IOSUD for the elaboration of research projects and doctoral thesis.
  - e) enrolling in courses and seminars organized by other doctoral schools.
  - f) to work together with teams of researchers within IOSUD or from research and development units that have concluded agreements or institutional partnerships with IOSUD, encouraging and supporting interdisciplinary initiatives.
  - g) to be integrated into the research project teams within IOSUD, including by participating in the process of drafting and submitting funding applications.
  - h) benefit from national or international mobility.
  - i) request to receive support for the issues administered by the SD-ISB through constant communication with the SD-ISB Secretariat and by presence at the headquarters of the SD-ISB Secretariat.
  - j) to benefit from institutional support to participate in scientific conferences or congresses, workshops, summer or winter schools and national and international seminars in the field in which he/she chose his/her doctoral thesis.
  - k) to participate in the scientific communications sessions organized by the doctoral school and/or by IOSUD.
  - l) to be informed about the curriculum of doctoral studies within the doctoral school.
  - m) to request the CSD, based on good reasons, to change the doctoral supervisor.
  - n) to benefit from the support services for students existing at the level of higher education institutions, including those for accommodation and canteen.
- (3) During the cycle of doctoral studies, the doctoral student has the following obligations:
- a) to comply with the schedule established with the doctoral supervisor and to fulfill their obligations within the PPA.
  - b) submit research reports according to the individual training plan of the scientific research program (PCS);
  - c) to communicate permanently with the doctoral supervisor and the doctoral school.
  - d) to carry out all the necessary diligences to ensure the completion of the stages of the doctoral program according to the legislation in force and this Regulation.
  - e) to respect institutional discipline, without restricting their academic freedom.
  - f) for scholarship students, an annual evaluation is carried out by the doctoral school according to criteria established by the Methodology for the re-evaluation of doctoral scholarships at IOSUD level. Failure to meet these criteria may result in the loss of the scholarship in the following year at

the same time as the scholarship is awarded to the candidate in the next position in the admission competition.

- g) to comply with the university ethics and deontology policies and to carry out their studies and research in compliance with the norms of academic integrity.
- h) to support seminars, laboratory, project teaching activities according to the doctoral study contract if requested.

Throughout the duration of the activity, the doctoral student benefits from the recognition of seniority in work and specialty, as well as free medical and dental assistance under the conditions provided by Law no. 95/2006 on the health reform, republished, with subsequent amendments and completions, and by the framework contract, without the payment of the mandatory social contributions regulated by Law no. 227/2015 on the Fiscal Code, with subsequent amendments and completions.

- i) The period of doctoral studies is assimilated, according to the legislation pensions, to establish the contribution period, to submit annually by September 15, the annual evaluation sheet.
- j) After defending the doctoral thesis, IOSUD issues a certificate attesting the period in which the doctoral student followed the doctoral studies to fill in the anonymous feedback questionnaires sent by SD-ISB
- k) The conflicts between the doctoral student and the doctoral supervisor are mediated by the council of the doctoral school, and in case of non-resolution of the conflict at this level, it is mediated by the CSUD.
- l) The doctoral student is responsible for the originality of the doctoral thesis.

## **5. STATUTE OF DOCTORAL SUPERVISORS, RIGHTS AND OBLIGATIONS**

**Art. 48.** (1) PhD supervisors are the persons who have obtained the right to supervise doctoral studies prior to the date of entry into force of the Law on Higher Education no. 199/2023, as subsequently amended and supplemented, as well as persons who have obtained the habilitation certificate and become members of a doctoral school within an IOSUD, based on an individual employment contract.

(2) The doctoral supervisor is affiliated to only one doctoral school and can supervise doctoral students only within one IOSUD, in the field for which he obtained this right, in other doctoral schools he can only have co-supervision.

(3) Starting with the academic year 2026 - 2027, a doctoral supervisor can simultaneously supervise 8 doctoral students, not including any doctoral students coordinated in co-supervision, with a secondary role. By exception, up to a maximum of 12 doctoral students/doctoral supervisors can be supervised only with the approval of the university senate, but not for more than 20% of the doctoral supervisors in a doctoral school.

(4) Until the date provided for in para. (4) The University Senate decides the maximum number of doctoral students who can be supervised simultaneously by a doctoral supervisor.

(5) For the activity they carry out in this capacity, doctoral supervisors are remunerated in accordance with the legislation in force.

(6) At the motivated request of the doctoral student, the council of the doctoral school may decide to change the doctoral supervisor, if the non-fulfillment of the legal or contractual obligations assumed by the latter has been ascertained, for other reasons regarding the guidance relationship between the doctoral supervisor and the doctoral student, as well as if the unavailability of the doctoral supervisor is found. In these cases, within 30 days, the board of the doctoral school appoints another doctoral supervisor, within the same field.

(7) If the termination of the coordination relations of a doctoral student occurs due to the sole fault of the doctoral supervisor, the doctoral school proposes to the CSUD to take measures to sanction him/her.

(8) When appointing a new doctoral supervisor, the doctoral school council will take into account

as a priority the need for the doctoral student to be able to complete the doctoral program in the field of university studies specified in the study contract, according to enrollment. If it is not possible to identify an available doctoral supervisor within IOSUD, IOSUD will take steps to facilitate the academic mobility of the doctoral student, within the same field, but at another IOSUD.

The doctoral supervisor is supported in the activity with the doctoral student by a guidance and academic integrity committee, consisting of 3 people and which is proposed by the doctoral supervisor and endorsed by the CSD.

(9) The members of the guidance and academic integrity committee may be part of the doctoral supervisor's research team, may be other people affiliated with the doctoral school or teaching and research staff not affiliated with it. At least one member of this commission is from outside the Bucharest Polytechnic.

(10) The members of the advisory and academic integrity committee cannot be nominated as members of the doctoral thesis public defense committee.

(11) The rights and obligations of the doctoral supervisor derive from Law 199/2023 on higher education, as subsequently amended and supplemented, ME Order no. 3020/2024 for the approval of *the Framework Regulation on Doctoral University Studies, the Regulation on the organization and conduct of Doctoral University Studies in the National University of Science and Technology POLITEHNICA Bucharest* and from this regulation.

(12) PhD supervisors have the following rights:

- a) the right to guide and evaluate the activity of the doctoral student within the doctoral study program, according to the professional and university autonomy, following the requirements of the doctoral study program and respecting the professional interests of the doctoral student.
- b) the right to propose the Academic Guidance and Integrity Committee, respectively the Doctoral Committee for the public defense of the doctoral thesis.
- c) the right to an impartial internal and external evaluation, in accordance with the specific methodology of the evaluation process.
- d) the right to know the methodology against which it is evaluated, both internal and external evaluation.
- e) the right to know the results of the internal and external evaluation of one's own activity.
- f) the right to refuse the guidance of a doctoral student when he or she is unwillingly placed in a conflict of interest.
- g) the right to request the CSD, based on well-founded reasons, the termination of the tutoring relationship with a doctoral student.
- h) the right to request the doctoral school to organize an admission competition for each vacant doctoral student position under its guidance.
- i) the right to decide the specialized disciplines within the training program based on advanced university studies PPA in which the doctoral student must participate, in compliance with the provisions of this regulation.

(13) PhD supervisors have the following obligations:

- a) ensure the scientific, professional and deontological guidance of each doctoral student;
- b) propose research topics.
- c) to ensure the conditions and stimulate the progress of doctoral students in the research they carry out.
- d) to carry out objective and rigorous monitoring and evaluation of each doctoral student.
  1. to endorse the documents related to the doctoral student's doctoral program only if they are compliant and to ensure that they comply with the legal provisions, including those of this regulation.
- e) to support the mobility of doctoral students at prestigious universities in the country and abroad, as well as at scientific events.
- f) to avoid conflicts with the guidance of doctoral students.
- g) to make every effort to verify the conformity of doctoral theses in relation to the specific

requirements of an original creation.

## 6. GUIDANCE OF DOCTORAL STUDENTS

**Art.49.** (1) During the doctoral studies, each doctoral student is guided by a doctoral supervisor and a steering and academic integrity committee.

(2) A doctoral supervisor can simultaneously supervise doctoral students only within IOSUD-UPB, except for doctorates supervised under co-supervision.

(3) A doctoral supervisor can supervise doctoral students only in the field for which he or she has obtained this right.

(4) Starting with the academic year 2026 - 2027, a doctoral supervisor can simultaneously supervise 8 doctoral students, not including any doctoral students coordinated in co-supervision, with a secondary role. By exception, up to a maximum of 12 doctoral students / doctoral supervisor can be supervised only with the approval of the university senate, but not for more than 20% of the doctoral supervisors in the doctoral school.

**Art.50.** (1) The doctorate can be organized in co-supervision if the research is interdisciplinary in nature or requires activities carried out in several academic institutions.

(2) The co-supervision doctorate is carried out based on a co-supervision agreement/contract concluded as follows: between the doctoral supervisors, if both doctoral supervisors work at IOSUD-POLITEHNICA Bucharest; between IOSUD-POLITEHNICA Bucharest and other institutions organizing doctoral studies in the country or abroad. In this case, the co-supervision agreement or contract is endorsed by the doctoral supervisor and the director of the doctoral school involved and is approved by the CSUD. The co-guardianship agreement/contract is kept in the doctoral student's file. The co-guardianship agreements or contracts are in accordance with the specific legislation.

**Art.51** (1) The CSD decides to change the doctoral supervisor under the following conditions:

a) the doctoral supervisor retires and does not wish to continue supervising doctoral students, at his request.

b) at the request of the doctoral supervisor, motivated by the impossibility of continuing the activity of guiding the doctoral student.

c) at the request of the director of the doctoral school, in the event of the unavailability of the doctoral supervisor for a period of 12 months.

d) at the reasonable request of the doctoral student, for other reasons regarding the guidance relationship between the doctoral supervisor and the doctoral student.

e) at the joint request of the doctoral student and the doctoral supervisor.

(2) The new doctoral supervisor may be proposed by the CSD or by the doctoral student and endorsed by the CSD, after consultation with the new supervisor, within 30 days in the unfortunate cases of death or illness of the previous doctoral supervisor, respectively at the beginning of the new academic year in other cases.

(3) The change of doctoral supervisor is approved by the CSUD director, only with the written consent of the new doctoral supervisor and the doctoral student.

(4) The change of doctoral supervisor can be made only at the beginning of the academic year. Exceptions are cases of death or inability due to illness to continue the coordination of the doctoral student.

## 7. QUALITY ASSURANCE OF DOCTORAL DEGREE PROGRAMS

**Art. 52.** (1) The doctoral study programs are periodically subjected, on dates established by the CSUD, to internal evaluation processes.

(2) The internal evaluation of the quality of a doctoral degree program is done by the doctoral school.

(3) The procedures for internal quality assessment of a doctoral degree program are developed by CSUD.

**Art. 53.** (1) The doctoral school is subject to an external evaluation at 5-year intervals.

(2) The external evaluation of doctoral study programs is done by ARACIS or by another quality assurance agency, in the country or abroad. It is carried out based on a system of criteria and a methodology established by Order of the Minister of National Education and Research.

**Art. 54.** (1) The evaluation of the activity of doctoral students is predominantly oriented towards the results of the research activity. Results are considered - such as publications, participation in conferences, patents - as well as their quality, estimated by integrating publications into the international flow, citations, awards, etc.

(2) The evaluation of the activity of doctoral students explicitly follows all the competences that the doctoral student must develop within the doctoral degree program, according to the level 8 qualification of the European Qualifications Framework and the National Qualifications Framework.

(3) The evaluation of the activity of doctoral students is carried out periodically, based on the decision of the doctoral school council, by evaluation committees approved by the doctoral school council.

(4) The evaluation procedures and criteria are established by the board of the doctoral school and must allow:

- a) correct measurement of the performance of doctoral students, including the performance differences between them.
- b) analysis of the progress of doctoral students in acquiring knowledge and skills associated with the targeted professional qualification.
- c) administrative and academic verification to ensure the correctness of the procedures.
- d) transparency and information on the criteria for the assessment of doctoral students.
- e) Informing doctoral students about the evaluation strategy, methods, evaluation criteria and expected performance.

(5) Compliance with scientific, professional and university ethics is an explicit criterion for continuous and final evaluation of the doctoral student's activity.

(6) The evaluation of the activity of the doctoral students will be done with the assurance of maximum transparency, bringing to the attention of the doctoral students, by the evaluators, the grades awarded.

**Art. 55.** (1) The doctoral school periodically evaluates the activity of the tenured doctoral supervisors, based on procedures developed by the CSUD based on self-evaluation and internal and external collegial evaluation.

(2) This internal evaluation of the full doctoral supervisors will take into account in particular the quality of the results obtained by them in research and in the management of doctoral students, as well as:

- a) the results of the scientific research of the doctoral supervisor (publications, patents and other ways of capitalizing on his own research activity);
- b) The results of the scientific research of the doctoral students led by this doctoral supervisor (publications, patents and other ways of capitalizing on the research activity of the doctoral students);

- c) other indicators of the scientific activity of the doctoral supervisor (participation in research projects, participation in national and international conferences, membership in professional organizations);
  - d) other indicators of the scientific activity of doctoral students led by this doctoral supervisor (participation in research projects, participation in national and international conferences, membership in professional organizations).
- (3) Once every 5 years, doctoral supervisors are subjected to an external evaluation based on established procedures, at the proposal of CNATDCU.
- (4) Following internal or external evaluations, the doctoral school may decide to extend or withdraw the membership of the doctoral school, according to art. 13 and the IOSUD regulation.

## **8. FINAL PROVISIONS**

**Art. 56.** The doctoral studies in the Doctoral School of Biotechnical Systems Engineering shall be reorganized according to the provisions of this Regulation starting with the academic year 2026.

**Annex 1 – SD-ISB Study Contract**



**Ministry of Education**  
**National University of Science and Technology POLITEHNICA**  
**Bucharest**  
**Splaiul Independenței nr. 313, 060042 Bucharest, Romania**  
**www.upb.ro**

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**Doctoral School .....**

**THE DOCTORAL UNIVERSITY STUDIES CONTRACT NO. SD ...../ ..... / .....**

**Art. 1. Contracting parties**

The National University of Science and Technology POLITEHNICA of Bucharest (POLITEHNICA BUCUREȘTI), through the Doctoral School of ..... represented by a proxy Director ....., according to the rector's decision no..... and PhD Supervisor .....

on the one hand,

and Mr/Mrs. ....,

Holder of the identity card series ... no. ...., CNP .....

Ph.D. student at POLITEHNICA BUCHAREST, Doctoral School .....

on the other hand,

have agreed to conclude this contract, which contains the obligations and rights of the parties assumed during the doctoral studies.

Field of doctoral studies.....

Type ..... of

PhD.....

Form of education.....

Form of financing.....

The monthly amount of the scholarship (if applicable) is set by the Ministry of Education

**Art. 2. Object of the contract**

2.1. The object of the contract is the regulation of the relations between the National University of Science and Technology POLITEHNICA Bucharest and the doctoral student, as a beneficiary of the educational services financed, as the case may be, entirely from the state budget or by fees established, under the conditions of the law, specifying the rights and obligations of the signatory parties, in accordance with the legal provisions in force, the University Charter, Regulations, Procedures, Methodologies of POLITEHNICA BUCHAREST and the decisions of the Senate of POLITEHNICA BUCHAREST.

**Art. 3. Duration**

3.1. This contract is concluded for the normal duration of tuition of a 4-year doctoral degree cycle, starting from the academic year \_\_\_\_\_.

3.2. In special situations, the duration of the doctoral study program may be extended by 1 – 2 years, with the approval of the POLITEHNICA BUCUREȘTI Senate, at the proposal of the doctoral supervisor

and within the limits of the available funds, or reduced by one year, at the request of the doctoral student, with the approval of the doctoral supervisor and with the approval of the POLITEHNICA BUCUREȘTI Senate.

3.3. In special situations provided for in the Regulation for the organization and conduct of doctoral studies in POLITEHNICA BUCUREȘTI, doctoral studies may be interrupted for a period of 1-2 years.

#### **Art. 4. Contract value**

4.1. The amounts representing the equivalent value of the educational services for the places financed from the state budget are found in the budget of the National University of Science and Technology POLITEHNICA Bucharest, based on the contracts concluded with the Ministry of Education.

4.2. The Senate of the National University of Science and Technology POLITEHNICA Bucharest establishes, annually, under the conditions of the law, the amounts representing the amount of tuition fees for tuition places. This fee applies to students enrolled in the current academic year on a fee-bearing basis, including re-enrolled students.

4.3. The student's failure to pay the tuition fee and/or the other fees established, according to the regulations valid at the level of the National University of Science and Technology POLITEHNICA Bucharest in the respective academic year, until the date of the beginning of the semester exam sessions, in accordance with the structure of the approved academic year, is sanctioned with his/her expulsion, by decision issued by the rector of the University.

#### **Art. 5. Obligations of the doctoral student**

a) To comply with the Regulation on the organization and conduct of doctoral studies in POLITEHNICA BUCHAREST and the Regulation of the Doctoral School in which he/she enrolls and to fully carry out the university or research activities established by the doctoral supervisor, according to the legal regulations in force, including the POLITEHNICA BUCHAREST Senate and the doctoral university studies contract.

b) To pay, within the established deadlines, the fees provided for in the regulations and as a result of the decisions of the Senate POLITEHNICA BUCUREȘTI and to submit the receipts attesting the payment of the tuition fees to the secretariat of the doctoral department of the university (for doctoral students in the fee regime);

c) To participate in courses and other training activities established by the doctoral supervisor, provided within the Training Program based on advanced university studies, organized by their own Doctoral School or by other Doctoral Schools.

d) To respect the cleanliness, tranquility and order in the university space;

e) To wear in the educational spaces of the university an outfit appropriate to the academic environment;

f) To attend the advanced university study program which includes, in addition to the minimum 2 specialized disciplines and 3 compulsory disciplines as follows: Ethics, Research Methodology and Scientific Authorship, Project Management.

g) For the validation of doctoral theses and the awarding of the doctoral degree, the minimum standards provided by OMEN 5110/2018 must be met.

h) To participate, within the Scientific Research Program, in scientific projects established by the doctoral supervisor, in accordance with the training plan.

i) To prepare and support the Progress Reports within the Scientific Research Program.

j) To elaborate, during the period of doctoral studies, under the coordination of the doctoral supervisor, the scientific papers mentioned in the Regulations of the Doctoral School.

k) To elaborate and publicly defend the doctoral thesis in accordance with the legal provisions and under the conditions provided by the Regulation on the organization and conduct of doctoral studies in POLITEHNICA BUCHAREST, as well as the provisions stipulated in the Higher Education Law no. 199/2023.

l) To show respect and to have a civilized behavior within the university community.

m) To comply with the standards of quality and university ethics.

n) To communicate any situation likely to entail the change of the status of budgeted or fee-paying doctoral student;

o) To respond in accordance with the law, in case of academic frauds, violations of university ethics, deviations from good conduct in scientific research, including plagiarism.

#### **Art. 6. Rights of the doctoral student**

a) To benefit from free education for the number of places financed from the budget and during doctoral studies provided by law.

b) To benefit from the support and coordination of the doctoral supervisor, as well as from the advisory and academic integrity committee.

c) To choose, with the support and approval of the doctoral supervisor, to carry out activities within advanced university studies, organized by their own Doctoral School or by other Doctoral Schools.

d) To use the university's premises - libraries, laboratories, lecture/project/seminar/reading rooms, sports facilities - and other means made available by the university for the purpose and limits of the doctoral thesis.

e) To benefit from institutional support to participate in national/international scientific events - conferences, congresses, seminars, workshops, summer/winter schools, etc. - in the field of the doctorate, for the purpose and limits of the doctoral thesis.

f) To participate in scientific events – seminars, conferences, etc. – organized by their own Doctoral School or by other Doctoral Schools.

g) To participate in the working meetings of the research and development structures within POLITEHNICA BUCHAREST.

h) To work together with teams of researchers from POLITEHNICA BUCHAREST or from research and development units that have concluded institutional agreements or partnerships with POLITEHNICA BUCHAREST.

i) To be represented in the decision-making forums of the Doctoral School, according to the legal provisions and the Regulation for the organization and conduct of doctoral studies in the POLITEHNICA BUCHAREST.

j) To be members of professional associations that represent them and support their rights in the university environment and to request the recognition of these rights by the university, to the extent that these associations do not violate the provisions of the regulations of the POLITEHNICA BUCUREȘTI regulations.

k) To obtain scholarships in accordance with the legal provisions in force, including those of the POLITEHNICA BUCHAREST Senate and the Doctoral School.

l) The doctoral student can carry out paid teaching activities, within the limit of the assistant professorship norm. The teaching norm is provided for in the Higher Education Law 199/2023 art. 211 para. 12, letter d).

#### **Art. 7. Obligations of the doctoral supervisor**

a) To coordinate the activity of the doctoral student throughout the period of doctoral studies, aiming at the timely completion of the stages of preparation of the doctoral student, under the

demanding conditions of POLITEHNICA BUCUREȘTI and at the minimum standards imposed by the National Commission for the Attestation of University Titles, Diplomas and Certificates, hereinafter referred to as *CNATDCU*.

b) Propose research topics.

c) To ensure the participation of the doctoral student in the Training Program based on advanced university studies and the choice of study elements within this program to be followed by the doctoral student.

d) To ensure the participation of the doctoral student in scientific projects, within the Scientific Research Program.

e) To organize and monitor the doctoral student's training internships abroad, at other doctoral schools or partner institutions, for the purpose and within the limits of the doctoral thesis, and to approve the internship reports of the doctoral student.

f) To follow the participation of the doctoral student, during the cycle of doctoral studies, in national/international scientific events - conferences, congresses, seminars, workshops, summer/winter schools, etc. - in the field of the doctorate, for the purpose and limits of the doctoral thesis.

g) To coordinate the elaboration by the doctoral student of the scientific works mentioned in the Regulation on the organization and conduct of doctoral studies in the POLITEHNICA BUCHAREST and in the Regulation of the Doctoral School in which he/she enrolls.

h) To analyze the Doctoral Thesis and to prepare an Analysis Report.

i) To avoid the emergence of conflicts of interest in the guidance of doctoral students.

#### **Art. 8. Rights of the doctoral supervisor**

a) Participate in competitions for doctoral grants.

b) To request the Doctoral School to organize an admission contest for each vacant doctoral student position under his/her supervision.

c) To select the doctoral candidate and to propose the enrollment of the doctoral student.

d) To guide and evaluate the activity of the doctoral student within the doctoral study program, according to the professional and university autonomy, following the requirements of the doctoral study program.

e) To decide on the elements of study within the Advanced University Studies Training Program in which the doctoral student must participate.

f) To aim at disseminating the results obtained by the doctoral student, under his/her coordination, during the doctoral studies in the doctoral, didactic or research activity.

g) To request the Council of the Doctoral School to interrupt the tutoring relationship with a doctoral student if his/her activity is inadequate and possibly to expel or transfer him to another doctoral supervisor.

h) To propose the academic guidance and integrity commission as well as the commission for the public defense of the doctoral thesis.

#### **Art. 9. Obligations of POLITEHNICA BUCUREȘTI**

9.1. To ensure the conditions for the doctoral student to participate in courses scheduled within the Training Program based on advanced university studies made available by their own Doctoral School or by other Doctoral Schools.

9.2. To ensure the access of the doctoral student to the material base - libraries, laboratories, etc. - of POLITEHNICA BUCUREȘTI in order to complete his doctoral program.

9.3. To verify the doctoral thesis through a computer program for detecting similarities, before the public defense of the doctoral thesis.

9.4. To publish on the website of POLITEHNICA BUCUREȘTI information regarding the doctoral thesis and its defense.

**Art. 10. Rights of POLITEHNICA BUCUREȘTI**

10.1. To terminate this Study Agreement at the request of the doctoral supervisor for inappropriate activity of the doctoral student (the cancellation of the Study Agreement implies expulsion from doctoral studies).

10.2. To terminate the Study Agreement in case of exceeding the deadlines provided in the Contract (if the doctoral student does not have approval for the interruption or extension of the period of the doctoral program).

**Art. 11. Data regarding the research topic and the doctoral thesis**

11.1. Research topic: .....

.....

11.2. Deadline for completion of the doctoral thesis: 30.09. ....

11.3. The doctoral thesis will be written in .....

**Art. 12. Final clauses**

12.1. This contract was concluded today \_\_\_\_\_, in 3 copies, one copy for the candidate's file, one copy for the doctoral supervisor and one copy for the doctoral student.

12.2. In accordance with the provisions of the Higher Education Law no. 199/2023, art. 71 para. (12) The doctoral thesis is a public document. The doctoral thesis and its annexes are published on a website administered by the Ministry of Education, provided that the doctoral student does not opt for the separate publication of the thesis. The publication of the doctoral thesis is done both with the name and surname of the doctoral student, but also with the name and surname of the doctoral supervisor.

RECTOR,  
Mihnea Cosmin COSTOIU  
By proxy  
**Director of the Doctoral School,**  
.....

**PhD supervisor,**  
.....

**PhD student,**  
.....

I have freely and unequivocally acknowledged and consented to POLITEHNICA Bucharest to process my personal data for the purpose of concluding the doctoral study contract. The data may be communicated to the Ministry of Education, intermediary banks and any other body authorized to carry out verifications on the activity of POLITEHNICA BUCUREȘTI. I am also aware that I have the following rights conferred by Regulation (EU) 2016/679: the right of access to data, the right to rectification, deletion, portability, restriction of processing, respectively the right to object, as well as the right to lodge a complaint with the

National Supervisory Authority for Personal Data Processing and Justice. I am aware that the refusal to provide these data determines the non-completion of the doctoral study contract.

**Doctoral Student,**.....

**Annex 2 - PPA**

**Fundamental field of doctoral Engineering Sciences**

**Doctoral field .....**

Endorsed  
ISB Doctoral School Council

Director,  
Prof.dr.ing. Covaliu-Mierlă Ileana-Cristina

**Training program based on advanced university studies  
(PPA)  
- Curriculum -**

Doctoral Student: .....

Admitted on: 01 October .....

with the research theme (thesis title): .....

No.		Name of the discipline	Academic year	No credits
1	Compulsory subjects	Ethics		6
2		Research methodology and scientific authorship		4
3		Project Management		4
4	Specialized disciplines			
5				
<b>TOTAL</b>				<b>30</b>

\* The PPA is completed in the first 5 months from the enrollment of doctoral students with the overall grade PASSED/NOT passed, each subject in the curriculum ending with ADMITTED/REJECTED. If only one discipline is concluded with REJECTED, then the result for the PPA is UNPASSED, the doctoral student being able to redo the discipline(s) in question until the end of the doctoral internship. If the discipline is part of a research master's program, the program and the name of the tenured teacher will be indicated. Completion of the PPA with the PASSED result ensures the obtaining of 30 ECTS credits

Data: .....

**PhD supervisor:** .....

**Annex 3 - PCS**

**Fundamental field of Doctoral Engineering Sciences**

**Doctoral field .....**

Endorsed  
ISB Doctoral School Council  
Director,  
PhD supervisor. Covaliu-Mierlă Ileana Cristina

**Individual Scientific Research Program (PCS)**

**for the doctoral student: .....**

The doctoral student develops and presents before the Guidance and Academic Integrity Commission seven scientific activity reports, according to the provisions of the "Regulation on Doctoral Studies at the National University of Science and Technology POLITEHNICA Bucharest" and the "Doctoral Studies Contract", as follows:

No	Scientific activity report	No credits	Scheduled date for the presentation
1	Scientific Report no. 1	30	June (year 1)
2	Scientific Report no. 2	30	December (year 2)
3	Scientific Report no. 3	30	June (year 2)
4	Scientific Report no. 4	30	December (year 3)
5	Scientific Report no. 5	30	June (year 3)
6	Scientific Report no. 6	30	December (year 4)
7	Scientific Report no. 7 (represents the defense of the doctoral thesis in front of the Guidance and Academic Integrity Committee)	30	September (year 4)
<b>TOTAL ECTS</b>		<b>210</b>	

\* PCS is developed by the doctoral student under the guidance of the doctoral supervisor. The deadlines for defending the first three reports may be extended by a maximum of 6 months, at the request of the doctoral student, with the approval of the doctoral supervisor and with the approval of the director of the doctoral school. If the reports have not been submitted within the deadline, the doctoral student is proposed for expulsion.

Data: .....

**Doctoral Student:** .....

**PhD supervisor:** Prof.dr.ing. ....



**Annex 5 to the Doctoral Student's Scientific Dissertation**  
**Fundamental field of Doctoral Engineering Sciences**  
**Doctoral field**

**It will be delivered in editable and signed-scanned electronic format (on the ileana.covaliu@upb.ro address) at the start of the doctoral thesis defense procedure, to verify the eligibility conditions for the defense of the thesis**

**SCIENTIFIC DISSERTATION (List of publications of the doctoral student)**

**Drd.** \_\_\_\_\_

**Doctoral Study**

Period: \_\_\_\_\_

Scientific supervisor: Prof.dr.ing. \_\_\_\_\_

Domain: .....

Title of the doctoral thesis: \_\_\_\_\_

**Scientific activity** (only those that apply will be left, but the labeling corresponding to each category A, B, C, etc. will be kept)

<b>Item Centralizer:</b>	<b>SCOPUS</b>	<b>IEEE Explore</b>	<b>WOS</b>
<b>Number of published articles / Reference from the list below</b>	(Example reporting: 3/ A1, A2, C1)		
<b>Number of articles accepted for publication / Reference from the list below</b>			
<b>Number of articles for which the PhD student is the main author / Reference from the list below</b>			
<b>Number of articles in which the doctoral supervisor is a co-author</b>			
<b>Patents filed within the thesis</b>			

**A. List of scientific papers (articles in journals or volumes)**

The indexing of SCOPUS, IEEE or WOS will be MANDATORY, and for WOS journals the WOS number and quartile (Q1, Q2, etc.) will be specified.

1. Author/authors, "*Paper title*", Magazine/publication, no. ...., year, indexed .... (WOS, SCOPUS, IEEE),
2. ....

**1. Books & Manuals**

3. Author/authors, year "*Title of work*", Publishing House, ISBN, year of publication.

4. ....

**B. Participation in conferences/workshops (as co-author of the paper presented)**

1. Conference, location, date.

2. ....

**C. Patents**

1. ....

**D. Scientific research projects (the title of the project, the beneficiary and the grant director/person in charge of the project must be specified.)**

1. ....

**1. Refresher courses**

2. ....

**E. Refresher courses**

1. ....

**1. Member of organizing committees or scientific committees of conferences/editorial boards of journals**

2. ....

Doctoral Student

.....

PhD supervisor

.....