**Regulation regarding the Organization of the Admission to the Doctoral Studies within the SNSPA**

**Art. 1** This Regulation establishes the procedure for organizing the Doctoral admission competition within the National School of Political and Administrative Studies.

**Art. 2 (1)** Selection of the PhD students is made on an entrance examination.

**(2)** The examination is having 2 stages: verification of the candidates’ files and interview.

 **Chapter II – Enrollment in the Selection Competition**

**Art. 3** Graduates of master's degree studies, as well as graduates with a bachelor's degree or equivalent, can enroll in the admission competition. The Degrees’ diplomas need to be issued until the graduation year of the first Bachelor promotion, organized in accordance with the provisions of Law no. 288/2004 on the organization of university studies, with subsequent amendments and completions (long-term education).

**Art. 4** Enrollment in the admission competition for the doctoral studies within the SNSPA is not conditioned by the field in which the bachelor's or master's degree was obtained. The total cumulative duration of the undergraduate and master's degree must be at least 300 transferable credits (ECTS), except for long-term studies.

**Art. 5** Citizens who are not members of the European Union, the European Economic Area and the Swiss Confederation (non-EU), graduates of master's degree studies or graduates with a bachelor's degree or equivalent in long-term university studies (4, 5, 6 years) may also apply for admission to doctoral studies. The recognition of the studies carried out by them outside Romania will be carried out by the Specialized Directorate within the Ministry of National Education.

**Art. 6** The file of the candidate for the doctoral program will include the following documents:

* The application for registration;
* The registration form, completed in capital letters and containing all the required data in accordance with Annex 1 to this Regulation;
* Curriculum vitae and list of published papers (including the publicly presented ones) and excerpts from publications that are relevant to the doctorate field;
* The research project proposed by the candidate, according to Annex 2 and which must fall within the priority research areas of the University;
* Copy of the identity card;
* Certified copy of the birth certificate;
* Certified copy ((possibly translated and legalized) after the baccalaureate diploma or its equivalent;
* Certified copy (possibly translated and legalized) after the bachelor's degree or its equivalent, with the corresponding legalized annexes;
* Certified copy (possibly translated and legalized) after postgraduate degrees (advanced studies, Master’s Degree, doctoral studies) or their equivalent;
* Marriage certificate (certified copy or other name change act, if applicable);
* Receipt regarding the payment of the registration fee;
* Proof of language proficiency in an international language (optional).

Candidates who have studied abroad will present the legalized translation of the diploma obtained, as well as the certificate of its equivalence within the National Council for Attestation of University Degrees, Diplomas and Certificates within the Ministry of National Education.

**Art. 7** From the composition of the competition file, according to the Government Emergency Ordinance no. 41/2016 on the establishment of simplification measures at the level of the central public administration and for the modification and completion of some normative acts, the requirement to submit legalized copies of documents is eliminated, replacing them with the certification of conformity with the original, by the person / persons who has/ have assigned attributions in this regard.

**Art. 8** The file of the candidates declared admitted will be completed with the requested documents, in original or certified copy, as the case may be, at the registration.

 **Chapter II – Selection of the Participants**

**Art. 9** The selection of candidates will be made on each doctoral field / subdomain within SNSPA: Political Sciences, Administrative Sciences, International Relations, Communication Sciences, Sociology.

**Art. 10 (1)** The verification of the candidates' files results in the establishment of their eligibility for the competition.

**(2)** The absence of any mandatory document mentioned in art. 6 of this methodology leads to the declaration of the file as ineligible.

**Art. 11 (1)** The topic proposed in the individual doctoral research project must fall - as a condition of eligibility - in one of the fields of doctoral research in SNSPA.

**(2)** The fields of the doctoral program are proposed by the coordinating doctoral professors from SNSPA, are endorsed by the director of the Doctoral School and approved by the University Senate of SNSPA.

**Art. 12** The interview will take place in front of a commission consisting of the doctoral supervisor who supervises the position of doctoral student, as president, at least 2 specialists proposed by the doctoral supervisor who are full-time teachers of SNSPA with the degree of professor or associate professor and a secretary of the teaching staff of SNSPA. The interview will be held both in Romanian and in a language of international circulation (preferably English). The commissions are approved by the Rector / University Senate of SNSPA.

**Art. 13** The ranking of the candidates is based on the results of the interview; the minimum admission grade is 7.00 (seven).

 **Chapter III. Final Dispositions**

**Art. 14** The selected candidates will be invited to sign a doctoral research contract in the first week of the academic year for which the admission competition was organized.

**Art. 15 (1)** The doctoral research contract will include the rights and obligations deriving from the doctoral student status.

**(2)** The research fields of SNSPA, the calendar of the admission competition, as well as the entrance fee for the competition are published on the website of the Doctoral School at least 15 days before the start of the registration for the admission competition.

**Regulation approved by Senate Decision no. 37/2017.**

Annex 1

 Registration Form

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Personal identification number:

Address:

E-mail:

Phone number: Mobile phone number:

Date of birth: Place of birth:

Citizenship: Nationality:

Profession:

Work:

Position: Phone number:

Bachelor Degree: University, Faculty, Study Program/Specialization:

Graduation year: Series and number of the Bachelor’s Degree:

Master Degree: University, Faculty, Study Program:

Graduation year: Series and number of the Master’s Degree:

Certificate of language proficiency (if applicable): Type: Level:

I declare under my own responsibility that:

□ I attended previously doctoral courses subsidized from the state budget;

□ I never attended doctoral courses subsidized from the state budget.

 **DOCTORAL PROGRAM**

Coordinator:

Doctoral field:

Priority area in which the individual doctoral research project falls: (to be completed according to the priority areas announced in the methodology)

Form of education:

□ frequency education (daily), subsidized from the state budget with scholarship;

□ frequency education (daily), subsidized from the state budget without scholarship;

□ frequency education (daily), not subsidized from the state budget.

Date: Signature:

 **Individual Doctoral Research Project**

Candidate:

Name:

First Name:

Coordinator:

Name:

First Name:

1. Title of the doctoral research project:
2. Priority research area in which the proposed project falls:

(The theme must correspond to that in Annex 1 - Registration form)

1. Keywords:

|  |  |
| --- | --- |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

1. Objectives of the research project (maximum 3000 characters)

(Describe the objectives of the research project, highlighting the connection with the priority research topic in which the project falls.)

1. Research methodology (maximum 5000 characters):

(Briefly describe the research methods and techniques that you intend to use in order to conduct the research within the doctoral program.)

1. Research staging (max. 2000 characters)

(List the stages you intend to carry out during the doctoral research program, highlighting the intermediate results, such as: sustained research reports and papers presented at international conferences, and the final results (published papers) that you expect to achieve.)

1. The current state of knowledge and the potential contributions to its development (maximum 5000 characters)

(Briefly describe the current state of knowledge in the field of research to which the project relates, referring to the latest achievements in that field. Present the bibliographic list of the 5 most representative titles in the research field. Identify the potential contributions that your project can make to the development of the research field. Highlight the degree of originality / innovation of the proposed research methods and the assumed objectives.)

1. The scientific competence of the candidate in the field of doctoral research:
* Prizes obtained at scientific events:
* Publications:
* Participation in research or development programs at national and international level (name of the projects/programs, the institution that financed the project/program; also, mention the relevance for the present doctoral program):
* Scholarships obtained: the funder, the period and the place, the main results and the value of the scholarship.
* Other relevant information:

Date: Signature: