**Regulation for selection and enrollment of researchers**

**at the Postdoctoral School of SNSPA**

**Chapter 1 – General provisions**

**Art. 1** This regulation establishes the procedure for the selection and enrollment of postdoctoral researchers within the National School of Political and Administrative Studies.

**Art.2** (1) The selection of researchers is made by competition.

(2) The competition takes place in two stages: evaluation of the candidates' files and interview.

**Chapter II - Enrollment in the selection competition**

**Art. 3** Candidates who meet the following minimum criteria can enter the selection contest:

1. Obtained the scientific title of doctor for at least a minimum of 5 years before the admission in the postdoctoral research program; the doctoral degree must have been obtained in one of the fields of the SNSPA doctoral programs or in a similar / related field;
2. have published at least one article in a scientific journal indexed in at least two international databases and / or listed ISI (according to the doctoral field / subdomain); the criterion is considered fulfilled in the case of volumes published as co-author / co-editor1;
3. have participated in at least one national or international conference.

1 Candidates who, although they do not have a published author volume, will prove their acceptance for publication of an author / coordinator / publisher volume by a national or international CNATDCU publishing house, will also be declared eligible.

**Art. 4** The file of the candidate for the postdoctoral program will include the following documents:

* the registration form, in the format set out in Annex 1 to this Regulation and forming an integral part thereof;
* copy of the doctoral degree or of the MEN order regarding the granting of the doctoral degree, for the registration file;
* copy of the proof of equivalence of the doctoral degree by the MEN, if the doctoral degree is obtained abroad;
* curriculum vitae in EuroPass format, accompanied by the list of published / presented works;
* certified copy of the birth certificate;
* marriage certificate (certified copy or other name change act, if applicable);
* a letter of recommendation from a coordinating doctoral professor within the SNSPA, in the doctoral field / subdomain for which he / she is applying - a professor who assumes the candidate's mentorship if the latter obtains a position of postdoctoral researcher;
* copy of a paper published by the candidate (as author and / or co-author) in scientific journals indexed in at least two international databases and / or listed by ISI;
* the individual postdoctoral research project, in the format set out in Annex 2 to this Regulation and forming an integral part thereof;
* self-declaration of understanding of the contractual obligations to be imposed on postdoctoral researchers if they are admitted, in the format set out in Annex 3 to this Regulation and forming an integral part thereof.

**Chapter II – Selection of the candidates**

**Art. 5**

The selection of candidates will be made by the commissions organized for each doctoral field / subdomain within SNSPA: political sciences, administrative sciences, communication sciences, sociology, management. The representatives will be appointed by the CSUD or the SNSPA Senate.

**Art. 6**

(1) The verification of the candidates' files results in the establishment of their eligibility by the Doctoral Bureau.

(2) The lack of any mandatory document mentioned in art. 4 of this methodology leads to the declaration of the file as ineligible.

**Art. 7**

(1) The topic proposed in the individual postdoctoral research project must be included - as a condition of eligibility - in one of the priority themes of the SNSPA postdoctoral research program.

(2) The priority topics of the postdoctoral program are established by CSUD SNSPA, following the consultations with the coordinating professors of doctorate in the field (between two and four priority topics corresponding to each field / postdoctoral field in SNSPA: political science, administrative science, communication science, sociology, management).

(3) Among the priorities that will be taken into account in the evaluation of the candidates' files are the following elements:

a) the contribution made to the institutional development

b) attracting research grants and / or mini-grants

c) participation in attracting and implementing European projects

d) the establishment of new study programs

e) contribution to the internationalization process of SNSPA.

**Art. 8**

The interview will take place in front of the selection committee of postdoctoral researchers, constituted according to art. 5 of this regulation, both in Romanian and in English.

**Art. 9**

Candidates declared ineligible may lodge an appeal within 48 hours of the publication of the results of the evaluation. The evaluation stage of the files may be the object of the appeal, not the evaluations made during the interviews.

**Art. 10**

The appeals will be resolved by a three-member committee, full-time teachers in the SNSPA. The members of the appeals commission will be proposed by CSUD SNSPA and approved by the SNSPA Board of Directors.

**Chapter III – Final dispositions**

**Art. 11**

Candidates selected for postdoctoral research positions will be invited to sign the postdoctoral research contract within 15 days of the posting of the final results of the competition, under penalty of losing the place won.

**Art. 12**

(1) The postdoctoral research contract will include the rights and obligations deriving from the status of postdoctoral researcher.

(2) Among the obligations of postdoctoral researcher, necessary to be fulfilled until the end of the program, are:

a) presentation of a research report in front of the commissions organized within the university;

b) presentation of at least one paper at an international conference;

d) publication of at least one article in scientific journals indexed in at least two international databases (according to the doctoral field / subdomain);

**Art. 14**

(1) The research contract does not represent an employment contract concluded on the basis of the Labor Code (art. 10, 16) or a civil service contract concluded on the basis of the Civil Code (art. 1851-1873).

(2) The research contract will not be able to regulate, for the postdoctoral researcher, specific obligations to the legal labor relations based on the Labor Code or specific obligations to the service contracts concluded based on the provisions of the Civil Code.

**Art. 15**

Failure to comply with the obligations of postdoctoral researchers will result in termination of the contract at the time when the university discovers that.

Approved by the SNSPA Senate Decision of 30.09.2020

**Appendix 1**

**Registration form**

NAME:

FIRST NAME:

ADDRESS:

E-MAIL:

PHONE NUMBER:

MOBILE:

DOCTORAL TITLE:

Obtained in \_\_\_\_\_\_\_\_ (year), according to the order of the minister no. \_\_\_\_\_\_\_\_\_\_\_\_\_\_

from \_\_\_\_\_\_\_\_\_\_\_\_\_\_, in the scientific field \_\_\_\_\_\_\_\_\_\_\_\_\_\_, under coordination

Prof./Conf./Lector Univ. Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

PRIORITY TOPIC IN WHICH THE INDIVIDUAL POSTDOCTORAL RESEARCH PROJECT IS FRAMEWORK:

(to be completed according to the proposals approved by CSUD)

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:

Signature:

**Appendix 2**

**Individual postdoctoral research project**

Candidate:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1). Postdoctoral Research Project Title:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2). Priority research topic of the proposed project:

The theme must correspond to the one ticked in Annex 1 - Registration form

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3). Key word:

1

2

3

4

5

4). Project objectives (max. 3000 characters)

Describe the objectives of the project, highlighting the connection with the priority research topic in which the project falls.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5). Research methodology (max. 5000 characters)

Briefly describe the research methods and techniques that you intend to use to conduct research in the postdoctoral program.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6). Staging of the research (max. 2000 characters)

List the steps you plan to take during the program of the post-doctoral research, highlighting the intermediate results (sustained research reports, papers presented at international conferences) and the final results (published papers) that you expect to obtain.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7). Current state of knowledge and potential contributions to its development (max. 5000 characters)

Briefly describe the current state of knowledge in the field of research to which the project relates, referring to the latest achievements in that field. Present the bibliographic list of works used for this purpose. Identify the potential contributions that your project can make to the development of the research field. Highlight the degree of originality / innovation of the proposed research methods and the assumed objectives.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8). The scientific competence of the candidate

8.1) Published works

• Articles published in ISI-listed journals

• Articles published in journals indexed in international databases

• Articles published in ISI indexed proceedings

• Scientific books published in CNATDCU recognized international and national publishing houses

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8.2) Experience gained as a member of the research team of national and international research projects and contracts won through competition (title, period, source of funding, project director and its affiliation).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8.3) Other

Mention the achievements that you consider relevant to the scientific field in which you are a candidate (awards obtained, research internships completed, participation in attracting research funds, obtaining research grants and mini-grants, etc.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:

Signature:

**Appendix 3**

**Self-declaration**

I, the undersigned, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, based in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (address), ID series \_\_\_\_\_\_\_\_\_\_\_\_ no. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, issued by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date), Personal Identification No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I declare on my own responsibility that I have taken note of the contractual obligations that I will have as a postdoctoral researcher, in case I will be selected within the postdoctoral program of SNSPA:

a) Presentation of a research report before the commissions organized within the university

b) Presentation of at least one paper at an international conference

c) Publication of at least one article in scientific journals indexed in at least two databases

international (according to the doctoral field / subdomain).

Date:

Signature: