



ANNEX 2

PROCEDURE REGARDING THE TEACHING AND PROFESSIONAL ACTIVITY OF THE DOCTORAL STUDENTS WITH SCHOLARSHIPS

1. General framework and applicability

(1) This procedure regulates the obligations of doctoral students enrolled in full-time education, who benefit from a **doctoral scholarship** (financed from the state budget or from other institutional sources), within the Doctoral School of International Relations and Security Studies (SD-RISS).

(2) The procedure is developed in accordance with **Art. 36** of the SD-RISS Regulation, **Law 199/2023** and **the UBB Regulation** on doctoral studies.

2. Obligations of doctoral scholarship students

(1) PhD students with scholarships have the obligation to carry out teaching or other professional/research activities for the benefit of the doctoral school or affiliated departments (International Relations and German Studies, History, Sociology, etc.).

(2) These activities are part of the doctoral training program and are not remunerated in addition to the doctoral scholarship.

3. Volume and duration of activity

(1) The activities take place during a minimum of **3 semesters** of the doctoral internship.

(2) The hourly amount established by the SD-RISS Regulation is:

- **4 - 6 physical hours/week** (within the limit of 2-6 hours allowed by the UBB regulations).

4. Types of accepted activities The activities must be aligned with the doctoral student's area of competence and may consist of:

- a) **Teaching activities:** Holding seminars or laboratories, under the coordination and supervision of the course holder; attendance at exams; consulting for undergraduate students.
- b) **Scientific support activities:** Participation in the organization of conferences, workshops or other scientific events of the school/faculty; editing of the department's scientific journals .
- c) **Administrative/research activities:** Support in database management, library activities, digitization of archives, support for the department's research grants .

5. Monitoring procedure

- a) **Establishment of the activity:** At the beginning of each semester (or academic year), the doctoral student establishes together with the doctoral supervisor and, as the case may be, with the department director, the type of activities to be performed.
- b) **Signing of the Agreement:** The "Agreement on Teaching and Professional Activity" (model below) is completed, which is submitted to the secretariat of the Doctoral School.
- c) **Reporting:** The record of the performance of the classes is made by the timetable (for seminars) or by the **Monthly Activity Report** (see Annex 3), endorsed by the leader.

MODEL AGREEMENT (Integral part of Annex 2)

AGREEMENT ON THE TEACHING AND PROFESSIONAL ACTIVITY OF THE
 DOCTORAL STUDENT No. reg. / Date



The parties:

1. **Doctoral School of International Relations and Security Studies (SD-RISS),**
 represented by Director/Conductor From Doctorate

2. **The PhD student:**,
 enrolled in, doctoral field (ticked): [] International Relations and European
 Studies [] History [] Sociology

Object of the agreement: The doctoral student undertakes to carry out, in the semester
 of the academic year, the following activities, in the amount of **hours/week**
 (between 4 and 6), on account of the obligations related to the doctoral scholarship:

A. Teaching activities (if applicable):

- Discipline:

- Type of activity (seminar/laboratory):

- Course holder:

B. Other professional/scientific activities (if applicable):

- Description
 activity:
- Beneficiary Department/Center:

Responsibilities: The doctoral student will prepare an activity report at the end of each
 month/semester. The doctoral supervisor confirms the completion of the tasks. **Signatures:**

PhD supervisor,
 (Name and Signature)

PhD student,
 (Name and Signature)

Director of Department/Doctoral School
 (for acknowledgment),