MINISTERUL EDUCAȚIEI ȘI CERCETĂRII
UNIVERSITATEA NAȚIONALĂ DE ȘTIINȚĂ ȘI TEHNOLOGIE
POLITEHNICA BUCUREȘTI

Methodology for occupying vacant didactic and research positions at National University of Science and Technology POLITEHNICA Bucharest

2026

CHAPTER I
General provisions

Art. 1

(1) Occupying a vacant didactic or research position at National University of Science and Technology POLITEHNICA Bucharest (hereon called POLITEHNICA Bucharest) is carried out by public competition.

(2) Employment in any didactic or research position is possible only for the candidate that has obtained the highest score as a result of the competition.

Art. 2 Didactic and research positions can be occupied for a determined or for an undetermined period.

Art. 3 Romanian or foreign citizens can participate in the competition for a didactic or research position, without any discrimination, in accordance with the legal provisions. The conditions for occupying the vacant didactic and research positions by means of a competition cannot refer to seniority and they cannot discriminate persons from outside the university or the country against persons from inside POLITEHNICA Bucharest or the country.

CHAPTER II
Minimum requirements for occupying vacant didactic and research positions

Art. 4

(1) In higher education institutions, the didactic positions are:

a) teaching assistant;

b) lecturer;

c) associate professor;

d) professor.

(2) In higher education institutions, the research positions are:

a) scientific research assistant;

b) scientific researcher;

c) scientific researcher IIIrd degree;

d) scientific researcher IInd degree;

e) scientific researcher Ist degree.

(3) The equivalence between research positions and didactic positions goes both ways, only with approval from the senate, and is the following:

a) scientific researcher is equivalent to teaching assistant, for persons that hold a PhD degree;

b) scientific researcher IIIrd degree is equivalent to lecturer;

c) scientific researcher IInd degree is equivalent to associate professor;

d) scientific researcher Ist degree is equivalent to professor.

(4) In higher education institutions, in addition to other legal provisions, the position of scientific research assistant can be occupied only by persons that are doctoral students or hold a PhD degree.

(5) In higher education institutions, in addition to other legal provisions, the positions of scientific researcher, scientific researcher IIIrd degree, scientific researcher IInd degree and scientific researcher Ist degree can be occupied only by persons that hold a PhD degree.

Art. 5

(1) The positions under tender for an undetermined period, together with the competition

curriculum, shall be published at least 2 months before the competition.

(2) The positions under tender shall be published at least on the university website and on a specialized website administered by the Ministry of National Education (MEN).

(3) Spouses, relatives by affinity and relatives up to the IIIrd degree are forbidden to simultaneously occupy 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 higher education institution.

(4) Breaching of the provisions of par. (1), (2) and (3) is conducive to the invalidation of the competition and penalization of those guilty of it, based on this methodology.

Art. 6 A didactic position in the higher education cannot be occupied by persons that have been convicted of an intentional criminal offence for which rehabilitation has not occurred.

Art. 7

(1) In view of occupying a position or within the first 2 years since being hired, the higher education staff shall attend a psycho-pedagogical training programme for higher education, of 30 transferable ECTS/SECT credits, and shall sign an undertaking in this respect (Annex 11).

(2) Before the methodology of applying the psycho-pedagogical training programme, stipulated in par. (1), comes into force, the higher education staff can attend a psycho-pedagogical training programme corresponding to 60 transferable ECTS/SECT credits and sign an undertaking in this respect (Annex 11).

(3) Excepting the provisions of art. 7 par. (1) and (2), in view of occupying a didactic position in the higher education, graduates of a psycho-pedagogical training programme corresponding to 60 transferable ECTS/SECT credits may enter the competition as well.

Art. 8

(1) In the medical higher education, candidates entering the competition for the position of teaching assistant have to hold at least the title of resident physician/resident dentist. Positions pertaining to disciplines that have no correspondence in the Ministry of Health network and to preclinical disciplines are exempt from this provision.

(2) In the medical higher education, candidates entering the competition for the position of lecturer have to hold the title of attending physician/attending dentist, and candidates for the positions of associate professor and professor have to hold the title of senior doctor/senior dentist. Positions pertaining to disciplines that have no correspondence in the Ministry of Health network and to preclinical disciplines are exempt from this provision.

Art. 9 In the confessional higher education, in view of entering the competition for a position, candidates have to present the cult's approval.

Art. 10

(1) For the positions of associate professor, scientific researcher II, professor and scientific researcher I, the candidate's Merit Indicator (IM) is calculated.

(2) The Merit Indicator comprises:

a) articles published in any of POLITEHNICA Bucharest journals (Scientific Bulletin – Series A, B, C, D) – 15 points per article;
b) citations of articles published in POLITEHNICA Bucharest journals (Scientific Bulletin – Series A, B, C, D), in their own articles, published in WoS indexed journals or proceedings – 10 points per citation;
c) reviews of articles published in POLITEHNICA Bucharest journals (Scientific Bulletin – Series A, B, C, D) – 5 point per review;

d) articles published with foreign authors (affiliated with an entity abroad) in WoS indexed journals or proceedings – 10 points per article; if at least one of the foreign authors is affiliated with an entity within the EELISA alliance, the score will be 15 points per article;
e) articles published in Q1 journals (in addition to the number of articles stipulated in the CNATDCU minimum standards for each domain) – 20 points per article.

(3) For the fundamental domains of Social Sciences and Humanities and Arts, the Merit Indicator (IM) can be calculated alternatively according to the relevant CNATDCU indicator (Annex 15), as follows:
a) for the positions of associate professor and scientific researcher II – 10 points per each 5% which exceeds the total minimum score stipulated in the CNATDCU standards;
b) for the positions of professor or scientific researcher I – 16 points per each 5% which exceeds the total minimum score stipulated in the CNATDCU standards.

(4) For entering the competition, the candidates' Merit Indicator (MI) must be at least 50 points for the positions of associate professor or scientific researcher IInd degree, respectively 80 points for the positions of university professor or scientific researcher Ist degree.

(5) The Merit Indicator score is certified by the commissions in charge of checking the fulfilment of the minimum CNATDCU standards.

Art. 11 The minimum requirements for entering the competition for occupying the position of **teaching assistant** / **scientific researcher** are the following:

(a) holding the doctor's degree;
(b) minimum 3 scientific papers in extenso published in a journal / conference proceedings indexed in an international data basis [BDI] – for all domains except for those pertaining to "Arts";
(c) minimum 2 scientific papers in extenso published in a journal /conference proceedings indexed in an international data basis [BDI] and/or participations in the capacity as director, screenwriter, dramatist, choreographer, actor, scenographer, sound designer, theatre composer, light designer, image director, image/sound editor or any other creations that fall under copyright or related rights – carried out/produced/broadcast in professional institutions (public, private or independent) in the country or abroad (for the domain Theatre and Performing Arts);
(d) minimum 2 scientific papers in extenso published in a journal/conference proceedings indexed in an international data basis [BDI] and/or participations in concerts/recitals/performances in the capacity as composer, conductor, director, ballet master, soloist, member of a chamber orchestra of up to 10 persons (performers), performances with distinct programmes carried out under conditions of national, regional, local visibility (for the domain Music);
(e) minimum 2 scientific papers in extenso published in a journal/conference volume indexed in an international data basis [BDI] and/or national personal exhibitions in museums and prestigious galleries or similar activities specific to the subdomains: design (graphic design, industrial design, environmental design), fashion/fashion design, mural art, public art, conservation-restoration (for the domain Visual Arts).

Art. 12 Excepting the provisions of art. 11, the minimum requirements for entering the competition for occupying the position of **teaching assistant** / **research assistant**, for a determined period, are the following:

(a) holding the doctor's degree or being enrolled in a doctoral programme, without exceeding the maximum period of study, which includes the extensions granted in compliance with the law;

(b) minumum 3 scientific papers in extenso, presented at scientific sessions (student's scientific sessions included), and/or published in specialized journals – for all the domains except for those pertaining to "Arts";

(c) minumum 3 scientific papers in extenso, presented at scientific sessions (student's scientific sessions included), and/or published in specialized journals and/or participations in artistic manifestations in the domain of the tendered position – for the domains Theatre and Performing Arts, Music, Visual Arts.

Art. 13 The minimum requirements for entering the competition for occupying the position of **university lecturer / scientific researcher IIIrd degree** are the following:

(a) holding the doctor's degree;

(b) minimum 7 scientific papers in extenso published in a journal/conference proceedings, out of which minimum 5 indexed in an international data basis [BDI]; of them, the candidate shall be the main author for minimum 2 papers and minimum 2 papers shall be indexed in ISI – for the fundamental domains Mathematics and Natural Sciences, Engineering Sciences, Biological and Biomedical Sciences, Sport Science and Physical Education;

(c) minimum 7 scientific papers in extenso published in a journal/conference proceedings, out of which minimum 5 indexed in an international data basis [BDI]; the candidate shall be the main author for minimum 2 papers and at least 2 papers shall be indexed in ISI or ERIH Plus – for the fundamental domains Social Sciences and Humanities and Arts (except for the branches of science Theology and Arts);

(d) fulfilling the minimum standards for occupying the position of university lecturer, standards approved by art. 156 par. (1) (a) of the Higher Education Law No.199/2023, as subsequently amended and supplemented (for the domain Theology);

(e) minimum 2 scientific papers in extenso published in a journal/conference proceedings indexed in an international data basis [BDI], published with prestigious publishing houses, of reference for the scientific domain and minimum 2 participations in the capacity as director, screenwriter, dramatist, choreographer, actor, scenographer, sound designer, theatre composer, light designer, image director, image/sound editor or any other creations that fall under copyright or other related rights – carried out/produced/broadcast in professional institutions (public, private or independent) in the country or abroad – for the domain Theatre and Performing Arts;

(f) minimum 4 scientific papers in extenso published in a journal/conference proceedings indexed in an international data basis [BDI], published with prestigious publishing houses, of reference for the scientific domain and/or participations in concerts/recitals/performances in the capacity as composer, conductor, director, ballet master, soloist, member of a chamber orchestra of up to 10 persons (performers), performances with distinct programmes carried out under conditions of national, regional, local visibility – for the domain Music;

(g) minimum 2 scientific papers in extenso published in a journal/conference proceedings indexed in an international data basis [BDI] and minimum 2 national personal exhibitions in museums and prestigious galleries or similar activities specific to the subdomains: design (graphic design, industrial design, environmental design), fashion/fashion design, mural art, public art, conservation-restoration – for the domain Visual Arts.

Art. 14 The minimum requirements for entering the competition for occupying the position of **associate professor / scientific researcher IInd degree** are the following:

(a) holding the doctor's degree;

(b) fulfilling the minimum standards for occupying the position of associate professor / scientific researcher IInd degree, relevant to the scope of the position, standards approved by art. 156 par. (1) (a) of the Higher Education Law No.199/2023, as subsequently amended and supplemented.

(c) The candidate's Merit Indicator (IM) of minimum 50.

Art. 15 The minimum requirements for entering the competition for occupying the position of professor / scientific researcher Ist degree are the following:

(a) holding the doctor's degree;

(b) holding the habilitation attestation;

(c) holding the doctoral supervisor capacity and minimum 4 doctoral candidates in financed stage, (as per the list of PhD supervisors and students currently enrolled at the doctoral school), in order to demonstrate the capability of coordinating researchers, including by supervising doctoral candidates;

(d) fulfilling the minimum standards for occupying the position of professor / scientific researcher Ist degree, relevant to the scope of the position, standards approved by art. 156 par. (1) (a) of the Higher Education Law No.199/2023, with subsequent amendments;

(e) The candidate's Merit Indicator (IM) of minimum 80 points.

Art. 16

(1) In order to occupy the positions of teaching assistant, research assistant, scientific researcher, the grades obtained for the competition tests shall be minimum 7, whereas the mean obtained for the competition test shall be minimum 8;

(2) In order to occupy the positions of lecturer, associate professor, professor, scientific researcher IIIrd degree, scientific researcher IInd degree, scientific researcher Ist degree, the minimum grade obtained for each competition test shall be "good".

CHAPTER III
Organization and unfolding of the competition for occupying vacant didactic and research positions
SECTION 1
General frame methodology

Art. 17

(1) The competition for occupying a didactic or research position is organized only if this is declared vacant.

(2) A position is considered vacant if it is mentioned as such in the workload plan that is annually drafted or becomes vacant during the academic year.

(3) The position becomes vacant in one of the following ways:

a) cessation of the work contract, in compliance with the law;

b) transfer of the person occupying the position to another position within the same higher education institution as a result of winning a competition.

(4) Didactic and research positions cannot be proposed for competition by transforming an occupied position into a superior rank position.

Art. 18

(1) The competition for occupying a didactic or research position for an undetermined period can

be organized only after the position under tender is published by the Ministry of National Education in the Official Gazette of Romania, Part III.

(2) The Council of Administration of POLITEHNICA Bucharest shall send the following documents to the Ministry of National Education in order to be published in the Official Gazette of Romania, Part III:

a) the list of positions proposed for tendering and their structure, signed by the rector and stamped;

b) excerpt from the workload plan that comprises the positions tendered, signed by the rector, dean and head of department;

c) in the case of didactic positions, the rector's affidavit, ascertaining that all the didactic positions proposed for tendering have in their structure only disciplines in the curricula of the specializations/programmes of studies legally established, including the form of education and place of unfolding;

d) The competition methodology for occupying vacant didactic and research positions at National University of Science and Technology POLITEHNICA Bucharest.

(3) A request for publishing the tendered position in the Official Gazette of Romania, Part III shall be sent to the Ministry of National Education within the first 30 working days since the beginning of each semester of the academic year.

(4) The Ministry of National Education verifies the documents received and the structure of the positions with reference to the legal provisions in force and sends them to the Official Gazette of Romania with a view to publishing the proposed positions.

(5) Competition procedures can start only after the tendered position is published in the Official Gazette of Romania, Part III. The first competition test shall be scheduled at least 2 months after the competition announcement is published in the Official Gazette of Romania. The entry to the competition process shall begin on the day when the competition announcement is published in the Official Gazette of Romania, Part III and shall end 15 working days before the unfolding of the first competition test.

(6) The proposal for organizing the competition for a vacant position is made by the head of department in the structure of which the position is located, by means of a report approved by the Council of the Department, within max.10 working days since the beginning of the academic semester.

(7) The list with the positions proposed for tendering shall be approved by the Faculty Council, under the signature of the faculty dean, and submitted, within max.15 working days since the beginning of the academic semester, to the Council of Administration with a view to being approved in compliance with art. 139 d) of the Higher Education Law no. 199/2023, as subsequently amended and supplemented.

(8) The announcements regarding the tendering of vacant didactic and research positions shall be published by means of the following ways, which include:

a) a visible place, on the main page of the university website.

b) a specialized website, administered by MEN, called the webpage of the competition for occupying vacant didactic and research positions in higher education.

(9) On the webpage dedicated to the publication of vacant didactic and research positions in higher education, administered by MEN, the following information items shall be published:

a) a short description of the position being tendered;

b) the teaching load and the types of activities included in the teaching load in the case of

didactic positions, the research load and the types of activities included in the research load in the case of research positions as well as any other responsibilities pertinent to the position being tendered;

c) minimum salary for the position at the moment of employment;

d) competition calendar approved by the university Council of Administration;

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;

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.

(10) The announcements for the positions of associate professor, professor, scientific researcher IInd degree and scientific researcher Ist degree shall be published in English as well.

Art. 19

(1) The following items of information shall be published on the university web page, no later than within 5 working days since the deadline for entering the competition, for each candidate, with the observance of the personal data protection according to Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/CE (General Data Protection Regulation):

a) Curriculum Vitae;

b) Checking card for fulfilment of minimum standards;

c) Full list of publications.

(2) The same data shall be uploaded to the competition web page administered by MEN as well.

Art. 20

(1) Competitions are open.

(2) The competition methodology shall not contain provisions that discriminate candidates on the basis of sex, ethnic or social origin, nationality, religion or faith, disabilities, political views, social or economic status.

(3) The description of the position being tendered shall be done in comprehensive terms corresponding to the real needs of the university in order not to limit the number of potential candidates in an artificial manner.

Art. 21

(1) The following persons are considered involved in the competition procedure:

a) persons that participate in the decision-making process regarding the appointment of the competition commission;

b) persons that are members or deputy members of the competition commission;

c) persons that are involved in professional or administrative decision making within the competition;

d) Persons that are involved in the resolution of appeal issues.

(2) Persons involved in one of the situations mentioned in art. 201 par. (4) of the Higher Education Law no. 199/2023, as subsequently amended and supplemented, or in art. 5 par. (3) of the present methodology, cannot be involved in the competition procedure;

(3) In the case when, as a result of the winning of a competition by a candidate, one or more persons from the university is/are to find themselves in a situation of incompatibility according to the

provisions in art. 5 par. (3), the appointment to the position and the conferment of the academic title or professional research-development degree shall occur only after the situation/situations/issue/issues of incompatibility is/are resolved. The manner of resolving the situation/issue of incompatibility shall be communicated to the Ministry of National Education, within 2 working days since the resolution date/.

SECTION No 2
Entering the competition

Art. 22

(1) In view of entering the competition for occupying a didactic / research position, the candidate shall prepare a file (in printed form) comprising, at least, the following documents:

a) a request for entry in the competition (Appendix 2), signed by the candidate,

b) an affidavit regarding the truthfulness of the data presented in the file (Appendix 3)

c) a proposal for the candidate's academic career development, 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;

d) the candidate's curriculum vitae in printed format [signed by the candidate] and in electronic format [pdf] (Europass template). The printed Curriculum vitae shall contain the candidate's contact details (phone number, e-mail address). In the electronic format the contact details and other personal data shall be anonymised.

e) the candidate's publications list in printed format [signed by the candidate] and in electronic format [pdf];

f) checking card for fulfilment of the university standards for entering the competition, filled in and signed by the candidate in printed format and in electronic format [pdf] (Appendix 4);

g) documents ascertaining the fact that the candidate holds a doctor's degree: notarized copy of the doctor's diploma and, in case the original doctor's diploma is not recognized in Romania, the notarized attestation of its recognition or equivalence. In the case of a position of a teaching assistant or of a research assistant for a determined period: a notarized copy of the doctor's diploma or a certificate from the doctoral school ascertaining the fact that the candidate is a doctoral student enrolled in a program of doctoral studies, without exceeding the maximum period of studies within the time extension permitted by the law.

h) a summary, in Romanian and in a language of international circulation, of the doctoral thesis, on maximum one page for each language;

i) a candidate's affidavit in which the incompatibility situations are mentioned, as stipulated in Law of Higher Education 199/2023, as subsequently amended and supplemented, in which they may find themselves in the case of winning the competition, or the lack of such incompatibility situations (Appendix 5);

j) in the cases stipulated in art.8 par. (1) and (2), notarized copies which ascertain the fact that the candidate holds the respective medical titles;

k) notarized copies of other diplomas attesting to the candidate's studies (bachelor, master, postgraduate), including the grade transcripts certifying the obtained results);

l) a 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;

m) in case the candidate has changed their name, copies of the documents certifying the change of name – marriage license, definitive decision of divorce or proof of name change;

n) maximum 10 publications, patents or other works of the candidate, in electronic format, selected by them and considered to be the most relevant for their own professional achievements (in the case of works that are not available in electronic format, scanned copies shall be used in pdf format).

o) for the candidates for the position of associate professors/ scientific researcher II degree and for professors/scientific researcher I degree: 3 letters of recommendation, according to art. 24;

p) a certificate of criminal record

q) a certificate of behaviour integrity

r) a medical certificate – occupational medicine, issued on a specific form established by the Joint Order of the Ministry of Education and Health, no. 4060/1502/2024 (for the didactic positions) (Appendix 13)

s) a mental health certificate for the teaching profession, issued according to the stipulations of the Joint Order of the Ministry of Education and Health no. 4060/1502/2024 (Appendix 14)

t) a standard declaration form for non-plagiarism (Appendix 6);

u) **a** consent declaration as regards the agreement for personal data processing (Appendix 7);

v) a receipt from the university cashier's office for the competition entering fee, for the positions of associate professor / scientific researcher II degree and professor/ scientific researcher I degree, in accordance with the decision of the POLITEHNICA Senate regarding the fee system.

w) a list with the documents within the competition admission file.

2) All the pages in the file shall be numbered.

3) 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 their financing sources, the amount of financing and the main publications or patents resulted from each of them;

d) data on prizes or other forms of recognition of the candidate's scientific contributions.

(4) The set of documents stipulated in art. 22 par. (1) 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 address specified on the web page of the competition, directly or by means of mail or courier services that permit confirmation of receipt, or by e-mail, to the e-email address specified on the web page of the competition, with confirmation of receipt. The competition file is transmitted to the members of the competition commission starting with the date when the process of submitting the competition files is closed, but not later than 5 working days before the date of the first competition test.

Art. 23

(1) The competition file shall contain the research papers, the articles/ papers, the candidate's publications, relevant in the domain of the disciplines of the position, and the list shall be drawn up as follows:

a) list of the maximum 10 publications considered by the candidate as the most relevant for the domain of the disciplines of the position. The latter 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 specialized conferences;

g) other works and scientific contributions or, as the case may be, from the domain of artistic creation.

(2) It is recommended to use the symbolization codes for the papers in accordance with Appendix 8. Equally, it is recommended to mention for each of the papers included, whenever possible, all the useful pieces of information for the evaluation of the respective publication, such as: the journal (ISSN included), the access number of the paper (WOS), quoted (Impact Factor) or indexed (no impact factor) in ISI Web of Science– Clarivate Analytics (with the specification of the section Web of Science); the same for conferences indexed in ISI Web of Science – Clarivate; 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 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 citations etc.

Art. 24

(1) Candidates for the positions of associate professor or scientific researcher II degree shall include in the competition file at least 3 recommendation letters from personalities in the respective domain, from Romania 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 candidate's professional qualities.

(2) The candidates for the positions of professor or scientific researcher I degree shall include in the competition file at least 3 recommendation letters of personalities in the respective domain from abroad, who have accepted to draft letters of recommendation regarding the candidate's professional qualities.

(3) In the case of domains with Romanian specificity, the letters of recommendation for the candidates for these positions can also come from personalities in the respective domain from Romania, external to the institution of higher education within which the position is being tendered.

(4) Letters of recommendation must include the contact details of their authors, the justification for the recommendation, and details regarding any collaborations and/or the context in which the recommended person became known to the respective author.

(5) Prominent figures from abroad must send the letters of recommendation both to the candidates (in hard copy) for inclusion in their application dossiers, and to the International Relations Department of POLITEHNICA Bucharest (in electronic format – PDF) at recommendationletter@upb.ro.

Art. 25

(1) 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 POLITEHNICA.

(2) The legal notice shall be issued by the specialized department, after the scientific commission's resolution for the verification of the data in the card for the fulfilment of the standards for occupying didactic and research positions, stipulated in art.22, par.(1), as well as of other documents required upon entering the competition. The scientific commission in charge with the verification of the fulfilment of standards for occupying of didactic and research positions shall be appointed by the rector's decision, at the proposal of the administrative council.

(3) The approval and the resolution 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.

SECTION 3
Unfolding the competition

Art. 26

(1) The competition shall take place within a period of 45 days, maximum, after the period of entering the competition is over.

(2) The competition shall consist in the evaluation of the candidates' scientific activity and the didactic competences for the didactic positions, and, respectively, in the evaluation of the scientific activity and of the research competences the for the research positions.

Art. 27

(1) The candidates who fulfil the legal requirements for participation in the competition and who have received the favourable legal notice shall be invited to take part in the competition tests. The following data shall be announced on the web page of POLITEHNICA Bucharest: the day, the time, and the place of the competition tests.

(2) The competition commission shall evaluate the candidate from the viewpoint of the following aspects:

a) the relevance and the impact of the candidate's scientific results, in relation to the domain of the disciplines of the position for which the latter candidates;

b) the candidate's capacity to guide students or young researchers;

c) the candidate's didactic/research competences, for the positions that include didactic activities,

d) the candidate's capacity to transfer their knowledge and results towards the social or economic environments, or to make known their own scientific results;

e) the candidate's capacity to work in a team and the efficiency of their scientific collaborations, depending on the candidate's specific domain;

f) the candidate's capacity to manage research-development projects;

g) the candidate's professional expertise in other institutions than the institution organizing the competition.

(3) If the position is that of a teaching assistant/lecturer, the competition commission shall check if the standards specific to the position are met, from the point of view of didactic and scientific relevance, as approved by the university senate, according to the law.

(4) If the position is that of associate professor/professor, the competition commission shall check if the standards of POLITEHNICA Bucharest are met, from the point of view of didactic and scientific relevance. These standards shall not derogate from the minimal national standards approved according to art. 156 par. (1) letter a) in Law of Higher Education no.199/2023, as subsequently amended and supplemented.

(5) If the position is that of a researcher, the competition commission shall check if the minimal national standards specific to the professional degrees of research-development are met, approved according to art. 156 par. (2) in Law of Higher Education no.199/2023, as subsequently amended and supplemented.

(6) To the purpose of evaluating the candidate, the competition commission may ask the latter for any of the papers in the list of publication, in an electronic format, in addition to the 10 papers stipulated in art. 22, par. (1).

(7) The academic studies at bachelor level, master and doctoral level are evaluated, for each candidate, in relation with the disciplines in the didactic position under consideration.

(8) The criteria stipulated in par. (2) shall be evaluated by the competition commission on the basis of the competition file and, additionally, by means of one or more competition tests, including delivery of lectures (specialized lecture), seminar, practical work etc.

(9) The schedule of the competition test/ tests (date, time, place) shall be announced on the competition web page at least 5 days before the tests.

(10) The tests scheduled in the case of all competitions, referring to the disciplines in the curriculum in the tendered position structure shall be scheduled and taken only once.

Art. 28

(1) There are 3 tests to be taken during the competitions for the positions of a teaching assistant, research assistant and scientific researcher: a written test, an oral test and a practical test (seminar, laboratory or other practical activities – in the case of didactic positions/ practical research paper – in the case of research positions).

(2) The topic of the practical test shall be communicated to the candidate at least 5 working days before the test.

(3) It is recommended that the 3 competition tests should be scheduled on 2 or 3 different days.

(4) The tests shall be graded by each member of the competition commission, with grades between 1

and 10, the final grade of the test being the average.
(5) The head of department and the tenured professors for the disciplines in the respective positions shall establish the curricula – bibliography included – from which the candidates shall be examined. These pieces of information shall be displayed on the department notice board and published on the web page of the competition

Art. 29

(1) Within the competitions for the positions of a lecturer, associate professor, professor, scientific researcher III degree, scientific researcher II degree, scientific researcher I degree, the candidates shall participate in 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 shall be compulsory, apart from the evaluation of the competition file).
(2) For all the positions involving teaching tasks, the candidates who have not delivered lectures before or who do not come from the higher education system, 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's representatives.
(3) The tests mentioned in par. (1) shall be evaluated by the commission with one of the grades: insufficient, sufficient, good, very good.

Art. 30

(1) The head of department 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.)
(2) The heads of the departments that organize the competitions shall ensure the transmittal of the necessary documents to all the members of the competition commissions (appointment in the commission, the Competition file, the POLITEHNICA Methodology).
(3) After the conclusion of the competition commissions' activity, the head of department shall receive the competition materials from the chairpersons of the competition commissions and deliver them to the Faculty Council (files with the competition documents and commissions reports).

SECTION 4
The Competition commission: establishment and duties

Art. 31

(1) The competition commission shall be established after the publication of the announcement for the position tendering, in the Official Gazette of Romania, Part III, for each of the positions tendered.
(2) The competition commission shall comprise 5 members, its chairperson included, specialists in the domain of the tendered position or in adjacent domains, for all the types of didactic positions.
(3) The competition commission shall also comprise substitute members. 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.
(4) The Council of the department in whose structure the position is, shall make the proposal for the nominal structure of the competition commission and it shall write the minutes, signed by the head of department.
(5) Based on the proposal mentioned in par.4, the dean shall require the approval of the faculty council regarding the nominal structure of the competition commission (Appendix 9). The approval shall be written down in the faculty council meeting minutes, signed by the dean.
(6) The nominal structure of the competition commission and the faculty council approval shall be transmitted to the POLITEHNICA Senate and subjected to its approval. After the approval by the academic senate, the competition commission shall be appointed by the rector's decision.
(7) Within two working days since the rector's decision was issued the decision shall be transmitted

to the Ministry of Education, and the nominal structure of the competition commission shall be published on the web page of the competition. In the case of the positions of associate professor, professor, scientific researcher II degree and scientific researcher I degree, the university shall publish the structure of the competition commission in the Official Gazette of Romania, Part III.

Art.32

(1) The decisions of the competition commission shall be taken by means of its members' secret vote. A decision of the commission shall be valid if it has the vote of at least 3 members of the commission.

(2) The proceedings of the competition commission shall be chaired by the president of the commission.

(3) The members of the commission can be from within POLITEHNICA or from outside it, from Romania or from abroad, who, on the date when the competition announcement was published, have a work contract with the respective higher education institutions.

(4) In the case of a position of an associate professor, professor, scientific researcher I and II degree, at least 3 members of the commission shall be from outside POLITEHNICA, from Romania or from abroad.

(5) 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 POLITEHNICA standards corresponding to the tendered position.

(6) It is recommended that in the case of the positions of a teaching assistant, a research assistant, lecturer, scientific researcher III degree, at least 3 members should have the didactic or research degree of associate professor / scientific researcher II or professor / scientific researcher I.

(7) It is recommended that in the case of the positions of associate professor/ scientific researcher III degree, at least 3 members should have the didactic or research degree of professor / scientific researcher I.

(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 Romania can be carried out by means of the approval of the POLITEHNICA senate of the nominal commission structure

(9) The competition commission chairperson shall be one of the following:

a) the head of the department where the tendered position is;

b) the dean or the vice-dean 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.

(10) If the competition commission chairperson is not a senate member, they can be invited over to the validation meeting of the competition by the senate.

SECTION 5
Concluding the competitions

Art. 33

(1) After completing the evaluation process, for each position, the competition commission shall decide the hierarchy of the candidates.

(2) The chairperson of the competition commission shall draft a report on the competition (Annex 10), on the basis of the evaluation reports drafted by each member of the competition commission, and with the observance of the candidates' hierarchy decided upon by the commission.

(3) The commission will decide by vote and will record in the report on the competition whether or not the position put up for competition is occupied by a candidate, respecting the hierarchy of candidates and the provisions of Articles 16 and 27 of this methodology.

(4) The report on the competition shall be approved by the decision of the competition commission and shall be signed by each of the competition commission members. The commission chairperson

will then submit the report and the related documentation to the dean of the faculty.

(5) The faculty council shall analyse the observance of the procedures established by this methodology and give or 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.

(6) After getting the approval of the faculty council, the report of the competition commission, together with the excerpt of the minutes of the council meeting (Annex 12) will be submitted by the dean to the university Senate for approval.

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

(8) 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).

(9) The competition result shall be published on the competition web page, within 2 working days after its end.

SECTION 6
Appeal Committee: Setting-up, Responsibilities

Art. 34

(1) In the case when a candidate has elements that can demonstrate irregularities of the evaluation procedures specified in Article 27(2) and/or for non-observance of the legal procedures of the competition, the candidate can submit an appeal within 3 working days since the result was communicated to them.

(2) The appeal shall be filed in written format, it shall be registered and and submitted with the POLITEHNICA Bucharest Registrar's office. The appeal will be submitted to the appeals committee for resolution by the chancellor of the university senate.

(3) The appeal committee examines the issues raised by the candidate through the appeal filed, which it resolves within 48 hours of its registration and on which it draws up a report, before publication of the results of the contest.

(4) In order to establish the structure of the appeal committee, the same procedure shall be covered as in the case of establishing the competition commission structure.

(5) The competition commission members cannot be members of the appeal committee.

(6) Following approval by the university senate, the appeal committee is appointed by decision of the rector, which is published in the Official Gazette of Romania, Part III-a, together with the publication of the decision of the rector appointing the competition commission.

(7) After its approval in the faculty council, both the report of the appeal committee and the report of the competition committee are submitted for approval by the dean of the faculty to the senate of the higher education institution.

SECTION 7
Appointment

Art. 35

(1) Following the approval of the contest result by the university senate, the rector issues a decision for the appointment and award of the corresponding university title for the successful candidate. The appointment on the tenured positions in contest shall be made starting with the semester following the one in which the contest was held.

(2) In accordance with Art.14 paragraph (4) of Law No. 183/2024 on the status of research, development and innovation personnel, the file containing the documents related to the competition for the position of CS II or CS I is analyzed and administratively verified at the university level by a commission appointed by the rector's decision, and the fulfillment of the minimum standards for conferring the professional degree of research and development of CS II or CS I is approved by the university senate.

(3) The appointment on the position and granting of the title of teaching assistant/ research assistant of the candidate who is a **doctoral student** shall be done for a determined period of time, which cannot exceed a total of 6 years.

(4) The decisions on appointment and granting of the corresponding academic title/ degree to the successful candidates, accompanied by a synthetic report on the organization and conduct of the competition/contests in the institution of higher education, shall be transmitted, within 5 days from the issuance, in electronic format/on electronic support, accompanied by a submission letter, to the National Commission for the Attestation of Titles, Diplomas and University Certificates (CNATDCU), through the specialized direction of the Ministry of Education.

SECTION 8
Organizing and conducting competitions for filling vacant research positions in higher education institutions

Art. 36

(1) By exception to the provisions of art.26 (1) and art.31 (2), for research positions, the provisions of Law no. 319/2003, as subsequently amended and supplemented, shall apply.

(2) In order to conduct competitions for research positions in higher education institutions, the provisions of Law no. 319/2003, as subsequently amended and supplemented, are fulfilled as follows:

a) those provided for the scientific council of the institution, by the faculty council;

c) those provided for the scientific secretary or the scientific director of the unit, by the head of department, the head of the doctoral school, dean or vice-dean, according to the provisions of this methodology.

Art. 37 In the case of the positions of IInd degree scientific researcher and Ist degree scientific researcher, the competition file, together with the report of the commission and the accompanying documents, shall be submitted to the National Council for Attestation of Titles, Diplomas and University Certificates (CNATDCU), which will validate the results of the contest.

CHAPTER IV
Temporary occupation of vacant didactic positions by invited associated teaching staff

Art. 38 Reserved, vacant or temporarily vacant teaching positions are covered by hourly payment, and shall be filled in, in order of priority, by either the tenured didactic staff in POLITEHNICA Bucharest or by the associated teaching staff, in accordance with art. 203 par. (1) of the Law on

Higher Education no. 199/2023, as subsequently amended and supplemented, and with the Regulations for the drafting of the workload plans, annually approved by the university senate.

Art. 39

(1) The invited associated didactic / research staff can carry out activities of all the types included in the vacant positions, for a fixed duration. The teachers / researchers in this category must be specialists, from the country or abroad, who are recognized in the domain of the position and of the disciplines that are covered.

(2) The Romanian or foreign specialists with recognized scientific and professional value in the domain, invited as associated teachers, can fill in the vacancy even if they do not hold a doctoral degree, on the basis of the evaluation of the submitted file, by the commission established to this purpose at department level, and approved by the Council of Administration.

(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.

(4) The commission comprises the head of department and at least 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.

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

(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 Council of Administration.

(7) Proposals received from the faculty are approved by the university Council of Administration and the university senate.

(8) Temporary employment of the associated teaching staff is made by Rector’s decision.

Art. 40

(1) In case academic necessities require it, for a determined period of time, the university Council of Administration can approve the invitation to POLITEHNICA Bucharest 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.

(2) The employment, as invited associated teaching staff, of specialists with recognized scientific and professional value in the field, from the country or from abroad, who do not hold a PhD is to be approved by the department council, based on the evaluation of the submitted file, by a commission established for that purpose at the department level, and then approved by the management board.

(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 then by the faculty council, based on a file drawn up within the respective department. The final approval shall be granted by the university senate.

(4) The file drawn up within the department where the vacancy exists shall comprise: the

department report on the necessity of temporary employment of the position by an invited associated teacher; the department recommendation for a certain person, with reference to the specifics of the position to be occupied and to the candidate's performances, in relation to the minimum requirements for filling a similar position in POLITEHNICA Bucharest; CV and publication list of the recommended person; other information in support of the proposal made.

(5) The employment 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.

CHAPTER V
Final and Transitory Provisions

Art. 41 If the post taken out was not filled, the contest may be resumed, in full compliance with the competition procedure, in the next semester or academic year, as the case may be.

Art. 42

(1) The result of the contest shall be published at the headquarters of POLITEHNICA Bucharest, on the web page of the university, within two working days from the completion of the contest. The result of the contest is also uploaded on the electronic platform managed by the Ministry of Education.

(2) Each organizing higher education institution shall draw up annually, by September 1st at the latest, a synthetic report, in electronic format, on the organization, unfolding, and finalizing competitions for teaching and research positions. The report is to be sent for notification to CNATDCU, through the specialized department of the Ministry of Education.

Art. 43

(1) The heads of the departments, the deans of the faculties and the rector are held responsible by the university senate for the proper conduct of the competitions for the occupation of the teaching and research positions, under the conditions of compliance with the quality norms, the, ethics and deontology of the university and of the legislation in force.

(2) Provided that irregularities are found, the university senate may apply sanctions specified in its own methodology, and go as far as to order the dismissal of departmental directors and deans, based on the justified proposal of either the board of directors, the rector, or by their own accord, with the approval of all parties involved.

(3) In case of non-compliance with the legal provisions in the procedure of filling the teaching and research positions, the Ministry of Education may apply the sanctions provided by law, based on a report drawn by CNATDCU.

(4) If the courts find procedural irregularities regarding the competition for filling the teaching and research positions in the higher education institutions, the contest is cancelled and resumed.

Art. 44

(1) The assignment to a teaching position is conditioned by the presentation of a medical certificate issued on a specific form, adopted by the joint order of the Ministry of Education and the Ministry of Health no.4060/1502/2024. The certificates needed for one's practising their profession are settled by joint order of the Ministry of Education and the Ministry of Health no.4060/1502/2024, published in the Official Gazette of Romania, no.286/02.04.2024, Part I.

(2) Maintenance in a teaching position is conditioned by regular medical check-ups. The periodicity and the issuance of certificates for one's practising their profession are regulated by the order provided in paragraph (1), and the funds necessary for these check-ups are ensured from the

state budget.

(3) The members of the teaching staff who consider themselves wronged may request an expertise of their working capacity in the field of education.

(4 In cases of professional incapacity of a psycho-behavioural nature of the staff employed in a higher education institution, the institution may request, upon notification from any factor involved in the educational process, by decision of the board of directors, a new complete medical examination.

(5) The situations of professional incapacity of a psycho-behavioural nature are analysed and established by a commission of 3-5 members, medical specialists, appointed at the level of the university, on the basis of a protocol concluded between the Ministry of Education and the Ministry of Health, which conducts the analysis of the work capacity in the field of education.

(6) The refusal of the teaching staff to go through medical check-ups constitutes a disciplinary misconduct and may lead to the dissolution of the individual employment contract.