



GUIDELINES FOR THE ELABORATION OF THE HABILITATION THESIS - TUCN

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1. INTRODUCTION

The Technical University of Cluj-Napoca is an advanced research and education university, which has among its major objectives the increase of quality standards in research.

According to the development strategy of the Technical University of Cluj-Napoca and of the TUCN Doctoral School, we want to offer some guidelines regarding the elaboration of the habilitation thesis.

2. GENERAL CONSIDERATIONS FOR WRITING THE HABILITATION THESIS

The habilitation represents the certification of an individual's quality of coordinating PhD theses as per Order No. 3121/2015 on the organisation and development of the process of obtaining the habilitation certificate.

The habilitation thesis is a public document and a component of the file compiled by the candidate, on their sole responsibility, for obtaining the habilitation certificate.

The habilitation thesis has to emphasize:

- succinctly and in a documented way, the main original scientific results obtained by the candidate in their scientific research, in their artistic creation, after having been conferred the title of PhD (as per article 300, paragraph (2) of National Law of Education No. 1/2011), in the targeted doctoral field, by indicating the evolution of their academic, scientific and professional career, as well as its main development directions, in the context of the significant and topical scientific accomplishments in the specialty field of the habilitation thesis author;
- the main scientific direction pursued by the candidate throughout their scientific career;
- the candidate's individual capacity of coordinating research teams, of organising and managing teaching and research activities.

The candidate can opt for elaborating their habilitation thesis in Romanian, in which case it shall be accompanied by an abstract in English, or in any other international language, in which case it shall be accompanied by an abstract in Romanian.

3. THE GENERAL STRUCTURE OF THE HABILITATION THESIS

It is recommended that the habilitation thesis have the following structure:

- a cover (it is made at the UTPRESS publishing house);
- a title page (see template);
- acknowledgements (optional);
- a table of contents;


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- a list of abbreviations, acronyms and symbols;
- an introduction;
- the content;
- conclusions;
- bibliography;
- a list of tables and a list of figures;
- appendices (optional);
- a list of publications – articles published by the author of the thesis, which are relevant to the scientific research in the thesis (optional).

At TUCN there will be used the templates for the cover and the title page that are mentioned in the newly approved format.

3.1. THE INTRODUCTION OF THE HABILITATION THESIS

The introduction (*approx.. 2-3 pages*) has to include:

- the title of the thesis;
- a succinct presentation of the content of the thesis chapters;
- some synthetic remarks on the candidate's professional career;
- some arguments for the inclusion of the scientific and teaching activity in the specialty field in which the habilitation is requested;
- the presentation of the topic(s) of interest approached in the candidate's teaching and research activity after the defence of the PhD thesis;
- the inclusion of the topic(s) in the national and international preoccupations;
- information on the research direction to be pursued by the candidate in their professional future.

When presenting the candidate's professional activity, it is recommended for them not only to mention their activity as members in/directors of various scientific research projects, but also, perhaps, their activity as members in the PhD candidates' advisory committee, in committees for the analysis and public defence of PhD theses.

At the end of the introduction, the candidate can express their gratitude to the institutions and persons who have contributed over time to their professional development by granting facilities for experiments, through professional discussions, suggestions and observations made etc.

3.2. THE CONTENT OF THE HABILITATION THESIS

The habilitation thesis is based on those published/patented scientific results or on those professional accomplishments made public before the submission of the habilitation file and after having been conferred the title of PhD. These have to be succinctly presented with the purpose of indicating the evolution and the development of the candidate's academic, scientific and professional career, as well as of its main future development directions, in the global context of the significant and topical scientific accomplishments from the specialty field of the author of the habilitation thesis.

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Its content has to present two main aspects: the scientific and professional accomplishments in the approached research topic and the perspectives of career development/research directions/teaching, etc.

To this end, the thesis should have two main parts, included in its content:

- Scientific, professional and academic accomplishments;
- Plans for evolution and career development.

The template for the habilitation thesis contains an advisory model in what its format and structure are concerned, while the way in which the material is organised is left to the candidate's discretion.

3.2.1. Scientific, professional and academic accomplishments

In this part (which should have around *75 pages*), the author has to present their scientific, professional and academic accomplishments divided according to their thematic, disciplinary or inter-disciplinary directions. The accomplishments should be documented by reference to publications, patents or other public accomplishments, each reference being subject to verifications. Among these, the most important papers shall be included in the habilitation file, the minimum number being established in the legislation in force.

The presentation of the candidate's activity has to probate the originality and relevance of their academic, scientific and professional contributions, and to anticipate the development of the candidate's future professional career.

3.2.2. Plans for evolution and career development

This part of the habilitation thesis (which should have *around 12 pages*) presents the candidate's plans for evolution and for the development of their professional, scientific and academic career, as well as the directions of research/teaching/practical application and probable means of action to put them into practice.

3.3. BIBLIOGRAPHIC REFERENCES

- for technical theses, the sequential numbering system is recommended;
- in the field of humanities, using footnotes on the page and in the bibliography is recommended – Chicago manual of style.



4. TYPING INSTRUCTIONS FOR THE HABILITATION THESIS

4.1. TYPING INSTRUCTIONS

The purpose of the typing instructions is to ensure uniformity in the way in which the habilitation theses are drawn up, having an impact on their legibility, visibility and archival.

PAGE FORMAT for a B5 book (final format 17 x 24 cm) page mirror 13 x 20 cm			
<ul style="list-style-type: none"> • No. of pages < 200 		<ul style="list-style-type: none"> • No. of pages > 200 	
Paper format A4 Margins		Paper format A4 Margins	
Top	3 cm	Top	3 cm
Bottom	6.7 cm	Bottom	6.7 cm
Inside	2 cm	Inside	2.3 cm
Outside	6 cm	Outside	5.7 cm
Footer	5.7 cm	Footer	5.7 cm
Mirror margins		Mirror margins	
<ul style="list-style-type: none"> • Text typed using Cambria 12, line spacing 1 cm • Tiles for tables, figures and footnotes using font de 10 			

- the text of the thesis is written using a Cambria font, diacritical marks being mandatory, size 12 pt., line spacing single, alignment *Justify*;
- for the titles of sections, chapters, subchapters and paragraphs, fonts descending in size shall be used, starting from the section to the chapter and then to the subchapter, etc., for the purpose of outlining them:
 - titles of sections (Introduction) and chapters (1.): Cambria, size 16 pt., Bold;
 - titles of subchapters (1.1): Cambria, size 14 pt., Bold;
 - titles of paragraphs (1.1.1): Cambria, size 12 pt., Bold.
- **the thesis has to be printed on both sides of the paper**; as a detail, it is recommended to start each chapter on an odd page;

It is recommended that the habilitation thesis should have around 100-200 pages (Appendices included).

4.2. SUBMISSION, ARCHIVAL

The rules for submitting the habilitation thesis are presented in the legislation in force. Please also see the IOSUD-TUCN website: <http://iosud.utcluj.ro/legislatie-si-formulare-abilitare.html>



4.3. HABILITATION THESIS ABSTRACT

According to current legislation, a thesis abstract has to be made in Romanian or in English, as the case may be (in PDF format – around **2-3 pages**, excluding the title page – the new template has to be used).

The abstract shall present the content of the habilitation thesis in order to allow those interested in it to have an overview of the general structure of the thesis. It has to include the Table of Contents *in extenso*. The abstract shall be drawn up by complying with the same rules as for the habilitation thesis.

Appendices:

- Template_Habilitation thesis_TUCN
- Template_Abstract of the habilitation thesis_TUCN