

„GHEORGHE ASACHI” TECHNICAL UNIVERSITY OF IAȘI
UNIVERSITY DOCTORAL STUDIES COUNCIL (C.S.U.D.)



PROCEDURE
FOR THE ORGANISATION AND PROGRESS OF ADMITTANCE TO
UNIVERSITY DOCTORAL STUDIES
COD PO.CSUD.02

1. LIST OF THOSE RESPONSIBLE FOR DEVELOPMENT, AUTHENTICATION AND APPROVAL OF THE EDITION/REVISION

DEVELOPED	AUTHENTICATED	ADMITTED		APPROVED	EDITION	REVISION
C.S.U.D.	C.S.U.D./ DEAC	CEAC	Administrative Council	Senate	4	2
Eng. Cristina NAGÎȚ	Prof.. Liviu GORAȘ PhD/ Prof. Dumitru NEDELCU, PhD/ Prof. Constantin SĂRMĂȘANU – CHIHAI, PhD	Prof. Neculai SEGHEDEIN, PhD	Prof. Dan CAȘCAVAL, PhD	Prof. Doru Adrian PĂNESCU, PhD		
April 2018	April 2018	April 2018	20.04.2018	04.05.2018		

"GHEORGHE ASACHI" TECHNICAL UNIVERSITY OF IAȘI UNIVERSITY DOCTORAL STUDIES COUNCIL (C.S.U.D.)	PROCEDURE For the organisation and development of admittance to university doctoral study cycle		PO.CSUD.02	
			Edition 4	Revision 2
			Page 2/ 9	
			Copy no.	

Note: This document contains information that are property of "Gheorghe Asachi" Technical University of Iași and is for personal use only. Partial or integral use of this procedure for any purpose or activity or partial or integral reproduction of this material into any publication and through any means (electronic, mechanic, photocopy, microfilm etc) is strictly forbidden without the written consent of the Rector of "Gheorghe Asachi" Technical University of Iași.

2. STATE OF EDITIONS AND REVISIONS WITHIN EDITIONS

Nr. crt.	Revision/ Date of application	Chapter and revised pages number	Content of the alteration	Nume și prenume			
				Developed	Authenticated	Admitted	Approved
1	E1R0/ 23.07.2011	Complete procedure (POB.30)	Elaboration Edition 1	prof.. Carmen TEODOSIU, PhD Eng. Cristina NAGÎȚ Eng. Delia TODEREAN	prof. Carmen TEODOSIU, PhD	prof.univ.dr.ing. Mihail VOICU m.c. al Academiei Române	prof Ion GIURMA, PhD
2.	E2R0/ 28.09.2012	Complete procedure (POB.30)	Elaboration Edition 2	prof.. Carmen TEODOSIU, PhD Eng. Cristina NAGÎȚ Eng. Delia TODEREAN	prof.. Carmen TEODOSIU, PhD	prof. Constantin SĂRMĂȘANU – CHIHAI	prof Ion GIURMA, PhD prof. Anghel STANCIU, PhD
3.	E2R1/ 27.09.2013	Complete procedure (POB.30)	Revision 1	prof. Liviu GORAȘ, PhD Eng. Cristina NAGÎȚ	Prof. Liviu GORAȘ, PhD	prof. Constantin SĂRMĂȘANU – CHIHAI	prof Ion GIURMA, PhD prof. Anghel STANCIU, PhD
4.	E3R0/ 05.07.2016	Complete procedure (POB.30)	Elaboration Edition 3	prof. Liviu GORAȘ, PhD Eng. Cristina NAGÎȚ	Prof. Liviu GORAȘ, PhD	prof. Constantin SĂRMĂȘANU – CHIHAI	Prof. Dan CAȘCAVAL, PhD Prof. Doru Adrian PĂNESCU, PhD
5.	E4R0/ 18.03.2017	Complete procedure and recoding	Elaboration Edition 4	prof. Liviu GORAȘ, PhD Eng. Cristina NAGÎȚ	Prof. Liviu GORAȘ, PhD/ Prof. Constantin SĂRMĂȘANU – CHIHAI, PhD Eng. Delia TODEREAN	Prof.Neculai SEGHEDEIN, PhD Prof. Dan CAȘCAVAL, PhD	Prof. Doru Adrian PĂNESCU, PhD
6.	E4R1 19.06.2017	Forms F1 și F3	Revision 1	prof. Liviu GORAȘ, PhD Eng. Cristina NAGÎȚ	Prof. Liviu GORAȘ, PhD/ Prof. Constantin SĂRMĂȘANU – CHIHAI, PhD Eng. Delia TODEREAN	Prof.Neculai SEGHEDEIN, PhD Prof. Dan CAȘCAVAL, PhD	Prof. Doru Adrian PĂNESCU, PhD
7.	E4R1/ 18.04.2018	Art.5(2), Art.7(1), Art.1(2), Art. 12.(5), Art.15.(6)	Addition to articles	prof. Liviu GORAȘ, PhD Eng. Cristina NAGÎȚ	Prof. Liviu GORAȘ, PhD Prof. Dumitru NEDELICU, PhD Prof.. Constantin SĂRMĂȘANU – CHIHAI, PhD	Prof.Neculai SEGHEDEIN, PhD/ Prof. Dan CAȘCAVAL, PhD	Prof. Doru Adrian PĂNESCU, PhD
8.	E4R2/ 07.05.2018	Pct. 5.1, 5.3 Art. 1, 2, 4, 5, 6, 7, 10, 11, 12, 13, 15, 17	Addition to articles	prof. Liviu GORAȘ, PhD Eng. Cristina NAGÎȚ	Prof. Liviu GORAȘ, PhD Prof. Dumitru NEDELICU, PhD Prof.. Constantin SĂRMĂȘANU – CHIHAI, PhD	Prof.Neculai SEGHEDEIN, PhD/ Prof. Dan CAȘCAVAL, PhD	Prof. Doru Adrian PĂNESCU, PhD

3. LIST OF DISTRIBUTION

	Aim of distribution	Cop y. no.	Department	Position	Means of distribution
3.1	Archiving	1	DEAC	Secretary	Archiving

"GHEORGHE ASACHI" TECHNICAL UNIVERSITY OF IAȘI UNIVERSITY DOCTORAL STUDIES COUNCIL (C.S.U.D.)	PROCEDURE For the organisation and development of admittance to university doctoral study cycle		PO.CSUD.02	
			Edition 4	Revision 2
			Page 3/ 9	
			Copy no.	

3.2	Accounting	2	University Senate – Decisions	Secretariat Senate	Archiving
3.3	Application	3	Rectorate	Rector	Correspondence registry
			Academic Vice-Rectorate and Quality Assurance	Vice-Rector	
			Vice-Rectorate of Resource Management	Vice-Rector	
			Vice-Rectorate of Research, Development and Innovation	Vice-Rector	
			Vice-Rectorate of International Relations	Vice-Rector	
			Vice-Rectorate of Student Relations	Vice-Rector	
			Vice-Rectorate of Computerization and Digital Communications	Vice-Rector	
			Faculty of Computer Engineering and Automatic Control	Dean	
			Faculty of Chemical Engineering and Environmental Protection "Cristofor Simionescu"	Dean	
			Faculty of Civil Engineering and Building Services	Dean	
			Faculty of Machine Manufacturing and Industrial Management	Dean	
			Faculty of Electrical Engineering, Energetics and Applied Informatics	Dean	
			Faculty of Hydrotechnical Engineering, Geodesy, Environmental Engineering	Dean	
			Faculty of Mechanical Engineering	Dean	
			Faculty of Material Science and Engineering	Dean	
			Faculty of Textiles, Leather and Industrial Management	Dean	
Faculty of Architecture "G.M. Cantacuzino"	Dean				
Teaching Staff Training Department DPPD	Director				
General Administration Department	Director				
Human Resources	Director				
Economic Department	Director				
3.4	Information	4	All departments of the organisational structure	-	www.calitate.tuiasi.ro Procedural Manual

4. AIM

The aim of this procedure is:

- To describe the methodology for the organisation and development of admittance to the study cycle of university doctoral studies for the following categories of candidates: Romanian citizens, UE member states citizens and financially independent citizens from non EU states;
- to ensure that proper documentation regarding the process of such activities exists.;
- to ensure continuity of activity, even in case of personnel fluctuation;
- to support audit and/or other auditing and/or control enabled units and also to aid the Rector in decision making.

5. FIELD OF APPLICATION

This procedure is applicable within "Gheorghe Asachi" Technical University of Iași, as an Institution which Organises University Doctoral Studies (IOSUD) for the admittance to the 3rd cycle of academic studies - university doctoral studies.

5.1. Input data

"GHEORGHE ASACHI" TECHNICAL UNIVERSITY OF IAȘI UNIVERSITY DOCTORAL STUDIES COUNCIL (C.S.U.D.)	PROCEDURE For the organisation and development of admittance to university doctoral study cycle	PO.CSUD.02	
		Edition 4	Revision 2
		Page 4/ 9	
		Copy no.	

- legal requirements (laws, government decisions, ministry decrees, University Rectorate decisions etc.) and procedural requirements (standards, applicable law);
- all processes that take place within “Gheorghe Asachi” Technical University of Iași concerning the development and public defence of the doctoral thesis;
- the competence of the staff responsible for the progress of such activities;
- allotted financial resources;
- list of involved departments:
 - University Doctoral Studies Council (CSUD);
 - Doctoral School(SD);
 - Doctoral Programmes Supervising Councils (CCPD);
 - Administrative Council(CA);
 - University Senate.

5.1. Output data

- Admittance to university doctoral studies, organised and developed.

5.2. **Performance indicator:** Number of accepted candidates per budgeted positions.

6. REFERENCE DOCUMENTS

1. National Education Law no. 1/2011 (with subsequent alterations);
2. Methodology for evaluation of external standards, of reference standards and performance indicators list of the Romanian Agency of Quality Assurance for Higher Education (approved through Government Decree no. 681/2011, with additional alterations and additions);
3. Code of university ethics and professional deontology of the “Gheorghe Asachi” Technical University of Iași;
4. Methodology for schooling and admittance for foreign citizens of non EU countries in state or private institutions of accredited education in Romania;
5. Methodology for schooling Romanian citizens of everywhere in state and private institutions of higher education in Romania;
6. Methodology for organisation of admittance to graduate and postgraduate university study cycles.

7. ORGANISATION OF UNIVERSITY DOCTORAL STUDIES

7.1 General criteria

Art. 1. (1) Admittance to doctoral studies within “Gheorghe Asachi” Technical University of Iași is done for all Ministry Decree approved fields. The Ministry Decrees are emitted per university year. For all accredited doctoral fields in accordance with the order from the Ministry of National Education, there are allotted yearly a number of positions approved by the Administrative Council and the University Senate.

(2) The university doctoral study programme may be organised as either **normal attendance** or **low attendance**. They may be organised as state financed or as tax. The value of the tax is decided by the Administrative Council and is approved by the University Senate.

(3) The duration of the doctoral study cycle is normally **3 years**. This period of time may be interrupted/prolonged by a maximum of 2 years, with the approval of the Senate, on the proposition of the doctoral supervisor, according to the Law of National Education 1/2011 and Government Decree 681/2011 - The Code of university doctoral studies. For the development and defence of the doctoral thesis there may be

<p align="center">"GHEORGHE ASACHI" TECHNICAL UNIVERSITY OF IAȘI</p> <p align="center">UNIVERSITY DOCTORAL STUDIES COUNCIL (C.S.U.D.)</p>	<p align="center">P R O C E D U R E</p> <p align="center">For the organisation and development of admittance to university doctoral study cycle</p>	PO.CSUD.02	
		Edition 4	Revision 2
		Page 5/ 9	
		Copy no.	

solicited a grace period of a maximum of 4 years since the graduation of doctoral studies , with the permission of the doctoral supervisor and the Senate of the University as according with the Law 49/2013.

Art. 2. (1) Positions financed by the state are allotted the university by Order of the Ministry of National Education. The university Administrative Council, on the proposition of the C.S.U.D., decides the allocation of the positions per doctoral study programme, within the total number of positions allotted the university.

(2) The number of tax positions for doctoral studies is approved by the Senate.

7.2. Organisation and development of the admittance

Art. 3. University doctoral studies are the 3rd cycle of university studies after the graduate and post graduate studies and ensure the deepen of specialty knowledge as well as research capabilities.

Art. 4. Admittance to the doctorate is done through contest organised within the Doctoral School, through CCPD within faculties, on doctoral fields. The contest is held in the month of September, after the calendar proposed by each CCPD and approved by the Administrative Council.

Art. 5. (1) Registration for the admittance contest for a doctoral field within the IOSUD is not conditioned by the field of the graduate or master's degree (or long term studies, respectively). The total duration of graduate and master's degree studies have to ensure **at least 300 transferable credits** (ECTS). The specific field knowledge of the doctoral studies is assessed during the admittance test, on the basis of the CCPD designated bibliography.

(2)) For the admittance to doctoral studies there may register master's degree or equivalent of such graduate students, in accordance with art. 153 par. (2) of the Law of National Education no. 1/2011, obtained either within the country or abroad, if they are :

- **Romanian citizens;**

- **Romanian citizens of everywhere** (mentioned in the *Methodology for schooling Romanian citizens of everywhere in state and private institutions of higher education in Romania*);

- **citizens of EU member states, of states pertaining to the European Economic Area and the Swiss Confederation** within the same conditions stated by the law for Romanian citizens, including school taxes.

(3) **Citizens of non EU states, EEA and Swiss Confederation**, graduates of university master's degree or bachelor's degree or equivalent long term study programme of 4, 5, 6 years who shall present a **certificate of language competence of at least B1 granted by accredited Romanian institutions which organise the preparatory Romanian language year for foreign citizens, by Romanian language, literature culture and civilisation lectureships in foreign universities/Romanian Language Institute or Romanian Cultural Institute.**

For all categories of citizens, the recognition of all abroad studies shall be done by the Specialty Direction within the Ministry of National Education.

- **foreign citizens of third EU countries**, registered to studies in Romania without admittance contest, on the basis of study papers, through the supplementation of the schooling positions approved for Romanian citizens.

Art. 6. (1) For the organisation and good progress of the admittance process, the university Admittance Committee is assembled. The Admittance Committee comprises of 4 members: a president, which is the Director of C.S.U.D., Doctoral School Manager, a member of C.S.U.D. and the Rectorate secretary - Doctoral Service.

(2) Each CCPD will form an admittance committee and a dispute committee. The Admittance Committee is composed of: the CCPD manager and at least 3 doctoral supervisors of the faculty, of different doctoral fields as is the case. The Committee is presided by the CCPD manager. The Dispute Committee is composed of at least 3 doctoral supervisors proposed by the CCPD.

Art. 7. (1) Attributions of the admittance committees within C.S.U.D. are:

"GHEORGHE ASACHI" TECHNICAL UNIVERSITY OF IAȘI UNIVERSITY DOCTORAL STUDIES COUNCIL (C.S.U.D.)	PROCEDURE For the organisation and development of admittance to university doctoral study cycle	PO.CSUD.02	
		Edition 4	Revision 2
		Page 6/ 9	
		Copy no.	

- ✓ Organises candidate registration, verifies registration files;
- ✓ Adds to the candidate files the admittance reports and *Programmes of advance university training*;
- ✓ Draws the lists for Modern Language Desk with all the registered candidates and the foreign language they have opted to take the linguistic competence test on;
- ✓ Transmits the registered candidates files to the CCPD;
- ✓ Redistributes the unoccupied positions according to soliciting;
- ✓ After finalisation of the contest, takes over all the folders and draws matriculation decisions;

(2) Attributions of admittance committee within CCPD are:

- ✓ Checks the existence of the certificate of linguistic competence;
- ✓ Organises the admittance exam;
- ✓ Fills in the report of candidate selection after the admittance contest;

Art.8. At the end of each admittance session, CCPD managers transmit the final lists with admitted candidates.

Art. 9. An admitted candidate may pursue a single doctoral study programme on a state financed position. A second study programme may be pursued only on tax.

Art. 10. The admittance exam is done according to selection methods proposed by each CCPD.

Art. 11. (1) Registration for the admittance contest for Romanian candidates as well as candidates from Eu states requires candidates to present to the Rectorate - Doctoral Services(C.S.U.D.), an envelope type folder containing the following documents:

- **Registration request**, which specifies the field, form of study, doctoral supervisor, foreign language for the linguistic competence exam (English, French, German), as well as the higher education institution and the graduation specialty of the candidate (as per Form PO.CSUD.02-F1). Said request is registered with the university Registry;

- **Registry Form** (as per Form PO.CSUD.02-F2) which includes the necessary data for keeping track of candidates;

- **Xerox copies (uncertified)** of the following documents, on which there shall be mentioned (in capital letters on each page, in the down right corner) – „**ACCORDING TO THE ORIGINAL**”, date, surname and name and signature of the candidate:

- Identification papers;
- birth certificate;
- marriage certificate (as is the case) or name change certificate;
- High school diploma or equivalent, with its annexes (transcript of grades, addend etc);
- graduation diploma of a higher education institution or equivalent with its annexes (transcript of grades, addend etc);
- master’s degree/certificate or equivalent with its annexes diploma de master / adeverință sau echivalenta cu aceasta însoțită de anexe(transcript of grades, addend etc.) for Bologna graduates (admitted to graduate studies starting with 2005);

For candidates to scholarship of normal attendance or no scholarship and reduced attendance, the following original documents are requested: bachelor’s degree with transcript of grades/ addend and master’s degree with transcript of grades/addend (or graduation certificate)instead of xerox copies.

"GHEORGHE ASACHI" TECHNICAL UNIVERSITY OF IAȘI UNIVERSITY DOCTORAL STUDIES COUNCIL (C.S.U.D.)	 PROCEDURE For the organisation and development of admittance to university doctoral study cycle	PO.CSUD.02	
		Edition 4	Revision 2
		Page 7/ 9	
		Copy no.	

Study diplomas obtained abroad must be equated /validated at the M.E.N. / CNRED before submitting the registration file.

For the validation of the copies of above mentioned documents, candidates must have the **original documents on them.**

- **Standard Medical Certificate** - issued by the family medicine physician which should attest to the fact that the candidate is not suffering from mental or contagious conditions;

- **Scientific activity statement** and list of scientific papers developed and published by the candidate (as is the case) ;

- EUROPASS format **CV**;

- **Receipt** of registration tax payment, the value of which is established by the Administrative Council and approved by the Senate (with the exception of university employees, who shall present the employment certificate and for whom the registration tax for the doctorate admittance is half the sum for the rest of the candidates). The tax will be paid at the university cashier's office. Candidates whose parents are or were didactic or auxiliary-didactic personnel are exempt from the registration tax. They will include in the registration file a certificate attesting to the truth that at least one parent is or was employed by an educational institution. The admittance committee may decide to exempt other candidates of the tax payment for other special situations.

(2) Candidates from third EU countries shall be admitted to doctoral studies in conditions established by the *Methodology for schooling foreign citizens from third Eu states to accredited state and private study programmes in Romania* revised annually by the ministry. The foreign citizens **will present a certificate of linguistic competence of at least B1, issued by accredited higher education institutions in Romania which organise the preparatory Romanian language year for foreign citizens or by language literature, culture and civilisation lectureships in foreign universities/Romanian Language Institute or Romanian Cultural Institute.**

(3) Romanian candidates of everywhere shall be admitted to doctoral studies in conditions established by the *Methodology for schooling Romanian citizens of everywhere in state and private institutions of higher education in Romania*, as well as according to the criteria approved by the Administrative Council and Senate.

(4) Registration to admittance may be done by proxy, respecting the procedure.

Art. 12. (1) The admittance contest will be organised as an oral examination, as per a previously announced thematic and bibliography. Each faculty shall announce said thematic and bibliography in its CCPD. The candidates are given, as is the case, a language test on an internationally circulating language at the Centre of Applied Modern Languages of the university. The tax for the language test is established by the Centre of Applied Modern Languages and may be annually modified.

(2) The language competence test shall be given to

- Graduates of our university prior to the year 2005;
- Graduates of other universities prior to the year 2005;

(3) Graduates from both our university and other universities, from the year 2005 and up, may solicit from the Dean office of the graduated faculty a standard certificate to equate the language test. This is only possible if they pursued a foreign language during their undergraduate years.

(4) Candidates that take the foreign language test will receive a nationally recognised certificate, valid for two years.

(5) International English, French German certificates as well as certificates issued by cultural centres and centres from accredited universities are also equated if still valid.

Art. 13 (1) At the admittance oral examination, the level of knowledge of the doctorate field, the knowledge of the recommended bibliography as well as the candidate's capacity to assume theoretical,

<p style="text-align: center;">"GHEORGHE ASACHI" TECHNICAL UNIVERSITY OF IAȘI</p> <p style="text-align: center;">UNIVERSITY DOCTORAL STUDIES COUNCIL (C.S.U.D.)</p>	<p>PROCEDURE</p> <p>For the organisation and development of admittance to university doctoral study cycle</p>	PO.CSUD.02	
		Edition 4	Revision 2
		Page 8/ 9	
		Copy no.	

experimental and methodological initiatives are appreciated with grades from 1 to 10. The admittance oral examination can be passed with a grade of at least 7 (seven), calculated with two decimals without rounding off. The results of the contest will be made public by display at the faculty premises and on its web page.

(2) The display of the admittance contest results is done in two steps, with at least two lists:

- a) temporary lists - classification of candidates, generated immediately after the contest;
- b) final lists - candidate classification generated after the settlement of disputes;

(3) Lists of rejected candidates are displayed on fields of study at the notice boards of faculties and contain the following information:

- a) list of candidates admitted to state financed positions, respecting the limit of allotted positions, as is the case;
- b) list of candidates admitted on tax positions, respecting the limit of allotted positions, as is the case;
- c) list of rejected candidates, as is the case.

Art. 14. Result of the admittance is registered for each candidate in a written record (as per Form PO.CSUD.02-F3) which, together with the file containing the documents of each candidate shall be submitted to CSUD immediately after the contest.

Art. 15 (1) Admittance to doctoral studies is done by classification of candidates **depending on the grade they obtained on the examination, within position limits and starting from a final grade of at least 7**, as established by the Admittance Committee;

(2) Validation and matriculation of admitted candidates takes place as decided by the Rector starting from the October 1st of the university year, if the Ministry of National Education does not intervene.

(3) For any doctoral students declared admitted and matriculated there shall be drawn doctoral study Contracts.

(4) Candidates that were expelled from university studies from a normal attendance state financed position may register to a new admittance contest only on a tax position, no matter the form of education.

(5) Disputes referring to the admittance contest may be submitted to the CCPD in a maximum of 24 hours from the display of the list of admitted candidates and will be settled by the Dispute Committee in a maximum of 48 hours after submission. No settlement is provided for disputes regarding:

- Oral examinations;
- Not being aware of the admittance methodology;
- The allowed dispute time that has passed;
- Final result of the contest after the settlement of a dispute.

(6) If admitted candidates have not withdrawn their file by the end of September, they have confirmed their position and will be matriculated.

Art. 16. For each matriculated candidate, the university will collect the data included in annexa no. 2 form the Order of the Ministry of National Education and Scientific Research no. 3331/ 04.03.2009, altered and modificat și supplemented by the Order of the Ministry of National Education and Scientific Research no. 4651/ 30.07.2009, par.1.

Art. 17. Schooling tax:

- For Romanian citizens and citizens of EU member states tax amount shall be decided by the Administrative Council and approved by the university Senate;

"GHEORGHE ASACHI" TECHNICAL UNIVERSITY OF IAȘI UNIVERSITY DOCTORAL STUDIES COUNCIL (C.S.U.D.)	PROCEDURE For the organisation and development of admittance to university doctoral study cycle	PO.CSUD.02	
		Edition 4	Revision 2
		Page 9/ 9	
		Copy no.	

- For financially independent citizens from third EU countries tax amount shall be decided by the Administrative Council and approved by the university Senate, minimum levels are decided by Ministry of National Education Decree.

8. FINAL PROVISIONS

Art. 18. (1) "Gheorghe Asachi" Technical University of Iași holds no obligation towards financially independent doctoral students from third EU countries with regard to accommodations, meals, employment etc. Housing on university campus is done following current legislation.

(2) Any modification to the present procedure is approved by the Senate "Gheorghe Asachi" Technical University of Iași and enters into force starting the next day after it was approved.

9. RESPONSIBILITIES

9.1. University Senate

- approves the procedure

9.2. University Rectorate

- Enforces the procedure;
- Secures the resources for the procedure.

9.3. Committee for Assessment and Quality Assurance

- Approves the procedure;
- emits propositions to improve the quality.

9.4. Process manager – CSUD.

- Draws up/ revises/ withdraws current procedure;
- Manages procedural activities

9.5. Department for Assessment and Quality Assurance - DEAC

- Assesses the quality of the procedure and aligns it to the system of internal/managerial control;
- manages the approval, dispersal, modification and revisions of the procedure;
- audits the process and procedure in order to identify the opportunities of quality improval.

9.6. Admittance Committees within C.S.U.D. and CCPD

- Applies and complies with the current procedure;
- disperses the procedure within the department;
- organises workshops for discussion and application of the procedure.

10. RECORDS

- 10.1. Indicator for approvals and revisions
- 10.2. Distribution list
- 10.3. Rector decision regarding the establishment of admittance committees
- 10.4. Lists of candidates registered to the admittance contest
- 10.5. Decisions of the Rector regarding matriculation for admitted candidates.

11. ANNEXES AND FORMS

- Form PO.CSUD.02-F1- Registration request;
- Form PO.CSUD.02-F2 - Registration form;
- Form PO.CSUD.02-F3 - admittance contest verbal record.

"GHEORGHE ASACHI" TECHNICAL UNIVERSITY OF IAȘI UNIVERSITY DOCTORAL STUDIES COUNCIL (C.S.U.D.)	PROCEDURE For the organisation and development of admittance to university doctoral study cycle	PO.CSUD.02	
		Edition 4	Revision 2
		Page 10/ 9	
		Copy no.	

12. CONTENTS

Component number in the operational procedure	Name of the component of the operational procedure	Page
1	List of people in charge of drawing up/validating and approval of the edition/revision.	1
2	The situation of editions and revisions within editions	2
3	List of distribution	2
4	Aim	3
5	Field of application	3
6	Reference documents	4
7	Organisation of doctoral studies	4
8	Final provisions	8
9	Responsibilities	8
10	Records	9
11	Annexes and forms	9
12	CONTENTS	9