

# **METHODOLOGY OF THE ADMISSION COMPETITION ORGANIZATION AND CONDUCT TO UNIVERSITY DOCTORAL STUDIES**

## **I. Organization rules**

2022 admission competition, for all doctoral fields within each institute/center of the Romanian Academy, will be held according to the legislation in force:

- National Education Law no. 1/2011, with subsequent amendments and additions;

- Government Decision no. 681/2011 regarding the approval of the Code of doctoral university studies with subsequent amendments and additions;

- Law no. 288/2004 regarding the organization of university studies, with subsequent amendments and additions;

- ORDER No. 3102/2022 of February 8, 2022 for the approval of the Framework Methodology regarding the organization of admission in undergraduate, master's and doctoral study cycles.

The doctoral admission competition is organized by the Romanian Academy through the School of Advanced Studies of the Romanian Academy (SASRA), authorized to organize doctorates.

Admission to doctoral university studies is done through a competition depending on the targeted doctoral field, in the September-October session, information that will be brought by display or posting on the web page, to the attention of those interested.

Doctoral university studies are organized on an attendance basis.

## **II. Admission calendar**

Registrations and the admission contest for doctoral university studies are carried out according to the calendar for the conduct of the doctoral admission contest.

Registration for the admission interview will take place between September 26 and October 5, 2022 at A.R.I (accredited research institute).The doctoral admission interview will take place between October 10 and 14, 2022.

The results will be displayed on October 19, 2022.

### III. Preparation of the admission contest unfolding

In order to organize the doctoral admission competition in the academic year 2022-2023, the institutes send to SASRA the state of affairs with the number of places requested by each doctoral supervisor.

The SASRA Scientific Council analyses the requests of the doctoral supervisors regarding the number of vacant places financed with a scholarship (with stipendium) or financed without a scholarship (without stipendium) for the academic year 2022-2023. In this regard, the requirements of a balanced load for each doctoral supervisor will be taken into account in order to ensure the quality of the doctorate university studies. The maximum number of places with a scholarship (stipendium) granted to a doctoral supervisor is 8. The evaluation implies data on the doctoral supervisor's activity, taking also into account the doctoral titles obtained by the coordinated doctoral students.

The SASRA Scientific Council submits for approval to the Presidium of the Romanian Academy the list of places financed with a scholarship (with stipendium) or financed without a scholarship (without stipendium)/doctoral leader/institute.

The doctoral supervisors send to the research institutes of the Romanian Academy the topics and the bibliography related to the admission colloquium in order to display them on the web page of the institute. The research institutes of the Romanian Academy send to SASRA the topics and the bibliography related to the admission colloquium for displaying them on the web page.

The research institutes may develop and adopt (if applicable) their own admission methodologies, which will then be subject to the department director's approval. These methodologies will have to contain:

- the admission competition form of conduct, including the structure of the tests within it and the organization of one or more admission committees or sub-committees;
- the theme of the admission contest and the common bibliography, if applicable;
- the evaluation criteria and criteria for selecting the candidates;
- for the research institutes that organize admission with the help of several committees or subcommittees, it will be explicitly stipulated how all the candidates from a doctoral domain will be enrolled on a single list, in descending order of the general averages obtained by the candidates, in order to allocate places with stipendium;

- the method of resolving objections to written tests, if applicable;

After approval, these methodologies are displayed on the website of the doctoral organizing research institutes within the Romanian Academy, as well as on the SASRA website.

The institutes will designate the admission committees and, as the case may be, the appeals settlement committees.

#### IV. General conditions of registration for the competition

Enrolment in the admission competition is done in person by the candidate or by another person with a notarial power of attorney on the basis of the identity document.

When registering for the admission competition, the candidate for doctoral university studies chooses a doctoral supervisor, from among those doctoral supervisors of the Romanian Academy - SASRA who offer student-doctoral places for the admission competition.

At the doctorate admission interview candidates may present themselves having:

- a) a bachelor's degree diploma or equivalent of long-term university studies organized according to Law no. 84/1995, republished, with subsequent amendments and additions; holders of long-term study diplomas have the right to enrol in doctoral university studies without the obligation to complete the second cycle of master's university studies;
- b) graduates with a master's degree diploma from the cycle of university master's studies organized according to Law no. 288/2004, with subsequent amendments and additions;
- c) graduates of studies carried out abroad and recognized by the specialized directorates within the Ministry of Education, as undergraduate, master's degree university studies.

Registrations will be made at the research institutes within the Romanian Academy

To register for the doctorate admission interview, candidates will present the following documents:

- registration application - standard form (Annex 1);
- birth certificate (legalized copy);
- marriage certificate or other name change document (legalized copy);

- baccalaureate diploma (certified copy);
- bachelor's degree and transcript (certified copies);
- master's degree and transcript (certified copies);
- identity card (xerox copy);
- certificate of passing a language proficiency exam (minimum level B2, according to the reference framework of the Council of Europe);
- other certificates attesting university and/or postgraduate training in the field (legalized copies);
- curriculum vitae - European model (Part I - CV, Part II - description scientific activity);
- the list of scientific works published in the chosen field of study;
- the bibliographic list with the specialized literature studied for the admission interview;
- registration form - standard form (Annex 2);
- proposal regarding the doctoral thesis to be developed and a brief presentation of to it - 1.2 pages - standard form (Annex 3);
- employee certificate if the candidate is employed;
- for foreign citizens - the certificate of linguistic competence regarding the knowledge of the Romanian language/or to submit certificates/diplomas proving at least 4 consecutive years of studies in Romania.

Graduates of university master's studies, promotion of the current year, can submit the certificate of graduation of university master's studies to the file.

Candidates who have completed their studies abroad are required to present at registration the legalized translation of the diploma obtained and the certificate of recognition of these studies issued by the specialized department within the Ministry of Education. Incomplete files are not accepted at registration.

After the end of the registration period for the admission competition, the option regarding the doctoral supervisor, the doctoral topic, as well as other information, cannot be changed.

A person can benefit from funding from the budget for a single doctoral program.

Any other details related to admission to doctoral university studies can be obtained from the institutes within the Romanian Academy, depending on the domain in question, where the candidates wish to enter the competition.

SASRA, through the research institutes, will take measures to inform the candidates, by posting within the legal term, the themes and bibliographies for the programs for which the admission competition is organized.

## V. The conduct of the contest

The candidates' access to the competition hall is based on the identity document and their presence is recorded in the nominal list. It is forbidden to enter the competition hall with mobile phones, computers, electronic diaries or other materials.

The competition for admission to doctoral university studies takes place within the research institutes of the Romanian Academy, in the presence of the examination committee. The doctoral supervisor may be part of the admission committee.

The actual admission to doctoral university studies is the process of selecting candidates for each vacant position of doctoral student, approved by the Presidium of the Romanian Academy for the respective doctoral supervisor. The competition takes place within the limits of the free places of each doctoral supervisor.

The doctoral admission competition is valid only for the doctoral domain for which the candidate has registered. The competition is organized for each field and doctoral supervisor, for the places financed with a scholarship (stipendium) or financed without a scholarship (stipendium), the status of the admitted candidates being determined according to the option expressed on the date of the registration and the admission average.

The selection of doctoral candidates for a vacant position is carried out by the admission committee, within the limits of the approved vacancies. After the competition test, the candidates are evaluated in relation to the level of training and information in the field, with the ability to highlight the major directions of the research in the proposed research direction and with the ability to formulate solutions and ways of solving (theoretical and experimental) of the identified problems.

The evaluation of the candidates for the competition will be carried out in relation to the following criteria (Annex 4):

1 - The grade obtained in the oral test, evaluated in relation to:

- Defining the objectives of the scientific research (10% of the evaluation);
- Research methodology (10% of the evaluation);
- The scientific results of the candidate in the chosen domain (articles, studies mentioned in the CV) (20% of the evaluation);

- Logical thinking: the candidate evokes data, phenomena, events, responds in an organized manner to complex topics, gives logical, coherent answers to the topic (10% of the evaluation);
- Clear and precise expression of ideas: answers exactly to the questions put to him, emphasizes the main ideas, formulates complex but comprehensible sentences, does not get lost in words, finishes the idea started, the presented ideas have a continuity, flowing logically (10 % of assessment);
- The level of training and information in the chosen doctoral domain (bibliography, topic) (40% of the evaluation).

2- The grade obtained at the presentation of the thematic research project will be evaluated in relation to:

- The scientific context and motivation of the chosen topic (40% of the evaluation);
- Estimated results (40% of the evaluation);
- The quality of the project presentation (20% of the evaluation).

## VI. The contest results

The minimum average for admission to doctoral university studies with a scholarship (stipendium) is 8 (eight). In each competition test, candidates must obtain at least a 7 (seven) average. The average is calculated to two decimal places, without rounding.

When it is necessary to separate several candidates who have the same average, the following criteria will be used, in this order: a) the average obtained in the competition test; b) the general average of the years of undergraduate studies; c) the average number of years of master's studies.

In the case of admission averages with equal scores, the tie-breaker will be made according to the arithmetic average between the graduation average of the undergraduate university studies and the graduation average of the university master's studies. By way of exception, in the case of candidates who have the legal right to register for the admission competition for university doctorate studies without having followed university master's studies, the average of the graduation of undergraduate university studies will be taken into account for the tie-breaker.

The accepted/rejected qualification is made following a direct and secret vote of the members of the evaluation committee. The results of the vote can be found in the minutes attached to each candidate file evaluated/person (Appendix 5).

The final results will be sent to SASRA at the email address scosaar@acad.ro (Annex 6).

Candidates who withdraw their registration documents before the final result of the contest is displayed are considered eliminated from the contest.

The results of the admission competition will be validated by the Presidium of the Romanian Academy and will be announced by posting within 48 hours from the date of its completion. Candidates declared admitted are enrolled in doctoral university studies based on the result of the competition by the decision of the director of the research institute of the Romanian Academy.

The files of rejected candidates or those who give up schooling are returned to the candidates, upon request, within 48 hours at the latest from the submission of the request, free of charge, based on identity documents, after the final results posting.

#### VII. The registration of admitted candidates

After the validation of the admission results by the Presidium of the Romanian Academy, the admitted candidates are registered.

The registration of the candidates declared admitted following the admission competition is done by the decision of the director of the research institute. After matriculation, doctoral students are registered in the unique matriculation Register (umR) with a unique number valid for the entire period of schooling in the specialization/study program to which they were admitted.

Admitted candidates sign the tuition contract. They will draw up, together with the doctoral supervisor, the plan of the university doctoral studies, signed holographically.



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**Appendix 1**

*Approved,  
Department Director*

**APPLICATION FOR REGISTRATION  
for the doctoral admission interview**

- Session:
- Doctoral domain:
- Form of training: attendance "with stipendium/without stipendium" \*
- Doctoral supervisor: \_\_\_\_\_

**CANDIDATE:**

Surname and first name with father's initials.....  
.....

Parents' first names: father....., mother.....

Stable domicile:

City.....Street.....

.....No.....Entrance.....Block.....Apartment.....District.....

.....Postal Code..... Email.....

Domicile.....Fax.....Tel.mobile.....

Nationality.....Date of birth.....

City.....County.....

Basic profession.....Workplace.....

Address of the institution where he/she works.....

Phone..... E-mail.....

Graduated higher education (including year of graduation and duration of studies):



- 1.....
- .....
- 2.....
- .....
- 3.....
- .....

The field in which the candidate obtained the license:

- 1.....
- 2.....
- 3.....

Graduated master's courses (including year of graduation and duration of studies):

- 1.....
- 2.....

The field in which the candidate obtained the specialization (master):

- 1.....
- 2.....

Foreign languages known (written, read, spoken).....

I mention that I passed the test in the language of international circulation .....and we obtained, according to the Common European Reference Framework developed by the Council of Europe, the level of.....

Marital status .....

Ethnicity.....

Special social status .....

Special medical situation.....

Please approve the registration to participate in the doctoral admission interview session ....., the form with attendance and "with stipend/without stipend".

Date.....

Signature.....

\*only one option will be chosen (with scholarship or without scholarship)



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**Appendix 2**

**REGISTRATION SHEET**

1. Institute \_\_\_\_\_
2. Field/Domain \_\_\_\_\_
3. Form of training with attendance, "with stipend/without stipend"\*  
 \_\_\_\_\_

<b>Section 1.1</b>				
<b>Personal data of candidate <sup>1</sup> with Romanian/foreign citizenship</b>				
1	Surname at birth (from birth certificate)			
2	Current last name (after marriage, adoption, etc.)			
3	First name			
4	Initials of father/mother <sup>2</sup>			
5	CNP <sup>3</sup>			
6	Date of birth	Year	Month	Day
7	Place of birth	Country of origin	County/ Country <sup>4</sup>	Town
8	Gender	F <input type="checkbox"/> M <input type="checkbox"/>		
9	Marital status <sup>5</sup>	Married <input type="checkbox"/>	Single <input type="checkbox"/>	Divorced <input type="checkbox"/> Widow/er <input type="checkbox"/>
10	Social status <sup>6</sup> special	Orphan of one <input type="checkbox"/> or both parents <input type="checkbox"/>		
		Coming from orphanage <input type="checkbox"/>	Coming from a single parent family <input type="checkbox"/>	

11	Citizenship	Romanian, having the residence in Romania/abroad				
		Other citizenships				
		Previous citizenship, if applicable				
12	Ethnicity <sup>7</sup>					
13	Stable residence	Country:	County <sup>8</sup> / (Country <sup>9</sup> ):			
		Town:				
		Address (street, number, block, staircase, floor, apartment, district) <small>10</small>				
14	Identity document / Travel document <sup>11</sup>	Series:	Number:			
		Issued by:		Release day:		
		Period of validity				
15	Candidate's other personal data of	Phone	Email Address			
16	Candidate who falls under the category of persons with disabilities	It is checked only by people in this situation, based on documents				
<b>Section I.3.a - Data regarding the candidate's previous education <sup>12</sup> (high school graduate)</b>						
1	Completed pre-university studies, high school level	The institution where he/she graduated				
		Country:	Town:			
		County:	Department Profile Specialty			
		Length of studies:	Graduation Year:			
		Form of education (Day / Evening / RA / DA)				
2	Identification data of the diploma	Type (baccalaureate degree or equivalent)				
		Series				
		Number				
		Issued by				
		Year of issue				
The number of the						

		matriculation sheet accompanying the certificate of studies	
3	Other observations (for cases where the candidate has completed previous studies abroad)	Endorsement / Recognition of the presented diploma (DGRIE - bilateral agreements / DGISERSD-MECTS)	
		No. / Recognition / equivalence act series (issued by DGRIE / DERD) <sup>13</sup>	
<b>Section I.3.b - Data regarding the previous training of candidate <sup>14</sup> (university graduate)</b>			
1	Completed university studies	Country:	City:
		County:	
		Name of the institution:	
		Faculty:	
		Domain/ Profile:	
		Study program/ Specialization:	
		Title obtained:	Form of education (day/RA/DA/evening)
		Form of study financing (budget/fee): No. of semesters financed from the budget:	
		Duration of studies (years):	Graduation Year:
2	The identification data of the study document	Type - title (diploma/bachelor's degree/equivalent)	
		Series	
		Number	
		Issued by:	
		Year of issue:	
		The number of the supplement to the diploma/transcripts accompanying the certificate of studies	
3	Other observations (for cases where the candidate has completed studies abroad)	Endorsement/Recognition of the presented diploma (DGRIE - bilateral agreements/ DGISERSD-MECTS)	
		No./Series of act of recognition/equivalence (issued by DGRIE / DERD) <sup>15</sup>	

<sup>1</sup> When registering or changing personal data (as applicable)

<sup>2</sup> Where applicable (eg: single parent family)

<sup>3</sup> Or another personal identification code, for foreign candidates

<sup>4</sup> For foreign applicants only

<sup>5</sup> It may not be declared

<sup>6</sup> Only applies to candidates with a special social situation

<sup>7</sup> Only for Romanian candidates (may not be declared)

<sup>8</sup> Only for Romanian candidates

<sup>9</sup> For foreign applicants only

<sup>10</sup> It is also requested for foreign students

<sup>11</sup> Travel document for foreign candidates only (identity card for EU/EEA citizens or passport for foreign students with citizenship other than EU/SEE)

<sup>12</sup> For the foreign candidate who wants to study in Romania, only the document attesting the recognition/equivalence of previous studies (document issued by DERD), which allows enrollment in higher education, will be considered

<sup>13</sup> Applicable for Romanian candidates who have completed previous studies abroad or for foreign candidates

<sup>14</sup> It also applies to foreign candidates

<sup>15</sup> Ditto <sup>13</sup>

By voluntarily submitting any personal data or information, you express your consent for these data to be collected, recorded, stored, processed in the databases of the Romanian Academy, as well as transferred to the institutions towards which the Romanian Academy has legal obligations .

The Romanian Academy respects all its legal obligations in relation to the processing of personal data.

**Date:**  
**signature,**

**Candidate's**



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**Appendix 3**

**DOCTORAL THESIS THEME PROPOSAL**

**Name and surname of the candidate:** .....  
.....

**The field in which he/she is applying:** .....

**Scientific supervisor:** .....  
.....  
.....

**Theme proposed:** .....  
.....  
.....  
.....



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**Appendix 4**

**Institute.....**

**Interview grade.....**

**No .....**

Session.....

Name, father's initial first name .....

PNC.....

Candidate's signature

**INTERVIEW evaluation sheet**

Interview profile	Maximum points	Points obtained
<b><i>Part I: Oral test</i></b>	<b><i>100 p</i></b>	
• Defining the objects of scientific research	10 p	
• Research methodology	10 p	
• The candidate's scientific results in the chosen field	20 p	
• Logical thinking	10 p	
• Clear and precise expression of ideas	10 p	
• The level of training and information in the chosen doctoral field	40 p	
<b><i>Part II: Presentation of the thematic research project</i></b>	<b><i>100 p</i></b>	
• The scientific background and motivation of the chosen theme	40 p	
• Estimated results	40 p	
• The quality of the project presentation	20 p	
<b>Total</b>		

**CHAIRMAN, MEMBERS OF THE COMMISSION,**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_



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**Appendix 5**

**MINUTES**

Ended today ....., following the conduct of the doctoral admission competition to the form with attendance "with stipend/without stipend" \*, in the doctoral domain ".....", scientific supervisor .....

Based on the approval of the Presidium of the Romanian Academy dated ....., regarding the organization and conduct of doctoral admission in the academic year .. ..., the commission examined the files of the candidates who presented their work and the themes they want to develop in their doctoral theses and evaluated the results of the competition tests:

President:.....  
.....

Members:.....  
.....

.....  
.....  
.....



Name and surname of the candidate	Code of assignment	The grade obtained in the exam of ..... *	The grade obtained in the oral test	The grade obtained at the presentation of the thematic research project	Average obtained at the admission interview at doctorate**

As a result of the assessment of the candidates' activity and the evaluation of the competition tests, the commission declared:

**ADMITTED DOCTORAL STUDENTS**

**FELLOWSHIPS:** \_\_\_\_\_  
 \_\_\_\_\_

**ADMITTED DOCTORAL STUDENTS WITHOUT A SCHOLARSHIP:**

\_\_\_\_\_  
 \_\_\_\_\_

**REJECTED:** \_\_\_\_\_  
 \_\_\_\_\_

**CHAIRMAN, MEMBERS OF THE COMMISSION,**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

\*for graduates with a bachelor's degree in a field other than .....or for those who graduated in field ....., but the marks obtained in the disciplines in the doctoral field, resulting from the transcript, are

under 8.00 (eight).

\*\*for the declaration of admitted/rejected candidates, the commission will take into account only the average obtained at the admission interview

for the doctorate, provided that the average in the exam of ..... is at least 8.00 (eight), and the grade at the language proficiency exam where the minimum level is B2, according to the Council's reference framework Europe (they are eliminatory conditions).

The minimum average for admission to the doctorate is 8.00 (eight). The average is calculated to two decimal places without rounding



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**Appendix 6**

**The Institute.....**

**No. register**

**THE RESULTS OF THE ADMISSION COLLOQUY**

- Session September-October 2022 –

Candidate ID	Name and surname of the candidate	PhD supervisor	Final grade	Admitted*	
				With stipendium	No stipendium

Prepared,  
Name and Surname,

Signature,

\* Example:

Aadmitted	
With stipendium	No stipendium
YES	-
-	YES