



**Reference documents:**

*The Higher Education Act no. 199/2023, with subsequent amendments and additions;*

*Order of the Ministry of Education no. 3020/08.01.2024 for the approval of the Framework Regulation on doctoral studies;*

*Order of the Ministry of Education no. 3693/2024 for the approval of the Framework Methodology on the organization of admission to higher education in short-term, bachelor's, master's and doctoral cycles.*

# METHODOLOGY FOR ORGANIZATION AND CONDUCT POSTDOCTORAL STUDIES

## Regulation Code: UMFST-REG-150

### Edition 01

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## Mission/Purpose

### Chapter I. Introduction

**Art. 1.** Characteristics of the advanced research postdoctoral study programs are the following:

- a. are programs intended for persons who obtained a Doctor of Science degree, no more than 5 years before admission to the postdoctoral program;
- b. are programs for persons who participated and obtained the certificate of excellence in the "Marie Sklodowska Curie" competitions organized by the European Commission, regardless of when they acquired the title of doctor;
- c. after the completion of doctoral studies provides the institutional framework for the development of research;
- d. have a minimum one year duration;
- e. they may be organized with public funds, own funds or with private funds

**Art. 2.** Postdoctoral study programs are carried out within a doctoral school, in collaboration with a research center, based on the research plan proposed by the postdoctoral researcher and approved by the Council of the Doctoral School.

**Art. 3.** Postdoctoral programs can also be organized within the research and development units.

**Art. 4.** Postdoctoral researchers are employees of G.E. Palade UMPHST Târgu Mureș on the vacant positions in IOSUD and from the research positions in the organizational chart of the laboratories/research centers within G.E. Palade UMPHST Târgu Mureș, with a fixed-term employment contract. Postdoctoral researchers are usually classified as scientific researchers or third degree scientific researchers, and depending the fulfillment of necessary conditions they may also be assigned to superior research positions.

**Art. 5.** Admission to postdoctoral study programs is based on the methodology developed by G.E. Palade UMPHST Târgu Mureș, in accordance with the legislation in force.

**Art. 6.** At the end of the postdoctoral program, IOSUD or the host institution issues a postdoctoral study certificate.

**Art. 7.** At G.E. Palade UMPHST Târgu Mureș level in collaboration with the Scientific Research and Technological Development Unit – UCSDT the research activity is stimulated by publishing on the IOSUD website of:

- the main themes/research directions,
- the main projects projects currently underway at the University,
- a database with the graduates of doctoral programs, who achieved high-quality results.

### Chapter II. Organization the competition for admission to postdoctoral studies

**Art. 8.** The organization and conduct of the admission contest for postdoctoral studies is carried out at the level of doctoral schools of IOSUD. The research vacancies will be published on the University's website and on the specialized national and international platforms. ([www.jobs.edu.ro](http://www.jobs.edu.ro); [jobs.mcid.gov.ro](http://jobs.mcid.gov.ro), <https://jobs.mcid.gov.ro/>; EURAXESS <https://euraxess.ec.europa.eu/>; Academic Positions (<https://academicpositions.com/>; ResearchGate – <https://www.researchgate.net/jobs>, etc.)

At the proposal of Council of the Doctoral School, approved by the CSUD, in order to organize and conduct the competition for admission to postdoctoral studies, is formed a commission of admission and an appeals commission (if a written test is organized),.



**Art. 9.** The organization and conduct of the competition for admission to postdoctoral studies developed by each doctoral school, is carried out in accordance with the Procedure for organize and conduct the admission contest to the advanced research postdoctoral program.

**Art. 10.** Can register for the admission competition for postdoctoral studies, on the vacant places in competition candidates who simultaneously meet the following conditions: have obtained the doctoral degree no more than 5 years before admission to postdoctoral studies, or at any time if they have obtained the certificate of excellence at the "Marie Sklodowska Curie" competitions;

**Art. 11.** Citizens from outside of the European Union, the European Economic Area and the Swiss Confederation (non-EU nationals), graduates of doctoral studies with a doctoral degree or equivalent can also apply for admission to postdoctoral studies. The recognition of the studies performed outside Romania will be carried out by the specialized directorate within the Ministry of Education.

**Art. 12.** The vacant positions are established every six months and will be filled through competition.

**Art. 13.** The file for the admission competition is submitted in accordance with the provisions of the public announcement regarding the organization and conduct the competition for admission to postdoctoral studies. The announcement that will be published on the university website.

**Art. 14.** The doctoral school in which the admission contest for postdoctoral studies is organized, by publishing the evaluation criteria and the standards required of candidates on the university's website and on specialized platforms, ensures the transparency of the selection and admission procedures for postdoctoral studies.

**Art. 15.** In order to be admitted to the selection process, candidates must hold the scientific title of doctor, or equivalent, in one of the existing domains of the Doctoral Schools.

### Chapter III. The process of evaluation and selection for postdoctoral studies

**Art. 16.** The evaluation and selection process will be carried out by an evaluation committee, composed of the program coordinator and IOSUD affiliated doctoral supervisors of G.E. Palade UMPHST Târgu Mureș. The candidate evaluation committee will be appointed by decision of the Rector and will include scientific personalities in the field of the vacant position and it is possible for members from outside UMFST G.E. Palade Târgu Mureș to participate online.

**Art. 17.** (1) The evaluation and selection of candidates will be carried out according to the following criteria:

a. Candidate's eligibility (verification the fulfillment of the registration conditions, the documents in the competition file: Application; Curriculum Vitae; List of relevant scientific publications, diplomas attesting of specializations/overspecializations, etc );

b. Project description from a scientific point of view (the relevance of the research topic, the purpose of the targeted position and the proposed objectives, potential contributions, the stage of the research, and the possession of competencies/certifications required for conducting the research within the vacant position);

c. The importance and scientific relevance of the concerned position;

d. The theoretical foundation of the research topic within which the activity is carried out, as well as the degree of originality and complexity of the research;

e. The relevance of the scientific and publishing activity/experience in the chosen research field (publications in ISI listed journals in the field of research, scientific events awards, filed patents, etc.).

(2) For applicants residing abroad, the evaluation and selection in order to fill a vacancy can be carried out online, with the full registration of the competition.



(3) The duration of postdoctoral studies is a minimum of 1 year and a maximum of 3 years, depending on the specifics of the research field.

**Art. 18.** The evaluation of the candidate's file, the theme and the research project is made by the members of the commission, by scoring each criteria, with grades from 1 to 10.

**Art. 19.** The lists with the final results of the competition for admission to the position of researcher will be displayed on the University website.

**Art. 20.**

(1) Any appeals can be submitted within 24 hours from the communication of the results directly to the headquarters of G. E. Palade UMPHST of Târgu Mureș;

(2) An appeals commission will analyze and solve the appeals within 48 hours from the end of the deadline for submitting appeals;

(3) The result of the resolution of the appeals will be communicated to the contestants by e-mail.

**Art. 21.** The selected candidates must complete and sign together with the mentor a contract with the University, which provides:

- the rights and obligations on the postdoctoral researcher;
- the rights and obligations of the mentor;
- the rights and obligations of the University;
- conducting the research and completing the project according to the assumed research schedule;
- participation in the activities organized by G. E. Palade UMPHST of Târgu Mureș in the field of scientific research and its dissemination;
- Minimum performance results.

#### Chapter IV. Eligibility conditions for mentors

**Art. 22.**

(1) For admission, mentors are required to:

a. to be doctoral supervisors or first-degree scientific researchers, with an employment contract within G. E. Palade UMPHST of Târgu Mureș;

b. to be scientific personalities with high-quality research results visible in the Web of Science;

c. have a research project won through national or international competition.

(2) In addition to the main mentor, in well-founded situations, under the same eligibility conditions a co-mentor can also be appointed.

#### Chapter V. Obligations of the University

**Art. 23.** Ensures appropriate organizational and technical conditions for study and research by providing the postdoctoral researcher access to the University's infrastructure for documentation and research, as well as a free email account for academic and administrative correspondence, serving as an official means of communication.

**Art. 24.** Ensures the confidentiality of the postdoctoral researcher's personal data, in accordance with the law.

**Art. 25.** Issues, upon request, documents certifying the status of participant in an advanced postdoctoral research program.

**Art. 26.** Monitors and evaluates the activity of the postdoctoral researcher through the duration of the Contract.



**Art. 27.** Encourages and supports to publish the postdoctoral researcher's scientific papers in specialized journals.

**Art. 28.** Allocates a sum for the postdoctoral grant and provides administrative support for budget execution (if applicable).

## Chapter VI. Rights and obligations of the postdoctoral researcher

**Art. 29.** Postdoctoral researcher rights:

- (1) to use the research infrastructure of G. E. Palade UMPHST of Târgu Mureș, in accordance with the regulations and rules in force;
- (2) to benefit from the guidance of their mentor and from interaction with the members of the mentor's research team for the implementation of the Advanced Research Plan;
- (3) on the basis of well-founded reasons, request to change its mentor the Council of the Doctoral School;
- (4) to participate in the activities organized by doctoral schools or other structures of the University in the field of his/her scientific research, technology and cognitive transfer, innovation and entrepreneurship for innovation;
- (5) to benefit from the logistics, documentation centers, libraries and equipment of the University;
- (6) to work, with the consent of the mentor, in research teams within the University or within research and development units that have concluded institutional agreements or partnerships with the University;
- (7) to use the University's communication services – e- mail and the Internet;
- (8) any other rights established by the legislation in force.

**Art. 30.** Obligations of the postdoctoral researcher:

- (1) Until the completion of the postdoctoral studies, the postdoctoral researcher must fulfill the obligations of the study contract:
  - a. to respect ethics and integrity in research
  - b. two scientific activity and progress reports
- (2) in accordance with the contract concluded with G.E. Palade UMPHST of Târgu Mureș the postdoctoral researcher will publish research papers during the postdoctoral program affiliated with the doctoral school in which they are enrolled;
- (3) the postdoctoral researcher will elaborate the Final Report on the research and the results obtained and will defend it in front of the mentor and the research team to which he/she belongs;
- (4) the postdoctoral researcher provides deliverables at the end of the period according to the contract concluded with G.E. Palade UMPHST of Târgu Mureș (eg: published ISI articles, personal training, tutoring activity, implementation of a new experimental method, etc.).

## Chapter VII. Completion of postdoctoral studies

**Art. 31.** At the end of the program is granted a certificate of postdoctoral studies.

**Art. 32.** The defense of the final paper and the presentation of the results of the research are carried out in front of the mentor and the team in which he operates.

**Art. 33.** Any additional obligations will be subject to addenda to the research contract.



## Chapter VIII. Final and transitional provisions

**Art. 34.** After the completion of the admission competition, the signing of the contract and registration, the admitted person holds the status of postdoctoral researcher for the duration of the advanced postdoctoral research program. During interruption periods of the postdoctoral program, the status of postdoctoral researcher is suspended.

**Art. 35.** The quality of postdoctoral researcher is maintained throughout the duration of the contract concluded with G.E. Palade UMFST of Târgu Mureș, provided that all contractual requirements and provisions are met, CSUD has the obligation to follow up on the fulfillment of these requirements.

**Art. 36.** Failure to perform the activities included in the accepted research project leads to the loss of the quality of researcher and financial support in the case of being a scholarship holder.

*The Senate of the "George Emil Palade" University of Medicine, Pharmacy, Sciences and Technology of Târgu Mureș approved this methodology on March 5, 2025 and it enters into force on March 6, 2025.*