

University of Bucharest

Interdisciplinary School of Doctoral Studies

Admission Methodology for doctoral studies at ISDS

This document is based on the Methodology of organizing and conducting the 2020 admission contest for doctoral studies at the University of Bucharest (<https://doctorat.unibuc.ro/wp-content/uploads/2020/03/Metod-admit-Doctorat-2020.pdf>).

1. The doctoral admission colloquium is held at the Interdisciplinary School of Doctoral Studies - ISDS-UB, in the presence of committee. In special cases, at the motivated request of the candidate, with the acceptance of the Board of the Doctoral School and with the approval of the director of the Council of Doctoral Studies at University of Bucharest, the admission contest may be held through videoconference. This request must be submitted at least 10 calendar days before the contest is held. The admission colloquium is conducted according to the calendar displayed on the Doctoral School website (<https://isds.unibuc.ro>), in the presence of the doctoral supervisor to whom the candidate wishes to enroll. If he is unavailable, the Ph.D. supervisor sends a written agreement regarding the candidate he will coordinate upon his/her admission, as well as the synthetic evaluation described in Article 5 to the Board of the Doctoral School.

2. The admission committee is made up of doctoral supervisor as well as other members of the doctoral school and approved by the Council of Doctoral Studies of the University of Bucharest.

3. The admission contest has two parts: an evaluation of the candidate's admission folder and an oral presentation on the proposed topic. The oral presentation is followed by a session of questions from the committee. The presentation is performed using a digital file (e.g. Power Point type) and include topics related to the proposed doctoral research theme, the justification of its importance, the proposed objectives, the stages of the research to be carried out, and methodology. The electronic form of the presentation should be sent by email (isds@unibuc.ro) at least 3 days before the colloquium.

4. The evaluation and selection of the candidates enrolled in the admission contest for doctoral studies will be carried out according to the following criteria:

- a) The quality of the presentation and proposed research theme (scientific context and research motivation, definition of research objectives, research methodology, expected results, degree of innovation, degree of interdisciplinarity) (50%);
- b) The ability to achieve the proposed objectives (30%);
- c) The candidate's academic and scientific results (school situation, scientific articles, extra-curricular activities, etc.) (20%).

5. Following the admission contest, each member of the commission will give each candidate a grade (an integer number from 1 to 10) for each evaluation criterion. The average awarded by each member of the commission is obtained as an weighted average of the grades awarded for each evaluation criteria. The final grade is the arithmetic average, calculated with two decimals, of the averages resulting from the grades given by each member of the admission committee. The minimum grade for admission to doctoral studies is 7 (seven).
6. In case of the same grade, the following additional criteria will be used, in order to rank the candidates:
 - a. Number of completed study programs.
 - b. The grade obtained for the dissertation paper. In the case of graduates who have only a bachelor's degree in long-term higher education (pursuant to Law 84/1995) of the period prior to the application of the three Bologna cycles, the grading criteria is the grade at the bachelor exam.
 - c. Number of previous publications.
 - d. The number of foreign languages known and demonstrated by recognized certificates.
7. The admission colloquium will be held in English. The presentation in another language with international circulation it is possible only with the previous approval of the Board of the Doctoral School.
8. The results of the admission colloquium are validated by the Board of the Doctoral School and approved by the Central Admission Commission of the University of Bucharest.
9. The allocation of places is done in compliance with the Methodology of organizing and conducting the 2020 admission contest for doctoral studies at the University of Bucharest.
10. The content of the colloquium file is the following:
 - 10.1 Previous agreement from a supervisor inside the school to participate to the admission colloquium
 - 10.2.. Letter of acceptance for Non-EU students
 - 10.3. Application form / registration form (original)
 - 10.4. A simple copy of a valid ID
 - 10.5. A copy of the passport having the specific visa for studies in Romania for Non-EU students
 - 10.6. Birth certificate or birth certificate in authorized translation if the certificate is in a foreign language
 - 10.7. A copy of marriage certificate or other document in case of name change in authorized translation if the certificate is in a foreign language
 - 10.8. The baccalaureate diploma or equivalent, in authorized translation and certified by a Romanian Embassy if the document is in a foreign language

- 10.9. The higher education bachelor diploma and diploma supplement, in authorized translation and certified by a Romanian Embassy if the document is in a foreign language
- 10.10. Master's degree diploma and diploma supplement, in authorized translation and certified by a Romanian Embassy if the document is in a foreign language
- 10.11. A memorandum of scientific activity
- 10.12. A list of titles of published scientific papers (if applicable)
- 10.13. A research proposal in an internationally circulated language, in line with the field of the doctoral supervisor, justifying its importance
- 10.14. A comprehensive bibliographic list of the proposed topic on which the colloquium may be held
- 10.15. An English language proficiency certificate in authorized translation if the certificate is in a foreign language
- 10.16. Medical certificate, in authorized translation if the certificate is in a foreign language
- 10.17. The receipt for the registration fee
- 10.18. 3 Photos of $\frac{3}{4}$ centimeters
- 10.19. An affidavit in regard to the correctness of the online submitted documents
- 10.20. In addition, for persons applying for exemption from the registration fee for the admission exam, one of the following documents will be presented:
- a simple copy of the parents' death certificates (in the case of the orphans of both parents - certification of compliance with the original can be done by the secretariat of the doctoral school;
 - a certificate from the General Directorate for Social Assistance and Child Protection regarding candidates coming from children's homes or family placements);
 - a certificate to demonstrate that he/she is part of the teaching staff or auxiliary teaching staff of the University;
 - a certificate demonstrating that one of the parents is a teacher or a retired teacher.

The deadline to submit all documents of the admission folder of a candidate accepted on a place funded from the state budget is 5 days after the results are displayed. If the original diploma of the admitted candidate, is not submitted in time, then the funded place is lost.

This methodology was approved by the Interdisciplinary School of Doctoral Studies - ISDS-UB on 12.05.2020.