



REGULATIONS ON THE ORGANISATION OF THE ADMISSION EXAMINATION FOR DOCTORAL STUDIES AT SNSPA

(approved by Senate Decision No. 63 / 29.07.2026)

Chapter I – General Provisions

Art. 1. (1) These regulations set out the procedure for organising the doctoral admission competition at the National University of Political Studies and Public Administration.

(2) These Regulations are drawn up pursuant to the Higher Education Act No. 199/2023, as subsequently amended and supplemented, pursuant to Order of the Minister of Education No. 3020/08.01.2024 – the Framework Regulations on doctoral studies, pursuant to the Order of the Minister of Education No. 3693/01.02.2024 – the Framework Methodology on the organisation of admissions to higher education and the Regulations on the organisation and conduct of doctoral studies within IOSUD-SNSPA.

(3) These Regulations contain information relating primarily to:

- a. The annual intake;
- b. The conditions and documents required for enrolment;
- c. The period(s) of the admission sessions;
- d. The procedure for conducting the competition;
- e. Facilities or special conditions to ensure equal opportunities (including for people with disabilities, specific learning difficulties or special educational needs);
- f. Application fees for organising and conducting the admissions process;
- g. Other useful information for candidates.

Art. 2. (1) Admission to doctoral studies is the process of selecting candidates for vacant doctoral student positions which doctoral supervisors within the doctoral school, in accordance with the institutional strategy, decide to propose for filling during the admission sessions organised by IOSUD-SNSPA, through the multidisciplinary doctoral school.

(2) Admission to doctoral studies is by means of a competition organised annually by SNSPA, usually before the start of the academic year, in the fields of political science, administrative science, communication science, sociology and management, and is conditional upon passing the admission competition. Specific information regarding vacancies/places (and any associated research topics) and funding arrangements is published on the IOSUD-SNSPA website.

(3) The selection of PhD students is carried out through a competitive process.

(4) The competition consists of a single assessment: a selection interview for doctoral students.

(5) A candidate may be admitted and enrolled as a student on no more than two study programmes simultaneously, regardless of the level of study or the educational institutions offering them.

Art. 3. In exceptional circumstances (state of emergency, alert, siege or other situations determined by IOSUD-SNSPA), the organisation of the admission competition (both candidate registration and the conduct of the admission competition) for doctoral studies may also take place online.

Art. 4. The dates of the admission sessions, the formats and the examination papers shall be made public at least 6 months before the admission examination takes place, by display at the premises of the higher education institutions and by publication on the IOSUD-SNSPA website, www.doctorat.snsa.ro, and specific information 30 days prior to the organisation of the admission competition.

Art. 5. (1) Doctoral programmes at IOSUD-SNSPA are organised as full-time or part-time courses, both for places funded from the state budget



in the form of doctoral grants, as well as on fee-paying places or other legally constituted sources.

(2) Doctoral studies usually last for 4 years. In special circumstances, the duration of the doctoral programme may be extended by 1–2 years, subject to the approval of the SNSPA Senate, upon the proposal of the doctoral supervisor and within the limits of available funds, or reduced by one year, at the request of the doctoral student, with the consent of the doctoral supervisor and the approval of the SNSPA Senate.

(3) The number of state-funded places allocated to IOSUD-SNSPA is determined by order of the Minister of Education and Research, whilst the number of fee-paying places is set by a resolution of the SNSPA Senate. The annual intake quota comprises the number of places funded from the state budget with a grant, the number of places funded from the state budget without a grant, and the number of places specifically allocated for Roma and ethnic Romanian applicants. The quota also includes fee-paying places.

(4) A candidate who has been admitted may receive state funding for a single doctoral programme.

(5) For doctoral students receiving state funding, taking up a place with a scholarship entails the obligation to carry out research and/or teaching activities at SNSPA. The Doctoral School/Faculty/Supervisor may request that doctoral students receiving state funding in the form of a scholarship participate in various types of activities, such as: helping to organise conferences; assisting with the editing of journals; participation in finalising funding applications for various research grants; support activities for the implementation of quality standards in higher education, etc.

Art. 6. (1) The registration fees for the organisation and conduct of the admission process for doctoral studies are approved by the SNSPA Senate. By resolution of the SNSPA Senate, exemptions or reductions of these fees may be approved.

(2) In accordance with the law, the children of active or retired teaching and auxiliary teaching staff are exempt from paying registration fees for the admission competition and are entitled to free accommodation in halls of residence. Approval of the exemption from payment of these fees is granted on the basis of supporting documents submitted by candidates to the IOSUD-SNSPA admissions committee.

(3) In accordance with the law, persons at risk of losing the ability to meet their daily living needs due to illness, disability or poverty are also entitled to the same rights as those set out in paragraph (2), subject to a sworn statement.

Chapter II – Registration of candidates for the admission competition

Art. 7. Candidates must register in person at the SNSPA headquarters.

Art. 8. (1) Registration for the entrance examination must be done in person, on presentation of an identity card/passport and the other documents specified in these admission regulations.

(2) Registration for the entrance examination may also be carried out on behalf of the candidate by another person on the basis of a power of attorney.

(3) In the situations provided for in Art. 3, it is necessary to request personal identification details, as per the identity card/passport.

Art. 9. (1) Candidates for the doctoral admission competition must submit proof of English language proficiency with their application, in accordance with the provisions of Art. 13.

(2) Foreign candidates undertaking the doctoral programme in Romanian who do not submit the academic documents required for enrolment, issued by educational institutions in Romania or abroad, taught in Romanian, are required to submit a certificate of proficiency in the Romanian language, issued by institutions authorised by the Ministry of Education and Research, or a certificate of completion of the preparatory year.

(3) In the case of candidates who do not submit a certificate of linguistic competence in English when applying for the admission competition, part of the admission interview will be conducted in English.

Art. 10. (1) Only graduates holding a master's degree or its equivalent, from Romania or abroad, are eligible to apply for admission to doctoral studies, in accordance with Article 66 of the Higher Education Act No. 199/2023, as subsequently amended and supplemented, and the cumulative number of transferable credits acquired for the bachelor's and master's degree programmes must



be at least 300.

(2) In accordance with the provisions of the Higher Education Act No. 199/2023, Article 57(2), as subsequently amended and supplemented, the bachelor's degree awarded to graduates of long-cycle higher education programmes from the period prior to the implementation of the three Bologna-type cycles is equivalent to a master's degree in the relevant field. Consequently, holders of long-cycle higher education diplomas are entitled to enrol in doctoral programmes without being required to complete the second cycle of master's studies.

(3) Citizens of the Member States of the European Union, of the States belonging to the European Economic Area and of the Swiss Confederation, as well as British citizens and members of their families, as beneficiaries of the Agreement on the Withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community 2019/C 384 I/01, may apply for admission to all levels of university study, under the same conditions laid down by law for Romanian citizens, including with regard to tuition fees, and may enrol solely on the basis of a baccalaureate, bachelor's or master's degree, recognised in accordance with the methodologies drawn up by the specialist directorates within the Ministry of Education and Research.

(4) Non-EU citizens (those from outside the European Union, the European Economic Area and the Swiss Confederation), who are graduates of master's degree programmes or graduates holding a bachelor's degree or equivalent from long-term university studies, may also apply for admission to doctoral programmes. The recognition of studies undertaken by such individuals outside Romania shall be carried out by the relevant department within the Ministry of Education and Research.

(5) The conditions for the enrolment of Romanians from all over the world and foreign nationals are established by order of the Minister of Education and Research. Candidates declared admitted may enrol only on the basis of a baccalaureate, bachelor's or master's degree, recognised in accordance with the methodologies drawn up by the relevant departments within the Ministry of Education and Research.

(6) The funding arrangement for each doctoral student position proposed for filling is approved by the CSUD prior to the positions being advertised, depending on the research topic proposed by the doctoral supervisor, in accordance with the institutional strategy for funding priority fields and areas of interest, and on the basis of the IOSUD-SNSPA's own regulations.

Art. 11. (1) Registration for the entrance examination for doctoral studies at SNSPA in a doctoral field is not conditional upon the field in which the candidate obtained their bachelor's or master's degree.

(2) The doctoral admission competition is valid only for the core field and the doctoral field for which the candidate has applied. It is organised simultaneously for state-funded and fee-paying places, with the status of admitted candidates determined according to the option expressed at the time of application and the results of the admission competition.

(3) For the purposes of enrolment in the PhD admission competition, IOSUD-SNSPA recognises ECTS credits or credit points awarded for undergraduate and master's degree studies completed abroad, provided that a total of 300 transferable credits has been accumulated.

Art. 12. IOSUD-SNSPA ensures the transparency of the admission competitions and guarantees candidates access to information regarding the selection and admission procedures for doctoral studies. Information regarding the organisation of the admission competition for doctoral studies is displayed at the institution's premises and published on the official website of IOSUD-SNSPA, in accordance with Art. 5.

Art. 13. The application file for the doctoral programme shall contain the following documents:

- Application form for the competition (Annex 1);
- The application form, completed in capital letters and containing all the information required in accordance with Annex 2 to these Regulations;
- Curriculum vitae and list of published works (including specialist papers presented in public) and extracts from publications relevant to the doctoral field (signed in handwriting on each page);
- The doctoral research project proposed by the candidate, in accordance with *the Guide for the preparation of doctoral research project proposals* available on the website of the SNSPA Doctoral School

(doctorat.snsa.ro), which must fall within the SNSPA's priority research areas;

- A certified copy of the identity card or passport, as applicable;
- A certified copy of the birth certificate;
- A certified copy (where applicable, translated and legalised) of the school-leaving certificate or its equivalent;
- A certified copy (where applicable, translated and legalised) of the bachelor's degree or its equivalent, with the relevant annexes (diploma supplement);
- Certified copies (where applicable, translated and legalised) of postgraduate degree(s) (postgraduate studies, master's, PhD) or equivalent, with the relevant annexes (diploma supplement);
- Marriage certificate (certified true copy) or other document proving a change of name, where applicable);
- Proof of payment of the admission exam registration fee;
- Evidence of English language proficiency. These may include: a certificate of English language proficiency issued by accredited language centres, with a grade corresponding to at least level B2 of the Common European Framework of Reference for Languages – Council of Europe; any other certificate of language proficiency; a bachelor's or master's degree taught in English. In the absence of such evidence, part of the admission interview will be conducted in English;
- Proof of language proficiency in Romanian, in the case of foreign candidates who choose to undertake the internship in Romanian;
- A medical certificate issued by a GP, dated no more than 30 days prior to the submission of the application;
- Statement regarding the processing and publication of personal data by SNSPA;
- Candidates who have studied abroad shall submit a certified translation of the diploma obtained, as well as the certificate of recognition and equivalence issued by the National Centre for the Recognition and Equivalence of Diplomas within the relevant ministry;
- A sworn statement regarding the originality of the candidate's proposed doctoral research project;
- Application for exemption from the admission competition registration fee (for candidates falling under the circumstances listed in Article 6), accompanied by supporting documents proving that they belong to one of the categories set out in Article 6;
- Candidates opting for places reserved for the Roma ethnic group must submit, upon registration, a written document issued by a legal Roma organisation (signed and stamped), certifying their membership of this ethnic group.

Art. 14. (1) The files of candidates declared admitted shall be completed with the required documents, in original or certified copy, as appropriate, upon enrolment.

(2) IOSUD-SNSPA is obliged to return, within a maximum of two working days of the submission of the request and unconditionally, without charging any fees, the files of candidates declared rejected or of those who withdraw from the place obtained through admission, after the final results have been published.

Chapter III – The Entrance Examination

Art. 15. The selection of candidates shall be carried out for each doctoral field within the SNSPA: political science, administrative science, communication science, sociology and management.

Art. 16. (1) The verification of candidates' applications determines their eligibility to sit the competition.

(2) The absence of any mandatory document referred to in Article 13 of these Regulations shall result in the application being declared ineligible.

Art. 17. (1) The topic proposed in the individual doctoral research project must fall – as a condition of eligibility – within one of *the doctoral research fields at SNSPA*. Proposals for



the research topics, as well as *the Guidelines for drafting doctoral research project proposals* are published on the IOSUD-SNSPA website, in accordance with the provisions of these Regulations.

(2) The doctoral admission competition usually consists of an interview during which the candidate's academic and professional background, scientific interests, research skills, list of published works and conference presentations, and the proposed doctoral thesis project are assessed; the project must fall within the themes proposed by the doctoral supervisor.

Art. 18. The selection interview for doctoral students shall take place before a committee comprising the doctoral supervisors from each respective field. Each committee must include at least three doctoral supervisors from the relevant field. The committees are approved by the SNSPA Senate, upon the proposal of the CSUD.

Art. 19. Transparency regarding the criteria, standards and procedures for selection and admission to doctoral studies, as well as ensuring access to this information, shall be achieved by the Doctoral School through online facilities, through communication with the Doctoral Office, doctoral supervisors and researchers, via email, the Doctoral School's website, www.doctorat.snsa.ro, etc.

Chapter IV – Selection of candidates and results of the entrance examination

Art. 20. (1) Following the assessment of candidates, which shall be carried out for each doctoral field, the members of the admissions committees shall each award a mark between 1 and 10; the average of these marks shall constitute the final result obtained by the candidates in the admissions competition.

(2) Those candidates who have achieved an average of at least 7 shall be declared admitted, in descending order of their average marks.

(3) In the event of a tie, the tie-breaking criteria for the doctoral admission examination are as follows:

- a. The average mark for the dissertation examination;
- b. The average mark for the years of study at Master's level;
- c. The average mark for the bachelor's degree examination;
- d. The average mark for the years of study at bachelor's degree level.

(4) The special places allocated to candidates of Roma ethnicity shall be filled in descending order of the average marks obtained, according to the candidates' preferences. These places shall not be filled by Romanian candidates until they have been redistributed within the system.

(5) Places allocated to Romanians from all over the world shall be filled in descending order of the average marks obtained, according to the candidates' preferences.

(6) Any remaining state-funded places that remain unfilled shall be reallocated to another doctoral programme, depending on the capacity of the programmes to accept new doctoral students.

(7) These places will be filled in descending order of the marks obtained in the admission colloquium by candidates admitted on a fee-paying basis, who may take up a remaining state-funded place. The reallocation is carried out by a decision of the Academic Council, upon a reasoned proposal from the Council for Doctoral Studies (CSUD).

(8) The validation of the results of the admission to doctoral studies is carried out by the Doctoral School Council (CSD) and the Council for Doctoral Studies (CSUD).

Art. 21. (1) Any appeals regarding the results of the admission competition shall be submitted to IOSUD-SNSPA, in accordance with these admission regulations. The doctoral school shall handle any appeals lodged and publish the results of this procedure.

(2) No appeals may be lodged against the oral examinations. Appeals may only be lodged concerning procedural aspects relating to the admission process, as set out in the regulations.

(3) Once the deadline for resolving and responding (by publication) to appeals has expired, the result of the admission competition is final and cannot be altered.

(4) The resolution of appeals falls exclusively within the remit of the appeals committee within IOSUD-SNSPA. The decision of the appeals committee is final.



Art. 22. (1) Upon completion of the admission procedure, the Doctoral School shall publish the ranking of admitted and rejected candidates, specifying the recipients of doctoral grants and/or scholarships, as well as the mode of study. All candidates declared admitted following the admission competition are included in the CSUD's decision on admission to studies, drawn up by type of funding, relating to the respective admission session.

(2) The results of the admission competition are made public by display at the SNSPA's headquarters and/or on its website.

The lists contain the following categories of information:

- the list of candidates admitted to state-funded places with a scholarship (IF), within the limit of the allocated places;
- the list of candidates admitted to state-funded places without a scholarship (IFR), within the limit of the allocated places;
- a list of candidates admitted to fee-paying places;
- a list of rejected candidates, where applicable.

Chapter V – Enrolment of admitted candidates

Art. 23. The enrolment of candidates declared admitted shall take place after the resolution of any appeals, by decision of the Rector of SNSPA.

Art. 24. (1) For the purposes of enrolment, candidates admitted to state-funded places are required to submit to the Doctoral Office the original of their degree certificate/document recognising the degree/certificate of bachelor's degree/dissertation, by the date set out in the institution's own admissions calendar. The certificate is valid only for candidates who have passed their bachelor's/master's degree examination in the current academic year's examination sessions. The aforementioned academic document may be returned to the holder from the second semester onwards, in which case a copy certified as 'true to the original' by the Doctoral Office shall remain in the file.

(2) In the case of recognition documents issued online by the specialist departments within the Ministry of Education and Research, these must be submitted electronically to the Doctoral Office by the candidate within the deadline set by the IOSUD-SNSPA admission calendar. For enrolment, candidates who submit the recognition document electronically are required to submit a sworn statement confirming their state-funded place.

(3) Failure to submit the original bachelor's degree certificate, dissertation, degree recognition document or certificate, through the sole fault of the admitted candidate, within the deadline set out in the institution's own admissions calendar, will result in the loss of the state-funded place.

Art. 25. Upon enrolment, admitted candidates shall pay the enrolment fee.

Art. 26. IOSUD-SNSPA shall conclude a university study contract with each enrolled student, in accordance with Art. 17 of Ministry of Education Order 3020/2024.

Art. 27. Following enrolment, the final lists of candidates declared admitted and enrolled shall be generated and displayed.

Art. 28. Candidates selected for PhD student places shall sign the tuition contract for doctoral studies upon enrolment.

Art. 29. Following enrolment, all doctoral students shall be entered in the Single Student Register – RMUR (until the Single National Integrated Register of Diplomas and Academic Records – RUNIDAS becomes operational).

Chapter VI – Final Provisions

Art. 30. This methodology shall apply from the admission competition organised for the 2026–2027 academic year.