

Doctoral School of Philosophy, Sociology and Political Science

METHODOLOGY
on organising and conducting the admissions for doctoral studies for the
academic year
2019-2020

Followed by:

Annex 1 Registration form

Annex 2 Admissions calendar for doctoral studies - September 2019;

Annex 3 Scientific research project (PhD Research Proposal requirements)

Annex 4 The evaluation grid for admissions to Doctoral studies

CHAPTER I
Reference documents

Art. 1. Admission to doctoral studies at the Doctoral School of Philosophy, Sociology and Political Science (DSPSPS) is organised in accordance with the provisions of:

- *The Law of National Education* no. 1/2011, as amended;
- *Code of university doctoral studies* approved by Government Decision no. 681/2011, as amended;
- *Order no. 6102/2016* for the approval of the framework methodology regarding the organisation of the admission at the Bachelor, Master and Doctoral degree programs;
- *Order no. 3062/2018* regarding the modification of art. 13 of the Annex to the Order of the Minister of National Education and Scientific Research no. 6.102 / 2016 for the approval of the Framework Methodology regarding the organisation of the admission at the Bachelor, Master and Doctoral degree programs;
- *Law no. 1/2010* for the approval of Government Ordinance no. 22/2009 on the setting of the minimum amount of tuition fees in foreign currency for citizens who study on their own in Romania, originary from non-EU countries, as well as those that are not part of the European Economic Area, nor the Swiss Confederation;
- *The institutional regulation regarding on organising and conducting of doctoral studies*;
- *Order no. 3473 of 17.03.2017* regarding the approval of the Methodology on receiving to studies and schooling of foreign citizens starting with the academic year 2017 - 2018;
- *Order no. 3236/2017* regarding the approval of the Methodology on receiving to studies and schooling of foreign citizens on places without the payment of tuition fees, with scholarships; and places without payment of tuition fees, but without scholarships, in the accredited public-run higher education institutions, entered into force from February 28, 2017, published in The Official Journal of Romania, Part I no. 149 of February 28, 2017;
- *Order no. 3900 / 16.05.2017* on the Methodology of schooling Romanians from everywhere in the Romanian state education system, on study places without payment of tuition fees, but with scholarship, or without payment of tuition fees but without scholarship, starting with the academic year 2017 - 2018;

- *MNE Address no. 294 / GP / 12.07.2017* regarding the exemption from the registration fee, enrolment and file processing fee for the Romanian candidates from all over the world and foreign citizens (suggested according to the bilateral cooperation documents, unilateral offers of the Romanian state, the offers of the Ministry of Foreign Affairs, the Ministry of Business, Commerce and Entrepreneurship, and Ministry of National Education);
- *WUT methodology* on organising and conducting the admission contest for Doctoral studies.

CHAPTER II

Organising the process of admission to doctoral studies at the Doctoral School of Philosophy, Sociology and Political Science of the West University of Timișoara

Art.2.(1) At the Doctoral School of Philosophy, Sociology and Political Science (DSPSPS) of the West University of Timisoara, doctoral studies are carried out, according to current legislation, in the form of education *with frequency*.

(2) Doctoral studies organised by DSPSPS in the fields of Philosophy, Sociology and Political Science are of a scientific nature, aiming to produce original scientific knowledge, relevant at the national and international level, on the basis of a scientific research methodology according to the current international best practices in the field.

Art. 3. Doctoral studies are conducted on the basis of principles, norms and practices specific to the ethics and deontology of scientific research accepted by the national and international scientific and academic community. Failure to comply with the results in the application of the provisions of the current legislation of the West University of Timisoara Professional Ethics and Deontology Code, IOSUD-WUT and DSPSPS regulations.

Art. 4 (1) Doctoral studies are organised with funding from the state budget, on a fee or other legally established basis. The enrolment fee and study fee are approved annually by the WUT Senate.

(2) The allocation of the number of places allotted to the DSPSPS takes place according to the existing doctoral domains. Each doctoral supervisor may coordinate a maximum of 8 PhD students during their doctoral studies.

Art. 5.(1) At the doctoral admission contest, only graduates with a master's degree or equivalent, are eligible, regardless of the graduation year. Graduate studies must be accredited or provisionally authorised.

(2) Registration to the admission examination for doctoral studies at the IOSUD-WUT in a field of doctoral research is not conditioned by the field in which the Bachelor's or Master's degree was obtained.

Art. 6.(1) At the doctoral admission examination can participate, under current law:

-Romanian citizens;

-foreign citizens, as follows: Romanian ethnics from EU and non-EU states, citizens of EU member states and European Economic Area, as well as Swiss Confederation, citizens outside these spaces.

(2) Admission fees for citizens of the EU Member States and the European Economic Area, as well as the Swiss Confederation, are identical to those for Romanian students and are approved annually by the WUT Senate. For citizens outside these countries, who have chosen to study on

their own account in foreign exchange currency, the doctoral admission fee is established by Government's Order no. 22/2009, art. 2.

(3) The recognition of foreign citizens legal documents is done according to *Order no. 3473 of March 17, 2017, regarding the approval of the Methodology for receiving at studies and schooling of foreign citizens starting with the academic year 2017 - 2018*. Foreign citizens who choose to undertake doctoral studies in Romanian must have a certificate of graduation of the preparatory year or a certificate of linguistic competence for Romanian language, obtained in the institutions authorized by the Ministry of Education and Research, with priority in the Department of Romanian Studies at the Faculty of Letters, History and Theology from WUT. DSPSPS offers doctoral instruction in Romanian and English.

(4) Registration of foreign candidates takes place at the West University, according to the same calendar for the admission of Romanian citizens to doctoral studies.

Art. 7. DSPSPS ensures the transparency of the doctoral selection and admission procedures by publishing on the WUT website, according to art. 36 of the *Doctoral Studies Code*, the information regarding the admission: calendar of the contest; the number of places on contest, established by the doctoral supervisors; form and content of the contest; documents required for registration.

Art. 8. The doctoral admission contest takes place according to the calendar approved by IOSUD-WUT and listed in Annex 2 below.

Art. 9.(1) The doctoral admission application package for the **Romanian, EU and EEA citizens** includes the following:

- Registration form, counter-signed for approval by the doctoral supervisor prior to the admission exam (Form available in **English in Annex 1** below, and in Romanian online at: <https://doctorat.uvt.ro/wp-content/uploads/2019/05/Fișă-de-înscrisoare-cetățeni-români-UE-și-SEE.pdf>);
- Birth certificate (photocopy);
- Marriage certificate (photocopy) or document attesting the change in name (if applicable);
- Identity card (photocopy or an electronic copy sent to the official address of BSD: doctorat@e-uvt.ro, also indicated on the CSUD website);
- Baccalaureate diploma (photocopy);
- Bachelor's diploma and transcript of records or diploma supplement (photocopy);
- Master's diploma or its equivalent diploma and transcript of record or diploma supplement (photocopy), respectively certificate of graduation students graduating in 2019;
- Linguistic competence certificate, if necessary (minimum level B2, according to the European Language Reference Framework) in an international language (English, French, German - the option for another language must be justified by the specificity of the research project);
- Curriculum vitae;
- Identity card photo;
- The Doctoral PhD Research Proposal According to Annex 3 below), approved by the potential supervisor
- Letter of intent

All documents requested in photocopy must be presented together with the original documents at the time of the submission of the registration file, in order to be certified in compliance with the original by the Desk Officer of the Office for Doctoral Studies (Str. Paris 1, Timisoara)..

(2) Doctoral admission file for **foreign citizens of Romanian origin** comprises the following:

- Registration form (Annex 1 bellow);
- Birth certificate - copy and certified translation (where applicable) in Romanian or an international language;
- Marriage certificate - copy and certified translation (if applicable);
- Standardised medical certificate (issued in Romania or in the country of origin) - certified copy and translation (if applicable) - the certificate must certify whether the candidate is fit for higher education and to take part in the academic staff without suffering from contagious illness;
- Diplomas / study papers: bacalaureate or equivalent diploma, Bachelor's degree, Master's degree (or equivalent), transcripts of records for completed studies – copies and authorised translations (where applicable) in Romanian or in an international language;
- Declaration on own responsibility that the one does not have a Romanian identity card / card drawn up by the notary;
- Statement on the Romanian cultural identity belongingness, except for the Republic of Moldova;
- Proof of Romanian language studies issued by an accredited educational institution in the country of origin or diplomatic missions of Romania in that country;
- Personal data sheet: address, e-mail address, telephone number;
- Curriculum vitae;
- Photo $\frac{3}{4}$;
- A scientific research project in printed and electronic format on CD, accompanied by the anti-plagiarism software report proving its originality;
- Photocopies of published scientific papers, conference programs attended by the candidate, prizes and participation certificates in student conferences and contests, all of these scanned photocopies being included on the CD.

According to the MNE address no. 294 / GP / 12.07.2017 foreign citizens of Romanian origin and foreign citizens (part of/based on bilateral cooperation documents, unilateral offers of the Romanian state, Ministry of Foreign Affairs offers, Ministry of Business, Commerce and Entrepreneurship and Ministry of Education) are exempt from the registration tax, enrolment tax and file processing. All the required documents will be presented first to the Department of International Relations from the West University of Timisoara (4 V. Pârvan Boulevard, et.1, Room 155B).

(3) The Doctoral application package for **non-EU citizens candidates** comprises the following:

- Application for the letter of acceptance at studies - filled in all the sections in 2 copies;
- Diplomas / study papers: bacalaureate or equivalent diploma, Bachelor's degree, Master's degree (or equivalent), transcripts of records for completed studies – copies and authorised translations (where applicable) in Romanian or in an international language;
- Legalised copy and translation of the certificate attesting the graduation of the Master for graduates of the current year;
- Birth certificate - copy and legalized translation;
- Copy of the passport - valid for at least 6 months after the date on which the Letter of Acceptance for Studies is issued;
- Medical certificate (in Romanian or in an international language) attesting that the person enrolling for studies does not suffer from any contagious diseases or other conditions incompatible with the future profession;
- Marriage certificate - if applicable (to justify changing the surname);

- Copy of the document certifying the official stable residence abroad;
- Graduation certificate of the Preparatory Year in Romanian language or the certificate of linguistic competence;
- Personal data sheet: address, e-mail address, telephone number;
- Proof of fee payment of 75 Euro, the fee for processing the application file;
- Curriculum vitae;
- photo ¾;
- A scientific research project in printed and electronic format on CD

The payment of the 75 Euro admissions processing fee will be operated at:

Beneficiar: Universitatea de Vest din Timișoara (West University of Timisoara)

Adresă beneficiar: Bv. Vasile Pârvan, no. 4, Timișoara

Nume bancă: Banca Comercială Română (Romanian Commercial Bank)

Adresă bancă: Sucursala Timișoara (Timisoara Branch), no. 11, Calea Aradului St.

IBAN: RO56RNCB0249049294710008

SWIFT: RNCB RO BU

Taxă: 75 Euro

The payment order must mention/contain the candidate name as well as the mention “*plată taxă de admitere*”.

Art. 10. Candidates who have benefited previously, totally or partially, from public funding for PhD studies have the obligation to declare this at the time of enrolment. An admitted candidate may benefit from a single grant from public funds for a normal study period of doctoral studies.

Art. 11. For all activities related to admission to places funded by public funds (enrolment, withdrawal, support of the scientific research project), the physical presence of the candidate is mandatory.) Persons with physical disabilities may submit their registration documents at: doctorat@e-uvt.ro, accompanied by a certificate attesting the impossibility of travelling. In exceptional circumstances, only enrolment and withdrawal can be made on the basis of a notary proxy specifying the topic and the doctoral supervisor.

Art. 12. After completing the admission contest and the signing of the schooling contract the admitted person has the status of doctoral student during the doctoral studies programme, except during the interruption of the studies.

Art. 13. In the case of joint supervision university doctoral studies, in addition to the above-mentioned requirements, the candidate will submit to the regulatory provisions of the partner institution.

Chapter III Conducting the admission examination

Art. 15. (1) At the DSPSPS level, in order to ensure the good organisation of the admission contest, an admissions committee and a contestation committee are established. The admissions committee is made up of minimum 3 and maximum 5 members: the president (Director of the Doctoral School or an appointee of the Director and minimum two PhD supervisors from the relevant fields of study. The contestation committee is made up of three PhD supervisors who are

members of the doctoral school. The admissions and the contestation committees are approved by the Director of the Doctoral School.

(2) For each place on contest, an admission examination committee is set up, in front of which the scientific research project is presented, a commission consisting of the doctoral supervisor who has selected the research topic chosen by the candidate and at least two other members of the research team of the doctoral supervisor who both have the title of doctor and who have been proposed by this doctoral supervisor. The structure of the admission examination committee for each place is proposed by the doctoral supervisor and endorsed by the director of the DSPSPS 15 days prior to the admission contest.

Art. 16.(1) The admission contest for doctoral studies consists of an oral exam in which the candidate presents a *scientific research project* (Annex 3). The main elements of this project are the following: the title of the scientific research project, accgreed with the doctoral supervisor for the admission; the content of the scientific research project; objectives and research activities within the project; the dissemination plan for the results of doctoral research; elements/evidence of the applicant's previous scientific research activity (if applicable).

(2) Candidates can choose to prepare and support the scientific research project in Romanian or in an international language agreed with the examination board prior to the exam.

Art. 17. (1) The evaluation of the candidates for the admission examination will be based on the criteria and indicators included in the evaluation grid of the candidates for the admission examination in the relevant field of study (Annex 4).

(2) Following the admission examination, each member present on the admission examination committee will award the candidate, according to the evaluation grid in Annex 4, a score for each indicator and criterion. The average admission grade of the candidate is to be recorded in the admission examination report and is calculated as a simple arithmetic average of the total scores awarded by each member of the admission committee, averaged divided by 10.

(3) The DSPSPS Director approves the official report of the admission exam for each place in the competition and communicated/sent to IOSUD-WUT.

(4) Depending on the overall average, each candidate is declared admitted or rejected by the admission examination committee. Depending on this average and the candidate's request, this committee proposes to the examination board established at the DSPSPS level on which type of place the candidate should be admitted to: **a place with the tuition fee covered by the government and a research scholarship; a place with the tuition fee covered by the government, without a research scholarship; a place without the tuition fee covered.**

(5) The minimum general average for admission to doctoral studies is **7**, and the minimum general average for admission to a publicly funded place is **8.00**.

Art. 18.(1) The examination board set up at the DSPSPS level will prepare, for each PhD domain, the ranking of the candidates according to the general admission averages obtained. The decision of this committee to admit a candidate on a budgeted place or on a payable place is made on the basis of the ranking of the candidates, according to the general admission averages obtained, taking into account: the general admission average; the admission committee's proposal; the number of PhD students on budgeted places that the doctoral supervisor, at which the candidate has been admitted, has at the date when the contest takes place.

(2) The awarding of doctoral scholarships to candidates admitted on budgeted places is made on the basis of the Regulations for granting scholarships within the DSPSPS.

(3) On equal scores, the final decision will rest on the qualified majority vote of the members of the examination board.

(4) The DSPSPS examination board displays the final results of the admission contest for doctoral studies.

Art. 19. (1) The contestations for admission to doctoral studies are submitted to the Office of Doctoral Studies of WUT (Str. Paris nr 1, 1st Floor, Timisoara) within 48 hours from the time of the results have been displayed, and can only refer to procedural flaws.

(2) The decision of the contestation committee is final.

Art. 20. For enrolment, applicants admitted on places funded by study grants are required to submit, at the time of the confirmation of the place they obtained, the Master's degree (or the certificate for the candidates who passed the dissertation exam in the 2017-2018 session) in original, to the Office of Doctoral Studies. Not presenting the Master's degree or certificate in the original until September 27, 2019, leads to the loss of the place financed by the state budget.

(2) Candidates declared admitted on budget-financed places pay the registration fee and sign the personalised Doctoral program Contract.

(3) Candidates declared admitted on tuition fee places pay the amount of the registration fee, the tuition fee (10% of the fee) and sign the personalised Doctoral program Contract.

(4) After enrolment, the final lists are generated and displayed with the candidates declared admitted and enrolled.

Art. 21. Candidates declared admitted confirm the place obtained at the Office of Doctoral Studies (Paris Street, No. 1, 1st floor).

CHAPTER IV Final provisions

Art. 22. Until the enrolment for doctoral studies, candidates are not issued with credentials certifying the status of doctoral student.

Art. 23. A candidate admitted officially to doctoral studies may benefit from public funding only once. Exceeding the three-year doctoral studies period involves the payment of the tuition fee by the doctoral student.

Art. 24. A doctoral student may follow, at the same time, only one training programme financed by public funds, regardless of its level - Bachelor, Master or PhD.

Art. 25. The documents of rejected candidates and of those who abandon the place obtained by contest shall be returned unconditionally to them and at no additional charge within two working days of the submission of the application during the working hours of audience of the Doctoral Studies Office.

Art. 26. The following annexes form an integral part of this methodology:

Annex 1 Registration form

Annex 2 Admission calendar for doctoral studies - September 2019 session;

Annex 3 Scientific research project;

Annex 4 The evaluation grid of the candidates for the doctoral admission contest.

Art. 27. This methodology was approved at the DSPSPS meeting on 25.06.2019.

Director Doctoral School,

Professor Silviu ROGOBETE, PhD

Annex 1

**Admission calendar for doctoral studies
September 2019 session**

Registration period: **09-13 and 16-17 September 2019**, between 9.00-15.00, at the Office for Doctoral Studies (Paris Street, No. 1, 1st floor).

Admission Exams: **18-21 September 2019**

Deadline for displaying partial results: **22 September 2019**

Deadline for appeals: **September 23, 2019.**

Deadline for confirmation (paying the registration fee, signing the contracts and paying the 10% tuition fee for the doctoral students admitted for a fee and paying the registration fee, signing the contracts and submitting the master's degree or the 2017/2018 graduation equivalent / certificate in original form for doctoral students admitted at a budget place): September 25, 2019

Display final results: **September 27, 2019**

Annex 2
**Registration Form
PhD ADMISSION SEPTEMBER 2019
Romanian, UE and SEE citizens**

PERSONAL DATA:					
C.N.P. /I.D number					
LAST NAME					
FIRST NAME					
FATHER'S NAME					
MOTHER'S NAME					
DATE OF BIRTH:					
Year	Month	Day	Country	County	City
MARITAL STATUS	Married				
	Unmarried				
	Divorced/Widow				
CITIZENSHIP	Romanian, with residence in Romania/abroad				
	Other citizenships				
	Antecedent citizenship, if only				
ETHNICITY					
PERMANENT ADDRESS	Country				
	County				
	City / Town / Village				
	Address (street, number, building, floor, apartment, district)				

IDENTITY CARD/ PASSPORT	CI / Passport	
	Series of	
	Number	
	Issued by	
	Date of issue	

	Period of validity	
CONTACT DETAILS	Phone number	
	E-mail address	
For PERSONS WITH DISABILITIES	Please explain	

DATA ON THE CANDIDATE'S PREVIOUS ACADEMIC TRAINING

BACHELOR'S STUDIES	Country	
	City	
	District	
	University name	
	Faculty	
	Field of studies	
	Study program/Specialization	
	Graduated:	
	Education form (Daily courses/without frequency/Evening courses)	
	Financing form of studies (budget/fee)	
	Duration of studies(number of years or number of semesters)	

	Graduation year	
MASTER'S DEGREES COMPLETED	Country	
	City	
	District	
	University name	
	Faculty	
	Field of studies	
	Study program/Specialization	
	Education form (Daily courses/without frequency/Evening courses)	
	Financing form of studies (budget/fee)	
	Duration of studies(number of years or number of semesters)	

	Graduation year	
GRADUATED PHD STUDIES	Country	
	City	
	District	
	University name	
	Faculty	
	Field of studies	
	Title of graduation	
	Education form (Daily courses/without frequency/Evening courses)	
	Financing form of studies (budget/fee)	
	Duration of studies(number of years or number of semesters)	

	Graduation year	
THE CANDIDATE's Choise of the field of research		
OPTION OF THE CANDIDATE	The fundamental field	
	PhD field	
	PhD supervisor	
FORM OF EDUCATION	Full time	
	Reduced frequency/Part-time	
FINANCING FORM	Fees covered by the Romanian Government – with a research scholarship	
	Fees covered by the Romanian Government – without a research scholarship	
	With fee	
Joint PHD Program (if applicable)	National	
	International	
	Interdisciplinary	
	External Co-Supervisor	
	Internal Co-Supervisor (from IOSUD – UVT)	
	PhD field of study	
Proposed PHD Thesis Title to register for admissions.		
FOREIGN LANGUAGES		

DECLARATION	<p>I, the undersigned, declare that I have understood the significance of all the data requested in this form. I am obliged to announce any changes regarding the declared data.</p> <p>Date, _____</p> <p>Signature of the candidate, _____</p> <p>The agreement of the supervisor, _____</p>
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Secretary,

Annex 3

Scientific research project

1. Personal data of the doctoral student:

1.1. Name:	
1.2. First name:	
1.3. Year of birth:	
1.4. Year of obtaining Bachelor's diploma:	
1.5. Year of obtaining the Master's diploma:	
1.5. Address:	
1.6. Telephone/ Fax:	
1.7. E-Mail:	

2. Information on doctoral studies programme:

2.1. Form of education:	
2.2. Registration year for doctoral studies:	
2.3. Name of the partner institution, if joint supervision doctoral studies programme is envisaged:	

3. Title of the scientific PhD research proposal:

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4. Keywords: (maximum 5)

1	
2	
3	
4	
5	

5. Duration of the scientific research project: 3 years

6. Written PhD Research Proposal (between 8-10 pages), agreed and signed by your proposed PhD supervisor, prior to the application.

In your written PhD Proposal please make sure you touch on at least the following points:

1. The research question and the main objectives (what?)
2. arguments for approaching the topic proposed (why?)
3. a brief presentation of the current state of scientific knowledge in the field of the subject and a selective bibliography on the basis of which the scientific research project was drafted
4. proposed research methodology for data collection and analysis, testing of the research hypothesis, etc., arguing the feasibility of research from the point of view of availability and access to the bibliography, data, etc (how?)
5. phases of research and elaboration of doctoral thesis: literature review, collection and analysis of data, elaboration of thesis chapters and presentation of progress reports;
6. relevant research potential contributions to the advancement of knowledge in the field;
7. Doctoral research results dissemination plan, by publishing scientific papers, presenting papers at international conferences etc.

7. Come prepared to orally support your PhD proposal in 15-20 minutes.

8. Previous scientific activity of the candidate (if applicable)

8.1. Awards / prizes obtained at scientific events

8.2. Scientific papers presented at international conferences or student contests

8.3. Scientific papers published

Attach a copy of each scientific paper published.

8.4. Previous national and international research projects

Specify: name of the project; the institution that received the funding; financier; project manager; period; the link with this research project.

8.5. Grants / Scholarships obtained (if applicable)

Specify: the financier; time and place; the main results and the method of dissemination; the amount of funding.

Note:

In papers published on the basis of the results of this research project it must be mentioned that the research was carried out within the Doctoral School of Philosophy, Sociology and Political Science of the West University of Timisoara.

DATE: _____

Candidate,

Full name: _____

Signature _____

Annex 4
**Evaluation grid of candidates for admission to doctoral studies at the Doctoral School of
Philosophy, Sociology and Political Science**

	Maximum scores	The score obtained by the candidate
Evaluation of the written PhD research proposal and oral defence		
1. Level of analysis of the current state of knowledge in the area/field/domain of doctoral research topic	40	
1.1. Level of critical analysis of the literature in the field of the topic	25	
1.2. Level of identified directions of own research	5	
1.3. Relevance of the scientific objectives of own research	5	
1.4. Relevance, timeliness and quality of the bibliography	5	
2. Theoretical and practical relevance of the proposed topic	15	
2.1. Theoretical relevance of the potential contributions of research in relation to the current state of knowledge in the field	8	
2.2. Practical relevance of the potential contributions of research	7	
3. Level of research methodology	20	
3.1. Clarity and logic of research hypotheses	10	
3.2. Advanced level of proposed research methods for achieving research objectives	5	
3.3. The realism of evaluating/assessing the potential methodological risks of research	5	
4. Level and realism of the plan to disseminate the results of scientific research	5	
5. Level of oral presentation of the scientific research project	20	
5.1. Level of theoretical knowledge required to carry out the research in question	10	
5.2. The accuracy of the scientific language used	5	
5.3. Clarity, consistency and accuracy of	5	

oral expression		
TOTAL	Maximum 100 points	