

BABEȘ-BOLYAI UNIVERSITY OF CLUJ-NAPOCA  
THE DOCTORAL SCHOOL OF LINGUISTIC AND LITERARY STUDIES

**THE REGULATION OF THE DOCTORAL SCHOOL  
OF LINGUISTIC AND LITERARY STUDIES**

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**1. Preamble**

**Article 1**

- 1) The present Regulation has been drafted in accordance with the following documents: The National Education Law (Law no. 1/2011); The Code of Doctoral Studies, hereinafter referred to as the Code, approved by Romania's Government Decision no. 681/2011 on the endorsement of The Code of Doctoral Studies; Law no. 288/2004 on the organisation of university studies, as amended by Law no. 49/2013; Order no. 3482 of March 24, 2016 (issued by the Ministry of National Education and Scientific Research) on the approval of The Rules of Organization and Operation of The National Council for Accreditation of University Degrees, Diplomas, and Certificates; Minister's Order no. 5110 of September 17, 2018 on the approval of minimum national standards for the conferral of PhD degrees; Order no. 3131 of January 30, 2018 on the integration of courses on ethics and academic integrity in curricula, whichever the study programmes offered by higher education institutions belonging to the national education system; *The Regulation for Organizing and Conducting Doctoral Studies at Babeș-Bolyai University*, as adopted by Senate Resolution no. 483 of January 13, 2020; Minister's Order no. 5229 of August 17, 2020; The Babeș-Bolyai University Code of Ethics and Professional Conduct.
- 2) The Regulation applies within the Doctoral School of Linguistic and Literary Studies at the Faculty of Letters of Babeș-Bolyai University.

## **2. Doctoral Studies in the Field of Philology**

### **Article 2**

- 1) As third cycle of university studies, doctoral programmes provided by Babeş-Bolyai University offer the opportunity to gain a level 8 qualification, according to the European Qualifications Framework (EQF) and the National Qualifications Framework. PhD programmes are carried out by the Institute for Doctoral Studies and University's doctoral schools.

### **Article 3**

- 1) The Doctoral School of Linguistic and Literary Studies (SDSLL) carries out its professional, teaching, and research activities thanks to the endeavour of School's tenured and affiliated teaching staff and to the equipment provided by the Faculty of Letters (classrooms, laboratories, libraries, etc.).
- 2) According to the regulations in force, the Doctoral School of Linguistic and Literary Studies (SDSLL) is administratively subordinated to the Institute for Doctoral Studies.
- 3) The Doctoral School of Linguistic and Literary Studies (SDSLL) provides, together with the Doctoral School of Hungarian Studies (SDSH), the training of PhD students in Philology, thus ensuring the continuity of study programmes at Babeş-Bolyai University of Cluj-Napoca, in accordance with its multicultural profile. As a result, the SDSLL is in charge of Romanian and German lines of studies, while the SDSH is in charge of the Hungarian line of studies.
- 4) Admission to doctoral studies is carried out annually by the Institute for Doctoral Studies, together with doctoral schools, and shall be governed by the Framework Methodology provided by the Ministry of National Education, as well as by Babeş-Bolyai University Doctoral Admission Methodology (updated every academic year).
- 5) The Methodology for the organisation of entrance examination sets out enrolment criteria for applicants, timetable, and conduct of examination. The candidate shall specify the doctoral supervisor he/she opts for in his/her application and shall sit the examination consequently, while also considering the type of places available which is allocated to the respective PhD supervisor. The information shall be published on the website of the Doctoral School of Linguistic and Literary Studies.
- 6) The successful applicant acquires the status of doctoral student following the conclusion of a leaning agreement with Babeş-Bolyai University, through the Institute for Doctoral Studies and the Doctoral School of Linguistic and Literary Studies. The status remains valid throughout his/her doctoral studies, excluding interruption periods, under the conditions laid down by *The Regulation for Organizing and Conducting Doctoral Studies at Babeş-Bolyai University*.
- 7) During doctoral studies, the specialist training of PhD students shall be provided by a three-member guidance committee whose composition is established by the doctoral supervisor, in agreement with the PhD student.

#### **Article 4**

- 1) The Doctoral School of Linguistic and Literary Studies runs a PhD programme which is meant as a training pathway for research and higher education, providing training in terms of professional skills and transversal competences.
- 2) Doctoral studies shall be concluded by the public defence of an original work, namely the PhD thesis, drawn up in accordance with ethical and specialist requirements specific to the field of Philology.
- 3) Upon successful completion of doctoral studies, Babeş-Bolyai University confers the PhD degree in Philology.

#### **Article 5**

- 1) Doctoral studies offered by the Doctoral School of Linguistic and Literary Studies encompass:
  - a) A programme based on advanced academic studies, consisting of activities carried out within institutionalised study groups throughout a 12-week period in either semester of the 1<sup>st</sup> year of study;
  - b) A tutoring-based individual research programme coordinated by the PhD supervisor and the guidance committee and run for the entire duration of doctoral studies. In the situations provided for by *The Regulation for Organizing and Conducting Doctoral Studies at Babeş-Bolyai University*, PhD students may be granted a single programme extension (2-4 semesters), which is regulated by an addendum to the existing learning agreement.

#### **Article 6**

- 1) PhD students carrying out their doctoral traineeship may request the interruption of doctoral studies under the conditions specified in Article 7 of *The Regulation for Organizing and Conducting Doctoral Studies at Babeş-Bolyai University*.

#### **Article 7**

- 1) A doctoral student who does not complete the PhD studies within the three-year period may request its extension by at most 4 years, under the conditions provided for in the learning agreement and its addenda; the request is made in writing and shall be endorsed by the PhD supervisor.
- 2) The status of doctoral student shall be maintained throughout the whole period; nevertheless, doctoral students facing the situation referred to in paragraph 1 shall not be entitled to a scholarship financed by the Ministry of National Education and shall not be allowed to require any interruption of doctoral studies referred to in Article 6 of the present Regulation.

## **Article 8**

- 1) The doctoral degree programme referred to in Article 5 paragraph 1 (a) of the present Regulation shall be organised on a full-time basis; upon request of the doctoral student and the PhD supervisor, the Board of the Doctoral School may grant the PhD student permission to attend the programme in part-time mode. The request shall be submitted to the secretariat of the doctoral school at least two weeks before the beginning of the semester in which the change applies.
- 2) The obligations of doctoral students enrolled in a full-time programme are as follows:
  - a) For taught courses: to read the volumes included in the compulsory reading list pointed out in course description sheets; to submit a report or a paper (according to the requirements specified in the course description sheet of each curricular subject, as the PhD student assumed through the individual study plan);
  - b) For seminars: attendance of 75% of scheduled seminars; active involvement and fulfilment of tasks given by the course convenor during the semester.
- 3) The obligations of doctoral students enrolled in a part-time programme are as follows:
  - a) For taught courses: to read the volumes included in the compulsory reading list pointed out in course description sheets; to submit a report or a paper (according to the requirements specified in the course description sheet of each curricular subject, as the PhD student assumed through the individual study plan);
  - b) For seminars: attendance of 25% of scheduled seminars; active involvement and fulfilment of tasks given by the course convenor during the semester.

## **Article 9**

- 1) The curriculum of the Doctoral School of Linguistic and Literary Studies encompasses subjects taught in Romanian and/or English, French, and German.
- 2) The Doctoral School of Linguistic and Literary Studies encourages the internationalisation of PhD studies at Babeş-Bolyai University through its multilingual study offer and strives to ensure that 50% of curricular subjects and course units can also be offered in an international language.

## **Article 10**

- 1) The Doctoral School of Linguistic and Literary Studies provides PhD students with an annually updated curriculum for the two subfields specific to its structure (Linguistic Studies and Literary Studies).
- 2) Thanks to the subjects included in the curriculum, the Doctoral School of Linguistic and Literary Studies aims not only at the professional training of PhD students, but also at enhancing specialist knowledge in their specialty area (Philology) through an interdisciplinary approach to proposed topics.

## **Article 11**

- 1) Babeş-Bolyai University of Cluj-Napoca offers PhD students the opportunity to enrol for a joint doctorate, under the conditions laid down in Article 11 of *The Regulation for Organizing and Conducting Doctoral Studies at Babeş-Bolyai University*.
- 2) Doctoral students may undertake a European doctorate, in compliance with Resolution no. 21840 of November 8, 2016 issued by the Senate of Babeş-Bolyai University, and conclusion of an addendum to the learning agreement.

## **Article 12**

- 1) The Doctoral School of Linguistic and Literary Studies is a recipient of funding the Ministry of National Education allocates to Babeş-Bolyai University of Cluj-Napoca in order to budget the places for admission to doctoral studies. As long as Doctoral School's professors have access to research grants (CDI) allowing the budgeting of some places, these funds will be allocated on a competitive basis, in accordance with Article 12 of *The Regulation for Organizing and Conducting Doctoral Studies at Babeş-Bolyai University*.

## **Article 13**

- 1) Doctoral students may also be enrolled in PhD programmes on a fee-paying basis, in accordance with Article 13 of *The Regulation for Organizing and Conducting Doctoral Studies at Babeş-Bolyai University*.

### **3. The Doctoral School of Linguistic and Literary Studies**

#### **Article 14**

- 1) The activity of the Doctoral School of Linguistic and Literary Studies is coordinated by the Council for Doctoral Studies (CSUD) and the Institute for Doctoral Studies of Babeş-Bolyai University as an institution responsible for organizing doctoral studies (IOSUD).
- 2) The Doctoral School of Linguistic and Literary Studies operates within the Faculty of Letters of Babeş-Bolyai University.
- 3) The Doctoral School of Linguistic and Literary Studies includes: (a) tenured professors, all PhD supervisors in the field of Philology, who are employed at Babeş-Bolyai University on permanent basis; (b) affiliate professors and researchers; (c) PhD students carrying out their activity under the supervision of School's teaching staff. In accordance with the regulations in force, a PhD supervisor may be a full member of a single doctoral school, be it Romanian or foreign.

#### **Article 15**

- 1) The Doctoral School of Linguistic and Literary Studies draws up its own establishment plan, manages the organization and conduct of doctoral studies for PhD students enrolled in its programs, and sets out a series of criteria for the drawing-up and completion of doctoral theses.

- 2) The Doctoral School of Linguistic and Literary Studies concludes its own cooperation agreements with various doctoral schools of partner universities and academic institutions, in accordance with legal provisions.
- 3) The Doctoral School of Linguistic and Literary Studies may initiate and submit the necessary documents to access specific funding (grants) for its PhD programmes.
- 4) Every year the Doctoral School of Linguistic and Literary Studies organizes at least one scientific workshop or thematic conference for doctoral students; the event is also open to young researchers affiliated to other institutions, within the limits set by an organizing committee consisting of Doctoral School's members (teaching staff and PhD students).

#### **Article 16**

- 1) The Doctoral School of Linguistic and Literary Studies is administered by a board, similar to a departmental board, and is headed by a director, whose position is comparable to that of director of department. The director shall be an *ex-officio* member of the Board of the Doctoral School of Linguistic and Literary Studies.
- 2) The Doctoral School Board is a directly elected governing body of the Doctoral School of Linguistic and Literary Studies and is composed of the following members, beside the Director of the Doctoral School: tenured teaching academics (50%), PhD students (20%), teaching and research staff (with the right to supervise PhD theses) from partner institutions of the Faculty of Letters and of the Doctoral School, and/or well-known figures representing social, economic, or cultural sectors (30%).

#### **Article 17**

- 1) Elections for the Board of the Doctoral School of Linguistic and Literary Studies are organised by direct and secret vote of its electors: tenured professors (PhD supervisors) and PhD students enrolled in the Doctoral School's programmes and under training at the time of elections).
  - a) The voting academics elect the Director and the other members of the Doctoral School Board by means of open proposals followed by a direct secret ballot;
  - b) Doctoral supervisors or researchers elected to the Board of the Doctoral School of Linguistic and Literary Studies shall meet the minimum and mandatory standards required to obtain a postdoctoral teaching certificate, in force at the time of elections;
  - c) The procedure for the election of a member to the Doctoral School Board who does not teach at Babeş-Bolyai University is as follows: (a) the proponent member of the Doctoral School teaching staff shall submit a written statement of the respective candidate to the quorum; (b) by this declaration, duly dated and signed, the candidate agrees, if elected, to be part of the said Board, with all the duties that this entails;
  - d) PhD students shall elect their representative to the Board of the School by direct and secret ballot and shall notify the Director of the Doctoral School of the result of their election. Upon completion of doctoral studies considered from the date of the public defence of the PhD thesis, he/she shall lose the membership in the Board;

- e) The election of a member to the Doctoral School Board shall be made by a simple majority of those present and voting;
  - f) Vacancies on the Board of the School during a term of office shall be filled in accordance with the provisions in force;
  - g) If there is a failure to achieve quorum, the election meeting shall be rescheduled within 3 to 7 working days at the most. If the required quorum (half plus one of the full members of the Doctoral School of Linguistic and Literary Studies) is not yet met, the meeting shall be held with the voters present.
- 2) The term of office of the Doctoral School Board shall be 5 years.

### **Article 18**

- 1) The Board of the Doctoral School of Linguistic and Literary Studies performs all the tasks assigned to it by Article 28 of *The Regulation for Organizing and Conducting Doctoral Studies at Babeş-Bolyai University*.
- 2) The Board of the Doctoral School of Linguistic and Literary Studies shall draw- up all regulations and acts (together with their annexes), including subsequent amendments thereto.
- 3) The Board meets at least three times a year; meetings shall be convened by either the Director of the Doctoral School of Linguistic and Literary Studies or a minimum one third of Board members.

### **Article 19**

- 1) The Board of the Doctoral School shall decide on granting or withdrawing the status of full member of the Doctoral School of Linguistic and Literary Studies to a PhD supervisor, as well as the status of affiliate teaching staff or researcher, observing the provisions of Doctoral School regulation.
- 2) The Board of the Doctoral School of Linguistic and Literary Studies shall decide, upon proposal of tenured PhD supervisors, on the enrolment of successful candidates to doctoral studies following the entrance examination.
- 3) The Board of the Doctoral School of Linguistic and Literary Studies shall decide, upon proposal of tenured or affiliate PhD supervisors, on the expulsion of doctoral students, according to the law in force.
- 4) The Board of the Doctoral School of Linguistic and Literary Studies shall reassign the supervision of a doctorate in progress to another PhD supervisor (with the latter's consent and according to his/her area of research expertise) if the doctoral supervisor has reached the age of 65 and is not willing to prolong his/her activity as PhD supervisor or in any other situation referred to in Article 73 of *The Regulation for Organizing and Conducting Doctoral Studies at Babeş-Bolyai University*.

## **Article 20**

- 1) The Board of the Doctoral School of Linguistic and Literary Studies shall draw-up the content of each doctoral programme encompassing the following: (a) subjects taught within the doctoral programme; (b) total hours per course, seminar, and applied work assigned to each subject; (c) total of transferable credits per subject; (d) academics teaching within the programme. Also, the content specifies the weight of individual work, of activities within study groups, and of research activities carried out under the guidance of doctoral supervisors.
- 2) The Board of the Doctoral School of Linguistic and Literary Studies shall approve the individual study plans of PhD students and shall monitor their implementation and compliance with the doctoral studies programme.
- 3) The Board of the Doctoral School of Linguistic and Literary Studies shall implement the rules of ethics and professional conduct establishing the working framework for PhD supervisors and doctoral students.
- 4) The Board of the Doctoral School of Linguistic and Literary Studies shall examine the issues of ethics and conduct raised by academics or PhD students and shall make a decision accordingly, as required by law. The Board may consider submitting them to the Committee for Ethics of the Faculty of Letters.
- 5) The Board of the Doctoral School of Linguistic and Literary Studies shall mediate problems arising in the relationship of the PhD student, on the one hand, with the doctoral supervisor and, on the other hand, with the guidance committee members.

## **Article 21**

- 1) The Doctoral School Board facilitates access to research resources.
- 2) The Doctoral School Board shall periodically assess the scientific work of PhD supervisors and doctoral students.
- 3) The Doctoral School Board shall lay down procedures for preventing and penalising fraud and plagiarism in the scientific research activity carried out by the members of the Doctoral School of Linguistic and Literary Studies.

## **Article 22**

- 1) The Board of the Doctoral School implements procedures to emphasize the results of doctoral research, thus aiming to evaluate and endorse PhD theses for further public defence. For this purpose, the Board undertakes several actions, such as: (a) organization of scientific workshops or thematic conferences for doctoral students (rewarding of excellent papers included); (b) provision of professional support to doctoral students willing to submit their papers for publication in the specialty periodicals of the Faculty of Letters; (c) provision of professional support to most deserving PhD students who apply for national and international scholarships (from governmental and private funds) during their doctoral studies.
- 2) The Board of the Doctoral School shall ensure that applicants for PhD studies are correctly and fully informed about the following: (a) assessment and selection procedures



applying during entrance examination; (b) content of doctoral studies programmes and criteria for evaluation of research results; (c) how to make the most of doctoral studies. To this end, the School shall publish all necessary information on its website and shall keep it updated every academic year in which the Doctoral School of Linguistic and Literary Studies organises admission to PhD studies.

### **Article 23**

- 1) The Board of the Doctoral School of Linguistic and Literary Studies shall establish as the sole criterion for the selection of official readers the competence in the subject of the PhD thesis under evaluation.
- 2) The Doctoral School Board establishes a mandatory rule according to which at least one member of the assessing board shall be a tenured or affiliate teaching academic at a university member of *Universitaria* consortium. The rule does not apply to joint doctorates if two foreign specialists are members of the assessing board. The non-application of this rule is feasible if based on a written justification in which the PhD supervisor proposes the members of the board concerned and substantiates their competence and excellence in the subject covered by the PhD thesis.
- 3) The Doctoral School Board shall approve the composition of assessing boards, in accordance with Article 52 of *The Regulation for Organizing and Conducting Doctoral Studies at Babeş-Bolyai University*.

### **Article 24**

- 1) The Board of the Doctoral School of Linguistic and Literary Studies ensures the internal evaluation of the doctoral degree programmes.
- 2) The Board of the Doctoral School of Linguistic and Literary studies draws up monitoring and evaluation indicators for the two research areas (linguistics and literature). On the basis of these evaluations, the Doctoral School will revise, modify and adapt the structure of the doctoral programmes; internal evaluation will be organised on a compulsory basis at intervals of no more than 5 years.
- 3) The Board of the Doctoral School of Linguistic and Literary Studies assists the external evaluator in the evaluation process, with a view to provisional authorisation or accreditation/recognition of the Doctoral School.

### **Article 25**

- 1) The position of Director of the Doctoral School of Linguistic and Literary Studies may be held by any tenured teaching academic of the Faculty of Letters who shall comply with the following requirements: (a) has the right to supervise PhD theses; (b) meets the minimum and mandatory standards required to obtain a postdoctoral teaching certificate, in force at the time of elections; (c) does not concurrently hold another management position (i.e. dean, vice-dean, director of department, rector, vice-rector, director within various academic or governmental institutions).
- 2) The procedure for the appointment of a doctoral school director is laid down in *The Regulation for Organizing and Conducting Doctoral Studies at Babeş-Bolyai University*; thus, the Doctoral School shall inform the Council for Doctoral Studies (CSUD) on the

applications meeting the conditions stipulated by the legislation in force and submitted within the deadline, according to the election schedule of Babeş-Bolyai University.

- a) Candidates for the position of director of a doctoral school shall submit an application file to the Doctoral School Election Committee, including a CV and a management program;
- b) If there is no application, the management of CSUD shall appoint an *interim* director for a one-year period. The appointee shall be selected from among the professors proposed by the Doctoral School Board for this position. Elections shall be repeated upon expiry of the above period;
- c) The term of office of the Director of the Doctoral School shall be 5 years.

## **Article 26**

- 1) The Director of the Doctoral School of Linguistic and Literary Studies has the following duties:
  - a) The Director of the Doctoral School shall sign the PhD learning agreements upon their conclusion;
  - b) The Director of the Doctoral School approves changes in the individual study plan of a PhD student, after examining the reasons submitted in writing by the student and the PhD thesis supervisor to the Board of the Doctoral School of Linguistic and Literary Studies, in accordance with the provisions of Article 43 of *The Regulation for Organizing and Conducting Doctoral Studies at Babeş-Bolyai University*;
  - c) The Director of the Doctoral School approves the joint request of PhD students opting for criteria-based evaluation to be assessed by the course convenor, after the latter's prior endorsement;
  - d) The Director of the Doctoral School supervises the following tasks of the Doctoral School Secretariat:
    - Anti-plagiarism control (prior to preliminary defence of PhD thesis) using the software programme dedicated to this purpose and approved by CNATDCU, in compliance with the provisions laid down by the Council for Doctoral Studies (CSUD) of Babeş-Bolyai University;
    - Generation of similarity reports following the control of plagiarism, as required by law;
    - Remarks on similarity reports;
  - e) The Director of the Doctoral School shall endorse the dossier for PhD thesis defence.
- 2) The Director shall draw-up the establishment plan of the Doctoral School.

## **Article 27**

1. The Director of the Doctoral School represents the Board of the Doctoral School of Linguistic and Literary Studies in all situations provided for by law.
2. The Director of the Doctoral School of Linguistic and Literary Studies shall present a report on the activity of the Board to all members of the Doctoral School once a year, as

well as at the end of his/her term of office. The report shall be submitted to the Council for Doctoral Studies (CSUD) for approval.

#### **4. Doctoral Supervisors**

##### **Article 28**

- 1) There shall be eligible to become members of the Doctoral School of Linguistic and Literary Studies teaching and research academics who qualify for the postdoctoral teaching certificate or its recognition, as set out by National Education Law (Law no. 1/2011), Minister's Order no. 5229 of August 17, 2020, and by *The Regulation of Babeş-Bolyai University of Cluj-Napoca on postdoctoral teaching certificate*, approved by Senate Resolution no. 4665 of March 9, 2015 and updated by Resolution no. 5940 of April 16, 2020. A holder (teaching or research academic) of the above certificate will supervise doctoral theses in the field for which it is conferred.
  - a) A doctoral supervisor may concurrently supervise a maximum of 12 PhD students currently attending the programme, but no more than 15 in total;
  - b) As a PhD supervisor, he/she shall have all the rights and obligations set out in Articles 14, 15, and 16 of *The Regulation for Organizing and Conducting Doctoral Studies at Babeş-Bolyai University*.

##### **Article 29**

- 1) A PhD supervisor may have a full-member status only at one doctoral school, but may be affiliated to another school, under the conditions referred to in Article 15 of *The Regulation for Organizing and Conducting Doctoral Studies at Babeş-Bolyai University*.
- 2) The status of professors at retirement age shall be governed by Article 15, paragraphs 4 and 5 of *The Regulation for Organizing and Conducting Doctoral Studies at Babeş-Bolyai University*.
- 3) A retired PhD supervisor may carry on his/her teaching, research, and supervising activity (including supervision of doctorates in progress until their completion) within the doctoral school by extending the working period until the age of 70, in accordance with *Babeş-Bolyai University Methodology on the prolongation of the activity of teaching and research staff after the retirement age*.
- 4) If a retired PhD supervisor notifies, in writing, the Doctoral School of Linguistic and Literary Studies that he/she is not willing to carry on his/her activity (research, teaching, and supervising) within the School, the Doctoral School Board shall reassign the supervision of doctorates in progress to another member of the School; the Board shall ensure that the transition process is carried out in a democratic and transparent way, in consultation with all parties involved (the retired professor, doctoral students, and potential PhD supervisors within the School).

### Article 30

- 1) The rights and obligations of the doctoral supervisor derive from National Education Law (Law no. 1/2011), the Charter of Babeş-Bolyai University, *The Regulation for Organizing and Conducting Doctoral Studies at Babeş-Bolyai University*, the present Regulation of the Doctoral School of Linguistic and Literary Studies, as well as from his/her employment contract.
- 2) The PhD supervisor has the following rights:
  - a) The doctoral supervisor may submit the documentation required for doctoral or other research grant competitions, thus supporting the budget allocated to PhD students;
  - b) Upon request of the Board of the Doctoral School of Linguistic and Literary Studies, the PhD supervisor shall inform the board on his/her intention to organise an entrance examination and to request places for admission sittings run by the Doctoral School;
  - c) The doctoral supervisor shall determine the content of the tests specific to his/her specialty subfield, observing the admission calendar, in accordance with doctoral admission methodologies issued by the Institute for Doctoral Studies and the Doctoral School;
  - d) The doctoral supervisor shall notify the Board of the Doctoral School of admission results and shall submit the proposal for enrolment of successful applicants;
  - e) The doctoral supervisor is the first institutional signatory of the PhD learning agreement, as well as of the individual study plan of each doctoral student he/she supervises;
  - f) The doctoral supervisor shall endorse the requests for change of subjects listed in doctoral students' curricula prior to submission to the Director of the Doctoral School for approval;
  - g) The doctoral supervisor shall establish the composition of the guidance committee for the supervision of each PhD student, including compliance with Article 3 paragraph 7 of the present Regulation;
  - h) The doctoral supervisor shall approve the request for change of PhD thesis title prior to submission to the Director of the Doctoral School and to the Institute for Doctoral Studies (ISD) of Babeş-Bolyai University of Cluj-Napoca for information;
  - i) The doctoral supervisor shall propose the composition of the assessing board for the public defence of PhD thesis, after consultation with the Doctoral School Board;
  - j) In the case of internal or external evaluations, the doctoral supervisor shall be informed in time on the assessment methodology and, subsequently, on the evaluation results.

- 3) The PhD supervisor has the following obligations:
- a) The PhD supervisor shall provide the PhD student under his/her supervision with rigorous and professional scientific guidance throughout student's doctoral studies (excluding interruptions);
  - b) The doctoral supervisor shall offer the PhD student a framework for his/her professional development, including appropriate information and opportunities throughout doctoral studies, as well as mobilities and research scholarships; the PhD supervisor shall support the doctoral student's progress in his/her research until completion of doctoral studies;
  - c) The doctoral supervisor shall periodically review the activity of the PhD student under his/her supervision throughout doctoral studies and shall evaluate the results together with the guidance committee in an objective and rigorous manner;
  - d) The doctoral supervisor shall set out, in consultation with the PhD student and the guidance committee, the effective schedule of oral presentations (research reports) provided for in the doctoral student's individual plan, observing the maximum 12-month timeframe among them and the procedure for annual oral presentations;
  - e) The doctoral supervisor may decide that, in the interest of PhD student's scientific activity, his/her planned oral presentation should be accompanied by a written report as part of his/her research. The doctoral supervisor shall submit the report to the other members of the guidance committee;
  - f) If the doctoral supervisor invites other PhD students, or members of the same research project team and specialists other than the members of the supervising committee to attend PhD students' annual presentations, or includes oral presentations in research training seminars, he/she shall ensure that participants are fully informed in advance;
  - g) The doctoral supervisor shall have to attend the oral presentations of his/her PhD students and, together with the members of the guidance committee, shall sign the minutes drawn-up for each presentation.
  - h) The doctoral supervisor shall draw-up a list of research topics, according to market trends in the field, so that PhD students acquire a series of skills enabling them to enter the labour market;
  - i) The doctoral supervisor must avoid any conflict of interest during the supervision of PhD student; the above requirement also applies to the members of the guidance committee and the assessing board for PhD thesis defence;
  - j) If the doctoral supervisor or the members of the guidance committee request the Doctoral School Board to terminate the relationship with a PhD student in terms of doctoral supervision or guidance, they are further obliged to provide, in writing, a statement of reasons supporting the decision. Otherwise, the request cannot be taken into consideration.

## **5. Admission to Doctoral Studies**

### **Article 31**

- 1) Any candidate holding a bachelor's and master's degree (or equivalent degrees) in the field of Philology or related fields may sit the entrance examination organised by the Doctoral School of Linguistic and Literary Studies.
- 2) The documents required for admission shall be specified in the Admission Methodology of the respective year.
- 3) Each doctoral supervisor shall submit to the Board of the Doctoral School of Linguistic and Literary Studies for approval, at least two months before admission, the following information: (a) an explicit set of criteria for assessment of candidates; (b) a list of reference books for entrance examination; (c) a description of the thematic area of research projects the topics of PhD theses of prospective candidates will fall within; (d) an estimate of the number of places required for entrance examination.
  - a) The Board of the Doctoral School of Linguistic and Literary Studies shall either endorse the above proposals or request their redrafting in due time;
  - b) After endorsement proposals shall be submitted in writing by the Board of the Doctoral School of Linguistic and Literary Studies to the Director of the Institute for Doctoral Studies and shall be posted on the notice board, as well as on the website of the Doctoral School of Linguistic and Literary Studies;
  - c) Places available for admission allocated by the Management Board of Babeş-Bolyai University to the Doctoral School of Linguistic and Literary Studies shall be managed at Doctoral School level; thus, there shall be consulted all teaching staff involved in organising the entrance examination in that academic year. They shall be distributed internally, in accordance with the decisions of the Management Board and the Council for University Studies. Full account shall also be taken of the needs of each subfield (language and literature) in an equitable manner, so that each teaching academic involved may have access to the above places. Remarks: PhD students may be enrolled in non-fee-paying or fee-paying places; also, doctoral students may be recipients or non-recipients of scholarships.

### **Article 32**

- 1) During the examination and selection of applicants for admission to doctoral studies, any form of direct or indirect discrimination against them is prohibited by law.
- 2) The conditions and fees for admission to doctoral studies are the same for applicants from the European Community, the European Economic Area, or the Swiss Confederation.
- 3) The entrance examination shall be conducted according to Article 37 of *The Regulation for Organizing and Conducting Doctoral Studies at Babeş-Bolyai University*, under the coordination of the Board of the Doctoral School of Linguistic and Literary Studies.

### **Article 33**

- 1) The Director of the Doctoral School of Linguistic and Literary Studies is responsible for the optimal running of entrance examination, in compliance with legal provisions, academic ethics, as well as rules and regulations in force.
- 2) The results of entrance examination are validated by the Board of the Doctoral School of Linguistic and Literary Studies and submitted to the Council for Doctoral Studies (CSUD), based on internal documents provided by PhD supervisors.

## **6. Training Programmes for PhD students Organised by the Doctoral School of Linguistic and Literary Studies**

### **6.1. The Training Programme Based on Advanced Academic Studies**

### **Article 34**

- 1) The programme provides training for PhD students through teaching and scientific activities and is carried out exclusively in the first year of doctoral studies.
- 2) The Doctoral School of Linguistic and Literary Studies organizes training programmes based on advanced academic studies for two subfields, namely *Linguistic Studies* and *Literature Studies*, respectively, in different semesters, according to its curriculum.

### **Article 35**

- 1) Teaching and scientific activities that may form a training programme include: lectures, seminars, laboratory work, workshops, participation in conferences or course units held by outstanding professors invited at the Faculty of Letters, as well as attendance of research training units organised by Babeş-Bolyai University or partner institutions.
- 2) Teaching activities that are part of PhD student's training programme shall encompass a subject focusing on the research methods and on the core issues of ethics in research specific to the doctoral field.
- 3) The number of subjects offered by the Doctoral School of Linguistic and Literary Studies within these programmes and all aspects on how courses and subsequent assessments are organised and conducted comply with the provisions of Articles 39 to 43 of *The Regulation for Organizing and Conducting Doctoral Studies at Babeş-Bolyai University*.

### **Article 36**

- 1) The training programme based on advanced academic studies may be carried out in Romanian or in an international language.
- 2) The training programmes shall be posted on the website of the Doctoral School of Linguistic and Literary Studies, together with other information packages relating to subjects taught in that academic year (course description sheets, timetable, etc.).

## **Article 37**

- 1) The individual training programme of the PhD student shall be established in accordance with the provisions of Article 39 of *The Regulation for Organizing and Conducting Doctoral Studies at Babeş-Bolyai University*. In the case of a joint doctorate, the programme shall also be performed in accordance with the regulations of the partner university.
- 2) If the PhD student has completed a research master's degree, the Board of the Doctoral School may decide on its recognition and consider the degree to be of equivalent value to that of the individual training offered during the first year doctoral programme (courses held by the Doctoral School). The decision shall be taken based on a dossier provided by the doctoral student and endorsed by the PhD supervisor. The dossier shall be submitted to the secretariat of the Doctoral School of Linguistic and Literary Studies, together with the learning agreement, and shall include: (a) PhD student's request for recognition of courses (explicitly specified); (b) copies of the transcript of records and description of courses for which recognition is requested. For the approval of such requests, the Board of the Doctoral School of Linguistic and Literary Studies shall take into account the curricular correspondence (field, research subfield, topic, etc.) between courses for which recognition is requested and the current research subject of doctoral student.
- 3) Once the PhD student has signed the learning agreement with Babeş-Bolyai University, which includes a specific study programme, he/she can no longer apply for recognition of other programmes and modification of the said learning agreement on this basis (according to Article 43 of *The Regulation for Organizing and Conducting Doctoral Studies at Babeş-Bolyai University*).

## **6.2. The Individual Scientific Research Programme**

### **Article 38**

- 1) The doctoral student's individual programme shall be designed by the PhD supervisor (or supervisors, if joint doctorate), in agreement with the doctoral student, to meet his/her specific needs in terms of training for research, documentation, and insertion in the academic life, at national and international level.
- 2) The individual programme includes the participation of the PhD student in one or more research projects established by the doctoral supervisor (Article 44 paragraph 2 of the *Regulation*), such as: research grants, editorial projects, organisation of scientific events and publication of proceedings; they may be coordinated by the PhD supervisor or other qualified teaching academics. The doctoral student shall present his/her involvement in the events above in the annual research report.
- 3) If the coordinator of this programme is not the same as the PhD supervisor, it is advisable (but not mandatory) that he/she be part of the doctoral guidance committee.



## **Article 38**

- 1) The annual oral presentations of the PhD student included in his/her individual programme are set out and performed according to the regulations in force. The annual oral presentations shall be accompanied by documents attesting the progress of PhD student's research activity, in accordance with the requirements of the doctoral supervisor.
- 2) The individual scientific research programme shall include at least one annual participation in a national or international scientific workshop/symposium in the thesis specialty area; the event shall be presented by the doctoral student in his/her annual research report.

## **7. Drawing-up and Public Defence of Doctoral Theses**

### **Article 40**

- 1) The Doctoral School of Linguistic and Literary Studies has developed *A Guide to drawing-up PhD theses*, as Annex 1 to this *Regulation*.
  - a) Doctoral supervisors shall be directly responsible for complying with this *Guide* during the drawing-up out and completion of the PhD thesis;
  - b) If the PhD thesis does not comply with this *Guide*, it may be rejected at any assessment stage (either by the guidance committee or the assessing board for PhD thesis defence).

### **Article 41**

- 1) The assessment of the PhD thesis shall be performed taking into account the following: (a) the research findings; (b) the innovative character of doctoral thesis; (c) the topicality of the theme developed considering the research advances in the field of the thesis; (d) the insertion of the research study in a field of major interest; (e) the ability of the PhD student to disseminate the original research findings through the thesis itself and associated publications during the doctoral training; (f) compliance with the legal provisions relating to the layout/size of PhD thesis content and bibliographical references, as well as to the ethics in research.
- 2) The guidance committee shall discuss the doctoral thesis in a public meeting, which is recommended to be attended by other PhD students involved in similar research projects. At the completion of the research study, the PhD supervisor may also invite other specialists in the field, whose opinions may be relevant for the PhD student. The presence of the invited persons shall be recorded in the minutes of the meeting.
- 3) The public defence of the doctoral thesis shall be carried out in accordance with the legislation in force (Articles 51 to 60 of *The Regulation for Organizing and Conducting Doctoral Studies at Babeş-Bolyai University*).

## 8. PhD Students

### Article 42

- 1) PhD students shall be included in the staff establishment plan of the Doctoral School during his/her PhD studies.
- 2) The PhD student concludes a learning agreement with Babeş-Bolyai University, including a series of annexes (study plan, etc.) attached hereto, in compliance with Articles 62 and 63 of *The Regulation for Organizing and Conducting Doctoral Studies at Babeş-Bolyai University*.
- 3) PhD students have all the rights guaranteed by the legislation in force and all the obligations deriving from it, according to Article 64 of *The Regulation for Organizing and Conducting Doctoral Studies at Babeş-Bolyai University*.

### Article 43

- 1) The PhD student has the following rights during the doctoral studies (except for possible interruptions):
  - a) to receive information about the Doctoral School and the study programme it offers;
  - b) to be actively involved in the drafting of the individual study plan, together with the doctoral supervisor;
  - c) to receive professionally appropriate guidance from the doctoral supervisor and the guidance committee;
  - d) to request the Board of the Doctoral School of Linguistic and Literary Studies the change of the PhD thesis supervisor, by justifying the request in writing;
  - e) to be involved in activities that are carried out within the Department to which the doctoral supervisor belongs and that are related to his/her PhD studies;
  - f) The PhD student shall be represented in the Board of the Doctoral School to which he/she belongs by a doctoral student, elected by a simple majority vote of all doctoral students, within General Assembly of PhD students of the Doctoral School of Linguistic and Literary Studies, during university elections, in accordance with the schedule established by Babeş-Bolyai University. If the PhD student elected to the Board loses his/her status as a doctoral student before the end of the term of office, the new representative will be elected by the same procedure within 30 days of the vacancy on the Board. Doctoral students will also have a seat on the Faculty Board of those allocated to all doctoral schools' students of the Faculty of Letters. The election of the PhD students' representative is performed within the same General Assembly of all doctoral students of the Faculty;
  - g) to have access to the research resources offered by Babeş-Bolyai University, for both professional training and drawing-up of the doctoral thesis;
  - h) to participate in the activities organised by other doctoral schools of Babeş-Bolyai University, with the prior consent of the doctoral supervisor;

- i) to participate in research projects either together with the doctoral supervisor or with his/her consent, as appropriate;
- j) to carry out a joint doctorate, in accordance with the regulations in force, and receive the required support for national or international mobilities;
- k) to register for national and international scientific workshops, based on the consent of the doctoral supervisor, and acquire institutional support for this purpose;
- l) The doctoral student may provide teaching and tutoring activities for BA students at the Faculty of Letters, with the consent of the doctoral supervisor, within the limits laid down by *The Regulation for Organizing and Conducting Doctoral Studies at Babeş-Bolyai University*.

#### **Article 44**

- 1) The PhD student has the following obligations throughout the doctoral studies (except for possible interruptions or a grace period):
  - a) to communicate with the PhD supervisor and the guidance committee members, and submit the required activity reports to them;
  - b) to comply with the individual doctoral study plan and accomplish the tasks and activities set out therein;
  - c) to behave in accordance with the rules of Babeş-Bolyai University;
  - d) to be involved in the optimal running of the doctoral studies programme;
  - e) to cooperate with the Doctoral School of Linguistic and Literary Studies and the Institute for Doctoral Studies.

#### **Article 45**

- 1) Conflicts of interest (between the doctoral student and the PhD supervisor or the guidance committee members) are governed by *The Regulation for Organizing and Conducting Doctoral Studies at Babeş-Bolyai University*.
- 2) Loss of doctoral student status, change of PhD supervisor, and loss of membership of a doctoral school are governed by the provisions of *The Regulation for Organizing and Conducting Doctoral Studies at Babeş-Bolyai University*.

### **9. Principles of Scientific, Professional, and Academic Ethics**

#### **Article 46**

- 1) All members of the Doctoral School of Linguistic and Literary Studies are obliged to know and comply with the provisions of *The Babeş-Bolyai University Code of Ethics and Professional Conduct*.  
([https://www.ubbcluj.ro/ro/despre/organizare/files/etica/Codul\\_Etic\\_al\\_UBB.pdf](https://www.ubbcluj.ro/ro/despre/organizare/files/etica/Codul_Etic_al_UBB.pdf)).

## **10. Final provisions**

### **Article 47**

- 1) The Regulation of the Doctoral School of Linguistic and Literary Studies is drawn up by the Doctoral School Board, in consultation with all PhD supervisors of the Doctoral School, in the respect of legal provisions;
- 2) The Regulation of the Doctoral School of Linguistic and Literary Studies shall be supplemented whenever necessary with new legal provisions relating to the activity of the Doctoral School;
- 3) The Regulation of the Doctoral School of Linguistic and Literary Studies is accompanied by *Annex 1* (A Guide to drawing-up PhD theses);
- 4) The Regulation of the Doctoral School of Linguistic and Literary Studies is accompanied by *Annex 2* relating to the procedures for granting membership of the Doctoral School of Linguistic and Literary Studies to a holder of a postdoctoral teaching certificate).

**THE DOCTORAL SCHOOL OF LINGUISTIC AND LITERARY STUDIES****A GUIDE TO DRAWING-UP PHD THESES**

*N.B.: In the case of doctoral theses written in languages other than Romanian, the details of the reference system indicated below may be modified, with the express agreement of/under the guidance of the PhD supervisor, in accordance with current academic practice in the culture concerned.*

**1. Size and pagination of thesis; binding of printed document**

- Doctoral theses submitted to the Doctoral School of Linguistic and Literary Studies shall have a minimum of 200 pages of 2500 characters with spaces per page, regardless of the font size;
- Theses shall have numbered pages, from the beginning of the text itself (without the title page) to the end of the printed document;
- It is recommended that theses be printed on one-side only;
- Printed copies of PhD theses submitted to the Doctoral School secretariat for public defence shall have hard covers;

**2. Title page of the PhD thesis**

In principle, the title page shall include:

- the name of the institution (university, faculty) at which the doctoral student is enrolled and the name of the doctoral school (optional). In the case of a joint doctorate, the names of both institutions should be given;
- type of doctorate and/or field of the thesis: (e.g.) "scientific doctorate in the field of Philology";
- the author's first name and surname (as it appears in the doctoral learning agreement);
- the title of the thesis;
- academic title, followed by the first name and surname of the doctoral supervisor (as it appears in the learning agreement);
- If the thesis is co-supervised, the title page may also contain other information required by the partner university, according to its regulations.

**3. Table of contents**

- The table of contents should preferably be presented at the beginning of the document, after the title page. The list of annexes to the thesis should always be at the end of the table of contents.

**4. General criteria for drawing-up the thesis**

- It is recommended that the final text be written in Times New Roman font, size 12; other fonts may be used, provided that the font - whatever it is - remains the same throughout the text of the thesis and its annexes;
- Theses written without the diacritical marks specific to the language in which they are written are not allowed;
- Text spacing will be 1.5 lines; for quotations, the following rule will apply: if the quotation is longer than 3 lines, it will be written in a paragraph separate from the text of the thesis, as a block-text, in a smaller font size than the text of the thesis (e.g. if the

thesis is written in font size 12, block-text quotations will be written in font size 11 or 10).

## 5. Sources and bibliography

The thesis shall have a final Bibliography, which will include all sources referred to in the text and (where appropriate) other sources. Sources will include:

- **primary sources** or first-hand sources (corpus of texts, archives, etc.) referred to in the thesis;
- **secondary sources**: additional bibliographical sources used.

## 6. Annexes

Some of the documents used in doctoral research (a particular edition of text, interviews, survey protocol, illustrations, etc.) can be found in the Annexes of the thesis. The list of Annexes will appear at the end of the Table of Contents.

## 7. The Index

If available, the general index or subject index (index of proper names, etc.) will be generated automatically when the document is typed.

## 8. Translations in the text of the thesis

If translations belong to the author, this should be stated in square brackets after the translated quotation or in the author's reference note as [our translation]. If there are published translations in Romanian (or Hungarian), these should be used (by specifying the edition); the non-use of these translations and the translation of texts by the doctoral student must be explicitly justified in the thesis (e.g. it can be argued that the existing translation is not faithful, etc.).

The decision to translate or retain the original quotations used in the thesis will be taken, depending on the research topic, in agreement with the PhD supervisor.

## QUOTES

**The thesis will use exclusively one of the two methods of critical referencing outlined below. The general principle for writing references is that of "internal consistency": one style, one format, one system will be followed for the whole document.**

### A.1. The NOTE - BIBLIOGRAPHY system ("the zone method"; system used mainly in the humanities)

- Notes should be written in Times New Roman font, size 10 (or 11), in any case with one or two smaller size indices than the body of the text itself.
- Notes may be inserted in the footer or at the end of each chapter. *Endnotes* are recommended, as they are easier to consult while reading.
- The numbering of footnotes will be automatic, with Arabic numerals, starting from footnote 1 for each new chapter of the thesis.
- An **indented space** will automatically be added between the note number and the note itself, as well as between quotation marks and the name of the collection (if the case may be).
- The name of the collection, the number within the collection and the name of the translator may be omitted in footnotes if they are not relevant to the research itself, provided they are entered in the bibliography.

## A.1.1. FIRST CITATION

### Scientific volumes, Monographs

Order of citation items:

First name Surname, *Title and subtitle of the volume* (in italics), place of publication, publisher, "collection" (in quotation marks), year of publication (optionally followed by the year of the first edition, indicated in square brackets), volume number (t.; optional), p./pp. (the page number from which the citation is taken, preceded by p. in the case of a single page, or by pp. in the case of a citation extending over several pages):

<sup>1</sup> Oleg Grabar, *Penser l'artislamique. Une esthétique de l'ornement*, Paris, Albin Michel, coll. « Idées », 1996.

<sup>2</sup> Friedrich Nietzsche, « Préface », in *Seconde Considération intempestive. De l'utilité et de l'inconvénient des études historiques pour la vie*, traduction de Henri Albert, introduction, chronologie et bibliographie de Pierre-Yves Bourdil, Flammarion, coll. « GF », 1988 [1874], p. 73.

In the case of an editor, coordinator, or translator instead of/besides the author:

<sup>3</sup> Homère, *Odyssée*, traduit du grec ancien par Philippe Jaccottet, préface, choix, notices et commentaires par Paul Demont, Paris, Librairie Générale Française, coll. « Le Livre de Poche/Les Classiques de Poche », 1989, p. 17.

### Studies/ Chapters in collective volumes, conference proceedings, etc.

First name Surname, "Title of the study" (in quotation marks, without italics unless the title itself is in italics), in First name and name of coordinators (sous la direction de), *Title of the volume* (in italics), place of publication, publisher, "collection" (in quotation marks), number in the collection (optional), year of publication, p. / pp. (the page number from which the citation is taken, preceded by p., in the case of a single page, or by pp. in the case of a multi-page citation):

<sup>4</sup> Alain Roger, « Histoire d'une passion théorique ou Comment on devient un Raboliot du Paysage », in Augustin Berque (sous la direction d'), *Cinq propositions pour une théorie du paysage*, Seyssel, Éditions Champ Vallon, 1994, pp. 107-123.

### Articles from periodicals

First name Surname, "Title of article" (in quotation marks), in (optional) *Title of journal* (in italics), no. (number of journal), month and year of issue, pp. (beginning and ending pages of the article, preceded by p. in the case of a single page, or by pp. in the case of several pages):

<sup>5</sup> Jean-Patrice Courtois, « Le régime autobiographique a-t-il un sens en poésie ? », in Michel Braud, Valéry Hugotte (textes réunis et présentés par), *Modernités*, n°24 : « L'irressemblance. Poésie et autobiographie », Bordeaux, Presses Universitaires de Bordeaux, coll. « Modernités », 2007, p. 47 et suivantes.

<sup>6</sup> Bertrand Gervais, « Manger le livre : désémiotisation et imaginaire de la fin », in *Protée*, vol. 27 : « L'imaginaire de la fin », n°3, hiver 1999, pp. 7-18.

### Paper presented at a conference

1. Rachel Adelman, „‘Such Stuff as Dreams Are Made On’: God’s Footstool in the Aramaic Targumim and Midrashic Tradition” (paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, Louisiana, November 21–24, 2009).

### Electronic documents

If more than one electronic version is available, indicate the version consulted (e.g. Kindle).

For books consulted online, indicate the URL; the date of consultation of the online text is indicated only at the request of the editor or thesis supervisor. If the quoted text is not paginated, indicate the section title, chapter number, or name, etc. E.g.:

1. Jane Austen, *Pride and Prejudice* (New York: Penguin Classics, 2007), Kindle edition.
2. Philip B. Kurland and Ralph Lerner, eds., *The Founders' Constitution* (Chicago: University of Chicago Press, 1987), <http://press-pubs.uchicago.edu/founders/>, accesat la 12 februarie 2010.
3. Kurland and Lerner, *The Founder's Constitution*, chap. 10, doc. 19.

### **A.1.2. SUBSEQUENT CITATIONS OF A DOCUMENT**

#### **Successive citations of the same document**

*Ibid.* (or *Ibidem*) - repeats the full reference from the previous note.

*Ibid.* (or *Ibidem*), p. 80. - refers to a specific page of the reference in the previous footnote.

*Ibid.* (or *Ibid.*), pp. 80-81. - refers to several pages of the reference in the previous footnote.

If the note refers to a document already cited, **but whose references do not immediately precede the new note**, use *op. cit.* In the case of a longer title, the title may be reduced to the first two elements followed, where appropriate, by suspension points.

<sup>8</sup> Alain Roger, « Histoire d'une passion théorique ou Comment on devient un Raboliot du Paysage », in Augustin Berque (sous la direction d'), *Cinq propositions...*, *op. cit.*, p. 108.

### **A.2. The "AUTHOR-DATE" system (system used mainly in the exact and social sciences, as well as in linguistics)**

The reference (author's name and date of publication) is given in the body of the text in brackets. Full bibliographical information can be found in the bibliographical list.

#### **Books or volumes**

The volume

GRABAR, Oleg, *Penser l'art islamique. Une esthétique de l'ornement*, Paris, Albin Michel, coll. « Idées », 1996, 212 p. The full text will be indicated in the Bibliography, and only the mention (Grabar, 1996) will appear in the text or, if a specific page is referred to, (Grabar, 1996, 54) - where it refers to p. 54 of the volume cited.

#### **Magazine articles**

In the footnote, indicate the page consulted, and in the Bibliography indicate the first and last page of the article. The article will appear in the final Bibliography of the thesis as:

DOSSE, François, " Michel de Certeau et l'écriture de l'histoire ", in *Vingtième Siècle. Revue d'histoire*, n°78, Paris, Presses de Sciences Po, avril-juin 2003, pp. 145-156.

In the text of the thesis, it will be indicated only (Dosse, 2003, 145-146).

## **BIBLIOGRAPHY PRESENTATION**

The presentation of the Bibliography varies according to the subject. However, the content should be coherent, consistent, and readable. Each item should be clearly separated from the next.

#### **Overview**

The presentation of references varies according to the types of documents used in the thesis (printed or electronic documents, such as CDs, databases, Internet addresses).



The bibliography can be divided into:

- **Primary sources** (or primary Bibliography) or first-hand sources (corpus of texts, archives, etc.) referred to in the thesis (in the case of a PhD thesis in the field of Philology, the primary Bibliography may include, after the presentation of the corpus itself of texts, the critical bibliography focusing on the author(s) studied);
- **Secondary sources** (or secondary Bibliography): additional bibliographical sources listed in the Bibliography.

This second list may or may not be organised by subject area. The order of presentation is as follows:

- A first section devoted to *Scientific/critical volumes and studies* (as appropriate, monographs and scientific volumes first, then studies and journal articles),
- A second section, entitled *Dictionaries* (this may also include other reference works),
- A third, optional section, *Other consulted writings*, containing documents not included in the other sections, and finally,
- the *Siteography*, which brings together electronic documents or Web addresses consulted.

### **Enumeration of references**

This will be done in alphabetical order of author names or the first initial of the title when the publication is anonymous or has more than 3 authors. If the same author has more than one publication, they will be listed alphabetically by the first initial of the title or chronologically by the year of publication of the publication concerned. However, the thesis will constantly use only one ordering criterion.

### **Scientific volumes, monographs**

Order of citation items:

- single author

SURNAME, first name, *Title of the volume* (in italics), edition (optional), place of publication, publisher, "collection" (in quotation marks), year of publication (where appropriate, in square brackets, year of first edition), p. (number of pages, followed by p.)

MARION, Jean-Luc, *L'Idole et la distance. Cinq études*, Paris, Bernard Grasset, coll. « Figures », 1977, 330 p.

In the case of more than one author, when one author's name is omitted, *et al.* (et alii) may be indicated after the latter.

POULET, Georges *et alii*, *Les chemins actuels de la critique*, Paris, UGE, coll. « 10/18 », 1968, 309 p.

### **Studies/chapters in collective volumes**

SURNAME, first name, "Title of study" (in quotation marks, without italics unless the title itself is in italics), in *Title of volume* (in italics), place of publication, publisher, "collection" (in quotation marks), number in collection (optional), pp. (the beginning and end pages of the article, preceded by pp.)

ROGER, Alain, « Histoire d'une passion théorique *ou* Comment on devient un Raboliot du Paysage », in Augustin Berque (sous la direction d'), *Cinq propositions pour une théorie du paysage*, Seyssel, Éditions Champ Vallon, 1994, pp. 107-123.

## Doctoral theses

GALLET, Olivier, *Autres poétiques : l'innovation dans la poésie du XX<sup>ème</sup> siècle à travers la naissance de trois formes singulières et personnelles : Les Ardoises du toit de Pierre Reverdy, Misérable miracle d'Henri Michaux, La Promenade sous les arbres de Philippe Jaccottet*, Thèse de doctorat, sous la direction de Marie-Claire Dumas, Sciences des textes et documents, Paris 7, 1998 ; Lille, Atelier National de Reproduction des thèses, 1999, 2 volumes, 768 p.

## Magazine articles

SURNAME, first name, "Title of article" (in quotation marks, without italics unless the title itself is in italics), in (optional) *Title of journal* (in italics; avoid abbreviated titles), n° (number of journal), month and year of issue, pp. (the beginning and end pages of the article, preceded by p. in the case of a single page, or by pp. in the case of several pages).

SCHEFER, Olivier, « Qu'est-ce que le figural ? », in *Critique*, n°630, novembre 1999, pp. 912-925.

CINPOEȘ, Radu, 'Paradigms in the Study of Nationalism: Self-Other and Centre-Periphery relations', in *Acta Iassyensia Comparationis*, n°5 : « Centru și periferie / Centre and Periphery / Centre et périphérie », Iași, Editura Universitat XXI, 2007, pp. 61-67.

## Audiovisual documents (films, videocassettes, recordings)

*Plans-Fixes. Jean-Claude Hesselbarth – Philippe Jaccottet*, « Philippe Jaccottet, poète », interlocuteur : Michel Bory, caméra : Jean Mayerat, son : Guy-Jules Renaud, Suisse, 1978, 50 min.

ARCAND, Denys, *Le déclin de l'empire américain*, Enregistrement vidéo, Corporation image, M et M et l'Office national du Film, Montréal, O.N.F., 1986. 1 cassette: 102 min., son, coul., VHS.

## Electronic documents

In general, the electronic address replaces information on the place and name of the publisher. In the case of an electronic message (e-mail, forum post), it should be indicated: Author, subject of the message, type of the medium in square brackets: [*on line*], day, month and year of the message, the URL of the website, followed by the date of consultation (consulted at ...)

LARRÈRE, Raphaël, « L'art de produire la nature. Une leçon de Rousseau », in *Le Courrier de l'environnement de l'INRA*, n°22, juin 1994, pp. 5-13, URL : <http://www.inra.fr/dpenv/larrec22.htm>, consultat la 6 ianuarie 2010.

For more details, we recommend PhD students to consult the following websites:

[http://pages.usherbrooke.ca/clioweb/hst125/regles\\_nbp.htm#abreger](http://pages.usherbrooke.ca/clioweb/hst125/regles_nbp.htm#abreger)

<http://www.chicagomanualofstyle.org/home.html>.

<https://owl.english.purdue.edu/owl/resource/747/01/>.

## THE DOCTORAL SCHOOL OF LINGUISTIC AND LITERARY STUDIES

### MEMBERSHIP REGULATION

#### Article 1

The present Regulation is based on the following documents:  
The National Education Law (Law no. 1/2011); The Code of Doctoral Studies, hereinafter referred to as the Code, approved by Romania's Government Decision no. 681/2011 on the approval of The Code of Doctoral Studies; Law no. 288/2004 on the organisation of university studies, as amended by Law no. 49/2013; Order no. 3482 of March 24, 2016 (issued by the Ministry of National Education and Scientific Research) on the approval of The Rules of Organization and Operation of The National Council for Accreditation of University Degrees, Diplomas, and Certificates; Minister's Order no. 5110 of September 17, 2018 on the approval of minimum national standards for the conferral of PhD degrees; *The Regulation for Organizing and Conducting Doctoral Studies at Babeş-Bolyai University*, as endorsed by the Decision no. 483 of the University Senate dated January 13, 2020; Minister's Order no. 5229 of August 17, 2020.

#### Article 2 - Procedures for granting membership of the Doctoral School of Linguistic and Literary Studies

- 2.1. Membership of the Doctoral School of Linguistic and Literary Studies is open to teaching academics/researchers who
  - a) have earned a postdoctoral teaching certificate within institutions organizing doctoral studies (IOSUD) members of *Universitaria* consortium or in a foreign university renowned in the field concerned;
  - b) have their main workplace/are employed on permanent basis at Babeş-Bolyai University of Cluj-Napoca, universities members of *Universitaria* consortium, research institutes of the Romanian Academy, or at other universities well-known in the field in which the above certificates are granted.
- 2.2. Procedures for granting membership of the Doctoral School of Linguistic and Literary Studies is described in *The Regulation of Babeş-Bolyai University of Cluj-Napoca on the public defence of postdoctoral dissertations and the coopting of doctoral supervisors*.
- 2.3. The application shall be sent electronically to the secretariat of the Doctoral School of Linguistic and Literary Studies; after registration, the dossier shall be submitted by electronic means to the School Board.
- 2.4. The Board of the Doctoral School of Linguistic and Literary Studies shall make a decision within 30 days from registration of the application, after consultation with all professors of the Doctoral School of Linguistic and Literary Studies. The reasons for the decision shall be stated in the minutes of the consultation meeting and shall then be forwarded (dossier included) to the Institute for Doctoral Studies, with a copy to the candidate.

### **Article 3 - Content of the application dossier**

The content of the application dossier is as follows:

- a) The request accompanied by a letter of motivation addressed to the Board of the Doctoral School of Linguistic and Literary Studies for granting membership;
- b) A copy of the Minister's Order on the conferral of the postdoctoral teaching certificate (or a similar document issued by the Ministry of National Education, including official recognition of an equivalent certificate earned abroad);
- c) An updated CV;
- d) A description of the thematic area of research targeted by the applicant for his/her future PhD students (maximum 6000 characters with spaces). Reference shall be made to the candidate's current lines of research (including a list of his/her publications for the last 3-4 years falling within these trends), as well as to the research programmes/ grants/ groups/ centres the candidate is a member/director at the time of application and in which future PhD students can be included;
- e) Meeting the minimum and mandatory standards required to earn the postdoctoral teaching certificate, as established by the CNATDCU for the field of Philology;
- f) Letter of approval from the establishment where the applicant is employed full-time (in the case he/she is not employed at Babeş-Bolyai University).

### **Article 4 - Approval/acceptance of the application by the Doctoral School of Linguistic and Literary Studies**

- 4.1. The dossier is subject to a consultative vote of all teaching staff of the Doctoral School of Linguistic and Literary Studies;
- 4.2. Following the vote, the School Board shall make a decision within 30 days from registration of the application;
- 4.3. The minutes shall state the result of the vote and the reasons for accepting or rejecting the application dossier;
- 4.4. In case of rejection, the applicant may only resubmit a similar application in the year following that in which it was rejected;
- 4.5. In case of acceptance, the minutes and the candidate's dossier shall be sent to the Institute for Doctoral Studies for validation by the Council for Doctoral Studies (CSUD);
- 4.6. The affiliation shall be established by decision of the Senate of Babeş-Bolyai University of Cluj-Napoca; the Institute for Doctoral Studies shall inform the Doctoral School of Linguistic and Literary Studies and the applicant on that subject.

**Article 5 - Criteria for granting the status of member of the Doctoral School of Linguistic and Literary Studies**

- 5.1. Any new application for membership of the Doctoral School of Linguistic and Literary Studies shall be discussed under two aspects, explicitly recorded in the minutes:
- a) the appropriateness of accepting a new member in the strategic development plan of the Doctoral School of Linguistic and Literary Studies for the coming years;
  - b) the scientific and academic quality, as well as the ethical profile of the new member, i.e. the expected impact of his/her co-option on the Doctoral School of Linguistic and Literary Studies.
- 5.2. In assessing the appropriateness of welcoming new members to the Doctoral School of Linguistic and Literary Studies, the following aspects shall be taken into account:
- a) the number of doctoral supervisors in the subfield targeted by the new candidate and the judicious distribution of doctoral supervisors by subfield within the Doctoral School;
  - b) the possibility of attracting new PhD students to Doctoral School of Linguistic and Literary Studies;
  - c) the ability of the candidate (supported by the information provided in the application) to attract research grants and joint doctorates, and to develop cooperation with leading Romanian and foreign universities/doctoral schools, for the benefit of the Doctoral School of Linguistic and Literary Studies as a whole.
- 6.2. The Doctoral School of Linguistic and Literary Studies shall post on its website the new member's themes and bibliographical list for that year's PhD entrance examination.

Director of the Doctoral School of Linguistic and Literary Studies  
Bianca-Elena Bican, PhD, Associate Professor