



## **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 National Education no. 1/2011, with the Framework-Methodology for competitions approved by GD no. 457 of 4.05.2011, amended by GD no. 36/06.02.2013 and by GD no. 883/09.11.2018, with the Law 319/2003 on the Status of the research and development staff, with GD 286/2011 for the approval of the Framework-Regulation on the establishment of 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) A teaching position is vacant according to the specifications in the staffing schedules of the departments or it may become vacant during an academic year.

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

**Art.2** In order to fill a teaching or research position, one must have graduated with a bachelor's degree diploma or the equivalent thereof from an academic specialization in the field of the vacant position. For the positions put up for competition, by way of exception and with the prior approval of the Executive Board, two fields can be defined.

**Art.3** The candidates for a teaching position must have the specialization attested by diplomas and scientific performance in accordance with the disciplines in the structure of the position for which they are applying.

**Art.4** (1) The proposal to organize a competition for the teaching positions is made by the Department Council and endorsed by the Faculty Council. The proposal 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 financed exclusively 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 of the competition for the vacancies is within the competence of the Executive Board, according to the art. 213 par. 13 letter c in the Law of National Education no. 1/2011.

**Art.5** The competitions for the fixed-term positions of Third-Degree Scientific Researcher, Scientific Researcher and Scientific Research Assistant, 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 and completions. For this category of positions, by way of exception, the provisions of this methodology regarding the organization and conduct of competitions do not apply.

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

(2) The registration for the competition for vacant teaching positions begins on the day when the call for the vacant position is published in the Official Gazette of Romania, and it ends 15 calendar days before the first competition test.

(3) Applicants for research positions shall register for the competition within 30 days from the date when the call for competition has been published.

(4) The calls for the competitions 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 specialized website, administered by the relevant ministry;
- c) in the Official Gazette of Romania, 3<sup>rd</sup> part;
- d) in a national newspaper, for research positions.

(5) For fixed-term positions, the provisions regarding the publication of the call for the competition for teaching and research positions in the Official Gazette of Romania and on the competition web page administered by the ministry do not apply.

(6) The competition web page is the web page that directly presents the complete information about the competition from the specialized web page, administered by the ministry.

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

- a) description of the position open for competition;
- b) the attributions/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 from which the competition committee can choose the topic of the tests actually held;
- f) 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 also in English.

(9) On the competition website and on the university's website, the following will be published, at the latest within 5 working days from the deadline for registration for the competition, for each of the registered candidates and in compliance with the protection of personal data, under the law:

- a) curriculum vitae;
- b) the verification sheet of the compliance with the minimum standards.

(10) The competition at the university level is carried out and completed according to its own calendar, proposed by the Faculty Council and approved by the Executive Board of the institution.

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

(2) For the position of **Assistant Professor** must cumulatively meet the following requirements:

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





- b1) 3 articles / studies in the field of the disciplines related to the position, published in journals or in volumes of proceedings of nationally or internationally recognized scientific events, or artistic and sporting achievements;
  - b2) the bachelor's degree graduation average at least 8.50 (eight and 50%), [(average grade of the study years + average grade at the bachelor's / diploma final exam) / 2].
- (3) The fixed-term Assistant Professor position is occupied at Transilvania University Braşov for 3 years. By way of exception, doctoral students can fill a fixed-term position of Assistant Professor for a period of maximum 5 years, according to the Law 1/2011.
- (4) For the position of **Lecturer**, candidates must meet the following criteria cumulatively:
- a) hold a doctoral degree in the field of employment;
  - b) meet the university's standards:
    - b1) 5 articles / studies in the field of the disciplines related to the position, published in journals or in volumes of proceedings of nationally or internationally recognized scientific events, or equivalent artistic and sporting achievements;
    - b2) the bachelor's degree graduation average at least 8.50 (eight and 50%), [(average grade of the study years + average grade at the bachelor's / diploma final exam) / 2];
    - b3) a specialized volume for one of the disciplines related to the position open for competition.
- (5) For the positions of **Associate Professor and Professor** it is necessary for candidates to meet the following requirements cumulatively:
- a) to hold a doctoral degree in the field of employment;
  - b) to meet the national minimum standards for teaching positions, specific to the teaching position of Associate Professor or Professor, approved by Order of the Minister of National Education, according to the regulations in force at the date of the competition;
  - c) the bachelor's degree graduation average at least 8.50 (eight and 50%), [(average grade of the study years + average grade at the bachelor's / diploma final exam) / 2], except for those who have obtained the habilitation to supervise doctorates;
  - d) for the position of Professor it is mandatory to hold the quality of doctoral supervisor.
- (6) In order to fill the positions in medical higher education, except for the positions in the disciplines that have no equivalent in the network of the Ministry of Health and those in the preclinical disciplines, the following conditions must be met, in addition to those provided in par. (2)-(3):
- a) for permanent positions of Assistant Professor - 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**, candidates must meet the following requirements cumulatively:
- a) have at least the quality of doctoral student;
  - b) meet the university's standards:
    - b1) minimum 30% of the grading score of CNATDCU specialized Committee for the position of Second-Degree Scientific Researcher, according to the minimum necessary and obligatory standards for conferring teaching titles in higher education and professional research and development degrees in force at the date of registration for the competition.
- (8) For the position of **Scientific Researcher**, candidates must meet the following requirements cumulatively:
- a) hold the doctoral degree in the field of employment;
  - b) meet the university's standards:
    - b1) at least one article in a journal classified Clarivate Analytics (ISI Web of Science) Q1 (first Quartile) or Q2 (second Quartile) at the time of publication;





b2) at least one article in a journal indexed Clarivate Analytics Arts & Humanities or a volume as main author at a publishing house with recognized prestige (if this list is provided by the specialized CNATDCU Committee) or with international prestige (if this list is provided by the specialized CNATDCU Committee)

- alternative criterion, applicable only for socio - humanistic, artistic and sporting fields;

b3) minimum 50% of the grading score of the CNATDCU specialized Committee for the position of Second-Degree Scientific Researcher, according to the minimum necessary and obligatory standards for conferring teaching titles in higher education and professional research-development degrees in force at the date of registration for the competition.

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

a) hold the doctoral degree in the field of employment;

b) meet the university's own standards:

b1) at least one article as main author in a journal Clarivate Analytics (ISI Web of Science) classified Q1 (first Quartile) or Q2 (second Quartile) at the time of publication;

b2) at least one article as main author in a journal indexed Clarivate Analytics Arts & Humanities or a volume as main author at a publishing house with recognized prestige (if this list is provided by the specialized CNATDCU Committee) or with international prestige (if this list is provided by the specialized CNATDCU Committee) - alternative criterion, applicable only for the socio-humanistic, artistic and sports fields.

b3) minimum 80% of the grading score of CNATDCU specialized Committee for the position of Second-Degree Scientific Researcher, according to the minimum necessary and obligatory standards for conferring teaching titles in higher education and professional research-development degrees in force at the date of registration for the competition.

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

a) hold the doctoral degree in the field of employment;

b) fulfil the minimum necessary and obligatory standards for the conferment of the teaching titles in higher education and of the professional degrees of research-development in force at the date of registration for the competition for the position of Second-Degree Scientific Researcher:

c1) at least three articles as main author in journals classified Clarivate Analytics (ISI Web of Science) Q1 (first Quartile) or Q2 (second Quartile) at the time of publication;

c2) at least three articles as main author in journals indexed Clarivate Analytics Arts & Humanities or a volume as main author at a publishing house with international prestige (if this list is provided by the specialized CNATDCU Committee)

- 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 national / international competition, or membership in at least 3 grants / research projects.

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

a) hold the doctoral degree in the field of employment;

b) fulfil the minimum necessary and obligatory standards for the conferment of the teaching titles in higher education and of the professional degrees of research-development in force at the date of registration for the competition for the position of First-Degree Scientific Researcher:

c1) meet the university's standards;

c2) at least three articles as main author in journals classified Clarivate Analytics (ISI Web of Science) Q1 (first Quartile) or Q2 (second Quartile) at the time of publication;





- c3) at least three articles as main author in journals indexed Clarivate Analytics Arts & Humanities or a volume as main author at a publishing house with international prestige (if this list is provided by the specialized CNATDCU Committee)  
- alternative criterion, applicable only for the social-human, artistic and sports fields;
- c4) the status of manager for at least one grant / project of research obtained through national / international competition.

**Art.8** In order to enter 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 for the competition, signed by the candidate, accompanied by a statement on his/her own responsibility regarding the veracity of the information presented in the file;
- b) a proposal for the development of the candidate's university career from the teaching point of view, for the teaching positions, as well as from the point of view of the scientific research activities; the proposal is made by the candidate, comprises a maximum of 10 pages and is one of the main assessment criteria for candidates;
- c) the candidate's curriculum vitae in printed and electronic format;
- d) the candidate's list of papers in printed and electronic format;
- e) sheet of verification of the compliance with the university's standards, the format of which can be found in Appendix 3 – *Sheet of verification of the compliance with the university's standards* in the procedure to this Methodology. Candidates for the positions of Associate Professor and Professor, respectively first and second degree researcher shall fill the *Sheet of verification of the compliance with the national minimum standards*, using the format pertaining to each specialized CNATDCU Committee, by the Order of the Minister of National Education in force at the time of registration for the competition. The sheets of verification of the compliance with the standards shall contain all identification data (WOS, DOI, ISBN, ISSN, etc.) of the candidate's scientific achievements. The sheets of verification of the compliance with the standards are filled in and signed by the candidate, and are verified and endorsed by the scientific Committee mentioned in art. 15 of this Methodology;
- f) the documents regarding the candidate's holding the doctoral degree diploma: certified copy for conformity with the original of the doctoral degree and, if the original doctoral degree is not recognized in Romania, the certificate of recognition or equivalence thereof;
- g) a maximum one-page abstract of the doctoral thesis in Romanian and one in an international language;
- h) statement on the candidate's own responsibility, indicating the situations of incompatibility stipulated by Law no. 1/2011 in which s/he would be in case of winning the competition, or the absence of these situations of incompatibility;
- i) in the cases specified in art. 6 para. (6), copies certified for conformity with the original of the documents attesting the possession of the respective medical titles;
- j) copies certified for conformity with the original of other diplomas attesting the candidate's studies;
- k) copy of the identity card or, if the candidate does not have an identity card, passport or another identity document issued for a purpose equivalent to the identity card or passport;
- l) if the candidate has changed his/her name, copies of documents certifying the change of name - marriage certificate or proof of change of name in copy certified for conformity with the original;





- m) maximum 10 publications, patents or other works of the candidate, in electronic and / or printed format selected by him/her and considered to be the most relevant for his/her own professional achievements.

On the date of registration for the competition, the candidate will send electronically an archive with the documents mentioned in art. 8 points c), d), e) to the address [prorector-teaching@unitbv.ro](mailto:prorector-teaching@unitbv.ro). The file will have a maximum size of 2MB.

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

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

**Art.10** The candidate's complete list of papers will be structured as follows:

- a) the list of the maximum 10 papers considered by the candidate to be the most relevant for his/her professional achievements, which are included in electronic format in the file. These papers might be found in the other categories of papers required by this article;
- b) doctoral thesis or theses;
- c) patents and other industrial property titles;
- d) books and book chapters;
- e) articles/studies in extenso, published in journals from the main international scientific flow;
- f) publications in extenso appeared in volumes of proceedings of the main specialized international conferences;
- g) other works and scientific contributions or, where applicable, in the field of artistic creation.

**Art.11** (1) The candidates for the positions of Associate Professor or Second-Degree Scientific Researcher shall include in the competition file at least 3 letters of recommendation from personalities in the field, from the country or abroad, from outside the higher education institution the position of which is open for competition.

(2) Candidates for the positions of Professor or First-Degree Scientific Researcher shall include in the competition file at least 3 letters of recommendation from foreign personalities in the field.

**Art.12** 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 postal or courier services that allow confirmation of receipt. The competition file is sent (electronically or by post) to the members of the Competition Committee by its Chairman, starting from the closing date of the submission of the competition files, but not 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 Council of the Department 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 Chairman, 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 a Chairman and 2 members. For the position of Third-Degree Scientific Researcher, the Competition Committee and the Appeals Committee consist of a Chairman and 3 members.

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

(3) For the teaching positions, the decisions of the Competition Committee are taken by the members' secret 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 Chairman.

(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 teaching or research titles of the foreign members are equated with the teaching or research titles obtained in our country under approval from the University Senate of the Committee's nominal structure.

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

a) the Head of Department or, for the research positions, the Head of the Research Centre or the Director of the doctoral school within which the position falls, or

b) a tenured member of the University's teaching staff specialist in the field of the position or in a related field, delegated for this purpose by the vote of the Department Council, and of the Faculty Council which organize the competition, or

c) a tenured teaching staff 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, al. 7 of this Methodology, in order to avoid cases of incompatibility.





**Art.15** With a view to verifying and confirming by resolution a candidate's compliance with the standards in the verification form(s) stipulated among the documents listed in art. 8 par. 1, letter (e) 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 specialized field in which vacancies have been put up for competition, a scientific Committee composed of 3 (three) members with a teaching degree equal to or higher than the position open for competition, specialists in the field or in a field close to the position open for competition. Based on approval from the Executive Board within 30 days from the communication of the positions open for competition to the relevant ministry, the scientific Committee is appointed by the Rector's Decision. The resolution, established according to the majority principle, regarding the compliance with the standards in the verification sheet/sheets stipulated among the documents listed in art. 8 par. 1, letter (e) of this Methodology is assumed by the signature of each Committee member and the indication of the compliance or non-compliance with the standards.

**Art.16** A candidate's compliance with the legal conditions for entering the competition is certified by approval from the Legal Department of Transilvania University of Braşov, under consideration of the confirmation by the scientific Committee mentioned in art. 15 by the resolution on the compliance with the standards in the verification sheet(s) stipulated among the documents listed in art. 8 par. 1, letter (e) of this Methodology and other documents required to enter the competition. The call for competition is communicated to the candidate no later than 48 hours after its issuance, but not later than 5 working days before the first competition test.

**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 Chairman, will record the findings in his/her own report.

**Art.19 (1)** The candidate's professional skills are evaluated by the Competition Committee based on of the competition file and, additionally, by one 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, at least one competition test shall be 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 this test on the competition website at least 5 working days before the test.





- (2) The competition tests specific to a faculty 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. Within 5 days from the last test, 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 an average grade of 8 and no grade below 7 may be recommended.
- (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 field 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) 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.
- (4) The Chairman 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 Chairman 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.20bis** (1) Under approval from the Executive Board, in cases where, due to the epidemiological situation at the date set for the competition, the members of the Committee and the alternate members declare in writing at least 5 (five) days before the start of competition tests, according to the competition calendar, that they are unable to go to the organizing department and hence the Chairman of the Committee cannot physically constitute the minimum quorum required for the Committee (5 members), the competitions that require exclusively oral tests may be held exclusively online as well, on the e-learning platform of the University, according to the *Instructions on conducting online competitions for a vacant teaching position*, which is an Appendix to this Methodology, in this exceptional case. The University bears responsibility for the operation of





the electronic platform on which the competition takes place and ensures the full recording of the session (which will be appended to the competition file). The University does not bear responsibility for the technical defects caused by the candidates' internet connection or the operation of the equipment used by them.

(2) In exceptional situations, the Executive Board, at the request of the Chairman of the Competition Committee, may approve the conduct of online competitions that stipulate exclusively oral tests, without complying with the time-limit of 5 (five) days stipulated in par. 1.

**Art.21** Appeals may be filed 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, 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 to the Ministry and to the National Council for Attestation of University Degrees, Diplomas and Certificates, hereinafter called CNATDCU, within two 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 the National Council for Attestation of University Degrees, Diplomas and Certificates, 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 Ministry of National Education 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 Law no. 1/2011 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. 295 par. (4) of Law no. 1/2011, 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 organized 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 of 29.09.2021.

Prof. Dr. Eng. Mircea Horia ȚIEREAN,  
President of the Senate of Transilvania University of Braşov







## 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 used is UniTBV's e-learning platform.

The defence of the competition tests is fully recorded.

### 2. The actual competition

- 2.1. The Chairman of the Committee generates on the e-learning platform a course called "Competition position X\_ faculty logo\_department logo", uploads in the resources section the file of the candidate/s and the pattern of the assessment report and enrolls the contest participants (Committee members and candidates). The participants who do not have an e-mail account unitbv.ro will receive instructions from the Chairman to log on to the platform.
- 2.2. The competition session will follow the stages of the regulations in force – at the beginning of the meeting, the Chairman will expressly request each participant's consent to the recording.
- 2.3. Point I of the assessment report - Prerequisites - will be completed by the members of the Committee before the competition tests and before the candidates enter the online meeting, uploading in this intermediate stage Committee members' reports on the platform. If the members of the competition committee do not fully validate the Prerequisites for candidates, the Chairman of the Committee will notify all its members on the candidate/s for whom the Committee unanimously did not decide the compliance with the Prerequisites; and then the Committee will decide to continue the procedure only with the candidates who have unanimously received validation from the Committee for the 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 members of the Committee will upload on the platform the assessment reports completed at the end of the competition test.
- 2.6. The Chairman of the Committee will prepare, in addition to his own report, the synthesis report of the Chairman and the decision of the Competition Committee. S/he will upload them to 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 the 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 members of the Committee will be sent in paper format, with the handwritten signatures of the members of the Committee by the diligence of the Chairman of the Committee.





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

For the purpose of the competitions for filling a vacant teaching position.  
(supplement to the Declaration of Consent to the Personal Data processing in view of the defence)

The undersigned \_\_\_\_\_ (surname and forename), with Social Security Number (SSN) \_\_\_\_\_, candidate/member in the Examination Committee ..... I hereby express my consent to be audio and photo/video recorded with a view to defending the methodological-scientific paper entitled....., as well as to the archiving of the recording in the candidate's competition file, along with the other documents provided by the methodology for filling vacant teaching positions.

Date:

Surname and Forename  
Signature





## 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.

Through *Personal Data* we understand 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 .....