



UNIVERSITATEA TEHNICĂ DIN CLUJ-NAPOCA

IOSUD-UTCN

OPERATIONAL PROCEDURE THE PROCEDURE REGARDING THE COMPLETION OF THE DOCTORAL STUDIES WITHIN IOSUD- UTCN


UTCN code: PO_IOSUD_01

Edition I

Revision I


1. THE LIST CONTAINING THE RESPONSIBLES WITH THE DRAFTING, VERIFYING AND APPROVING THE EDITION, OR, AS THE CASE MAY BE, THE REVISION WITHIN THE EDITION OF THE DOCUMENTED PROCEDURE

Nr. Crt	Elements of the responsible s/operation	Surname and first name	Position	Date	Signature
	1	2	3	4	5
1.1	Drafted by:	Prof. Doina PÎSLĂ, PhD, Eng.	CSUD Director		
1.2.	Verified	Cristina Szekely, legal expert	Legal Office		
1.3.					
1.4.	Approved,	Prof. Daniela Popescu, PhD, Eng.	Vice-rector University Management and Relation with the Socio-Economical Environment/President of the Committee for internal/managerial control		
1.5.					
1.6.	Approved	Prof. Vasile ȚOPA, PhD, Eng.	Rector		


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2. THE SITUATION OF THE EDITIONS AND REVISION WITHIN THE EDITIONS OF THE DOCUMENTED PROCEDURE

Nr. Crt	Edition, or as the case may be, the revision within the edition	The revised component	Means of the revision	Date from which the provisions of the edition/revision enter into force
	1	2	3	4
2.1.	Edition I	Complete procedure	Elaboration of Edition I	
2.2.	Revision 1	<ul style="list-style-type: none"> - Changes of procedures and added/modified documents due to the new format of the PhD theses, according to the Resolution of the Administration Council Board no. 74/16.07.2019: - announcement of the PhD thesis defence - new format, - invitations - order form for PhD/habilitation thesis - order form for supplementary pages and circulation for the PhD/habilitation thesis - order form invitations and poster - table with the necessary information - invitation and poster for the PhD thesis defence - Title modification: from "The Guide for drawing up and the evaluation criteria of the PhD thesis" into "Guiding handbook for the drawing up of the PhD thesis - UTCN". - Addition to 8.1 on the standards for drawing up and the evaluation criteria of the PhD thesis - Adding to the table from 10. "Annexes, registrations and archiving" - Modifications of information regarding cost claims, according to the Resolution of the Administration Council Board no. 15/05.02.2019 - Ortographic corrections 	Elaboration of Revision I	
2.3.	Revision 2			
2.4.				
2.5.	Edition II			


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2.6.	Revision 1			
2.7.	Revision 2			
2.8.				

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3. THE LIST CONTAINING THE PERSONS TO WHOM THE EDITION, OR, AS THE CASE MAY BE, THE REVISION WITHIN THE EDITION OF THE DOCUMENTED PROCEDURE SHALL BE DISSEMINATED


Nr. Crt	The purpose of the dissemination	Copy no.	Structure	Position	Surname and first name	Date of receipt	Signature
	1	2	3	4	5	6	7
3.1.	Application	1	IOSUD-UTCN	CSUD Director	Prof. Doina PÎSLĂ, PhD, Eng.		
3.2.	Evidence / Archiving			Secretary	Ec. Livia Haiduc		
3.3.	Information	2	Posted on the UTCN website	Director of Image and Public Relations Bureau	Mirela Boțan		
3.4.	Evidence	3	University Management Compartment	Referent, Simona Oprea, PhD, Ec.			

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4. THE PURPOSE OF THE PROCEDURE

4.1 The present regulation regarding the completion of PhD studies shall apply to PhD students within the Doctoral School of the Technical University of Cluj-Napoca (hereinafter named UTCN), and includes rules specific to the UTCN Doctoral School which will enter into force as a result of their approval. The purpose of the procedure is to ensure a favourable framework for the completion of the PhD thesis and a coherent staging of the actions, which will lead to the drawing up of the PhD thesis according to current requests, the acceptance of the thesis on the basis of a preliminary analysis of its content and the public defence in accordance with the quality and professional ethics standards.


4.2 The Annexes of this document comprise predefined templates for the forms necessary for the PhD thesis defence.

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5. THE APPLICATION DOMAIN

5.1 The procedure refers to the completion of doctoral studies within UTCN Doctoral School.

5.2 The users of the procedure are PhD supervisors and PhD students who are in the phase of completion of doctoral studies, regardless of the domain and specialization, the members of the committees for the preliminary analysis of the thesis within the departments where the PhD students are integrated, the Council of the Doctoral School (CSUD), the members of the doctoral committees, the staff of the IOSUD Secretariat who ensure the secretarial activities specific to the process in this procedure. The users of the operational procedure shall be responsible for the implementation and observance of the provisions written in the documents of this procedure.

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6. REFERENCE DOCUMENTS

6.1 International regulations

6.2 Primary legislation


- The Romanian Law of National Education no. 1/2011; amended;
- The Romanian Government Decision H.G. 681/2011, The Code of doctoral studies, amended;
- Law 288/2004, amended;

6.3 Secondary legislation

- The order of the competent Ministry for the approval of the Regulation on the organization and functioning of the National Council for Attesting Titles, Diplomas and Certificates (hereinafter named CNATDCU), together with its subsequent amendments;
- The Order of the competent Ministry no. 5110/ 17/09/2018, regarding the approval of minimal requirements for awarding the PhD title;
- Order no. 600/20 April 2018, regarding the approval of the Code for Managerial Internal Control of Public Institutions.

6.4 Tertiary legislation (other documents, including internal regulations of UTCN)


- The UTCN Charter with subsequent amendments;
- The Institutional Regulation regarding the organization of doctoral studies in UTCN;
- Regulation of the Doctoral School of the Technical University of Cluj-Napoca within IOSUD-UTCN;
- The Resolution of the Administration Council Board no. 15/05.02.2019 - claim for the expenses of referents members in doctoral committees, committees for competitions for didactic positions, or committees for the habilitation thesis defence;
- The Resolution of the Administration Council Board no. 74/16.07.2019 regarding the new format and structure of the PhD and habilitation theses;
- UTCN Tax Regulation
- PS_BAC_01 System procedure for the drafting of working procedures and instructions within UTCN.

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7. DEFINITIONS AND ABBREVIATIONS


Definitions of terms

No.	Term	Definition and/or the document which defines the term
1.	Doctoral studies	The third cycle university studies whose completion consists of the development of a human resource skilled in scientific research, capable of entering the highly-qualified labour market. They consist of the training through research for research, development and innovation, and constitute a completed professional research experience after the completion of the PhD thesis, through the awarding of the PhD title.
2.	PhD student	Student enrolled in the doctoral studies programme.
3.	PhD supervisor	The teaching professional of researcher, with experience in the domain of scientific research, who coordinates the activity of a PhD student, after obtaining this right.
4.	Doctoral studies programme, hereinafter named PhD programme	All activities in which the PhD student is involved, relevant in terms of the doctoral studies.
5.	PhD thesis	Original scientific paper, drafted by the PhD student during the doctoral studies, legal requirement for obtaining the PhD title.
6.	Organizing Institution of Doctoral Studies for PhD studies	The institutions which has the right to organise PhD programmes.
7.	Doctoral School	An organisational and administrative structure set up within the IOSUD that offers the necessary support for the development of doctoral studies in a specific disciplinary or interdisciplinary subject or topic.
8.	Plagiarism	Presenting in a written paper or oral presentation (including the electronic format) texts, expressions, ideas, demonstrations, data, hypothesis, theories, results or scientific methods from written publications, including the electronic format, of other authors without mentioning this fact and without referring to the original sources.
9.	Electronic signature	Document signed using an extended electronic signature, with legal value, as defined by the Romanian Law no. 455/2001 concerning the electronic signature.

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Abbreviation of terms

No.	Abbreviation	The abbreviated term
1.	IOSUD	Organizing Institution of Doctoral Studies
2.	UTCN	Technical University of Cluj-Napoca
3.	CSUD	Council for Doctoral Studies
4.	CNATDCU	National Council for Attesting Titles, Diplomas and Certificates
5.	CMU	University Management Compartment
6.	BIRP	Image and Public Relations office
7.	PhD file	PhD file

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8. PROCEDURE DESCRIPTION

8.1 Generalities

Doctoral studies are completed through the public defence of the PhD thesis in front of the analysing committee and the committee for the public defence of the doctoral thesis.

The PhD thesis must be the result of the personal research activity and contain original results in the domain of scientific knowledge; it shall be drafted according to the requests of IOSUD-UTCN and the Doctoral School.

The content of the PhD thesis is established by the PhD student after consulting with the PhD supervisor.

The title of the PhD thesis can be changed at the choice of the PhD student, with the approval of the PhD supervisor, until the thesis is finished and prepared for the public defence.

The PhD student is the author of the PhD thesis and takes full responsibility for the accuracy of the data and information, as well as for the opinions and demonstrations presented therein. It is mandatory to mention the source for any material used.

The PhD supervisor, together with the author of the thesis, supervises the compliance with the standards of quality and professional ethics.

With a view to international standardisation and collaboration with other similar national doctoral school, the CSUD and the Doctoral School Council generate the elaboration standards and the evaluation criteria for the PhD theses.

The elaboration standards and the evaluation criteria for the PhD theses are the general ones established by CNATDCU. The CSUD and the Doctoral School Council, with the approval of the CSUD, may establish specific conditions for the doctoral studies within the IOSUD-UTCN. These conditions, together with the format of the PhD theses and with the recommendations on their structure and content, shall be integrated into the "Guiding handbook for the drawing up of the PhD thesis - UTCN", drawn up by the CSUD as per the regulations in force, and/or the "Learning agreement for doctoral studies".

The PhD student has to comply with the standard format of the PhD thesis established throughout the IOSUD-UTCN.


PhD theses (including their appendices) and their summaries are public documents and are drawn up in digital format as well.

The protection of the intellectual property rights on the PhD thesis is ensured in compliance with the regulations in force.

The Doctoral School together with the PhD supervisor have the obligation to inform the PhD student regarding the scientific, professional and university ethics, and to verify their observance, including:

- a) The observance of the professional rules during the PhD research;
- b) The observance of the professional rules during the PhD thesis drafting.


The Doctoral School and IOSUD take measures to prevent and penalise the violations of the scientific, professional and academic ethics, according to the ethics code and professional rules of UTCN. The PhD student and PhD supervisor are responsible under the rule of law in the case of eventual academic frauds, violation of university ethics or misconduct from the rules of conduct in scientific research, including plagiarism.

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8.2 Used documents

8.2.1 The list and origin of used documents

PO_IOSUD_01_A.02- Template D1 - Application for initiating the procedure of pre-defence	IOSUD
PO_IOSUD_01_A.03 - Template D2 - Proof of submitting the thesis at the Doctoral School	IOSUD
PO_IOSUD_01_A.04 - Template D3 - Anti-plagiarism report	IOSUD
PO_IOSUD_01_A.05 - Template D4 - Announcement of the thesis pre-defence in front of the guidance committee	IOSUD
PO_IOSUD_01_A.06 - Template D5 - Acceptance report of the PhD supervisor	IOSUD
PO_IOSUD_01_A.07 - Template D6 - The approval of the guidance committee	IOSUD
PO_IOSUD_01_A.08 - Template D7 - Minute of the PhD thesis pre-defence session	IOSUD
PO_IOSUD_01_A.09 - Template D8 - Request for the official submission of the thesis to the IOSUD Secretariat	IOSUD
PO_IOSUD_01_A.10 - Template D10 - The proposal for the composition of the committee for the public defence of the doctoral thesis	IOSUD
PO_IOSUD_01_A.11 - Template D11 - Decision to appoint the doctoral committee	IOSUD
PO_IOSUD_01_A.12 - Template D12 - Request for establishing the date of the PhD thesis public defence	IOSUD
PO_IOSUD_01_A.13 - Template D13 – The announcement of the public defence of the PhD thesis	IOSUD
PO_IOSUD_01_A.14 – Invitation for the public defence	IOSUD
PO_IOSUD_01_A.15 - Template D14 - Certificate (proof) that the PhD thesis was submitted to the library	IOSUD
PO_IOSUD_01_A.16 - Template D15 - The minute of the PhD thesis public defence	IOSUD
PO_IOSUD_01_A.17 - Template D16 - The declaration of the PhD student concerning his/her option to publish / not to publish the PhD thesis	IOSUD

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PO_IOSUD_01_A.18 - Template D17 - Statement regarding the accountability for the original content of the PhD thesis and the observance of quality and ethical standards, signed by the PhD student and PhD supervisor, according to art. 143 alin. (4) and art. 170 of the Romanian Law of National Education no. 1/2011, including subsequent amendments and additions, and art.65 alin.(5) – (7) from the Code of Doctoral Studies approved by Decision no. 681/2011.	IOSUD
PO_IOSUD_01_A.19 - Template D21 - File containing the necessary information to issued the PhD diploma from UTCN	IOSUD
PO_IOSUD_01_A.19 20 - The list of documents containing the documents necessary for the public defence of the PhD thesis	IOSUD
PO_IOSUD_01_A.21 - Order form for PhD/habilitation thesis	UTCN Typography
PO_IOSUD_01_A.22 - Order form for supplementary pages and circulation for the PhD/habilitation thesis	UTCN Typography
PO_IOSUD_01_A.23 - Order form invitations and poster	UTCN Typography
PO_IOSUD_01_A.24 - Table with the necessary information - invitation and poster for the PhD thesis defence	IOSUD

Preliminary report

Curriculum vitae signed by the PhD student;

The list of published/accepted publications resulted after the scientific research performed during the doctoral studies;

Copy of the identity card;


The reports of the members of the committee;

PhD thesis in hard copy.


8.2.2. The content and role of used documents

8.2.3. Document route


The name of the document	No. of copies	Disseminated to	Operations with the document
D1 - Application for initiating the procedure of pre-defence	1	- PhD student, - PhD supervisor - Coordinator of the Council for Doctoral Program - IOSUD Secretariat	- Drafts and signs, - Signs, - Approves, - Registers the document
D2 - Proof of submitting the thesis at the Doctoral School	1	- IOSUD Secretariat - Coordinator of the Council for Doctoral Program	- Drafts, approves and registers the document, - Approves,

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D3 - Anti-plagiarism report	1	<ul style="list-style-type: none"> - Appointed expert, - PhD supervisor - IOSUD Secretariat 	<ul style="list-style-type: none"> - Performs the anti-plagiarism verification, using TURNITIN software, - Drafts and signs the form, - Signs the document, - Document registration
D4 - Announcement of the thesis pre-defence in front of the guidance committee	1	<ul style="list-style-type: none"> - PhD student 	<ul style="list-style-type: none"> - Displays at the office of the department
D5 - Acceptance report of the PhD supervisor	1	<ul style="list-style-type: none"> - PhD supervisor - IOSUD Secretariat 	<ul style="list-style-type: none"> - Drafts and signs, - Document registration
D6 - Approval of the guidance committee	1	<ul style="list-style-type: none"> - Guidance committee - IOSUD Secretariat 	<ul style="list-style-type: none"> - Drafts and signs - Document registration
D7- Minute of the PhD thesis pre-defence session,	1	<ul style="list-style-type: none"> - PhD supervisor - Guidance committee - IOSUD Secretariat 	<ul style="list-style-type: none"> - Drafts and signs, - Signs, - Document registration
Minute of the PhD thesis defence in the department	1	<ul style="list-style-type: none"> - Department 	<ul style="list-style-type: none"> - Sends the document to the IOSUD Secretariat
D8 - Request for the official submission of the thesis to the IOSUD Secretariat	1	<ul style="list-style-type: none"> - PhD student - PhD supervisor - IOSUD Secretariat 	<ul style="list-style-type: none"> - Drafts and signs, - Signs, - Document registration
D9 - Preliminary report	1	<ul style="list-style-type: none"> - IOSUD Secretariat - CSUD Director 	<ul style="list-style-type: none"> - Drafts and signs, - Approves,
D10 - The proposal for the composition of the committee for the public defence of the doctoral thesis	1	<ul style="list-style-type: none"> - PhD supervisor - Coordinator of the Council for Doctoral Program - Director of the Doctoral School - CSUD Director 	<ul style="list-style-type: none"> - Proposes the committee, signs, - Approves - Approves - Approves
D11 - The decision to appoint the doctoral committee	1	<ul style="list-style-type: none"> - IOSUD Secretariat - CSUD Director 	<ul style="list-style-type: none"> - Drafts the document, - Approves
D12 - Request for establishing the date of the PhD thesis public defence	1	<ul style="list-style-type: none"> - PhD student, - PhD supervisor - President of the committee - CSUD Director 	<ul style="list-style-type: none"> - Drafts the document together with the PhD supervisor, - Approves
D13 - The announce of the public defence of the PhD thesis	1	<ul style="list-style-type: none"> - PhD student - Secretariat - PhD student 	<ul style="list-style-type: none"> - Drafts the announcement - Confirms the details - Sends the information to the typography, takes the printed poster from the typography and displays it on the notice board
Invitation for the public defence		<ul style="list-style-type: none"> - PhD student - Typography 	<ul style="list-style-type: none"> - Fills in the invitation and sends it to the typography - Prints the invitations

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D14 - Certificate (proof) that the PhD thesis was submitted to the library	1	- IOSUD Secretariat - UTCN Library	- Issues the certificate - Takes the PhD thesis
D15 - The minute of the PhD thesis public defence	1	- President of the committee - The committee for the public defence of the doctoral thesis	- Fills in the document, - Signs for conferring the qualifiant
D16 - The declaration of the PhD student concerning his/her option to publish / not to publish the PhD thesis	1	- PhD student	- Drafts the document and submits it to the IOSUD Secretariat
D17 - Affidavit signed by the PhD student and PhD supervisor regarding the accountability for the original content of the PhD thesis and the observance of quality and ethical standards, signed by the PhD student and PhD supervisor, according to art. 143 alin. (4) and art. 170 of the Romanian Law of National Education no. 1/2011, including subsequent amendments and additions, and art.65 alin.(5) – (7) from the Code of Doctoral Studies approved by Decision no. 681/2011	1	- PhD student, - PhD supervisor - IOSUD Secretariat	- Drafts the document and submits it to the IOSUD Secretariat - Loads the document on the national platform after the public defence
D18 - Curriculum vitae signed by the PhD student	1	- PhD student, - IOSUD Secretariat	- Drafts the document and submits it to the IOSUD Secretariat - Loads the document on the national platform after the public defence
D19 - The list of published/accepted publications resulted after the scientific research performed during the doctoral studies	1	- PhD student, - IOSUD Secretariat	- Drafts the document and submits it to the IOSUD Secretariat - Loads the document on the national platform after the public defence
D20 - copy of the identity card ;	1	- PhD student, - IOSUD Secretariat	- Submits the document to the Secretariat - Loads the document on the national platform after the public defence
D21 - File containing the necessary information to issued the PhD diploma from UTCN	1	- PhD student, - IOSUD Secretariat - Education Documents Bureau	- Drafts the document and submits it to the IOSUD Secretariat - Fills in the document for the issuing of the PhD diploma and sends it to the Education Documents Bureau - Fills in the PhD diploma

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D22 - The Report of the PhD supervisor	1	- PhD supervisor - IOSUD Secretariat	- Drafts the evaluation report - Annexes the document to the PhD file
D23 - CD containing the PhD thesis and Annexes	1	- PhD student - IOSUD Secretariat	- Submits to the IOSUD Secretariat - Annexes the document to the PhD file
Order form for PhD/habilitation thesis	1	- PhD student - IOSUD Secretariat - CSUD Director - Chief Accountant, - Vice-rector - Typography	- Drafts the document and submits it to the IOSUD Secretariat - Sends for approval - Approves, - Approves, - Approves, - Prints
Order form invitations and poster	1	- PhD student - IOSUD Secretariat	- Drafts the document and submits it to the IOSUD Secretariat - Verifies the document and sends it for approval
		- CSUD Director - Chief Accountant, - Vice-rector - Typography	- Approves, - Approves, - Approves, - Prints
Table containing the necessary information - invitation and poster for the PhD thesis defence	1	- PhD student - Typography	- Fills in and sends the table to the typography - Receives the information and prints
The reports of the committee members	1	- Members of the committee - IOSUD Secretariat	- Draft the evaluation report - Annexes the document to the PhD file
PhD thesis in hard copy	2	- PhD student - IOSUD Secretariat	- Submits to the IOSUD Secretariat - Annexes the document to the PhD file

8.3. Necessary resources

8.3.1. Material resources

Material resources consist of supplies (paper, toner cartridge), telephone, computer, printer, copy machine and stationery (files, pens, etc).


8.3.2. Human Resources

The human resources are the CSUD Director, the Doctoral School management, IOSUD Secretariat, PhD supervisors and PhD students.

8.3.3. Financial resources

The activity of the official reviewers from the doctoral commissions is rated and remunerated as per the law and the UTCN regulations in force on the date of the PhD thesis public defence.

The settlement of travel expenses shall be made on the strength of original supporting documents submitted to the Financial Service.

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The necessary documents needed to conclude the contract for the committee members:

- **For the referents with residence in Romania:** IBAN account, seniority certificate issued by the institution where the referent is hired, also for retired professors, a copy of the identity card, affidavit regarding the National Health Insurance House where he / she is assured, affidavit regarding the realised income;
- **For the referents without residence in Romania:** certificate proving the quality of teaching professional / scientific coordinator within a higher education institution or a research centre, one copy of the passport;

The PhD student is forbidden from offering gifts or any other undue advantages to the members of the doctoral commission.


8.4. Procedure

8.4.1. Planning the operations and actions of the activity

- ✓ The anti-plagiarism verification shall be performed in maximum 30 days from the submission of D1
- ✓ The announcement of the thesis pre-defence in front of the guidance committee is displayed at the office of the department at least 7 days before the pre-defence, but only after obtaining the anti-plagiarism report
- ✓ The proposal containing the names of members of the committee for the public defence of the doctoral thesis shall be submitted at least 30 days before the date of the public defence and it is drafted by the PhD supervisor; the president of the committee has to be a PhD supervisor, member in the IOSUD-UTCN.
- ✓ The application for establishing the date for the PhD thesis public defence drafted by the PhD student, approved by the PhD supervisor and the president of the doctoral committee and submitted with at least 20 days before the date proposed for the defence;
- ✓ It is MANDATORY to display the public defence of the PhD thesis at the notice board of the Doctoral School and at the IOSUD office, with at least 20 days before the defence;
- ✓ The PhD supervisor and the PhD student shall announce the public defence of the PhD thesis through an e-mail at: everyone@utcluj.ro, not later than 5 days before the date scheduled.
- ✓ If the CNATDCU invalidates the PhD thesis, it can be resubmitted to the CNATDCU through the IOSUD-UTCN Secretariat, within maximum one year since the invalidation date, by complying with the conditions and recommendations stipulated in the invalidation report.

8.4.2. The ongoing of the operations and actions of the activity

- D1.** The application to start the pre-defence procedure is drafted by the Phd student, with the approval of the PhD supervisor, and submitted before the submission of the thesis for the anti-plagiarism verification, 1 copy to the IOSUD Secretariat;
- D2.** The supporting document for the submission of the PhD thesis at the Doctoral School is drafted by the Doctoral School Secretariat;
- D3.** The anti-plagiarism report is drafted by the appointed expert and the PhD supervisor; **D4.** The announcement for the pre-defence of the PhD thesis in front of the guidance committee is filled-in by the PhD student after he receives the approval for setting the date from his PhD supervisor and members of the guidance committee; it is published at the premises of the department at least 7 days before the scheduled date of the pre-defence, only after obtaining D3;

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- D5.** The acceptance report of the PhD supervisor is drafted by the PhD supervisor, after the pre-defence;
- D6.** The approval of the guidance committee is drafted and signed by the members of the committee, after the pre-defence;
- D7.** The minute of the PhD thesis pre-defence session is drafted by the PhD supervisor and submitted to the IOSUD Secretariat, together with the minute of the thesis defence in the department;
- D8.** The application for the official submission of the PhD thesis at the IOSUD Secretariat (drafted by the PhD student);
- D9.** The preliminary report is drafted by the IOSUD Secretariat;
- D10.** The proposal containing the names of members of the committee for the public defence of the doctoral thesis shall be submitted at least 30 days before the date of the public defence and it is drafted by the PhD supervisor; the president of the committee has to be a PhD supervisor, member in the IOSUD-UTCN.

The doctoral commission is composed of at least 5 members: the president (as the representative of the IOSUD-UTCN), the PhD supervisor and at least 3 official reviewers, from Romania or from abroad, who are specialists in the field in which the PhD thesis was elaborated, out of which at least 2 do not carry out their activity in the Technical University of Cluj-Napoca. The members of the doctoral commission hold the PhD title and are at least associate professors or 2nd-degree scientific researchers, or they hold equivalent titles in the case of the foreign members, or they are PhD supervisors in Romania or abroad.

The president of the commission must be a member of the IOSUD-UTCN. The president of the commission ensures the compliance with the law, with the IR and with the doctoral school regulations on the public defence of the thesis; the president leads and draws up the report of the public session defence. As a member of the commission, the president assesses and deliberates on the grade to be given to the PhD thesis.

It is recommended that at least one official reviewer is from outside the city of Cluj-Napoca and to avoid appointing two official reviewers from the same institution.

- D11.** The decision to appoint the doctoral committee drafted by the IOSUD Secretariat and approved by the CSUD Director;
- D12.** The application for establishing the date for the PhD thesis public defence is drafted by the PhD student, approved by the PhD supervisor and the president of the doctoral committee and submitted with at least 20 days before the date proposed for the defence;
- D13.** The announcement of the PhD thesis public defence is drafted by the PhD student and confirmed by the IOSUD Secretariat, sent together with the order form at the Typography;
- D14.** The
- D15.** The report of the PhD thesis public defence is drafted by the president of the doctoral committee;
- D16.** The declaration of the PhD student concerning his/her option to publish / not to publish the PhD thesis;
- D17.** The statement regarding the accountability for the original content of the PhD thesis and the observance of quality and ethical standards, signed by the PhD student and PhD supervisor, according to art. 143 alin. (4) and art. 170 of the Romanian Law of National Education no. 1/2011, including subsequent amendments and additions, and art.65 alin.(5) – (7) from the Code of Doctoral Studies approved by Decision no. 681/2011;
- D18.** Curriculum vitae signed by the PhD student;

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D19. The list of articles as a result of scientific research during the doctoral studies study program, published or accepted for publication (scanned copies of the publications on the CD containing the PhD thesis);

D20. Copy of the identity card ;

D21. The form with the necessary information for issuing the PhD diploma from UTCN copy (will be sent in .doc format at the e-mail address dorinaluciabaraian@yahoo.ro);

D22. The report of the PhD supervisor;

D23. A CD containing the PhD thesis and the Annexes, which will contain the whole text of the thesis (in PDF format); the abstract of the thesis in Romanian and English (PDF document of 15-20 pages without bibliography and contents, first page containing the title, the author and the name of the PhD supervisor), all scientific papers on the list of publications in PDF format and the CVs of the thesis defence committee members;

It is **MANDATORY** to display the public defence of the PhD thesis at the notice board of the Doctoral School and at the IOSUD office, with **at least 20 days before the defence**, and cannot be scheduled without:


- PhD thesis in hard copy;
- **For the fee based and subsidised PhD students who exceeded the first year of extension:** The receipt for the tax paid for the public defence of the PhD thesis, according to the UTCN Tax Regulation.
- The reports of the committee members;
- The necessary documents needed to conclude the contract for the committee members:
 - For the referents with residence in Romania: IBAN account, seniority certificate issued by the institution where the referent is hired, also for retired professors, a copy of the identity card, affidavit regarding the National Health Insurance House where he / she is assured, affidavit regarding the realised income;
 - **For the referents without residence in Romania:** certificate proving the quality of teaching professional / scientific coordinator within a higher education institution or a research centre, one copy of the passport;
- **Mandatory -** posting the documents (PDF format) needed to defend the thesis on the web page of UTCN, by filling in the on-line form at the address: <http://doctorat.utcluj.ro> – section “PhD student registration”; (date, place, hour of the public defence, the abstract of the thesis in Romanian and English, the CV of the PhD student, the CVs of the committee members or links towards them.

The PhD supervisor and the PhD student shall announce the public defence of the PhD thesis through an e-mail at: everyone@utcluj.ro, not later than 5 days before the date scheduled. The defence of the PhD thesis can only take place after its evaluation by all the members of the doctoral commission and in the presence of at least 4 of them, the participation of the president of the commission and the PhD supervisor being mandatory.

An official reviewer who cannot participate in the public defence of the PhD thesis shall send to the IOSUD-UTCN Secretariat, before the public defence session, a written statement communicating the reason for their absence from the public defence of the PhD thesis as well as their grade for the PhD thesis.

The public defence session is chaired by the president of the doctoral commission and is carried out as follows:

- a) the president of the commission introduces the PhD student (biographic data, the title of the thesis, etc.) and the members of the public defence commission;

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- b) the PhD student presents the content of their PhD thesis;
- c) the PhD supervisor(s) and the official reviewers present their evaluation reports;
- d) the president of the commission presents the opinions sent in writing, before the public defence, of those specialists who read the thesis or its summary;
- e) the debate of the PhD thesis, during which the members of the doctoral committee and the public address questions to the PhD student, as per the legal regulations; the deliberating procedure and the public announcement by the president of the commission of the decision made;
- f) upon the invitation of the president of the commission, the PhD student delivers an address on the completion of their PhD thesis.

The debate on the PhD thesis is mandatory and is registered in the report of the session. It has to represent the focal point of the public defence of the PhD thesis, whose purpose is to outline the PhD student's knowledge in the field of the topic approached and the elements of originality included in the thesis.

Based on the public defence of the PhD thesis and taking into account the evaluation report, the doctoral commission deliberates on the grade to be given to the PhD thesis.

Each member of the commission gives a qualifier. The available qualifiers are "Excellent", "Very good", "Good", "Sufficient" or "Insufficient".

The grade given by the absolute majority of the votes expressed by the members of the commission becomes the decision of the entire commission. The report of the meeting for the defence of the PhD thesis has to include not only the grade established by the commission following its members' votes, but also the grade given by each member of the doctoral commission.

When qualifiers are given, the CNATDCU general criteria, as well as the IOSUD-UTCN specific criteria shall be taken into consideration.


If during the evaluation of the PhD thesis, before or during its public defence, a member of the doctoral commission identifies serious deviations from the good conduct in scientific research and academic activity, including plagiarism of the results or the publications of other authors, forging findings or replacing the results with fictional data, then that member of the doctoral commission must take the following measures:

- a) to notify the ethical committee of the Technical University of Cluj-Napoca to analyse and solve the case in compliance with the legal provisions and the academic regulations;
- b) to notify the other members of the doctoral commission about these breaches;
- c) to propose granting the "Insufficient" grade.

If the PhD student has fulfilled all the requirements included in their scientific research programme and their thesis has obtained one of the following grades "Excellent", "Very good", "Good", or "Sufficient", then the doctoral commission will propose the award of the PhD title.

The IOSUD-UTCN Secretariat submits this proposal for CNATDCU validation.

If the "Insufficient" grade is given, then the doctoral commission will mention the content-related elements of the PhD thesis that have to be changed or adjusted; the thesis will have to be defended publicly again before the same doctoral commission within a term to be established by this commission. To reorganise this public defence of the PhD thesis, the PhD student shall pay the fee for the public defence of the thesis established by the University Senate for the academic year when the PhD thesis is defended again. If following the re-defence of the thesis, the commission still grades the thesis as "Insufficient", then the PhD title shall not be awarded, and the PhD student shall be expelled.


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The decisions of the doctoral commission are communicated by the president of the doctoral commission in the public session for the defence of the PhD thesis.

After the public defence of the PhD thesis, the file is sent to CNATDCU through the national platform. The file is loaded on the platform, electronically signed in PDF in 30 days after the date of the public defence of the PhD thesis.

The PhD file shall contain the following documents, in electronic format:

- a) Scanned copy of the identity card of the PhD student;
- b) Scanned copy of the birth certificate of the PhD student;
- c) Scanned copy of the marriage certificate of the PhD student, where appropriate.
- d) CV of the PhD student;
- e) The Decision of enrolled in the doctoral studies programme;
- f) The learning agreement for doctoral studies and the addendum, where appropriate.
Depending on the case, the following documents can be added: the individual doctoral programme containing the obtained results, modifications of the composition of the guidance committee, requests for the modification of the PhD thesis title, requests for extension or disruption, for the change of the PhD supervisor, approval of joint-supervision (where appropriate), etc. The personal information shall not be made public, except for the name;
- g) Written request signed by the PhD student, for starting the procedures of evaluation of the thesis by the guidance committee, approved by the PhD supervisor (both PhD supervisors for joint-supervision theses), for the pre-defence.
- h) Scanned copy of the statement regarding the accountability for the original content of the PhD thesis and the observance of quality and ethical standards, signed by the PhD student and PhD supervisor, according to art. 143 alin. (4) and art. 170 of the Romanian Law of National Education no. 1/2011, including subsequent amendments and additions, and art.65 alin.(5) – (7) from the Code of Doctoral Studies approved by Decision no. 681/2011.
- i) At least one anti-plagiarism report which will include the resolution of the PhD supervisor (supervisors), and where appropriate, of other persons who analysed the report;
- j) Report drafted by the IOSUD Secretariat, preliminary to the thesis defence;
- k) The proposal of the committee for the public defence, made by the PhD supervisor and approved by CSUD;
- l) The CVs of the members of the committee for the public defence (without personal information);
- m) The decision to appoint the committee for the public defence of the thesis;
- n) The request for establishing the public defence of the PhD thesis, approved by the PhD supervisor and the president of the committee for the public defence of the PhD thesis;
- o) Announcement for the public defence, drafted by the Doctoral School;
- p) Certificate (proof) that the PhD thesis was submitted to the library;
- q) The signed reports of the official members of the doctoral committee, scanned copies or electronically signed copies;
- r) The report of the PhD supervisor / supervisors (joint-supervision);
- s) The approval of the guidance committee regarding the acceptance of the thesis and the Minute of the pre-defence;
- t) The Minute of the PhD thesis public defence and the Annexe with the questions and answers, containing the proposal for awarding the PhD title, signed by all the members of the doctoral committee, scanned copy or electronically signed copy;
- u) The abstract in Romanian and English;
- v) The PhD thesis and its Annexes - PDF file, not scanned;
- w) The list of articles as a result of scientific research during the doctoral studies study

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- program, published or accepted for publication, copies of the publications;
- x) The declaration of the PhD student concerning his/her option to publish / not to publish the PhD thesis;
 - y) The request of IOSUD for the PhD thesis to enter in the evaluation procedure of CNATDCU.

8.4.3. Valorisation of the activity results

The PhD title is awarded by order of the Minister of National Education, after the validation of the PhD thesis by the CNATDCU.

If the CNATDCU invalidates the PhD thesis, it can be resubmitted to the CNATDCU through the IOSUD-UTCN Secretariat, within maximum one year since the invalidation date, by complying with the conditions and recommendations stipulated in the invalidation report.


If the PhD thesis is invalidated the second time, the PhD title shall not be awarded, and the PhD student shall be expelled.

Following the completion of the doctoral studies and the confirmation of the thesis by the CNATDCU, the IOSUD-UTCN awards the diploma and the title of Doctor of Science, which is abbreviated as “Dr.”.

(2) The doctoral diploma shall include the qualifier obtained by the PhD student, namely “Excellent”, “Very good”, “Good”, or “Sufficient”.


Furthermore, the doctoral diploma shall also include the Latin translation, as follows:

- a) for the “Excellent” qualifier, the translation “Summa cum laude” will also be added;
- b) for the “Very good” qualifier, the translation “Magna cum laude” will also be added;
- c) for the “Good” qualifier, the translation “Cum laude” will also be added.

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9. RESPONSIBILITIES


Nr. Crt	Compartment (position)	PhD student	PhD supervisor	Guidance committee	The Coordinator of the Council	IOSUD Secretariat	Director of the Doctoral School	CSUD Director	CNADCU	MEN
	Action (operation)									
	0	1	2	3	4	5	6	7	8	9
1.	Drafting the forms D1, D4, D8, D12, D16, D17, D21	X								
2.	Drafting the forms D5, D10, D12		X							
3.	Approving the forms D5, D10, D12		X							
4.	Drafting the forms D6, D7		X	X						
5.	Approving the forms D6, D7		X	X						
6.	Approving the documents from the file of the PhD student				X		X	X		
7.	Verifying the correctness of the documents					X				
8.	Registration of documents					X				
9.	Sending the file to CNATDCU					X				
10.	Validation of the PhD thesis								X	
11.	Issuing the PhD title									X

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10. ANNEXES, REGISTRATIONS, ARCHIVE

Nr. Crt.	The name of the Annex	Drafted by:	Approves	No. of copies	Dissemination	Archiving		Other elements
						Place	Period	
0	1	2	3	4	5	6	7	8
1.	PO_IOSUD_01_A.0 1 - The flux diagram of the activity for the completion of the doctoral studies within IOSUD UTCN	IOSUD Secretariat		2 hard copies / 1 copy posted on the UTCN website			Permanent until a new edition/revision	
2.	PO_IOSUD_01_A.0 2- Template D1 - Application for initiating the procedure of pre-defence	PhD student	PhD supervisor, Coordinator of the Council for Doctoral Program	1	IOSUD Secretariat		Permanent until a new edition/revision	Part of the PhD file sent to the Romanian Ministry of Education
3.	PO_IOSUD_01_A.0 3 - Template D2 - Proof of submitting the thesis at the Doctoral School	IOSUD Secretariat	Coordinator of the Council for Doctoral Program	1	IOSUD Secretariat		Permanent until a new edition/revision	
4.	PO_IOSUD_01_A.0 4 - Template D3 - Anti-plagiarism report	Appointed expert		1	IOSUD Secretariat		Permanent until a new edition/revision	Part of the PhD file sent to the Romanian Ministry of Education
5.	PO_IOSUD_01_A.0 5- Template D4 - Announcement of the thesis pre-defence in front of the guidance committee	PhD student		1			Permanent until a new edition/revision	
6.	PO_IOSUD_01_A.0 6 - Template D5- Acceptance report of the PhD supervisor	PhD supervisor		1	IOSUD Secretariat		Permanent until a new edition/revision	
7.	PO_IOSUD_01_A.0 7 - Template D6- The approval of the guidance committee	Guidance committee		1	IOSUD Secretariat		Permanent until a new edition/revision	Part of the PhD file sent to the Romanian Ministry of Education


8.	PO_IOSUD_01_A.0 8 - Template D7 - Acceptance report of the PhD thesis pre- defence	PhD supervisor		1	IOSUD Secretariat	Permanent until a new edition/ revision	Part of the PhD file sent to the Romanian Ministry of Education
9.	PO_IOSUD_01_A.0 9- Template D8- Request for the official submission of the thesis to the IOSUD Secretariat	PhD student	CSUD Director PhD supervisor	1	IOSUD Secretariat	Permanent until a new edition/ revision	
10.	PO_IOSUD_01_A.1 0- Template D10- The proposal for the composition of the committee for the public defence of the doctoral thesis	PhD supervisor	CSUD Director Coordinator of the Council for Doctoral Program	1	IOSUD Secretariat	Permanent until a new edition/ revision	Part of the PhD file sent to the Romanian Ministry of Education
11.	PO_IOSUD_01_A.1 0- Template D10- The proposal for the composition of the committee for the public defence of the doctoral thesis	PhD student, PhD supervisor	CSUD Director Director of the Doctoral School	1	IOSUD Secretariat	Permanent until a new edition/ revision	Part of the PhD file sent to the Romanian Ministry of Education
12.	PO_IOSUD_01_A.1 1- Template D11- The decision to appoint the doctoral committee	CSUD Director		1	IOSUD Secretariat	Permanent until a new edition/ revision	Part of the PhD file sent to the Romanian Ministry of Education
13.	PO_IOSUD_01_A.1 1- Template D12- Request for establishing the date of the PhD thesis public defence	PhD student, PhD supervisor	CSUD Director President of the public defence committee	1	IOSUD Secretariat	Permanent until a new edition/ revision	Part of the PhD file sent to the Romanian Ministry of Education
14.	PO_IOSUD_01_A.1 3- Template D13 - The announcement of the public defence of the PhD thesis	IOSUD Secretariat		1	IOSUD Secretariat Notice board	Permanent until a new edition/ revision	Part of the PhD file sent to the Romanian Ministry of Education
15.	PO_IOSUD_01_A.1 4 - Invitation for the public defence	PhD student		At request	Guests at the public defence	Is not archived	
16.	PO_IOSUD_01_A.15 - Template D14 - Certificate (proof) that the PhD thesis was submitted to the library	IOSUD Secretariat	CSUD Director	1	IOSUD Secretariat Library	Permanent until a new edition/ revision	Part of the PhD file sent to the Romanian Ministry of Education

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17.	PO_IOSUD_01_A.16 - Template D15 - The minute of the PhD thesis public defence	President of the public defence committee	Committee for the defence of the thesis	1	IOSUD Secretariat		Permanent until a new edition/ revision	Part of the PhD file sent to the Romanian Ministry of Education
18.	PO_IOSUD_01_A.1 7 - Template D16 - The statement of the PhD student concerning his/her option to publish / not to publish the PhD thesis	PhD student		1	IOSUD Secretariat		Permanent until a new edition/ revision	Part of the PhD file sent to the Romanian Ministry of Education
19.	PO_IOSUD_01_A.18 - Template D17 - The statement regarding the accountability for the original content of the PhD thesis and the observance of quality and ethical standards, signed by the PhD student and PhD supervisor, according to art. 143 alin. (4) and art. 170 of the Romanian Law of National Education no. 1/2011, including subsequent amendments and additions, and art.65 alin.(5) – (7) from the Code of Doctoral Studies approved by Decision no. 681/2011;	PhD student, PhD supervisor		1	IOSUD Secretariat		Permanent until a new edition/ revision	Part of the PhD file sent to the Romanian Ministry of Education
20.	PO_IOSUD_01_A.19 - D21 - File containing the necessary information to issue the PhD diploma from UTCN	PhD student		1	IOSUD Secretariat Education Documents Bureau		Permanent until a new edition/ revision	
21.	PO_IOSUD_01_A.20 The list of documents necessary for the public defence of the PhD thesis	IOSUD						
22.	PO_IOSUD_01_A.21 - Order form for PhD/habilitation thesis	PhD student	CSUD Director Accountant in Chief, Vice-rector	1	Typography		Permanent until a new edition/ revision	

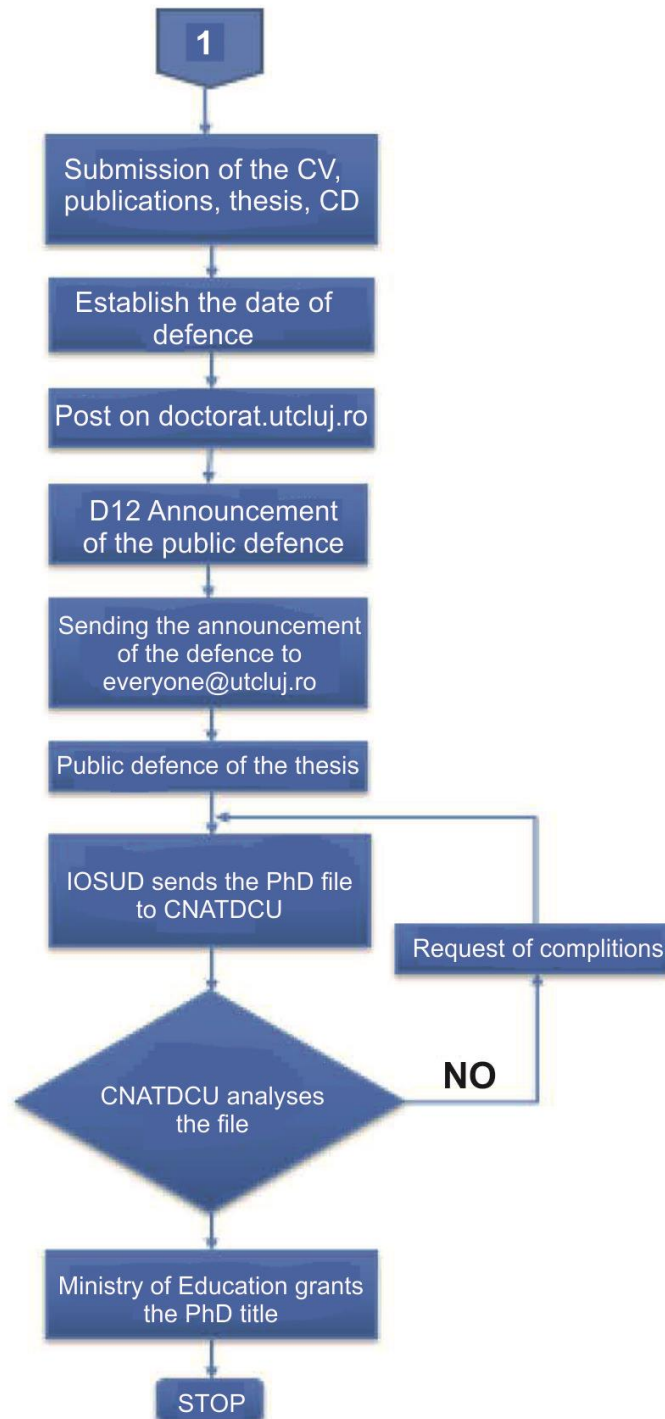
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23.	PO_IOSUD_01_A.22 - Order form for supplementary pages and circulation for the PhD/habilitation thesis	PhD student	CSUD Director Accountant in Chief, Vice-rector	1	Typography	Permanent until a new edition/ revision
24.	PO_IOSUD_01_A.23 - Order form invitations and poster	PhD student	CSUD Director Accountant in Chief, Vice-rector	1	Typography	Permanent until a new edition/ revision
25.	PO_IOSUD_01_A.24 - Table containing the necessary information- invitation and poster for the PhD thesis defence	PhD student		1	Typography	Permanent until a new edition/ revision

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PO_IOSUD_01_A.01- The flux diagram of the activity for the completion of the doctoral studies within IOSUD UTCN





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PO_IOSUD_01_A.02- Template D1 - Application for initiating the procedure of pre-defence

The Technical University of Cluj-Napoca
IOSUD-UTCN
The Doctoral School of UTCN

Registration no:/.....

For the attention of

The Coordination Council of the doctoral programmes
For the information of: IOSUD Secretariat

I, the undersigned, PhD student, in the full-time / part-time / tuition-based doctoral program of the UTCN Doctoral School, enrolled at (date), request your approval to start the evaluation procedures for my PhD thesis by the guidance committee, with a view to the pre-defence.

For this purpose, I submit to the Doctoral School the PhD thesis with the title, in electronic format and one printed copy.

PhD student

.....


APPROVED
PhD supervisor,
Prof. / Assoc. Prof.

THE COORDINATION COUNCIL OF THE DOCTORAL PROGRAMMES RESOLUTION

..... Commissioned by the Council of the Doctoral School, Prof. / Assoc. Prof , having the quality of appointed expert, will make the anti-plagiarism analysis using the Turnitin program of UTCN in the period, and will write together with the PhD supervisor the anti-plagiarism report for the thesis.

The Coordinator of the Council,
Prof. _____, Phd, Eng.

*Observation: The D1 document is a part of the PhD file of the candidate

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PO_IOSUD_01_A.03 - Template D2 - Proof of submitting the thesis at the Doctoral School

The Technical University of Cluj-Napoca **D2** Registration no:...../.....
 IOSUD-UTCN
 The Doctoral School of UTCN

Approved
 The Coordinator of the Council,
 Prof., PhD, Eng.

SUPPORTING DOCUMENT


For the information of: IOSUD Secretariat
 the PhD student

This is to certify that Mr./Ms., full time PhD student at the Doctoral School of the Technical University of Cluj-Napoca, enrolled on (date), has submitted the PhD thesis with the title „.....”, at the IOSUD-UTCN Secretariat, to start the procedures for the PhD thesis evaluation with a view to the pre-defence in front of the guidance committee.

For this purpose, the PhD thesis was submitted in electronic format and printed copies.

IOSUD–UTCN Secretariat

*Observation: D2 document shall be registered at the institution registry and it is a part of the PhD file of the applicant.

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PO_IOSUD_01_A.04 - Template D3 - Anti-plagiarism report

The Technical University of Cluj-Napoca
IOSUD-UTCN
The Doctoral School of UTCN

D3 Registration no:...../.....

ANTI-PLAGIARISM REPORT

For the information of: CSUD of IOSUD-UTCN

I, the undersigned, Prof., PhD, Eng., the appointed expert of the Doctoral School Council, have conducted the anti-plagiarism analysis of the thesis:“, written by, PhD supervisor Prof./Assoc. Prof....., PhD, Eng..The thesis in electronic format has pages, figures, Tables, bibliography references, chapters and was submitted at the Doctoral School together with the **D1** document no. in the view of the pre-defence. The anti-plagiarism analysis was carried out using the Turnitin software, put at the disposal of the Doctoral School by UTCN, and the following programs:

The following aspects were noted:

1. The originality report showed that the general similarity index, evaluated on a number of found sources is of%, a value considered acceptable for PhD theses in the domain:
2. The distribution of the similarity percent broken down on sources is of %- internet source,%- publications,%- papers written by students,%- other sources;
3. I have discussed with the PhD supervisor the summary report (attached) provided by the program and I analysed the similarities from the thesis in relation to the sources;

Resolution:

1. The analysis of the results given by the program led to the conclusion that the thesis does not contain / contains elements to justify the plagiarism suspicion and as consequence, the thesis can / cannot be submitted for evaluation to the guidance committee (the pre-defence phase);
2. Other findings and proposed measures (as applicable):
.....
.....


Appointed expert for the anti-plagiarism analysis

Prof., PhD, Eng

PhD supervisor

Prof. / Assoc. Prof., PhD, Eng.

*Observation: The **D3** document is a part of the PhD file of the candidate

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PO_IOSUD_01_A.05 - Template D4 - Announcement of the thesis pre-defence in front of the guidance committee

THE TECHNICAL UNIVERSITY OF CLUJ-NAPOCA IOSUD - UTCN

The Doctoral School of the Technical University of Cluj-Napoca

organises on (date), (hour), in the room
....., address the pre-
defence of the PhD thesis

Cold-recycled road structures reinforced with glass fibre and polyesters

Written by, Eng.

PhD supervisor:

Prof. _____, Phd, Eng., Technical University of Cluj-
Napoca


The members of the **guidance committee** are:

Prof. _____, Phd, Eng., Technical University of Cluj-
Napoca

Prof. _____, Phd, Eng., Technical University of Cluj-
Napoca

Prof. _____, Phd, Eng., Technical University of Cluj-
Napoca

*Observation: The announcement regarding the PhD pre-defence (D4) is published at the premises of the department 7 days before the scheduled date of the pre-defence.

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PO_IOSUD_01_A.06 - Template D5– Acceptance report of the PhD supervisor

**The Technical University of Cluj-Napoca
IOSUD-UTCN
The Doctoral School of UTCN**

D5 Registration no:...../.....

ACCEPTANCE REPORT

I, the undersigned, Prof./Assoc.Prof., the PhD supervisor of the PhD thesis with the title

....., written under my coordination by the PhD student, enrolled at the Doctoral School of the Technical University of Cluj-Napoca, IOSUD-UTCN, present the following assessments, observations and conclusions regarding the content, the scientific value and the importance of the original contribution of the thesis mentioned above.

1. The content of the thesis was verified using the Turnitin software for anti-plagiarism analysis, put at the disposal of the Doctoral School by UTCN; the anti-plagiarism report shows that there are no elements to support the plagiarism suspicion.
2. Summarised assessments regarding the structure of the thesis, its objectives, the theoretic and/or experimental research program, the main results, personal conclusions and contributions of the author:

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


3. Information regarding the valorisation of research results:

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

Conclusions: Taking into consideration all of the above, I consider that the thesis has the necessary scientific value, can be officially submitted, can be accepted for the public defence and I agree with the start of the procedures for the organisation of the public defence.

PhD supervisor,
Prof. / Assoc. Prof., PhD, Eng.

*Observation:D5 will be annexed to the Report of the pre-defence session (D7) and is a part of the PhD file

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PO_IOSUD_01_A.07 - Template D6– The approval of the guidance committee

The Technical University of Cluj-Napoca
IOSUD-UTCN
The Doctoral School of UTCN

D6 Registration no:...../.....

APPROVAL OF THE GUIDANCE COMMITTEE

Date: _____

The guidance committee of the PhD student _____, enrolled at the Doctoral School of the Technical University of Cluj-Napoca on _____ (date), domain _____, PhD supervisor Prof. / Assoc. Prof. _____, PhD, Eng., received from the Doctoral School to analyse and evaluate in the view of the pre-defence the thesis with the title: _____

Following the analysis of the thesis, the defence in the pre-defence session and the individual agreement of each of its members, the guidance committee decides the following:


The thesis can/cannot be officially submitted at the Doctoral School Secretariat and the public defence can/cannot be organised.

The composition of the guidance committee and the individual decision of its members is the following:

- Prof. _____, Phd, Eng. I agree/don't agree
- Prof. _____, Phd, Eng. I agree/don't agree
- Prof. _____, Phd, Eng. I agree/don't agree
- Prof. _____, Phd, Eng. I agree/don't agree

(signature)

*Observation: D6 will be annexed to the Report of the pre-defence session (D7) and is a part of the PhD file

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PO_IOSUD_01_A.08 - Template D7- Minute of the PhD thesis pre-defence session

The Technical University of Cluj-Napoca
IOSUD-UTCN
The Doctoral School of UTCN

D7 Registration no:...../.....

REPORT

Date: _____

Drawn up at the pre-defence in front of the guidance committee of the PhD thesis with the title _____, written by the PhD student _____, enrolled on _____ (date), domain _____, PhD supervisor Prof./Assoc.Prof. _____, PhD, Eng.

At the pre-defence session were present the members of the guidance committee, the PhD supervisor, specialists from the department/Faculty _____. Before the pre-defence, the thesis was verified by the Doctoral School using the Turnitin software, and the anti-plagiarism report showed no elements to justify the plagiarism suspicion (D3...../.....). After the applicant presented the results of the thesis and the original contributions, there was a session of questions, discussions and comments. The main questions asked by the members of the committee and the other specialists referred to:

1. _____
2. _____
3. _____

The guidance committee made a note that, where appropriate, the following aspects have to be explained/corrected/added in the thesis which will be officially submitted:

1. _____
2. _____

Taking into consideration the results and original contributions in the thesis, the discussions which took place, the conclusions of the acceptance report drafted by the PhD supervisor and the favourable opinion of the guidance committee, the following decision was made: The PhD thesis can/cannot be officially submitted in the view of the public defence.

PhD. supervisor: Prof. _____, Phd, Eng. I agree/don't agree _____


Members: Prof. _____, Phd, Eng. I agree/don't agree _____

Prof. _____, Phd, Eng. I agree/don't agree _____

Prof. _____, Phd, Eng. I agree/don't agree _____

(signature)

*Observation: D7 document has the Acceptance report (D5) and the Approval of the guidance committee (D6) annexed.

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PO_IOSUD_01_A.09 - Template D8– Request for the official submission of the thesis to the IOSUD Secretariat

The Technical University of Cluj-Napoca D8 No:...../.....
IOSUD-UTCN
The Doctoral School of UTCN

Approved,
CSUD Director,
Prof. Doina PÎSLĂ, PhD, Eng.

For the attention of
CSUD - Technical University of Cluj-Napoca

I, the undersigned, Eng.,Phd student in the fundamental domain:ENGINEERING SCIENCE, the domain:....., PhD supervisor Prof., PhD, Eng.,request your approval to officially submit the PhD thesis with the title “ ” and to start the procedures for its public defence.

I mention that:


- The PhD thesis was submitted to the Doctoral School of the Technical University of Cluj-Napoca to be evaluated (pre-defended) in front of the guidance committee, together with the request **D1** no. /.....(annexed);
- The Doctoral School performed the anti-plagiarism analysis of the thesis and issued the **D3** anti-plagiarism report /.....(annexed);
- The pre-defence of the PhD thesis took place in front of the guidance committee as it results from the **D7** report of the pre-defence session no. /....., the **D5** acceptance report of the PhD supervisor no. /.....,And the **D6** approval of the guidance committee no. /.....,(annexed);

In order to start the defence procedure, I submit the PhD thesis (electronic and printed format), the abstract of the thesis, the CV of the undersigned, together with the enclosed supporting documents.

PhD student,
....., Eng.

APPROVED,
PhD supervisor,
Prof., PhD, Eng.

*Observation: The D8 document is a part of the PhD file.

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PO_IOSUD_01_A.10 - Template D10– The proposal for the composition of the committee for the public defence of the doctoral thesis

The Technical University of Cluj-Napoca
IOSUD-UTCN
The Doctoral School of UTCN

D10 No:...../.....

Approved,
CSUD Director,
Prof. Doina Pîslă, PhD, Eng.

For the attention of
CSUD - Technical University of Cluj-Napoca

We submit for approval the proposal of the doctoral committee composition for the public defence of the PhD thesis „.....”, written by, PhD student, enrolled on (date), at the Doctoral School of the Technical University of Cluj-Napoca of IOSUD-UTCN.

FUNDAMENTAL DOMAIN: Engineering Sciences

DOMAIN:

President: Prof., PhD, Eng., Technical University of Cluj-Napoca
(PhD supervisor, member of IOSUD-UTCN);

PhD supervisor: Prof., PhD, Eng., Technical University of Cluj-Napoca;

Referents: Prof....., PhD, Eng., University

Prof....., PhD, Eng., University


Prof., PhD, Eng., Technical University of Cluj-Napoca;

Doctoral School Director,
Prof. Petru Dobra, PhD, Eng

Coordinator of the Council
.....,
Prof.....,
PhD, Eng.

PhD supervisor,
Prof.....,
PhD, Eng.

*Observation:The D10 document is a part of the PhD file of the candidate

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PO_IOSUD_01_A.11- Template D11- The decision to appoint the doctoral committee

COUNCIL FOR DOCTORAL STUDIES

DECISION OF THE CSUD DIRECTOR

No. /

According to the regulations in force as to the formation of doctoral committees, the CSUD from the Technical University of Cluj-Napoca, validates the following composition of the doctoral committee of the PhD student

.....:

President: Prof., PhD, Eng.
 Technical University of Cluj-Napoca

PhD supervisor: Prof., PhD, Eng.
 Technical University of Cluj-Napoca


Referents: Prof., PhD, Eng.
 University 1

Prof., PhD, Eng.
 University 2

Prof., PhD, Eng.
 Technical University of Cluj-Napoca

The PhD student submitted to the Doctoral School of IOSUD-UTCN the PhD thesis with the title ".....", for obtaining the PhD title in the domain:

.....

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PO_IOSUD_01_A.12 - Template D12- Request for establishing the date of the PhD thesis public defence

**The Technical University of Cluj-Napoca
IOSUD-UTCN
The Doctoral School of UTCN**

D12 Registration no: IOSUD:...../.....

Approved,
CSUD Director,
Prof. Doina Pîslă, PhD, Eng.

For the attention of
CSUD - Technical University of Cluj-Napoca

I, the undersigned, Eng., PhD student in the fundamental domain Engineering Science, domain, PhD supervisor Prof., PhD, Eng., request your approval to organise the public defence session of my PhD thesis with the title "....." , on (date), at (hour), room, address


The doctoral committee was named through the Decision of CSUD Director from (date).

PhD student
.....

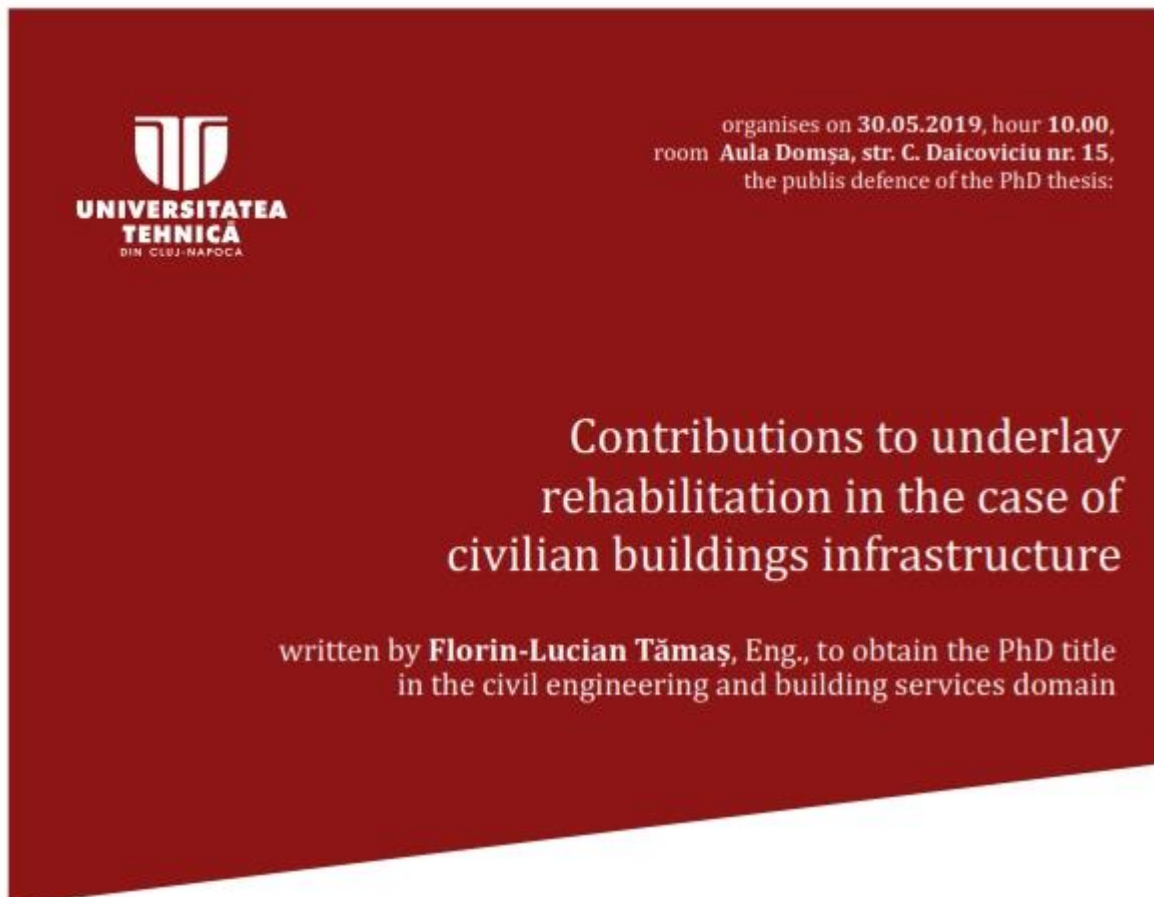
APPROVED,
PhD supervisor
.....


APPROVED,
President of the doctoral committee
.....

*Observation: The D12 document is a part of the PhD file

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PO_IOSUD_01_A.13 - Template D13 – The announcement of the public defence of the PhD thesis




UNIVERSITATEA TEHNICĂ
DIN CLUJ-NAPOCA

organises on **30.05.2019**, hour **10.00**,
 room **Aula Domșa, str. C. Daicoviciu nr. 15**,
 the public defence of the PhD thesis:

**Contributions to underlay
 rehabilitation in the case of
 civilian buildings infrastructure**

written by **Florin-Lucian Tămaș**, Eng., to obtain the PhD title
 in the civil engineering and building services domain

The analysis and defence committee is composed by:

President:

Prof. **Cornel Ciupan**, PhD, Eng. - The Technical University of Cluj-Napoca


PhD supervisor: :

Prof. **Horia-Aurel Andreica**, PhD, Eng. - The Technical University of Cluj-Napoca

Referents:

Prof. **Liviu Ilieș** - " Babeș-Bolyai University from Cluj-Napoca, Prof. **Costache Rusu**,
PhD, Eng. Ec. - "Gh. Asachi" Technical University of Iași, Prof. **Laura Bacali**, PhD, Eng. -
 The Technical University of Cluj-Napoca

OBSERVATION : The PhD thesis in printed format can be read at the UTCN
 Library, str. C. Daicoviciu nr. 15

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PO_IOSUD_01_A.14 – Invitation for the public defence

Front:




 Date: **20.09.2019** • Hour: **10.00** Location: **Aula Domşa, Str. C. Daicoviciu nr. 15**

PhD student:
Florin-Lucian Tămaş, Eng.

PhD supervisor:
Prof. Horia-Aurel ANDREICA, PhD, Eng.

**Contributions to underlay rehabilitation in the
 case of civilian buildings infrastructure**


Back:

To Prof. **Doina PÎSLĂ**, PhD, Eng.

It is my pleasure and honour to invite you to the public defence of the PhD thesis "**Contributions to underlay rehabilitation in the case of civilian buildings infrastructure**", civil engineering and building services domain, on **30 May 2019**, at **10 o'clock**, in Aula Domşa, str. C. Daicoviciu nr. 15, Cluj-Napoca.

Yours sincerely,

PhD student **Florin-Lucian Tămaş**, Eng.
 Prof. **Horia-Aurel Andreica**, PhD, Eng.

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PO_IOSUD_01_A.15 - Template D14– Certificate (proof) that the PhD thesis was submitted to the library

THE TECHNICAL UNIVERSITY OF CLUJNAPOCA
IOSUD-UTCN

No. /


For the attention of

UTCN Library

Please find enclosed the PhD thesis, elaborated by, the domain, PhD supervisor, to be exposed for public consultation until the date of the defence.

**CSUD Director,
Prof. Doina PÎSLĂ, PhD, Eng.**

CSUD Secretary

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PO_IOSUD_01_A.16 - Template D15– The minute of the PhD thesis public defence

REPORT of the PhD thesis public defence

Today, (date), the public defence of the PhD thesis „-----”, drafted by, Eng., took place at the Technical University of Cluj-Napoca.

The public defence of the PhD thesis took place in the presence of the Committee for the evaluation of the public defence, approved through the Decision of the CSUD Director of UTCN, Prof., PhD, Eng.

All the requirements set out by the official regulations in force have been respected.

On the strength of the findings during the evaluation, and during the PhD thesis public defence, the Committee deliberated and granted the PhD thesis the qualifier (1) ".....".

On the strength of the qualifiers received by the PhD student at the examinations and research reports from the Learning agreement and the Scientific Research Programme, and for the PhD thesis, taking into consideration the degree of compliance with the preliminary requirements for granting the PhD title, the Committee deliberated and decided to grant the PhD student the **PhD title** in the domain

The committee for the public defence of the doctoral thesis

Academic title, Name and Surname, Capacity Qualifier Signature

Prof., PhD, Eng., - President

.....

Prof., PhD, Eng., - PhD supervisor

.....

Prof., **PhD, Eng.**, - Referent

.....

Prof., **PhD, Eng.**, - Referent

.....

Assoc. Prof., PhD, Eng., - Referent


.....

(1) “**Excellent**”, “**Very good**”, “**Good**”, “**Sufficient**” or “**Insufficient**”, (in which case, the committee presents in writing the elements which have to be modified or completed in the PhD thesis).

(2) Grant/ not to grant (in which case, the committee presents in writing the motivation).

President,

Prof., **PhD, Eng.**

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PO_IOSUD_01_A.17 - Template D16 - The statement of the PhD student concerning his/her option to publish / not to publish the PhD thesis

**THE TECHNICAL UNIVERSITY OF
CLUJ-NAPOCA IOSUD - UTCN
The Doctoral School of UTCN**

AFFIDAVIT

I, the undersigned , Eng.,


_____ PhD student, PhD supervisor Prof.
_____, PhD, Eng., _____
_____ domain
_____, author of the PhD thesis ”

_____”, I pledge¹ /do not pledge² to publish a full/partial version of the PhD
thesis.

PhD student
....., Eng. _____
.....(signature)

¹ If the PhD student chooses to separately publish the PhD thesis or some of its chapters, he receives a period of grace of maximum 24 months to complete this publication; if IOSUD does not receive a notification regarding the separate publication of the thesis after the period of grace expires, the digital document becomes accessible on the national platform after receiving a copyright protection license; after the publication of the thesis or of some chapters, the author has the obligation to notify IOSUD about the publication, and send the bibliography indication and a link, which will be posted on the national platform;

² If the PhD student does not choose to separately publish the PhD thesis or some of its chapters, the digital document will be published and will become accessible on the national platform after the PhD title is granted; the thesis will receive a copyright protection license;

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PO_ IOSUD_01_A.18 - Template D17 - The statement regarding the accountability for the original content of the PhD thesis and the observance of quality and ethical standards, signed by the PhD student and PhD supervisor, according to art. 143 alin. (4) and art. 170 of the Romanian Law of National Education no. 1/2011, including subsequent amendments and additions, and art.65 alin.(5) – (7) from the Code of Doctoral Studies approved by Decision no. 681/2011;

STATEMENT

We, the undersigned
(PhD student First name and last name)

PhD student of IOSUD
Technical University of Cluj-Napoca
(Name of IOSUD)

Author of the PhD thesis with the title:
The title of the PhD thesis

and
(PhD supervisor First name and last name)

PhD supervisor of the PhD thesis author
at the institution:
Technical University of Cluj-Napoca

solemnly declare on our responsibility that we took notice of art.143 alin (4)¹ and (5)^{2*} and art. 170³ of the Romanian National Law of Education no. 1/2011 and of art. 65, alin.5 – 7⁴, art. 66, alin (2)⁵ from the Romanian Government Decision no. 681/2011 regarding the approval of the Code of doctoral studies, and we will take the consequences of non-compliance.

Signature
PhD student

Signature
PhD supervisor

¹ (4) The supervisors (diploma thesis, dissertation thesis, doctoral thesis) are solidary liable with the authors to ensure the content originality of the thesis.

² (5) the sale of scientific papers to facilitate the buyer to become author of a diploma thesis, a dissertation thesis or a doctoral thesis through forgery is forbidden.

³ (1) In the event of the inobservance of quality or professional ethics, the Romanian Ministry of Education, Research, Youth and Sport can take the following measures, alternatively or simultaneously, on the strength of external evaluation reports drafted by CNATDCU, CNCS, The Council for University Ethics and Management or by the National Council for Scientific Research, Technological Development and Innovation:

- a) Withdrawal of the PhD supervisor quality;
- b) Withdrawal of the PhD title;
- c) Withdrawal of the accreditation of the Doctoral School, which involves the withdrawal of the right to organise the entrance examination for new PhD students.

(2) The reaccreditation of the Doctoral School can be obtained after a minimum of 5 years after the quality was lost, only after the accreditation process is retaken, according to article 158.

(3) The quality of PhD supervisor can be regained after a minimum of 5 years after the quality was lost, at the proposal of IOSUD, on the strength of an internal evaluation report; the appreciations of the report shall be validated through an external evaluation made by CNATDCU. The positive results of these procedures are necessary conditions for the approval of the Romanian Ministry of Education, Research, Youth and Sport.


(4) PhD supervisors are evaluated once in 5 years. The evaluation procedures are established by the Romanian Ministry of Education, Research, Youth and Sport, at the proposal of CNATDCU.

⁴ (5) The PhD thesis is an original paper; quoting the source is mandatory for any material taken from other publications.

(6) The PhD student is the author of the PhD thesis is responsible for the correctness of data and information presented as well as for his opinions and the demonstrations within the doctoral thesis.

(7) The PhD supervisor shall be responsible together with the author of the thesis of compliance with quality or professional ethics standards, including ensuring the originality of the contents according to art.170 of the Romanian Law No. 1/2011.

⁵ The protection of intellectual property rights over the PhD thesis shall be ensured in accordance with the provisions of the law


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PO_ IOSUD_01_A.19 - Template D21 - File containing the necessary information to issue the PhD diploma from UTCN

File containing the necessary information to issued the PhD diploma

(Fill in electronically and submit it in one printed copy, after the public defence of the PhD thesis)


1.	Name, Initial of father's first name, First name:	
	<i>(The persons who have changed their names after marriage or by court order will write their names as in the birth certificate and the name after marriage between brackets). Example: Popescu O. Flavia-Mara (married Daicoviciu).</i>	
2.	Date of birth:	
3.	Country of birth of the PhD student:	
4.	Date of thesis defence:	
5.	The official language of instruction of the PhD student:	
6.	Title obtained:	
7.	Name and First name of the PhD supervisor:	Prof. _____, PhD, Eng.
8.	The doctoral field:	
9.	The title of the thesis in Romanian:	
10.	The title of the thesis in English:	
11.	Telephone no:	
12.	E-mail address:	

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PO_ IOSUD_01_A.20 - The list of necessary documents for the public defence

The list of documents necessary for the public defence of the PhD thesis


- D1.** Application to start the pre-defence procedure (drafted by the Phd student, with the approval of the PhD supervisor, and submitted before the submission of the thesis for the anti-plagiarism verification) - **1 copy**;
- D2.** Supporting document for the submission of the PhD thesis at the Doctoral School (drafted by the Doctoral School Secretariat) - **1 copy**;
- D3.** Anti-plagiarism report (drafted by the appointed expert + PhD supervisor) - **1 copy**;
- D4.** The announcement for the pre-defence of the PhD thesis in front of the guidance committee (is filled-in by the PhD student after he receives the approval for setting the date from his PhD supervisor and members of the guidance committee; it is published at the premises of the department at least 7 days before the scheduled date of the pre-defence, only after obtaining D3) - **1 copy**;
- D5.** The acceptance report of the PhD supervisor (drafted by the PhD supervisor, after the pre-defence) - **1 copy**;
- D6.** The approval of the guidance committee (is drafted and signed by the members of the committee, after the pre-defence) - **1 copy**;
- D7.** The report of the pre-defence session, drafted by the PhD supervisor, and the report of the defence in front of the members of the department - **1 copy**;
- D8.** The application for the official submission of the PhD thesis at the IOSUD Secretariat (drafted by the PhD student) - **1 copy**;
- D9.** Preliminary report - drafted by the IOSUD Secretariat;
- D10.** The proposal containing the names of members of the committee for the public defence of the doctoral thesis (shall be submitted at least 30 days before the date of the public defence and it is drafted by the PhD supervisor; the president of the committee has to be a PhD supervisor, member in the IOSUD-UTCN) - **1 copy**;
- D11.** The decision to appoint the doctoral committee (drafted by the IOSUD Secretariat and approved by the CSUD Director)
- D12.** The application for establishing the date for the PhD thesis public defence (drafted by the PhD student, approved by the PhD supervisor and the president of the doctoral committee and submitted with at least 20 days before the date proposed for the defence) - **1 copy**;

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- D13.** The announcement of the PhD thesis public defence (drafted by the PhD student and confirmed by the IOSUD Secretariat, sent together with the order form at the Typography);
- D14.** Certificate from the UTCN library which proves that one copy of the PhD thesis was submitted (issued by the IOSUD Secretariat);
- D15.** The report of the PhD thesis public defence (drafted by the president of the doctoral committee);
- D16.** The statement of the PhD student concerning his/her option to publish / not to publish the PhD thesis - **1 copy**;
- D17.** The statement regarding the accountability for the original content of the PhD thesis and the observance of quality and ethical standards, signed by the PhD student and PhD supervisor, according to art. 143 alin. (4) and art. 170 of the Romanian Law of National Education no. 1/2011, including subsequent amendments and additions, and art.65 alin.(5) – (7) from the Code of Doctoral Studies approved by Decision no. 681/2011- **1 copy**;
- D18.** Curriculum vitae signed by the PhD student - **1 copy**;
- D19.** The list of articles as a result of scientific research during the doctoral studies study program, published or accepted for publication (scanned copies of the publications on the CD containing the PhD thesis) - **1 copy**;
- D20.** Copy of the identity card - **1 copy**;
- D21.** The form with the necessary information for issuing the PhD diploma from UTCN - **1 copy** (will be sent in .doc format at the e-mail address dorinaluciabaraian@yahoo.ro);
- D22.** The report of the PhD supervisor - **1 copy**;
- D23.** A CD containing the PhD thesis and the Annexes, which will contain the whole text of the thesis (in PDF format); the abstract of the thesis in Romanian and English (PDF document of 15-20 pages without bibliography and contents, first page containing the title, the author and the name of the PhD supervisor), all scientific papers on the list of publications in PDF format and the CVs of the thesis defence committee members - **1 copy**;

It is **MANDATORY** to display the public defence of the PhD thesis at the notice board of the Doctoral School and at the IOSUD office, with **at least 20 days before the defence**;

- The PhD thesis in hard copy - **2 copies**;
- All the indications from the [Practical guide to writing the PhD thesis UTCN 2019-2020](#) shall be respected;
- The thesis, the announcement for the public defence and the invitations shall be printed free of charge according to the [Resolution of the Council of Administration of UTCN no. 74/16.07.2019](#).

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- The reports of the committee members - **1 copy**;
 - The necessary documents needed to conclude the contract for the committee members:
 - **For the referents with residence in Romania:** IBAN account, seniority certificate issued by the institution where the referent is hired, also for retired professors, a copy of the identity card, affidavit regarding the National Health Insurance House where he / she is assured, affidavit regarding the realised income;
 - **For the referents without residence in Romania:** certificate proving the quality of teaching professional / scientific coordinator within a higher education institution or a research centre, one copy of the passport;
- Mandatory** - the publication on the ITCN web page of the documents needed for the public defence of the thesis, by filling in the on line form at: <http://doctorat.utcluj.ro>
- the box "PhD student registration"; (date, place, hour of the defence, the abstract of the thesis in Romanian and English, the CV of the PhD student, and the CVs of all members of the committee, or link towards them.

The PhD supervisor and the PhD student shall announce the public defence of the PhD thesis through an e-mail at: everyone@utcluj.ro, not later than 5 days before the date scheduled.

The procedure for printing the PhD / habilitation theses

PRINTING THE PhD / HABILITATION THESES

1. **The Order for PhD / Habilitation thesis** will be filled in and signed, and in the case the number of pages and / or circulation is exceeded **The Supplementary Order for PhD / Habilitation thesis** will be filled in by the PhD student and will be submitted at the IOSUD Secretariat, **7 working days before the date of the printing**. The IOSUD Secretariat will take the Order / Orders signed by the applicant and will send it/them to be signed by the CSUD Director, the Chief Accountant and the Vice-rector in charge.
The price for supplementary printing shall be calculated depending on the approved Taxes for Typography, and the necessary supplementary documents (number of pages and / or circulation). Details about supplementary costs can be obtained from the contact person from the Typography.
2. The signed and approved Order / Orders will be taken by the applicant from the IOSUD Secretariat and will be **transmitted** to the **Typography** together with the **file** necessary for printing in **4 working days after the Order / Orders have been submitted at the IOSUD Secretariat**.
3. The final content of the PhD thesis will be sent to the **Typography** to be printed; no

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subsequent corrections will be made. The file will be sent in a PDF format.

4. The printed documents will be taken from the Typography by the applicant, who will sign when receiving them.
5. Address of the typography: Str. Observatorului, 34, Cluj-Napoca
Contact person - Typography: Mariana Moldovanu (0724-079840)
E-mail: mariana.moldovanu@biblio.utcluj.ro

Observation

NO PRINTING SHALL BE MADE without approved Orders


The deadline for the execution of printing is 3 days from the day the applicant submitted the files to the typography.

PRINTING POSTERS AND INVITATIONS

1. **The Order for invitations and poster** will be filled in and signed by the applicant. If a supplementary circulation is needed, additional to the one already approved, a supplementary order will be made.
2. The Order will be submitted to the IOSUD Secretariat **7 working days before the date the invitations and posters have to be displayed.** The IOSUD Secretariat will take the Order / Orders signed by the applicant and will send it/them to be signed by the CSUD Director, the Chief Accountant and the Vice-rector in charge.
The price for supplementary printing shall be calculated depending on the approved Taxes for Typography, and the necessary supplementary documents. Details about supplementary costs can be obtained from the contact person from the Typography.
3. To print the posters and invitations the applicant will fill in the necessary information in the **Data Table** and the **Invitation**, in **Word** and **PDF** formats, **in 4 working days after submitting the order/orders to the IOSUD Secretariat.**
4. **The signed and approved order / orders, the Data Table and the filled in Invitation in Word and PDF will be taken to / transmitted by the applicant to the Typography.**
5. The printed documents will be taken from the Typography by the applicant, who will sign when receiving them.
6. Address of the typography: Str. Observatorului, 34,
Cluj-Napoca Contact person at the typography:
Mariana Moldovanu E-mail:
mariana.moldovanu@biblio.utcluj.ro

Observation NO PRINTING SHALL BE MADE without approved Orders

The deadline for the execution of printing is 3 days from the day the applicant submitted the files to the typography.

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COST CLAIM FOR THE MEMBERS OF THE COMMITTEE FOR THE PUBLIC DEFENCE OF THE DOCTORAL THESIS

The settlement of expenses of the committee for the public defence of the doctoral thesis is performed according to the [Resolution of the Council of Administration of UTCN no. 15/16.07.2019](#).

To receive **the claim for accommodation and transportation expenditures** the following documents are needed:

- a travel order;
- iban account;
- copy of the identity card ;
- transportation tickets
 - ticket accompanied by the invoice, the proof of payment (bill or bank statement) and boarding tickets (boarding passes) or
 - train ticket (second-class or first class train ticket, according to the legislation in force; for the tickets bought on-line the proof of payment)
 - bus ticket or
 - fuel bill - the receipts submitted will be only from the period and route of the travel for the purpose of the thesis defence
- Accommodation invoice on the name of the referent and the proof of payment (receipt or bank account statement)

The payment of the cost claim will be made exclusively through bank transfer directly to the members of the committee, or by paying the invoice issued by the accommodation units or agencies on the name of UTCN.

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		Copy no. 1

PO_IOSUD_01_A.21 - Order form for PhD/habilitation thesis

THE TECHNICAL UNIVERSITY OF CLUJ-NAPOCA
 IOSUD - UTCN

Approved
 VICE-RECTOR,

CLUJ-NAPOCA, (date)

Approved Preventive control
 Chief Accountant,

ORDER

The title of the PhD / habilitation thesis

Author of the thesis

Document size: **B5**

No. of pages (Maximum 200) Circulation ... (Maximum 25 copies)

Requested operation: printing + binding

The document is necessary for: **PhD / habilitation thesis defence**

CSUD Director,
 Prof. Doina PÎSLĂ, PhD, Eng

Signature of the PhD student

Shall be filled in by UT PRESS:

No.	The name of used materials	Unit of measurement	Quantity	Tests and rejects	Total of used materials	Price/unit	Total price	Observation
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								

No. of copies submitted to the UT PRESS Publishing House

No. of pages

No. of copies submitted for exchange

Price/unit


No. of copies submitted to the storage for sale

Total circulation

No. of copies in the storage

No. of copies with copyright

I received the document/thesis
 Date Signature

 IOSUD-UTCN	THE PROCEDURE REGARDING THE COMPLETION OF THE DOCTORAL STUDIES WITHIN IOSUD-UTCN	Edition: I No. of copies: 3
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		Copy no. 1

PO_IOSUD_01_A.22 - Order form for supplementary pages and circulation for the PhD/habilitation thesis

THE TECHNICAL UNIVERSITY OF CLUJ-NAPOCA
IOSUD - UTCN

Approved
VICE-RECTOR,

CLUJ-NAPOCA, (date)

Approved Preventive control
Chief Accountant,

ORDER
Supplementary pages and circulation

The title of the PhD / habilitation thesis

Author of the thesis

Document size: **B5**

No. of supplementary pages: Supplementary circulation

Requested operation: printing + binding

The document is necessary for: **PhD / habilitation thesis defence**

I shall pay for the supplementary pages and circulation.

CSUD Director,
Prof. Doina PÎSLĂ, PhD, Eng
.....

Signature of the PhD student
.....

Shall be filled in by UT PRESS:

No.	The name of used materials	Unit of measurement	Quantity	Tests and rejects	Total of used materials	Price/unit	Total price	Observation
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								

No. of copies submitted to the UT PRESS Publishing House

No. of pages

No. of copies submitted for exchange

Price/unit


No. of copies submitted to the storage for sale

Total circulation

No. of copies in the storage

No. of copies with copyright

I received the document/thesis
Date Signature

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PO_IOSUD_01_A.23 - Order form invitations and poster

THE TECHNICAL UNIVERSITY OF CLUJ-NAPOCA
IOSUD - UTCN

Approved
VICE-RECTOR,

CLUJ-NAPOCA, (date)

Approved Preventive control
Chief Accountant,

ORDER

The title of the PhD / habilitation thesis
 Author of the thesis
 Necessary services: Printing Poster (A4 format) – 3 copies + invitations (maximum 50 copies).
 Requested operation: printing + cutting
 The documents are necessary for: **PhD / habilitation thesis defence**

CSUD Director,
Prof. Doina PÎSLĂ, PhD, Eng
.....

Signature of the PhD student
.....

Shall be filled in by UT PRESS:

No.	The name of used materials	Unit of measurement	Quantity	Tests and rejects	Total of used materials	Price/unit	Total price	Observation
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								

No. of copies submitted to the UT PRESS Publishing House

No. of pages

No. of copies submitted for exchange

Price/unit


No. of copies submitted to the storage for sale

Total circulation

No. of copies in the storage

No. of copies with copyright

I received the document/thesis
Date Signature


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PO_ IOSUD_01_A.24 - Table with the necessary information - invitation and poster for the PhD thesis defence

Necessary information - invitation and poster
for the defence of the doctoral thesis

PhD THESIS DEFENCE

Date	
Hour	
Location	
Title of the PhD thesis	
PhD student	
Domain	
The President of the PhD Thesis Defence Committee (Name Surname - university of origin)	
PhD supervisor (Name Surname - university of origin)	
Referent 1 (Name Surname - university of origin)	
Referent 2 (Name Surname - university of origin)	
Referent 3 (Name Surname - university of origin)	

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