

METHODOLOGY

on the occupation of teaching and research positions

Transilvania University of Braşov organizes competitions for vacant fixed-term or permanent teaching and research positions in accordance with the Law of Higher Education no. 199/2023, with subsequent amendments, with the Framework-methodology on the competition for filling vacant teaching and research positions in higher education, approved through G.D. no. 1339 of 29.12.2023, with the Law 319/2003 on the Status of the research and development personnel, with G.D. no. 286/2011 on the approval of the Framework-regulation on the establishment of the general principles for filling a vacancy or temporary vacancy corresponding to contractual positions, and of the criteria for the promotion of the contractual staff in the budgetary sector paid from public funds to immediately higher professional ranks or levels, with this Methodology, as well as with the orders of the relevant ministry as regards the competitions for the positions in higher education.

Art.1 (1) The teaching and research positions are established according to the University's strategic development plan and to the available financial resources.

(2) In cases where the bachelor's major or the doctoral field on a candidate's diploma is no longer in the nomenclature of academic fields and majors on the date of the competition or where, on the date of a candidate's being awarded the bachelor's degree or title of Doctor, the scope of the position did not exist, the council of the department that opened the vacancy is required to make the equivalence with one of the existing fields.

(3) A research position is vacant according to the specifications in the staffing schedules of the departments or to the mentions in the staffing schedules for the research, auxiliary teaching and non-teaching personnel. A research position may become vacant throughout the academic year.

Art.2 In order to fill a teaching or research position, candidates must have graduated with a bachelor's degree diploma or the equivalent thereof from an academic specialization in the field of the vacant position, respectively s/he must hold title of Doctor in the field of the position. For the positions of fixed-term Assistant Professor, the candidates may also have the quality of a doctoral student in the field of the position.

(2) In case the doctoral field entered on a candidate's diploma is no longer found in the nomenclature of fields on the date of the competition or in situations where, on the date a candidate obtained the title of Doctor, the field of classification for the position did not yet exist, the Department Council that opened the position for competition is requested to equate it with one of the existing fields.

(3) By way of exception and with prior approval of the Executive Board, a position open for competition may also be defined as an interdisciplinary position. In this case, the department that opens the position will indicate a main field and a secondary field. Candidates need to hold diplomas of studies in both fields, but they must hold a bachelor's degree or the equivalent thereof in the field defined as main.

Art.3 The candidates to a teaching position must have both the specialism attested to by diplomas (according to art. 2 and art. 7) and a scientific performance in accordance with the field of subjects within the structure of the position for which they are applying.

Art.4 (1) The proposal to open teaching positions for competition is made by the Department Council and endorsed by the Faculty Council. The proposal (which includes the job vacancy, its place in the staffing



schedules, its subjects, the field/s of the position and the bibliography) is transmitted to the Vice-Rectorate for didactic activity.

(2) The proposal to organize a competition for research positions is made by the Department Council or by the manager of projects / grants / research-development-innovation contracts, for the positions exclusively financed from the budget of projects / grants / contracts, and it is endorsed by the Faculty Council. The proposal is transmitted to the Vice-Rector for scientific research and informatization.

(3) The approval to open the vacancies for competition lies within the competence of the Executive Board, according to art. 139 let. d) in the Law of Higher Education no. 199/2023, with subsequent amendments.

(4) For the positions with an identical structure, only one competition is organised, and the candidates will be ranked according to the results obtained at the competition tests. The procedural forms will be updated accordingly.

Art.5 (1) The competitions for research positions are organised in accordance with the University's Policy on the open, transparent and merit-based recruitment of researchers, with the European Charter for Researchers and with the Code of Conduct for the Recruitment of Researchers.

(2) The competitions for fixed-term Third-Degree Scientific Researcher, Scientific Researcher and Scientific Research Assistant positions, including the positions financed from the budgets of projects / grants / research-development-innovation contracts, are conducted according to the provisions of GD 286/2011 with subsequent amendments. For this category of positions, by way of exception, the provisions of this Methodology on the organization and conduct of competitions do not apply.

Art.6 (1) The announcement on the competition for vacant permanent teaching positions shall be published at least two months before the date of the first competition test.

(2) The registration for the competition to fill the vacant teaching positions begins on the day of the publication of the position open for competition in the Official Gazette of Romania, and it ends 15 calendar days before the first competition test.

(3) Applicants to the research positions shall register for the competition within 30 days from the date of publication of the job announcement.

(4) The vacancy notices for permanent positions shall be published in at least the following ways:

- a) on the main page of the university's website;
- b) on a specialised website, administered by the relevant ministry;
- c) in the Official Gazette of Romania, Part III;
- d) in a national newspaper, for research positions.

(5) As regards the fixed-term positions, the provisions related to the publication of the announcement on the competition for teaching and research positions in the Official Gazette of Romania and on the competition-related webpage administered by the Ministry do not apply.

(6) Complete information about the competition can be found on the specialised webpage administered by the Ministry, and on the University's webpage.

(7) At least the following information will be published on the competition webpage (UNITBV), within the time limit stipulated in par. (1):

- a) description of the position open for competition;
- b) the duties/activities related to the position put up for competition, including the teaching load and the types of activities included in the teaching load, in the case of teaching positions, respectively the research load in the case of research positions;
- c) the minimum salary for that position at the time of employment;
- d) the competition schedule;
- e) the topic of the competition tests, including lectures, courses, or the like, or the set of topics out of which the competition committee can choose the topic of the tests actually held;
- f) the description of the competition procedure;
- g) the complete list of the documents that the candidates must include in the competition file;



- h) the address to which the competition file must be sent.
- (8) The calls for the competitions for the positions of Associate Professor, Professor, Second-Degree Scientific Researcher and First-Degree Scientific Researcher will be published on the webpage administered by the Ministry in the English language as well.
- (9) The following will be published on the dedicated webpage administered by the Ministry and on the University's website, no later than within 5 working days from the time limit of registration for the competition, for each of the registered candidates, subject to compliance with the protection of personal data, under the law:
- a) curriculum vitae;
 - b) the verification sheet on the compliance with the minimum standards.
- (10) The competition at the university level is conducted and completed according to its own calendar, proposed by the Faculty Council and approved by the Executive Board.

Art.7 (1) Romanian or foreign citizens may participate in the public competition, without any discrimination, under the law.

(2) For the position of **Assistant Professor**, the candidates need to cumulatively meet the following requirements:

- a) to hold a doctoral degree in the field of employment, or to have the status of a doctoral student in the field/s of the position in the case of fixed-term Assistant Professor positions;
For the positions defined as multidisciplinary, the degree of Doctor may be in the main field or in the secondary field;
- b) to meet the university's own standards:
 - b1) to have graduated from the bachelor's degree course of study in the field of the position with an average of at least 8.50 (eight and 50%), [(average grade of the study years + average grade at the bachelor's / diploma final exam) / 2] – an elimination criterion in the stage of candidate's eligibility verification;
 - b2) 3 articles / studies in the position-related topics, published in journals or in volumes of proceedings of nationally or internationally recognized scientific events, or artistic and sporting achievements;

(3) The fixed-term Assistant Professor position is occupied at Transilvania University Braşov for maximum 4 years. Doctoral students can fill a fixed-term Assistant Professor position for a definite period of maximum 6 years, according to art. 202, par. 4 in the Law of Higher Education no. 199/2023, with subsequent amendments.

(4) For the position of **Lecturer**, the candidates need to cumulatively meet the following requirements:

- a) to hold a doctoral degree in the field of the position;
For the positions defined as multidisciplinary, the degree of Doctor may be in the main field or in the secondary field;
- b) to meet the university's own standards:
 - b1) to have graduated from the bachelor's degree course of study in the field of the position with an average of at least 8.50 (eight and 50%), [(average grade of the study years + average grade at the bachelor's / diploma final exam) / 2] – an elimination criterion in the stage of candidate's eligibility verification;
 - b2) 5 articles / studies in the field of the position-related topics, published in journals or in volumes of proceedings of nationally or internationally recognized scientific events, or artistic and sporting achievements equivalent thereto;
 - b3) a specialised volume (monograph or academic textbook) for one of the subjects related to the position open for competition.

(5) For the positions of **Associate Professor and Professor**, the candidates need to cumulatively meet the following requirements:



- a) to hold a doctoral degree in the field of employment; as regards the positions defined as interdisciplinary, the doctor's degree can be in the main field or in the secondary field;
- b) to have graduated from the bachelor's degree course of study in the field of the position with an average of at least 8.50 (eight and 50%), [(average grade of the study years + average grade at the bachelor's / diploma final exam) / 2] – an elimination criterion in the stage of candidate's eligibility verification, except for those who have obtained the habilitation to supervise doctorates;
- c) to meet the national minimal standards for filling teaching positions, specific to the Associate Professor or Professor teaching positions, approved by Order of the Minister of National Education, according to the regulations in force on the date of the competition; as regards the fields defined as interdisciplinary, it is also necessary to meet the CNATDCU standards for the secondary field, to an extent of minimum 50% of the total score established for that field.
- d) the position of Professor requires holding the certificate of habilitation.

(6) In order to occupy the relevant positions within medical higher education, except for the positions in the subjects that have no equivalent in the network of the Ministry of Health and those in preclinical subjects, the following conditions must be met, in addition to those provided in para. (2)-(3):

- a) for the permanent positions of Assistant Professor – to hold the title of resident doctor or a higher medical degree;
- b) for Lecturer or Associate Professor – to hold the title of specialist doctor;
- c) for Professor – to hold the title of primary doctor.

(7) For the position of **Scientific Research Assistant**, the candidates need to cumulatively meet the following requirements:

- a) to hold the doctoral degree in the field of the position or the status of a doctoral student;
- b) to meet the university's own standards:
 - b1) minimum 30% of the grading score of CNATDCU specialised committee for the position of Second-Degree Scientific Researcher, according to the minimal necessary and compulsory standards for conferring teaching degrees within higher education, as well as professional research and development degrees, which are in force at the date of registration for the competition.

(8) For the position of **Scientific Researcher**, the candidates need to cumulatively meet the following requirements:

- a) to hold the doctoral degree in the field of the position;
- b) to meet the university's own standards:
 - b1) at least one article in a Clarivate Analytics (ISI Web of Science) Q1 (first Quartile) or Q2 (second Quartile) classified journal on the date of publication;
 - b2) at least one article in a Clarivate Analytics Arts & Humanities indexed journal or a volume as a main author at a publishing house of recognised prestige (if this list is provided by the specialised CNATDCU Committee) or of international prestige (if this list is provided by the specialised CNATDCU Committee) – an alternative criterion, applicable only for socio-humanistic, artistic and sporting fields;
 - b3) minimum 50% of the grading score of the CNATDCU specialised Committee for the position of second-degree Scientific Researcher, according to the minimum necessary and compulsory standards for conferring teaching degrees within higher education, as well as professional research-development degrees, which are in force at the date of registration for the competition.

(9) For the position of **Third-Degree Scientific Researcher**, the candidates need to cumulatively meet the following requirements:

- a) to hold the doctoral degree in the field of the position;
- b) to meet the university's own standards:



- b1) at least one article as a main author in a Clarivate Analytics (ISI Web of Science) Q1 (first Quartile) or Q2 (second Quartile) classified journal at the time of publication;
- b2) at least one article as a main author in a Clarivate Analytics Arts & Humanities indexed journal, or a volume as a main author at a publishing house of recognised prestige (if this list is provided by the specialised CNATDCU Committee) or of international prestige (if this list is provided by the specialised CNATDCU Committee) – an alternative criterion, applicable only for the socio-humanistic, artistic and sports fields.
- b3) minimum 80% of the grading score of CNATDCU specialised Committee for the position of Second-Degree Scientific Researcher, according to the minimum necessary and compulsory standards for conferring teaching degrees within higher education, as well as professional research and development degrees, which are in force at the date of registration for the competition.

(10) For the position of **Second-Degree Scientific Researcher**, the candidates need to cumulatively meet the following requirements:

- a) to hold the doctoral degree in the field of employment;
- b) to fulfil the minimum necessary and compulsory standards for the conferment of the teaching degrees within higher education, and of the professional research and development degrees, which are in force at the date of registration for the competition for the position of Second-Degree Scientific Researcher:
 - c1) at least three articles as a main author in Clarivate Analytics (ISI Web of Science) Q1 (first Quartile) or Q2 (second Quartile) classified journals at the time of publication;
 - c2) at least three articles as a main author in Clarivate Analytics Arts & Humanities indexed journals, or a volume as a main author at a publishing house of international prestige (if this list is provided by the specialised CNATDCU Committee) – an alternative criterion, applicable only for the socio-humanistic, artistic and sports fields;
 - c3) the status of manager for at least one grant / project of research obtained through a national / international competition, or membership in at least 3 grants / research projects.

(11) For the position of **First-Degree Scientific Researcher**, the candidates need to cumulatively meet the following requirements:

- a) to hold the doctoral degree in the field of employment;
- b) to fulfil the minimal necessary and compulsory standards for the conferment of the teaching degrees within higher education, and of the professional research and development degrees, which are in force at the date of registration in the competition for the First-Degree Scientific Researcher position;
- c) to meet the university's own standards;
 - c1) to hold the status of doctoral supervisor;
 - c2) at least three articles as a main author in Clarivate Analytics (ISI Web of Science) Q1 (first Quartile) or Q2 (second Quartile) classified journals at the time of publication;
 - c3) at least three articles as a main author in Clarivate Analytics Arts & Humanities indexed journals, or a volume as main author at a publishing house of international prestige (if this list is provided by the specialised CNATDCU Committee) – an alternative criterion, applicable only for the social-humanistic, artistic and sports fields;
 - c4) the status of manager for at least one grant / project of research obtained through national / international competition.

Art.8 (1) With a view to entering the competition for a teaching and research position, the candidate shall prepare a file containing at least the following documents:

- a) the application form of registration in the competition, signed by the candidate, accompanied by a statutory declaration on the veracity of the information submitted in the file;
- b) the information on the processing of personal data within the competition procedure;



- c) copy of the identity card or, if the candidate does not have an identity card, of the passport or another identity document issued for a purpose equivalent to the identity card or passport;
- d) if the candidate has changed his/her name, copies of the documents attesting to the change of name - marriage certificate or the proof of name change – in certified copy for compliance with the original;
- e) the candidate's statutory declaration in which s/he specifies the situations of incompatibility provided for in the Law of Higher Education no. 199/2023, with subsequent amendments, where s/he would find him/herself in case of winning the competition, or else the absence of these incompatibility situations;
- f) the certificate of criminal record;
- g) certificate of behavioural integrity;
- h) the medical certificate - occupational medicine, with a view to registering in the competition for a teaching position in higher education, according to Appendix 1 of OME no. 4060/27.03.2024, with the mention apt for registering in the competition;
- i) psychiatric opinion, with a view to registering in the competition for a teaching position in higher education, according to Appendix 2 of OME no. 4060/27.03.2024, by which no neuropsychiatric conditions are confirmed;
- j) documents related to the candidate's holding the doctoral degree: certified copy for compliance with the original of his/her diploma of Doctor; and, if his/her original diploma of Doctor is not recognised in Romania, the certificate of recognition or equivalence thereof; as regards the doctoral students who candidate for a fixed-term Assistant Professor position, the certificate of his/her status as a doctoral student;
- k) in the cases provided for in art. 7 para. (6), certified copies for compliance with the original of the documents evidencing his/her holding the said medical degrees;
- l) certified copies for compliance with the original of other diplomas evidencing the candidate's studies;
- m) the candidate's curriculum vitae (Europass model), including the list of the candidate's papers;
- n) the abstract of the candidate's doctoral thesis, in Romanian and in an international language, drawn up on a maximum of one page in each language.
- o) the candidate's suggestion on how to develop his/her academic career; in the case of the competition for occupying teaching positions, the description will refer both to the didactic activity and to the scientific research activity; the suggestion is drawn up by the candidate, covers maximum 10 pages, and is one of the main differentiation criteria between the candidates;
- p) the letters of recommendation mentioned in art. 11.
- q) the verification sheet on the compliance with the university's own standards, the format of which can be found in Appendix 4 – *Verification Sheet on the Compliance with the University's Standards* to this Methodology. The candidates to the positions of Associate Professor and Professor, respectively First- and Second-Degree Scientific Researcher will also fill in the *Verification Sheet on the Compliance with the National Minimal Standards*, using the format set forth for each CNATDCU specialised committee by the Order of the Minister of National Education in force at the time of registration for the competition. As regards the teaching positions defined as interdisciplinary, the candidates will fill in this form for both fields: in terms of the main field, the standards must be fully met, and of the secondary field, no less than 50%. The verification sheets on the compliance with the standards will contain all the identification data (WOS, DOI, ISBN, ISSN, etc.) of the candidate's scientific achievements (including active links in the electronic document). The verification sheets on the compliance with the standards are filled in and signed by the candidate, and verified and endorsed by the scientific committee mentioned in art. 15 of this Methodology;



- r) the list of maximum 10 publications, patents or other papers of the candidate, selected by him/her and considered to be the most relevant for his/her own professional achievements
- (2) On the date of his/her registration for the competition, the candidate will submit all the documents referred to in art. 8 (1) on an electronic storage medium, too. The documents will be organised as follows:
- a) *Official documents* - the archive will include: scanned copies of the documents referred to in art. 8 (1) a- l;
 - b) *Information about the candidate's professional activity* - the archive will include: scanned copies of documents referred to in art. 8 (1) m- r; and, as regards the document in 8 (1) q, the editable version must also be included, with active links to articles/conferences/elements that can be verified online. This section will be maximum 2MB in volume.

Representative papers - the archive will contain the 10 papers selected by the candidate, in full electronic version.

Art.9 The candidate's curriculum vitae shall include:

- a) information about his/her studies and the related diplomas obtained;
- b) information about his/her professional experience and relevant employments;
- c) information about the research and development projects s/he conducted as a project manager and the obtained grants, specifying the amount of funding and the resulting main publications or patents for each source of funding;
- d) information about awards or other tokens of recognition for the candidate's scientific contributions.

Art.10 The candidate's complete list of papers (appended to the CV, according to art. 8 (1) m) shall be structured as follows:

- a) his/her doctoral thesis or theses;
- b) patents and other industrial property titles;
- c) books and book chapters;
- d) articles/studies published in extenso in journals of mainstream international science;
- e) publications issued in extenso in volumes of proceedings of the main specialised international conferences;
- f) other papers and contributions in the field of science or, where applicable, of artistic creation.

Art.11 (1) The candidates to the positions of Associate Professor or Second-Degree Scientific Researcher shall include in the competition file at least three letters of recommendation drawn up by personalities on the matter, in the country or abroad, from outside the higher education which opens the position for competition.

(2) The candidates to the positions of Professor or First-Degree Scientific Researcher shall include in the competition file at least three letters of recommendation drawn up by foreign personalities on the matter.

(3) In the case of scientific fields with Romanian specificity, the letters of recommendation for the candidates to the positions of Professor or First-Degree Scientific Researcher may also come from Romanian personalities on the matter, from outside the higher education institution the position of which is open for competition.

Art.12 (1) The competition file is made by the candidate and is submitted to the address of the higher education institution specified on the competition website, directly or through the traditional mail or courier services that allow confirmation of receipt

(2) Incomplete files shall not be taken into account.

(3) The competition file is sent (electronically or by traditional mail) to the members of the Competition Committee by its Chairperson, starting from the closing date of the submission of the competition files, but no later than 5 working days before the first test of the competition.



Art. 13 (1) The structure of the Competition Committee and of the Appeals Committee is established individually for each vacant position after the publication of calls for the competition.

(2) The Competition Committee and the Appeals Committee, as the case may be, shall include at least two alternate members. For the positions of Associate Professor, Professor, Second Degree Scientific Researcher and First-Degree Scientific Researcher, the alternate members will be only specialists from outside the university.

(3) The Department Council or of the Doctoral School which comprise the open position makes proposals for the nominal structure of the Competition Committee and of the Appeals Committee.

The members of the Competition Committee may not be part of the Appeals Committee.

(4) The structure of the Competition Committee and of the Appeals Committee is proposed by the Dean of the Faculty, based on the proposals stipulated in par. (3) and is endorsed by the Faculty Council.

(5) The nominal structure of the Competition Committee and of the Appeals Committee accompanied by the endorsement from the Faculty Council is submitted for approval to the University Senate.

(6) Following approval by the University Senate, the Competition Committee and the Appeals Committee are appointed by Rector's Decision.

(7) Within two working days from the issuance of the Rector's Decision, the Decision is sent to the relevant Ministry, and the nominal structure of the Competition Committee and the Appeals Committee is published on the competition website. For the positions of Associate Professor, Professor, Second-Degree Scientific Researcher and First-Degree Scientific Researcher, the structure of the Committees is published in the Official Gazette of Romania, Part III.

Art. 14 (1) The Competition Committee and the Appeals Committee are composed of 5 members each, including its Chairperson, specialists in the field of the position open for competition or in related fields. For the positions of Scientific Research Assistant and Scientific Researcher, the Competition Committee and the Appeals Committee consist of the Chairperson and 2 members. For the position of Third-Degree Scientific Researcher, the Competition Committee and the Appeals Committee consist of the Chairperson and 3 members.

(2) In the event of a Committee member's unavailability to participate in the Committee's work, that member is replaced by an alternate member by Decision of the Dean of the Faculty that opened the position for competition. In the event of the Chairperson's unavailability, s/he will be replaced by a full member, also by Decision of the Faculty Dean, and the Committee will be completed with an alternate member.

(3) For the teaching positions, the decisions of the Competition Committee are taken by the members' open vote. A decision of the Committee is valid if it has gathered the vote of at least 3 Committee members. The same rules apply to the activity of the Appeals Committee.

(4) The works of the Competition Committee are presided by the Committee Chairperson.

(5) The members of the Competition Committee can be from inside or outside the university, from the country or abroad.

(6) In order to fill a position of Associate Professor, Professor, Second-Degree Scientific Researcher or First-Degree Scientific Researcher, at least 3 members of the Committee must be from outside the university, from the country or abroad.

(7) The members of the Competition Committee must hold a higher teaching or research degree, or at least equal to that of the position open for competition; or, for foreign members, they must meet the standards of the university corresponding to the position open for competition according to this methodology. The same rules apply to the activity of the Appeals Committee.

(8) For the exclusive purpose of membership in the Competition Committee, the foreign members' teaching or research degrees are equated to the teaching or research degrees obtained in our country under approval from the University Senate of the Committee's nominal structure.

(9) The Chairperson of the Competition Committee and of the Appeals Committee may be:

- a) the Head of Department or, for the research positions, the Coordinator of the Research Centre, or the Director of the Doctoral School within which the position falls;
- b) the Dean or Vice-Dean of the Faculty within which the position falls;



- c) a tenured member of the University's teaching personnel, specialist in the field of the position or in a related field, delegated for this purpose by vote of the Department Council, respectively of the Faculty Council, which organize the competition;
- d) a tenured teaching personnel member specialist in the field of the position or in a related field from another faculty or from another accredited university, in compliance with the provisions of art. 14, para. 7 in this Methodology, in order to avoid the cases of incompatibility.

Art.15 (1) With a view to verifying and confirming by resolution a candidate's compliance with the standards in the verification sheet/s stipulated among the documents listed in art. 8 para. 1, letter (f) of this Methodology, depending on the position a candidate is applying for, the Executive Board nominates, based on the proposals of the faculties, for each specialised field in which vacancies have been put up for competition, a scientific committee composed of minimum 3 (three) members with a teaching degree equal to or higher than the position open for competition, specialists in that field or in a related field to the position open for competition. Based on the approval of the Executive Board, within no more than 30 days from the notification on the positions open for competition to the relevant Ministry, the relevant scientific committee is appointed by Rector's decision. The resolution of the committee, established according to the majority principle, regarding the exclusive fulfillment of the teaching and research standards in the verification sheet set forth in art. 8 para. 1, letter (q) of this Methodology, is assumed by each Committee member's signature and indication of compliance or non-compliance with the standards.

(2) In the case of the positions defined as interdisciplinary, the scientific committee in the main field of the position will give a favourable resolution if the standards of the field are fully met; the scientific committee in the secondary field will give a favourable resolution if the standards of this field are met to an extent of at least 50%.

Art.16 (1) Considering the eliminatory nature of the internal standard on the graduation average in the Bachelor's degree course of study, according to art. 7 of this Methodology, the Legal Department will issue a negative opinion for the candidates who do not meet this standard, and the file verification by the Scientific Committee is no longer required.

(2) A candidate's compliance with the legal terms for entering the competition is certified through the opinion of the Legal Department within Transilvania University of Braşov, taking into account inclusively the acknowledgement of his/her meeting the standards issued by the Scientific Committee referred to in art. 15 and other documents required to enter the competition. The call for competition is communicated to the candidate within maximum 48 hours after its issuance, but no later than 5 working days before the first competition test. Files that have received adverse opinion on the participation in the competition, as well as the rejected candidates' files shall not be returned to candidates.

Art.17 The candidates who meet the legal conditions for entering the competition will be invited by the Executive Board to take the competition tests.

Art.18 (1) The Competition Committee evaluates the candidate from the perspective of the following aspects:

- a) specialization in accordance with the structure of the disciplines in the position or with the scientific research load, related to the bachelor's and/or master's degree studies, as well as to the field in which the doctoral degree is obtained;
- b) relevance and impact of the candidate's scientific results;
- c) the candidate's ability to guide students or young researchers;
- d) the candidate's teaching competences for the positions that entail teaching activities;
- e) the candidate's ability to transfer his/her knowledge and achievements to the economic or social environment, or to disseminate his/her scientific results;
- f) the candidate's ability to work in a team and the efficiency of his/her scientific collaborations, depending on the candidate's field specificity;
- g) the candidate's ability to manage research and development projects;



h) the candidate's professional experience in institutions other than the institution that opened the position for competition.

(2) The Competition Committee has the obligation to verify and ascertain the candidate's compliance with the national minimum standards and with those of the University, for which purpose each member of the Committee, including the Chairperson, will record the findings in his/her own report.

(3) The topic of the scientific lecture / lesson is communicated to the candidates by the Chairperson of the competition committee after consulting the other committee members 48 hours before the start time of the test.

Art.19 (1) The candidate's professional skills are evaluated by the Competition Committee based on of the competition file and, additionally, by two or more competition tests, including his/her giving lectures, courses, seminars or laboratory works, according to the Decision issued by the Faculty that opened the position for competition, under approval from the Executive Board. For all permanent positions, one of the competition tests is a public lecture of at least 45 minutes, in which the candidate presents his/her most significant previous professional achievements and his/her university career development plan. This test shall also include a session of questions and answers from the Committee and audience. The university announces the day, time and place of the tests on the competition website at least 5 working days before the test.

(2) The number and types of tests are notified when the information about the position open for competition is posted on the University's website.

(3) The competition for the position of Scientific Research Assistant and Scientific Researcher consists of written, oral and practical tests, specific to the position. The result of the competition tests is appreciated by each member of the Committee with grades from 10 to 1; the test grade is their arithmetic mean. The Committee shall draw up a concluding report with the recommendation of the candidate who obtained the highest average. Candidates who have obtained at least the grade 8 (eight) for each test.

(4) The competition for the position of Third-Degree Scientific Researcher consists in verifying the fulfilment of the necessary conditions, by analysing the registration file and by examining the candidate by an oral or written test with subjects specific to the profile of the position. The evaluation of the candidate in the competition for the position of Third-Degree Scientific Researcher is made by scoring, the Committee nominating the candidate with the best performances.

(5) The competition for the positions of Second-Degree Scientific Researcher and First-Degree Scientific Researcher consists in the analysis of the application file, the verification of the compliance with the conditions stipulated by law and the grading score-based appreciation, based on of a grid adapted to the specificity of the candidate's workplace and his/her performances.

Art.20 (1) The competitions for teaching positions take place within 45 days from the end of the registration period. The competitions for the research positions shall close within 30 days from the closing date of the registration, at level Competition Committee level, and within 45 days, at institution level, according to Law 319/2003.

(2) In exceptional cases, approved by the Executive Board, the competitions that provide exclusively oral tests can also be held online, on the University's e-learning platform, according to the *Instructions on conducting online competitions for filling a vacant teaching position* (Appendices 2,3 to this Methodology).

(2) The competition consists in the evaluation of the candidates' scientific activity and teaching skills (for the positions with teaching component).

(3) For each position, the Competition Committee decides the hierarchy of candidates and nominates the candidate with the best results. Only candidates who have obtained a minimum grade of 8 (eight) for each test can be declared admitted.

(4) The Chairperson of the Competition Committee draws up his/her own appreciation report, as well as a report on the competition, based on the appreciation reports drawn up by each member of the competition committee and in compliance with the hierarchy of candidates decided by the committee.



(5) The report on the competition is approved by decision of the Competition Committee and is signed by each member of the Competition Committee and by the Chairperson of the Committee.

(6) After the expiry of the appeal-settlement period, the Faculty Council examines the Competition Committee's compliance with the procedures established through its own methodology and endorses or not the report on the competition. The hierarchy of candidates established by the Competition Committee cannot be modified by the Faculty Council.

(7) The University Senate analyses the compliance of the Competition Committee and of the Faculty Council with the procedures established through its own methodology and endorses or not the report on the competition. The hierarchy of candidates established by the Competition Committee cannot be modified by the University Senate.

Art.21 Appeals may be filed only by the candidate him/herself, exclusively for non-compliance with the legal procedures.

Art.22 If a candidate has information that can prove non-compliance with the legal competition procedures, the candidate may file an appeal within 3 (three) working days from the communication of the competition result.

Art.23 The appeal is formulated in writing, it is registered at the University's registry and it is solved by the Appeals Committee, according to art. 1 para. (7) of GD no. 457/2011, amended by GD no. 883/2018, by decision.

Art.24 (1) The winning candidates are appointed and are granted the academic title by Rector's Decision, starting with the semester following the competition after the approval of the competition result by the University Senate.

(2) For the teaching positions, the higher education institution's decision of appointing and awarding the corresponding academic title, together with the competition report are sent by the higher education institution in electronic format, with a submission letter to the Ministry and to the National Council for Attestation of University Degrees, Diplomas and Certificates, hereinafter called CNATDCU, within five working days from the issuance of the appointment decision.

(3) For the positions of Second-Degree and First-Degree Scientific Researcher, the competition file, together with the report of the Committee and the accompanying documents are submitted to CNATDCU, which validates the competition results. The winning candidates are appointed to the position of Second-Degree and First-Degree Scientific Researcher by the Rector's Decision, after the confirmation of the competition results by the relevant state authority's order.

Art.25 (1) For the research positions, the provisions of Law no. 319/2003, by exception from the provisions of art. 19 par. (1) shall apply.

(2) In order to carry out the competitions for research positions in higher education institutions, the following provisions of Law no. 319/2003 are to be complied with:

- a) those stipulated for the Scientific Council of the institution are fulfilled by the Faculty Council;
- b) those stipulated for the Executive Board of the institution are fulfilled by the University Senate;
- c) those stipulated for the scientific secretary or the scientific director of the institution are fulfilled by the Head of Department, the Director of the doctoral school, Dean or Vice-dean, according to their own methodology.

Art.26 If the position open for competition has not been filled, the competition may be resumed in full compliance with the competition procedure.

Art.27 The result of the competition is published on the competition webpage, within two working days from the end of the competition.



Art.28 The University drafts an annual report, no later than 1 September, on the organization, conduct and completion of competitions for teaching and research positions. The report is sent, for notification, to the relevant Ministry and CNATDCU.

Art.29 Non-compliance with the provisions of the Methodology by the persons in charge of organizing and conducting competitions is considered official misconduct and is sanctioned in accordance with the provisions of the Law of Higher Education no. 199/2023, with subsequent amendments or other legal provisions, depending on the classification of the deed.

Art.30 In the situation where, following a candidate's winning the competition, one or more persons in the higher education institution are to be in a situation of incompatibility according to art. 201 par. (4) of the Law of Higher Education no. 199/2023, with subsequent amendments, the appointment and the granting of the academic title or of the professional degree of research/development can take place only after the settlement of the incompatibility situation/situations. The way of settling the situation of incompatibility shall be communicated to the Ministry within two working days from the actual settlement.

Art.31 The provisions of this Methodology also apply to competitions organised for fixed-term teaching positions and research positions, taking into account the following specification:

for the position of Assistant Professor, the candidate must have at least the quality of doctoral student.

The amendments to this Methodology were discussed and approved in the meeting of the Senate of Transilvania University of Braşov on 12.11.2024.

Prof. Dr. Eng. Mircea Horia Țierean,
President of the University Senate





Information regarding the personal data processing within the Procedure on the online organization of the competitions for filling a vacant teaching position

TRANSILVANIA University of Braşov, headquartered in the municipality of Braşov, No. 29 Eroilor Blvd., county of Braşov, as personal data operator, processes your personal data pursuant to and in strict compliance with the provisions of EU Regulation no. 679/2016 on the protection of natural persons with regard to the processing of personal data for the purposes of education and research.

In accordance with the current provisions of the legislation on the personal protection with regard to the personal data processing and the free movement of such data, including with those of EU Regulation no. 2016/679, Transilvania University of Brasov processes personal data in compliance with the legal requirements and under conditions that ensure the concerned persons' security, confidentiality and rights.

Your personal data are necessary and will be processed to achieve the following objectives:

- online defence of the competitions for filling a vacant teaching position.

“Personal data” shall mean any information about an identified or identifiable natural person. This information may include, among others, the name, address, Social-Security Number, phone number, alternate email address, social status, image.

In accordance with the provisions of the applicable legislation, you have the following rights: to be informed, to have access to your own data, to intervene on the personal data, to oppose, not to be subjected to an individual decision by submitting a written application, dated and signed, to Transilvania University of Braşov, to address justice.

You have the right at any time to withdraw your consent regarding personal data processing. Withdrawal of consent does not affect the rightfulness of the consent-based processing prior to its withdrawal; however, the withdrawal of consent for personal data processing may lead to the unilateral termination of the contractual relations that will be in force at that time, if for real and objective reasons they can no longer be continued as a result of the withdrawal of consent. Moreover, you acknowledge that you have the right to address your complaint to the National Authority for the Supervision of Personal Data Processing.

Statement

Considering the above information, by accepting this statement of consent, under handwritten signature, the undersigned (surname, forename) identified through the Social-Security Number I confirm that I have been informed that the personal data are to be stored, processed and used under the Law of National Education no.1/2011, and that I have been informed with respect to the consent for the processing of personal data, that I have understood and I have been explained in usual terms the purpose of the future processing of my personal data, and that I agree by signing this information, with the processing of my personal data by the UNITBV operator as specified in this information.

SIGNATURE

Instructions on conducting online competitions for filling a vacant teaching position

1. Preliminary specifications

The procedure applies only to competitions which involve only oral tests.

The tests will take place on the date and at the time initially planned, and the topic of the scientific lecture selected by the Committee members will be sent to the candidate under the same conditions as in the case of the normal conduct of the competition.

The online platform resorted to is the e-learning platform of UNITBV.

The defence of the competition tests is fully recorded.

2. Conduct of the competition

- 2.1. The Chairperson of the Committee generates on the e-learning platform a course called "Competition for position X_ faculty logo_department logo", uploads in the resources section the file of the candidate/s and the template of the assessment report and registers the competing participants (both Committee members and candidates). The participants who do not have a unitbv.ro email account will receive instructions from the Chairperson on how to log in on the platform.
- 2.2. The competition session will abide by the stages of the regulations in force – at the beginning of the meeting, the Chairperson will expressly request each participant's consent to the recording.
- 2.3. The first point of the assessment report - Prerequisites - will be filled in by the Committee members before the competition tests and before the candidates' entering the online session; in this intermediate stage, the Committee members' reports are also uploaded on the platform. Unless the Competition Committee members fully validate the Prerequisites for candidates, the Committee Chair will notify all its members about the candidate/s for whom the Committee has unanimously decided on the non-compliance with the Prerequisites; and then the Committee will decide to continue the procedure only with the candidates who have unanimously received Committee's validation in terms of Prerequisites.
- 2.4. The candidates will defend one at a time (in alphabetical order) the competition tests - the scientific lecture and the presentation of the career development plan – without having the right to attend the performance of the counter-candidate/s.
- 2.5. The Committee members will upload on the platform the assessment reports filled at the end of the competition test.
- 2.6. The Committee Chair will prepare, in addition to his/her own report, the synthesis report of the Chairperson and the decision of the Competition Committee. S/he will upload them under the "course" resources, and the members of the Committee will sign electronically these documents on the day of the competition.

3. Documentary evidence

- 3.1. The audio-video file with the full recording of the competition will be appended to the contest file, in addition to the other documents stipulated by this Methodology.
- 3.2. Until the date of the Senate meeting in which the report of the Competition Committee is validated, the documents electronically signed by the Committee members will be sent in paper format, with the handwritten signatures of the Committee members by the diligence of the Committee Chair.



Consent to the recording of the online competitions for filling a vacant teaching position

(supplement to the Declaration of Consent to the Personal Data processing)

I, the undersigned _____, with Social Security Number (SSN) _____, hereby express my consent to be audio and photo / video recorded with a view to participating in the competition for filling the vacant position _____, rank _____, in my capacity as¹ _____, as well as my consent to the archiving of the recording in the candidate's competition file, along with the other documents provided for in methodology for filling vacant teaching positions.

Date:

Surname and Forename
Signature

¹ To be filled in, as the case may be: candidate / member in the competition committee



Transilvania University of Braşov
 Faculty.....
 Department

Position title
 Position-related subjects
 Field of the position¹

ACADEMIC STANDARDS VERIFICATION SHEET

Position title:, **rank**.....,
 published in the Official Monitor of Romania ² no. from

Candidate: Date of birth

Current position.....Institution

1. Bachelor's and master's degree academic studies

No.	Higher-education institution and faculty	Field	Period	Awarded title

2. Doctoral degree academic studies

No.	Doctoral studies organizing institution	Field	Period	Awarded title

3. Postdoctoral studies and scholarships (minimum 6-month internships)

No.	Institution	Field/ Specialization	Period	Type of scholarship

4. Habilitation

No.	Institution where s/he defended his/her habilitation thesis	Field	Date of award

5. The university's minimum standards³

¹ In the case of interdisciplinary positions, only one verification sheet will be filled in, but both fields will be indicated here, namely the main field, respectively the secondary field

² The document number is specified only in the case of permanent positions.

^{3 3} To be filled in only for the positions of Assistant Professor and Lecturer. For the positions of Associate Professor and Professor, the national standards verification sheet/s (CNATDCU) shall be appended (CNATDCU).



Teaching position (only the position applied for is kept in the table)	Achievements according to the university's own standards
Assistant Professor / Lecturer	(i)

Candidate,