

PROJECT ENDORSED BY THE CSUD

2024-02-13

University of Bucharest

**Methodology regarding the organisation of
the competition for the position of
Director of the
Council for Doctoral Studies**

Bucharest

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CHAPTER I. General provisions

Art.1

This document regulates the organisation and conduct of the competition for the position of Director of the Council for Doctoral University Studies, hereinafter referred to as C.S.U.D., in accordance with Law no. 199/2023 on Higher Education, as subsequently amended and supplemented, art. 131 paragraph (6), of the provisions of the ME Order no. 3020/2024 for the approval of the Framework Regulation on doctoral studies, art. 11 para. (5) and (6), the Charter of the University of Bucharest of 2023 (hereinafter referred to as the "Charter"), MENCS Order no. 6129/2016 and MECS Order no. 5229/2020.

Art.2

This document is drafted in compliance with the principles of legality, university autonomy, transparency, responsibility, as well as the ethical and deontological norms in force.

Art.3

The Director of CSUD is appointed following the public competition organised by the Rector, as the legal representative of IOSUD – UB. Based on the selection competition decision, the Rector concludes a 5-year management contract with the person designated as Director of C.S.U.D. The management contract contains performance indicators for the entire mandate.

CHAPTER II. Organisation of the competition

Art.4

- (1) Only persons who hold the rank of Professor, from the country or abroad, who have the right to supervise doctoral studies and who meet the minimum and mandatory standards for granting the habilitation certificate in force on the date of publication in the Official Gazette of Romania, Part III, of the announcement regarding the vacancy of the position for competition, may apply for the competition to fill the position of director of the CSUD.
- (2) Candidacies for the position of director shall be submitted, after publication in the Official Gazette of Romania, Part III, of the announcement, according to a calendar approved by the Senate.

Art.5

Persons who are spouses, relatives by marriage (affines), or relatives up to the third degree of kinship inclusive, may not concurrently hold positions such that one is in a position of leadership, control, authority, or institutional evaluation relative to the other at any level within the same university, and they may not be appointed to competition committees whose decisions affect spouses, relatives, or relatives by marriage (affines) up to the third degree inclusive (according to Law no. 199/2023 on Higher Education, with subsequent amendments and completions, art. 170, paragraph (1) letter a).

Art.6

(1) The announcement regarding the organisation of the competition shall be published at least two months before the date of its conduct.

(2) The announcement shall be published as follows:

- a) in a visible place, on the main page of the University's website;
- b) on the specialised website, administered by the Ministry of Education;
- c) in the Official Gazette of Romania, Part III.

Art.7

The competition file will contain the following documents:

- **Application for registration in the competition** addressed to the Rector;
- **A simple copy of the identity card**, passport or other identity document drawn up for a purpose equivalent to the identity card;
- **Simple copies of the documents certifying to the change of name**, if applicable;
- **A simple copy of the doctoral Diploma or a certified copy of the certificate of recognition or equivalence thereof**, if applicable;
- **Simple copies of other diplomas certifying the candidate's studies**;
- **The Order of the Minister of Education certifying the right to supervise doctoral studies or a simple copy of the certificate of recognition or equivalence thereof** or, as the case may be, a copy of the habilitation certificate or of the certificate of automatic recognition in Romania of the status of doctoral supervisor obtained in member states of the European Union, of the European Economic Area or in the Swiss Confederation;
- **Curriculum vitae (*in extenso*)** detailing scientific research activity, teaching activity, international and national collaborations, doctoral supervision activity, the number of

- completed theses, experience in university management, representation in committees of national / international interest (in both printed and electronic format);
- **List of scientific papers** (in both printed and electronic format);
 - **A maximum of 10 publications**, patents or other works of the candidate, in electronic format, selected by the candidate and considered to be the most relevant for his/her professional achievements;
 - **The management plan** for the duration of the mandate;
 - **The self-assessment sheet of the minimum** necessary and mandatory standards for the conferral of higher education academic titles, research and development professional skills and the habilitation certificate, for the field in which the applicant has the right to supervise doctoral studies;
 - **List of successfully supervised doctoral students** who have obtained the title of Doctor – a minimum of 5 within the last 15 years;
 - **Statement on one's own responsibility regarding the fulfillment of the minimum and mandatory standards for granting the habilitation certificate;**
 - **Candidate's statement on his/her own responsibility** regarding the situations of incompatibility provided for by Law no. 199/2023 on Higher Education, as subsequently amended and supplemented, art. 170, paragraph (1), letter a.

Art.8

The list of scientific papers is structured as follows:

- a) the list of a maximum of 10 papers considered by the candidate to be the most relevant to their own professional achievements;
- b) the doctoral thesis or theses;
- c) patents and other intellectual property rights;
- d) books and book chapters;
- e) articles / studies published in extenso, in journals within the international scientific circuit;
- f) articles / studies published in extenso, in the proceedings of international specialised conferences;
- g) other scientific works and contributions.

Art.9

The files will be submitted physically at the Registry of the University of Bucharest, at 90 Panduri Road, from Monday to Thursday, between 8.00 – 15.00, and on Friday between 8.00 – 12.00, or in

electronic format, to the e-mail address birou@doctorat.unibuc.ro, from Monday to Friday. On the last day of submission, the files sent by 14:00 PM shall be considered.

Art.10

The fulfillment of the registration conditions shall be certified by the endorsement of the Legal Department of the University, within 24 hours from the submission, based on the certification of the documents in the file. The endorsement is communicated to the candidate within a maximum of 24 hours from its issuance by the Legal Department.

Art.11

The competition will take place based on the following components:

- (1) Analysis of the candidate's file – 50%;
- (2) Interview based on the managerial plan submitted by the candidate – 50%.

Art.12

The competition committee consists of 5 members, of whom at least 3 are from outside the component institutions of IODS, either from the country or abroad, as follows: 2 members from the University of Bucharest, 2 members from prestigious Romanian universities (classified as universities of advanced research and education) and 1 member from a prestigious university abroad (according to ME Order No. 5665/2020). For situations of force majeure, the competition committee will be completed with at least 2 alternate members who meet the above requirements.

Art.13

At least one member of the competition committee must hold an employment contract with a Higher Education and Research Institution abroad on the date the vacancy announcement is published in the Official Gazette of Romania, Part III. This institution must be included in the list of prestigious foreign universities approved by Ministry of Education Order No. 5665/2020.

Art.14

The members of the competition committee must have the right to supervise doctoral studies and hold the academic rank of Full Professor, either in the country or abroad, and meet the minimum and mandatory standards for granting the habilitation certificate, in force on the date of appointment of the committee by Decision of the Rector of the University of Bucharest, based on the statement on their own responsibility.

Art.15

The competition committee shall be appointed by Decision of the Rector at least 10 days before the expiry of the deadline for registration of candidates.

Art.16

The president of the competition committee is appointed by the Rector from among the two Professors, doctoral supervisors, from the University of Bucharest, who are members of the committee.

Art.17

The public competition will be held in physical or hybrid format. In the case of the hybrid format, at least the president of the competition committee will be physically present, in addition to the candidate/candidates. The other 4 members of the competition committee shall be able to participate via videoconference, with the agreement of the president of the committee. In the case of the hybrid format, the audio/video recording of the public competition is mandatory and shall be attached to the competition file.

Art.18

The competition committee analyses the candidate's file based on the following criteria:

- a) Results achieved in scientific research activity (articles published in ISI-indexed listed journals, ISI proceedings volumes, BDI-indexed journals, books, patents), achievements subject to copyright, other innovative products and/or services – weight 30%.
- b) Results obtained in the activity of doctoral supervision and institutional management (at the level of doctoral structures or in projects to support their activity) – weight 30%:
 - number of theses completed;
 - activity at the level of doctoral structures or in projects supporting them;
 - attracting personalities from abroad into the structures of the doctoral school;
 - attracting young doctoral / post-doctoral researchers to research projects;
 - initiation and organising scientific events of doctoral schools / doctoral structures.
- c) Recognition in the academic community – weight 20%:
 - Visiting Professor status;
 - Invited papers at prestigious international conferences;
 - citations in the ISI system (Hirsch factor);

- membership in the Romanian Academy or of academies abroad;
- membership in committees of national or international interest in the field of educational or scientific policies.

d) Financial resources attracted for scientific Research or Development of doctoral schools / doctoral structures – weight 20%:

- funds attracted through national/international research projects, private funds or research contracts with economic employers as Director or Research Coordinator/Manager;
- funds attracted through development projects involving doctoral and/or post-doctoral programmes.

Art.19

The two competition components shall be evaluated with grades from 1 to 10. Each member of the commission, including the president, shall award whole grades, and the evaluation of each component shall be determined by the arithmetic average of the grades, calculated to two decimal places, without rounding. The overall competition average shall be the arithmetic average of the scores awarded by the committee members for the two components. In the event of equal scores, priority shall be given based on prior academic experience in university management.

Art.20

- (1) The competition committee shall establish the ranking of the candidates and nominate the person who obtained the highest score.
- (2) The committee president shall draft a synthesis report, based on the reports written by the committee members, in compliance with the candidates' ranking.
- (3) The synthesis report shall be approved by the decision of the committee and signed by its members.
- (4) The results of the competition shall be posted at the headquarters of the Rectorate of the University of Bucharest – Doctorate, Habilitation and Integrity Service, on the <http://www.doctorat.unibuc.ro> website and on the website of the University of Bucharest www.unibuc.ro.

Art.21

Any potential appeals shall be submitted within 2 working days from the notification of the result of the competition. The appeal, drafted in writing, shall be submitted to the Registry of the University of Bucharest and shall be resolved by the committee within a maximum of 24 hours. The decision shall be officially notified to the appellant within 24 hours of its resolution..

Art.22

Should the position remain vacant, the competition shall be resumed within a maximum of 60 days in full compliance with the mandated procedure.

CHAPTER III. Final and transitional provisions

Art.23

The competition for the position of Director of the CSUD within IODS – University of Bucharest for the 2024-2029 mandate shall be organised and conducted according to the calendar approved by the Senate, at the headquarters of the Rectorate, Panduri Road no. 90, sector 5.

Art.24

The provisions of this document were approved by the Senate of the University of Bucharest in the meeting of 21.02.2024.

R E C T O R,

Professor Dr. Marian PREDA