

METHODOLOGY

for the organization of the admission process to Postdoctoral programs Academic year 2021/2022

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CHAPTER I

General description

Art. 1. The Institution Organizing Doctoral Studies at West University of Timișoara (IOSUD-UVT) organizes a selection process of admission to its postdoctoral programs of advanced research both in the fundamental fields / branches of science of its Doctoral Schools, and in interdisciplinary fields.

Article 2.

- a. Within IOSUD-UVT the postdoctoral programs of advanced research are carried out full time and are financed from own funds.
- b. The duration of postdoctoral studies is 24 months.
- c. The postdoctoral research program can be conducted in Romanian or English as it is addressed to both Romanian and foreign citizens who demonstrate research potential.

Art. 3. IOSUD-UVT will publish information regarding admission, including the results of the selection process of admission to the postdoctoral programs of advanced research. These will be kept on the relevant web pages for one year from the date of posting the results.

Art. 4. The admission to the postdoctoral programs of advanced research within IOSUD-UVT is carried out according to the calendar for the selection of applicants to the postdoctoral programs of advanced research for each academic year. The admission period is approved annually by the WUT Senate at the proposal of the CSUD and with the endorsement of the WUT Management Board.

CHAPTER II

Financial aspects

Art. 5. In the academic year 2021-2022, the postdoctoral research programs will consist of:

- 15 subsidized postdoctoral grants and
- 10 non-subsidized postdoctoral grants.

Art. 6. For a subsidized postdoctoral grant:

- a. The subsidy of 150,000 lei is distributed over a period of two years.
- b. The subsidy is covered from WUT's own funds.
- c. The postdoctoral researchers will benefit from a monthly stipend between 4500 and 6000 lei and they will be able to use any unspent difference from the total value of the grant to cover other budget categories relevant for the research activities.

Art. 7. Postdoctoral researchers who have to move to Timișoara will also be able to access accommodation provided by WUT.

CHAPTER III

Eligibility conditions for candidates

Art. 8

a. The candidate is a Doctor of sciences and has obtained the title of doctor in the past 5 years before applying. For candidates who have obtained their degree in Romanian universities, the date taken into consideration is the date mentioned in the Order of the Minister of Education that appeared in the Order of the Minister of National Education and Research by which the doctoral degree is confirmed, where the candidate's name is also mentioned.

b. As exceptions, candidates who have publicly defended their doctoral thesis at the time of application are eligible as well, on condition that the postdoctoral program is carried out after the official confirmation of the title. Also eligible are applicants who have obtained the certificate of excellence at the "Marie Skłodowska Curie" competitions organized by the European Commission, regardless of when they obtained their doctorate degree.

Art. 9

(1) Postdoctoral programs are open to Romanian citizens or foreigners, as follows: Romanians from the EU and non-EU states, citizens of EU Member States and the European Economic Area as well as of the Swiss Confederation, citizens from outside these areas, under the specific conditions for each category and according to the law.

(2) The recognition of the foreign citizens' documents is done according to the methodologies in force at the moment of registration.

(3) Foreign candidates who choose to study Romanian subjects or in Romanian may present a certificate of linguistic competence (a minimum B2 level, according to the Common European Framework of Reference for Languages) or may follow the intensive Romanian language courses offered by the Faculty of Letters, History, and Theology.

(4) Candidates (Romanian and EU citizens) who have completed doctoral studies abroad will present an equivalence certificate issued by the National Center for Recognition and Equivalence of Diplomas (CNRED) of the Ministry of National Education (MEN). They can also apply at WUT to have their degree recognized, according to the Methodology regarding the recognition by WUT of the doctoral title and degree in sciences or in a professional field, obtained at accredited higher education institutions from abroad.

(5) The application files for international candidates from non-EU countries, respectively for Romanian ethnics from abroad are similar to those of Romanian and EU candidates. They additionally include translations / certified translations (as appropriate) of personal documents and study documents, as well as a copy of the passport (valid for at least six months from the date of registration). Depending on the legislation in force, IOSUD updates yearly the specific elements of the application files for international candidates from non-EU countries or Romanian ethnics from abroad.

Art. 10

- a.** Candidates who have previously benefited, in full or partially, from public funding for postdoctoral programs must declare this upon registration.
- b.** A candidate admitted to a postdoctoral program may receive funding from national public funds only once.
- c.** A postdoctoral researcher may follow only one training program financed from public funds.

Art. 11. Admission to a subsidized postdoctoral grant for the academic year 2021-2022 requires the following:

1. a portfolio of publications from the doctoral period or the period after obtaining the doctoral degree, as applicable:

- a.** one Web of Science publication (article) in a red zone journal or at least two Web of Science publications (articles) in journals with an impact factor (SCIE or SSCI) for fields belonging to the exact or natural sciences;
- b.** one Web of Science publication (article) in journals with an impact factor (SSCI or SCIE) for the social sciences;
- c.** one Web of Science publication (article) SSCI, SCIE, AHCI or ESCI indexed or Scopus indexed for the humanities, law or vocational fields.
- d.** one participation in a large annual / biennial / triennial international exhibition, documented by a publication (the field of Visual Arts).
- e.** one participation with a concert in an important international festival¹ (the field of Music)
- f.** one participation with a performance in an important international festival² (the field of Theater and Performing Arts)

2. for the candidates to have not had at the date of application or for at least six months previously a full-time or part-time employment contract with WUT.

CHAPTER IV

Eligibility conditions for advisors

Art. 12. For admission in the 2021-2022 academic year, advisors are required:

- a.** To be doctoral supervisors and WUT full-time employees with an indefinite employment contract.
- b.** An advisor can supervise only one postdoctoral researcher in this program.

Art. 13. For admission in the 2021-2022 academic year, advisors must meet the following additional criteria for a subsidized postdoctoral grant:

- a.** To have not been the doctoral supervisor of the candidate nominated for advising.
- b.** To be classified as competitive researchers in terms of visibility and impact of their research in the Web of Science. The category of competitive researchers includes two

- groups of researchers: established researchers and researchers with high potential to become established, or rising stars (Annex 1).
- c. To be classified as competitive artists in terms of international visibility and impact of their research result and artistic creations. The category of competitive artists includes two groups: established artists and artists with high potential to become established, or rising stars (Annex 2).

¹Such as The "George Enescu" International Festival and the Classic Guitar Contest "Harmonia Cordis", The International Festival and the Singing Contest "Hariclea Darclée", The Choral International Festival "Ion Vidu", SoNoRo Festival, Gărna Jazz Festival

²Such as The International Theatre Festival Sibiu, The National Theatre Festival, The European Festival of Performing Acts, The Romanian Dramaturgy Festival, The International Shakespeare Festival Craiova, The International Festival of New Theatre

Chapter V

The admission process

Art. 14. Candidate selection takes place quarterly, in October, January, and April, July until all available places are filled.

Art. 15. The candidates will send their applications to the address research@e-uvv.ro, during the first ten days of the month in which the selection takes place.

Art. 16. The candidate evaluation takes place in two stages:

- (a) First stage – elimination through analysis of applications;
- (b) Second stage – selection through interview for the candidates left after the first stage.

The first evaluation stage takes place within 7 days from the closing day of applications, and the second stage takes place within 14 days after the closing of the first stage.

Art. 17. The application file evaluated during the first stage will consist of the following:

1. The candidate's CV, including the list of publications, which should demonstrate the candidate's eligibility;
2. A letter of intent of maximum 2 pages, which should demonstrate the compatibility with the advisor's fields of interest and competence;
3. A scientific research / artistic creation project (Annex 3);
4. The advisor's prior agreement;
5. Field-dependent requirements:
 - a. Science: two full-text publications of the candidate's choosing;
 - b. Visual arts: a portfolio containing a minimum of 5 works of the candidate's choosing displayed at juried international exhibitions, accompanied by the copies included in the event catalogue;
 - c. Music: a portfolio with a minimum of 5 significant concerts (as conductor/soloist/composer) at large-scale events, accompanied by the event posters or links;
 - d. Theatre and performing arts: a portfolio containing a minimum of 5 significant performances, accompanied by the posters with the candidates' name as director/ script writer/ actor/ production designer/ playwright/ choreographer.
6. A recommendation in Romanian or English written by the doctoral supervisor or another member of the advisory committee.

Art. 18.

- a. The documents will be analyzed by a committee of 3 persons – the Director of the doctoral school in the candidate's field of interest, the advisor mentioned in the letter of intent, and a representative from the field of interest, appointed by the director of the doctoral school from among the school's members.
- b. The result of this stage will be expressed as 'admitted' or 'rejected'.
- c. The admitted candidates will take part in the second stage of the evaluation, the interview.
- d. Appeals can be submitted to research@e-uvv.ro within 24 hours of the posting of results and can only refer to procedural errors. The doctoral school appoints an appeals committee made up of three doctoral supervisors who are members of the school.

Art. 19.

- a. The candidates invited to take part in the interview will be evaluated by a committee of 5 people, which must include the vice-rector for research, the director of CSUD, two representatives from the field of interest, and the advisor named by the candidate. The representatives from the field of interest are appointed by the director of the doctoral school (or the director of the CSUD in case there is any conflict of interests) from among the top researchers in this field.
- b. The results of each stage will be validated by the CSUD in accordance with this methodology.

Art. 20.

- a. The candidates taking part in the interview will be assessed by each member of the committee, taking into consideration the recommendations included in the annex to the present methodology (Annex 2). The final score will consist of the average of individual grades.
- b. To be declared eligible after the evaluation, a candidate must obtain a minimum of 70 points out of 100 in the case of a subsidized place and 50 points for the non-subsidized places.
- c. Candidates in the same evaluation session will be ranked from the highest to the lowest score.
- d. The result of this stage will be expressed as 'admitted' or 'rejected'.
- e. Appeals can be submitted to research@e-uvv.ro within 24 hours of the posting of results and can only refer to procedural errors. The doctoral school appoints an appeals committee made up of three doctoral supervisors who are members of the school.

Art. 21. Besides the performance criteria, which are paramount, a heterogeneous distribution of candidates by fields of science and a gender balance will also be taken into consideration. Consequently:

- (a) One CNATDCU field of science cannot have more than 3 postdoctoral researchers selected from the total number of subsidized grants;
- (b) The gender ratio must not be higher than 2:1, meaning 10 males or 10 females can be selected at the most;
- (c) The number of grants assigned to artistic creation and sport performance cannot be more than 10% from the total of the subsidized postdoctoral grants; additional grants can be offered only for scientific performances in the field of interest.

Art. 22.

- (a) Available places will be advertised locally, nationally, and internationally.
- (b) At the national level, advertising will also be done on <https://jobs.research.gov.ro>.
- (c) At international level, advertising will be done on <https://euraxess.ec.europa.eu>.
- (d) Advertising procedures will also include other methods of identifying valuable candidates.

Chapter VI Contractual obligations

Art. 23. To be enrolled in the advanced research program, the selected candidates and their advisors must fill in and sign a contract which stipulates:

- the rights and obligations of the postdoctoral researcher;
- the development and completion of their project according to the expected research timeline;
- participation in research and research dissemination activities organized by WUT
- minimum performance criteria (Annex 4).

Art. 24.

- (a) The activity of the postdoctoral researcher is carried out in the IOSUD UVT doctoral schools.
- (b) The respective doctoral school will approve the candidate's research plan.

Art. 25 Once the application process has been completed, the contracts have been signed, and the person has been registered in the first year, the admittee is given the status of postdoctoral researcher. This applies throughout the completion of the postdoctoral program of advanced research. Any interruption of the postdoctoral program will result into the suspension of the status of postdoctoral researcher.

Art. 26

- (a) The grant beneficiaries will undergo a mid-term evaluation to determine the extent to which performance indicators have been met after the first 12 months (Appendix 4).
- (b) The situation of the researchers who do not meet these criteria will be analyzed by WUT's Academic Board and Management Board. After the analysis, it will be decided whether the individual will continue to receive the grant or not, according to each particular case.
- (c) If the contractual obligations are not met, the grant will be suspended.

Art. 27 Upon completion of the postdoctoral program, a certificate of postdoctoral studies will be issued.

CHAPTER VII Final provisions

Art. 28 The current version (I) of this methodology was approved by Senate Decision (HS) no 43, on 17.06.2021.

ANNEX LIST

- Annex 1 ADVISOR CATEGORIES FOR SUBSIDIZED PLACES**
- Annex 2 THE ASSESSMENT SYSTEM USED IN THE INTERVIEW FOR SUBSIDIZED PLACES**
- Annex 3 THE SCIENTIFIC RESEARCH/ARTISTIC CREATION PROJECT**
- Annex 4 PERFORMANCE INDICATORS AND MINIMAL REQUIREMENTS FOR SUBSIDIZED PLACES**

Annex 1

ADVISOR CATEGORIES FOR SUBSIDIZED PLACES

Art. 1 In the category of established researchers are included the teaching and research staff ranked in the top 15% of national researchers (85+ percentile) in their field in terms of the H-index of the Web of Science Core Collection for the period 2001 to the present. They have to be active and visible in their respective field of science. For exact sciences, natural sciences, and social sciences active advisors are those who have had at least five Web of Science publications in the period 2016 to the present. The publications can be either articles or reviews relevant for the advisor's field and have to have appeared in journals with an impact factor (SCIE or SSCI). For human sciences, vocational domains, and law are deemed scientifically active the advisors who have at least five Web of Science publications (SSCI, SCIE, ESCI, AHCI) in their respective field. Indexed journals with no impact factor are also accepted, as well as other types of publications, such as proceedings. As an exception, in the case of artistic creation, advisors who can demonstrate participation in at least five artistic events with international impact in the past 5 years can also be considered active (Visual Arts/Music/Theatre and Performing Arts).

Art. 2 In the category of researchers with high potential to become established (rising stars) are included the teaching and research staff ranked in the top 15% of national researchers in their respective field of science, based on their scientific output visible in Web of Science for the period 2016 to the present. For exact sciences, natural sciences, and social sciences, article publications are taken into consideration, including early view articles published in WoS journals with an impact factor (SSCI or SCIE). For the humanities, vocational domains, and law any publications visible in WoS are taken into consideration. The works can be published in journals with an impact factor (SCIE or SSCI) or in journals without an impact factor (AHCI or ESCI). As an exception, for the artistic creation places, active mentors can be those who can prove their participation in at least five artistic events with international impact in the last 5 years (Visual Arts/Music/Theatre and Performing Arts).

Art. 3 Publications will be placed within a certain field according to the WoS categories used by ARWU to classify universities, and according to the WoS categories in the annex for the fields not classified by ARWU, as follows:

1. For the following fields of science (mathematics, physics, chemistry, biology, geography, Earth sciences, computer science, economics³, psychology, sociology, education sciences, political sciences, communication sciences, administrative sciences, law) the ARWU⁴ classification is applied.
2. For the following fields of knowledge that do not have an ARWU correspondent, the following WoS will be taken into consideration:

3. Field	WoS Categories
Social Services	Social Work
Philology (Literature and Linguistics)	Literature, Romance, Literature, Slavic, Literature, African, Australian, Canadian, Literary Theory & Criticism, Literature, Literary Reviews, Literature, American, Literature, German, Dutch, Scandinavian, Literature, British Isles, Folklore, Poetry, Classics, Language & Linguistics, Linguistics
History and cultural	History, Archaeology, Medieval & Renaissance Studies,

studies	Cultural Studies, Anthropology
Theology	Religion
Philosophy	Philosophy, History & Philosophy of Science
Arts	Arts
Performing Arts	Dance, Theatre, Music, Film-Radio-Television
Physical Education and Sports	Sport Sciences, Rehabilitation

³ Economics include the ARWU fields of finances, economics, business administration, management, statistics and tourism

⁴ http://www.shanghairanking.com/Shanghairanking-Subject-Rankings/attachment/Mapping_between_Web_of_Science_categories_and_54_academic_subjects.pdf

Annex 2

ASSESSMENT SYSTEM USED IN THE INTERVIEW FOR SUBSIDIZED PLACES

PUBLICATIONS (maximum 40 points)

1. 5 points for every article in Web of Science or Scopus. For the humanities, vocational fields, and law, 5 points are also allocated for other types of internationally visible publications (for example, ISI proceedings or book chapters A1), and for the field of computer science, A*, A, and B conferences are also taken into account.
2. 2 bonus points are awarded for every citation of these publications (no self-citation)
3. 6 bonus points are awarded for every WoS publication in the Yellow zone, and 15 bonus points for a publication in the Red zone.
4. 10 bonus points are awarded for every article in Web of Science or Scopus, published after the doctoral defence and without the direct contribution of the doctoral supervisor, whose main author the candidate is (in fields where this status is applicable).
5. 10 bonus points are awarded if the candidate has finished their doctoral studies abroad, at a university in the top 1000 ARWU, QS or THE.
6. In special cases, if the maximum number of points is exceeded, the overall score will be capped at 50 points.

THE PROJECT (maximum 40 points)

The quality and level of maturity of the proposal will be evaluated.

COMPATIBILITY BETWEEN RESEARCHER AND ADVISOR (maximum 10 points)

This is a composite qualitative indication that can take into consideration the extent to which the candidate's prior publications are within the advisor's field of interest and expertise.

LIKELIHOOD OF SHORT- AND LONG-TERM INTEGRATION WITHIN THE WUT TEAM (maximum 5 points)

This is a composite qualitative indicator that takes into account the researcher's career plan, their willingness to continue their activity at WUT, their social network at WUT and/or Timișoara, as well as possible adjustment issues (such as language, financial aspects, considering the postdoc a transitory experience, approach to research and performance indicators, etc.)

PERSONAL QUALITIES (maximum 5 points)

During the interview, but also as a result of the application analysis, possible communication and engagement problems, inconsistent statements or the incapacity of taking some responsibilities can be identified. Positive aspects, such as the ability to argue and think critically, alongside problem solving and a good time and stress management, can also be noticed.

BONUS

10 bonus points are allocated to the candidates who apply to fields of knowledge from the ARWU classifications.

Annex 3

The scientific research/ artistic creation project

1. Summary of the research project (in Romanian or an international language):

The following aspects will be presented (maximum 2000 words):

The topic of the research/artistic creation project and its preliminary structure;
arguments for the proposed topic;

Brief review of the current state of knowledge in the fields and a
selected bibliography used for the writing of the project;

The research/artistic creation objectives;

The research methodology envisaged for the collection of analysis of data, for the
testing of the hypothesis, etc., and an assessment of the feasibility of the project in
terms of availability of and access to bibliography, data, software, equipment, labs,
etc.;

Main stages planned;

Plan for the dissemination of research results through publication of

2. Presentation of the research project (2-3 pages):

2.1. National and international current state of knowledge in the field, with reference to
the most recent publications in the relevant literature

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2.2. Potential contributions by reference to the most recent previous results present in
relevant publications

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2.3. Research objectives and activities:

Year	Scientific objectives	Research activities corresponding to the objective
1	1.1.	1.
		2.
		3.
	1.2.	1.
		2.
		3.
2	2.1.	1.

		2.
		3.
	2.2.	1.
		2.
		3.

2.4. Plan to disseminate the research results through the publication of articles, presentations at international conferences, etc.

3. Candidate's previous research activity

3.1. Title of doctoral thesis and a summary (maximum 500 words)

3.2. Prizes obtained at academic events

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3.3. Papers presented at international conferences

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3.4. Papers published

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3.5. Previous national and international research projects

To be mentioned: the name of the project, the institution that received the financing, the funding institution, the project manager, the period, connection with the current research project.
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3.6. Grants obtained

To be mentioned: the funding institution, the place and period, main results and their means of dissemination, value of grant.
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Annex 4**PERFORMANCE INDICATORS AND MINIMAL PERFORMANCE REQUIREMENTS FOR SUBSIDIZED PLACES**

Art.1 The following types of results may be considered performance indicators for this postdoctoral program:

- (a) The number of applications / grants submitted, respectively won by the postdoctoral researcher as project director;
- (b) The number of applications / grants submitted, respectively won by the advisor, in which the postdoctoral researcher is included as a member of the project team
- (c) The number of articles published or accepted for publication in Web of Science journals with an impact factor. In the humanities, vocational fields, and for the fields of law and economics, WoS articles in journals without an impact factor or Scopus indexed are also taken into account.
- (d) The number of articles accepted for publication or published in Web of Science journals from the red or yellow zone.
- (e) The number of manuscripts submitted for publication in Web of Science journals with an impact factor that have received at least the *Revise and Resubmit* status. In the humanities, vocational fields, and for the fields of law and economics, WoS articles published in WoS journals without an impact factor or in Scopus indexed journals are also taken into account.
- (f) The number of participations with international visibility (Visual Arts / Music / Theater and Performing Arts field)

Art. 2 If any of the following five conditions are met, it is considered that the mid-program performance indicator is fulfilled:

- (a) a manuscript resulted from the postdoctoral work has been submitted for publication to a Web of Science journal from the red zone and is at least in the *Revise and Resubmit* stage
- (b) over the course of the postdoctoral program, at least two manuscripts have been submitted for publication to Web of Science journals with an impact factor (for the humanities, vocational or law fields it can be a WoS journal without an impact factor or Scopus) and they are at least in the *Revise and Resubmit* stage
- (c) over the course of the postdoctoral program, a manuscript has been sent for publication to Web of Science journals with an impact factor (for the humanities, vocational or law fields it can be a WoS journal without an impact factor or Scopus) and it is at least in the *Accepted* stage
- (d) over the course of the postdoctoral program, a manuscript has been sent for publication to Web of Science journals with an impact factor (for the humanities, vocational or law fields it can be a WoS journal without an impact factor or Scopus) and it is at least in the *Revise and Resubmit* stage, and there is also at least one grant application under evaluation or approved for funding, in which the postdoctoral researcher is a member or project director
- (e) the candidate has participated in one event of international visibility (Visual Arts / Music / Theater and Performing Arts).

Art. 3 It is considered that the performance indicators are fulfilled if at the end of the program the postdoctoral researcher simultaneously meets conditions (a) and (b) of this article.

(1) for the field of exact sciences, natural sciences or social sciences:

- (a) one WoS article in the red zone as the main author (in the fields where the notion of main author is used) OR
two WoS articles of which at least one is in the yellow zone and in at least one of them the researcher is the main author OR
three articles published or accepted for publication in WoS journals with an impact factor (regardless of their band), in at least one of which the researcher is the main author;
- (b) have a grant application submitted under the WUT affiliation in one of the national or international competitions. At national level, the competitions within PN III, organized by UEFISCDI or those organized by other authorities that manage research grant competitions are particularly considered. At international level, the competitions within Horizon Europe or organized by other authorities that manage research grant competitions are particularly considered. Obtaining funding for the research may compensate for the absence of one of the publications required in point (a) but will not make up for the absence of any publication.

(2) for the humanities, vocational fields or law:

- (a) three articles published or accepted for publication in WoS journals with or without an impact factor or in Scopus journals, of which in at least two the researcher is the main author / three participations in major international events for the field of Visual Arts / Music / Theater and Performing Arts.
- (b) a grant application submitted as a project director under the affiliation of WUT in one of the national or international competitions. At national level, the competitions within PN III, organized by UEFISCDI or those organized by other authorities that manage research grant competitions are particularly considered. At international level, the competitions within Horizon Europe or organized by other authorities that manage research grant competitions are especially considered. Obtaining funding for the research grant may compensate for the absence of one of the publications / participations required in point (a) but will not make up for the absence of any publication / participation.