



No. 41 of 15 October 2021

Regulation of the Doctoral School of Geography

Chapter 1. Preamble

Art. 1

The present Regulation is based on the following documents:

(1) The Law of National Education no. 1/2011; Law no. 288/2004 regarding the organisation of university studies, including the changes of Law no. 49/2013; the Romanian Government Decision no. 681/2011 regarding the approval of the Code of University Doctoral Studies; the Order of the Ministry of National Education and Scientific Research OMENCŞ no. 4621/2020 of 23 June 2020 regarding the approval of the Regulation concerning the organisation and operation of the National Council for the Authentication of University Titles, Diplomas and Certificates (CNADTCU); the Order of the Minister no. 5110 of 17 September 2018 regarding the approval of minimal national standards for granting the doctoral title; the Order no. 3131/2018 of 30 January 2018 regarding the inclusion of lectures concerning ethics and academic integrity in the curricula of all the university educational programmes organised in the higher education institutions belonging to the national education system.

(2) The Regulation regarding the organisation and operation of university doctoral studies in Babeş-Bolyai University, validated by the BBU Senate Decision no. 483 of 13 January 2020 (<https://senat.ubbcluj.ro/wp-content/uploads/2021/04/HS-nr.-46-privind-aprobare-modificare-la-Regulamentul-UBB-de-organizare-%C8%99i-desf%C4%83%C8%99urare-a-studiilor-de-doctorat.pdf>) including subsequent amendments and additions as stated in the BBU Senate Decision no. 46 of 19 April 2021 (<https://senat.ubbcluj.ro/wp-content/uploads/2021/04/Anexa-la-HS-nr.-46-Regulament-UBB-de-organizare-si-desfasurare-studii-de-doctorat.pdf>) and in the Appendix 3 to the Regulation regarding the organisation and operation of university doctoral studies in Babeş-Bolyai University concerning the Procedure of online public defence of the doctoral thesis (<https://senat.ubbcluj.ro/wp-content/uploads/2021/04/Anexa-la-HS-nr.-46-Anexa-3-la-Regulamentul-UBB-de-organizare-%C8%99i-desf%C4%83%C8%99urare-a-studiilor-de-doctorat.pdf>)

(3) Order no. 6129/2016 of 20 December 2016 regarding the approval of minimal necessary and compulsory standards for granting academic titles in higher education, professional ranks in research and development, the status of doctoral supervisor and the habilitation certificate.



Chapter 2. Doctoral studies in the field of GEOGRAPHY

Art. 2.

The doctoral studies in the field of GEOGRAPHY are carried out within the Doctoral School of Geography belonging to Babeş-Bolyai University, organised as a department of the Faculty of Geography, hereinafter referred to as DSG.

Art. 3.

Doctoral supervision is carried out according to the specialization in the field of research/teaching or the subject of the defended habilitation thesis of each doctoral supervisor.

Chapter 3. The organization of the Doctoral School of Geography

Art. 4.

The DSG functions on the basis of the *Regulation of the Doctoral School of Geography*, approved by universal, direct, secret and equal vote of the absolute majority of the doctoral supervisors, members of the DSG, and of the *Regulation regarding the organization and operation of university doctoral studies in Babeş-Bolyai University*, validated by the BBU Senate Decision no. 483 of 13 January 2020 including subsequent amendments and additions:

<https://senat.ubbcluj.ro/wp-content/uploads/2021/04/HS-nr.-46-privind-aprobare-modificare-la-Regulamentul-UBB-de-organizare-%C8%99i-desf%C4%83%C8%99urare-a-studiilor-de-doctorat.pdf>

<https://senat.ubbcluj.ro/wp-content/uploads/2021/04/Anexa-la-HS-nr.-46-Regulament-UBB-de-organizare-si-desfasurare-studii-de-doctorat.pdf>

<https://senat.ubbcluj.ro/wp-content/uploads/2021/04/Anexa-la-HS-nr.-46-Anexa-3-la-Regulamentul-UBB-de-organizare-%C8%99i-desf%C4%83%C8%99urare-a-studiilor-de-doctorat.pdf>

Art. 5

The DSG consists of the doctoral supervisors, the affiliated teaching and research staff who are not doctoral supervisors (including members of the supervision boards of the doctoral students), and the doctoral students. Postdoctoral researchers and auxiliary teaching staff may also be part of the DSG.

Art. 6

The organizational chart of the DSG comprises the positions of the doctoral supervisors who have chosen this, as well as the positions of the research staff, and the doctoral students, according to the Law of National Education no. 1/2011 and the BBU Senate Decisions.

Art. 7

- (1) The DSG is managed by the Board of the Doctoral School of Geography (BDSG).
- (2) The BDSG is managed by the Head of the DSG.
- (3) The Head of the DSG is a position equivalent to the Head of Department, while the BDSG is equivalent to the Board of the Department.



Art. 8

- (1) The doctoral supervisors of the DSG meet in ordinary meetings at least once in each semester and in extraordinary meetings every time is needed for a good operation of the activities.
- (2) The meetings are valid if they are attended by at least two thirds of the total number of doctoral supervisors who are permanent members of the DSG. The decisions are made with a simple majority vote of the attending members.
- (3) The DSG meetings may be called by the head of the DSG or his/her deputy when the head of the DSG cannot exert his/her duties, by at least 3 members of the BDSG, or by at least one third of the active doctoral supervisors within the DSG.
- (4) The DSG and BDSG meetings may involve physical presence, may be convened online or in a mixed manner (some of the DSG members are physically present, the others are attending online).
- (5) The meetings of the DSG and BDSG may be attended, without the right to vote, by the members of the BBU Scientific Board who are not doctoral supervisors, the head of the Board of the University Doctoral Studies (BUDS), the dean and vice-deans of the Faculty of Geography. The head of the DSG may invite the heads of departments and other people to attend the meetings.

Chapter 4. The Board of the DSG and the Head of the DSG

Art. 9

- (1) The BDSG is made up by 5 members: 2 doctoral supervisors who are permanent members of the DSG, 1 doctoral student enrolled in DSG, and two members from outside the IOSUD, selected from those scientific personalities whose scientific activity is significantly recognized internationally.
- (2) The two BDSG members who are outside of IOSUD must have the doctoral degree and to be doctoral supervisors in the field of Geography/Earth Sciences, or the equivalent of it, if they are foreigners.

Art. 10

- (1) The BDSG convenes at least three times a year in ordinary meetings. The BDSG meetings are convened at the request of the head of the DSG or at least two members of the BDSG. They are led by the head of the DSG. The BDSG is convened in extraordinary meetings whenever it is necessary.
- (2) The BDSG meetings are legally convened if they are attended by at least 4 members of the BDSG.
- (3) The BDSG decisions are taken by a simple majority of votes cast by those who attend the meeting.

Art. 11

In the case that the head of the DSG is in impossibility to fulfil his/her duties, these can be taken over and exerted, as follows:

- a. by delegating the duties for a limited time period to another member of the DSG, by decision of the head of the DSG;



b. in the case that there is no decision of the head of the DSG to delegate his/her duties, these can be taken over and exerted by another member of the BDSG, who is a permanent member of the DSG;

Art. 12

The head of the DSG has the following duties:

- (1) To lead the DSG and BDSG meetings;
- (2) To represent the DSG in relation to similar or upper level bodies within the Faculty of Geography or the Babeş-Bolyai University;
- (3) To represent the DSG as a guest at the meetings of the Faculty Board Bureau;
- (4) To decide the payment for the teaching staff, the auxiliary teaching staff and non-teaching staff who carry out activities in the DSG, according to the wage policies and regulations in force in the BBU and the Faculty of Geography.
- (5) To decide the remuneration for the members of the doctoral boards in the hourly pay system.
- (6) To establish the responsibilities of the DSG auxiliary teaching staff and of the DSG non-teaching staff by decision of the Head of the DSG.
- (7) To keep in touch with the other heads of departments in the Faculty in order to respect the Administration Board Decision no. 1633/18 February 2021. For this purpose, the heads of the other departments in the faculty should be given the list of doctoral students who have scholarships / grants and are able to teach at bachelor degree level.

Art. 13

(1) The BDSG has the following duties:

- (a) To propose to the Rector the line-ups of the boards meant to check the achievement of the minimal standards for the habilitation in order to become a doctoral supervisor in the field of Geography;
- (b) To propose to the CNADTCU the line-ups of the habilitation boards for doctoral supervision in the field of Geography;
- (c) To establish specific standards for the DSG, in consultation with all DSG members;
- (d) To provide assistance to the external evaluator in the evaluation process concerning the DSG accreditation / reaccreditation or provisional authorization;
- (e) To approve the official reviewers, members of the doctoral boards, and to appoint the presidents of the doctoral boards;
- (f) To set standards for the outside people and doctoral students who candidate to become a member of the BDSG;
- (g) To establish the minimal and indicative criteria for the contents and form of the doctoral admission exam, and to validate the enrolment of doctoral students;
- (h) To set the writing requirements and the format type of the doctoral thesis;
- (i) To decide the conclusion of documents, agreements and partnerships concerning the institutional cooperation with other doctoral schools of the Babeş-Bolyai University, as well as with other doctoral schools from outside IOSUD, from Romania or abroad, including the participation to international consortia and the provision of joint university doctoral studies



- with another doctoral school within BBU or with another IOSUD from Romania or abroad, and to submit them for CSUD approval;
- (j) To adopt the necessary measures to ensure the quality of the university doctoral studies, the good conduct of the periodic evaluations of the DSG and of the doctoral supervisors, and that the doctoral supervisors and doctoral students respect the ethical and deontological norms;
 - (k) To endorse the applications of doctoral students regarding the provision of financial support from the annual doctoral grants to carry out research traineeships in Romania or abroad, as agreed by the doctoral supervisor, and to submit them for approval to the Faculty of Geography;
 - (l) To approve the applications of doctoral students concerning extensions, grace periods, interruption or resumption of the doctoral activity, if agreed by the doctoral supervisor;
 - (m) To mediate the conflicts between the doctoral students and the doctoral supervisors within the DSG;
 - (n) To decide the change of the doctoral supervisor;
- (2) The BDSG exerts all the other duties established by other legislative acts concerning the boards of doctoral schools.

Chapter 5. Elections in the DSG

Art. 14

- (1) The BDSG members are elected by the universal, direct, secret and equal vote of the doctoral supervisors who are permanent members of the DSG.
- (2) To be elected in the BDSG, the doctoral supervisor, member of the DSG, should have the right to vote and to run in the election, according to the Law, the Code and the Charter.
- (3) The members of the BDSG may be elected if they file their nomination or if they are proposed by the doctoral supervisors within the DSG.
- (4) The university teaching staff and the researchers who file their nomination or are proposed to become members of the BDSG, including the head of the DSG, must have the right to supervise doctoral studies in Romania or abroad, and to meet the minimal required standards approved by the Ministry of Education for the granting of the habilitation certificate, in force on the date of their election or appointment as members of the BDSG, according to art. 219 paragraph (1) of the National Education Law no. 1/2011, as well as the standards set by the BBU for the position of university professor, established by the Senate Decision 17329 of 23 November 2020 (<https://senat.ubbcluj.ro/wp-content/uploads/2020/11/HS-nr.-17329-aprobarea-standardelor-minimale-privind-ocuparea-posturilor-didactice-de-la-facultati.pdf>) at the Faculty of Geography (<https://senat.ubbcluj.ro/wp-content/uploads/2020/11/Standarde-minimale-Facultatea-de-Geografie.pdf>).
- (5) A doctoral supervisor and a doctoral student supervised by him/her cannot be members of the BDSG at the same time.



- (6) For the position of head of the DSG, the candidates should be doctoral supervisors within the DSG who have their main employment at Babeș-Bolyai University of Cluj-Napoca and have an indefinite-term employment contract.
- (7) The elections are considered valid if they are attended by more than half of the number of doctoral supervisors who are permanent members of the DSG.
- (8) To be elected, every candidate for the position of the member of the BDSG or head of the DSG must receive more than half of the validly cast votes. If there are several candidates, they will fill the positions according to the decreasing order of the votes they received.
- (9) As a result of the internal elections in which all doctoral supervisors who are permanent members in the DSG have been called to attend, the BDSG submits to the CSUD the proposal for the appointment of the future members of the BDSG.
- (10) The head of the DSG is appointed by the CSUD and validated by the BBU Senate on the basis of the proposal submitted by the BDSG.
- (11) The doctoral student, member of the BDSG, is elected according to the BBU methodology regarding the elections of the students' representatives in the BBU management bodies (<https://senat.ubbcluj.ro/wp-content/uploads/2020/09/Regulament-de-alegere-a-reprezentatilor-studentilor-UBB.pdf>).
- (12) In the case of elections on time, the elections for the position of doctoral student in BDSG are organized after the elections of the teaching staff members. They are organized by the Students' Council in the Faculty of Geography.
- (13) The vacated positions in the BDSG are filled according to the same procedure, and the term of office of the new member terminates when the BDSG term expires.
- (14) The term of the BDSG and of the head of DSG is 5 years.

Chapter 6. The objectives of the DSG

Art. 15

In order to form a new generation of researchers, the purpose of the DSG is:

- (1) To provide international standards in the training of doctoral students for scientific research and teaching training in the field of Geography, within the training programme based on advanced university studies;
- (2) To increase the degree of internationalization by including courses, seminars and labs taught in English in the training programme based on advanced university studies, by encouraging doctoral students to write their theses in English, by enrolling them on the Doctor Europaeus/Europaea path, and by concluding partnerships in order to support the defence of joint international doctoral theses;



(3) To increase the quality by setting proper standards for doctoral students regarding the manner of passing the different types of examinations and the recognition of the scientific activity deployed during the doctoral studies, and for doctoral supervisors.

Chapter 7. The doctoral supervisors

Art. 16

To start the process of obtaining the habilitation certificate by means of the DSG, at the moment of submitting his/her file, a candidate must meet at the same time the minimal and compulsory standards for the provision of the habilitation certificate at national level, approved by order of the relevant minister, and the BBU standards, including those related to professional ethics and deontology.

Art. 17

To become a member of the DSG as doctoral supervisor, a candidate must fulfil at the same time the following conditions at the moment of submitting the file:

- a. To have a habilitation certificate obtained in Romania or a legal recognition of the right to supervise doctoral theses in the field of Geography obtained in another country;
 - b. To meet the minimal and compulsory standards for the provision of the habilitation certificate at national level, approved by order of the relevant minister, in force at the moment of submitting the file;
 - c. To meet the BBU standards for filling the position of university professor approved by the BBU Senate Decision for the Faculty of Geography, including the professional ethical and deontological norms, in force at the moment of submitting the file;
 - d. To be the first author of at least two papers published in journals that have an impact factor (IF) and an article influence score (AIS) calculated in the Web of Science, each having an AIS at least equal to 0.5 in the year when the paper was published or no earlier than the year before the publication, in the case of recently published papers, for which the two indicators calculated in the Journal Citation Reports are not yet available for the year of publication.
- (2) The assignment of budgeted places with scholarship and budgeted places without scholarship for each doctoral supervisor in the DSG is made annually by the BDSG according to the scientific performance of the doctoral supervisors on the basis of criteria established for the assignment of budgeted places at the level of IOSUD by the Administration Board Decision no. 1633 / 18 February 2021 and according to the requests made by the doctoral supervisors.

Art. 18

After retirement, a doctoral supervisor may receive new budgeted or fee-based places for the doctoral entrance exam, if he/she meets at the same time the minimal and compulsory standards for the provision of the habilitation certificate at national level, approved by order of the relevant minister, and the BBU standards for filling the position of university professor approved by the BBU Senate Decision for the Faculty of Geography, in force at the moment of retirement.



Art. 19

- (1) The quality of doctoral supervisor in the DSG ceases in the following cases:
 - a. Death;
 - b. Resignation;
 - c. The termination of teaching activity due to retirement;
 - d. The breach of professional ethical and deontological norms.
- (2) The breach of professional ethical and deontological norms is ascertained by the BBU Ethics Committee.
- (3) The termination of the quality of doctoral supervisor in the DSG as a result of the breach of professional ethical and deontological norms is decided in a DSG meeting in which all members of the DSG are invited to attend and based on the report of the Ethics Committee.

Chapter 8. Admission to doctoral studies

Art. 20

The admission to the doctoral studies organised by the DSG is made according to the BBU Methodology for the admission to doctoral studies (updated in each academic year).

Chapter 9. The training programme based on advanced university studies and the scientific research programme

Art. 21

The training programme based on advanced university studies and the scientific research programme shall be carried out according to the *Regulation concerning the organisation and operation of doctoral studies in Babes-Bolyai University*, validated by the Senate Decision no. 483/2020, including subsequent amendments and additions:

<https://senat.ubbcluj.ro/wp-content/uploads/2021/04/HS-nr.-46-privind-aprobare-modificare-la-Regulamentul-UBB-de-organizare-%C8%99i-desf%C4%83%C8%99urare-a-studiilor-de-doctorat.pdf>

<https://senat.ubbcluj.ro/wp-content/uploads/2021/04/Anexa-la-HS-nr.-46-Regulament-UBB-de-organizare-si-desfasurare-studii-de-doctorat.pdf>

<https://senat.ubbcluj.ro/wp-content/uploads/2021/04/Anexa-la-HS-nr.-46-Anexa-3-la-Regulamentul-UBB-de-organizare-%C8%99i-desf%C4%83%C8%99urare-a-studiilor-de-doctorat.pdf>

Art. 22

The teaching activities are carried out for 12 weeks, in the first semester of doctoral studies, starting with the third week of the semester.



Chapter 10. The writing and the public defence of the doctoral thesis

Art. 23

The writing and the public defence of the doctoral thesis in the field of Geography are carried out according to BBU regulations (<https://doctorat.ubbcluj.ro/ro/sustinerea-publica-a-tezelor/>).

Art. 24

The content of the doctoral thesis is established by the doctoral student, in consultation with the doctoral supervisor and the supervising board.

Art. 25

The title of the doctoral studies may be changed by the doctoral student before it is finalized for public defence, and, respectively, up to the moment when it is introduced in the system of similitude detection, provided that the doctoral supervisor agrees.

Art. 26

The doctoral student is the author of the doctoral thesis and takes responsibility for the fairness of data and information presented in the thesis, as well as the opinions and demonstrations provided in the thesis.

Art. 27

(1) The doctoral thesis must fulfil the following requirements concerning its content and technical conditions:

- a. The title of the thesis should correspond to the content of the thesis;
- b. To present clear elements of originality;
- c. To have a structure including at least the following chapters: *Introduction, Data used, Methods used, Results, and Conclusions*.
- d. To clearly assert the source of used data;
- e. To mention compulsorily the source of any information (in the shape of text, figure, table) taken over from previously published materials;
- f. It should not exceed 300 pages (excluding references and appendices);
- g. The thesis will be typed in A4 format, font: Times New Roman, size: 12 pt., 1.5 line spacing.

(2) Detailed elements regarding the scientific content and typing conditions of the doctoral thesis are presented in *Appendix 1. Guide for writing the doctoral thesis – Geography* to the present Regulation.

(3) The front cover and the first page comprise the elements stated in *Appendix 2. The template for the front cover and the first page of the thesis*.

Art. 28

- (1) To be able to defend publicly the doctoral thesis at the DSG, the doctoral student should have published at least three scientific papers during the period of doctoral studies, as follows:



- a. At least one paper in journals indexed in the Web of Science (that have an impact factor or a calculated AIS), as first author.
 - b. At least one paper in journals indexed in international databases / BDI (according to Appendix 5 of Order 6129/2016), as first author.
 - c. At least one paper in journals indexed in international databases / BDI (according to Appendix 5 of Order 6129/2016), as co-author.
- (2) The published papers should belong to the same field as the doctoral thesis, and the results of the papers should be presented in the thesis.

Art. 29

In the doctoral board, the three official reviewers may be from Romania or from abroad, as follows: no more than one from the Babeş-Bolyai University, at least one from the universities included in the "Universitaria" Consortium ("Alexandru Ioan Cuza" University of Iaşi, University of Bucharest, West University of Timişoara, Bucharest Academy of Economic Studies), and the third one may be from outside Babeş-Bolyai University or outside the "Universitaria" Consortium, but compulsorily from one of the institutions listed in *Appendix 3* to the present Regulation.

Chapter 11. Doctoral students: rights and obligations

Art. 30

The rights and obligations of the doctoral students in the DSG are governed by the *Regulation concerning the organisation and operation of doctoral studies in Babeş-Bolyai University*, validated by the Senate Decision no. 483/2020, including subsequent amendments and additions:

<https://senat.ubbcluj.ro/wp-content/uploads/2021/04/HS-nr.-46-privind-aprobare-modificare-la-Regulamentul-UBB-de-organizare-%C8%99i-desf%C4%83%C8%99urare-a-studiilor-de-doctorat.pdf>

<https://senat.ubbcluj.ro/wp-content/uploads/2021/04/Anexa-la-HS-nr.-46-Regulament-UBB-de-organizare-si-desfasurare-studii-de-doctorat.pdf>

<https://senat.ubbcluj.ro/wp-content/uploads/2021/04/Anexa-la-HS-nr.-46-Anexa-3-la-Regulamentul-UBB-de-organizare-%C8%99i-desf%C4%83%C8%99urare-a-studiilor-de-doctorat.pdf>

Art. 31

- (1) The doctoral students carry out the following types of activities within the faculty departments and the DSG:
 - a. They participate in research projects of the faculty departments, if agreed by the project manager;
 - b. They engage in the organisation of scientific conferences organised at the level of the faculty or university;
 - c. They engage in the process of editing the scientific journals of the faculty;
 - d. They engage in activities concerning the dissemination of research results;
 - e. They get involved in the current administrative activity of the DSG.
 - f. They engage in Erasmus mobilities.



- (2) According to the Administration Board Decision no. 1633 / 18 February 2021, the doctoral students enrolled on budgeted places including scholarships / grants must provide a monthly report in which they specify the verifiable activities performed for the benefit of the department or the DSG.

Chapter 12. Principles of scientific, professional and university ethics and deontology

Art. 32

The entire activity within the DSG is carried out respecting the regulations in force of the BBU and COPE – Committee on Publication Ethics:

The Code of Professional Ethics and Deontology

<https://www.ubbcluj.ro/ro/despre/organizare/files/etica/Codul-de-etica-si-deontologie-profesionala.pdf>

Guide to Tackle Discrimination

https://www.ubbcluj.ro/ro/despre/organizare/files/etica/Ghid_pentru_combaterea_discriminarii_UBB.pdf

Codex – Norms of Academic Ethics

<https://www.ubbcluj.ro/ro/despre/organizare/files/Comisia-de-etica-Codex-norme-etica-universitara.pdf>

Guide for Students: ETHICS AND ACADEMIC HONESTY – an indicative guide for Babeş-Bolyai University students

<https://www.ubbcluj.ro/ro/despre/organizare/files/Comisia-de-etica-Etica-si-onestitate-academica-ghid-pentru-studenti.pdf>

The procedure to ensure/protect the mental wellness of the students in Babeş-Bolyai University of Cluj-Napoca (BBU)

<https://www.ubbcluj.ro/ro/despre/organizare/files/etica/Procedura-de-asigurare-protejare-a-bunastarii-mintale-a-studentilor.pdf>

<https://publicationethics.org/>

Chapter 13. Final provisions

Art. 33

- (1) The members of the habilitation boards to be defended in the DSG must meet the minimal and compulsory national standards in force at the moment of their appointment in the board by order of the relevant minister.

Art. 34

- (1) This *Regulation* was passed in a DSG meeting and enters into force in the moment of its approval by the BBU CSUD.



Appendix 1

Guidelines for writing the doctoral thesis – Geography

1. Scientific content

The doctoral thesis is written by the doctoral student, under the supervision of the doctoral supervisor and of the supervising board. The content and structure of the thesis are established by the doctoral student and the doctoral supervisor, by mutual agreement, respecting the following requirements.

The title of the doctoral thesis should be chosen in such a way as:

- To have an academic wording;
- To be clear and to reflect the content of the thesis;
- To be completely covered by the content of the thesis.

The scientific content of the doctoral thesis should be structured as follows:

1. Introduction
2. The current state of research at national and international level
3. Used data/materials
4. Methods used
5. Results and discussions
6. Conclusions
7. Bibliography / References
8. Appendices (if needed)

Each of the above-mentioned chapters should comprise the specific elements listed below.

Chapter Introduction comprises information regarding:

- The importance of the proposed subject, in national and international context;
- The reasons behind choosing this subject, the stated purpose of the thesis, the objectives and research hypotheses;
- The existing limitations of current studies and the necessity of a study concerning the approached subject;
- A large part of the bibliographical sources.

Chapter The current state of research at national and international level comprises information regarding:

- The general scientific context of the proposed subject;
- A review of the main results obtained in the field of the proposed subject at international level;
- A presentation of the research and results obtained regarding the analysed region until the moment of writing the thesis;
- A presentation of the methods used to study the approached subject at national and international level.



Chapter Used data/materials

- This chapter may be merged with the one regarding the research methods in a single chapter entitled *Data and methods*.
- Every type of used data (such as statistical, cartographic, impact data, etc.) is presented in a separate subchapter.
- It is compulsory to mention the source of data for each category. Data may be provided by public or private institutions whose activity is related to data collection and are authorized in this regard (on the basis of a request or from the institution website). Data may also be collected from national and/or international databases, etc.
- The author should state the period of data collection or the period for which the data are valid;
- The author should specify the temporal and/or spatial resolution of data, if the subject of the thesis requires so;
- If the data were collected by the doctoral student or by the research team in which he/she was a part of, the sampling method should be mentioned, as well as the type of measurement devices used for sampling, and the standard accuracy/errors of these devices.

Chapter Methods used

The author should mention all the methods (statistical, sociological, spatial analysis, cartographic, graphical representation methods, etc.) used to obtain the scientific results presented in the thesis, preferably in the order of their application in the data processing algorithm. Each method is presented in a separate subchapter.

There are two manners to present the methods:

- a. If the methods used are not original:
 - If they are complex and need a lot of space, they should be presented briefly, making reference compulsorily to the bibliographical sources where they are presented in detail;
 - The author must argue the reasons for choosing such methods and why their use is adequate for this study / according to available data;
 - The author may give examples of similar studies in the field, where the same methods were used.
- b. If the method is original:
 - The stress of the thesis lays on arguing the advantages of the new method as compared to the already existing methods;
 - The method should be explained in detail so that it might be reproduced for other studies;
 - The limits of the method should also be presented.



If the methods are used by means of specific software applications (for example: SPSS; XLSTAT; Statistica, ArcGIS, ClimPACT etc.), these should be clearly specified, including the used version. For the software that require a licence, the doctoral student should make sure that such a licence is purchased by the faculty or by himself/herself.

Chapter Results and discussions should be one of the most consistent chapters of the thesis. Depending on the subject approached in the thesis, it may be divided into several subchapters, in which:

- The author presents logically and coherently the results obtained as a result of data processing, using the methods already stated;
- The author presents the obtained elements of novelty and their relevance;
- The author presents coherently and in a reasoned manner the possible explanations regarding the obtained results, which are correlated to other results obtained previously in the field by other authors in the same region or in other regions;
- The author should refer to uncertainties and/or possible errors associated to the obtained results due to quality of data and methods used;
- The author may provide hypotheses concerning the evolution of the process / phenomenon in the future or its effects in the analysed region.

Chapter Conclusions ends the scientific approach and synthetically presents:

- The main results;
- The limitations of the current study;
- The usefulness and/or practical relevance of the obtained results;
- The existing necessities identified as a result of the study, which need to be addressed in the future in the field (*to do list* or *follow up list*).

The bibliography / references includes the list of all sources used for the doctoral thesis.

- All the works cited in the text should be listed in the bibliography / references at the end of the thesis;
- All the works listed in the bibliography / references should be cited in the text;
- If information is used from one source, found in another source, both sources should be cited;
- Information taken from websites should also mention the calendar date when the website providing the cited information was accessed.

The appendices might be in text, graphic or table format, and are placed at the end of the thesis. They must be compulsorily cited within the text in the chapters of the thesis and are numbered successively.



2. *Typing condition of the doctoral thesis in Geography*

- The doctoral thesis should not exceed 300 pages (excluding references and appendices).
- The doctoral thesis will be typed respecting the following characteristics:
 - Page in A4 format;
 - Margins: 2.5 cm right, left, top, bottom;
 - Font: Times New Roman, size 12 pt., line spacing: 1.5 lines.
 - The thesis should be printed on both sides;
 - Each first-order chapter should begin on a new page;
 - The cover and the first page shall be made according to the model in *Appendix 2*.
- The entire text of the doctoral thesis will contain diacritic letters (ș, ț, ă, î, â).
- The chapters of the thesis will be numbered using Arabic numerals. The author should try to maintain a structure of subchapters down to the fourth order (for example: chapter 1, subchapter 1.1.; 1.1.1; 1.1.1.1). If a more detailed structure is needed, the letters of the Latin alphabet may be used (a., b., etc.), or lower case Roman numerals (i., ii., iii., iv., etc.) may be used.
- The table of contents should be placed at the beginning of the thesis and generated automatically.
- The abbreviations shall be defined in parenthesis when the phrase to be abbreviated first occurs in the text, and then only that abbreviation will be used throughout the thesis.
- All the tables and figures should be cited in the text before they occur in the thesis.
- Inside the tables and figures, the size of the font used should be at least 8.
- All tables and figures should have a title. The title of the table is placed above the table, while the title of the figure is placed below the figure. The titles of the tables and figures are written using italic Times New Roman font, size: 11 pt. (see the examples below):
 - *Table 1. The annual average number of*
 - *Figure 1. The spatial distribution of*
- The tables and figures are numbered chronologically from 1 to *n*, successively from the beginning until the end of the thesis (example: Table 1. ..., Table 32).
- The resolution of the figures should be at least 300 dpi.



- Citations in text should be made in APA (American Psychological Association) or Oxford style.

Author–date citation system (apa.org)

<https://apastyle.apa.org/style-grammar-guidelines/citations/basic-principles/author-date#:~:text=Use%20the%20author%E2%80%93date%20citation%20system%20to%20cite%20references,8.10%E2%80%9338.36%20of%20the%20APA%20Publication%20Manual%20C%20Seventh%20Edition>

https://www.ox.ac.uk/sites/files/oxford/media_wysiwyg/University%20of%20Oxford%20Style%20Guide.pdf

- The bibliographical list / list of references may be automatically produced using the automatic APA or Oxford citation generator:

APA Citation Generator (Free) | References & In-Text Citations (scribbr.com)

<https://www.scribbr.com/apa-citation-generator/>

<https://www.citethisforme.com/citation-generator/oxford-referencing-generator>

- The appendices are numbered consecutively and arranged at the end of the thesis in the order of their citation in the text of the doctoral thesis.
- For the theses written and defended in English, either British English or American English will be used in writing, but not a mixture of the two. The Romanian proper names (settlements, rivers, mountains) will be written in Romanian (including the use of diacritic letters, if needed), unless they have a long-established equivalent in English (for example: Bucharest, the Carpathians).



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BABEŞ-BOLYAI UNIVERSITY
TRADITIO ET EXCELLENTIA



FACULTATEA DE GEOGRAFIE
Cluj-Napoca, Str. Clinicilor 5-7
Tel: 0264-591807; Fax: 0264-597988
Email: geogr@ubbcluj.ro
Website: <http://geografie.ubbcluj.ro>

Appendix 2. The template of the front cover and of the first page of the thesis

Babeş-Bolyai University of Cluj-Napoca
Faculty of Geography
Doctoral School of Geography

DOCTORAL THESIS

Title of the Thesis

Doctoral supervisor
Prof. univ. abil. dr. Ion IONESCU

Doctoral student
Gheorghe POPESCU

CLUJ-NAPOCA
2021



Appendix 3

The list of institutions providing the official reviewers who are part of the doctoral boards for the theses defended in the Doctoral School of Geography

The doctoral boards of the theses defended at the Doctoral School of Geography might include no more than one official reviewer whose main employment is in one of the following institutions:

1. The Research Institutes subordinated to the Romanian Academy and their branches;
2. The National Institutes of Research-Development-Innovation;
3. The universities belonging to Cluj Union of Universities:
 - a. Technical University of Cluj-Napoca;
 - b. Iuliu Hațieganu University of Medicine and Pharmacy, Cluj-Napoca;
 - c. University of Agricultural Sciences and Veterinary Medicine of Cluj-Napoca;
 - d. Art and Design University of Cluj-Napoca;
 - e. Gheorghe Dima National Music Academy;
4. Ștefan cel Mare University of Suceava;
5. University of Oradea;
6. University of Craiova;
7. University of Petroșani;
8. Constanța Maritime University;
9. Dunărea de Jos University of Galați;
10. The National Meteorological Administration;
11. The National Institute of Hydrology and Water Management;
12. The foreign universities which concluded cooperation agreements with Babeș-Bolyai University;
13. The foreign universities which cooperate with the Faculty of Geography in the field of research.