



**CA approved,
27.06.2023**

**Senate Approved,
28.06.2023**

**CSUD approved,
26.06.2023**

METHODOLOGY

REGARDING THE ORGANIZATION AND PERFORMANCE OF THE ADMISSION TO THE ADVANCED RESEARCH POSTDOCTORAL ACTIVITIES ORGANIZED WITHIN IOSUD - “CAROL DAVILA” UNIVERSITY OF MEDICINE AND PHARMACY IN BUCHAREST

CHAPTER I. General Description



Art. 1. The Institution Organizing Doctoral Studies Carol Davila” University of Medicine and Pharmacy in Bucharest (IOSUD-UMFCD) organizes an admission competition for advanced research postdoctoral programs in the fields within the Doctoral School in its structure (Medicine, Dental Medicine ad Pharmacy) as well as of an interdisciplinary nature.

Art. 2

(1) At IOSUD-UMFCD the advanced research postdoctoral programs are *full-time*.

(2) The financing of advanced research postdoctoral programs is performed from own IOSUD-UMFCD income, subject to available resources, from sources brought (budget assignments, internal or external financing projects, grants offered by institutes or other research organizations, associations, foundations etc.) or with the payment of tuition fees.

(3) Advanced research postdoctoral programs can take place in Romanian or in an international language, with the mentor’s favourable opinion.

(4) The admission to advanced research postdoctoral programs is organized when there are financial resources for the performance of the program.

(5) The number of places financed from own sources and with tuition fee is established by decision of the UMFCF Senate, upon CSUD proposal and with the approval of the Board of Directors (**Annex 1**)

(5) The enrolment tax and tuition fee are approved by the UMFCF Senate.

(6) The duration of postdoctoral studies is at least 12 months, without exceeding 24 months.

Art. 3.

(1) The organization of the competition takes place under CSUD coordination, with the involvement of the Doctoral School.

(2) IOSUD-UMFCD shall publish information regarding the performance of the admission, including the results of the admission competition for the advanced research postdoctoral programs. The results of the admission competition for the advanced research postdoctoral programs remain on the website www.umfed.ro (<https://umfed.ro/educatie/doctorat/scoala-doctorala/>) for one year since the date the final results are displayed.

Art. 4. The admission to the advanced research postdoctoral programs within UMFCF takes place according to the *Calendar of performance of the applicants’ selection process for the admission competition for advanced research postdoctoral programs* for the session _____ (**Annex2**). The calendar is approved by the UMFCF Senate, upon CSUD proposal and with the approval of the Board of Directors.

Art. 5.

(1) For the registration in the admission competition organized for advanced research postdoctoral programs, the applicants must cumulatively comply with the following conditions:

(a) be Romanian citizens or citizens of other member states of the European Union or of the European Economic Area as well as of the Swiss Confederation, citizens outside these areas or Romanians from everywhere, according to the specific conditions of each category, according to the law;



- (b) hold a PhD degree in science;
- (c) the title of doctor of science must have been obtained at least 5 years before the date of the admission competition (for the applicants who obtained the title at universities in Romania the date the Order of the Ministry of National Education confirming the title of doctor and stating also the name of the applicant is considered), except for the applicants which attended and obtained the Certificate of Excellence at the “Marie Skłodowska Curie” organized by the European Commission, for which there is no requirement regarding the moment they obtained the doctoral title.
- (2) The recognition of the documents of foreign citizens is performed according to the methodologies in force at the moment of registration.
- (3) The applicants which choose the performance of the doctoral program in an international language (English, French) must submit a linguistic competence certificate (at least B2, according to the Common European Framework of Reference for Languages).
- (3) The foreign applicants which choose the performance of the doctoral program in Romanian must submit a linguistic competence certificate (at least B2, according to the Common European Framework of Reference for Languages).
- (4) The applicants (Romanian and EU citizens) which underwent doctoral studies abroad shall submit a certificate of equivalence, issued by the National Centre for the Recognition and Equivalence of Diplomas (CNRED) within MED or the decision of recognition of the PhD degree and title issued by the “Carol Davila” University of Medicine and Pharmacy in Bucharest.

Art. 6.

- (1) The registration in the admission competition can be performed personally, based on the identity card/passport. The registration in the admission competition can take place, in the name of the applicant, also by another person based on a power of attorney.
- (2) The applications are at the Rectorate of the “Carol Davila” University of Medicine and Pharmacy in Bucharest, General Office University Secretariat - **Doctoral School Secretariat**, strada Dionisie Lupu nr. 37, district 2, Bucharest.

Art. 7.

- (1) The admission file for postdoctoral programs for Romanian, EU and SEE citizens includes the following:
- Registration sheet (standard form, **Annex 3**);
 - Birth certificate (xerox copy);
 - Marriage certificate (xerox copy) or the document certifying the name change (if applicable);
 - Identity Card (xerox copy);
 - High-school graduation diploma (xerox copy);
 - Bachelor degree, academic record or the diploma supplement (xerox copy);
 - Master degree or equivalent, academic record or diploma supplement (xerox copy);
 - Medical degree (xerox copy);
 - Linguistic competence certificate (at least B2, according to the Common European Framework of Reference for Languages) in Romanian for foreign citizens which choose in the registration sheet to undergo the postdoctoral program in that language;
 - Linguistic competence certificate (at least B2, according to the Common European Framework of Reference for Languages) in Romanian for foreign citizens which choose in the registration sheet to undergo the postdoctoral program in Romanian;



- Curriculum vitae in Europass format;
- a 3/4 photo;
- The scientific research project in printed and electronic format on CD (standard form, **Annex 4**);
- List of papers, as well as other results relevant for the scientific activity of the applicant, which must include the information in **Annex 5**;
- copies of the scientific papers published, of the programs, conferences the applicant attended, of the award and participation diplomas at students' conferences and Olympics, all these scanned copies being also included on the CD;
- proof of payment of the registration tax.

(2) All documents requested in copy or electronic form must be submitted upon registration also in original to certify they are a true copy.

(3) The admission files for international students in non-EU countries, respectively Romanian students from everywhere are similar to the applicants of the Romanian and EU applicants. They additionally include translations/certified translations (as applicable) of the personal documents and academic documents, respectively passport copy (valid at least six months from the date of registration). IOSUD periodically details, in relation to the legislation in force, the specific elements of application files for postdoctoral programs for international applicants in non-EU countries or Romanians from everywhere.

CHAPTER II. Performance of the admission competition

Art. 8. The admission competition takes place in two stages:

- *Stage I*: assessment of the file in order to establish the applicant's eligibility/non-eligibility;
- *Stage II*: arguing a scientific research project proposal in front of an assessment committee.

The themes of the scientific research projects are proposed by the mentors, submitted to the Doctoral School and endorsed by CSUD, The proposed themes must be within the UMFCF priority research directions:

[https://umfcd.ro/wp-](https://umfcd.ro/wp-content/uploads/2022/CERCETARE_SI_DEZVOLTARE/DIRECTIA_DE_CERCETARE_DEZVOLTARE_INOVARE/DIREC%C8%9AII%20GENERALE%20DE%20CERCETARE%20PRIORITARE%20PENTRU%20CRE%C8%98TEREA%20PERFORMAN%C8%9AELOR%20CDI.pdf)

[content/uploads/2022/CERCETARE_SI_DEZVOLTARE/DIRECTIA_DE_CERCETARE_DEZVOLTARE_INOVARE/DIREC%C8%9AII%20GENERALE%20DE%20CERCETARE%20PRIORITARE%20PENTRU%20CRE%C8%98TEREA%20PERFORMAN%C8%9AELOR%20CDI.pdf](https://umfcd.ro/wp-content/uploads/2022/CERCETARE_SI_DEZVOLTARE/DIRECTIA_DE_CERCETARE_DEZVOLTARE_INOVARE/DIREC%C8%9AII%20GENERALE%20DE%20CERCETARE%20PRIORITARE%20PENTRU%20CRE%C8%98TEREA%20PERFORMAN%C8%9AELOR%20CDI.pdf)

Art. 9.

(1) The scientific research project is argued in front of the Admission Committee for advanced research postdoctoral programs. The structure of the Admission Committee is proposed by CSUD, approved by the Senate, with the endorsement of the Board of Directors and appointed by Rector's decision.

Art. 10.

(1) The admission competition for postdoctoral programs consists in an oral exam where the applicant argues a scientific research project (**Annex 4**).

(2) The applicants can choose to draft and argue their scientific research project in Romanian or in another international language.

(3) Each applicant has maximum 20 minutes available for the presentation of the research project, and after that the members of the assessment committee can ask the applicant questions.

Art. 11.



- (1) The assessment committee establishes the score obtained by each applicant and drafts the classification according to it, after the analysis of the competition file which contains the documents requested according to the methodology of organization and performance of the admission competition, according to the provisions in the *Assessment Grid (Annex 6)*.
- (2) Each member of the assessment committee grants to the applicant, according to the *Assessment Grid*, a grade from 1 to 10 for each assessment criterion, the final grade for each applicant resulting as a weighted sum of the grade granted for criterion C.1. weighted with 0,4, for the grade granted for criterion C.2 weighted with 0,3 and for the grade granted for criterion C.3 weighted with 0,3.
- (3) The applicant's admission average, which is registered in the admission exam protocol, is calculated as simple average of the final grades granted by each member of the competition committee.

Art. 12.

- (1) The places financed from own UMFCF revenue and the ones with tuition fee are occupied in the decreasing order of the admission averages obtained by each applicant.
- (2) The minimum admission grade for advanced research postdoctoral programs is 8.00. For equal scores, the tie-break shall be according to the applicant's prior scientific performances.

Art. 13.

- (1) The complaints at the admission competition for postdoctoral programs are submitted to the Doctoral School's Secretariat within 24 hours since the results are displayed and can refer exclusively to procedural errors. The complaints are analysed by the Doctoral School's Council.
- (2) The decision of the Doctoral School's Council is final.

CHAPTER III. Enrolment of the applicants

Art. 14.

- (1) The applicants accepted in postdoctoral programs have the obligation to confirm the place occupied within 48 hours from the display of the final results.
- (2) In order to confirm their spot, the accepted applicants submit to their file the original doctoral degree, and for the applicants accepted with tuition fee, they must prove the payment of 50% of the annual tax.
- (3) After confirmation of the spot, the accepted applicants are enrolled by decision of the UMFCF Rector.
- (4) After the enrolment the final lists are also generated and displayed, with the applicants declared accepted and enrolled.
- (5) The documents of the rejected applicants and of those which give up the place obtained by competition are unconditionally returned to them without charging an additional tax, within two business days from submitting the request to the Doctoral School Secretariat.

- Art. 15.** In order to be registered in the advanced research program, the applicant which confirmed occupying the place must complete and sign an agreement which provides:
- the rights and obligations of the postdoctoral researcher;



- the performance of the research and completion of the project according to the research schedule undertaken;
- the attendance to the activities organized by IOSUD-UMFCD in the field of scientific research and its dissemination;
- minimum performance results.

Art. 16. After the completion of the admission competition, the execution of the agreement and the registration in the 1st year, the admitted person becomes a postdoctoral researcher during the performance of the advanced research postdoctoral program. During the periods of interruption of the postdoctoral program, the postdoctoral researcher quality is suspended.

CHAPTER IV. Final provisions

Art. 18. The herewith Methodology was approved in the meeting of the University's Senate on _____

Art. 17. The following annexes are part of the herewith methodology:

ANNEX 1 Places put in competition in the admission session _____ and approved taxes

ANNEX 2 The performance calendar for the applicants' selection process and the admission competition to advance research postdoctoral programs for the session _____

ANNEX 3 Registration sheet

ANNEX 4 Scientific research project form

ANNEX 5 Applicant's previous scientific activity

ANNEX 6 Assessment grid for applicants at the admission competition for postdoctoral studies



ANNEX 1

Places put in competition in the admission session _____ (month, year) for advanced research postdoctoral programs organized at IOSUD–UMFCD

| No. | Doctoral field in the Doctoral School | Number of places financed by IOSUD–UMFCD | Number of places with tuition fee |
|-----|---------------------------------------|--|-----------------------------------|
| 1 | Medicine | | |
| 2 | Dental medicine | | |
| 3 | Pharmacy | | |

Registration tax amount (lei):

- for Romanian, EU, SEE and Swiss Confederation citizens _____
- for citizens outside Romania, EU, SEE and Swiss Confederation _____

Amount of the tuition fee (lei):

- for Romanian, EU, SEE and Swiss Confederation citizens _____
- for citizens outside Romania, EU, SEE and Swiss Confederation _____



ANNEX 2

The performance calendar for the applicants' selection process and the admission competition to advance research postdoctoral programs in the session _____ (month, year)

| Period | Activities |
|---------------|--|
| | Registration of the applicants - between _____ ; submission and check of the files |
| | Assessment of the file in relation to eligibility |
| | Arguing the scientific research project |
| | Displaying the list of temporary results |
| | Submission of the complaints |
| | Displaying the list of final results |
| | Confirming the attendance of postdoctoral researchers approved in the academic program, through the submission of the PhD degrees in original and the payment of the tuition fee for the first semesters, 1st years of study respectively - for the applicants accepted on tuition fee places; the execution of the postdoctoral academic contract and their enrolment |



ANNEX 3

**Registration sheet for the advanced research postdoctoral programs organized at
IOSUD–UMFCD**

ADVANCED RESEARCH POSTDOCTORAL PROGRAMS IN THE FIELD:

.....

Mentor:,

Theme of the postdoctoral research project:

.....

Language in which the postdoctoral program shall take place:

NAME (as in the birth certificate):

FATHER'S INITIAL:NAME AFTER THE MARRIAGE:

FIRST NAME:

Personal Number.....DATE OF BIRTH

CITIZENSHIP.....

RESIDENCE:

Country.....Locality.....

Street.....No.....Building.....Entrance....Ap....

Postal Code.....

CONTACT INFORMATION:

Phone: E-mail:

INFORMATION ABOUT THE PREVIOUS EDUCATION:

| Name and address of the graduated education institution | Specialization | Year of completion of studies | Degree obtained and other legal rights (if applicable) | Legal title obtained |
|---|----------------|-------------------------------|--|----------------------|
| | | | | |
| | | | | |
| | | | | |



| | | | | |
|--|--|--|--|--|
| | | | | |
|--|--|--|--|--|

Date:

Signature

ANNEX 4

Postdoctoral research project

Applicant's name and first name:

Mentor's name and surname:

1. Title of the project (research theme):

.....
.....
.....

2. Abstract of the scientific research project, in Romanian and in English (maximum 1000 words:

3. Presentation of the scientific research project (maximum 5 pages):

3.1. Actual recognition stage of the theme on national and international level, with reference to the most recent papers in the specialized literature

3.2. Potential contributions referred to the most recent results previously present in reference publications

3.3. Research objectives and activities:

| Year | Scientific objectives | Research activities related to the objective |
|----------|-----------------------|--|
| 1 | O.1.1. | A.1.1.1. |
| | | A.1.1.2. |
| | | |
| | O.1.2. | A.1.2.1. |
| A.1.1.2. | | |



| | | |
|----------|---------------|-----------------|
| | | |
| | | |
| 2 | O.2.1. | A.2.1.1. |
| | | A.2.1.2. |
| | | |
| | O.2.2. | A.2.2.1. |
| | | A.2.2.2. |
| | | |
| | | |

3.4. Research methodology

3.5. Assessed results

3.6. Bibliography

Date:

Signature



ANNEX 5

Applicant's previous scientific activity

1. Title of the doctoral thesis and its abstract (maximum 500 words):
2. Awards obtained at scientific events:
3. Scientific papers published: authors, title of the paper, magazine, year, volume, no. of pages, with link to the author's page.
4. Scientific papers presented in international conferences: authors, title of the work, volume where the abstract was published, name of the conference, place and period of performance, link to the page of the conference
5. Scientometric indicators: no. of quotes in the Web of Science Core Collection database and Scopus, Hirsch index in WoS and Scopus
6. Previous national and international research projects: name of the project; institution which obtained the financing; the funding body; project manager; period; connection with this research project.
7. Scholarships obtained; funding body; period and place; main results and their manner of dissemination; value of the financing.



ANNEX 6

Assessment grid for the applicants to the admission competition for the advanced research postdoctoral programs.

| Criterion | Assessment weight (%) |
|---|-----------------------|
| C.1. Professional training and the results of the applicant's previous scientific activity in the chosen field | 40 |
| C.2. The quality of the research project | 30 |
| C.3. The quality of the project's presentation and of the applicant's answers when arguing the project in front of the committee | 30 |