



METHODOLOGY

for admission to postdoctoral programmes of advanced research

This Methodology provides for the selection and the organization of postdoctoral advanced-research programmes within Transilvania University of Braşov, in compliance with:

- Law of Higher Education no. 199/2023, with subsequent amendments;
- Order of the Ministry of Education (OME) no. 3020/2024 for the approval of the Framework-Regulations on Doctoral Studies;
- Regulations on the Organization and Conduct of Doctoral and Postdoctoral Studies within Transilvania University of Braşov.

Art. 1. (1) Transilvania University of Braşov (UNITBV) organises doctoral studies and postdoctoral advanced-research programmes within the Organising Institution for Doctoral University Studies (IOSUD-UNITBV).

(2) Within IOSUD-UNITBV, the doctoral and postdoctoral programmes are organised and conducted through the Interdisciplinary Doctoral School (SDI).

(3) SDI is organised and operates within IOSUD-UNITBV with doctoral supervisors who have lawfully acquired this status, and have been co-opted in SDI according to the internal rules, regulations and standards.

(4) Within SDI, the postdoctoral advanced-research programmes are organised in compliance with the statutory legislation, based on the research project proposed by the postdoctoral researcher, under the coordination of a mentor who holds the status of doctoral supervisor affiliated with SDI.

Art. 2. (1) The postdoctoral advanced-research programmes provide the institutional framework for the advancement of research after the completion of the doctoral studies, and have been designed for the holders of a doctor's degree who obtained their title in the country or abroad, no more than 5 years prior to their admission to the postdoctoral programme, or who participated in the "Marie Skłodowska-Curie" competitions organised by the European Commission, where they need to have obtained the certificate of excellence, regardless of when they acquired their doctor's degree.

(2) The researchers who obtained their doctor's degree abroad shall provide proof of its recognition and equivalence in Romania, according to the applicable legislation.

(3) The minimum duration of the postdoctoral advanced-research programme is 1 (one) year.

(4) IOSUD-UNITBV conducts postdoctoral programmes for advanced research in the fields for which it has got approval (accreditation) to organise doctoral study programmes.

(5) The admission to postdoctoral advanced-research programmes requires a competition, as per the provisions of this Methodology, regardless of the form/source of financing (UNITBV's own funds, State budget, other public or private sources).

(6) The number of financed postdoctoral stages, the amount of funds allocated to the postdoctoral students, the duration of the stages, the distribution by doctoral field (if applicable) and the calendar of the competitions for the admission to postdoctoral advanced-research programmes are established by the

Executive Board, according to the potential financiers' requirements as well, through specific guidelines for each competition, prior to its launch.

Art. 3. (1) The application file for the admission to postdoctoral advanced-research programmes, to be lodged with the Interdisciplinary Doctoral School, will include:

- the formal request letter for participation in the competition, endorsed by the mentor (doctoral supervisor within SDI);
- identity document (in copy, with the candidate's handwritten mention of its compliance with the original);
- marriage certificate or another deed poll, where applicable (either certified copy, or copy made and authenticated by SDI as true to the original);
- either certified copies, or copies made and authenticated by SDI as true to the original, of the bachelor's and master's diplomas (where applicable);
- either certified copy, or copy made and authenticated by SDI as true to the original, of the doctor's diploma or of the ministerial order attesting to this title, in the doctoral fields accredited to operate within IOSUD-UNITBV;
- curriculum vitae;
- list of scientific publications and/or presentations;
- the postdoctoral scientific research project;
- proof of payment of the registration fee for the admission competition, as appropriate, in the amount approved by the University Senate.

(2) The content of the application file may be changed/supplemented according to the potential financiers' requirements.

Art. 4. (1) As regards each competition, the candidates' files are submitted for analysis to evaluation committees appointed by the Council for Scientific Research, upon closure of the registration period for the admission competition.

(2) The evaluation committees consist of experts who hold the status of doctoral supervisor within IOSUD-UNITBV or another organising institution for doctoral university studies, in the relevant doctoral field. The evaluation committees may include experts proposed by the potential financiers.

(3) In the event of the candidate's ascertained failure to meet the terms of participation, or if his/her competition file is incomplete or contains inaccurate data, s/he will fail.

(4) The candidates' ranking follows the criteria set out by the Executive Board in specific guidelines for each competition, prior to its launch, which include the potential financiers' requirements.

(5) The results of the competitions are approved by the Executive Board and displayed on the University's website/intranet.

(6) Appeals are lodged with the University's Registry Office within 2 working days of display of the Executive Board's decision. The settlement of appeals lies within the competence of the Council for Doctoral University Studies (CSUD), with the decision on the appeal to be displayed within 15 calendar days of completion of the appeal submission period. The decision on the appeal is irrevocable at the level of Transilvania University of Braşov.

Art. 5. (1) A candidate has the right to register for the admission competition to postdoctoral advanced-research programmes with only one research project per competition.

(2) By participating in the admission competition, the candidates express their consent to the processing of their personal data provided in the competition file.

(3) Transilvania University of Braşov concludes with each admitted postdoctoral researcher a contract of postdoctoral studies which will specify the rights and obligations of the parties, including the minimum indicators to be achieved in terms of research results.

- (4) The admitted candidates' enrolment is made by Rector's decision.
- (5) The activities or objectives already completed/fulfilled during the doctoral study programme may not be resumed in the postdoctoral scientific research project.
- (6) All results (e.g. publications) achieved throughout the postdoctoral research programme shall indicate the affiliation with Transilvania University of Braşov.
- (7) Upon completion of the postdoctoral research programme, Transilvania University of Braşov confers a certificate of postdoctoral studies.
- (8) This Methodology is lawfully complemented with the applicable statutory legislation and with the decisions of the University Senate.

This Methodology was discussed and approved in the meeting of the Senate of Transilvania University of Braşov on 24.07.2024.

Prof. Eng. Mircea Horia Ţierean, PhD
President of the University Senate

