



ROMANIA
Ministry of Education
"ARTIFEX" University of Bucharest
Accredited by Law no.133/2005

47 Economu Cezărescu Str., sector 6, Bucharest
Phone: 021.316.61.67; 021.316.61.68; 021.316.61.69 Fax: 021.316.61.68; 021.316.61.69
Website: www.artifex.org.ro
E-mail: universitate@artifex.org.ro

COMPETITION METHODOLOGY
to fill teaching vacancies

CHAPTER I
General provisions

Art.1. (1) At the "ARTIFEX" University of Bucharest (hereinafter UAB), employment on a teaching post is for an indefinite or a fixed term.

(2) Employment for an indefinite period, for any teaching position, is possible only through a public competition, organized by UAB, according to the legislation at the time of the public announcement of the vacancy, as well as on the basis of the Methodology for filling vacant teaching positions at UAB, the decisions adopted by the Senate and the Board of Directors of UAB, according to the legal powers assigned to these university management structures by the University Charter.

Art.2. At the time of the adoption of this Methodology, the legal framework applicable to the organization of competitions to fill teaching positions is the following: the Law on Higher Education no. 199/2023 with subsequent amendments, the Government Decision no. 1339/2023 on the approval of the Framework Methodology for the competition to fill vacant teaching and research positions in higher education, Law no. 53/2003 on the Labor Code, republished, with subsequent amendments and additions, the order of the Minister of the Ministry of the Interior on the approval of the standards for the teaching positions provided for in art. (1) lit. a) of the Law on Higher Education no. 199/2023, with subsequent amendments, the Charter of "ARTIFEX" University of Bucharest.

(1) The competitions are open. The competition may be attended by persons who fulfill the conditions for entry, Romanian or foreign citizens, without any discrimination, under the conditions

of the law. All candidates have equal rights, applying the principle of sovereignty of competence and professional prestige.

(2) Employment for an indefinite period, in any teaching position, is possible only for the candidate who has obtained the highest score in the public competition organized by the "ARTIFEX" University of Bucharest.

Art.4. (1) In the "ARTIFEX" University of Bucharest, the teaching positions open for competition are:

- a) university assistant;
- (b) university lecturer;
- c) university lecturer;
- d) university professor;

Art.5. (1) It is forbidden for spouses, relatives and relatives up to the third degree inclusive to hold concurrently positions whereby each of them is in a direct position of management, control, authority or institutional evaluation, at any level, in the "ARTIFEX" University of Bucharest.

(2) A person may not hold a teaching post at "ARTIFEX" University of Bucharest:

a) convicted by a final criminal judgment of intentionally committing an offense for which there has been no rehabilitation;

b) who has committed abuses violating fundamental human rights and freedoms established by a final judgment;

c) who has been disqualified from practising the profession for the period determined by the court judgment;

d) who has committed serious disciplinary offenses, sanctioned by the termination of the employment contract concluded with the University.

Art.6. (1) The competition for a teaching post shall be organized only if it is vacant.

(2) A post shall be considered vacant if it is so provided for in the annual establishment plan or if it becomes vacant during the academic year.

(3) Vacancies shall be filled in one of the following ways:

a) termination of the employment contract by retirement, death, resignation, dismissal, dismissal or other termination of the employment contract, according to the law;

b) the transfer of the person occupying the post to another post within UAB, as a result of winning a competition, or following promotion in the teaching career, under the conditions of the law.

(4) Teaching posts may not be advertised by converting an occupied post into a higher-grade post.

(5) The basic teaching standard for the teaching posts put up for competition must have a structure made up of a maximum of four subjects in the same field for assistant and lecturer posts, respectively three subjects in the same field for lecturer and professor posts.

(6) The teaching positions open for competition shall, as a rule, be made up of subjects stipulated in the curricula of the undergraduate degree cycle.

(7) By exception to the provisions of Art. 6, if a teaching post also contains subjects included in the curricula of the master's degree cycle, the head of the department organizing and conducting the master's degree programme in question must attach a justification on the stability of the teaching post, countersigned by the dean, specifying the number of students enrolled in the programme in question in the last two years preceding the competition, as well as the programme's prospects for the next two years.

Art.7. (1) In relation to their own academic needs, on the proposal of the Faculty Council and with the opinion of the Department Council, the Administrative Council and the Senate may approve, for a fixed period, the invitation to the University of university professors and other specialists of recognized value in the field, from the country or abroad, as invited associate associate professors. In the case of specialists without a recognized university teaching degree in the country, the teaching degree corresponding to their performance shall be approved by evaluation, in accordance with the national standards for the filling of teaching posts in force.

(2) As an exception to the provisions of the labor legislation, the duration of a fixed term is a maximum of 4 years, depending on the human resources policy or strategy and the financial resources of UAB.

(3) Teaching staff employed on a fixed-term contract shall have the status of associate teaching staff.

Art. 8. UAB may organize a competition for an open-ended teaching post only after the Ministry of Education has published the vacancy in the Official Gazette of Romania, Part III.

Art.9. (1) The schedule of the competitions is approved by the decision of the Rector of the "ARTIFEX" University of Bucharest, according to the legal provisions in force and the appropriateness of the period of holding and finalizing the competitions.

(2) The calendar of the competitions is established according to the provisions of H.G. no. 1339/2023. The calendar takes into account the following stages and deadlines for the establishment of reference dates for the organization of the competition:

a) Within the first **30 working days** from the beginning of each semester of the academic year, proposals for the opening of open competitions for permanent teaching positions shall be submitted to the relevant Ministry for publication in the Official Journal of Romania, Part III; these

proposals shall be made in accordance with the provisions of Article 10 of this Methodology. The application for the publication of the posts put up for competition, submitted to the competent Ministry, shall be accompanied by the following documents:

- the list of posts proposed for competition and their structure, signed and stamped by the Rector of UAB;

- the excerpt from the list of posts containing the posts advertised, signed by the rector, the dean and the head of department;

- a sworn statement by the Rector of UAB attesting that all the teaching positions proposed to be advertised have in their structure only subjects from the curricula of the legally established specializations / study programs, including the form of education and the location of their location;

- own competition methodology.

b) UAB publishes all the posts advertised, together with the competition syllabus, at least two months before the competition. The publication of the posts advertised shall be made at least on its own website and on a specialized website managed by the Ministry of Education.

c) According to the legislation in force, the **application period** for permanent teaching posts begins on the day of publication of the announcement in the Official Journal of Romania, Part III, and ends **15 working days** before the first round of the competition.

d) After the publication of the vacancy notice, the competition and appeals committees are proposed, endorsed and approved in accordance with the provisions of this Methodology.

e) The UAB Scientific Committee, composed of three members, appointed by decision of the Rector, at the proposal of the Administrative Council, verifies the information in the form of verification of the fulfillment of the standards of presentation in the file of each candidate and issues a resolution, signed by the members of the committee, which is attached to the file.

f) The legal counselor of the UAB certifies the fulfillment of the legal requirements for admission to the competition, based on the resolution under lit. (e) and the other documents required for entry to the competition, by means of an opinion given within **3 calendar days** of receipt of the candidate's file. The legal opinion and the resolution of the Scientific Committee shall be communicated to the candidate no later than 48 hours after its issuance, but **not less than 5 working days** before the first test of the competition.

g) The deans of the faculties shall ensure that the application files (in physical and electronic format) are sent to the chairpersons of the competition committees at least 5 working days before the first round of the competition. The chairs of the selection boards shall ensure that the application files (in electronic format) are sent to the members of the selection board at least **5 working days** before the first stage of the competition.

h) Within **5 working days** after the closing date for registration for the competition, for each of the candidates registered, in compliance with the protection of personal data in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation), the Rector shall ensure publication on the **competition website** (www.jobs.edu.ro) and the **UAB website** of the following documents: the curriculum vitae, the full list of papers and the standardization check sheet.

i) The "ARTIFEX" University of Bucharest invites all candidates who fulfill the legal requirements for the competition and have received a favorable legal opinion to take the tests.

j) At least **5 working days** before the first competitive examination, the date, time and place of the competitive examination will be announced on the UAB website.

k) The competition consists in the evaluation of the candidates' scientific work and teaching skills.

l) Appeals may be lodged **within 3 working days** of the notification of the result.

m) Competitions are validated individually by vote of the UAB Senate.

n) Following the validation of the result of the competition by the UAB Senate, the appointment to the post and the granting of the title are made by decision of the Rector.

Art.10. (1) The proposal to organize a competition for a vacancy shall be made by the director of the department in which the vacancy is located, by a report endorsed by the Department Council and the Faculty Council.

(2) In the forwarding address, the posts shall be individualized by indicating the position in the department's staffing table, the disciplines in the post structure and whether the post is vacant.

(3) The proposal of the director of the department shall be accompanied by a report which must contain clarifications on: the necessity of filling the post in the context of achieving the objectives of the faculty development plan, the scientific value to be expected from the candidates, the prospects of the post, the number of existing posts in the same specialty.

(4) The list of positions proposed for filling by competition, endorsed by the Faculty Council and signed by the Dean of the faculty is submitted to the UAB Board of Directors for approval according to art. 139 letter d) of the Law on Higher Education no. 199/2023 with subsequent amendments.

Art.11. (1) The competition is triggered by the announcement of the vacancies (respectively, the announcement of the organization of the competition) and shall be published in accordance with the legal provisions in force, at least two months before the competition:

- a) in the Official Gazette, Part III, by the relevant ministry;
- b) prominently displayed on the home page of the UAB website;

- c) on a specialized website, administered by the Ministry of Education, called the website of the competition for vacant teaching and research posts in higher education.
- (2) The advertisement shall have the minimum content and form prescribed by the legislation in force. The minimum content of the advertisement published on the competition webpage and on the UAB competition webpage is as follows:
 - a) a brief description of the post advertised;
 - (b) the teaching load and the types of activities included in it, as well as other duties specific to the post advertised;
 - c) the minimum salary corresponding to the post advertised;
 - d) the competition calendar or the place where it can be consulted (separate document on the UAB page concerning competitions);
 - (e) the subjects of the competition tests, including any lectures, courses or the like, or the subjects from which the selection board may choose the subjects of the tests actually taken;
 - f) description of the competition procedure;
 - g) the full list of documents that candidates must include in their application file;
 - h) the address to which the competition file must be sent.
- (3) Advertisements for the posts of university lecturer and university professor shall also be published in English.

CHAPTER II

Entering the competition

Art.12. (1) The registration period for the competition starts on the date of publication in the Official Gazette of the notice of the competition and ends **15 working days** before the first competition test.

(2) The competition shall be held at the latest **45 days** after the end of the application period at the level of the institution.

Art.13. In order to apply for the competition for a teaching post, the candidate shall prepare a printed application file containing the following documents:

- a) cover of the file (Annex 1);
- b) opis of the documents contained in the file;
- c) the application form (Annex 2), signed by the candidate, accompanied by a sworn, handwritten declaration, vouching that the information provided in the application file is true (Annex 2a);
- d) extract from the Official Journal with the publication of the posts advertised;

e) a proposal for the development of the candidate's academic career, both in terms of teaching and in terms of scientific research activities related to teaching-learning processes; the proposal is written by the candidate, it is 10 pages maximum and is one of the main criteria for the selection of candidates;

f) curriculum vitae of the candidate in printed and electronic format (Europass model - Annex 3);

g) a list of the candidate's work in printed and electronic format (Annex no.4);

h) the UAB standards verification form, completed and signed by the candidate (Annex no.5);

i) for the post of university lecturer, a copy of the habilitation certificate;

j) documents relating to the possession of the doctor's degree: the original copy of the doctor's degree and, if the original doctor's degree is not recognized in Romania, the original copy of the certificate of its recognition or equivalence;

k) the summary of the doctoral thesis in Romanian and in an international language, maximum one page for each language;

l) a declaration on the candidate's own responsibility indicating the situations of incompatibility provided for by Law no. 199/2023, as amended, and the UAB Charter, in which he/she would be in if he/she won the competition or the absence of such situations of incompatibility (Annex no.6);

m) copies of other diplomas attesting the candidate's studies: baccalaureate diploma or certificate of recognition, bachelor's degree or certificate of recognition, master's degree or certificate of recognition;

n) a copy of your identity card or, if you do not have an identity card, a copy of your passport or other identity document issued for an equivalent purpose;

o) if the candidate has changed his/her name, copies of the documents proving the change of name - marriage certificate or proof of change of name;

p) a maximum of 10 publications, patents or other works in electronic format, selected by the candidate and considered to be the most relevant to his/her professional achievements;

q) for candidates for the position of university lecturer, respectively university professor: 3 letters of recommendation, according to art. 14 of this Methodology;

r) criminal record certificate;

s) certificate of behavioral integrity;

t) medical certificate, issued on a specific form adopted by joint order of the Minister of Education and the Minister of Health;

u) medical opinion for the exercise of the teaching profession, issued in accordance with the joint order of the Minister of Education and the Minister of Health;

v) a photocopy of the transcript of records, diploma supplements or school reports issued for each study cycle;

w) a copy of proof of having completed a university program of psycho-pedagogical training for higher education of 30 ECTS/SECT transferable study credits or a copy of proof of having completed a program of psycho-pedagogical training corresponding to 60 ECTS/SECT transferable study credits or a sworn statement that, within 2 years of taking up the post for which you are applying, you will complete and pass a university program of psycho-pedagogical training for higher education of 30 ECTS/SECT transferable study credits;

x) if there are works that are not available in electronic format or cannot be scanned, records or photographs should be submitted;

y) agreement on the processing of personal data (Annex no. 7);

z) other documents relevant to the candidate's professional and scientific competence.

(2) A CD/DVD, or other electronic support, with the entire contents of the file, scanned for transmission to the selection board, shall be attached to the competition file (documents created by the candidate will be in "pdf" format, and pre-existing documents, such as identity documents, study documents, will be scanned in "pdf" format).

Art.14 (1) Candidates for the posts of university lecturer must include in the competition file at least three letters of recommendation from personalities in the respective field, from the country or from abroad, from outside the higher education institution whose post is open for competition, who have agreed to write letters of recommendation regarding the professional qualities of the candidate.

(2) Candidates for the posts of university professors must include in their application file at least three letters of recommendation from foreign personalities in the field, who have agreed to write letters of recommendation regarding the professional qualities of the candidate.

Art. 15. The candidate's curriculum vitae must include information on:

a) studies and diplomas obtained;

b) professional experience and previous relevant jobs;

c) the R&D projects that he/she has led as project director and the grants obtained, where such projects or grants exist, indicating for each source of funding, the volume of funding and the main publications or patents resulting;

d) awards or other recognition of the candidate's scientific contributions.

Art. 16. The competition file will contain the works, articles/studies, publications realized by the candidate, relevant in the field of the disciplines of the post, and the list of these will be structured as follows:

a) a list of the maximum 10 works considered by the candidate to be the most relevant to his/her professional achievements and to the field of the post for which he/she is applying, which are included in electronic format in the application file and which may also be included in the other categories of works provided for in this Article;

b) the title of the thesis or doctoral theses;

c) patents and other industrial and intellectual property titles;

d) books and chapters in books;

e) articles / studies in extenso, published in journals in the main international scientific stream;

f) publications in extenso, appearing in proceedings of the main international specialized conferences;

g) citation details of the candidate's works;

h) other scientific papers and contributions.

Art.17. (1) The form for verifying the fulfillment of the minimum criteria / standards for applying to the competition for the positions of university assistant and university lecturer has the content set out in Annex no. 5 to this Methodology and must be completed and signed by the candidate.

(2) The verification sheets for the posts of university lecturer and university professor shall be drawn up and signed by each candidate, according to the standards set out in the Order of the competent Minister drawn up in accordance with Art. 156 para. (1) lit. a) of the Law on Higher Education no. 199/2023, with subsequent amendments, in force on the date of registration for the competition, to which are added, where appropriate, the additional standards established at the UAB, as follows:

a) for the post of university lecturer, being the sole author of at least one specialized book in the field of the disciplines included in the structure of the post advertised, published by a recognized publishing house in the country or abroad;

b) for the post of university lecturer, being the author/co-author of at least three specialized books in the field of the disciplines included in the structure of the post advertised, published by recognized publishers in the country or abroad, of which at least two must be single-authored books.

Art. 18. The candidate's application file, together with the electronic support of the file, shall be submitted to the address of "ARTIFEX" University, 47 Economu Cezărescu Street, sector

6, specified on the competition webpage, directly (to the general secretariat) or through postal or courier services that allow confirmation of receipt.

CHAPTER III

Running the competition

Art.19. (1) The composition of the competition committee for each post put up for competition shall be determined after the publication in the Official Gazette of Romania, Part III, of the announcement of the vacancy.

(2) The composition of the selection board and the appeals board shall include alternate members.

(3) The council of the department, in the structure of which the post is located, makes proposals for the nominal composition of the competition committee and the appeals committee.

(4) On the basis of the proposals referred to in para. (3), the dean shall request the opinion of the faculty council on the nominal composition of the competition committee and the appeals committee.

(5) The nominal composition of the competition committee and of the appeals committee, together with the opinion of the faculty council, shall be submitted by the pro-rector to the university senate and submitted to the university senate for approval.

(6) Following the approval by the University Senate, the Competition Committee and the Appeals Committee are appointed by decision of the Rector.

(7) Within two working days after the Rector's decision is issued, the decision shall be forwarded to the relevant ministry, and the nominal composition of the competition committee and the appeals committee shall be published on the competition webpage and on the UAB webpage on competitions. In the case of the posts of university lecturer and university professor, the composition of the selection board and of the appeals committee is published in the Official Gazette of Romania, Part III-rd.

Art.20. (1) The competition committee is composed of 5 members, including its chairperson, specialists in the field of the post advertised or in related fields.

(2) If a member is unable to take part in the work of the committee, he shall be replaced by an alternate member appointed in accordance with the same procedure as the members of the committee.

(3) The decisions of the selection board shall be taken by open vote by majority. A decision of the selection board shall be valid if it has obtained the votes of at least 3 members of the board.

(4) The chairperson shall be responsible for the work of the selection board.

(5) Committee members may be from inside or outside UAB, from the country or from abroad.

(6) To fill a post of university lecturer and university professor, at least 3 members of the competition committee must be from outside UAB, from the country or abroad.

(7) The members of the competition committee must have a higher or at least equal teaching qualification to the post advertised, or for members from abroad, must meet the university's standards, corresponding to the function of the post advertised.

(8) For the exclusive purpose of participation in the competition committee, the equivalence of the teaching titles of the members from abroad with the teaching titles in the country will be realized, on the basis of which the university senate approves the nominal composition of the competition committee.

(9) The president of the competition committee may be the head of the department in which the position is located, the dean or vice-dean of the faculty in which the position is located, a UAB tenured teacher, a specialist in the field of the disciplines of the position or in a related field, delegated for this purpose by the vote of the department council, respectively of the faculty council organizing the competition. The proposal for the appointment of the chairperson is made by the council of the department to which the post belongs, together with the proposal of the committee, and is approved by the faculty council and the university senate.

Art.21. (1) The Appeals Settlement Committee is composed of 5 members, including its chairman, specialists in the field of the post advertised or in related fields.

(2) The members of the selection board may not be part of the appeals board.

(3) If a member is unable to take part in the work of the committee, he shall be replaced by an alternate member appointed in accordance with the same procedure as the members of the committee.

(4) Decisions of the Appeals Board shall be taken by majority vote. A decision of the Board shall be valid if it has obtained the votes of at least 3 members of the Board.

(5) The work of the Appeals Board shall be chaired by the President.

(6) The members of the appeals committee may be from inside or outside UAB, from the country or from abroad.

(7) In order to fill a post of university lecturer and university professor, at least 3 members of the appeals committee must be from outside UAB, from the country or from abroad.

(8) The members of the appeals committee must have a higher or at least equal teaching qualification to the post advertised, or for members from abroad, must meet the university's standards corresponding to the position corresponding to the post advertised.

(9) For the sole purpose of participation in the appeals committee, the equivalence of the teaching titles of the members from abroad with the teaching titles in the country will be realized, on the basis of which the university senate approves the nominal composition of the competition committee.

(10) The president of the appeals committee may be the director of the department in which the post is located, the dean or vice-dean of the faculty in which the post is located, a UAB tenured teacher, a specialist in the field of the disciplines of the post or in a related field, delegated for this purpose by the vote of the department council, respectively of the faculty council organizing the competition. The proposal for the appointment of the chairperson is made by the council of the department to which the post belongs, together with the proposal of the committee, and is approved by the faculty council and the university senate.

Art.22. (1) The competition file in electronic format, which accompanies the invitation from UAB to participate in the competition committee, is sent by the chairman of the committee to the members of the competition committee, starting from the closing date of the submission of the competition files, but no later than 5 working days before the first round of the competition.

(2) The printed file, submitted by the candidate, shall remain with the chairperson of the committee.

Art. 23. (1) The competition committee evaluates the candidate in terms of the following criteria:

(a) the relevance and impact of the candidate's scientific achievements in relation to the subject area of the post for which he/she is applying;

b) the candidate's ability to mentor students or young researchers;

c) the candidate's teaching skills;

d) the ability of the candidate to transfer his/her knowledge and results to the economic or social environment or to popularize his/her own scientific results;

(e) the candidate's ability to work in a team and the effectiveness of his/her scientific collaborations, depending on the specifics of the candidate's field;

f) the candidate's ability to conduct research and development projects;

g) professional experience of the candidate in institutions other than "ARTIFEX" University of Bucharest.

(2) In the situation where the post concerned is that of university assistant/lecturer, the competition committee has the obligation to verify and ascertain, from the point of view of didactic and scientific relevance, the fulfillment of the standards for the occupation of teaching posts, specific to the function, provided in this methodology.

(3) In the case of a lecturer/professor position, the competition committee has the obligation to verify and ascertain the fulfillment by the candidate of the UAB standards, in terms of didactic and scientific relevance, as set out in this methodology.

(1) The criteria set out in Article 23 para. (1) shall be assessed on the basis of the competition file and, where appropriate, additionally through one or more competition tests, in accordance with the provisions of this Methodology.

(2) For all posts, at least one competition test shall consist of a public lecture of at least 45 minutes, in which the candidate presents his/her most significant previous professional achievements and career development plan. This test must also include a session of questions from the selection board and the public.

(3) At least 5 working days before the first competitive examination, the date, time and place of the competitive examination will be announced on the UAB website.

(4) In the case of candidates for teaching posts coming from higher education, the selection board may also take into account the results of student evaluation in the previous academic year.

Art. 25. The university assistant is hired through open competition, if he fulfills the following conditions:

- hold a doctoral degree;
- have an overall undergraduate GPA above the minimum GPA set by the Faculty Council, but no lower than 6.00.
- to have published *at least 3 works* (articles, studies) in specialized journals, with scientific referees, or in volumes of national or international scientific events (with ISBN or ISSN), in the field of the post.

Art.26. (1) The competition for the post of academic assistant consists of *four tests: written, oral and practical tests* specific to the post, as well as the public lecture referred to in Article 24 para. (2) of this Methodology, on the day(s), at the time(s) and in the room(s) to be announced in accordance with Article 24(3) of this Methodology. The assessment will be based on marks from 1 to 10, and candidates must obtain an average of at least 8 and at least 7 in each test in order to be admitted.

(2) For the *written* and *oral* tests, the bibliography will be announced on the UAB website at the same time as the publication of the announcement of the vacancy.

(3) The selection board sets the topic for the *practical test* 48 hours before the *practical test* and publishes it on the UAB website, thus informing the candidates. The practical test consists of a seminar or practical work in the presence of the selection board.

(4) The public lecture is a minimum of 45 minutes in which the candidate presents his/her most significant previous professional achievements and academic career development plan. This

examination, which is assessed on a pass/fail basis, must also include a session of questions from the committee and the public.

(5) The Selection Board decides the ranking of the candidates and nominates the candidate with the best results.

Art. 27. In order to fill a post of *university lecturer*, candidates must fulfill the following conditions:

- holding a doctorate;
- to have published *at least 5 works* in the field of the post (articles, studies) in specialized journals, with scientific referees, or in volumes of national or international scientific events (with ISBN or ISSN);
- have published course material, in a recognized publishing house, covering at least one of the subjects in the post structure;
- have an overall undergraduate GPA above the minimum GPA set by the Faculty Council, but no lower than 6.00.

Art.28. (1) The competition for a *post of university lecturer* consists in the analysis of the application file, the delivery of a didactic lecture in the presence of the competition committee and a public lecture.

(2) The program of the competition is published on the website at the same time as the publication of the vacancy notice.

(3) The subject of the didactic lecture shall be set by the selection board and shall be announced to the candidates 48 hours before the lecture on the website www.artifex.org.ro.

(4) The evaluation of the didactic lecture is made with marks from 1 to 10, the candidate must obtain an average of at least 8 in order to be declared admitted.

(5) The public lecture is a minimum of 45 minutes in which the candidate presents the most significant previous professional achievements and the academic career development plan. This examination, assessed on a pass/fail basis, must also include a session of questions from the committee and the public.

(6) The Selection Board decides the ranking of the candidates and nominates the candidate with the best results.

Art. 29. The following cumulative conditions are required for the post of *university lecturer*:

- holding a doctorate;
- fulfillment of the national minimum standards for the occupation of teaching positions, specific to the teaching position of university lecturer, approved by the Order of the Minister of the Ministry of Education (in force at the date of application for the competition), elaborated according

to art. 156 paragraph (1) letter a) of the Law on Higher Education 199/2023, with subsequent amendments;

- additionally, for the post of university lecturer, being the sole author of at least one specialized book in the field of the disciplines included in the structure of the post advertised, published by a recognized publishing house in the country or abroad.

Art. 30. The following cumulative conditions are required for the post of *university professor*:

- holding a doctorate;
- holding a certificate of competence;
- fulfillment of the national minimum standards for the occupation of teaching positions, specific to the teaching position of university professor/scientific researcher grade I, approved by the Order of the Minister of the Ministry of Education (in force at the date of application for the competition), elaborated according to art. 156 paragraph (1) letter a) of the Law on Higher Education 199/2023, with subsequent amendments;

- in addition, for the post of university professor, at least three specialized books in the field of the disciplines included in the structure of the post advertised, published by recognized publishers in the country or abroad, of which at least two must be single-authored.

Art.31. (1) The competition for the post of *university lecturer* and *university professor* consists in the analysis of the application file and the delivery of a public lecture.

(2) The public lecture is a minimum of 45 minutes in which the candidate presents his/her most significant previous professional achievements and academic career development plan. This examination, which is assessed on a pass/fail basis, must also include a session of questions from the committee and the public.

(3) For candidates who do not come from higher education, a didactic lecture is also given in front of the students, in the presence of the selection board. The subject of the lecture will be announced to candidates 48 hours before the lecture is due to be given by posting it on the University website.

(4) The evaluation of the didactic lecture is made with marks from 1 to 10, the candidate must obtain an average of at least 8 in order to be declared admitted.

(5) The competition committee for a post of *university lecturer* or *university professor* shall proceed to the ranking, taking into account the provisions of Article 24 of this methodology.

Art.32. (1) Following the evaluation process, the selection board establishes, for each post, the ranking of the candidates and nominates the candidate who has obtained the best results.

(2) The chairman of the selection board draws up a report on the competition on the basis of the assessment reports drawn up by each member of the selection board and in accordance with the ranking of candidates decided by the board.

(3) The competition report is signed by each member of the competition committee.

Art.33. - (1) The president of the competition committee shall send the report and the related documentation, within 10 working days from the date of the last competition exam, to the dean of the faculty or to the vice-dean, who shall organize their discussion by the faculty council and ensure the conditions for the consultation of the competition materials by the council members.

(2) Two-thirds of the members of the faculty council must be present for the validation of the contest.

(3) The Faculty Council shall analyze the observance of the procedures and give or not its opinion on the competition report. The ranking of candidates established by the competition committee may not be changed by the Faculty Council.

Art.34. (1) Based on the decision of the faculty council, an extract of the minutes of the meeting shall be drawn up, to which a copy of the attendance list of the meeting (with the signatures of all those present) shall be attached. These documents will be added to each candidate's file. Each candidate's competition file must be handed in to the General Secretariat of the University.

(2) The Chief Secretary of the "ARTIFEX" University checks the files, the documents related to the competition and forwards the files to the legal counselor of the university for an opinion on the legality of the competition.

Art.35. (1) The legally approved competition files are submitted to the UAB Senate.

(2) Following the presentation by a member of the UAB Senate of the way the competition was conducted, the conclusions of the competition committee and the Faculty Council, the University Senate shall analyze the compliance with the procedures established by this methodology and approve or not the report on the competition. The ranking of the candidates, as established by the competition committee, cannot be modified by the University Senate.

(3) The decision of the Senate shall be taken by a majority vote of the members present, if the number of those present represents at least 2/3 of the total number of members.

(4) A copy of the decision of the Senate approving the competition report, together with a copy of the attendance list from the meeting, shall be added to the competition file of each candidate and handed in to the UAB General Secretariat.

Art. 36. (1) If a candidate has elements that may demonstrate non-compliance with the assessment procedure on the basis of the criteria set out in Article 23 para. (1) of this Methodology and/or non-compliance with the procedures for organizing and conducting the competition, the candidate may lodge an appeal within 3 working days of the notification of the result.

(2) The appeal shall be made in writing, shall be registered at the General Secretariat of the University and shall be resolved by the Appeals Committee.

(3) The Appeals Committee analyzes the issues raised by the candidate's appeal, which it resolves within 48 hours of its registration and on which it draws up a report before publishing the results of the competition.

(4) The report of the appeals committee, after it has been approved by the faculty council, and the report of the competition committee are submitted by the dean of the faculty to the UAB senate for approval.

Art.37. (1) The appointment to the post and the granting of the corresponding academic title by the "ARTIFEX" University, following the approval of the result of the competition by the University Senate, are made by decision of the Rector, starting with the semester following the holding of the competition, for the successful candidate.

(2) The appointment decisions and the award of the corresponding academic title for the winning candidates, accompanied by a summary report on the organization and conduct of the competition(s) at UAB, shall be sent, within 5 days of issuance, in electronic format/on electronic media, with a forwarding address to the National Commission for the Attestation of University Degrees, Diplomas and Certificates (CNATDCU), through the specialized directorate within the relevant ministry.

Art. 38. In case the position advertised has not been filled, the competition may be repeated in the following semester, in full compliance with the competition procedure.

Art.39. (1) The Rector's decision on the appointment to the post and the granting of the corresponding academic title shall be **sent** to the UAB Human Resources Officer at least two working days before it takes legal effect.

(2) The files of the candidates admitted to the competition are archived by the UAB General Secretariat.

(3) The result of the competition shall be published at the UAB headquarters, on the UAB website, within two working days after the completion of the competition. The result of the competition shall also be uploaded on the electronic platform managed by the relevant Ministry.

Art.40. (1) Persons shall be considered to be involved in the competition procedure if:

- a) participate in the decision-making process regarding the appointment of the selection board;
- b) are members or alternate members of the selection board;
- c) are involved in professional or administrative evaluation decisions in the competition;
- d) are involved in settling appeals.

(2) Candidates may not be involved in the competition procedure if they are spouses, relatives up to and including the third degree of kinship with one or more candidates.

Art.41. (1) In the situation where, following the winning of a competition by a candidate, one or more persons from UAB are to be in a situation of incompatibility according to the provisions of Art. (3) of the Competition Framework Methodology for filling vacant teaching and research posts in higher education, approved by H.G. 1339/2023, the appointment to the post and the granting of the academic title by UAB may take place only after the incompatibility situation/situations have been resolved.

(2) The procedure for resolving the situation of incompatibility shall be communicated to the relevant ministry within 2 working days of the resolution.

CHAPTER IV

Final provisions

Art. 42. Failure to comply with the provisions of this methodology by the persons in charge of the procedure of organizing and conducting the competitions constitutes a disciplinary offense and is sanctioned in accordance with the provisions of the legislation in force, depending on the nature of the act.

Art. 43. "ARTIFEX" University shall prepare annually, by September 1st at the latest, a summary report, in electronic format, on the organization, conduct and completion of competitions for teaching posts. The report is sent for notification to the CNATDCU, through the specialized directorate of the competent ministry.

Art.44.- (1) The heads of departments, deans of faculties and the rector are accountable to the university senate for the proper conduct of competitions for teaching positions, in compliance with the quality, ethics and university deontology and the legislation in force.

(2) If irregularities are found, the University Senate may apply sanctions provided for by the UAB Charter and the legislation in force, including the dismissal of the heads of departments and deans, upon justified proposal of the Board of Administration or the Rector or ex officio, with their advice.

(3) In case the courts of law find that the procedures for holding the competition for teaching positions at UAB have been violated, the competition shall be canceled and shall be reopened.

Article 45 - (1) Placement in a teaching position is subject to the presentation of a medical certificate, issued on a specific form adopted by joint order of the Minister of Education and the

Minister of Health. The opinions to exercise the profession are established by joint order of the Minister of Education and the Minister of Health.

(2) Retention in a teaching post is subject to a periodic medical check-up. The periodicity and the granting of approval for the exercise of the profession shall be determined by joint order of the Minister of Education and the Minister of Health.

(3) Teaching staff who consider themselves wronged may request an assessment of their ability to work in the field of education.

(4) In situations of professional unfitness of a psycho-behavioral nature of the staff employed at "ARTIFEX" University of Bucharest, the institution may request, upon the notification of any factor involved in the educational process, by decision of the Board of Directors, a new full medical examination.

(5) Situations of professional unfitness of a psycho-behavioral nature are analyzed and established by a committee of 3-5 members, medical specialists, established at the level of the university center on the basis of a protocol concluded between the Ministry of Education and the Ministry of Health, which carries out the expertise of the work capacity in the field of education.

(6) The refusal of the teaching staff to attend the medical check-up constitutes a disciplinary misconduct and may lead to the termination of the individual employment contract.

Art.46.- The present methodology shall be applied as of the date of approval by the University Senate, as of which date the previous methodology for filling vacant teaching positions shall be repealed.

This methodology has been revised, in accordance with H.G. 1339/2023 regarding the approval of the Framework Methodology for the competition to fill vacant teaching and research posts in higher education published in MO no. 3/03.01.2024, was approved in the meeting of the Board of Directors of the "ARTIFEX" University of Bucharest on 26.02.2024 and approved in the meeting of the Senate of the "ARTIFEX" University of Bucharest on 28.02.2024.

Approved,
President of the Administrative Board,
Ec. Sevastița Grigorescu

Approved,
Senate President,
Prof. PhD Cristian Marian Barbu



ROMANIA
Ministry of Education
"ARTIFEX" University of Bucharest
Accredited by Law no.133/2005

47 Economu Cezărescu Str., sector 6, Bucharest
Phone: 021.316.61.67; 021.316.61.68; 021.316.61.69 Fax: 021.316.61.68; 021.316.61.69
Website: www.artifex.org.ro
E-mail: universitate@artifex.org.ro

Annex 1

Faculty of *Management-Marketing / Finance and Accounting*,
Department of *Management-Marketing / Finance - Accounting*,
Job:, position,
Disciplines:
Fundamental domain:
Domain:

COMPETITION FILE

CANDIDATE

FIRST NAME AND LAST NAME, Teaching grade (if applicable)



ROMANIA
Ministry of Education
"ARTIFEX" University of Bucharest
Accredited by Law no.133/2005

47 Economu Cezărescu Str., sector 6, Bucharest
Phone: 021.316.61.67; 021.316.61.68; 021.316.61.69 Fax: 021.316.61.68; 021.316.61.69
Website: www.artifex.org.ro
E-mail: universitate@artifex.org.ro

Annex no. 2

Registration No/.....

APROBAT
RECTOR,

MR. RECTOR,

The undersigned born on (day, month, year)
....., graduate of the faculty
....., department/specialization, having
obtained the general average of the bachelor degree
(teaching or research degree and place of employment)
.....

.....
please approve my application to take part in the competition for the post of
position.....discipline(s).....
.....

.....
at the Department Faculty
.....

I would like to mention that I have a doctorate in science since, in
the specialized field, and I obtained the
following grades in the subjects of the post advertised during my studies
.....
.....

The competition has been announced in the Official Journal, Part III, No from

Date

Signature

Annex 2a

Taking responsibility¹

The undersigned/a....., born on....., in the locality, county/sector....., CNP....., as a candidate for the post of, position....., disciplines....., in the Staff of the department..... of the "ARTIFEX" University of Bucharest, academic year....., published in the Official Journal of Romania, Part III-a nr.....of, declare on my own responsibility that the data in the competition file refer to my own activities and achievements and are true, in case of a lack of information, I hereby declare that the data in the competition file are true.

Signature

Date

¹ This declaration must be hand-written by each candidate according to the model and will not be completed on this model

PERSONAL INFORMATION	Write your first and last name
[All resume fields are optional. Delete empty fields.]	
	Write street name, number, city, postcode, country
	Enter your phone number Enter your mobile number
	Enter your e-mail address
	Enter your personal web address
	Enter the type of messenger you use (Yahoo, skype etc.) Enter your messenger username (Yahoo, skype etc.)
	Gender Enter gender Date of birth dd/mm/yyyy Nationality Enter nationality

THE JOB FOR WHICH YOU ARE APPLYING POSITION DESIRED JOB STUDIES FOR WHICH YOU ARE APPLYING	Write the job you are applying for / the position / job you want / the studies you are applying for (remove irrelevant fields in the left column)
---	---

PROFESSIONAL EXPERIENCE

[Describe each job separately. Start with the most recent.]

Write the dates (from - to)	Write your occupation or position
	Write the name of the employer and the city (write also the full address and website)
	Write down your main activities and responsibilities
	Type or sector of activity Write type or sector of activity

EDUCATION AND TRAINING

[Add separate fields for each training stage. Start with the most recent.]

Write the dates (from - to)	Write the qualification obtained	Write the EQF level if you know it
	Write the name of the education or training organization and the locality (if relevant, also write the country)	
	List the main subjects you have studied and the skills you have acquired	

PERSONAL COMPETENCES

[Clear empty fields.]

Mother tongue(s)	Write your mother tongue(s)				
Other known foreign languages	INTELEGERE		TALK		WRITE
	Listening	Read	Join the conversation	Oral speech	
Specify foreign language	Specify the level	Specify the level	Specify the level	Specify the level	Specify the level
	Write the name of the certificate. Write the level, if known.				
Specify foreign language	Specify the level	Specify the level	Specify the level	Specify the level	Specify the level
	Write the name of the certificate. Write the level, if known.				
	Levels: A1/2: Elementary user - B1/2: Independent user - C1/2: Experienced user Common European Framework of Reference for Languages				

Communication skills	Write down your communication skills. Specify the context in which they were acquired. For example: ▪ good communication skills acquired through own experience as a sales manager
Organizational/managerial skills	Write organizational/managerial competences. Specify the context in which they were acquired. For example: ▪ leadership (currently in charge of a team of 10 people)
Skills acquired on the job	List any skills acquired on the job which have not been mentioned above. Specify the context in which they were acquired. For example: ▪ good knowledge of quality control processes (currently responsible for quality audit)
Computer skills	Write the IT skills you have. Specify the context in which they were acquired. For example: ▪ good knowledge of Microsoft Office™ tools
Other skills	Write other competences not mentioned above. Specify the context in which they were acquired. For example: ▪ carpentry
Driving license	Write the category of driving license you hold. For example ▪ B

FURTHER INFORMATION

Publications Presentations Projects Conferences Seminars Awards Memberships References	Mention publications, presentations, projects, conferences, seminars, awards, affiliations and references that you consider relevant. Delete irrelevant fields in the left column. Sample publication: ▪ How to write a successful CV, New Associated Publishers, London, 2002. Example project: ▪ Devon Public Library. Principal architect responsible for design, production and construction supervision (2008-2012).
---	---

ANNEXES

	Add a list of documents attached to your CV. Examples: ▪ copies of diplomas and qualification certificates; ▪ workplace recommendations; ▪ publications or research.
--	---



ROMANIA
Ministry of Education
"ARTIFEX" University of Bucharest
Accredited by Law no.133/2005

47 Economu Cezărescu Str., sector 6, Bucharest
Phone: 021.316.61.67; 021.316.61.68; 021.316.61.69 Fax: 021.316.61.68; 021.316.61.69
Website: www.artifex.org.ro
E-mail: universitate@artifex.org.ro

Annex no.4

Exam to fill the post of ... , by² Date.....
Department:
Discipline(s):
Domain
Post approved by the Ministry of Education and published on the "ARTIFEX" University of Bucharest website and on the specialized website managed by the Ministry of Education

L I S T A D E L U C R E R S ³

Candidate: - **Dr./** from,/ from
(Surname, first initial and surname) (year) (Teaching title/echiv.) (year)

1. List of the maximum 10 works (if any) considered by the candidate to be the most relevant to his/her professional achievements, which are included in electronic format in the file and which can be found in the other categories of works in this list of works:

1.1.

1.2.

1.3.

1.4.

1.5.

1.6.

1.7.

1.8.

1.9.

1.10.

2. Doctoral thesis(s)

T1.

² university lecturer / university lecturer / university professor

³ Note

- (1) Each paper is presented, in the language in which it has been published/exhibited, corresponding to the structure " I, II, III, IV, V, VI, VII ", where: I is the designator (T1, T2, etc.; Ca1, Ca2, etc.; ...); II - the authors in the order of publication, with the candidate's "bold" type; III - *the title*, written "italic"; IV - the publisher or journal or event and/or other localization elements, as appropriate; V - the range of pages in the publication, i.e. pp ...-..., the total number of pages, i.e. ... pg. or other similar data, as appropriate; VI - year or period of realization, as appropriate; VII - ISSN (for journals) or ISBN (for books, manuals, treatises, volumes of scientific events, etc.).
- (2) Within each group of papers (Ca1, Ca2, etc.; I1, I2, etc. ; ...), the papers are in reverse chronological order.

3. Books/courses published in recognized journals (Ca1, Ca2, etc.), tutorials published (I1, I2, etc.), chapters published in collective volumes, theoretical chapters written (D1, D2, etc.), as appropriate, contributing to the development of teaching/professional activities.

Ca1.

Ca2.

Ca3.

...

I1

I2

I3

...

D1

D2

D3

...

4. Textbooks published in recognized publishing houses (Cb1, Cb2, etc.), **articles/studies** published in extenso in internationally recognized journals (ISI listed or indexed in international databases specific to the field) (Ri1, Ri2etc.), **articles/studies** published in extenso in the volumes of recognized international scientific events in the country and abroad (with ISSN / ISBN) (Vi1, Vi2, etc.) (Vi1, Vi2, etc.), as well as **other similar works**: articles/studies published in extenso in nationally recognized specialized journals (Rn1, Rn2 etc.), articles/studies published in extenso in the volumes of national scientific events (with ISSN/ISBN) (Vn1, Vn2 etc.), papers presented at various seminars/exhibitions, innovations etc. (E1, E2 etc.), as appropriate, which contribute to the development of *the field*.

Cb1.

Cb2.

Cb3.

...

Ri1.

Ri2.

Ri3.

...

Vi1.

Vi2.

Vi3.

...

Rn1.

Rn2.

Rn2.

...

Vn1.

Vn2.

Vn3.

...

E1

E2

E3

...

5. International, national and business **research contracts** (CCi1..., CCn1..., CCma1...).

CCi1

CCi2

CCi3

...

CCn1

CCn2

CCn3

...

CCma1

CCma2

CCma3

...

6. **Citations of published works:** bibliographical reference of the cited work (Ci1, Ci2 ...) and bibliographical reference(s) of the citing work(s) (Ci1.1, Ci1.2..., Ci2.1, Ci2.2, etc.)

Ci1.

Ci1.1.

Ci1.2.

Ci1.3.

...

Full name Candidate

Signature Candidate,

Data:

MANDATORY INFORMATION IN THE LIST OF WORKS

1. Monographs/books/manuals:

- Authors (full list), title, publisher, year of publication, number of pages (number of pages belonging to the person, if any), **ISBN**.

2. Articles published in recognized or other prestigious journals in the country and/or abroad:

- Authors (full list), article title, journal name, issue number and year, pages where the article is found, journal citation, indexing database, journal's relative influence score or impact factor, if applicable, **ISSN**.

3. Studies published in scientific publications in the country and/or abroad:

- Authors (full list), title of the communication, name of the scientific event, venue, year, PUBLISHED IN(name of the volume), place of publication, year of publication, pages where the communication is found, **ISBN / ISSN**.

4. Citations of published works:

- For the cited work and for the works that cite it, fill in the bibliographical references according to points 1, 2, 3.



ROMANIA
Ministry of Education
"ARTIFEX" University of Bucharest
Accredited by Law no.133/2005

47 Economu Cezărescu Str., sector 6, Bucharest
Phone: 021.316.61.67; 021.316.61.68; 021.316.61.69 Fax: 021.316.61.68; 021.316.61.69
Website: www.artifex.org.ro
E-mail: universitate@artifex.org.ro

Annex 5a

Competition to fill the post of position, University Assistant
Department:
Position
Discipline(s):
Domain
post published in the Official Journal of Romania no. _____ from _____

CHECK SHEET

that you meet the eligibility requirements for the competition for the post of
UNIVERSITY ASSISTANT

Candidate:, date of birth:.....,
current position institution

1. Undergraduate studies

Nr.crt.	Higher education institution, faculty and undergraduate degree program completed	Domain /	Period	Title awarded	Overall undergraduate average
1					

2. Master's degree studies (please also specify the psycho-pedagogical training course)

Nr.crt.	Higher education institution and master's degree program completed	Domain /	Period	Title awarded
1				

3. Doctoral studies

Nr.crt.	Higher education institution and faculty	Domain	Period	Title awarded
1				

4. Postdoctoral studies and fellowships (internships of at least 6 months)

Nr.crt.	Country / Institution	Domain / Specialization	Period	Type of grant
1				

5. Teaching/ professional grades

Nr.crt.	Institution	Domain /	Period	Title / teaching post or professional grade
1				

6. Professional and scientific achievements

3 articles published in peer-reviewed journals or in volumes of national or international scientific events (with ISBN or ISSN) in the field of the post.	1. _____ _____ 2. _____ _____ 3. _____ _____
---	---

7. File content

The application file contains all the elements mentioned in art. 13 of the Methodology of the competition for vacant teaching and research posts at "ARTIFEX" University of Bucharest	DA/NU
---	-------

Date

Signature

Exam to fill the position, University Lecturer

Department:,

Position

Discipline(s):,

Domain,

Post approved by the Ministry of Education and published on the "ARTIFEX" University of Bucharest website and on the specialized website managed by the Ministry of Education

CHECK SHEET

that you meet the standards required for admission to the competition

UNIVERSITY LECTURER

Candidate:, date of birth:....., current position institution

1. Undergraduate studies

Nr.crt.	Higher education institution, faculty and undergraduate degree program completed	Domain /	Period	Title awarded	Overall undergraduate average
1					

2. Master's degree studies (please also specify the course of psycho-pedagogical training)

Nr.crt.	Higher education institution and master's degree program completed	Domain /	Period	Title awarded
1				

3. Doctoral studies

Nr.crt.	Higher education institution and faculty	Domain	Period	Title awarded
1				

4. Postdoctoral studies and fellowships (internships of at least 6 months)

Nr.crt.	Country / Institution	Domain / Specialization	Period	Type of grant
1				

5. Teaching/ professional grades

Nr.crt.	Institution	Domain /	Period	Title / teaching post or professional grade
1				

6. Professional and scientific achievements

5 articles published in peer-reviewed journals or in volumes of national or international scientific events (with ISBN or ISSN) in the field of the post.	1. _____ 2. _____ 3. _____ 4. _____ 5. _____
Course material published by a recognized publisher, covering at least one of the subjects in the job structure	<i>Fill in: authors, publisher, journal in which the course was published, ISBN (including electronic support)</i>

7. File content

The application file contains all the elements set out in art. 10 of the Methodology for the organization and conduct the exam for promotion in the teaching career at the "ARTIFEX" University of Bucharest	<i>DA/NU</i>
--	--------------

Date

Signature

Exam to fill the post of, University Lecturer

Department:,

Position

Discipline(s):,

Domain

Post approved by the Ministry of Education and published on the "ARTIFEX" University of Bucharest website and on the specialized website managed by the Ministry of Education

CHECK SHEET

that you meet the standards required for admission to the competition

UNIVERSITY LECTURER

Candidate:, date of birth:....., current position institution

1. Undergraduate studies

Nr.crt.	Higher education institution, faculty and undergraduate degree program completed	Domain /	Period	Title awarded
1				

2. Master's degree studies (please also specify the course of psycho-pedagogical training)

Nr.crt.	Higher education institution and master's degree program completed	Domain /	Period	Title awarded
1				

3. Doctoral studies

Nr.crt.	Higher education institution and faculty	Domain	Period	Title awarded
1				

4. Postdoctoral studies and fellowships (internships of at least 6 months)

Nr.crt.	Country / Institution	Domain / Specialization	Period	Type of grant
1				

5. Teaching/ professional grades

Nr.crt.	Institution	Domain /	Period	Title / teaching post or professional grade
1				

6. Professional and scientific achievements

Note: The list of professional-scientific achievements shall be completed by each candidate individually, in accordance with the standards set out in the Order of the Minister of the Ministry of the Ministry of Education on the minimum national standards provided for in Art. 156 para. (1) of the Law on Higher Education no. 199/2023, with subsequent amendments, in force at the date of registration for the examination, to which are added the additional requirements established according to art. 24 of the Methodology for the organization and conduct of the examination for promotion in the teaching career at the "ARTIFEX" University of Bucharest.

7. File content

The application file contains all the elements set out in art. 10 of the Methodology for the organization and conduct the exam for promotion in the teaching career at the "ARTIFEX" University of Bucharest	DA/NU
--	-------

Date

Signature

Exam to fill the post of, university professor

Department:,

Position

Discipline(s):,

Domain

Post approved by the Ministry of Education and published on the "ARTIFEX" University of Bucharest website and on the specialized website managed by the Ministry of Education

CHECK SHEET

that you meet the standards required for admission to the competition

UNIVERSITY PROFESSOR

Candidate:, date of birth:....., current position institution

1. Undergraduate studies

Nr.crt.	Higher education institution, faculty and undergraduate degree program completed	Domain /	Period	Title awarded
1				

2. Master's degree studies (please also specify the course of psycho-pedagogical training)

Nr.crt.	Higher education institution and master's degree program completed	Domain /	Period	Title awarded
1				

3. Doctoral studies

Nr.crt.	Higher education institution and faculty	Domain	Period	Title awarded
1				

4. Postdoctoral studies and fellowships (internships of at least 6 months)

Nr.crt.	Country / Institution	Domain / Specialization	Period	Type of grant
1				

5. Teaching/ professional grades

Nr.crt.	Institution	Domain /	Period	Title / teaching post or professional grade
1				

6. Professional and scientific achievements

Note: The list of professional-scientific achievements shall be completed by each candidate in accordance with the standards set out in the Order of the Minister of the Ministry of the relevant subject on the minimum national standards provided for in Art. 156 para. (1) of the Law on Higher Education no. 199/2023, with subsequent amendments, in force at the date of registration for the examination, to which are added the additional requirements established according to art. 25 of the Methodology for the organization and conduct of the examination for promotion in the teaching career at the "ARTIFEX" University of Bucharest.

7. File content

The application file contains all the elements set out in art. 10 of the Methodology for the organization and conduct the exam for promotion in the teaching career at the "ARTIFEX" University of Bucharest	DA/NU
--	-------

Date

Signature



ROMANIA
Ministry of Education
"ARTIFEX" University of Bucharest
Accredited by Law no.133/2005

47 Economu Cezărescu Str., sector 6, Bucharest
Phone: 021.316.61.67; 021.316.61.68; 021.316.61.69 Fax: 021.316.61.68; 021.316.61.69
Website: www.artifex.org.ro
E-mail: universitate@artifex.org.ro

Annex no.6

STATEMENT,

I, the undersigned, residing at, holder of (BI/CI) series nr, candidate for the competition for the post of, position in the staff of the Department, Faculty, declare on my own responsibility, knowing the provisions of Article 326 of the Penal Code, on false statements, that in case of winning the competition:

☐ I will find myself in the situations of incompatibility provided for by Law no. 1/2011, art. 295 paragraph 4, as follows:

- The incompatibility situation in which I will find myself is
- I have taken cognizance of the provisions of art. 7 of the *Framework Methodology of the competition for filling vacant teaching and research posts in higher education* approved by GD no. 457/04.05.2011 and I undertake to submit in writing, by, through the "ARTIFEX" University Registry, the procedure for solving the incompatibility situation created.

☐ I will not find myself in the situations of incompatibility provided for by Law no. 1/2011, art. 295 paragraph 4.

Date

Signature



ROMANIA
Ministry of Education
"ARTIFEX" University of Bucharest
Accredited by Law no.133/2005

47 Economu Cezărescu Str., sector 6, Bucharest
Phone: 021.316.61.67; 021.316.61.68; 021.316.61.69 Fax: 021.316.61.68; 021.316.61.69
Website: www.artifex.org.ro
E-mail: universitate@artifex.org.ro

Annex no. 7

AGREEMENT ON THE PROCESSING OF PERSONAL DATA

AS PART OF THE COMPETITION PROCEDURE FOR A VACANT TEACHING/RESEARCH POST

SUBSCRIBER(S) _____, CNP _____, candidate for a teaching/research position at the "ARTIFEX" University of Bucharest, I hereby declare that I agree to the processing of personal data, according to the terms and conditions of processing set out below:

- **TERMS AND CONDITIONS FOR PROCESSING PERSONAL DATA**

The "ARTIFEX" University of Bucharest (hereinafter UAB), in the framework of the competition procedure for a teaching/research position, collects and processes personal data related to the candidates who apply for this competition. All data will be processed in strict compliance with the procedures of Regulation No. 679 of April 27, 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation) with applicability as of 25.05.2018. In this respect, data confidentiality is ensured, i.e. unauthorized access to and disclosure of data is prevented.

- **THE PURPOSE AND LEGAL BASIS FOR PROCESSING THE CANDIDATE'S PERSONAL DATA**

UAB processes candidates' personal data in order to ensure the conduct of the competition for a vacant teaching/research post at the University.

Data are collected and processed in order to fulfill the legal obligations of UAB, as defined in the Methodology of the competition for vacant teaching and research posts at the "ARTIFEX" University of Bucharest, elaborated in accordance with the legal provisions in force.

Article 9(h) of the Methodology states:

"Within 5 working days from the closing date of registration for the competition, the Rector shall ensure that the following documents are published on the competition website (www.jobs.edu.ro) and

the UAB website for each of the candidates registered: curriculum vitae, list of publications and the verification sheet for the fulfillment of minimum standards."

- **DATA SOURCE**

Candidate data, processed in the framework of the competition procedure for a teaching/research vacancy, can be extracted from:

- Documents submitted by the candidate in the application file;
- Publicly accessible sources;
- Electronic databases (indexing articles published by candidates), e.g. Web of Science;
- Scientific conference websites;
- Electronic catalogs indexing books and publishers' websites.

- **PERSONAL DATA TO BE PROCESSED**

The information needed to conduct the competition for a teaching/research post will largely consist of information provided by the candidate, such as name, surname, academic title, scientific title, contact details, education and training, qualifications.

- **RIGHTS OF THE CANDIDATE TEACHER ACCORDING TO GDPR**

- Right of access to data
- Right to rectification
- Right to erasure ('right to be forgotten')
- Right to restrict processing
- Right to data portability
- Right to oppose
- The right not to be subject to a decision based solely on automated processing activities
- The right to appeal to the National Supervisory Authority for Personal Data Processing or to the competent courts, to the extent deemed necessary.

- **DURATION OF PROCESSING OF THE CANDIDATE'S DATA**

Candidate data are processed for the duration of the competition for a teaching/research post, as well as afterwards, in order to comply with applicable legal obligations (such as archiving obligations).

- **SHARING PERSONAL DATA**

When transmitting data to entities outside the European Union/European Economic Area, the security safeguards required by the GDPR are required. There may also be situations where the law requires certain reporting or access to data by supervisory, tax or judicial authorities.

Date

Signature
