



Procedure for the completion of doctoral studies

at the Multidisciplinary Doctoral School within IOSUD-SNSPA

Chapter I. General Provisions

Art. 1. This procedure establishes the rules applicable to the completion of doctoral studies within the Multidisciplinary Doctoral School, IOSUD-SNSPA.

Art. 2. The objectives of this procedure are to promote quality assurance principles in the organisation and conduct of the doctoral thesis defence process and to provide a framework for such defences.

Art. 3. This procedure is drawn up and adopted on the basis of the provisions of the following documents:

- Law No. 199/2023 *on higher education*, as subsequently amended and supplemented;
- Order of the Minister of Education No. 3020/2024, of 8 January 2024, approving *the Framework Regulations on doctoral studies*, as subsequently amended and supplemented;
- Order of the Minister of Education and Research No. 3741/2025, of 8 April 2025, approving *the Methodology for the analysis of the administrative procedure carried out at the level of institutions organising doctoral studies for the award of the doctoral degree*;
- Institutional Regulations on the organisation and delivery of doctoral programmes at IOSUD-SNSPA, as subsequently amended and supplemented;
- Regulations on the organisation and delivery of doctoral programmes within the Multidisciplinary Doctoral School, as subsequently amended and supplemented;



- Other legislative acts relevant to the regulated field.

Chapter II. The doctoral thesis – general aspects

Art. 4. (1) The completion of doctoral studies, regardless of the form undertaken, is achieved by the defence of the doctoral thesis in a public session before the doctoral thesis defence committee, hereinafter referred to as the doctoral committee.

(2) In the context of a scientific doctoral programme, the doctoral thesis must be the result of scientific research and must contain original findings in the field of scientific knowledge.

(3) The doctoral candidate is the author of the thesis and assumes responsibility for the accuracy of the data and information presented therein, as well as for the opinions and arguments expressed in the thesis; it is mandatory to cite the source for any material taken from other works.

(4) The doctoral thesis is a public document; the full name of the doctoral candidate, the supervisor and the members of the academic supervision and integrity committee, as well as the identification details of the IOSUD – SNSPA, are also public information.

(5) In the event of fraud or plagiarism, the doctoral candidate shall be liable under the provisions of criminal law and copyright law in force at the time the offence was committed, as applicable.

(6) IOSUD - SNSPA, through the Multidisciplinary Doctoral School, is obliged to verify the doctoral thesis using a similarity detection software programme recognised by CNATDCU prior to the public defence of the doctoral thesis. The check shall be carried out in accordance with the standards set out in the National Guide on the Preparation of Doctoral Theses, drawn up by the National Commission for the Accreditation of University Titles, Diplomas and Certificates (*CNATDCU*). The results of the analysis shall be made available to the doctoral student, the doctoral supervisor and the doctoral committee.

Art. 5. (1) The Council for Doctoral Studies (CSUD) shall draw up criteria and indicators for the assessment of doctoral theses, in accordance with the European Qualifications Framework (EQF) and the competences associated with the qualification listed in the RNCIS, in accordance with the specific nature of the fields in which doctoral studies are organised and conducted, and shall



adopt regulations regarding the quality standards to be observed in the preparation of doctoral theses, in line with the minimum standards drawn up by the CNATDCU for the award of the doctoral degree, as well as with the guide on the drafting of doctoral theses drawn up by the CNATDCU.

(2) The minimum criteria drawn up in accordance with paragraph (1) shall be approved by the SNSPA Senate and published on the SNSPA website.

(3) The criteria for assessing the quality of a doctoral thesis relate to the research results presented in the thesis, in particular those obtained within the doctoral programme. Results included in papers accepted for publication during the doctoral research period are also taken into account.

Art. 6. (1) The doctoral thesis must demonstrate advanced scientific knowledge of the subject matter, contain elements of originality in the development or resolution of the topic, and set out the methods used to scientifically validate these.

(2) At least some of the original results included in the thesis must have been produced between the date of enrolment in the doctoral programme and the date of the public defence of the thesis, a fact which is demonstrated by articles published in journals included in international databases, participation in conferences or other academic events, or by outstanding professional achievements mentioned in the relevant official documents.

(3) If the CNATDCU standards established for the field in which the doctoral candidate is undertaking their doctoral programme are not fully met, the thesis will not be accepted for public defence and the award of the doctoral degree.

(4) The language in which the doctoral thesis is written and defended may be Romanian or an internationally recognised language. Doctoral theses written in a language other than Romanian must be accompanied by an abstract written in Romanian.

(5) The title of the doctoral thesis may be amended with the approval of the doctoral supervisor until the time of its completion, prior to the public defence.

Chapter III. The doctoral thesis – stages of the defence

Art. 7. The public defence may take place only after the following stages have been completed:



- a) The PhD student submits their thesis in electronic format and, where applicable, in printed format to the secretariat of the doctoral school, together with the abstract of the doctoral thesis (written in Romanian and in a language of international circulation), the list of publications and the sworn statement regarding the originality of the doctoral thesis; in this regard, IOSUD-SNSPA issues a supporting document recorded in the institution's register; the document forms part of the doctoral file;
- b) The multidisciplinary doctoral school (through the academic supervision and integrity committee or through the designated person(s), in accordance with the IOSUD-SNSPA Regulations) carries out, prior to the defence, a similarity analysis using a programme recognised by CNATDCU or a programme developed at national level for the detection of similarities; similarity reports shall be included in the doctoral file; the verification period may not exceed 30 days from the date of submission of the doctoral thesis to IOSUD-SNSPA;
- c) if the similarity report indicates that changes need to be made to the doctoral thesis, the student and the doctoral supervisor are officially notified by the Doctoral School. Once the identified issues have been rectified, the steps under points (a) and (b) are repeated;
- d) the doctoral thesis is presented (defended) before the doctoral school's academic integrity and supervision committee; following this public defence, the doctoral supervisor, in accordance with the committee's recommendation and the results of the similarity report analysis, decides on the official submission of the thesis and the organisation of the public defence; the doctoral supervisor's acceptance report and the agreement of the members of the academic supervision and integrity committee are included in the doctoral file;
- e) The doctoral thesis must be officially submitted to the doctoral school's secretariat, in both printed and electronic formats, together with the results of the similarity check, the abstract of the doctoral thesis, the doctoral candidate's CV and the estimated date for the public defence; the doctoral school's secretariat certifies that the doctoral candidate has fulfilled all obligations under the doctoral programme and has complied with the procedures set out in points (a), (b) and (c) of this article;
- f) the application to set the date for the public defence of the doctoral thesis (drawn up by the doctoral student), endorsed by the doctoral supervisor and the chair of the defence committee, shall be submitted to the secretariat of the doctoral school at least 25 calendar days before the proposed



date for the defence.

Art. 8. The doctoral school shall draw up and display the notice of the public defence at least 20 calendar days before the proposed date of the defence. This must include the date, venue and time of the defence, the doctoral student, the doctoral supervisor(s), as well as the location where the full text of the thesis can be consulted in printed form. The notice of the public defence, the electronic version of the thesis abstract, the scientific report, the PhD student's CV, the CVs of the members of the PhD thesis public defence committee, or links to these documents, shall be published on the IOSUD-SNSPA website.

Art. 9. The doctoral thesis and its annexes shall be available for public consultation for 90 calendar days prior to the public defence on the national platform managed by the Executive Unit for the Financing of Higher Education, Research, Development and Innovation (*UEFISCDI*), in accordance with the legal provisions in force regarding copyright.

Art. 10. During the period in which the thesis is publicly available on the national platform, any natural or legal person may submit comments regarding any breaches of ethical and professional standards, including in relation to the existence of plagiarism. Comments may be submitted online, to an email address provided by the Multidisciplinary Doctoral School or to the IOSUD-SNSPA registry. The comments shall be recorded in a report drawn up by the Multidisciplinary Doctoral School, which shall be forwarded to the CSUD for analysis and decision regarding the validation of the initiation of the procedure for the public defence of the doctoral thesis and shall form part of the doctoral file.

Art. 11. (1) If the CSUD's decision is to approve, the procedure for the public defence of the doctoral thesis shall be initiated by establishing the doctoral committee and incorporating the report on the degree of similarity, obtained following the public consultation period for the thesis. (2) Should the CSUD invalidate the initiation of the procedure for the public defence of the doctoral thesis, the Multidisciplinary Doctoral School shall receive recommendations regarding the revision of the doctoral thesis and the removal of any elements that do not comply with ethical and professional standards, and the doctoral student is obliged to rectify the content of the thesis within 3 months of the decision to invalidate the defence being communicated, with the procedure for making the thesis publicly available being resumed.



(3) If, during the stages leading up to the defence of the doctoral thesis, minor material errors (such as drafting or spelling errors) are identified in the content of the thesis, the doctoral student may correct these without the need for a preliminary review by the Supervisory and Academic Integrity Committee or for public consultation through the publication of the thesis. Prior to the public defence, following the approval of the doctoral supervisor, the institution organising the doctoral programme is obliged to verify the final version of the doctoral thesis using a plagiarism detection software programme.

Art. 12. (1) In preparation for the defence, the doctoral thesis is assessed by a committee of specialists (hereinafter referred to as the Doctoral Committee), proposed by the doctoral supervisor, endorsed by the doctoral school and approved by the CSUD. The chair of the doctoral committee represents the accredited doctoral programme to which the doctoral candidate belongs.

(2) The doctoral committee shall consist of at least 5 members:

- a) the chair of the committee, acting as a representative of IOSUD-SNSPA, usually a member of the Senate or a PhD supervisor at SNSPA in the relevant field;
- b) the doctoral supervisor(s);
- c) at least three official examiners, from Romania or abroad, who are specialists in the field in which the doctoral thesis was written, at least two of whom work outside IOSUD-SNSPA.

(3) Members of the doctoral committee hold a PhD and hold at least the academic rank of associate professor or grade II research fellow, or are doctoral supervisors, either in Romania or abroad.

(4) In the case of a joint doctoral programme with a doctoral supervisor from outside SNSPA, the doctoral committee shall include representatives from both institutions.

(5) If, following the approval of the doctoral committee, the chair of the committee or one of the official examiners becomes unavailable, the CSUD may approve, upon the proposal of the doctoral supervisor, the replacement of that member of the doctoral committee.

Art. 13. The doctoral thesis shall be defended in a public session before the doctoral committee, following assessment by all examiners and the submission of their reports at least 15 days prior to the defence. The public defence of the doctoral thesis may take place in the presence of at least four members of the doctoral committee; the physical presence of the committee chair and the



doctoral supervisor(s) is mandatory, whilst the other members of the committee may participate via online video conferencing. A committee member who is unable to attend the public defence of the doctoral thesis must send the Doctoral Office, prior to the thesis defence session, a written statement explaining the reason for their absence from the public defence of the doctoral thesis, their vote regarding the award of the doctoral degree and the proposed grade, as well as the evaluation report on the doctoral thesis. The public defence must include a question-and-answer session with members of the committee and the public.

Art. 14. (1) The official examiners are required to submit to the Doctoral Office, within a maximum of 15 days of receiving the doctoral thesis, an evaluation report on the doctoral thesis.

(2) The Doctoral Office may only commence the organisation of the public defence of the doctoral thesis once all reports from the members of the doctoral committee have been received.

Art. 15. (1) The doctoral thesis shall be defended orally at a public session before the doctoral committee.

(2) The public defence of the doctoral thesis may also be organised online, in exceptional circumstances, in accordance with the law.

(3) At least 20 days prior to the date of the doctoral thesis defence, as set by the chair of the doctoral committee, the Doctoral Office shall have the following obligations:

- a) to display the notice regarding the public defence of the doctoral thesis, specifying the date, venue and time of the defence, the doctoral student, the doctoral supervisor or supervisors, as well as the location where the full text of the thesis may be consulted in printed form;
- b) to publish this announcement, together with the two abstracts of the doctoral thesis (written in Romanian and in a language of international circulation, respectively) in electronic format, the doctoral candidate's CV, the CVs of the members of the doctoral thesis defence committee, or links to these on the website of the SNSPA Doctoral School; the summary of the doctoral thesis may be made publicly available following the issuance of the order appointing the doctoral committee.

Art. 16. (1) The public defence of the doctoral thesis is chaired by the chair of the doctoral committee and proceeds as follows:

- a) presentation of the thesis content by the doctoral candidate;



- b) presentation of the reports by the doctoral supervisor(s) and the official examiners;
- c) the academic and professional discussion of the doctoral thesis, attended by the doctoral candidate, the members of the doctoral committee and the experts present in the room.

(2) The discussion of the doctoral thesis must form the central part of the doctoral thesis defence procedure, with the aim of highlighting the scientific knowledge in the field of the topic addressed and the elements of originality contained in the thesis. To this end, the members of the committee shall address questions to the doctoral candidate designed to highlight the aspects mentioned above.

(3) The minutes of the public defence of the doctoral thesis shall also include:

- a) the proposed grade to be awarded;
- b) the name of the doctoral committee and the specialist field within the CNATDCU to which the doctoral programme in which the candidate graduated is assigned;
- c) the date and venue of the public defence of the doctoral thesis.

Art. 17. (1) On the basis of the public defence of the doctoral thesis, the examiners' reports, the declaration regarding the originality of the work and the analysis of the degree of similarity, the doctoral committee shall deliberate on the grade to be awarded to the doctoral thesis, with a view to awarding the doctoral degree, in accordance with the minimum standards drawn up by CNATDCU for the award of the doctoral degree.

(2) Each member of the committee awards a grade, taking into account the CNATDCU and SNSPA criteria for the assessment of doctoral theses. The grades Excellent, Very Good, Good, Satisfactory or Unsatisfactory may be awarded. The grade that receives an absolute majority of the votes cast by the committee members becomes the decision of the entire committee.

(3) If the thesis has been awarded one of the grades Excellent, Very Good, Good or Satisfactory, and the student has met all the requirements set out in the scientific research programme, as well as the minimum standards for the field, the doctoral committee shall propose that the doctoral student be awarded a doctoral degree and shall submit the doctoral file to the CNATDCU within a maximum of 30 calendar days.

(4) In the event of an Unsatisfactory grade being awarded, the doctoral committee shall specify the elements of the doctoral thesis that are to be rewritten or supplemented, and the thesis shall be defended again in public before the same committee, within a timeframe set by the



committee. If, following the re-defence of the doctoral thesis before the same committee, the grade ‘Unsatisfactory’ is again awarded, the thesis shall be deemed rejected, the doctoral degree shall not be awarded, and the doctoral student shall be expelled.

(5) The decisions of the Doctoral Committee shall be communicated to the audience at the public defence of the doctoral thesis by the Chair of the Doctoral Committee.

Art. 18. (1) Within 90 calendar days of receiving the doctoral file, the CNATDCU’s ‘ ’ (Doctoral Studies and Research) department issues a favourable opinion regarding compliance with the administrative procedure carried out at the IOSUD-SNSPA level and compliance with the minimum criteria for the award of the doctoral degree. The administrative procedure includes, as a separate step, the verification of the declaration regarding the originality of the thesis and the analysis of reports on the degree of similarity.

(2) Within 30 calendar days of receiving the favourable opinion issued by CNATDCU, IOSUD-SNSPA issues the decision to award the doctoral degree, signed by the rector, and prepares and issues the doctoral degree certificate.

(3) Should the CNATDCU invalidate the validation process of the doctoral thesis with justification, the IOSUD-SNSPA shall receive from the CNATDCU a written statement of reasons for the invalidation, and the file may be resubmitted to CNATDCU for re-evaluation after the grounds for the invalidation have been addressed, in accordance with the procedure set out in paragraph (1), with e of one year from the date of the first invalidation . If the doctoral thesis is invalidated a second time, the doctoral degree will not be awarded, and the doctoral student will be expelled.

(4) Should the CNATDCU decide that the administrative procedure conducted at the IOSUD level has not complied with the provisions of the Framework Regulation for Doctoral Studies, the doctoral file shall be returned to the IOSUD-SNSPA for re-examination and completion. It may be resubmitted to the CNATDCU for further review only after the procedures have been resumed.

(5) Details regarding the review of the administrative procedure by CNATDCU concerning the award of the doctoral degree, including in relation to appeals, are published in the Order of the Minister of Education and Research approving the Methodology for the review of the administrative procedure conducted at the level of higher education institutions concerning the award of the doctoral degree.



(6) In the event of the withdrawal of the doctoral title, the doctoral degree ceases to have legal effect from the moment of notification of the decision by the National Council for the Accreditation of Doctoral Studies () to withdraw the title/degree. All decisions and orders issued are published on the IOSUD-SNSPA website.

(7) The doctoral thesis may be defended up to the end date of the doctoral programme specified in the tuition contract, including any addenda thereto; exceeding this deadline shall result in the expulsion of the doctoral student.

Art. 19. (1) If the doctoral student does not opt for the separate publication of the thesis or of certain chapters thereof, the digital version of the thesis shall remain public and may be freely accessed on the national platform managed by UEFISCDI, including after the decision to award the doctoral degree has been issued; the thesis shall be granted a copyright licence.

(2) If a PhD student chooses to publish their doctoral thesis or certain chapters thereof separately, they are granted a grace period of up to 24 months to complete this publication, during which time the doctoral thesis, in digital format, becomes inaccessible to the public. Upon expiry of the grace period, if no notification regarding the separate publication of the thesis has been uploaded to the platform managed by UEFISCDI, the digital document automatically becomes freely accessible on the national platform, with the granting of a copyright protection licence.

(3) Following the publication of the thesis or of chapters thereof, the author is obliged to notify IOSUD-SNSPA of this fact and to provide the bibliographic details and a link to the publication, which will then be made public on the national platform managed by UEFISCDI.

(4) Within a maximum of 180 days of the decision to award the doctoral degree, IOSUD – SNSPA shall submit a printed copy of the doctoral thesis and its appendices to the National Library of Romania, in accordance with Law No. 111/1995 on the Legal Deposit of Documents, as republished, a copy intended for the Intangible Collection, as well as a digital copy thereof, on electronic media, intended for consultation on request at the headquarters of the National Library of Romania by any interested person, in compliance with the legal regulations in force.

Chapter IV. The doctoral file

Art. 20. (1) In view of the public defence of the doctoral thesis, IOSUD-SNSPA is obliged to compile the doctoral file, in printed and electronic (PDF) formats.



- (2) Documents in electronic format shall be signed with an electronic signature by the person(s) designated by IOSUD-SNSPA.
- (3) The doctoral dossier and the proposal from the doctoral degree award committee shall be uploaded by IOSUD-SNSPA to the national electronic platform within a maximum of 30 calendar days from the date of the public defence of the doctoral thesis. The file uploaded to the national platform shall be electronically signed by the legal representative of IOSUD-SNSPA or by a person delegated by them.
- (4) IOSUD-SNSPA is responsible for the accuracy of the data and documents uploaded and, by means of a qualified electronic signature, assumes responsibility for the conformity of the documents included in the electronic file with the originals.
- (5) Upon uploading the electronic file, IOSUD-SNSPA creates the doctoral student's profile, including the field of doctoral study for which the doctoral degree is sought.

Art. 21. (1) The PhD file shall contain the following documents:

- a) A scanned copy of the doctoral student's identity document;
- b) A scanned copy of the doctoral student's birth certificate;
- c) A scanned copy of the doctoral student's marriage certificate or proof of change of name, where applicable;
- d) The PhD student's CV;
- e) The decision on admission to the doctoral programme;
- f) The doctoral programme contract and any addenda, where applicable;
- g) Decision appointing the academic supervision and integrity committee for PhD students enrolled from the 2024–2025 academic year;
- h) An application signed by the PhD student, registered with the Doctoral School, requesting the initiation of the thesis assessment procedures by the Supervision and Academic Integrity Committee, endorsed by the PhD supervisor, with a view to the defence of the doctoral thesis;
- i) A scanned copy of the declaration signed by the PhD student and endorsed by the PhD supervisor regarding the assumption of responsibility for ensuring the originality of the content of the doctoral thesis, compliance with quality standards and professional ethics,



as well as the accuracy of the data, information, opinions and demonstrations presented.

In the declaration, the doctoral student confirms: (i) that the doctoral thesis is the result of their own work and achievements, that the main sources of information are cited in the thesis and that passages taken from these sources are appropriately acknowledged; (ii) that, if this is not the case, they will bear the consequences in accordance with the legislation in force regarding false declarations;

- j) The similarity report(s), which shall include the resolution of the doctoral supervisor, the academic supervision and integrity committee, and the person(s) designated by the doctoral school;
- k) The doctoral supervisor's acceptance report and the agreement of the members of the supervision and academic integrity committee concluded following the pre-defence of the doctoral thesis;
- l) The report drawn up by the doctoral school to validate the initiation of the procedure for the public defence of the doctoral thesis, following the conclusion of the 90-day period of public consultation on the doctoral thesis, accompanied by documents certifying the progress of the study programme;
- m) The CSUD decision validating the initiation of the procedure for the public defence of the doctoral thesis;
- n) The application to set the date for the public defence of the doctoral thesis, drawn up by the doctoral student, endorsed by the doctoral supervisor and the chair of the defence committee, submitted to the doctoral school secretariat at least 25 calendar days before the proposed date for the defence; the proposed date for the defence may not be earlier than the previously estimated date for the public defence;
- o) A report drawn up by the doctoral school prior to the public defence of the thesis and documents certifying the progress of the study programme;
- p) Proposal for the composition of the public defence committee for the doctoral thesis, drawn up by the doctoral supervisor and approved by the CSUD;
- q) CVs of the members of the public defence committee;
- r) Certificate confirming the submission of a printed copy of the doctoral thesis to the university library;



- s) The opinion of the academic supervision and integrity committee regarding the submission of the doctoral thesis to the doctoral school's secretariat;
 - (x) The notice of the public defence, drawn up by the doctoral school at least 20 calendar days before the proposed date of the defence; the notice must include information on the venue, date and time of the defence, the doctoral student, the doctoral supervisor(s), as well as the location where the full text of the thesis can be consulted in printed form;
 - t) The decision appointing the doctoral committee;
 - ț) The reports of the official examiners, who are members of the doctoral committee, signed by them, in the form of scanned copies or electronically signed documents, submitted at least 15 days before the thesis defence;
 - u) The acceptance report from the doctoral supervisor, submitted at least 15 days before the thesis defence;
 - v) The minutes of the public defence of the doctoral thesis and the appendix containing the questions and answers, which includes the proposal to award the doctoral degree, signed by all members of the doctoral committee, in the form of a scanned copy or an electronically signed document, or, where applicable, the full audio recording of the public defence of the doctoral thesis, which must be accompanied by a certificate confirming the duration of the recording and its good condition (optional);
 - w) The doctoral thesis and its appendices, in electronic format (PDF format, excluding scans) and its abstract(s);
 - x) A list of publications resulting from the scientific research carried out as part of the doctoral programme, published or accepted for publication, where applicable, and scanned copies of those publications;
 - y) The PhD student's declaration regarding their preferences concerning the publication of their doctoral thesis on the national electronic platform;
 - z) The letter from IOSUD-SNSPA forwarding the file and the doctoral thesis to CNATDCU.
- (2) Personal data, with the exception of the name, will not be publicly visible.
- (3) The initiation of the public defence of the doctoral thesis is endorsed by the CSUD and approved by the Rector of SNSPA.



(4) The doctoral thesis shall also be produced in digital format. Following the award of the doctoral degree, the doctoral thesis, in both digital and printed formats, shall be archived in the library of the higher education institution on a permanent basis.

(5) The doctoral thesis and its appendices, as well as copies of the documents in the doctoral file, electronically signed in PDF format and having legal validity, shall be uploaded to the national electronic platform.

(6) The doctoral file shall be archived by IOSUD-SNSPA on a permanent basis.

Chapter V. Transitional and Final Provisions

Art. 22. (1) The personal data of persons involved in the completion of doctoral studies shall be processed within the national electronic platform, in compliance with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

(2) All persons who have access to the national electronic platform and process personal data are obliged to maintain strict confidentiality and to comply with the legal provisions relating to the processing of personal data. Any unauthorised disclosure of data may result in liability in accordance with the legal provisions. The obligation to maintain and guarantee the confidentiality of personal data shall continue even after the person's access to the national electronic platform has ceased.

Approved by Senate Resolution No. 31/30.03.2026.