



**BABEŞ-BOLYAI UNIVERSITY**  
**Faculty of Environmental Science and Engineering**  
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## **OPERATING REGULATION OF THE DOCTORAL SCHOOL OF ENVIRONMENTAL SCIENCE**

### **I. PREAMBLE**

1. The Doctoral School of **Environmental Science** operates within the Faculty of Environmental Science and Engineering of Babeş-Bolyai University. The operating regulation of the Doctoral School of Environmental Science is based on and complies with the following legislation:

- a) The national education law no. 1/2011;
- b) The Doctoral Studies Code, approved by the HG no. 681/2011 on the approval of the Doctoral Studies Code;
- c) Law no. 288/2004 on the organization of the doctoral studies, amended by Law no. 49/2013;
- d) Order no. 3482 of March 24, 2016 (OMENCŞ No. 3482/2016) on the approval of the Regulation on the organization and functioning of the National Council for Attestation of University Degrees, Diplomas and Certificates and the Regulation on the organization and functioning of the National Council for Attestation of University Degrees, Diplomas and Certificates;
- e) Order of the Minister no. 5110 of September 17, 2018 on the approval of minimum standards for awarding a doctor's degree;
- f) Order no. 3131/2018 of January 30, 2018 on the inclusion of ethics and academic integrity courses in the curricula, for all university study programs organized in higher education institutions in the national education system;
- g) The Babeş-Bolyai University Regulation regarding the organization and the carrying out of the doctoral studies, approved by HS no. 483/13.01.2020, amended and completed by HS no. 47/19.04.2021.

### **II. THE DOCTORAL STUDIES IN THE FIELD OF ENVIRONMENTAL SCIENCE**

2. The Doctoral School of **Environmental Science** is carrying out activities in the field of Environmental Science, to which is added the possibility of future development in the field of Environmental Engineering. The mentioned fields are in accordance with the Nomenclature of fields and specializations/programs for university studies, approved by HG 158/2018.

3. Regarding the structure and operation, the Doctoral School has the same rank as that of a department within the Faculty of Environmental Science and Engineering and it is coordinated by the Doctoral School Council of Babeş-Bolyai University.

4. Within the Doctoral School, laboratories and research centres can be organized, for the activity of the PhD students.

5. The final result of the doctoral studies is the PhD thesis, which will be public defended. The PhD thesis is the result of the PhD student's own scientific research activity and must contain original results in the scientific field. Furthermore, the PhD thesis must demonstrate the in-depth knowledge of the specific research direction approached and of the general principles of the field in which the studied topic falls.

6. According to the present regulations, the doctoral studies have a duration of 3 years and can be followed full time or part-time, budgeted or with fee. The graduates receive the title of doctor in the field for which their PhD supervisor is qualified. The organization of the doctoral studies is described in detail in the *Babeş-Bolyai University Regulation regarding the organization and the carrying out of the doctoral studies* and in the present regulation.

### **III. THE DOCTORAL SCHOOL OF ENVIRONMENTAL SCIENCE**

7. The doctoral studies carried out within the Doctoral School of Environmental Science have the role of developing highly qualified human resources, that are able to carry out quality scientific research and to respond to the needs of contemporary society regarding the solution of concrete environmental problems.

8. The Doctoral School is composed of:

- a) PhD supervisors
- b) Associated professors and researchers, involved in carrying out the didactic/research activities included in the doctoral study programs of the doctoral school;
- c) PhD students;
- d) The secretary of the doctoral school;
- e) Auxiliary teaching, technical and administrative staff.

9. The Doctoral School is run by the Doctoral School Council. The Doctoral School Council is run by the director of the Doctoral School, which is a member of the Doctoral School Council. The Doctoral School Council is assimilated to the department's council, and the Doctoral School director is assimilated to the department director.

### **IV. PhD SUPERVISORS**

10. The PhD supervisors must obtain the right to conduct doctorate, according to legislation. The PhD supervisors inside or outside the Faculty of Environmental Science and Engineering can require affiliation to the Doctoral School of Environmental Science, submitting an application to the Doctoral School Council, which will contain at least the following documents:

- A detailed curriculum vitae, containing complete information on the professional career of the applicant;

- Copies of the study documents and of the habilitation certificate or other document attesting the right to conduct doctorate;
- List of publications and research projects;
- A detailed description of the research direction the applicant wants to develop within the doctoral school.

The submitted documents will demonstrate that the candidate meets the conditions for affiliation to the Doctoral School, mentioned in Annex 1.

The fulfilment of the conditions regarding the affiliation will be verified by the Doctoral School Council, which will decide to accept or reject the application. In case of accepting the application, it is necessary to obtain the approval of the Faculty Council, after which the proposal for affiliation of the candidate to the Doctoral School will be sent to CSUD.

11. The withdrawal of the membership as a PhD supervisor within the Doctoral School of Environmental Science is made in one of the following situations:

- The PhD supervisor in question wishes to become a tenured PhD supervisor to another Doctoral School and submits an application for this purpose;
- The PhD supervisor in question wishes to withdraw from the Doctoral School and submits an application in this regard;
- The PhD supervisor in question has reached retirement age and notifies the Doctoral School Council that he does not wish to continue the PhD supervising activity;
- The research direction promoted by the tenured PhD supervisor is not in consensus with the research area developed within the Doctoral School;
- In case of committing serious violations of the law.

12. In order to carry out the didactic/research activities included in the doctoral study programs, associated teaching staff and researchers can be co-opted within the Doctoral School. Their co-optation is made at the proposal of the tenured PhD supervisors, with the acceptance of the persons in question and with the approval of the Doctoral School Council. The position of associated teaching staff or associated researcher may be withdrawn as a result of the written request of the person in question, following retirement, in case of failure to fulfil the assumed obligations or in case of committing deviations.

## **V. ADMISSION TO DOCTORAL STUDIES**

13. The admission to doctoral studies is made through competition organized by Babeş-Bolyai University, through the Institute for Doctoral Studies and with the collaboration of the Doctoral School. The organisation of the content will respect the methodology regarding the organization of the admission elaborated by the Ministry of National Education (MEN) and the university regulations.

14. When registering for the admission contest, the doctoral studies candidate chooses a PhD supervisor and competes for occupying a position offered by that particular PhD supervisor. The PhD supervisor will coordinate the doctoral studies of the successful candidate.

15. The registration for the admission contest to doctoral studies can be done regardless of the field in which the candidate obtained the bachelor's and master's degree.

16. In collaboration with the Doctoral School, the PhD supervisors establish in detail and with at least 2 months before the admission competition, the evaluation and selection criteria of the candidates for the positions offered by them for the admission competition. These criteria will be communicated in writing to the Institute of Doctoral Studies and made public on the faculty website and by other means considered accessible and effective.

17. The admission contest to doctoral studies comprises at least two tests:

- a) a written specialty test, based on themes made public by the PhD coordinator at least two months prior to the date of the admission contest;
- b) an interview analysing the scientific activities of the candidate, his/her aptitudes for research, the theme proposed for the doctoral thesis and the previous achievements of the candidate, as it results from the documents submitted at the registration to the admission contest.

18. Other tests (even eliminatory tests) could be included in the admission contest, at the request of the PhD coordinator and with the agreement of the doctoral school council.

19. The tests are given in front of an admission committee consisting of the PhD coordinator who advertised the position of PhD student for admission and at least two other specialists from Babeş-Bolyai University holding the function of associate professor or level II scientific researcher. It is recommended that the members of the admission committee be members of the doctoral school.

The chairman of the admission committee is the PhD coordinator. The admission committees are proposed by the Doctoral School Council for approval to the CSUD director.

20. After the evaluation of the tests based on the established evaluation criteria, the admission committee nominates the candidate who will occupy the position of PhD student. In order to be admitted, a candidate must obtain at least a grade of 8 in each of the competition tests, respectively the grade Admitted for the eliminatory tests. The candidate will be able to register only after obtaining the approval of the Doctoral School Council. If several candidates are participating in the competition for the same position, the admission committee will make a ranking of all the candidates according to the results obtained, designating the winning candidate. It will also specify which of the candidates who participated in the competition are eligible for the position in question, if the candidate declared admitted will not be registered.

21. The Doctoral School Council proposes to change the PhD supervisor of a PhD student, from that doctoral school, by replacing it with another PhD supervisor from the same doctoral domain, in the following situations:

- a) The PhD supervisor has reached the age of 65 and does not wish to continue the PhD supervising activity;
- b) At the request of the Doctoral School director, if he has noticed the unavailability of the PhD supervisor for a period longer than one year;

c) At the motivated request of the PhD supervisor (respectively of the PhD student), in case he/she noticed the failure to fulfil the legal or contractual obligations assumed by the PhD student (respectively by the PhD supervisor), or for other reasons related to the leadership between the PhD supervisor and the PhD student;

d) At the joint request of the PhD student and his/her PhD supervisor, in which, based on well-founded reasons, a new PhD supervisor is proposed.

22. The replacement of the PhD supervisor can be approved only with the written consent, given in advance by the new PhD supervisor. If the new PhD supervisor is active in another doctoral organizing institution, its management approval is also required.

23. After the replacement of the PhD supervisor of a PhD student, the new PhD supervisor establishes, within maximum 30 days from the date of approval of the replacement, a new guidance committee of that PhD student, which can include members of the old guidance committee, if they agree to continue guiding the PhD student.

## **VI. THE DOCTORAL STUDIES PROGRAM**

24. The doctoral studies program at the Doctoral School of Environmental Science is a scientific one and has as main purpose the increase of the professional level of the PhD students by improving their abilities of production and capitalization original knowledge, with national and international relevance.

25. The doctoral studies program is carried out within the Doctoral School, under the coordination of a scientific supervisor and includes a component based on advanced university studies and a component based on individual research.

26. Throughout the studies, the PhD student is supported by a guidance committee, composed of 3 specialists (teaching or research staff) with a PhD and with a minimum scientific/academic degree of lecturer / CSIII. The guidance committee is established by the PhD coordinator, after consulting the PhD student, within a maximum of 30 days from the date of his/her registration.

27. Typically, the activity program of the PhD student within the Doctoral School is 40 hours per week, according to a program established by mutual agreement with the PhD supervisor. Depending on the topic that is approached and with the agreement of the Doctoral School Council, the PhD supervisor may set a flexible program for the PhD student, which includes activities in the laboratories of UBB or outside of it, study in libraries or archives, training in other institutions, travel for field investigations, etc. For the PhD students with part-time program, the attendance obligations will be established by mutual agreement with the PhD supervisor, but face-to-face meetings will take place at least every six months.

28. The doctoral studies can take place full time or part-time and are financed by doctoral grants, funds coming from the research-development activity or from the fees paid by the PhD students.

## **The Training Program based on advanced academic studies**

29. The training program based on advanced academic studies aims to enrich the specific knowledge that the PhD student needs for the development in good conditions of the proposed scientific research program.

30. The training program based on advanced academic studies is carried out in accordance with a curriculum proposed by the Doctoral School. The curriculum includes courses relevant to the doctoral domain approached by the Doctoral School. The specialized courses include the most advanced scientific results obtained in the field, worldwide and by research groups from UBB and the country. At the individual level, the training program based on advanced academic studies must be relevant to the research topic of the PhD thesis and must not negatively affect the available time of the PhD student for the individual scientific research program.

31. The courses from the Doctoral School curriculum are proposed by the PhD supervisors. The curriculum is designed by the Doctoral School director and it is approved by the Doctoral School Council and by CSUD.

32. Within the training program based on advanced academic studies, in the first year of doctoral studies, the PhD student participates in the activities of 3-4 doctoral courses. All courses have to be offered in the same academic semester.

33. The courses from the training program based on advanced academic studies for one PhD student are chosen from the Doctoral School curriculum, where the PhD student is enrolled. Depending on the research topic of the PhD thesis, the courses can be selected from the curricula of other Doctoral Schools of Babeş-Bolyai University. The courses are established by the PhD coordinator in agreement with the PhD student and approved by the Doctoral School Council.

34. Each course could end with an examination, after which the PhD student can obtain the credits related to the course. The attendance at the exam is not mandatory for the PhD student. If the PhD student wishes to be examined, he/she would ask the course holder to assign an examination date, within the examination sessions established by the faculties. The examination committee will be composed of the course holder and another member with a PhD and with a minimum scientific/academic degree of lecturer / CSIII. The examination result is appreciated with one of the following qualifications: *Very good*, *Good*, *Sufficient* or *Insufficient*. If the qualification of *Insufficient* has been obtained, the PhD student will not be granted the credits related to the course. The result of the examination cannot condition the track of the PhD student within the doctoral studies program nor the financing of the PhD student.

35. For each course attended at Babeş-Bolyai University within the training program based on advanced academic studies, the PhD student receives a certificate of participation, issued by the course holder and countersigned by the PhD supervisor. If the PhD student took the exam, the grade obtained is mentioned

in this certificate. The obtained certificates prove the fulfilment of the obligations from the training program based on advanced academic studies.

36. For each course within the Doctoral School, 3-4 physical hours per week will be assigned, with a total of 36-48 hours per semester.

37. The courses from the training program based on advanced academic studies are credited. The number of transferable credits is established by the Doctoral School Council. The credits obtained by the PhD student from previous doctoral studies, carried out in the country or abroad, can be recognized or equivalent to those of some courses in the training program based on advanced academic studies. The equivalence is proposed by the PhD coordinator and it is approved by the Doctoral School director.

38. The thematic content of a course is fixed by the course holder, with the approval of the Doctoral School Council. During the seminars, the PhD students can present the results of their own research.

39. The courses holders within the Doctoral Schools are PhD supervisors or professors with an internationally relevant didactic and scientific activity.

40. The seminar activities and practical/research activities may be performed by the PhD supervisors or teaching and research staff who are not qualified to conduct doctorates, but have at least the position of associate professor or CS II.

41. The credits obtained from a research master's program or from previous doctoral studies, carried out in the country or abroad, can be recognized as equivalent to those from the training program based on advanced academic studies. The equivalence is proposed by the PhD coordinator and is approved by the Doctoral School Council and by CSUD, at the request of the PhD student.

### **The individual scientific research program**

42. The main objective of the individual scientific research program is the elaboration of the PhD thesis by the PhD student and its public defence. The PhD supervisor is responsible for the structure, content, development and organization of this program.

43. The individual scientific research program will be carried out on the basis of the scientific research project, which will be presented at the end of the first year of doctoral studies. The research topic is established by the PhD supervisor together with the PhD student, taking into account the research directions promoted by the PhD supervisor, the affinities and scientific competencies of the PhD student, the projects, programs and institutional policies within the doctoral school, the faculty and the university.

44. The research project will be presented to a committee consisting of the PhD supervisor, as chair, and at least two members of the guidance committee. The proposed research project will take into account the availability of material and financial resources necessary for its development. The feasibility of the project is an essential criterion for its evaluation.

45. In the second and third years of doctoral studies, the PhD student presents a research report that reflects his progress in the research program, the results obtained so far, the necessary adjustments, the perspective activities. The PhD supervisor will decide whether an oral presentation is sufficient or a written report is required.

46. When necessary, the PhD supervisor may request activity reports in addition to those initially provided. The preparation of an additional report will be requested to the PhD student at least 30 days before the proposed deadline for its presentation.

## **VII. DEVELOPMENT AND PUBLIC DEFENCE OF THE PHD THESIS**

47. The PhD thesis is an original scientific paper, with clearly defined aspects, resulting from the research of the PhD student, in accordance with the topic of the thesis and its development plan. By developing the thesis, the PhD student must prove a good knowledge of the specific field that was studied, mastering the research methodology for the approached domain, acquiring the skills necessary for an advanced research. The PhD thesis must contain new and original knowledge elements, which can be published in peer-review journals.

48. In writing the thesis, the PhD student must respect the structure decided together with the PhD supervisor and the academic writing guidelines provided by this regulation (Annex 2).

49. The PhD student submits to the Doctoral School director the PhD thesis in digital format, in order to perform the similarities analysis. At the same time, he/she will submit an application at the Doctoral School, regarding the initiation of the similarities analysis procedures and the thesis evaluation by the guidance committee, this application being approved by the PhD supervisor and being necessary for the preliminary defence of the thesis. The Doctoral School (with the support of the Institute of Doctoral Studies) performs the similarities analysis according to the Plagiarism Procedure of UBB.

50. The Similarity identification Report is submitted to the PhD supervisor, who will write the Resolution of the PhD supervisor regarding the Similarity identification Report.

51. The preliminary defence represents the presentation of the PhD thesis by the PhD student in front of the guidance committee. Other members of the doctoral school may be present at this presentation and may intervene with questions or suggestions addressed to the PhD student. At the preliminary defence, a report is written, which contains the decision of the PhD supervisor and of the members of the guidance committee regarding the official submission of the thesis and the organization of the public defence. The report will include the agreement for the public defence of the PhD thesis given by the PhD supervisor and by each member of the guidance committee, as well as the decision on the official submission and organization of the public defence and will be accompanied by the acceptance report of the PhD supervisor. The thesis evaluation by the guidance committee must not exceed 30 days.

52. The organization of the public defence of the PhD thesis can be initiated only after the PhD supervisor and the members of the guidance committee have given, in writing, the consent for the public defence of the PhD thesis.



53. If the PhD supervisor or the guidance committee, when evaluating the thesis during the preliminary defence, finds out that it violates the rules of good conduct of the research activity, including plagiarizing the results or publications of other authors, making results or replacing the actual results with fictitious data, methodological errors, erroneous interpretations of the results, superficial bibliographic documentation, will not give their consent for the public defence of the thesis and will take measures to remedy the situation.

54. The title of the PhD thesis can be modified at the free choice of the PhD student, in consensus with the PhD supervisor, until the moment of handing over the PhD thesis for the specialized evaluation. Once the agreements for the public defence of the PhD thesis (which must also indicate the title of the PhD thesis) have been given by the PhD supervisor and the members of the guidance committee, the title of the PhD thesis cannot be changed.

55. The doctoral studies end with the public defence of the PhD thesis in front of the doctoral committee.

56. The doctoral committee is proposed by the PhD supervisor, approved by the Doctoral School Council and validated by the CSUD Director. The Doctoral School Council approves the doctoral committee based on the eligibility of the proposed members and the competence proved by them, through publications on the topic of the PhD thesis.

57. The public defence of the PhD thesis can take place only after its evaluation by all the members of the doctoral committee and the expression of their agreement for the defence.

58. The public defence must include a question and answer session addressed to the PhD student by the members of the committee and by the audience present in the room.

59. On the basis of the public defence of the PhD thesis and taking into account the evaluation reports of the members of the doctoral committee and the answers of the PhD student, the doctoral committee will deliberate on the qualification to be granted to the PhD thesis. The available qualifications are: "Insufficient", "Sufficient", "Good", "Very good" or "Excellent". When assigning these qualifications, the minimum criteria established by CNATDCU will be taken into account, as well as the assessments of the members of the committee regarding:

- the scientific value and the originality degree of the thesis;
- the value and the adequacy of the candidate's publications;
- the relevance of the knowledge resulting from the candidate's studies for the research direction that was approached.

At the time of elaboration of the present regulation, according to the minimum criteria established by the Order of the Minister no. 5110 of September 17, 2018, for the acceptance of a PhD thesis in the field of Environmental Science, it is necessary for the PhD student to publish at least one paper in an ISI listed journal (with FI > 0) as first author and to publish at least one work in a BDI indexed publication.

60. If one of the qualifications "Satisfactory", "Good", "Very good" or "Excellent" has been awarded, the doctoral committee proposes to grant the doctor title. The proposal is submitted to CNATDCU for validation.

61. If the "Insufficient" qualification was granted, the doctoral committee will specify the content elements of the PhD thesis which have to be redone or completed and requires a new defence of the thesis. The second public defence of the thesis takes place within one year from the date of the first defence, in front of the same committee. If the doctoral committee grants again the "Insufficient" qualification, the doctor title won't be granted and the PhD student will be expelled.

## **VII. THE PHD STUDENTS**

62. The PhD students are members of the Doctoral School of Environmental Science and of the academic community of Babeş-Bolyai University. The relations between the PhD students and the Babeş-Bolyai University are established by the Contract for doctoral studies.

63. The path that the PhD student will follow within the doctoral training is described in the Individual Plan of doctoral studies, which is approved by the Doctoral School Council.

64. The rights and obligations of the PhD students are specified in the UBB Regulation regarding the organization and the carrying out of the doctoral studies.

## **IX. PRINCIPLES OF ETHICS AND SCIENTIFIC, PROFESSIONAL AND ACADEMIC DEONTOLOGY**

65. The Doctoral School will provide the academic community and the interested persons with information regarding the doctoral study programs and the research master's degree programs.

66. Every academic year, a scientific conference session will be organized for the PhD students, which can be attended by other young researchers from Babeş-Bolyai University or outside of it. The session can be organized as an independent event or as a section within a conference organized by the faculty/university.

67. The dissemination of research results conducted by the PhD student through publications, participation at conferences, activities of distributing scientific knowledge to the general public, is a criterion of prime importance in its evaluation.

68. The teaching or research staff from the Doctoral School have the obligation to inform the PhD students about the scientific, professional and academic ethics and to verify its observance, including the compliance with the deontological provisions, during the doctoral studies.

69. The Doctoral School will take measures to prevent and sanction deviations from the norms of scientific, professional and academic ethics, according to the code of ethics and professional deontology of Babeş-Bolyai University.

70. In case of academic fraud, violations of academic ethics or deviations from good conduct in scientific research, including plagiarism, the PhD student and/or the PhD supervisor are liable under the law.

71. It is forbidden for a candidate to doctoral studies to be in a relationship of spouses, akin and relatives up to the third degree, with members of the admission committee before whom he/she must take the tests in the doctoral admission competition.

72. It is forbidden for a candidate to doctoral studies to be in a relationship of spouses, akin and relatives up to the third degree, with the PhD supervisor, with members of his guidance committee or with members of the doctoral committee appointed for the public defence of the PhD thesis.

73. The persons who are in a relationship of spouses, akin and relatives up to the third degree cannot be appointed in the same doctoral admission committee, guidance committee or doctoral committee.

## **X. TRANSITIONAL AND FINAL DISPOSITIONS**

74. The regulations of the Doctoral School are elaborated by the Doctoral School Council by consulting all the tenured PhD supervisors within the Doctoral School, in compliance with the Code of doctoral studies and the regulations of Babeş-Bolyai University.

75. The Regulation of the Doctoral School is approved by universal, direct, secret and equal vote of the absolute majority of the PhD supervisors within the Doctoral School. It is approved by the CSUD.

76. The Regulation of the Doctoral School is completed, whenever necessary, with new legal provisions regarding aspects of the Doctoral School activity.

77. Any irregularity in the application of this regulation or other regulations regarding doctoral studies will be notified to the Doctoral School Council, which will analyse the case and will take the most appropriate measures to remedy the situation. If the petitioner is not satisfied with the identified solution, he will address the notification to CSUD.

*Annex I*

**The conditions for affiliation of the PhD supervisors to the  
Doctoral School of Environmental Science**

The candidates will demonstrate that they meet the UBB conditions for the Professor position in the field of Environmental Science.

It is necessary that the research program proposed by the candidates to be in agreement with the research directions of the Doctoral School of Environmental Science.

The candidates will describe the experimental facilities they coordinate and those to which they have access, for the implementation of the proposed research program. The candidates will also describe the laboratories and experimental facilities they intend to develop within the Faculty of Environmental Science and Engineering.

The candidates must demonstrate that they have developed and coordinated institutionally recognized research teams and/or centres.

By affiliation to the Doctoral School, the candidates with the principal position in other institutions become members of the UBB community. The scientific publications they will produce will mention the affiliation to UBB, the Faculty of Environmental Science and Engineering. Also, the candidates from UBB who become members of the Doctoral School will mention the affiliation to the Faculty of Environmental Science and Engineering. Where applicable, double affiliation will be mentioned.

The candidates will demonstrate that they have the capacity to obtain the necessary resources for the proper development of the proposed research program.

The candidates will comply with the UBB Code of Ethics.

**ACADEMIC WRITING GUIDELINES FOR PHD THESIS**  
**The Doctoral School of Environmental Science**  
**Babeş-Bolyai University, Cluj-Napoca**

**1. General information**

The PhD thesis will be presented in the form of an A4 volume, containing the main text and the annexes. A number of pages between 150 and 300 is recommended. The author of the thesis will try to achieve a balance between the density of the information presented and the length of the text, without trying to condense it or to extend it artificially. The copies submitted to the secretariat of the Institute of Doctoral Studies will be bound in cardboard covers. A CD-ROM or DVD-ROM containing all the materials, in pdf format, will be attached to each copy. The copies submitted to the members of the doctoral committee may be spiralled.

The page numbering begins with the first page of text (without the cover and cover page), continuing to the end of the material. For each annex, the pages will be numbered separately, starting at 1.

**2. The thesis title page**

The thesis title page will contain:

- a) The name of the institution (university, faculty) and of the Doctoral School where the PhD student is enrolled. In the case of a co-supervised doctorate, the names of both institutions will be included;
- b) The title of the thesis;
- c) Name and surname of the author;
- d) Academic title, followed by the name and surname of the scientific supervisor;
- e) The year of the defence and location;
- f) Other information requested by the partner institution, if the thesis is co-supervised.

**3. Academic writing guidelines for the PhD thesis**

The PhD thesis will be written in Romanian or English language. For writing in other languages, the PhD student will request, in writing, the approval of the Doctoral School Council, with the necessary motivation and with the approval of the PhD supervisor.

It is recommended that the table of contents to be inserted at the beginning of the thesis, after the title page. It is recommended to use the automatic option to prepare and update the table of contents, if it is available in the text editor used. The list of thesis annexes will be added at the end of the table of contents.

It is recommended that the title of the chapter (possibly abbreviated) to be written on each page as a colonne-titre (running head).

It is recommended to use Times New Roman, Garamod or Arial characters, with size 11 or 12 and spacing of 1.5 lines. Other fonts are accepted, as long as the text on a page is around 2500-3000 characters.

Depending on the language that is used, diacritics, accents, etc. will be used.

The structure of the thesis will be established by mutual agreement by the PhD supervisor and the PhD student. The structure can differ significantly from one thesis to another, depending on the specifics of the topic approached.

#### **4. Bibliographical references**

At the end of the main text, before any annexes, the thesis must include a bibliographic section. This will include all the sources of information used in the thesis. Any source of information cited in the text will be found in the bibliographic list and any reference in the bibliographic list will reflect at least one citation in the text. The text citation system should allow the reader to easily discern the information taken from various sources of information, from the original information produced by the author of the thesis. With the exception of common general knowledge, it is assumed that the information for which no citations are mentioned is original. The PhD student, with the support of the PhD supervisor, will carefully analyse the citation system, in order to avoid any suspicion of plagiarism.

The citations in the text will be made according to the system (Author, year). Example: (Simionescu, 2010). If the cited work has two authors, it will be noted (Author 1 & Author 2, year). If it has three or more authors, it will be noted (Author 1 et al., Year). The name of the author (s) may also be written in parentheses, if it is part of an expression in a sentence. Example: ... as stated by Simionescu (2010) ...

If several works from the same year by the same author are cited, they will be marked in lower case, in alphabetical order. Example: (Simionescu, 2010b). For any author, only the last name will be mentioned in the citation, without the first name. By exception, if two or more authors with the same last name are cited, in order to distinguish them, the initial of the first name will be added.

Footnotes may be used for specific information. They provide some details or specify the source from which certain information comes. The footnotes will be automatically numbered, below, throughout the paper. Typically, the text editors include this option.

In accordance with the international customs, for the domain of the doctoral school, in the case of the articles from periodicals, in the bibliography chapter it is recommended to transcribe the references according to the following example:

Gerharz L.E., Klemm O., Broich A.V., Pebesma E., 2012, Spatio-temporal modelling of individual exposure to air pollution and its uncertainty. *Atmospheric Environment* 64, 56–65.

In this example, 2012 is the year of publication of the article, *Atmospheric Environment* is the name of the journal, 64 is the volume (number) in the journal in which the article appeared, and 56-65 is the pagination. All the authors of the article, with the name, followed by the initial(s) of the first names must be mentioned. The title of the article will be fully transcribed. If the name of the publication is relatively long, it can be abbreviated according to international regulations (example: *Proceedings of the National Academy of Sciences* can be transcribed as PNAS). The names of publications consisting one or relatively few words will be transcribed without abbreviations. Italics will only be used when such characters have been used in the title of the article (for example, for transcribing the names of some biological species).

In order to cite information taken from books, the following form will be used:

Zelditch, M.L., Swiderski, D.L., Sheets, H.D., Fink, W.L., 2004, *Geometric Morphometrics for Biologists: A Primer*. Elsevier Academic Press, London, 456 p.

In order to cite information from volumes with publishers, which include several chapters or articles written by different authors, the following form is recommended:

De Beauchamp, P.M., 1913, *Polystoma alluaudi* n. sp. In: De Beauchamp, P.M., Alluaud, C., Jeannel, R.G. (Eds.), *Voyages de Ch. Alluaud et R. Jeannel en Afrique Orientale (1911–1912). Résultats scientifiques, Turbellaries, Trématodes et Gordiacés*. A. Schulz, Paris, pp. 17–19.

In order to cite information published on web pages, the following form is recommended:

WTO, 2019, Early Years: Emerging Environment Debate in GATT/WTO. <[http://www.wto.org/english/tratop\\_e/envir\\_e/hist1\\_e.htm](http://www.wto.org/english/tratop_e/envir_e/hist1_e.htm)> [Accessed on May 22, 2020].

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In order to mention the computer applications, available on the Internet, which have been used for data processing or for another purpose, the following form is recommended:

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The characters used in the bibliographic reference chapter may be smaller than those in the main text (example: Times New Roman 11 instead of Times New Roman 12), and the spacing may be one line.

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