



**UNIVERSITY OF MEDICINE AND PHARMACY
"CAROL DAVILA" of BUCHAREST**



Approved by
the Board,
13.04.2022

Approved by Senate,
23.05.2022

Approved by CSUD,
07.04.2022

REGULATIONS

**FOR ORGANIZATION AND DEPLOYMENT OF
POST-DOCTORAL PROGRAMMES OF ADVANCED
RESEARCH IN IOSUD – UNIVERSITY OF MEDICINE AND
PHARMACY "CAROL DAVILA" OF BUCHAREST**



Chapter I. General provisions

Art. 1. The University of Medicine and Pharmacy "Carol Davila" of Bucharest (UMFCD), as institution which organizes Ph.D studies (IOSUD) supports the scientific research and development of human resources, in interdisciplinary and competitive context, by organization and deployment of post-doctoral advanced research programmes.

Art. 2. Post-doctoral programmes are carried out in IOSUD-UMFCD based on these *Institutional Regulations for organization and deployment of post-doctoral advanced research programmes*, elaborated by virtue of the following legislative and normative acts:

- National Education Law no. 1/2011, published in Official Gazette of Romania no. 18/10.01.2011, as further amended and supplemented;
- Government Decision no. 681/2011 for approval of the Code of Ph.D Studies, published in the Official Gazette of Romania no. 551/03.08.2011, as further amended and supplemented;
- Order no. 3861/2005 of the minister of education and research regarding the foundation of post-doctoral research programmes, published in Official Gazette of Romania no. 407/13.05.2005;
- Government Ordinance no.57/2002 for scientific research and technological development, published in Official Gazette of Romania no. 643/30.08.2002, approved as further amended by the Law no. 324/2003, as further amended and supplemented;
- Charter of the University of Medicine and Pharmacy "Carol Davila" of Bucharest.

Art. 3. The carrying out of post-doctoral advanced research programmes allows the acquisition of a qualification level 8 ISCED and CNC.

Chapter II. Organization of post-doctoral advanced research programmes

Art. 4. The post-doctoral advanced research programmes are organized and carried out in IOSUD - UMFCD in Doctoral School, under the coordination of the Doctoral Studies Council (CSUD).

Art. 5. The post-doctoral programmes can be organized in the Ph.D study fields which operate in the Doctoral School, respectively Medicine, Dental Medicine and Pharmacy.

Art. 6. Only the persons who obtained a diploma of doctor in sciences 5 years before the admission to post-doctoral programme or who participated and obtained the Certificate of excellence in the "Marie Sklodowska Curie" competitions organized by the European Commission can enrol in the post-doctoral programmes, regardless when they acquired the title of doctor.



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The period of child raising leave is not taken into account in the calculation of the period of 5 years.

Art. 7.

(1) The applicants declared admitted after the admission competition to the post-doctoral advanced research programmes have the status of post-doctoral researchers and are enrolled in the Doctoral School from IOSUD-UMFCD.

(2) The applicants declared admitted will sign a post-doctoral research contract with IOSUD-UMFCD.

Art. 8. The activity of each post-doctoral researcher is coordinated by a mentor, Ph.D coordinator in Ph.D study field approached by the researcher, member of doctoral school of IOSUD-UMFCD.

Art. 9.

(1) In IOSUD-UMFCD, the post-doctoral advanced research programmes are carried out full-time.

(2) For the period of deployment of post-doctoral programme, the post-doctoral researcher is allotted to the department to which the mentor belongs.

(3) Participation in the post-doctoral advanced research programmes does not affect the right of post-doctoral researchers to sign employment contracts, according to the legislation in force.

Art. 10. The duration of post-doctoral advanced research programmes is minimum 12 months, without exceeding 24 months.

Art. 11. The financing of post-doctoral advanced research programmes is assured by the own income of IOSUD-UMFCD, within the limit of available resources, other attracted sources (budgetary allocations, projects with internal or external financing, grants offered by institutes or other research organizations, associations, foundations etc) or with the payment of tuition fees.

Art. 12. The University of Medicine and Pharmacy "Carol Davila" of Bucharest affiliates the post-doctoral researchers who obtained, in own name, research grants from the participation in national or international competitions by assuring them the opportunity to work in its laboratories.

Chapter III. Admission to post-doctoral advanced research programmes

Art. 13. Admission to postgraduate advanced research programmes is carried out by admission competition.

Art. 14. Admission to post-doctoral advanced research programmes is based on the research plan proposed by the post-doctoral researcher and approved by the doctoral school.



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Admission is organized when there are financial resources for the deployment of programme.

Art. 15.

- (1) The post-doctoral advanced research programmes can start any time during the calendar year, without any restriction related to the structure of academic year valid for the first three study cycles, based on a calendar approved by the Senate with the admission methodology.
- (2) The organization of admission sessions is proposed by CSUD.

Art. 16. The number of vacant seats put out to competition is approved by the senate, at the proposal of CSUD and with the approval of the Board of Directors.

Art. 17.

- (1) For each Ph.D study field in which post-doctoral advanced research programmes are organized, the Ph.D coordinators who expressed their availability of being mentors according to these regulations propose the scientific research themes.
- (2) The Doctoral School Council can establish maximum limits to the number of research themes which can be proposed by each Ph.D coordinator or the number of post-doctoral researchers coordinated by a mentor.

Art. 18. The selection of applicants is made by a commission composed of at least three specialists. The composition of commission is proposed by CSD and approved by CSUD.

Art.19. The persons who can enrol in admission competition can be Romanian citizens or citizens of other EU member states, citizens of European Economic Area or of Swiss Confederation, citizens out of these areas and confederations, Romanian ethnics etc who obtained a diploma of doctor in sciences at most 5 years before the admission to the Ph.D programme. The researchers who obtained the diploma of doctor abroad have to prove its equivalence in Romania. The reference date is the date when the Order of the Minister of National Education which confirms the obtention of the title of doctor by the candidate appeared and in which his/her name is stipulated or the issuing date of an equivalent act for the candidates who defended their Ph.D thesis abroad.

Art. 20. The organization and deployment of the admission competition is the competence of CSUD, which draws up the *Methodology for organization and deployment of admission to post-doctoral advanced research programmes*.

Art. 21. The content of the competition file, the structure of the research project and the evaluation grid are established by the Methodology for organization and deployment of admission to post-doctoral advanced research programmes.

Art. 22. The candidates declared admitted will sign a post-doctoral research contract with the University of Medicine and Pharmacy "Carol Davila" of Bucharest which establishes the rights



and obligations of the post-doctoral researcher, mentor and IOSUD-UMFCD.

Art. 23. The post-doctoral research contract provides for the post-doctoral researcher the following:

- The rights and obligations of the post-doctoral researcher;
- Deployment of research and finalization of project according to the research schedule undertaken;
- Participation in the activities organized by the Doctoral School or other structures of UMFCD, in the field of scientific research, technological and cognitive transfer, innovation and entrepreneurship for innovation, and the training activities for the formation of cross-sectional competences and dissemination of results;
- Minimal performance results.

Art. 24. After admission, the signing of the contract and the recording by the Doctoral School, the admitted person has the capacity of postdoctoral researcher for the whole period of deployment of post-doctoral advanced research programme, provided that he/she fulfils all requirements and contract provisions.

Chapter IV. Deployment of post-doctoral advanced research programmes

Art. 25. The postdoctoral researchers carry out their advanced research activity under the coordination of a mentor. The postdoctoral researcher has to allot substantial time to the post-Ph.D programme, to get involved in the scientific research activity carried out in the doctoral school and to contribute to the achievement of objectives of the research programme. The *Mentor* assures the scientific coordination of the postdoctoral researcher's activity and facilitates the assimilation of the advanced scientific research competences by the postdoctoral researcher, according to the international standards and practices.

Art. 26.

(1) The minimum results imposed to each postdoctoral researcher which must be completed at finalization of studies are:

- A scientific report/semester;
- A research report/synthesis work regarding research and obtained results, drawn up and defended at the end of the postdoctoral research programme;
- Participation with minimum one work/year presented in conferences/scientific congresses and publication/acceptance of publication until the end of programme of minimum one scientific work in an international language, at standards of excellence.

(2) Each scientific report and the research report can be equalled to one scientific work published.

(3) The semesterly scientific reports are approved by the mentor of each postdoctoral researcher, seeking the achievement of performance results undertaken.



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(4) The research report/synthesis work regarding research and obtained results is defended before a commission composed of 3 members appointed at the proposal of CSD and approved by CSUD.

(5) The scientific results obtained in the postdoctoral research projects carried out in UMFCDD must include:

- a) The affiliation of postdoctoral researcher in the University of Medicine and Pharmacy "Carol Davila" of Bucharest;
- b) The financing source of the postdoctoral research project (as described in the Ph.D study contract, in the section "Acknowledgements").

Art. 27.

(1) The postdoctoral researchers can interrupt the studies in the postdoctoral advanced research programme, for medical reasons, for the performance of pregnancy and breastfeeding leave or the leave for child raising and care or other objective reasons which prevent the carrying out of postdoctoral research activity, with the approval of the Doctoral School Council, for periods which cumulated cannot exceed 2 years.

(2) For the period of interruption of postdoctoral advanced research programme, the capacity of postdoctoral researcher and the application of postdoctoral research contract are suspended and an addendum is signed to the postdoctoral research contract for this purpose.

(3) The duration of postdoctoral advanced research programme is extended by cumulated periods of approved interruptions.

Art. 28.

(1) If the postdoctoral researcher does not defend the research report within the deadline established according to the contract signed and possible addenda, he/she can request an extension of the postdoctoral programme, with the approval of the mentor.

(2) The extension request is endorsed by CSUD and approved by the University Senate.

(3) The extension involves the conclusion of an addendum to the contract and is given for a period of maximum 12 months, with the payment of tuition fees.

Art. 29.

(1) A postdoctoral researcher enrolled in a postdoctoral advanced research programme can lose this capacity by:

- a) Withdrawal from studies;
- b) Failure to pay the tuition fees, if applicable;
- c) Failure to fulfil the obligations undertaken by the postdoctoral research contract and by the research project.

(2) If the postdoctoral studies are with the payment of tuition fees, if the capacity of postdoctoral researcher is lost, the amounts paid until then as tuition fees are not returned.

(3) Any financial support as scholarship received by the postdoctoral researcher during studies must be returned to the University of Medicine and Pharmacy "Carol Davila" of Bucharest if he/she loses the capacity of postdoctoral researcher before the finalization of postdoctoral research programme.



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Chapter V. Finalization of post-Ph.D. studies

Art. 30.

- (1) The final work is defended before a commission and is evaluated based on a specific methodology approved by the Senate, at the proposal of CSUD.
- (2) The composition of commissions for defence of final works is established by CSUD at the proposal of the Doctoral School Council or of the mentor.

Art. 31. At the finalization of postdoctoral programme, the University of Medicine and Pharmacy "Carol Davila" of Bucharest:

- a) Gives a certificate of post-Ph.D studies, in which it mentions the title of postdoctoral project, duration of project and institution in which it was carried out;
- b) Posts information on website about the synthesis report of the project (the main scientific results, list of published works).

Chapter VI. Final provisions

Art. 32.

- (1) These regulations shall apply in the University of Medicine and Pharmacy "Carol Davila" of Bucharest with the purpose of creating the internal normative framework for the deployment of postdoctoral advanced research programmes organized in the Ph.D fields accredited in the Doctoral School, with financing from own income, from other sources attracted budgetary allocations, projects with internal or external financing, grants offered by institutes or other research organizations, associations, foundations etc.) or with the payment of tuition fees.
- (2) These regulations were approved in the meeting of the Senate of the University of Medicine and Pharmacy "Carol Davila" of Bucharest of _____.