



## Addendum 3 to the Babeş-Bolyai University Regulation for organizing and conducting doctoral studies

### Online doctoral thesis defence procedure

1. The doctoral student will submit at the doctoral school secretariat the thesis and the application form signed both by them and their doctoral supervisor, the application is registered and approved by the doctoral school director and forwarded, through the doctoral school secretariat, to the Institute for Doctoral Studies. The application form and the doctoral thesis (for verifying similarities) will be e-mailed in pdf format to the e-mail addresses of the Institute for Doctoral Studies (ISD) of Babeş-Bolyai University (UBB) or, for large files, using large file transfer applications, such as WeTransfer, etc. If the transmission by electronic means fails, the doctoral thesis can be deposited on a CD/memory stick, accompanied by the application in printed format, in the mailbox of the Institute for Doctoral Studies.

2. The pre-defence of the doctoral thesis (in front of the Guidance Committee) will be conducted online, via Skype, Zoom Video Conference or other online video conference systems available, and the related report will be signed and e-mailed by the doctoral supervisor and all members of the guidance committee and forwarded by the doctoral supervisor to the secretariat of the corresponding doctoral school. The secretary of the doctoral school will e-mail the scanned report to the Institute for Doctoral Studies, the scanned document will be further deposited in printed format in the ISD mailbox and then in the original printed format within 5 working days from the pre-defence.

3. **All public defence related documents (both for 1st stage and for 2nd stage) will be submitted/ forwarded to the secretary of the corresponding doctoral school.** Forwarding documents to ISD falls within



the responsibility of the secretary of the doctoral school. All public defence documents will be e-mailed to the ISD after being signed and approved at the doctoral school level. They will also include the scanned versions of the statement of authenticity and statement of the electronic version matching exactly with the content of the print version of the file submitted by the candidate. After the verification of the documents by the ISD staff, the secretary of the doctoral school will deposit in the ISD mailbox the complete public defence file containing the original documents.

4. The doctoral thesis (under a registration number issued by the UBB Registry) will be sent to the Central University Library (BCU) by the secretary of the doctoral school. The doctoral thesis will be delivered in a sealed envelope to the Security Service of BCU. The doctoral thesis can be sent to BCU, in a sealed envelope, by courier services with recorded delivery. The BCU staff will e-mail to the ISD the scanned certificate attesting to the submission of the doctoral thesis.

5. The application form for setting the date of the doctoral thesis defence will contain: the date, time, location of the defence, as well as further information about the online platform used, as well as the link generated, so that public access to the defence session can be ensured.

**6. The public defence of the doctoral thesis will be organized by the corresponding doctoral school and will be conducted online (via Skype, Zoom Video Conference or other online video conference systems available). The doctoral thesis defence requires the presence of the committee chair, supervisor and of doctoral student in the room established for the defence. The official reviewers of the doctoral thesis will attend the live defence online. The ISD staff will e-mail the secretary of the doctoral school or the chair of the doctoral committee the written report of the doctoral defence. The chair of the doctoral committee must see that the written report of the doctoral thesis defence**



is signed by all members of the doctoral committee and forwarded to the secretariat of the corresponding doctoral school. The doctoral school secretary will email the scanned report to the ISD, and the scanned document will be further submitted in the original printed format as soon as possible so that the 30-day deadline can be met (in order to be uploaded to the REI platform) as provided by the Addendum to OMENCS no. 3482/2016.

7. The doctoral thesis defence will be recorded, and the recorded file will be included in the doctoral student's file in order to verify the compliance with all administrative aspects (the defence was conducted in compliance with the established date, time and place, the presence of the committee members, questions and answers). Prior written consent of participants is required for the recording of the doctoral thesis defence.

8. Incomplete files and files not complying with the provisions in force and with the provisions of this decision will not be processed, and in this case, the public defence will not be possible.

9. The faculties will provide the doctoral school with the logistical and technical support needed to carry out the online defence procedure.

**Addenda:** statement of authenticity and statement of the electronic version matching exactly with the content of the print version of the file submitted by the candidate and the application form for establishing the online defence date.