



Reference documents:

National Education Act 1/2011, (O.G. 18/10 Jan. 2011) as subsequently amended and supplemented
Law no. 26/2004 on good conduct in scientific research, as subsequently amended and supplemented;
Charter of the G. E. Palade of University of Medicine and Pharmacy, Science and Technology of Târgu Mureș,
Code of doctoral studies - G.D. No. 681/2011 (O.G. 551/3 Aug. 2011) as subsequently amended and supplemented;
MECTS Order No. 3121/2015 and the Methodology regarding obtaining the habilitation certificate
MECTS Order No. 6129/2016 on the approval of the minimal standards for conferring teaching degrees in higher education
Law No. 53/2011 on the Labour Code (O. G. 345/18 May 2011)
MEC Order No. 4020/2020 on the derogation from the legal provisions in the field of higher education, during the state of emergency on the Romanian territory
Order No. 5229/2020 for the approval of the methodologies regarding conferring the habilitation certificate, conferring of the the doctoral title, as well as the settlement of complaints regarding non-compliance with quality or professional ethics standards, including the existence of plagiarism, in case of a thesis doctorate
Decisions of the University Senate regarding the definition of some terms used in the evaluation of teaching and scientific activity" code UMFST-TERMENI-120 dated June 23, 2022 ; Hot.nr.18 P.V. no. 5243
Annex 31 of the Regulation UMFST-REG-05-Ed.19, dated June 23, 2022; Hot.nr.18 P.V. no. 5243

**REGULATION OF THE I.O.S.U.D. WITHIN
THE GEORGE EMIL PALADE UNIVERSITY OF MEDICINE,
PHARMACY, SCIENCES AND TECHNOLOGY OF TÂRGU
MUREȘ FOR ORGANISING AND CONDUCTING THE
PROCESS FOR OBTAINING THE HABILITATION
CERTIFICATE**

Regulation Code: UMFST-REG-77

Edition 07

Drafted by	Prof.dr. Rodica Bălașa - Director of C.S.U.D. of the I.O.S.U.D. Prof.dr. Lucian Pușcașiu - Director of C.S.D. - SDMF Prof.dr. Iulian Boldea – Director of C.S.D-SDLSUA	Date: 11. 01 2021
Verified by	The Administrative Board Manuela Sălăgean - Legal adviser	Date: 22. 06. 2022
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Date of entry into force:	24.06. 2022
Date of withdrawal:	



Chapter I. General provisions

Art. 1.

(1) The habilitation represents the certification of the quality of a person to conduct doctoral theses, and the habilitation thesis reveals the didactic and research capacities and performances of the candidate.

(2) The habilitation certificate is granted by order of the Minister of Education and Research, at the proposal of the National Council for Attestation of University Titles, Diplomas and Certificates C.N.A.T.D.C.U.

(3) Only the persons who have the title of doctor of science and who meet the minimum standards established according to art. 219 para. (1) letter (a) of the National Education Law no. 1/2011, with subsequent amendments and completions.

(4) The habilitation exam consists in the public defense of the habilitation thesis in front of a specialized commission appointed by CNATDCU and composed of at least 3 persons who have the quality of doctoral supervisor in the country or abroad.

(5) The process of obtaining the habilitation certificate is supported by an information system, hereinafter referred to as platform, provided by the Ministry of Education and Research (MEC). The platform is administered by MEC through the Executive Unit for Financing Higher Education, Research, Development and Innovation (UEFISCDI) and ensures the exchange of information in electronic format within the process of obtaining the qualification certificate.

The purpose for the collection and processing of data related to obtaining the authorization certificate through the platform are:

- a. organizing and carrying out the process of obtaining the habilitation certificate;
- b. processing for statistical, scientific research or other purposes, at the request of the MEC, in accordance with the legal provisions;
- c. setting up the library of habilitation theses.

(6) The public defence of the habilitation thesis in order to obtain the habilitation certificate is made within the Institution Organising Doctoral University Studies I.O.S.U.D. within the George Emil Palade University of Medicine, Pharmacy, Science and Technology of Târgu Mureș, in the field targeted by the candidate, out of the three specialised fields of the Doctoral School of Medicine and Pharmacy: Medicine, Dental Medicine and Pharmacy, respectively four fields of the School Doctoral Letters, Humanities and Applied Sciences: Philology, History, Engineering and Management and Computer Science.

(7) The doctoral supervisors are evaluated periodically, once every 5 years. The evaluation procedures are established by the M.E.C., at the proposal of the C.N.A.T.D.C.U., as well as an internal evaluation of the I.O.S.U.D.

(8) The recovery of the quality of doctoral supervisor can be obtained after at least 5 years from its loss, at the proposal of I.O.S.U.D., based on an internal evaluation report, whose assessments are validated by an external evaluation performed by C.N.A.T.D.C.U.

Art. 2.

The terms and expressions below have the following meanings:

Doctoral studies - the higher cycle of university studies whose purpose consists in the development of the human resource competent in carrying out scientific research, capable of insertion on the market of highly qualified labour. They consist in training through research for research-development and innovation and constitute a professional research experience, completed, after defending the doctoral thesis, by awarding the title of doctor;

Doctoral supervisor - the teacher or researcher, experienced in the field of scientific research, who coordinates the activity of the doctoral student after having acquired this right by obtaining the certificate of



habilitation;

Institution organising doctoral studies – hereinafter referred to as I.O.S.U.D. - the institution that has the right to organise doctoral university programmes;

Doctoral school - an organisational and administrative structure established within the I.O.S.U.D. and which provides the necessary support for the development of doctoral studies in a certain discipline / field or disciplinary or interdisciplinary topic.

Doctoral thesis – the original scientific paper elaborated by the doctoral student within the doctoral studies, legal condition for obtaining the title of doctor in sciences;

Habilitation thesis – presents, in a briefly and documented manner, the main original scientific results obtained by the candidate in his/her scientific research, after having obtained the doctoral degree, indicating the evolution of academic, scientific and professional career, as well as the main directions of its development, respectively the individual capacity of the candidate to coordinate research teams.

Specialised board for the evaluation of the habilitation thesis - the board proposed by the Doctoral School and endorsed by the C.N.A.T.D.C.U., composed of specialists in the field of competence targeted by the candidate for obtaining the habilitation certificate;

Article published in ISI-rated journal with impact factor – it is considered the article *in extenso* published in an ISI-rated scientific journal with impact factor only for articles actually published in printed or online format of the journal;

Cumulative impact factor as lead author FCIAP - the sum of the impact factors of all articles *in extenso* published by the candidate as lead author in ISI-rated scientific journals with impact factor;

Lead-author - the author of a scientific article published *in extenso*, who is the first in the list of authors of the article;

Main author or authors - of a publication are considered to be any of the following: lead author, corresponding author, last author, other authors whose contribution is explicitly indicated in the publication to be equal to the contribution of the first author or correspondent (fields of Medicine and Pharmacy).

Other specific terms and expressions can be found in the document named "Decisions of the University Senate regarding the definition of terms used in the evaluation of teaching and scientific activity" code UMFST-TERMENI-120.

Art. 3.

(1) The regulation of organisation and development of the process of obtaining the habilitation certificate, constitutes the legal framework for acquiring the quality of scientific doctoral supervisor.

(2) The regulation for the organisation and development of the process of obtaining the habilitation certificate is elaborated by the CSUD approved by the Senate of the G. E. Palade UMFST of Tg. Mureș.

Chapter II. The habilitation thesis, criteria, the file and structure of habilitation board

Art. 4.

(1) The habilitation thesis is based on the published / patented scientific results or on the professional achievements made public before the submission of the habilitation file and after the defence of the doctoral thesis, referring to the respective publications, patents or achievements, their reproduction not being mandatory. They are briefly presented in order to demonstrate the evolution and development of the scientific career, as well as its main directions and future development.

(2) The habilitation thesis is a public document.

Art. 5.

(1) The candidate may chose to write the habilitation thesis in Romanian, in which case he/she will also



provide its summary in English, or in a language of wide international circulation, in which case he/she will also provide its summary in Romanian.

(2) The habilitation thesis is defended, as a rule, in Romanian, during a public session.

(3) Following the public defence, the specialised board for the evaluation of the habilitation thesis draws up an evaluation report (Annex 08), which includes the proposal of acceptance or rejection of the habilitation thesis, as well as the motivation of the decision taken.

Art. 6.

(1) In order to enrol in the process of granting the certificate of qualification to become a scientific supervisor, the candidate must meet minimal standards identical to the standards for the title of university professor, respectively CS I, established by C.N.A.T.D.C.U., and approved by order of the Minister of Education, as well as the specific criteria and standards of the G. E. Palade UMFST of Târgu Mureș. The scientific performance of a candidate is evaluated only in regards to the scientific activity after having obtained the title of doctor of science.

(2) The Doctoral Schools within the I.O.S.U.D. and the G. E. Palade UMFST of Tg. Mureș impose specific requirements and exigencies regarding the obtaining of the habilitation certificate and the acceptance / co-optation of the new doctoral supervisors. Candidates outside of the G. E. Palade UMFST of Tg. Mureș, who are employees of other universities or research institutes and who obtain the certificate of qualification and apply for affiliation to one of the Doctoral Schools within the I.O.S.U.D. of the G. E. Palade UMFST of Tg. Mureș, will sign a commitment (Annex 11) that they will remain affiliated to the Doctoral School within I.O.S.U.D. of the G. E. Palade UMFST of Tg. Mureș for a minimum period of 4 years, with the completion of at least one doctoral thesis within the Doctoral School.

(3) The criteria for obtaining the habilitation certificate for the Doctoral Schools within the I.O.S.U.D. and the G. E. Palade UMFST of Tg. Mureș are the following:

a) national minimal criteria and standards

a.1) In the fields of Medicine and Pharmacy (M, Ph.)

- Holding a scientific degree and a doctorate in science;
- 15 articles *in extenso* in the field of competence for which the candidate is applying, published in ISI-rated journals with an impact factor, of which at least 10 as main author; the other 5 articles are also accepted as co-authors; the articles of Original Research and Review type are taken into account, and for the journals with FI > 3, also the articles of Case Presentation / Clinical Case Study, Letter to Editor type; the classification is the one under which it appears in the Web of Science, at Document type at the time of publication;
- Hirsch Index = 6 (calculated using Web of Science, Core Collection, Thomson Reuters);
- Cumulative impact factor as main author FCiAP = 10 (calculation will be done using the scientometric parameters at the time of the publication of the papers);
- in the Field of Pharmacy- original articles and reviews will be included in the analysis. In special cases, regarding other types of possible publications, the decision will belong to the evaluation board.

a.2) In the field of Dental Medicine (DM)

- Holding a scientific degree and a doctorate in science;
- Minimum 8 ISI articles *in extenso* in the field for which the candidate is applying, respectively in medico-dental or medical journals with a minimum impact factor of 0.3, as main author, published since the last promotion or, for those candidates external to higher education, in the last 5 years;
- Minimum 20 BDI articles *in extenso* as the main author, in the field for which he the candidate is applying, respectively in medico-dental or medical journals, published since the last promotion or, for



those candidates external to higher education, in the last 5 years;

- ISI articles, other than the 8 mentioned above, can be equated as follows: 1 ISI article = 3 articles in BDI indexed medico-dental or medical journals, but not vice-versa;

a.3) In the *fields of Philology, History, Engineering and Management and Computer Science* the MECTS Order no. 6129/2016 on the approval of the minimal standards for conferring teaching degrees in higher education, Annexes 2, 16, 29 and 31 are applied.

b) *specific criteria and standards imposed by the I.O.S.U.D. and the G. E. Palade UMFST of Tg. Mureș:*

- The applicant must have the status of first author of at least 5 ISI articles with IF among the mandatory ones as main author, the type of articles is unrestricted and it is possible to equate an ISI article with IF with a patent in the field in which the habilitation was applied for (the quality of lead author in the case of publications with more authors with equal contribution shall be considered only as defined in UMFST-REG-05);

- At the same time in the fields of Medicine and Pharmacy, the candidate must have at least 5 of all ISI articles that are of original research type, and in the case of at least 3 of them (the Original Research) he/she must be the first author;

- In Dental Medicine (MD), of the 8 mandatory ISI articles as lead author (the lead author status in the case of publications with equal contributors is only considered in accordance with the definition in UMFST-REG-05), at least 5 of all ISI articles need to be of original research type, and in at least 3 articles, the candidate must have the quality of first author;

- 1 grant / project won through competition, in the field for which the candidate is applying (M, DM, Ph.), as project director;

Art. 7.

(1) **The file of the candidate** for granting the habilitation certificate and accepting to supervise the doctoral activity within the Doctoral Schools within the G. E. Palade UMFST of Tg. Mureș, will include the following documents (the included materials will be presented in a synthetic form, printed on both sides, without free spaces):

- a) the standard application for the habilitation, approved by the C.S.D. and the Rector of the G. E. Palade UMFST of Tg. Mureș, handwritten with capital letters and legible (Annex 01);

- b) an affidavit regarding the fulfilment of the minimal standards established by the C.N.A.T.D.C.U. and approved by Order of the Minister of Education and Research, as well as the specific ones, and originality of the scientific papers from the list of papers (Annex 02);

- c) the form of verification of the fulfilment of the national minimal criteria and of the specific ones, depending on the targeted field (Annexes 03, 04., 05, 06, 07);

- d) a portfolio of 10 relevant scientific papers in the opinion of the candidate, elaborated in the targeted habilitation field;

- e) copies of the papers from the representative portfolio and proof of the grant / research project as director (if stipulated in the standards of the targeted field);

- f) proof of the HIRSCH index

- g) curriculum vitae and list of papers, signed by the candidate;

- h) a copy of the doctoral degree diploma and, if applicable, a copy of the certificate of recognition or equivalence thereof;

- i) personal identification documents, in simple copy: the identity document, the proof of the name change in case the name written on the diploma no longer coincides with the one in the identity document;

- j) the habilitation thesis, in printed and electronic format (prepared according to the guide in Annex 09).

(2) In order to carry out the process of obtaining the habilitation certificate, IOSUD constitutes the



candidate's file in printed and electronic format.

(3) The electronic file of the candidate, uploaded to the platform by IOSUD includes the following documents:

- the form for verifying the fulfillment of the national and specific minimum criteria, signed by the candidate and endorsed by IOSUD;
- the portfolio of scientific papers considered relevant by the candidate, elaborated in the doctoral field concerned, the relevant scientific papers, minimum 5 and maximum 10, are uploaded in extenso to the platform
- updated curriculum vitae - signature
- updated list of works - signature
- the doctor's degree or the certificate of recognition or equivalence of the doctor's degree, obtained abroad, in a copy in accordance with the original;
- personal identification documents, in simple copy: identity document, proof of name change if the one registered on the diploma does not coincide with the one on the identity document;
- habilitation thesis;
- summary of the habilitation thesis;
- the IOSUD proposal on the composition of the habilitation thesis evaluation commission, hereinafter referred to as the habilitation commission
- CVs of the members proposed by IOSUD for the habilitation commission
- legalized translation into Romanian - if the documents in the candidate's file are not written in Romanian or English

(4) IOSUD verifies the candidate's file, as well as the fulfillment of the necessary and mandatory minimum standards, established by CNATDCU and approved by Order of the Minister of Education and Research.

(5) The documents in electronic format pdf from the candidate's file are conformed to the original by qualified / advanced electronic signature by the persons designated by IOSUD, are uploaded to the platform by IOSUD and form the electronic file of the candidate.

(6) IOSUD is responsible for the correctness of the uploaded data.

(7) The phases of the process of obtaining the habilitation certificate are presented in Annex 10 - Synopsis.

Art. 8.

(1) The commission for the evaluation of the habilitation thesis is composed of 3 full members and 2 alternate members, recognized specialists in the field targeted by the candidate, who is a doctoral supervisor and he is not in a situation of conflict of interest.

(2) At least 2 of the members of the specialised board must not be full-time teachers or researchers within the I.O.S.U.D. and the G. E. Palade UMFST of Tg. Mureș, which organises the process of obtaining the certificate of habilitation or of the same institution as the candidate (if the candidate is external from the G. E. Palade UMFST of Tg. Mureș and wants to be affiliated with one of the Doctoral Schools within the I.O.S.U.D. of the G. E. Palade UMFST of Tg. Mureș).

(3) If any of the full members of the habilitation commission is unable to exercise his duties, he shall be replaced by one of the 2 alternate members.

(4) IOSUD introduces nominally the proposal regarding the habilitation commission on the platform: name, surname, email address, the institution where it carries out its activity. After the completion of the



proposals, a standardized document is generated, which IOSUD uploads on the platform.

(5) The proposal of the habilitation commission becomes a document from the electronic file of the candidate and is signed electronically.

Art. 9.

(1) The procedure for carrying out the process of obtaining the certificate of habilitation has the following steps:

- ✓ the submission by the candidate of the application file in order to obtain the habilitation certificate;
- ✓ verification of the habilitation thesis in the anti-plagiarism system of the G. E. Palade UMFST of Tg. Mureș;
- ✓ verification of the fulfillment of the national minimum criteria and standards and of the specific criteria and standards by the 2 members of the C.S.D. and the favourable or unfavourable approval of the submitted file (Annexes 03, 04, 05, 06, 07);
- ✓ The electronic documents in.pdf format from the candidate's file are conformed to the original by qualified / advanced electronic signature by the persons designated by IOSUD, and they are uploaded on the platform by IOSUD and form the electronic file of the candidate
- ✓ after receiving the notification regarding the approval of the composition of the specialised board for the defence of the habilitation thesis by C.N.A.T.D.C.U., I.O.S.U.D. organises the public defence of the habilitation thesis;
- ✓ publication on the Doctoral School website <https://www.umfst.ro/doctorat/scoala-doctorala-de-medicina-si-farmacie/abilitare/sustineri-teze-abilitare/programare-sustineri.html>, respectively <https://www.umfst.ro/doctorat/scoala-doctorala-de-litere-stiinte-umaniste-si-aplicate/abilitare/sustineri-teze-abilitare/programare-sustineri.html> (depending on the Doctoral School concerned) of the following documents:
 - ✓ **curriculum vitae** and **list of scientific papers, portfolio of representative works, verification form** regarding the fulfillment of the minimum criteria and standards, **summary of the habilitation** thesis and **list of specialised** board members for the defence of the habilitation thesis.
- ✓ the specialised board for the defence of the habilitation thesis examines the habilitation file submitted by the candidate, before the public defence, and may request the candidate to provide copies of the scientific papers or other documents relevant to his / her scientific activity;
- ✓ defending the habilitation thesis, usually in Romanian, during a public session, scheduled and announced including on the website of the Doctoral School;
- ✓ following the public defence, the specialised board for the evaluation of the habilitation thesis, draws up **an evaluation report** (Annex 08), which includes the proposal to accept or reject the habilitation thesis, as well as the motivation of the decision taken;
- ✓ The report of the habilitation commission is added by I.O.S.U.D. of UMFST G.E. Palade Tg. Mureș to the electronic file of the candidate uploaded to the platform

(2) The technical secretariat of the C.N.A.T.D.C.U., verifies administratively the composition of the electronic file of the candidate, and if in case elements / documents are missing from the file, the technical secretariat of the C.N.A.T.D.C.U. requests the files completion. Within a maximum of 5 days from the notification I.O.S.U.D. of UMFST G.E. Palade Tg. Mureș completes the candidate's file.

(3) Based on the validation by the C.N.A.T.D.C.U. of the favourable resolution for granting the habilitation certificate, an order of the Minister of Education is issued for each candidate. The order represents the habilitation certificate. The order is forwarded to the I.O.S.U.D. of the G. E. Palade UMFST of Tg. Mureș, where the habilitation thesis was defended, with the obligation for this higher education institution to send the candidate the order to grant the habilitation certificate (in original).



(4) The holders of the habilitation certificate will be able to carry out their doctoral supervision activity after their co-optation within one of the Doctoral Schools within the I.O.S.U.D. of the G. E. Palade UMFST of Tg. Mureș.

(5) In the case of rejection of the candidate's file for the reason of non-fulfillment the minimum necessary and obligatory standard for habilitation, IOSUD / IOD communicates to the candidate this decision within 15 days from the receipt of the notification.

(6) In case of rejection of the candidate's file for non-fulfillment of the minimum necessary and obligatory standards for habilitation, it is recommended to the candidate to submit a new habilitation file after at least one year from the communication of the decision.

Art.10

(1) Based on the *MEC Order no. 4020/2020 regarding the derogation from the legal provisions in the field of higher education, during the state of emergency on the Romanian territory*, with the assumption of public responsibility, within the G. E. Palade UMFST of Tg. Mureș, the public defence of the habilitation theses can be done online, according to the technical instructions sent by the university, using the official online communication platform, used by the university.

(2) The public defence boards prepare the online evaluation reports, which will include proposals for acceptance / non-acceptance of the evaluated theses, with the motivation of the decisions. They will be signed electronically by the members of the board, if they cannot be physically signed.

(3) The date and time of these activities will be posted on the university website within the existing legal term, specifying in the announcement that every one wishing to participate to the public phase of the activity, can do so online, by sending an e-mail request to the university rectorate, no later than 24 hours before the scheduled time of the activity. The University will send by email the specific login data to the address from which the login was requested and will allow the online access of the interested person for the entire period of the public phase of the activity.

(4) The minutes of the activity shall explicitly specify the measures taken to ensure the public nature of the activity and the details regarding the participation of everyone interested (expression of opinions, questions, etc.).

(5) The activities carried out within the online boards will be fully recorded and will be archived according to the existing rules for the competition documents.

(6) The above provisions are valid for the period of the state of emergency in which direct meetings cannot take place.

Chapter III. Final and transitional provisions

Art. 11.

I.O.S.U.D. of the G. E. Palade UMFST of Tg. Mureș will charge an habilitation fee, in order to cover the expenses for organising and defending the habilitation theses. The amount of the fee is determined by the decision of the Senate of the G. E. Palade UMFST of Tg. Mureș, at the proposal of the Administrative Board.

The Senate of the G. E. Palade UMFST of Tg. Mureș approved this regulation on 23/06/2022 and it enters into force on 24/06/2022.



Annexes:

Annex 01: Standard application to defend the habilitation thesis: UMFST-REG-77-F01-Ed.07 (*fill in handwritten capital letters and legible*)

Annex 02: The candidate's affidavit: UMFST-REG-77-F02-Ed.07 (*fill in handwritten capital letters and legible*)

Annex 03: Form of fulfilment of the minimum and specific standards in the field of Medicine, Dental Medicine and Pharmacy: UMFST-REG-77-F03-Ed.07

Annex 04: Form of fulfilment of the minimum and specific standards in the field of Philology: UMFST-REG-77-F04-Ed.07

Annex 05: Form of fulfilment of the minimum and specific standards in the field of History and Cultural Studies: UMFST-REG-77-F05-Ed.07

Annex 06: Form of fulfilment of the minimum and specific standards in the field of Engineering and Management: UMFST-REG-77-F05-Ed.07

Annex 07: Form of fulfilment of the minimum and specific standards in the field of Computer science: UMFST-REG-77-F05-Ed.07 (to be completed by the C.S.D. after checking and approving / not approving the candidate's file)

Annex 08: Report of the specialised board on the evaluation of the habilitation thesis: UMFST-REG-77-F08-Ed.07

Annex 09: Guide for the elaboration of the habilitation thesis

Annex 10: Synopsis on the phases of the process of obtaining the habilitation certificate

Annex 11: Statement of external specialists, affiliated to the Doctoral School of the I.O.S.U.D. of the G. E. Palade UMFST of Tg. Mureș - UMFST-REG-77-F09-Ed.07

Annex 12: Application form for co-optation within the Doctoral School of Letters, Humanities and Applied Sciences within the G. E. Palade UMFST of Tg. Mureș - UMFST-REG-77-F10-Ed.07



**GEORGE EMIL PALADE UNIVERSITY OF MEDICINE, PHARMACY,
SCIENCE AND TECHNOLOGY
OF TÂRGU MUREȘ**

**Approved,
RECTOR,
Prof.dr. Leonard AZAMFIREI**

FULFILMENT OF MINIMAL CRITERIA AND STANDARDS*

☐ YES

☐ NO

**APPLICATION FORM
to defend the habilitation thesis**

The undersigned
course holder in , within the department..... ,
of the Faculty of.....on the position of.....,
I hereby request the defence of the habilitation thesis in the field of doctoral studies.

I request that the process of obtaining the habilitation in the field....., will take
place within the Doctoral Schoolwithin the I.O.S.U.D.
of the G. E. Palade UMFST of Tg. Mureș.

Affidavit, I declare that the information presented in this application form and in the habilitation file
corresponds to reality.

Date,

Candidate,

*To be completed by the Director of the C.S.U.D. only after verification and approval of the candidate's file by the C.S.D.



AFFIDAVIT

on fulfilment of the national and specific minimal criteria and standards

The undersigned) _____, resident of
_____, street _____, no. _____, county _____, employed by
_____, as _____, Discipline _____
Departament _____ Faculty _____,

Affidavit, knowing the consequences of the false declaration under private signature, stipulated by the Criminal Code, I hereby declare the following:

The entire scientific activity declared in the file for obtaining the habilitation certificate respects the norms of good conduct in the research activity, as they are defined by Law no. 206/2004 on good conduct in scientific research, technological development and innovation, the Charter of the George Emil Palade University of Medicine, Pharmacy, Science and Technology of Târgu Mureș and the Code of Ethics and Professional Conduct of the George Emil Palade University of Medicine, Pharmacy, Science and Technology of Târgu Mureș.

In this respect, none of the scientific achievements mentioned in this dossier presents: **represent**:

- Making false results or data, falsification of experimental or clinical data;
- Elements of plagiarism or self-plagiarism, including multiple publication of the same results;
- Publications in which, using my capacity as main author, I have included in the list of authors persons who have not contributed to the completion of those works or who have not been requested to be included in the list of authors nor have removed authors who have contributed to the work;
- Publications in which I have been mentioned as a co-author without having made a significant contribution to that publication;
- Co-authored publications containing falsified or fabricated data.

I have taken note of the fact that the identification of situations of the above-mentioned category during the process of obtaining the habilitation certificate or after its completion, regardless of the time elapsed since the habilitation, involves notifying the University Board of Ethics and Conduct, applying the decided sanctions, therefore, the annulment of the obtained certificate and the notification of the competent bodies insofar as the respective deviations represent crimes according to the criminal law.

Date,

Candidate,



Annex 03: UMFST-REG-77-F03-Ed.07

VERIFICATION FORM
ON FULFILMENT OF MINIMAL STANDARDS
for the process of obtaining the habilitation certificate

(page 2 is completed by the C.S.D. only after checking and approving the candidate's file)

I. INFORMATION ON THE CANDIDATE

LAST NAME _____ FIRST NAME _____
Current teaching degree _____
Discipline _____ Departament _____
Faculty _____ University _____

II. INFORMATION ON THE FULFILMENT OF THE HABILITATION CONDITIONS

PhD in _____ Confirmed by Order no. _____
Resident doctor / pharmacist / specialist / mayor _____ Confirmed by Order no. _____

III. DIGITAL DATA ON THE FULFILMENT OF THE NATIONAL MINIMUM CRITERIA AND STANDARDS (art.6 paragraph 3 letter a)

Habilitation Certificate Last name, first name	ISI articles with IF as main author		ISI articles with IF co-author		BDI articles as main author (since the latest promotion - only DM)		HIRSCH Index (only M; Ph)		FCiAP (only M; Ph)	
	Minimum	Achieved	Minimum	Achieved	Minimum	Achieved	Minimum	Achieved	Minimum	Achieved
	10 (M; Ph) 8 (DM)		5 -	-	- 20	-	6 -	-	10 -	-

IV. DIGITAL DATA REGARDING THE FULFILMENT OF THE SPECIFIC CRITERIA AND STANDARDS (art.6 paragraph 3 letter b)

Habilitation Certificate Last name, first name	ISI articles with IF Fields of M, Ph		ISI articles with IF Field of DM		ISI articles Original Research		Grant / Research project	
	lead author (type of articles unrestricted)		lead author (type of articles unrestricted)		original research / lead author		Director	
	Minimum	Achieved	Minimum	Achieved	Minimum	Achieved	Minimum	Achieved
	5		3		5 / 3	/	1	

Patent equivalence (if appropriate): ☐ YES ☐ NO

I hereby confirm that the information mentioned above is real and refers to my own professional and scientific activity.

Date

Candidate



1. _____ Signature _____

2. _____ Signature _____

ADMITTED / REJECTED * (in case of rejection of the file, the reason for rejection of the file / non-fulfilment of the minimum criteria is mentioned in detail)

*

(Signature)

(Signature)

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VERIFICATION FORM
ON FULFILMENT OF MINIMAL STANDARDS
for the process of obtaining the habilitation certificate

(page 2 is completed by the C.S.D. only after checking and approving the candidate's file)

I. INFORMATION ON THE CANDIDATE

LAST NAME

FIRST NAME

Current teaching degree/ scientific

Faculty:

Department:

University / Work place:

II. INFORMATION ON THE FULFILMENT OF THE HABILITATION CONDITIONS

PhD in _____ Confirmed by Order no. _____

III. DIGITAL DATA ON THE FULFILMENT OF THE NATIONAL MINIMAL SPECIFIC CRITERIA AND STANDARDS (art.6 paragraph 3 letter a)

Field: PHILOLOGY

Crt.	Activity field:	Score:	
		Minimal Standard	Achieved
1.	Professional and teaching activity A.1.	Min. 200 points of which minimum 90 in the category A 1.1.1. – 1.1.2	
2.	Research activity A.2.	450	
3.	Recognition and impact of the activity A.3.	200	
4.	Total score	850	

Note: It is mandatory to score for each set of criteria (activity field A.1., A.2., A.3.)

Patent equivalence (if appropriate) :

☐ YES

☐ NO

I hereby confirm that the information mentioned above is real and refers to my own professional and scientific activity.

Date

Candidate



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Annex 05: UMFST-REG-77-F05-Ed.07

VERIFICATION FORM
ON FULFILMENT OF MINIMAL STANDARDS
for the process of obtaining the habilitation certificate
(page 2 is completed by the C.S.D. only after checking and approving the candidate's file)

I. INFORMATION ON THE CANDIDATE

LAST NAME

FIRST NAME

Current teaching degree/ scientific

Faculty:

Department:

University / Work place:

II. INFORMATION ON THE FULFILMENT OF THE HABILITATION CONDITIONS

PhD in _____ Confirmed by Order no. _____

III. DIGITAL DATA ON THE FULFILMENT OF THE NATIONAL MINIMUM SPECIFIC CRITERIA AND STANDARDS (art.6 paragraph 3 letter a)

Field: HISTORY AND CULTURAL STUDIES

Crt.	CRITERION	NAME OF THE CRITERION	Score:	
			Minimal Standard	Achieved
1.	C1 - CDI	Sum of scores for indicators I1-I3	120	
2.	C2 - CDI	Sum of scores for indicators I4 and I10 – I11	800	
3.	C3 - RIA	Sum of scores for indicators I16 – I23	170	
4.	C4 – CDI, DID, RIA	Total score for indicators I1 - I23	1600	

Note: For History and Cultural Studies, the recognised international databases are as follows:

IPS Thomson Reuters; ERIHPLUS; Scopus; EBSCO; JSTOR; ProQuest; ProjectMuse; CEEOL; Persee; DOAJ

Patent equivalence (if appropriate) :

☐ YES

☐ NO

I hereby confirm that the information mentioned above is real and refers to my own professional and scientific activity.

Date

Candidate



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Annex 06: UMFST-REG-77-F06-Ed.07

VERIFICATION FORM
ON FULFILMENT OF MINIMAL STANDARDS
for the process of obtaining the habilitation certificate
(page 2 is completed by the C.S.D. only after checking and approving the candidate's file)

I. INFORMATION ON THE CANDIDATE

LAST NAME

FIRST NAME

Current teaching degree/ scientific

Faculty:

Department:

University / Work place:

II. INFORMATION ON THE FULFILMENT OF THE HABILITATION CONDITIONS

PhD in _____ Confirmed by Order no. _____

III. DIGITAL DATA ON THE FULFILMENT OF THE NATIONAL MINIMUM SPECIFIC CRITERIA AND STANDARDS (art.6 paragraph 3 letter a)

Field: ENGINEERING AND MANAGEMENT

Crt.	Activity field:	Score:	
		Minimal Standard	Achieved
1.	Teaching and professional activity A.1.	130	
2.	Research activity A.2.	300	
3.	Recognition and impact of the activity A.3.	100	
4.	Total score	530	

Patent equivalence (if appropriate) : ☐ YES

☐ NO

I hereby confirm that the information mentioned above is real and refers to my own professional and scientific activity.

Date

Candidate



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Annex 07: UMFST-REG-77-F07-Ed.07

VERIFICATION FORM
ON FULFILMENT OF MINIMAL STANDARDS
for the process of obtaining the habilitation certificate
(page 2 is completed by the C.S.D. only after checking and approving the candidate's file)

I. INFORMATION ON THE CANDIDATE

LAST NAME

FIRST NAME

Current teaching degree/ scientific

Faculty:

Department:

University / Work place:

II. INFORMATION ON THE FULFILMENT OF THE HABILITATION CONDITIONS

Phd in sciences

Confirmed by Order no.

III. DIGITAL DATA ON THE FULFILMENT OF THE NATIONAL MINIMUM SPECIFIC CRITERIA AND STANDARDS (art.6 paragraph 3 letter a)

Field: COMPUTER SCIENCE

Crt.	PERSPECTIVE	PERSPECTIVE EVALUATION		ACHIEVED	
		Minimal values	Thresholds	Values	Thresholds
1.	a) Research ethics	Fulfilled	Fulfilled		
2.	b) Scientific production	56	A*+ A ≥ 24		
			A*+ A+ B ≥ 40		
3.	c) Impact of results	120	A*+ A+B ≥ 40		
4.	d) Academic performance	60	Minimum one project, with a team of at least 2 members, obtained by the candidate through national or international competition		

Note: A maximum of 20% of the threshold values from perspective b) (4,8,8 points) can only be changed by transfer from perspective c) to perspective b), keeping the forum category.

Patent equivalence (if appropriate) : ☐ YES ☐ NO

I hereby confirm that the information mentioned above is real and refers to my own professional and scientific activity.

Date

Candidate



Verification by designated members of the C.S.D.:

1. _____ Signature _____

2. _____ Signature _____

Fulfilment of national and specific minimum criteria and standards

(certified by the Director of the Doctoral School Board and endorsed by the C.S.U.D. Director of the I.O.S.U.D.)

ADMITTED / REJECTED * (in case of rejection of the file, the reason for rejection of the file / non-fulfilment of the minimum criteria is mentioned in detail)

*

Director of C.S.D.,

Director of C.S.U.D.,

Prof.dr. Rodica BĂLAȘA

(Signature)

(Signature)

This annex is printed on a single sheet of paper (both sides)



REPORT OF THE SPECIALISED BOARD
for the evaluation of the habilitation thesis
held on ____ / ____ / ____

LAST NAME and **FIRST NAME** of the candidate: _____

Title of the habilitation thesis / main research directions: _____

The field of doctoral university studies: _____
(in which the quality of doctoral supervisor is to be conferred)

Name of the **Organising Institution for University Doctoral Studies (IOSUD)** where the public defence of the habilitation thesis takes place

Strong points of the habilitation thesis:

1. _____
2. _____
3. _____

Weak points of the habilitation thesis:

1. _____
2. _____
3. _____

Number of votes for acceptance _____ **Number of votes for rejection** _____

The result of the vote / observations / conclusions of the habilitaiton board shall be further motivated

(continued on the back - if necessary)

HABILITATION BOARD

Last name, First name

Affiliation

Signature

1. _____
2. _____
3. _____



PREPARATION GUIDE FOR THE HABILITATION THESIS

The structure of the habilitation thesis

1. The habilitation thesis usually has the following structure:

(a) Summary presenting the synthesis of the habilitation thesis (between 4,000-6,000 characters without spaces).

(b) Scientific and professional achievements and career development plans. This part consists of three sections.

- In the first section, the scientific, professional and academic achievements are presented, on disciplinary or interdisciplinary thematic directions. The achievements are documented by references to publications, patents or other achievements made public, each reference offering the possibility of verification. Out of these, the most important works (a portfolio of maximum 10) will be included in the habilitation file. At the same time, personal achievements are presented in the context of the current state of scientific research in the thematic field of the specialty, internationally or nationally for research areas with national specifics, highlighting, in an argumentative and documented manner, the relevance and originality of personal contributions (between 150,000-300,000 characters without spaces).

- The second section presents plans for the evolution and development of the candidate's professional, scientific and academic career, respectively directions of research / teaching / practical applications and probable modes of action for their implementation (maximum 25,000 characters without spaces).

- The third section presents bibliographical references associated with the content of the first two sections.

The standard format of the habilitation thesis must respect, in terms of size, text formatting, inclusion of graphs, tables, formulas and images, inclusion of the bibliographic list, all details and specific aspects of the standard format of doctoral theses (according to the Annexes of procedure UMFST-PO-SDR-03).

2. The habilitation file also includes a maximum of 10 publications, patents or other works of the candidate, in printed and electronic format, selected by him/her and considered to be the most relevant for the professional achievements obtained after having obtained the PhD title. These works also have the role of illustrating, partially or totally, the presentation of the scientific achievements of the candidate, from the first section (b - scientific and professional achievements) of the habilitation thesis. Depending on the subject of the habilitation thesis, the works can also be presented through photographs or audio or video recordings.

3. The candidate may opt for writing the habilitation thesis in Romanian, in which case a summary in English will also be provided, or in a language of wide international circulation, in which case a summary in Romanian will be provided.

4. The defence of the habilitation thesis is performed, as a rule, in Romanian, during a public session, scheduled and announced on the website of the Doctoral School concerned, inclusively.

5. The habilitation thesis is a public document and is a component part of the file that the candidate prepares, on his own responsibility, for obtaining the habilitation certificate. The anti-plagiarism verification is done in the verification system of the University, and the results must fall within the limits established by the UMFST-REG-81 Regulation.



SYNOPSIS

on the phases of the process of obtaining the habilitation certificate

1. preparation of the file for the process of obtaining the habilitation certificate:
 - completion of the standard application (Annex 01) - handwritten and legible, signature;
 - completion of the declaration (Annex 02) - handwritten and capitalization, signature;
 - payment of the license fee - receipt included in the file;
 - preparation of updated curriculum vitae - signature;
 - preparation of an updated list of works - signature;
 - preparation of the verification sheet of the fulfilment of the national minimum and specific criteria (Annex 03);
 - inclusion of copies of the scientific papers in the portfolio relevant to the targeted field of expertise;
 - inclusion of copies of the evidence regarding the research grant / project as project director;
 - inclusion of a copy (s) of the doctoral degree diploma(s);
 - inclusion of simple copies of personal identification documents (identity document, proof of change of the name if the one written on the diploma does not coincide with the one on the identity document);
 - the habilitation thesis (printed and electronic format) prepared according to the guide of the habilitation thesis (Annex 05);
 - the electronic format of the file and of the habilitation thesis on CD, as the lead document in the file;
2. verification of the habilitation thesis in the anti-plagiarism system of the G. E. Palade UMFST of Tg. Mureș;
3. verification and favorable or unfavorable endorsement by 2 designated members of the C.S.D., the Director of the C.S.D. and the Director of the C.S.U.D. of the compliance with the national and specific citations and minimal standards (Annexes 03, 04, 05, 06, 07) (consultation and verification of the supporting list of the representative portfolio and other supporting evidence, before approving and transmitting the standard application to the Rector);
4. preparation of the request to C.N.A.T.D.C.U. regarding the composition of the specialised board for the evaluation of the habilitation thesis;
5. the transmission of the documents from the electronic file, conformed to the original by the persons designated by IOSUD qualified / advanced with electronic signature, is uploaded on the platform by IOSUD, in order to approve the specialized board to defend the habilitation thesis;
6. the technical secretariat of the C.N.A.T.D.C.U., verifies from an administrative point of view the composition of the electronic file of the candidate, and in case elements / documents are missing from the file, the technical secretariat of the C.N.A.T.D.C.U. requests the completion. I.O.S.U.D. and UMFST G.E. Palade Tg. Mureș completes the candidate's file within a maximum of 5 days from the notification.
7. only after receiving the notification from C.N.A.T.D.C.U. regarding the approval of the composition of the specialised board, I.O.S.U.D. and the G. E. Palade UMFST of Tg. Mureș organises the public defence of the habilitation thesis of a candidate;
8. publication on the Doctoral School website <https://www.umfst.ro/doctorat/scoala-doctorala-de-medicina-si-farmacie/abilitare/sustineri-teze-abilitare/programare-sustineri.html>, respectively, <https://www.umfst.ro/doctorat/scoala-doctorala-de-litere-stiinte-umaniste-si-aplicate/abilitare/sustineri-teze-abilitare/programare-sustineri.html> (depending on the targeted Doctoral School) , before the public defence, of the following documents: *Curriculum vitae* and list of works, portfolio of representative papers, verification form on fulfilment of minimum criteria and standards, summary of the habilitation thesis and the composition of the specialised board to defend the habilitation thesis.
9. the specialised board for the defence of the habilitation thesis analyses the habilitation file submitted by the candidate, before the public defence, and may request the candidate to provide scientific papers or other documents relevant to his scientific, professional and academic activity; website of the Doctoral School concerned, inclusively;
10. Following the public defence, the specialised board for the evaluation of the habilitation thesis draws up an evaluation report (Annex 04), which becomes a document in the electronic file of the candidate , includes the proposal for acceptance or rejection of the habilitation thesis, as well as the motivation of the decision taken;
- 11 I.O.S.U.D. of the G. E. Palade UMFST of Tg. Mureș adds to the electronic file of the candidate uploaded to the platform the report of the habilitation commission.



Annex 11: UMFST-REG-77-F09-Ed.07

COMMITMENT

The undersigned _____
identity card ____ series ____ no. _____ issued by _____ on _____,
PIN _____, resident of _____, street _____,
no. _____ county, _____ having the function of
_____ within the University _____

by this act I make a firm commitment to remain affiliated to the Doctoral School _____
and I.O.S.U.D. of the George Emil Palade University of Medicine, Pharmacy, Sciences and Technology of Târgu Mureș
and to coordinate doctoral students (minimum one) as doctoral supervisor of this Doctoral School for a period of at least 4
(four) years after the date of obtaining of the habilitation certificate and my affiliation as a doctoral supervisor at this Doctoral
School.

I made this affiliation commitment in order to defend the habilitation thesis at the Doctoral School
within I.O.S.U.D. of the G. E. Palade UMFST of Tg. Mureș.

Date: _____ Signature: _____



Annex 12: UMFST-REG-77-F10-Ed.07

Approved,
The Senate of the G. E. Palade UMFST of Tg.Mureș
from _____

Checked,
CSUD of _____

Application
on co-optation within the Doctoral School of Letters, Humanities and Applied Sciences
within the George Emil Palade University of Medicine, Pharmacy,
Science and Technology of Tg. Mureș

The undersigned _____, resident of _____,
street _____, no. _____, ap. _____, telephone: _____
_____, e-mail address _____ holding the function of _____ within _____
request approval for co-optation within the *Doctoral School* _____,
as a doctoral supervisor, in the field: _____

Attached to this application form are the following documents (marked with an X):

- ☐ diploma / certificate / order attesting the quality of doctoral supervisor or habilitation;
- ☐ proof of fulfilment of the minimal conditions established by the CNATCU specialised boards for filling the position of university professor *minimal standard fulfilment form*);
- ☐ identity card - copy - and proof of name change (if applicable) - copy;
- ☐ curriculum vitae and list of works, signed;
- ☐ when the applicant has the basic function at another institution in the country, written consent is required from the respective institution in order for/her him to conduct doctorates in G. E. Palade UMFST of Tg.Mureș

Affidavit, I declare, knowing the provisions of art. 326 of the Criminal Code that the information presented in this application, as well as the documents included in the file are real and authentic.

Date:

Signature,
