



## REGULATIONS

### FOR THE SELECTION AND ENROLMENT OF RESEARCHERS

#### AT THE POSTDOCTORAL SCHOOL OF THE SNSPA

#### Chapter I – General Provisions

**Art. 1.** (1) These regulations establish the procedure for the selection and enrolment of postdoctoral researchers at the National School of Political and Administrative Studies, pursuant to Law No. 199/2023 on higher education, as subsequently amended and supplemented.

(2) Postdoctoral study programmes are conducted within the IOSUD-SNSPA, based on the research plan proposed by the postdoctoral researcher and approved by the doctoral school council.

(3) The duration of these studies is a minimum of 1 year.

(4) Postdoctoral study programmes may be organised with public or private funding.

(5) The postdoctoral advanced research programmes within IOSUD-SNSPA provide the institutional framework for the development of research following the completion of doctoral studies.

(6) Admission to postdoctoral advanced research programmes is organised when financial resources are available to run the programme. Admission to postdoctoral programmes usually takes place in September, when SNSPA identifies funds that can support postdoctoral positions within the Doctoral School. In exceptional cases, admission may also take place during the year, when there are open positions for postdoctoral researchers in certain projects or programmes.

(7) Within the IOSUD-SNSPA, postdoctoral advanced research programmes are conducted on a full-time or part-time basis, funded from the institution's own resources or on a fee-paying basis, with the number of places and the admission period being approved by the SNSPA Senate, upon



the proposal of the CSUD and with the approval of the Board of Directors.

- Art. 2.** (1) The selection of researchers is carried out through a competitive process.
- (2) The admission competition consists of an interview, during which the individual postdoctoral research project submitted by the candidate as part of their application is assessed.
- (3) The admission competition for postdoctoral studies at IOSUD-SNSPA is organised for the following fields/sub-fields: political science, administrative science, communication studies, sociology, and management .
- (4) IOSUD-SNSPA ensures the transparency of the admission competitions and guarantees candidates access to information regarding the selection and admission procedures for postdoctoral studies. Information regarding the organisation of the admission competition for postdoctoral studies is displayed at the institution's headquarters and published on the official website of IOSUD-SNSPA, in accordance with the legislation in force.

## Chapter II – Registration for the selection competition

**Art. 3.** Candidates who meet the following minimum criteria may register for the selection competition:

- a) they must have obtained a PhD no more than 5 (five) years prior to admission to the postdoctoral research programme; the doctoral degree must have been obtained in one of the fields of the SNSPA doctoral programmes or in a related/connected field; or who have participated in and obtained a certificate of excellence in the “Marie Skłodowska Curie” competitions organised by the European Commission, regardless of when they obtained their doctoral degree;
- b) have published at least two articles in a scientific journal indexed in at least two international databases and/or ISI-rated (in accordance with the doctoral field/subfield). This criterion is also considered met in the case of volumes published as a co-author/co-editor<sup>1</sup> ;
- c) have attended at least one national or international conference.

**Art. 4.** The application file for the postdoctoral research programme shall contain the following documents:

- a) the application form, in the format set out in Annex 1 to these Regulations and forming an

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<sup>1</sup> Candidates who, although they have not yet published a book, can provide evidence that a book they have authored, edited or coordinated has been accepted for publication by a national or international publishing house recognised by CNATDCU will also be deemed eligible.



integral part thereof;

- b) a certified copy of the doctoral degree certificate or of the order of the Ministry of Education/decision of the SNSPA/or decision of the accredited higher education institution regarding the award of the doctoral degree, for the application file;
- c) a copy of the certificate of equivalence for the doctoral degree issued by the Ministry of Education via CNRED, or a copy of the doctoral degree obtained from an accredited higher education institution, if the doctoral degree was obtained abroad;
- d) a CV in EuroPass format, accompanied by a list of published/presented works, signed and provided on CD;
- e) a certified copy of the identity card;
- f) a certified copy of the birth certificate;
- g) a certified copy of the marriage certificate or other document evidencing a change of name (if applicable);
- h) a letter of recommendation from a PhD supervisor at SNSPA, in the doctoral field/subfield for which the candidate is applying, who undertakes to mentor the candidate should the latter obtain a postdoctoral research position;
- i) a copy of at least two papers published by the candidate (as author and/or co-author) in scientific journals indexed in at least two international databases and/or listed in the ISI;
- j) the individual postdoctoral research project, in the format set out in Annex 2 to these Regulations and forming an integral part thereof;
- k) a sworn statement confirming understanding of the contractual obligations that will be imposed on postdoctoral researchers should they be admitted, in the format set out in Annex 3 to these Regulations and forming an integral part thereof;
- l) Other documents that may be requested by the project/programme/institution providing the funding (public or private).

### Chapter III – Selection of candidates

**Art. 5.** The selection of candidates shall be carried out by committees set up for the doctoral fields/sub-fields within SNSPA for which positions are open for competition: political science, administrative science, communication studies, sociology, and management. The members of the admissions committees shall be appointed by the CSUD and approved by the SNSPA Senate.

**Art. 6.** (1) The verification of candidates' applications results in the determination of their eligibility by the Doctoral Office.



(2) The absence of any mandatory document mentioned in Art. 4 of this methodology shall result in the application being declared ineligible.

**Art. 7.** (1) The topic proposed in the individual postdoctoral research project must fall - as a condition of eligibility - within one of the priority themes of the SNSPA postdoctoral research programme.

(2) The priority themes of the postdoctoral programme are determined by the SNSPA Postdoctoral Studies Committee, following consultations with the relevant PhD supervisors (between two and four priority themes corresponding to each postdoctoral field/subfield at SNSPA: political science, administrative science, communication studies, sociology, and management ).

(3) The following elements are among the priorities to be taken into account when assessing candidates' applications:

- a) contribution to institutional development;
- b) securing research grants and/or mini-grants;
- c) participating in the acquisition and implementation of European projects;
- d) establishing new study programmes;
- e) contributing to the internationalisation process of SNSPA.

**Art. 8.** (1) The interview shall take place before the postdoctoral researcher selection committee, constituted in accordance with Article 5 of these regulations, in Romanian or English.

(2) Candidates who have obtained a minimum average mark of 8 shall be declared admitted, in descending order of the marks obtained and within the limit of the places available in the competition, subject to the enrolment capacity of the field.

**Art. 9.** Candidates declared ineligible may lodge an appeal within 48 hours of the publication of the assessment results. Appeals may relate to the document assessment stage, but not to the assessments carried out during the interviews.

**Art. 10.** Appeals shall be resolved by an appeals committee comprising three members, who are tenured academic staff at SNSPA. The members of the appeals committee shall be proposed by CSUD-SNSPA and approved by the SNSPA Senate. The appeals committee shall issue a final decision.

#### **Chapter IV – Final Provisions**

**Art. 11.** Candidates selected for postdoctoral research positions shall be invited to sign the postdoctoral research contract for the purposes of enrolment, within the announced timeframe,



failing which they shall forfeit the position they have secured.

**Art. 12.** (1) The postdoctoral research contract shall set out the rights and obligations arising from the status of postdoctoral researcher.

(2) The obligations of a postdoctoral researcher, which must be fulfilled by the end of the programme, include:

- a) presenting a research report to committees organised within the university;
- b) presenting at least one paper at an international conference;
- c) the publication of at least one article in scientific journals indexed in at least two international databases (in accordance with the doctoral field/subfield);
- d) other obligations that may arise from the project/programme providing the funding.

**Art. 13.** (1) The research contract does not constitute an employment contract concluded under the Labour Code or a civil contract for the provision of services concluded under the Civil Code.

(2) The research contract shall not be able to regulate, for the postdoctoral researcher, obligations specific to legal employment relationships under the Labour Code or obligations specific to service contracts concluded under the provisions of the Civil Code.

(3) The purposes for which personal data are processed are defined pursuant to Article 6(1)(c) of Regulation No 679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), as follows: the processing is necessary for the fulfilment of legal obligations incumbent upon SNSPA in the context of organising and conducting the admission process for postdoctoral studies, as well as the obligation to archive, for the duration specified by the legislation in force, the files of candidates registered for this purpose. The data of data subjects is processed for the duration of the organisation and conduct of the admission competition for postdoctoral study programmes; this duration is such as to extend to include the processing of all personal data necessary for the conclusion of the study contract, as well as for the management of enrolment throughout the entire period of study in the event that the admission competition results in a place being secured, and subsequently, for the purpose of complying with applicable legal obligations (such as the obligation to archive records).

**Art. 14.** Failure to comply with obligations which rest postdoctoral postdoctoral shall result in the termination of the contract by the , upon the university's discovery of such non-compliance. The postdoctoral researcher is obliged to comply with the Code of Academic Ethics



and Professional Conduct and the SNSPA Organisation and Functioning Regulations.

**Art. 15.** Upon completion of the postdoctoral programme, IOSUD-SNSPA shall issue a postdoctoral studies certificate.

**Approved by the SNSPA Senate Resolution no. 23/30.03.2026**



**Appendi**

**Application Form**

SURNAME:

SURNAME:

ADDRESS:

E-MAIL:

TELEPHONE NUMBER:

DOCTORATE TITLE:

Awarded in \_\_\_\_\_, pursuant to Ministerial Order No./SNSPA Decision No. \_\_\_\_\_ of \_\_\_\_\_, in the scientific field of \_\_\_\_\_, under the supervision of Prof./Assoc. Prof./Lecturer Dr. \_\_\_\_\_.

**PRIORITY AREA IN WHICH THE INDIVIDUAL POSTDOCTORAL RESEARCH PROJECT FALLS:**

(to be completed in accordance with the proposals approved by the CSUD)

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.....

Date:

Signature:

### Individual postdoctoral research project

Candidate:

Surname: ..... First name:  
.....

Supervisor:

Surname: ..... First name:  
.....

1). Title of the postdoctoral research project:

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2). Priority research area to which the proposed project relates: The topic must correspond to the one ticked in Annex 1 – Application Form

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3) Keywords:

- 1.
- 2.
- 3.
- 4.
- 5.

4) Project objectives (max. 3000 characters):

Describe the project objectives, highlighting the link to the priority research theme under which the project falls.

5) Research methodology (max. 5000 characters):

Briefly describe the research methods and techniques you intend to use to carry out the research within the postdoctoral programme.

6) Research plan (max. 2000 characters):

List the stages you intend to carry out during the postdoctoral research programme, highlighting the interim results (research reports defended, papers presented at international conferences) and the final results (published papers) that you anticipate achieving.

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



characters):

Briefly describe the current state of knowledge in the research field covered by the project, referring to the most recent developments in that field. Provide a bibliography of the works consulted for this purpose. Highlight the potential contributions your project could make to the development of the research field. Highlight the degree of originality/innovation of the proposed research methods and the objectives set.

8) The candidate's academic competence:

8.1) Published works

- Articles published in ISI-indexed journals;
- Articles published in journals indexed in international databases;
- Articles published in ISI-indexed proceedings;
- Scientific books and chapters published by international and national publishers recognised by CNATDCU.

8.2) Experience gained as a member of the research team on competitively awarded national and international research projects and contracts (title, duration, funding source, project leader and their affiliation).

8.3) Other

Please mention any other achievements you consider relevant to the scientific field for which you are applying (awards received, research placements undertaken, involvement in securing research funding, obtaining research grants and mini-grants, etc.)

Date:

Signature:



### Annex 3

#### **Declaration on my own responsibility**

I, the undersigned \_\_\_\_\_, residing in \_\_\_\_\_, ID card no., series- \_\_\_\_\_, No. \_\_\_\_\_, issued by \_\_\_\_\_, on \_\_\_\_\_, National ID No. \_\_\_\_\_, I hereby declare on my own responsibility that I have taken note of the contractual obligations I will have as a postdoctoral researcher, should I be selected for the SNSPA postdoctoral programme:

- a) Presentation of a research report to committees organised 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 international databases (in line with the doctoral field/subfield).

Date:

Signature: