



**MINISTRY OF EDUCATION**

**University POLITEHNICA of Bucharest**

**The UPB Senate**

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# **METHODOLOGY**

## **FOR OCCUPYING VACANT DIDACTIC AND RESEARCH POSITIONS**

**Approved**  
**by the U.P.B. Senate Decision of 27.02.2012 and by**  
**Decision no. 89 of 27.02.2012 of the U.P.B. Rector and**  
**updated in accordance with the legislative**  
**amendments in the field of 2013, 2017 and 2018**

**[Updated in accordance with the legislative amendments in the field of 2018]**  
**(Administration Board Decision and Senate Decision, October 2021)**

## I. PRELIMINARIES

**I.1.** A didactic position in the job title list of a department, associated to a domain – from among the higher education domains in force, is characterized by: **position** (order number); **degree** (teaching assistant, lecturer, associate professor, professor); comprised **disciplines** in higher education; didactic and research **activities** pertinent to the position.

**I.2.** In UPB the research positions and their equivalence with the didactic ones as regards the minimal access standards to the competition and for occupying the positions are as follows: (a) scientific research assistant (ACS); (b) scientific researcher (CS) [equivalent to teaching assistant for undetermined period]; (c) scientific researcher IIIrd degree (CS III) [equivalent lecturer]; (d) scientific researcher IInd degree (CS II) [equivalent associate professor]; (e) scientific researcher Ist degree (CS I) [equivalent professor].

**I.3.** The didactic and research positions can be occupied, for a determined or for an undetermined period. Occupying the didactic and research positions for an undetermined period is carried out by public competition, organized by the higher education institution in accordance with the provisions in the frame methodology [GD 883/09.11.2018, modification GD 457/2011], with the own methodology and with the observance of the provisions of Law no. 1/2011, with the subsequent amendments and completions. The competition for occupying a didactic or research position can be organized only after the publication by the Ministry of National Education of the vacant position in the Official Gazette of Romania, Part III, after the doctoral degree is obtained. The competitions for occupying didactic and research positions have an open character. Romanian or foreign citizens can participate in the competition, who meet the minimal and compulsory standards for enlisting in the competition for occupying the didactic and research positions in the higher education, without any discrimination, in accordance with the legal provisions.

**I.4.** The reserved, vacant or temporarily vacant didactic positions are covered with priority by the tenured UPB didactic staff or by the associated didactic staff, according to the provisions of the National Education Law no. 1/2011, with the subsequent amendments and completions, and to the Regulations for drafting the job title lists, approved by the university senate. Employing of specialists with recognized scientific value in the domain, by inventions, innovations, awards, scientific publications, in the country or abroad, in the capacity as invited associated teachers, shall be approved by the department council and by the faculty council, and they shall be approved by the UPB Senate.

**I.5.** The conditions of occupying, by means of a competition, of the vacant didactic positions cannot refer to seniority and they cannot discriminate persons from outside UPB or the country against persons from inside UPB or the country.

**I.6.** It is forbidden to occupy simultaneously by spouses, relatives by affinity and relatives up to the IIIrd degree including, the positions by means of which one of them is positioned with respect to the other one in a position of management, control, authority of direct institutional evaluation at any level in the same university. Breaching of this provision is conducive to the invalidation of the competition and penalization of those guilty of it.

**I.7.** It is considered that the following persons are involved in the competition procedures: (a) those participating in the decision process as regards the appointing of the competition commission; (b) are members or substitute members of the competition commission; (c) are involved in professional or administrative decision making within the competition; (d) are involved in solving up of contestations. The following persons shall not be involved in the competition procedures: (a) are spouses, relatives by affinity and relatives up to the IIIrd degree including with one or more candidates; (b) are employed in the same institution with a candidate that holds a managerial position and are subordinated to the candidate in a hierarchical manner.

**I.8.** In the case when, as a result of winning of the competition by one of the candidates, one or more persons in UPB are to be in a situation of incompatibility in accordance with art. 295 indent. (4) of the Law of National Education no. 1/2011, with the subsequent amendments and completions, the appointing on the position and the granting of the academic degree by UPB, or of the professional degree in research-development, can take place only after the solving of the situation/situations of incompatibility. The modality of solving the incompatibility situation shall be communicated to the MEN within 2 working days since its solving.

**I.9.** The competition for occupying a didactic and research position can only be organized if this is declared vacant, mentioned as such in the job title list, that is annually drafted and approved by the university senate before the beginning of the academic year, or it is turned vacant during the academic year, by one of the following ways: (a) cessation of the work contract; (b) transfer of the person occupying the position to another position within UPB, as a result of winning of a competition. The didactic and research positions cannot be proposed for competition by transforming an occupied position into a superior rank position, and they cannot result from changing the job title list during the academic year either.

**I.10.** The organization and unfolding of the competitions for occupying vacant positions is carried out based on this Methodology, of the National Education Law no. 1/2011, with the subsequent amendments and completions, of Government Decision No. 457/2011 regarding "Frame – methodology for the competition in view of occupying the didactic and research positions in the higher education", of Law no. 319/2003 [Research-development staff regulations], of Governance Decision no. 36/2012, of Government Emergency Ordinance no. 117/2013, of Government Emergency Ordinance no. 49/2014 and of Government Emergency Ordinance no. 96/2016, of Ministry of National Education Order 3850/02.05.2017 [MO, I, 16.05.2017], of Government Decision 883/09.11.2018 [MO, I, 967/15.11.2018].

**I.11.** Observing the provisions OMENCS No. 6129/20.12.2016 [MO I, 123/15.02.2017] regarding the "Minimal necessary and compulsory standards for granting didactic degrees in the higher education, professional research-development degrees, the capacity as a doctoral supervisor and the habilitation attestation" for the acceptance for participation in the competitions for granting the didactic degrees of associate professor and professor, and of the Scientific Researcher CS I and CS II ones, is the first condition for the participation in the competition for these positions.

**I.12.** For research positions, the provisions of Law no.319/2003 shall be applied, with the subsequent amendments and completions, the requirements stipulated in this law being fulfilled as follows: those provided for the scientific council of the unit, by the faculty council; those provided for the institution administration board, by the university senate; those provided for the scientific secretary or scientific director of the unit, by the department director or dean, respectively.

## **II. OCCUPYING VACANT POSITIONS WITH DIDACTIC AND RESEARCH STAFF**

### **II.1. PROCEDURE FOR TENDERING OF DIDACTIC POSITIONS**

**II.1.1.** The proposal of organizing the competition for a vacant position (as defined under I.8) is carried out by the **Director of the department** in the structure of which the position is located, by means of a report approved by the **Council of the department** [attached] within max. 7 calendar days since the beginning of the academic semester.

**II.1.2.** The **Faculty Council** shall approve the lists with the proposed didactic positions for tendering in the departments belonging to the faculty [attached minutes]. The list of positions proposed for tendering, centralized at faculty level – under the signature of the faculty dean, is submitted to the Council of Administration of UPB with a view to being approved, within max. 10 calendar days since the beginning of the academic semester.

**II.1.3.** The **Council of Administration** of UPB shall send to the Ministry of National Education - MEN the request with a view to publishing in the Official Gazette of Romania, Part III, the positions under tender for an undetermined period within the first 30 calendar days since the beginning of each semester of the academic year, which shall include the following documents: (a) the list of positions proposed for tendering and their structure, signed and stamped by the rector; (b) excerpt from the job title list that comprises the positions tendered, signed by the rector, dean and department director; (c) the rector's affidavit, ascertaining that all the positions proposed for tendering have in their structure only disciplines in the curricula of the specializations/programs of studies legally established, including as a form of education and place of unfolding; (d) the university own competition methodology.

**II.1.4.** The announcement regarding the organization of the competition shall be published by the MEN at least 2 months before the date of the unfolding of the first competition test. The entry to the competition process shall begin upon the day when the competition announcement is published in the Official Gazette, Part III, and this shall be done over min. 15 calendar days before the unfolding of the first competition test. The announcements shall be published at least by means of the following ways: (a) in a visible place, on the first page of the website of UPB; (b) on a specialized website, administered by MEN; (c) in the Official Gazette of Romania, Part III (occupied positions for an undetermined period). UPB and MEN can announce the competitions by any other supplementary means, including by publication in the mass media, in national and international scientific publications, on websites specialized in the publication of job offers and similar.

**II.1.5.** On the competition website at least the following information items shall be published: (a) the description of the position being tendered; (b) charges/activities pertinent to the position tendered, including the teaching load and the types of activities included in the teaching load, and research load, respectively; (c) minimum salary for the position upon the moment of employing; (d) competition calendar; (e) themes of the competition tests, including those of lectures, courses or similar, or the themes out of which the competition commission can select the themes of the tests to be carried out (drafted from the disciplines in the curriculum in the tendered position structure, displayed at the department that organizes the competition, with all the necessary information items, including the representative bibliography; (f) description of the competition procedure; (g) complete list of the documents that the candidates shall have to include in the competition file; (h) address where the competition file has to be sent. The announcements for the positions of associate professor and professor shall be published in English as well.

**II.1.6.** On the competition web pages administered by UPB, and by MEN, respectively, the following shall be published, no later than within 5 working days since the deadline for entering the competition, for each of the entered candidates, and with the observance of the personal character data protection according to the law: (a) Curriculum Vitae; (b) checking card for fulfilment of minimal standards; (c) full list of publications.

## **II.2. PROCEDURE FOR ESTABLISHING THE COMPETITION COMMISSIONS FOR OCCUPYING DIDACTIC AND RESEARCH POSITIONS**

**II.2.1.** The establishing of the competition commission structure, that can also include substitute members, shall be carried out after the publication of the announcement of the position tendering, for each of the positions tendered.

**II.2.2.** The Council of the department in whose structure the position is, shall make the proposal for the nominal structure of the competition commission [attached excerpt of the minutes], this shall be then approved by the faculty council [attached minutes]. The nominal structure of the competition commission together with the faculty council approval, with the dean's signature, shall be transmitted to the UPB Senate and subjected to its approval. After the approval by the academic senate, the competition commission is appointed by the rector's decision.

**II.2.3.** Within two working days since the issuing of the rector's decision, the decision shall be transmitted to MEN and the nominal structure of the competition commission shall be published on the competition web page, as well as on the own web page of UPB. For the positions of associate professor, professor and scientific researcher I and II, the commission structure shall be published in the Official Gazette of Romania, Part III.

**II.2.4.** The competition commission comprises 5 members, its chairperson included, specialists in the domain of the tendered position or in adjacent domains, for all the types of didactic positions. The director of the department that has tendered the position is a member of the commission as a rule. In case one member of the commission is not available to participate in its proceedings, the respective member shall be replaced by the substitute member appointed according the same procedure as for the members of the commission.

**II.2.5.** The members of the commission can be from within UPB or from outside it, from the country or from abroad, that have a work contract with the respective higher education institutions, on the date when the competition announcement was published.

**II.2.6.** For the case of an associate professor, professor, scientific researcher Ist and IInd degree, at least 3 members of the commission shall be from outside UPB, from the country or abroad.

**II.2.7.** The members of the competition commission shall have the scientific degree of doctor and a didactic or research degree superior or at least equal to the one of the tendered position. The members from abroad shall have to meet the UPB standards corresponding to the tendered position. It is recommended that in the case of teaching assistant positions / ACS, CS and lecturer / CS III, at least 3 members should have the didactic degree of associate professor / CS II or professor / CS I, respectively minimum 3 of professor / CS I, in the case of the position of associate professor / CS II.

**II.2.8.** Exclusively for the purpose of their participation in the competition commission, the equivalence of the didactic or research degrees of the members from abroad with didactic or research degrees in the country can be carried out by means of the approval of the UPB senate of the nominal structure of the commission.

**II.2.9.** The competition commission proceedings are led by the chairperson. The competition commission chairperson shall be one of the following: (a) the director of the department where the tendered position is; (b) the dean or vicedean of the faculty where the tendered position is; (c) a tenured teacher of the university, who is a specialist in the position domain or in an adjacent domain, delegated for this purpose by the department council vote, respectively of the council of the faculty that organizes the competition. If they are not senate members, they can be invited over to the validation meeting of the competition by the senate.

**II.2.10.** The data regarding the establishing of the competition commission are presented in Appendix 5, and its members shall have major competences in the disciplines in the respective position.

### **II.3. MINIMAL CONDITIONS FOR ENTERING THE COMPETITION**

The conditions for entering the competition for occupying a didactic / research position, certified by the legal office of UPB, are as follows:

**II.3.1.** Minimum the statute as a doctoral student within the certified stage, for the didactic position as a teaching assistant / ACS occupied for a determined period of time, as well as holding a Doctor's degree recognized in Romania for the didactic positions as a teaching assistant / ACS, CS, lecturer / CS III, associate professor / CS II and professor / CS I, occupied for undetermined periods.

**II.3.2.** The average grade of bachelor level years of study plus master level (total annual average grades/total years of study) of minimum 8.00, and the average grade between bachelor level diploma examination and master dissertation shall be of minimum 9.00, upon the first time when a didactic or research position is occupied by means of a competition in UPB.

**II.3.3.** The fulfilment of the national minimal standards for being accepted for participation in the competitions for being awarded scientific and didactic degrees, specific to the didactic positions of associate professor and professor, respectively scientific researcher I and II, approved by OMENCS No. 6129/2016.

**II.3.4.** The documents necessary for attestation of studies and for other professional achievements taken into consideration by the candidate.

**II.3.5.** Those candidates who had not been employed in the higher education, or who have a job seniority of under 5 years in the higher education, shall have to provide evidence that they had graduated from the psychopedagogical training programs with a view to certifying their competences for the didactic profession, corresponding to Level II – in-depth studies. For the graduates who finished with a bachelor diploma long-term academic courses up to 2005, the requirement related to the psychopedagogical training shall be considered as fulfilled, if by their grade transcript they can provide evidence of having covered the disciplines: school psychology, pedagogy, teaching methodology of the discipline and pedagogical training stage for the speciality written on the bachelor diploma, in accordance with the provisions of OMEN 3850/02.05.2017 [MO, I, 16.05.2017], or they shall have to attend such training in the first 3 years since the date they are employed [Commitment submitted in the competition entering file, co-signed by the Director of the department that organizes the competition].

## **II.4. UPB CONDITIONS FOR OCCUPYING THE DIDACTIC AND RESEARCH POSITIONS**

Attestation of fulfilling of these conditions is the charge of the competition commissions, that comprise specialists selected in agreement with the tendered position specificity, with the commissions report having to be approved by the faculty council and approved by the UPB senate.

### **II.4.1. To occupy the didactic position of teaching assistant / research assistant – ACS / scientific researcher – CS the following are necessary in a cumulative manner:**

(1) obtaining the status of doctoral student (to occupy the position of teaching assistant for a determined period / research assistant) or holding the doctor's degree (to occupy the position of teaching assistant for an undetermined period / scientific researcher), in the domain of the tendered position or in adjacent domains to the position specific activities.

(2) specialization in agreement with the structure of the disciplines in the position, as regards the academic studies bachelor level and/or master and/or doctorate, condition that has to be confirmed by the competition commission, by taking into consideration including the continuation of the studies and specializations.

(3) minimum 3 scientific papers in extenso, presented in scientific sessions (including the student ones), and/or published in journals, in the domain of the position, in order to occupy a position for a determined period.

(4) minimum 3 scientific papers in extenso published in a journal / conference proceedings indexed in an international data basis [BDI], of reference for the position domain [journals quoted or indexed ISI Thomson Reuters - category A-CNCSIS; ISI Conference Procedures; B<sup>+</sup>-CNCSIS journals, other BDI], to occupy a position for an undetermined period.

(5) promoting three competition tests, regarding the evaluation of speciality knowledge from the themes/profile of the activities and disciplines included in the tendered position: (1) written test; (2) practical test (laboratory conducting or seminar teaching); (3) oral test. The result of the competition tests is evaluated by each member of the commission by grades from 10 to 1, with the test grade being equal to their arithmetic mean. The commission shall draft, within 5 days since the unfolding of the last test, a report on the competition unfolding, including also the assessment concerning the **Evaluation Card** regarding the quality of the didactic activity carried out, as a tenured or associated teacher [Art. II.6.3], comprising conclusions for the recommendation of the candidate who has obtained the highest mean. The candidates who have obtained at least the mean 8.00 and no grade under 7.00 can be recommended. The content of the Report drafted by the commission is presented in Appendix 6.

(6) a person who has not obtained a doctor's degree cannot occupy the position of teaching assistant in UPB for a cumulated period longer than 5 years. Upon reaching this time limit, the work contract of that person shall cease de jure. To occupy the position for an undetermined period it is necessary to hold the doctor's degree and win a public competition, published in the Official Gazette.

### **II.4.2. To occupy the didactic position of university lecturer / scientific researcher IIIrd degree (CS III) the following are necessary in a cumulative manner:**

(1) holding the doctor's degree, in the domain of the tendered position or in adjacent domains;

(2) specialization in agreement with the structure of the disciplines in the position, as regards the bachelor and/or master and/or doctoral academic studies, a situation confirmed by the competition commission as well, by taking into consideration including the continuation of the studies and specializations.

(3) obtaining minimum the grade "good" for the delivery of the speciality lecture, based on the themes established by the competition commission, related to the specificity of the tendered position. In the case of CS III positions, this can be a written test.

(4) has got at least 7 scientific papers in extenso published in a journal / conference proceedings, out of which minimum 5 indexed in an international data basis [BDI], of reference for the domain of the position [quoted or indexed journals ISI Thomson Reuters – category A-CNCSIS; ISI Conference Procedures; B<sup>+</sup>-CNCSIS journals, other BDI]; of them, the candidate shall be the main author for minimum 2 papers, and minimum 2 papers shall be ISI quoted.

(5) recommendation of the competition commission for occupying the position, upon the evaluation of the competition file from the perspective of the aspects presented under points II.7.1-II.7.4. The commission chairperson shall draft a Report [Appendix 7], based on the assessment reports of the commission members,

that evaluate the didactic and scientific activity of the candidate, the extracurricular activity for the benefit of education, the assessment as regards the **Evaluation Card** on the quality of the unfolded didactic activity, as a tenured or associate teacher [Art. II.6.3]. Based on the analysis that has been carried out, each member of the commission expresses their vote for one of the candidates or for none of them. The commission proposes for occupying the position that candidate who has obtained the majority of the votes of its members.

**II.4.3. To occupy the didactic position of associate professor / scientific researcher degree II – CS II the following are necessary in a cumulative manner:**

- (1) holding the doctor's degree, in the domain of the tendered position or in adjacent domains;
- (2) fulfilling the national minimal standards for being accepted to participate in competition for obtaining scientific and didactic degrees, specific for the didactic position of associate professor / scientific researcher IInd degree, approved by OMENCS Nr. 6129/2016, corresponding to the position domains [to the corresponding CNATDCU commission] that have an elimination character for entering the competition.
- (3) obtaining minimum the grade "good", for one or more competition tests, including lectures, delivering courses and similar, according to the competition commission's decision and based on themes established by the competition commission, related to the specificity of the tendered position [minimum one competition test is compulsory, apart from the evaluation of the competition file].
- (4) has participated in the carrying out of certain scientific research in the country/abroad, based on contract/grant, or in other research work, in the domain of the tendered position, as a member in the research team or as a project manager.
- (5) recommendation of the competition commission for occupying the position, after the evaluation of the competition file from the perspective of the aspects presented under points II.7.1-II.7.4. The commission shall appreciate if the scientific activity underlying the fulfilment of the minimal standards for entering the competition has relevance for the specificity of the tendered position. The chairperson shall draft a Report [Appendix 8], based on the assessment reports of the commission members, that evaluate the didactic and scientific activity of the candidate, the extracurricular / research activity for the benefit of education, the assessment as regards the **Evaluation Card** on the quality of the unfolded didactic / research activity, as a tenured or associate teacher [Art. II.6.3]. The recommendation letters shall be taken into consideration as well, as regards the candidate's professional qualities, drafted by personalities in the respective domain from the country or abroad, set up in accordance with point II.5.4. Based on the analysis that has been carried out, each member of the commission expresses their vote for one of the candidates or for none of them. The commission proposes for occupying the position that candidate who has obtained the majority of the votes of its members.

**II.4.4. To occupy the didactic position of professor / scientific researcher Ist degree – CS I the following are necessary in a cumulative manner:**

- (1) holding the doctor's degree, in the domain of the tendered position or in adjacent domains;
- (2) holding the doctoral supervisor capacity; fulfilling the national minimal standards for being accepted to participate in competitions for obtaining scientific and didactic degrees, specific for the didactic position of professor / scientific researcher Ist degree, approved by OMENCS Nr. 6129/2016, corresponding to the position domain [to the corresponding CNATDCU commission] that have an elimination character for entering the competition.
- (3) obtaining minimum the grade "good", for one or more competition tests, including lectures, delivering courses and similar, according to the competition commission's decision and based on themes established by the competition commission, related to the specificity of the tendered position [minimum one competition test is compulsory, apart from the evaluation of the competition file].
- (4) has participated in carrying out of certain scientific research in the country/abroad, based on contract/grant, or in other research work, in the domain of the tendered position, as a member in the research team or as a project manager.
- (5) has written at least one book in the speciality, published at a representative publishing house, in which the own contribution to the development of knowledge in the field is clearly highlighted, in the capacity as a first/sole/co-author; in the case of publications with more than one author, the own contribution shall be clearly highlighted.
- (6) recommendation of the competition commission for occupying the position, after the evaluation

of the competition file from the perspective of the aspects presented under points II.7.1-II.7.4. The commission shall appreciate if the scientific activity underlying the fulfilment of the minimal standards for entering the competition has relevance for the specificity of the tendered position. The chairperson shall draft a Report [Appendix 9], based on the assessment reports of the commission members, that evaluate the didactic and scientific activity of the candidate, the extracurricular / research activity for the benefit of education, the assessment as regards the **Evaluation Card** on the quality of the unfolded didactic / research activity, as a tenured or associate teacher [Art. II.6.3]. The recommendation letters shall be taken into consideration as well, as regards the candidate's professional qualities, drafted by personalities in the respective domain from the country or abroad, set up in accordance with point II.5.5. Based on the analysis that has been carried out, each member of the commission expresses their vote for one of the candidates or for none of them. The commission proposes for occupying the position that candidate who has obtained the majority of the votes of its members.

## **II.5. PREPARING THE COMPETITION FILES AND ENTERING THE COMPETITION**

**II.5.1. In view of entering the competition for occupying a didactic / research position, the candidate shall prepare a file comprising/at least/the following documents:**

- (a) request for entry in the competition [Appendix 2], signed by the candidate, together with an affidavit regarding the truthfulness of the data presented in the file; NO APPROVALS upon entering.
- (b) a proposal for the academic career development of the candidate, both from the viewpoint of the didactic activity, in the case of the didactic positions, and from the point of view of the activities of scientific research; the proposal shall be drafted by the candidate, it shall comprise maximum 10 pages, and it is one of the main criteria in the selection of the candidates;
- (c) candidate's curriculum vitae in printed format [signed by the candidate] and in electronic format [pdf];
- (d) candidate's publications list in printed format [signed by the candidate] and in electronic format [pdf];
- (e) checking card for fulfillment of the university standards for entering the competition, in printed format [signed by the candidate] and in electronic format [pdf];
- (f) documents ascertaining the fact that the candidate holds a doctor's degree: notarized copy of the doctor's diploma and, in the case the original doctor's diploma is not recognized in Romania, the notarized attestation of its recognition or equivalence;
- (g) summary, in Romanian and in a language of international circulation, of the doctoral thesis, on maximum one page for each language;
- (h) candidate's affidavit in which the incompatibility situations are mentioned, as stipulated in Law 1/2011, in which they may find themselves in the case of winning the competition, or the lack of such incompatibility situations [Appendix 4];
- (i) affidavit as regards the truthfulness of the data presented in the file [Appendix 1];
- (j) standard declaration form for non-plagiarism [Appendix 13];
- (k) consent declaration as regards the agreement for personal data processing [Appendix 14];
- (l) copies of other diplomas attesting to the candidate's studies [bachelor, master, postgraduate], including the grade transcripts certifying the obtained results;
- (m) copy of the identity card or, in case the candidate does not have an identity card, of the passport or of another identity document drafted for an equivalent purpose as the identity card or the passport;
- (n) in case the candidate has changed name, copies of the documents certifying the change of name – marriage license, definitive decision of divorce or proof of name change;
- (o) maximum 10 publications, patents or other works of the candidate, in electronic format, selected by them and considered to be the most relevant for the own professional achievements; in the case of works that are not available in electronic format, scanned copies shall be used in pdf format.
- (p) list of the persons that write recommendations for associate professors and for professors – with contact data (address, phone number, e-mail); (printed recommendations can be added to the file by the moment of the competition unfolding);
- (r) receipt from the university cashier's office for the competition entering fee, for the positions of associate



professor / CS2 and professor / CS1, in accordance with the decision of the UPB Senate [150].

(s) all the pages in the file shall be numbered.

**II.5.2. The candidate's curriculum vitae shall include:**

- (a) data on the completed studies and obtained diplomas;
- (b) data on the professional expertise and relevant working places;
- (c) data on the research-development projects the candidate has managed as a project manager and the obtained grants, in case there were such projects or grants, indicating for each of them what the financing source was, the amount of financing and the main publications or patents that resulted;
- (d) data on prizes or other forms of recognition of the candidate's scientific contributions.

**II.5.3. The candidate's complete publications list shall be structured as follows:**

- (a) list of the maximum 10 publications considered by the candidate as the most relevant for the own professional achievements, that are included in electronic format and that can be found in the other categories of publications mentioned under this article.
- (b) doctoral thesis or theses;
- (c) patents and other intellectual and industrial property titles;
- (d) books and book chapters;
- (e) articles / studies *in extenso*, published in journals in the major international scientific stream;
- (f) publications *in extenso*, published in the proceedings of the main international speciality conferences;
- (g) other works and scientific contributions or, as the case goes, from the domain of artistic creation.

It is recommended to use the symbolization codes for the papers in accordance with Appendix 11. Equally, it is recommended to mention for each of the papers included, whenever possible, all the useful information for the evaluation of the respective publication, such as: the journal (ISSN included), quoted (Impact Factor) or indexed (no impact factor) in ISI Thomson Reuters – Clarivate Analytics (with the specification of the section Web of Science); the same for conferences indexed in ISI Thomson Reuters Web of Science – Clarivate Analytics; journals and proceedings of conferences indexed in other International Data Bases (BDI) of reference, with the mention of these bases; in data bases specific to the domain (example Chemical Abstracts, Metal Abstracts, INSPEC etc.) with the mention of the paper code; the category and CNCSIS code of recognized Romanian journals; the organizer of the conferences and the publications editor; the summary of these papers citing etc. These data become stringent for the papers selected by the candidate under point (a) and for those that support the fulfilment by the candidate of the minimal standards, both UPB and the national ones, specific for each position.

**II.5.4. Candidates for the positions of associate professor or scientific researcher IInd degree** shall include in the competition file at least 3 names and contact addresses of certain personalities in the respective domain, from the country or from abroad, external to the institution of higher education within which the position is being tendered, and who have accepted to draft letters of recommendation regarding the professional qualities of the candidate.

**II.5.5. Candidates for the positions of professor or scientific researcher Ist degree** shall include in the competition file at least 3 names and contact addresses of certain personalities in the respective domain from abroad. In the case of domains with Romanian specificity, the letters of recommendation for the candidates for these positions can also come from certain personalities in the respective domain from Romania, external to the institution of higher education within which the position is being tendered. The scientific domains with Romanian specificity are established by means of OMEN.

**II.5.6. The set of documents** shall be introduced in a folder with fastener, on whose cover the elements presented in Appendix 1 are written. The competition file is prepared by the candidate, and it shall be submitted to the UPB address specified on the web page of the competition, directly or by means of mail or courier services that permit confirmation of receiving, in accordance with the competition calendar approved by the UPB Senate. The competition file is transmitted to the members of the competition commission starting with the date of closing of the process of submitting the competition files, but not later than 5 working days before the unfolding of the first test of the competition.

**II.5.7. With the secretariate of the department that has tendered the position for competition the complete set of publications shall be submitted**, comprising one copy of each published paper, mentioned in the publications list in the COMPETITION FILE, the same day when the enlisting for the competition was done. The set of publications shall have to be ensured and comprise the candidate's identification elements and a list of the contents. The delivery - reception shall be notified in the minutes, signed by the candidate and by a representative of the department, appointed by the department director.

**II.5.8. To obtain the approval of the legal office of UPB,**

- 1) Each file has to comprise the resolution regarding the checking of the information in the checking card stipulated under art. 13 indent. (1) letter (a) - HG 457/2011, with the subsequent amendments and completions. This resolution is established by a commission or by a scientific council appointed by the rector's decision, based on the board of administration proposal.
- 2) The fulfilment by a candidate of the legal conditions for entering the competition is certified by means of the approval of the legal office of UPB, based on the resolution under indent. (1) and of other documents necessary for entering the competition.
- 3) The approval shall be communicated to the candidate within maximum 48 hours since its admission, but at least 5 working days before the unfolding of the first competition test.

**II.5.9. Candidates who fulfil the legal conditions for entering the competition** shall be invited by the higher education institution to sit for the competition tests.

## **II.6. DEPARTMENT DUTIES**

**II.6.1.** For competitions in view of occupying vacant positions of **Teaching Assistant**, the Department Director and the tenured professors for the disciplines in the respective positions shall establish the curricula – bibliography included – from which the entered candidates shall be examined.

**II.6.2.** After the publication of the positions in the Official Gazette of Romania, Part III, the materials mentioned under point II.1.5. shall be displayed at the department notice board, and after the entering period into the competition is over, the items presented under point II.1.6. in an especially dedicated section for competitions organized by the department, as well as any other material concerning the competitions.

**II.6.3.** The director of the department that tendered the position for competition shall draft the **Evaluation Card**, concerning the quality of the activity carried out, in the capacity as a tenured or associated teacher, in relationship with the requirements of the position tendered for competition, of all the candidates, that had been involved in didactic activities in the respective department, with a clear reference to its evolution after the granting of the last didactic or scientific degree. The candidates shall require similar evaluations from other departments (chairs) within which they had carried out didactic activities, relevant for the specific profile of the tendered position. The following sources shall be summed up in the **Evaluation Card**: (a) self-evaluation of the didactic activity by the candidate; (b) evaluation of the candidate by the colleagues; (c) evaluation by the students; (d) list of course books and other didactic materials authored by the candidate, displayed including on the speciality platform of UPB; (e) contribution to the development of didactic disciplines, of the laboratories and generally of the material basis of the department (chair). The conclusions shall be expressed as qualifications: “Very good”, “Good”, “Sufficient” and “Insufficient”.

**II.6.4.** The department director and the chairpersons of the competition commissions shall establish the working procedure of the commissions (delivery – reception of files for the competition, drafting of reports etc.) and they shall ensure the conditions for consultation by all the members of the commission of the complete Set of publications, submitted with the department secretariate. The directors of the departments that organize the competitions shall ensure the transmittal to all the members of the competition commissions of the necessary documents (appointment in the commission, the Competition file, the UPB Methodology). For the planning of the commissions working procedure, the provisions in the competition calendar approved by the UPB Senate shall be considered.

**II.6.5.** The tests specified for all the competitions, concerning the disciplines in the curriculum in the structure of the tendered competition, shall be planned and shall take place only one time. It is recommendable that the three tests within the competition calendar for the positions of teaching assistant / ACS, CS should be

scheduled on two or three different days. All these activities shall be scheduled in such a manner as to allow the communication of the theme at least 5 working days before the unfolding of the test.

**II.6.6.** After the conclusion of the competition commissions activity, de department director shall receive from the chairpersons of the competition commissions and deliver to the Faculty Council the competition materials (files with the competition documents and commissions reports). The full set of publications which had been submitted in the department shall be returned to the candidates only after the conclusion of the competition, meaning after its validation by the Senate.

## **II.7. DUTIES OF THE COMPETITION COMMISSION**

### **II.7.1. The competition commission shall evaluate the candidate**

#### **(1) from the viewpoint of the following aspects:**

- (a) relevance and impact of scientific results of the candidate;
- (b) candidate's capacity to guide students or young researchers;
- (c) candidate's didactic / research competences. For the positions that include didactic activities, by taking into consideration the **Evaluation Card** drafted by the department/chair director(s), as well, under the conditions under point II.6.3;
- (d) candidate's capacity to transfer their knowledge and results towards the social or economic environments, or to make known their own scientific results;
- (e) candidate's capacity of working in a team and the efficiency of their scientific collaborations, in function of the candidate's specific domain;
- (f) candidate's capacity to manage research-development projects;
- (g) professional expertise of the candidate in other institutions than the institution organizing the competition.

(2) The competition commission has the obligation to check and acknowledge the fulfilment by the candidate of the national minimal standards.

**II.7.2. The candidate's professional competences** shall be evaluated by the competition commission on the basis of the competition file and, additionally, by one of more competition tests, including delivery of lectures or other similar ones. UPB shall announce on the competition web page the day, time and place of unfolding of the competition tests, at least 5 working days before the unfolding of the tests.

**II.7.3.** For all the positions involving teaching tasks, the candidates who had not delivered lectures or who do not come from the higher education, the evaluation of the didactic activity quality shall be done based on the **delivery of a lecture** in front of the students and of the competition commission representatives. The unfolded activity shall be evaluated by the commission by the qualifications: insufficient, sufficient, good, very good. The competition commission can request such a lecture delivery also in the case of tenured or associated teachers, with activity within UPB or in another university, in case they consider it necessary, especially when the **Evaluation Card** drafted according with the conditions under point II.6.3 is considered to be irrelevant.

**II.7.4. The competition consists in evaluating the scientific activity and the didactic qualities of the candidates.** The academic studies at bachelor level or similar, master and doctoral level, the professional position, as well as the activities and professional-scientific achievements shall be presented and evaluated, for each candidate, in relation with the disciplines in the didactic position under consideration.

**II.7.5.** Upon the end of the commission's activities, its chairperson shall hand in to the Department Director all the competition documents. The handing in of the documents shall be done by means of drafting the minutes.

**II.7.6.** Once the commission's activity has started, its members cannot terminate their participation in the commission without a good reason. Should this happen, then the commission chairperson shall present a written report that shall be analyzed by the Faculty Council. The report, together with the Faculty Council decision shall be submitted by the Faculty Dean to the UPB Senate, that shall decide whether the position shall be re-tendered, or the competition commission shall be completed with previously approved substitute members, or a new commission shall be established.

**II.7.7.** If the commission has not fulfilled their duties within the legal deadline, the competition procedure shall be interrupted, and, upon the request of the department, the competition can be re-tendered for

competition again. The faculty council shall analyze the reason why the commission did not fulfil their duties and present to the university senate a written report, comprising proposal for penalties as well.

## **II.8. CONCLUDING OF THE COMPETITIONS**

### **II.8.1. Approval of the competitions**

(a) For each position, the competition commission shall decide the hierarchy of the candidates and nominate the candidate who has obtained the best results.

(b) The chairperson of the competition commission shall draft a report on the competition, on the basis of the evaluation reports drafted by each member of the competition commission, for all the types of positions, and with the observance of the candidates' hierarchy decided upon by the commission. The report on the competition shall be approved by decision of the competition commission and shall be signed by each of the competition commission members and by the commission chairperson. The decisions of the competition commission are taken by means of its members' secret vote. A decision of the commission is valid if it has the vote of at least 3 members of the commission. All of the 5 components of the competition commission have equal votes.

(c) The faculty council shall analyze the observance of the procedures established by this methodology and give or do not give approval of the report on the competition. The hierarchy of the candidates established by the competition commission cannot be modified by the faculty council.

(d) The university senate shall analyze the observance of the procedures established by means of this methodology and approves or does not approve the report on the competition. The hierarchy of the candidates established by the competition commission cannot be modified by the university senate.

**II.8.2.** The faculty council decisions and those of the university senate are taken by open vote, with a majority of votes, if minimum two thirds of the total number of the two leading structures are present [teachers and students].

**II.8.3.** In case no candidate has been granted at least 3 votes for, the didactic/research degree shall not be granted, the respective position shall not be occupied. In case the position tendered for competition has not been occupied, the competition can be re-organized, with full re-running of the competition procedure.

**II.8.4.** The competition result shall be published on the competition web page, within 2 working days after its end.

**II.8.5.** Appointment on the position and granting of the corresponding academic / research degree by the UPB, as a result of the approval of the competition results by the academic senate, shall be carried out by the rector's decision, starting with the semester subsequent to the unfolding of the competition. For all the didactic positions, the appointing decision and granting of the corresponding academic degree by UPB, together with the competition report, shall be sent by UPB to MEN and CNATDCU within two working days from the issuing of the appointment decision.

**II.8.6.** Appointment on the position and granting of the title of teaching assistant to the candidate that is a **doctoral student** shall be done for a determined period, that cannot be longer than 5 years in a cumulative manner. The candidates who have won the competition for the position of teaching assistant published in the Official Gazette of Romania and who hold the doctor's degree shall be appointed for an undetermined period.

**II.8.7.** After getting the senate validation, the competition files for occupying the positions of scientific researcher I and II [minimal standards according to OMENCs No. 6129/20.12.2016, MO I, 123/15.02.2017] shall be sent to CNATDCU, in view of their confirmation. The appointing on the position shall take place on the basis of the corresponding OMEN. For the positions of research assistant, scientific researcher and scientific researcher III, the appointing on the position shall take place by means of the rector's decision, on the basis of the senate decision.

## **II.9. CONTESTATION**

**II.9.1.** Contestations can be submitted exclusively for non observance of the legal procedures.

**II.9.2.** In the case when a candidate has elements that can demonstrate non observance of the legal

procedures of the competition, the candidate can submit a contestation within 3 working days since the result was communicated to them. The contestation shall be presented in written format, it shall be registered with the UPB Registrar's office and it shall be solved by the contestation solving commission. To establish the structure of the contestation solving commission, the same procedure shall be covered as in the case of establishing the competition commission structure. The competition commission members cannot be members of the contestation solving commission. As a result of the academic senate approval, the contestation solving commission shall be appointed by the rector's decision.

**II.9.3.** The faculty council, and the academic senate, respectively, shall decide within maximum 30 days since the receiving of the results from the contestation analysis commissions.

**II.9.4.** Non observance of the provisions of this methodology by the persons with duties in the procedure of organization and unfolding of the competitions is considered official misconduct and it is penalized in accordance with the provisions of the National Education Law no. 1/2011 or with other legal provisions, in function of the legal classification of the deed.

### **III. TEMPORARY OCCUPYING OF DIDACTIC / RESEARCH VACANT POSITIONS, BY THE ASSOCIATED DIDACTIC / RESEARCH STAFF**

**III.1.** Didactic / research positions, that are reserved, vacant or temporarily vacant shall be filled in, in order of priority, by the tenured didactic / research staff of UPB or by the associated didactic / research staff, in accordance with the National Education Law no.1/2011, with the subsequent amendments and completions, and with the Regulations for drafting of the job title lists, annually approved by the academic senate.

**III.2.** The associated didactic / research staff can carry out activities of all the types included in the vacant positions, over the duration of a semester or over the entire academic year, with the possibility of extending it, without any age limit. The teachers / researchers in this category must be recognized specialists in the domain of the position and of the disciplines that are covered and they must hold a doctoral degree, for the positions of lecturer, associate professor and professor. The specialists with recognized scientific and professional value in the domain, invited as associated teachers, can fill in the positions of lecturer even if they do not have a doctoral degree, on the basis of the evaluation of the submitted file, by the commission established to this purpose at department level.

**III.3.** The selection of associated didactic staff shall be carried out separately, for each semester of an academic year, in the week before its beginning, by a commission established at the department level. If the didactic activities to be carried out in both semesters are similar, the approval obtained for the first semester can be extended over to the second one without any other evaluation.

**III.4.** The commission comprises the department director and at least minimum 2 more members, with a didactic degree at least equal to that of the respective position, including the tenured lecture teachers where the applications are to be carried out. The evaluation of the candidate consists in the analysis of the file and an interview. The file comprises an application, a CV, the list of publications and copies of the studies documents. The file is presented directly to the commission by the candidate. The commission can require supplementary data, if it is considered necessary.

**III.5.** The commission evaluates the candidate from the perspective of their scientific results relevance, their didactic competences and their capacity to work with the students.

**III. 6.** The files of the selected candidates shall be kept in the department, and its director shall submit, in written format, to the Executive Management of the Faculty, the resulted proposals in view of approving. After receiving the approval, these shall be submitted to the University Executive Management.

**III.7.** The proposals received from the faculty shall be approved by the University Executive Management. The temporary employment of the associated didactic staff shall be carried out by a Rector's decision.

### **IV. TEMPORARY OCCUPYING OF DIDACTIC VACANT POSITIONS, BY INVITED ASSOCIATED TEACHING STAFF**

**IV.1.** In function of the own academic necessities, the academic senate can approve, for a determined period of time, the invitation to UPB of certain academic teaching staff and of other specialists with recognized value in the domain, from the country or from abroad, in the capacity as invited associated teaching staff.

**IV.2.** In the case of specialists without a recognized academic degree in the country, the academic senate shall approve, by means of an evaluation, the didactic degree corresponding to the performance level, in accordance with the national standards.

**IV.3.** The employment of specialists with recognized scientific value in the domain, by inventions, innovations, prizes, scientific publications, from the country or from abroad, in the capacity as invited associated didactic staff, shall be approved by the department council and approved by the faculty council, based on a file drawn up within the department that requires such a position. The final agreement shall be granted by the University Senate.

**IV.4.** The file drawn up within the department where the vacant position is shall comprise: the department report on the necessity of temporary occupying of the position by an invited associated teacher; the recommendation of the department for a certain person, with reference to the specificity of the position to be occupied and the candidate's performances, in relation with the minimal requirements for occupying of a similar position in UPB; CV and publication list of the recommended person; other data in support of the proposal made.

**IV.5.** Employing of specialists in the capacity as invited associated teaching staff shall be done by a Rector's decision, for a period established by the University Senate, for each individual case.

## **V. FINAL PROVISIONS**

**VI.1.** In case the position tendered for competition was not occupied, the competition can be re-organized, with the observance of the complete procedure.

**VI.2.** These Regulations have been approved by the University Senate on 27.02.2012 and entered into force on 01.03.2012, by the UPB Rector's decision, no. 89 of 27.02.2012, being updated in accordance with the subsequent legal amendments, in 2013, 2017 and 2018.

UNIVERSITY **POLITEHNICA** OF BUCHAREST

FACULTY .....

Department .....

Position: number ..... of .....

Disciplines .....

.....

.....

.....

Domain of academic studies.....

# COMPETITION FILE

FOR .....

.....

CANDIDATE (Last name and first name, didactic/research degree)

Registration No. UPB...../.....

**APPROVED  
RECTOR,**

Dear Rector,

I, the undersigned ....., holding the position as a .....with ....., and the scientific degree of (PhD candidate / Dr).....would like you to approve my enlisting in the competition for occupying the position of .....number....., disciplines.....  
.....  
.....  
.....

Domain of academic studies .....  
in the Job title list of the Department.....,  
Faculty .....

The position was published in **The Official Gazette no. .... / ..... part III.**

Date .....

Signature .....

**LEGAL APPROVAL**  
Legal Office UPB

To the Rector of the University POLITEHNICA of Bucharest



**CHECKING CARD FOR FULFILMENT OF UPB STANDARDS  
FOR ENTERING THE COMPETITION  
[ASSISTANT]**

Didactic degree	Conditions	Fulfilment of conditions
Assistant	<ul style="list-style-type: none"> <li>• <b>Doctoral student</b> (to occupy the position for a determined period)</li> <li>• <b>Doctor</b> (to occupy the position for an undetermined period)</li> <li>• <b>Minimal average grade of studies years (Bachelor+Master) – 8.00</b></li> <li>• <b>Average grade of diploma examinations (Bachelor+Master)</b> - <b>minimum 9.00</b></li> <li>• <b>Attestation of studies (Diplomas+Grades transcripts) and of other professional achievements</b></li> </ul>	<b>Doctoral student proof</b> , No.....of.....issued by the University ..... <b>Doctor's Diploma</b> , No.....of..... issued by the University..... <b>Average grade of studies years</b> ..... <b>Average grade of diploma examinations</b> ..... <b>Bachelor Diploma</b> in the domain ....., No ..... of..... issued by the University ..... <b>Diploma of Advanced studies/Master</b> in the domain ....., No..... of..... issued by the University ..... <b>Attestation of psychopedagogical studies:</b> ..... <b>Other Diplomas</b> ..... <b>Other Certificates</b> ..... <b>Other attestation documents of the studies/professional achievements</b> .....

Candidate

.....

**CHECKING CARD FOR FULFILMENT OF UPB STANDARDS  
FOR ENTERING THE COMPETITION [LECTURER]**

Funcția didactică	Condiții	Îndeplinire condiții
Lecturer	<ul style="list-style-type: none"> <li>• <b>Doctor</b></li> <li>• <b>Minimal average grades conditions, on the first occupying by competition of a tenured didactic position in UPB</b> - <b>8.00 – average grade of the studies years (Bachelor+Master)</b>  - <b>9.00 – average grade of diploma examinations (Bachelor+Master)</b></li> <li>• <b>Attestation of studies (Diplomas+Grades transcripts) and of other professional achievements</b></li> </ul>	<b>Doctoral student proof</b> , No.....of.....issued by the University ..... <b>Doctor's Diploma</b> , No.....of..... issued by the University..... <b>Average grade of studies years</b> ..... <b>Average grade of diploma examinations</b> ..... <b>Bachelor Diploma</b> in the domain ....., No ..... of..... issued by the University ..... <b>Diploma of Advanced studies/Master</b> in the domain ....., No..... of..... issued by the University ..... <b>Attestation of psychopedagogical studies:</b> ..... <b>Other Diplomas</b> ..... <b>Other Certificates</b> ..... <b>Other attestation documents of the studies/professional achievements</b> .....

Candidate

.....

**UNIVERSITY POLITEHNICA OF BUCHAREST**  
**CHECKING CARD FOR FULFILMENT OF UPB STANDARDS**  
**FOR ENTERING THE COMPETITION [ASSOCIATE PROFESSOR / PROFESSOR]**

CANDIDATE.....

Position No....., Associate professor / Professor, Depart. ....Fac. ....

Conditions	Fulfilment of conditions	
<b>A. Doctor</b>	Doctor's diploma in the domain ....., in .....issued by the University.....	
<b>B. Fulfilment of national minimal standards according to OMENCS No. 6129 / 20.12.2016 [MO, I, 123 / 15.02.2017]</b> <b>EXAMPLE OF CARD FILLING IN</b>	Fulfilled standard, according to the CNTADCU Commisison No. .... Appendixed: card of calculation and proofs of fulfilment of the minimal standards specific to the domain, in accordance with the mentioned achievements:	
<b>Minimal conditions [Score]</b>	<b>Minimum required</b>	<b>Achieved score</b>
A1. Didactic and professional activity	100	130
A2. Research activity	80	304.82
A3. Acknowledgment and impact of activity	20	177
<b>TOTAL (A)</b>	<b>200</b>	<b>611.82</b>
<b>Compulsory minimal conditions per categories and subcategories [Number]</b>	<b>Minimum required</b>	<b>Achieved score</b>
A.1.1.1. Books and book chapters in speciality books	2	3
A.1.2.1. Course books	1	1
A.1.2.2. Laboratory conducting books / applications	1	2
A. 2.1.2. Articles in journals and in proceedings quoted and indexed ISI Thomson Reuters and patents	6	12
A. 2.1.2. Articles in journals and proceedings of scientific manifestations indexed in other international data bases	8	11
A. 2.1.4. Grants obtained by competition (director / person in charge)	1	1
<b>C. Attestation of studies (diplomas + Grade transcripts) and of other professional achievements</b>	<b>Bachelor Diploma</b> , in the domain ..... No.....of..... issued by the University.....	
	<b>Diploma of Advanced studies/Master</b> in the domain ..... ....., No..... of..... issued by the University .....	
	<b>Other Diplomas</b> .....	
	<b>Other Certificates</b> .....	
<b>Other attestation documents of the studies/professional achievements</b> .....		

The undersigned ....., candidate for the competition in view of occupying the position as a ....., number ....., Depart. of ....., Faculty of ....., in the Domain of Academic Studies ....., assigned to the Speciality Commission CNATDCU [OMECTS 4106/10.06.2016] No....., declare on my own responsibility, being aware of the provisions of art. 292 on false declarations, in Law 286/2009 – Criminal Code, that all the Minimal Standards stipulated in the UPB Methodology 2018 for entering the competition are fulfilled, at the moment of enlisting in the competition, and I assert the truthfulness of the data presented in the file and in the material above in this document. The papers considered to be included in the ISI Thomson Reuters Web of Science Basis or in other International Data Bases [BDI] are visible in these bases, under the candidate's name, as of this date.

Candidate,

Date

(signature)

TO BE CONTINUED WITH: Calculation and Card of calculation and proofs of fulfilment of the minimal standards specific to the domain, in agreement with mentioned achievements

**DECLARATION**

The undersigned .....  
 address .....  
 Identity Card/Identity Bulletin series....., no. ...., candidate for the competition for occupying the  
 position as a ..... , number....., in the Job Title list of the Department .....  
 ..... , Faculty.....

declare on my own responsibility, being aware of the provisions of art. 326 on false declarations, in Law  
 286/2009 – Criminal Code, that in the case of winning the competition:

**O** I will be in one of the incompatibility situations stipulated in Law no.1/2011, art. 295 indent. 4\*, as follows :

- the situation of incompatibility I will find in is .....
- I am aware of the stipulations of art. 7\*\* in the *Methodology – frame for occupying vacant didactic and research positions in the higher education*, approved by G.D. no. 457/04.05.2011 and I undertake that within maximum one week since the competition results are announced, to submit in writing, with the Registrar’s Office of the University POLITEHNICA of Bucharest, the manner of solving the incompatibility situation thus created.

**O** I will not be in the incompatibility situations stipulated in Law no.1/2011, art. 295, indent. 4.

Date:

Signature:

**Note :**

\*"After this law enters into force it is forbidden to occupy simultaneously by spouses, relatives by affinity and relatives to the IIIrd degree including, of the positions by means of which one is with respect to the other in a position of management, control, authority or direct institutional evaluation at any level in the same university"<sup>1</sup>.

\*\*"In the situation in which, after winning of a competition by a candidate, one or more persons in the higher education institution is/are to be in an incompatibility situation acc. to art. 295, indent. (4) of Law 1/2011, the appointment on the position and the granting of the academic degree by the higher education institution or of the professional research-development degree can only take place after the solving of the incompatibility situation(s). The manner of solving of the incompatibility situation shall be communicated to the Ministry of Education, Research, Youth and Sports, within two working days since the solving”.

## COMPETITION COMMISSIONS FOR OCCUPYING VACANT DIDACTIC POSITIONS

Faculty.....

### COMPETITION COMMISSIONS for occupying vacant didactic positions

Department	Number in Job title list	Didactic degree	Disciplines of position	Competition commission (Did. degree, last name and First name )*,**	Position in the commission (Chairperson / Member)	University

\* **Chairperson:** the capacity shall be mentioned [Dir. Dep. / Dean / Vicedean / Tenured teacher specialist in the position domain or in a adjacent domain in UPB; the capacity as a UPB Senate member shall be mentioned

\*\*the position as a **Substitute** member in the commission shall be mentioned

**Dean**

COMPETITION for occupying the position no. ...., TEACHING ASSISTANT /SCIENTIFIC RESEARCH ASSISTANT – ACS / SCIENTIFIC RESEARCHER – CS disciplines .....

in the Department .....Faculty.....Domain of position..... published in the Official Gazette of Romania Part III, no. .... of .....

**REPORT ON THE COMPETITION [TEACHING ASSISTANT / ACS, CS]**  
**[drawn up by the chairperson of the competition commission based on the individual reports of the commission members]**

The competition commission, approved by the UPB Senate decision of ....., and appointed by the UPB Rector’s Decision No..... of ..... comprising the following [didactic degree / name / university]: 1)

.....chairperson, and 2).....3).....4).....5).....

..... members, has noted that the following persons enlisted in the competition:

(1) ....., (2) ..... etc.

From the analysis of the materials in the competition files and of the data directly known the following can be concluded.

Candidate .....graduated the **bachelor level studies** at university.....faculty..... specialization..... domain..... in the ..... year, with the average grade of the studies years/grade for diploma project (bachelor) of ...../..... and the **master studies** at university..... faculty..... program..... in ..... year, with the average grades ...../.....

**Doctoral student / Doctor**..... Year..... university..... domain.....

The activity/working places up to the present shall be presented.

Other forms of education finished shall also be mentioned (another Faculty, Advanced Studies / Master / Doctoral studies / Postdoctoral studies / Postgraduate Programs etc.): year, average grades, dissertation etc.

The published papers list is as follows: Candidate (1) ..... Candidate (2) .....

The competition commission has verified their knowledge.

The practical test took place in accordance with the following schedule:

No.	Candidate	Activity	Discipline	Group	Date
1.		(laboratory conducting or seminar teaching, another activity)			
2.					

The written test took place on ....., and the oral test on..... for the disciplines in the structure of the position.

The topics for the written test were: 1)..... 2)..... etc.

The grades and average grades granted by the competition commission are the following:

Candidates Test	1. ....			2. ....		
	practical	written	oral	practical	written	oral
1.....Chairperson						
2..... Member						
3..... Member						
4..... Member						
5..... Member						
Average grades						
General average grade						

The competition commission, with ...x... votes for, ...y... votes against and ...z... abstentions, obtained by secret vote, recommends that the tendered position should be occupied / should not be occupied by .....

Chairperson: .....  
 Members: .....  
 .....  
 .....  
 .....

(Signatures) / Date  
 .....  
 .....  
 .....  
 .....

COMPETITION for occupying the position no. ...., LECTURER / CS III  
 disciplines .....  
 .....  
 in the Department ..... Faculty ..... Domain of position.....  
 published in the Official Gazette of Romania Part III, no. .... of .....

**REPORT ON THE COMPETITION [LECTURER / CS III]**

**[drawn up by the chairperson of the competition commission based on the individual reports of the commission members]**

The competition commission, approved by the UPB Senate decision of ....., and appointed by the UPB Rector’s Decision No..... of ..... comprising the following [didactic degree / name / university]:

- 1) .....chairperson, and
  - 2).....3).....4) .....5).....
- ..... members, has noted that the following persons enlisted in the competition:

**Cand. (1) ....., Cand. (2)..... etc.....**

**From the analysis of the materials in the competition files, of the directly known data and of the competition tests unfolded, the following can be concluded, in a comparative manner for the candidates.....:**

- 1. YEAR OF BIRTH, STUDIES, SPECIALIZATIONS AND DEGREES**
- 2. DIDACTIC DEGREES (PROFESSIONAL) AND WORKING PLACES**  
 - didactic competences, for the positions including didactic activities
- 3. PROFESSIONAL ACTIVITY – of which in the specificity of the position**  
 - candidate’s professional expertise in other institutions than UPB  
 - candidate’s capacity of guiding students or young researchers
- 4. ACTIVITY OF DRAFTING AND PUBLISHING OF SCIENTIFIC PAPERS**  
 - relevance and impact of candidate’s scientific results
- 5. DEGREE OF FULFILMENT OF UPB STANDARD REGARDING SCIENTIFIC PUBLICATIONS**  
 - relevance for the specificity of the tendered position, both quantitatively and qualitatively
- 6. CAPACITY OF MANAGING RESEARCH/DEVELOPMENT PROJECTS**  
 - capacity of transferring knowledge/results towards the social/economic environment or to make own scientific results known  
 - candidate’s capacity to work in a team and the efficiency of their scientific collaborations, in function of the domain specificity.
- 7. OTHER REPRESENTATIVE ACTIVITY/-TIES for the position specificity**
- 8. COMPETITION TEST[S] GRADES**
- 9. OTHER CONSIDERATIONS**

**CONCLUSIONS**

**The competition commission, with ...x... votes for, ...y... votes against and ...z... abstentions, obtained by secret vote, recommends that the tendered position should be occupied / should not be occupied by .....**

<b>Chairperson:</b>	.....	<b>(Signatures) / Date</b>
<b>Members:</b>	.....	.....
	.....	.....
	.....	.....
	.....	.....

**COMPETITION** for occupying the position no. ...., **ASSOCIATE PROFESSOR / CS II**  
 disciplines .....  
 .....  
 in the Department ..... Faculty ..... Domain of position.....  
 published in the Official Gazette of Romania Part III, no. .... of .....

**REPORT ON THE COMPETITION [ASSOCIATE PROFESSOR / CS II]**  
**[drawn up by the chairperson of the competition commission based on the individual reports of the commission members]**

The competition commission, approved by the UPB Senate decision of ....., and appointed by the UPB Rector's Decision No.....of ..... comprising the following [didactic degree / name / university]:

- 1) .....chairperson, and  
 2).....3).....4) .....5).....  
 ..... members, has noted that the following persons enlisted in the competition:

**Cand. (1) ....., Cand. (2).....etc.....**

**From the analysis of the materials in the competition files, of the directly known data and of the competition tests unfolded, the following can be concluded, in a comparative manner for the candidates.....:**

- 1. YEAR OF BIRTH, STUDIES, SPECIALIZATIONS AND DEGREES**
- 2. DIDACTIC DEGREES (PROFESSIONAL) AND WORKING PLACES**  
 - didactic competences, for the positions including didactic activities
- 3. PROFESSIONAL ACTIVITY – of which in the specificity of the position**  
 - candidate's professional expertise in other institutions than UPB  
 - candidate's capacity of guiding students or young researchers
- 4. VERIFYING AND ACKNOWLEDGING THE FULFILMENT OF THE NATIONAL MINIMAL STANDARDS**  
 - relevance for the tendered position specificity, both quantitatively and qualitatively
- 5. ACTIVITY OF DRAFTING AND PUBLISHING OF SCIENTIFIC PAPERS**  
 - relevance and impact of candidate's scientific results
- 6. CAPACITY OF MANAGING RESEARCH/DEVELOPMENT PROJECTS**  
 - capacity of transferring knowledge/results towards the social/economic environment or to make own scientific results known  
 - candidate's capacity to work in a team and the efficiency of their scientific collaborations, in function of the domain specificity.
- 7. OTHER REPRESENTATIVE ACTIVITY/-TIES for the position specificity**
- 8. COMPETITION TEST[S] GRADES**
- 9. OTHER CONSIDERATIONS**

**CONCLUSIONS**

**The competition commission, with ...x... votes for, ...y... votes against and ...z... abstentions, obtained by secret vote, recommends that the tendered position should be occupied / should not be occupied by .....**

	<b>(Signatures) / Date</b>
Chairperson: .....	.....
Members: .....	.....
.....	.....
.....	.....
.....	.....

**COMPETITION** for occupying the position no. ...., **PROFESSOR / CS I**  
 disciplines .....  
 .....  
 in the Department ..... Faculty ..... Domain of position.....  
 published in the Official Gazette of Romania Part III, no. .... of .....

**REPORT ON THE COMPETITION [PROFESSOR / CS I]**  
**[drawn up by the chairperson of the competition commission based on the individual reports of the commission members]**

The competition commission, approved by the UPB Senate decision of ....., and appointed by the UPB Rector’s Decision No.....of .....comprising the following [didactic degree / name / university]:

- 1) .....chairperson, and
  - 2).....3).....4) .....5).....
- ..... members, has noted that the following persons enlisted in the competition:

**Cand. (1) ....., Cand. (2).....etc.....**

**From the analysis of the materials in the competition files, of the directly known data and of the competition tests unfolded, the following can be concluded, in a comparative manner for the candidates.....:**

- 1. YEAR OF BIRTH, STUDIES, SPECIALIZATIONS AND DEGREES**
- 2. DIDACTIC DEGREES (PROFESSIONAL) AND WORKING PLACES**  
 - didactic competences, for the positions including didactic activities
- 3. PROFESSIONAL ACTIVITY – of which in the specificity of the position**  
 - candidate’s professional expertise in other institutions than UPB  
 - candidate’s capacity of guiding students or young researchers
- 4. VERIFYING AND ACKNOWLEDGING THE FULFILMENT OF THE NATIONAL MINIMAL STANDARDS**  
 - relevance for the tendered position specificity, both quantitatively and qualitatively
- 5. ACTIVITY OF DRAFTING AND PUBLISHING OF SCIENTIFIC PAPERS**  
 - relevance and impact of candidate’s scientific results
- 6. CAPACITY OF MANAGING RESEARCH/DEVELOPMENT PROJECTS**  
 - capacity of transferring knowledge/results towards the social/economic environment or to make own scientific results known  
 - candidate’s capacity to work in a team and the efficiency of their scientific collaborations, in function of the domain specificity.
- 7. CAPACITY OF SUPERVISING DOCTORAL THESES in the domain of the tendered position**
- 8. OTHER REPRESENTATIVE ACTIVITY/-TIES for the position specificity**
- 9. COMPETITION TEST[S] GRADES**
- 10. OTHER CONSIDERATIONS**

**CONCLUSIONS**

**The competition commission, with ...x... votes for, ...y... votes against and ...z... abstentions, obtained by secret vote, recommends that the tendered position should be occupied / should not be occupied by .....**

	<b>(Signatures) / Date</b>
<b>Chairperson:</b> .....	.....
<b>Members:</b> .....	.....
.....	.....
.....	.....
.....	.....



University POLITEHNICA of Bucharest  
 FACULTY .....

**EXCERPT  
 FROM THE MINUTES OF THE FACULTY COUNCIL MEETING**

of .....

The meeting took place in the presence of ..... members, of the total number of ..... members, with the statutory condition (2/3 of the total number) being of ..... members.

Under point ..... of the Agenda “Occupying didactic positions by competition”, the competition was raised for discussion of the Faculty Council for occupying the position no. .... , of ....., in the Department .....

The discussions and the voting observed the working procedure in force.

The competition commission vote (that had decided upon the hierarchy of the candidates and the nominalization of the candidate who obtained the best results), as well as the Faculty Council vote, on granting or not the approval to the report on the competition drawn up by the competition commission are as follows :

LAST NAME AND FIRST NAME  CANDIDATES	COMPETITION COMMISSION					FACULTY COUNCIL [grants or does not grant approval on the competition]				
	Total number	Votes				Total number [CD+Stud]	Votes			
		Total	For	Ag inst	Ab st.		Total	Fo r	Against	Ab st.
	5									

Based on the expressed votes, the Faculty Council approves (does not approve) the report on the competition, drawn up by the competition commission, and consequently recommends (does not recommend) that the position no. ...., of ....., in the Department ..... be occupied by .....

Dean

## SYMBOLIZATION OF PUBLICATIONS

In relationship with the *disciplines* in the respective position, the associated *domain* and/or, in a *justified* manner, disciplines and domains that are adjacent to them.

### I. DOCTORAL THESIS/THESES (T)

### II. PUBLISHED BOOKS (C)

**Ca** – Books / courses (course books) for the use of the students, published with recognized publishing houses.

**Cb** – Speciality books published with recognized publishing houses (author, co-author, editor).

**Cc** - Books published with other publishing houses, with ISBN.

### III. OTHER PUBLISHED MATERIALS (I,D)

**I** - Published collections and Guiding coursebooks (separate in publishing houses with ISBN and in local printing houses, those of institutions or of internal use).

**D** – Other published works: chapters published in collective volumes, theoretical chapters drafted, functional laboratory systems etc.

### IV. ARTICLES / STUDIES IN EXTENSO PUBLISHED (R, V)

**Ris** – Journals of international circulation, recognized (quoted / indexed ISI Thomson Reuters, or indexed in other International Data Bases – BDI specific to the domain, that operate a process of selection on the basis of performance criteria). *For each paper its inclusion in the ISI Basis shall be mentioned [Accession Number, WOS=..., latest Factor Impact, ISSN] and/or the denomination of other BDI(s).*

**Rio** – Other international circulation speciality journals.

**Rns** – National circulation journals recognized by CNCISIS. The CNCISIS category shall be mentioned.

**Rno** – Other national circulation speciality journals.

**Vis** - Proceedings of recognized international scientific manifestations, organized in the country and abroad, indexed ISI Thomson Reuters or indexed in other International Data Bases - BDI specific to the domain, that have a process of selection of their published papers on the basis of certain performance criteria. *For each paper its inclusion in the ISI Basis shall be mentioned [Accession Number, WOS=..., latest Factor Impact, ISSN] and/or the denomination of other BDI(s).*

**Vi** - Proceedings of recognized international scientific manifestations, organized in the country and abroad;

**Vn** – Proceedings of national scientific manifestations.

### V. PATENTS / INNOVATIONS (B,A)

**B** - Patents.

**A** – Innovations and other creative works.

### VI. CONTRACTS AND SCIENTIFIC REPORTS (P,F)

**P** – Projects of research-development obtained by competition on the basis of contract/grant, in the country/abroad (**Pn** – national, **Pi** - international).

**F** – Other research-development works

*Obs.- the capacity as a person-in-charge/director or co-author shall be mentioned.*

### VII. NON PUBLISHED SCIENTIFIC COMMUNICATIONS (E)

**E** – Papers presented at various seminars/exhibitions, conferences etc.

### OBSERVATIONS

- a) - In categories II, III and IV only papers shall be included that are already published or under processing in publishing houses, meaning that papers in manuscript form or other papers (communications, thematic reports etc.) shall not be included. Articles/studies under print, justified with documents, shall not exceed 10% of the total amount.
- b) Re-edited works that do not include new contributions of the candidate and the basic work (the initial one) shall be recorded under the same indicator, with a specification of the edition number for each of them.
- c) Articles/studies published in journals or in proceedings of scientific manifestations, republished in other publications, shall be recorded only once, under the initial position, with a mention of the reprinting/republishings.
- d) Reviews/abstracts of some papers, appeared in other publications, shall be recorded under the initial paper position, with a mention of them (they shall not be separate entries).
- e) Each work shall be described in the language in which it was written (published, presented), with the title written in italics.
- f) Authors shall be fully listed, in the order in the publication, underlining the *candidate*.
- g) Specifications shall be made of the publishing house, journal or manifestation and/or other localization elements, mentioning the page number in the publication where the paper is, the total number of page or other similar data (as applicable), the year or period when it was written.

AFFIDAVIT

The undersigned....., having the position of
..... with ..... and the scientific degree (Doctoral student / Dr)
..... candidate in the competition for occupying the position of
..... number ....., domain of academic/research studies .....
..... in the Job title list of the Department ..... ,
Faculty ..... published in the Official Gazette no. .... / ..... Part III,
declare on my own responsibility the truthfulness of the data presented in the file.

Date.....

Signature .....

.....

**AFFIDAVIT**

The undersigned ....., having the position of ....., with ....., identified by IC....., hereby declare on my own responsibility that none of the papers published by me (articles, books, published as first author or co-author / collaborator nominated as an author of a book chapter), does not include elements of plagiarism. I agree that, in case the false in declaration be proved, I should be eliminated from the competition and bear the consequences stipulated by the legal and academic regulations in force.

Date.....

Signature .....

## Declaration of consent for the processing of data with personal character

The undersigned ....., personal identity code ....., born on date ....., place of birth....., residing at address ....., Identity Card series..... no....., issued by ....., on date ....., declare that:

I was informed on the provisions of the Regulations 679/26 April 2016 on the physical persons protection regarding the processing of personal data and the free circulation of these data.

I was informed that I benefit of the right to access, intervention on my data and the right of not being subjected to an individual decision.

I was informed that the personal character data are to be processed and stored within the University POLITEHNICA of Bucharest only for the purposes provide by the legislation as regards my quality as a participant in the competitions organized by it.

I was informed that the processing of my data is necessary with a view to fulfilling the legal obligations incumbent to the University POLITEHNICA of Bucharest, as an operator of data with personal character registered under number 3291, to publish on the university site the following information: last name, first name, email address, telephone number, highschool I graduated etc., the results obtained during the unfolding of the competition, possible photographs taken during the unfolding of the competition.

In accordance with the Regulations of UE 2016/679 (GDPR), the stated terms hereinafter have the sense defined by the regulations and they are used with this sense within this document:

- Data with personal character: meaning any information concerning a physical person identified or identifiable; a physical person that is identifiable is a person that can be identified, directly or indirectly, especially by referring to an identification element, such as a name, an identification number, localization data, an online identifier, or to one or more specific elements, specific to their physical, physiological, genetic, psychic, economic, cultural or social identity;

- Processing: means any operation or set of operations carried out on the personal character data or on the sets of personal character data, with or without using automatic means, such as collecting, recording, organizing, structuring, storing, adapting or modifying, extracting, consulting, using, disclosing by transmittal, disseminating or making them available in any other manner, aligning or combining, restricting, erasing or destroying.

In accordance with the stipulations under art. 15-22 in GDPR, the undersigned \_\_\_\_\_ was informed as to both my rights and as to the conditions and consequences of exercising these rights, namely:

- The right to accessing data, the right to obtain a confirmation of my data that are processed, as well as the right to access these data,

- The right to rectification, the right to obtain the rectification or completion of inaccurate or incomplete data,

- The right to erase thes data, the right to obtain the erasing of the personal character data that concern me, without unjustified delays, and the University POLITEHNICA of Bucharest has the obligation to erase these data in the conditions of observing the methodology for the unfolding of competitions and of the legislation in force. The exercising of the right to erasing the data with personal character shall be carried out in such a manner as not to affect the conditions of unfolding of the competitions, otherwise the participant assumes all the consequences deriving from the exercising of the right to erasing of the data, including in certain situations the impossibility of participating in the competition.

- The right to restricting the processing based on art. 18 GDPR, you have the right to obtain from us the restriction of processing your data, on condition that this restriction should not affect the conditions for the unfolding of the competitions.

- The right to data portability, the right to receive your data with personal character, in a structured format, that is usually used and that can be read automatically and to transmit these data to another operator, under certain conditions

- The right to not be the object of a decision exclusively based on the automatic processing, including the creation of profiles;

- The right to lodge a complaint based on art.77 GDPR with the National Supervisory Authority for the Processing of Personal Data;

- The right to withdraw my consent at any moment, assuming in this case all the consequences and without affecting the legality of processing the data with personal character carried out in UPB based on the consent, before its withdrawal.

Consequently, I give my consent for the processing, transmittal and storing of the personal character data within the University POLITEHNICA of Bucharest.

Date.....

Signature.....