



INSTRUCTION IS-6

concerning

The interruption, extension of doctoral studies and the granting of a grace period

This instruction refers to the conditions and the procedural steps for granting an interruption and an extension of the doctoral studies, as well as of a grace period, according to the legal provisions in force.

I. General conditions and criteria

- 1) The doctoral student may request, for compelling reasons, the **interruption** of the doctoral studies, according to Art. 8(4) of the *Regulations for organizing and conducting doctoral and postdoctoral studies* at UNITBV and based on Government Decision HG no. 681/2011 concerning the approval of the Code of doctoral studies. The cumulated interruption periods cannot exceed 2 (two) years, the duration of the doctoral studies being extended by the cumulated periods of the approved interruptions.
- 2) The situations that justify interrupting the doctoral studies upon request are: medical problems (extended medical leave, medical treatment which temporarily restricts the capacity for intellectual effort, etc.), maternity leave, extended study mobility abroad, special personal problems, other situations which can be assimilated to the previously mentioned ones.
- 3) The doctoral student is entitled to request, for compelling reasons, the **extension** of the doctoral studies according to Art. 8(5) of the *Regulations for organizing and conducting doctoral and postdoctoral studies* at UNITBV and based on Government Decision HG no. 681/2011 concerning the approval of the Code of doctoral studies. The extension period that can be granted is of maximum 2 (two) years.
- 4) The extension of doctoral studies shall be approved if, at the end of the contract period (3 years, and 4 years for the field of Medicine), the student requires an additional period to conduct experiments, to test empirically the research results, to repeat certain experiments or extend the range of experiments specified initially. The extension shall be granted if the student proves that s/he fully completed the PPUA and the research programme undertaken through the individual doctoral programme, and that s/he defended the research reports. The justified exceptions to this rule must be approved by the C-SDI and by CSUD, based on a justification report compiled by the doctoral student and the doctoral supervisor.
- 5) In addition, the doctoral student is entitled to request, for compelling reasons, a **grace period**, according to Art. 8(6) of the *Regulations for organizing and conducting doctoral and postdoctoral studies* at UNITBV and based on Government Decision HG no. 681/2011 concerning the approval of the Code of doctoral studies. The grace period which can be granted is of maximum 2 (two) years.
- 6) The grace period shall be granted if the doctoral student fails to complete and defend the doctoral thesis by the deadline set in the initial study contract and after the extension periods granted. In order to receive the grace period, the doctoral student must prove the completion of

all the additional research stages, the verification of results, etc., for which the extension of doctoral studies was requested and granted, as well as the fact that the writing of the doctoral thesis began at the moment the grace period is requested. This proof is the monitoring report compiled by the doctoral supervisor and the advisory committee, which shall be attached to the doctoral student's request. This report shall also assess the likelihood of success for the completion of the doctoral thesis.

I. Process stages

1. The doctoral student shall submit, in due time, at the secretary's office of SDI a request form for interruption/extension/grace period (*Form IS-6-F1*), approved by the doctoral supervisor and accompanied by the necessary justification documents, as the case may be. The request must include the fulfilment stage of the doctoral programme and the reasons for the possible delays/failures. The request must be approved by the faculty.
2. The request and the justification documents shall be submitted and recorded by SDI **at least 45 days** prior to the beginning of the interruption/extension/grace period, as the case may be. The SDI shall not be held liable for consequences derived from requests for which it is impossible to go through all the procedural steps until the approval of the UNITBV Senate of the doctoral student's request. Exceeding the deadline set in the study contract results in the termination of the contractual relationship, and the doctoral student shall be expelled.
3. The secretary's office of the SDI checks the submitted documents and certifies the correctness of the data concerning the stage of the doctoral programme.
4. The secretary's office of the SDI also checks the situation of the payment of the tuition fees by the paying doctoral students, who must pay, by the moment the request is submitted, all of the doctoral fees for the period up to date for which the interruption, extension or grace period was requested, as the case may be.
5. The doctoral students' requests are analysed and approved (as appropriate) by C-SDI, then submitted for validation to the Executive Board and the University Senate.
6. The decision of the Senate represents the legal grounds for drafting the additional documents (for interruption, extension, granting a grace period) to the doctoral studies contract. The financial obligations for these periods are specified in the SDI Regulations and shall be specified in the additional documents. The doctoral studies contract and the additional documents are obligatory elements in the doctoral file which is conveyed to MEN / CNADTCU upon completion and public defence of the doctoral thesis.