

The Interdisciplinary Doctoral School

INSTRUCTION IS-1/1

on

the affiliation to the Interdisciplinary Doctoral School

This Instruction refers to the process of affiliation of new doctoral supervisors to the Interdisciplinary Doctoral School (SDI) within IOSUD-UNITBV.

Stages

1. The applicant, who must not be affiliated to another doctoral school in Romania, shall convey to the secretary's office of SDI (at secretariat-sdi@unitbv.ro), the following documents in pdf:
 - a. the application for affiliation (based on the model available on the SDI website);
 - b. the proof that the applicant was granted the title of doctoral supervisor in the field in question (existing field, accredited within SDI or new field, in the process of authorization, as the case may be);
 - c. the assessment form attesting that the candidate meets the minimal and mandatory conditions to be granted the habilitation title (CNATDCU) in the doctoral field in question, valid at the moment the application for affiliation is submitted, with links to evidence and showing that at least 25% of the points are obtained in the last 5 years;
 - d. the verification form for the fulfilment of the C2 and C3 criteria, with active links to the evidence (following the model available on the SDI website);
 - e. the CV in EuroPass format, updated, which will include the domain of competence and interest within their doctoral field; the CV shall contain a list of maximum 20 publications relevant for the specified domains of competence and interest (the list shall include active links to those publications);
 - f. the approval of the Senate of the higher education institution where the applicant is employed to act as an external doctoral supervisor within IOSUD-UNITBV (only for the candidates from other universities);
 - g. the applicant's affidavit concerning the fact that their activity complies with the ethical and deontological norms, according to the Charter of UNITBV. Failure to comply with these norms of ethics and professional deontology shall be recorded by CSUD-UNITBV as a result of a complaint or ex officio notification, and shall lead to the suspension of the affiliation procedure by SDI until the

final decision concerning the alleged breaches of these norms. The applicant shall be informed about this suspension.

2. The SDI secretary's office shall check the existence of all the documents specified under item 1 above.
3. The SDI secretary's office shall request the coordinator of the doctoral field selected by the applicant to form an internal evaluation committee (according to the Regulation on habilitation), that will check the fulfilment of the specific criteria C1, C2 and C3, and send to the SDI secretary's office the report of the internal evaluation committee (according to the model supplied by SDI). If the affiliation aims to establish a new doctoral field, the internal evaluation committee shall be proposed by the coordinator of a doctoral field (out of the ones accredited within IOSUD-UNITBV) from the same fundamental field as the one in question, and shall be formed of doctoral supervisors from that fundamental field.
4. The SDI secretary's office shall request a point of view from the faculty where the applicant is employed or, in the case of external applicants, from the faculty corresponding to the field in the structure of UNITBV.
5. The Faculty Council shall analyze the file and, based on the strategy for the development of the doctoral field and on its own strategy, also taking into consideration the applicant's professional results, propose the affiliation of the doctoral supervisor to SDI or dismiss the request, providing a justification.
6. C-SDI shall decide by vote (in the first scheduled meeting or by electronic vote, as the case may be) to continue or to suspend the affiliation process, considering, on an advisory basis, the recommendation of the faculty and of the internal evaluation committee.
7. The files approved by C-SDI shall be submitted for approval to the University Senate, after they are approved by CSUD. The date of the affiliation to SDI shall be considered the date of the approval of the application by Senate Decision.
8. The candidates shall be notified of the final decision on the affiliation to SDI.
9. The appeals shall be submitted, in writing, to CSUD-UNITBV, within 7 days at most from the notification.
10. The decision of CSUD-UNITBV concerning the appeal shall be irrevocable at the level of Transilvania University of Braşov and shall be sent to the applicant.

Specific criteria for the affiliation to SDI

- For **all** the accredited **fields** available at IOSUD-UNITBV, except for the fields of Music and Philology C1. Fulfilment of the minimal and mandatory CNATDCU standards for habilitation in the doctoral field in question, valid at the moment the request for affiliation to SDI is submitted. At least 25% of the points must be obtained based on the scientific results of the last 5 years.

C2a. The publication of at least 5 Web of Science indexed articles or other relevant achievements in the field, out of which 2 articles in the last 5 years in Web of Science journals with an impact factor of at least 0.5 (the value of the impact factor in the year of publication shall be taken into account).

C3a. Project manager for at least one research grant won as a result of a national / international competition or third party contract, conducted by a university or research institute, on a topic relevant to the doctoral field. The minimum duration of the project should be at least 1 year, and its value (the amount of the project) of minimum RON 50,000 / EUR 10,000.

- For the field of **Music**:

C1. Fulfilment of the minimal and mandatory CNATDCU standards for habilitation in the doctoral field of Music, valid at the moment the request for affiliation to SDI is submitted. At least 25% of the points must be obtained based on the scientific results of the last 5 years.

C2b. The publication of at least 5 articles indexed by Web of Science / ERIH PLUS or other relevant achievements in the field of Music, out of which, in the last 5 years, 2 articles of the type „article“ or „review“ in Web of Science journals (at least 1 publication) or ERIH PLUS.

C3b. Participating (as project manager or team member) in at least one research grant won as a result of a national / international competition, conducted by a university or research institute, on a topic relevant for the research strategy of the Faculty of Music, with a minimum duration of 1 year, and the value (the amount of the project) of minimum RON 50,000 / EUR 10,000, **OR** an original book, published by publishing houses classified CNCS as A or B, or by equivalent publishing houses from abroad.

- For the field of **Philology**:

C1. Fulfilment of the minimal and mandatory CNATDCU standards for habilitation in the doctoral field of Philology, valid at the moment the request for affiliation to SDI is submitted. At least 25% of the points must be obtained based on the scientific results of the last 5 years.

C2c. The publication of at least 5 articles indexed by Web of Science / ERIH PLUS or other relevant achievements in the field of Philology, out of which, in the last 5 years, 2 articles of the type „article“ or „review“ in Web of Science journals (at least 1 publication) or ERIH PLUS.

C3b. Participating (as project manager or team member) in at least one research grant won as a result of a national / international competition, conducted by a university or research institute, on a topic relevant for the research strategy of the Faculty of Letters. The minimum duration of the project should be at least 1 year, and its value (the amount of the project) of minimum RON 50,000 / EUR 10,000.

- For the **new doctoral fields**, in the process of being accredited:
 - C1. Fulfilment of the minimal and mandatory CNATDCU standards for habilitation in the doctoral field in question, valid at the moment the request for affiliation to SDI is submitted. At least 25% of the points must be obtained based on the scientific results of the last 5 years.
 - C2d. The publication of at least 5 articles indexed by Web of Science / ERIH PLUS or other relevant achievements in the field in question.
 - C-SDI will set additional requirements (including those under criterion C2d), based on the specificity of the doctoral field / fundamental domain to which the domain belongs.

 - C4. The compatibility of the applicant's activity with the development strategy of IOSUD-UNITBV.
 - C5. The research topic matches the priorities of the research in the field at IOSUD-UNITBV.
 - C6. The lack of incompatibility with the activity of doctoral supervisor, such as:
 - cases of plagiarism among the doctoral students coordinated in other doctoral schools where the doctoral supervisor was active in the past, if applicable;
 - theses whose results were unsatisfactory or which were invalidated among the doctoral students coordinated in other doctoral schools where the doctoral supervisor was active in the past, if applicable;
 - failure to comply with the university ethical and deontological codes;
 - administrative sanctions (current or past) due to academic misconduct.

Observation: The exceptions from the internal criteria (which are not included in the evaluation standards proposed by ARACIS), derived from the specificity of the doctoral fields, shall be subject to the approval of CSUD.

APPLICATION

I, the undersigned _____ *please state the academic and/or scientific rank* _____,
tenured at _____, hereby request the affiliation to the
Interdisciplinary Doctoral School within IOSUD- Transilvania University of Braşov, in the PhD. field
_____, for which I obtained the right to supervise doctoral studies.

Date

Applicant

.....

Signature

Transilvania University of Braşov

Faculty _____

REPORT / VERIFICATION FORM FOR THE FULFILMENT OF THE C2a and C3a CRITERIA

(all doctoral fields except Music and Philology)

Applicant's surname and first name:.....

Habilitation certificate:

Doctoral field:

C2a. *Publication of at least 5 Web of Sciences indexed articles or other achievements with relevant meaning for said doctoral field, of which 2 articles minimum in the last 5 years in Web of Science journals with an impact factor at least equal to 0.5 (the value of the impact factor from the year of publication shall be taken into account).*

No.	Article Title	Authors	Year	Web of Science Journal (ISSN)	Impact factor	Remarks
1						
	Active link to the article: Active link for the verification of the impact factor in the publication year:					
2						
	Active link to the article: Active link for the verification of the impact factor in the publication year:					
3						
	Active link to the article: Active link for the verification of the impact factor in the publication year:					
4						
	Active link to the article: Active link for the verification of the impact factor in the publication year:					
5						
	Active link to the article: Active link for the verification of the impact factor in the publication year:					

C3a. Project manager for at least one research grant won in national / international competitions or third party contracts, developed through a university or research institute on a relevant topic for the targeted field. The minimum duration of the project must be 1 year, and its value (amount collected by the beneficiary) of at least RON 50,000 / EUR 10,000.

	Project title: Position: Project manager/ team member Source of funding – project code: Duration in years / period: Value:
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Date:

Surname, first name and signature:

Verification by the internal evaluation committee:

The internal evaluation committee within SDI hereby acknowledges the following:

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Committee's proposal:

Date:

Committee members:

Signature

- 1.....
- 2.....
- 3.....

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