

• **PREPARATION AND CONDUCT OF THE PUBLIC DEFENSE OF THE DOCTORAL THESIS**
(in accordance with the updated *Code of doctoral studies*)

This procedure takes into account the changes of the *Code of doctoral studies* brought by the *Romanian Government Decree no. 134/2016*, and by the *Regulation on the organization and functioning of CNATDCU* approved through order of the ministry no. 3482 from 24.03.2016.

Preliminary operations, which prepare the submission of the doctoral thesis at the secretariate of the Institute for Doctoral Studies (ISD)

1. The doctoral student delivers the doctoral thesis in digital format to the director of the doctoral school, to perform the analysis of similarities. At the same time, the student registers a request pre-defense, at the doctoral school, with the approval of the doctoral supervisor, regarding the start of procedures for the analysis of similarities, and the start of the thesis evaluation by the guidance committee. The doctoral school carries out the analysis of similarities in accordance with the UBB Antiplagiarism procedure. The length of the verification can't exceed 30 days from thesis delivery.

2. The Similarity Report is handed out to the doctoral supervisor, who will draw up the Doctoral supervisor's resolution regarding the Similarity Report. **After the similarity report it is forbidden to make any other changes to the thesis. If the student need to make changes to the thesis he/she need to announce ISD and to repeat all the procedure similarity report and the pre-defense in front of the committee.**

3. The pre-defense is the presentation of the doctoral thesis by the doctoral student in front of the guidance committee from that doctoral school. The pre-defense can be public. A minute (proces-verbal) will be drawn up at the pre-defense proceedings, which will include the decision of the doctoral supervisor, and of the members of the guidance committee regarding the official submission of the thesis, and their decision regarding the organization of the public defense. The minute (proces-verbal) will comprise the doctoral supervisor's agreement regarding the public defense of the doctoral thesis, the agreement of each member of the doctoral committee, the decision regarding the official submission of the thesis, and regarding the organization of the public defense. The minute (proces-verbal) will be accompanied by the doctoral supervisor's acceptance review. The length of thesis evaluation by the guidance committee can't exceed 30 days.

4. The doctoral student delivers to the Institute for Doctoral Studies the following documents (if the decision of the doctoral supervisor, and of the members of the doctoral committee, regarding the official submission of the thesis, and regarding the organization of the public defense, has been obtained):

Documents required for the official submission of the doctoral thesis at the Institute for Doctoral Studies, for the public defense

A. PRINTED DOCUMENTS:

1. **the doctoral thesis acceptance review, from the doctoral supervisor (1 copy);**

2. the request for pre-defense, signed by the doctoral student, registered at the doctoral school, approved by the doctoral supervisor, regarding the start of the similarities analysis procedures and of the thesis evaluation by the guidance committee; (the form request for the similarity report)
3. the Similarity Report (1 copy);
4. the doctoral supervisor's resolution regarding the Similarity Report (1 copy);
5. the minute (proces-verbal) from the pre-defense in front of the guidance committee, which will comprise the doctoral supervisor's agreement regarding the public defense of the doctoral thesis, the agreement of each member of the guidance committee, and the decision regarding the official submission of the thesis and the organization of the public defense (1 copy);
6. the doctoral thesis and its annexes (2 printed copies, final version, bound and hard covered and one CD/DVD with the PDF thesis attached to one of the hard covered thesis);
7. the long/extended summary of the doctoral thesis, in Romanian language (one printed copy), and in a widely spoken language (one printed copy), comprising the thesis' table of content, keywords, and synthesis of the main parts of the doctoral thesis;
8. declaration signed by the doctoral student, and by the doctoral supervisor, in which they assume responsibility for the doctoral thesis, and regarding the observance of the legal provisions from art. 143 paragraph (4) and art. 170 of the *National education law* no. 1/2011, and from Art. 65 paragraphs (5)-(7) and Art. 66 paragraph (4) of the *Code of doctoral studies*, modified by the *Government Decision no. 134/2016* (1 copy); (the form is provided by the Institute for Doctoral Studies)
9. Curriculum Vitae (Resume) of the doctoral student (printed, 1 copy);
10. Copy of the public defense fee invoice (only for tuition paying doctoral students);
11. the doctoral supervisor's proposal concerning the members of the doctoral committee, approved by the council of the doctoral school; (the form is provided from the website of Institute for Doctoral Studies)
12. Curriculum Vitae of each member of the doctoral committee.

B. DOCUMENTS IN DIGITAL FORMAT:

Two compact-discs (CD/DVD-Read only) with the following content

- A. the doctoral thesis and its annexes (one PDF file with the whole text of the doctoral thesis, including the table of content, and the bibliography);
- B. the long summary of the doctoral thesis in Romanian language, with the thesis' table of content and keywords (one PDF file);
- C. the long summary of the doctoral thesis in a widely spoken language, with the thesis' table of content and keywords (one PDF file);
- D. Curriculum Vitae of the doctoral student;

E. scanned copies of the publications resulted from the scientific research of the doctoral studies program, published or accepted for publication;

F. a list of 5-10 keywords in Romanian and English, and a short abstract (1000-1700 characters) in Romanian and English, written in the document provided by us (the form named „Keywords and short abstract”); (the form is provided by the Institute for Doctoral Studies)

IMPORTANT NOTE: The documents submitted in PDF digital format will have the main text presented as a text, not as images; the audio, video, and graphic illustrations are exempt from this rule; **in the PDF document, one should be able to use the “search” function.**

Therefore, the copies of the doctoral thesis and of the summaries will be submitted in printed form (A4 format), and in digital form (pdf searchable, included on the above-mentioned CDs).

If all documents listed under this section are being submitted, the secretariat of the Institute for Doctoral Studies issues the registered certificate confirming the official submission of the doctoral thesis for the public defense (according to Art. 4 paragraph a) from the *Doctoral theses evaluation methodology Annex 1*).

Documents required for the commencement, by the Institute for Doctoral Studies, of the doctoral thesis public defense procedure

will be submitted to the Institute for Doctoral Studies **at least 23 calendar days prior to the date proposed for the public defense**

PRINTED DOCUMENTS:

1. the reviews from the officially appointed members of the doctoral committee, signed by them (1 copy);
2. request for scheduling the doctoral thesis public defense date, signed by the doctoral supervisor, by the director of the doctoral school, and by the president of the doctoral committee; this request can be registered only if all documents listed up to this point are submitted to the Institute for Doctoral Studies; (Institute for Doctoral Studies)
3. list of the publications resulted from the scientific research of the doctoral studies program, published or accepted for publication, if applicable, signed by the doctoral student and by the doctoral supervisor (1 copy);
4. doctoral student’s declaration regarding his options for the publication of the doctoral thesis (1 copy); (the form is provided by the Institute for Doctoral Studies)
5. doctoral student’s request for the issuance of the diploma. The document will be written on the computer (1 copy, signed by the doctoral student, and by the doctoral supervisor); (the form is provided by the Institute for Doctoral Studies)
6. passport copy

Previous studies and identity

- High School graduation diploma (certified copy, if the original is written in English, French, or Romanian; if the original is written in any other language, a certified translation in Romanian or English is required, together with a copy of the original document)
- Bachelor degree diploma with the transcript of records or diploma supplement (certified copies, if the originals are written in English, French, or Romanian; if the originals are written in any other language, certified translations in Romanian or English are required, together with copies of the original documents)
- Master degree diploma with the transcript of records or diploma supplement (certified copies, if the originals are written in English, French, or Romanian; if the originals are written in any other language, certified translations in Romanian or English are required, together with copies of the original documents)
- Birth certificate (certified copy, if the original is written in English, French, or Romanian; if the original is written in any other language, a certified translation in Romanian or English is required, together with a copy of the original document)
- Marriage certificate (if the name changed subsequent to marriage) or any other document, relevant as a proof of current name (certified copies, if the originals are written in English, French, or Romanian; if the originals are written in any other language, certified translations in Romanian or English are required, together with copies of the original documents) At this point, we are interested in getting a document relevant for the transition from the birth certificate name to the passport name (a certificate from the population registry, for example, showing how and why the name has changed)

The organization of the doctoral thesis public defense meeting can be started by the secretariat of the Institute for Doctoral Studies only subsequent to receiving the thesis reviews from the doctoral supervisor/supervisors and from all the official reviewers. The public defense is subject to approval by the CSUD director. Following the director's approval, the secretariat of the Institute for Doctoral Studies posts the public defense notice on the website *doctorat.ubbcluj.ro* at least 20 calendar days prior to the proposed defense date. It also sends the printed notice to the doctoral school, for posting on the school notice board.

DOCUMENTS REQUIRED FOR PUBLIC PRESENTATION OF THESIS (LIST AVAILABLE FOR SAVING / PRINTING)

The CSUD director approves the organizing of public defense of the doctoral thesis only after submission of all documents mentioned in the list of documents required for the doctoral thesis public defense procedure, and after submission of all the thesis reviews, written by the supervisor/supervisors, and by all official reviewers, members of the doctoral committee.

The interval between the public defense approval date, and the date of the public defense meeting must be at least 23 days.