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SELECTION COMPETITION METHODOLOGY

FOR FILLING VACANT TEACHING AND RESEARCH
POSITIONS AT BABEȘ-BOLYAI UNIVERSITY OF CLUJ-NAPOCA

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CHAPTER I. GENERAL PROVISIONS

Art. 1 (1) This methodology governs the organisation and development of the selection process for vacant teaching and research positions at Babeş-Bolyai University of Cluj-Napoca (hereinafter referred to as UBB).

(2) The provisions of this methodology applies to selection competitions for teaching and research positions for the following teaching and research positions:

- a) teaching assistant;
- b) assistant professor/lecturer;
- c) associate professor;
- d) university professor;
- e) research assistant (RA) - scientific research assistant¹;
- f) scientific researcher (SR) – first stage researcher (R1)²;
- g) scientific researcher rank 3 (SR III); - recognised researcher (R2)³;
- h) scientific researcher rank 2 (SR II); - established researcher(R3)⁴;
- i) scientific researcher rank 1 (SR I) - leading researcher (R4)⁵.

(3) The equivalence of professional positions and ranks in research, development and innovation with university teaching positions may apply in both directions, only with the approval of the university senate, at the request of the person seeking it, as follows:

- a) scientific researcher is equivalent to university teaching assistant, for persons holding a doctoral degree;

¹ Equivalence of the professional rank set out in the *European Charter for Researchers* for qualified staff

² *ibid.*, for staff holding a doctoral degree or who are doctoral students

³ *ibid.*, for staff holding a doctoral degree

⁴ *ibid.*, for staff holding a doctoral degree

⁵ *ibid.*, for staff holding a doctoral degree

b) scientific researcher rank 3 is equivalent to assistant professor/lecturer;

c) scientific researcher rank 2 is equivalent to associate professor;

d) scientific researcher rank 1 is equivalent to full professor.

(4) The governing principles for organising and conducting open competitions at Babeş-Bolyai University of Cluj-Napoca are set out by CoARA (Coalition for Advancing Research Assessment), that UBB has joined, the principles of transparency, equal opportunities and gender equality ⁶, and non-discrimination ⁷. UBB values inter- and transdisciplinary collaborations and the ability to transfer knowledge to society.

Art. 2 (1) The teaching and research position openings may be on a fixed term contract or a permanent contract.

(2) As an exception to the labour legislation, the duration of a fixed term contract is limited to 4 years, depending on the policy or human resource strategy of the academic unit and UBB.

(3) Doctoral students may be employed for a fixed term period of up to 6 years.

⁶ *Guidelines for gender equality* approved by Administrative Council Decision 7251/27.05.2024

⁷ *Guide to combating discrimination* approved by Administrative Council Decision 17395/27.05.2024

CHAPTER II. RECRUITMENT PRINCIPLES

Art. 3 (1) The selection competition for teaching or research positions may be organised only if the position is listed as vacant.

(2) A position is considered vacant if it is listed as such in the staff establishment plans of the department, doctoral school or another academic unit (hereinafter referred to as AU), or if it becomes vacant during the academic year.

(3) Teaching and research positions cannot be made available for competition by converting an existing position into a higher rank position.

Art. 4 Only after securing the endorsements and approvals provided by this article, can a selection competition for a teaching or research position be organised, in accordance with the procedure outlined below:

a) the proposal for organising the selection competition for a vacancy is submitted by the head/ director of the academic unit (department/ doctoral school/ AU) where the position is listed, in a paper approved by the council of the academic unit and the faculty council, respectively by the UBB Scientific Council for the AU;

b) the list of position vacancies, approved by the dean/ AU director ([Addendum 1](#)) and accompanied by extracts from the minutes of the department/ doctoral school/ AU meetings ([Addendum 2](#)) and extracts from the minutes of the faculty council/ UBB Scientific Council meetings ([Addendum 3](#)) in which the proposals mentioned in letter a) were endorsed, is submitted to the Rector's Office within the set deadline;

c) The Rector's Office ensures that the requirements guiding UBB's human resources strategy are fulfilled and that positions are supported financially by the faculties, departments, doctoral schools, and AU. After consulting with the deans/ AU directors and addressing the possible recommended changes, the Rector's office submits the final list of teaching and research positions to the Administrative Council for approval.

Art. 5 (1) A selection competition for a permanent teaching or research position may be conducted only after the line ministry has published the position vacancy in the Official Gazette of Romania, part III.

(2) In order for a vacancy to be published in the Official Gazette of Romania, part III, UBB submits the following documents to the line ministry during the first 30 working days of each semester of the academic year:

- a) the list of open vacancies and a description of their structure, duly signed and stamped by the UBB Rector;
- b) the extract from the staff establishment plans indicating the available positions, signed by the rector, dean and the head of department or doctoral school/AU director;
- c) for teaching positions, the rector's statutory declaration attesting that all teaching position openings cover only courses from the curricula of the legally established specialisations/ degree programmes, including the form of education and location;
- d) internal methodology.

Art. 6 A competition for a permanent teaching or research position may be conducted only after UBB has published the position vacancy recruitment announcement.

Art. 7 (1) The recruitment announcement launches the recruitment competition and is published at least two months before the date of the first selection examination as shown below:

- a) in the Official Gazette of Romania, part III, for teaching and research positions on a permanent contract;
- b) on a dedicated website managed by the line ministry, namely the web page of the selection competition, for teaching and research positions on a fixed term contract;
- c) for research vacancies, calls will be posted in the premises of the institution or academic unit, as well as on national, international or professional online platforms;
- d) on the UBB website in the section dedicated to recruitment for teaching and research positions.

(2) Within 15 days of posting the call for applications on the UBB website, the selection competition details will be uploaded on the European Union recruitment platform (Euraxess), in English, by each department/AU.

Art. 8 (1) The following information will be published on the UBB web page section dedicated to recruitment for permanent teaching and research positions, as well as on the UBB web page section dedicated to recruitment for teaching and research positions on a fixed term contract ([Addendum 4](#)):

- a) position opening description;

- b) the responsibilities or activities associated with the position opening, including the teaching workload and the types of activities included in the teaching workload for teaching positions, and the research workload for research positions;
- c) the minimum salary rate for the vacant position;
- d) the recruitment calendar;
- e) the topic of the selection examinations, including lectures, courses, or related, or the themes from which the selection committee can select the topic for the examination, and, where applicable, the bibliography;
- f) description of the selection process;
- g) the complete list of the documents that the candidates will provide along with their application;
- h) the email address to which the application file will be forwarded.

(2) The announcements for the positions of associate professor, professor, second degree scientific researcher, and first degree scientific researcher will be published in English as well; for the selection competitions, the announcements will be published exclusively on the UBB website in the language of the vacant position's line of study.

(3) The date, time, and location of the selection examinations are announced on the web page of the selection competition, respectively on the UBB website and on the notice board of the faculty/AU, until the conclusion of the application period.

CHAPTER III. SUBMITTING APPLICATIONS

Art. 9 The application period for the selection competition begins and ends on the dates listed below:

- a) for permanent teaching positions, the selection competition begins on the date the vacant positions are published in the Official Gazette and concludes 15 working days before the first selection examination;
- b) for fixed term teaching positions, the selection competition begins on the date the recruitment announcement is published on the University's website and concludes 15 working days before the first selection examination;
- c) for all research positions the selection process begins on the date the recruitment announcement is published in a national newspaper and concludes 30 calendar days⁸ after the open call publication.

Art. 10 (1) Anyone is welcome to apply for the recruitment process.

(2) Only candidates who meet the admission standards, without discrimination, in line with the law, are eligible to apply for the selection process. All applicants have the same rights under the principle of professional competence and prestige sovereignty.

(3) A person may not hold a teaching position in higher education if they have been convicted permanently of an intentional criminal offence for which they have not been granted a pardon.

Art. 11 (1) This article outlines the requirements for applying for a teaching or research position selection competition.

(2) With the exception of the scientific research assistant and teaching assistant positions, all teaching and research positions require a doctoral degree in the field for which the candidate is applying or in related fields, as specified in the vacancy description (art. 8, paragraph (1), letter a) of this methodology), for positions with an interdisciplinary workload.

⁸ The 30 calendar days shall be calculated following the calculation rule for time limits per days in the Code of Civil Procedure.

(3) For the positions of teaching assistant and scientific research assistant, the status of doctoral student is the minimum requirement, provided that the maximum period of studies, including eligible extensions, attested by the doctoral studies institute of a higher education institution accredited for doctoral studies, is not exceeded.

(4) The minimum requirement for the position of scientific research assistant is to be author/co-author of at least two papers published in scientific journals. For the vocational fields of arts and sports, one of the papers can be supplanted by creative or sporting achievements/products/services. The profile faculties will establish the equivalence criteria, which will be endorsed by the UBB Scientific Council and approved by the UBB Administrative Council.

(5) The following qualifications are required cumulatively for the positions of teaching assistant and scientific researcher:

I. one of the alternative minimal standards listed below:

a) an author/co-author of four scientific papers (articles/chapters in books/books) that have been indexed in WoS/Scopus/ErihPlus (for articles) or published in prestigious national or international publishing houses (for chapters/books); the applicant must be the main author for at least two papers;

b) an author/co-author of a study published in Science or Nature journal, or the main author of a publication ranked in the Top 10 in the field; scientometrics is employed as an influence score measure for the study according to WoS - Journal Citation Report, and, according to SCImago Journal Rank, the categories from the Art & Humanities section are used for the humanities fields; the influence score is indicated by the year of publication;

c) one of the following alternatives for the social and humanistic fields: author or co-author of a book/ author or co-author of two scientific chapters in a collective volume (one as main author); only chapters and books that are indexed in the Book Citation Index (WoS) or that are available in at least 50 libraries that are indexed in the Karlsruher Virtueller Katalog (KVK) will be considered.

II. fulfilment, where appropriate, of the faculties' standards established in accordance with art. 28 of this methodology.

Note: * The main author status is defined by the standards of each field.

****** For the vocational fields of arts and sports, creative or sporting achievements/products/services can replace up to 50% of the scientific prerequisites mentioned in letter a). The profile faculties will establish the equivalence criteria, which will be validated by the UBB Scientific Council, endorsed by the UBB Administrative Council, and approved by the Senate.

******* An article published in one of the field's top ten publications equals four papers indexed in recognized international databases. This conversion relates to the alternative scientific criterion from letter a).

(6) The following qualifications are required cumulatively for the positions of assistant professor/ lecturer and third degree scientific researcher:

I one of the alternative minimal standards listed below:

a) an author/co-author of 8 scientific papers (articles/chapters in books/books) that have been indexed in WoS/Scopus/ErihPlus (for articles) or published in prestigious national or international publishing houses (for chapters/books); the applicant must be the main author for at least 4 papers;

b) an author/co-author of a study published in Science or Nature journal, or the main author of two articles in a publication ranked in the Top 10 in the field; scientometrics is employed as an influence score measure for the articles according to WoS - Journal Citation Report, and, according to SCImago Journal Rank, the categories from the Art & Humanities section are used for the humanities fields; the influence score is indicated by the year of publication;

c) one of the following alternatives for the social and humanistic fields: author or co-author of two books (of which one as a main author)/ author or co-author of four scientific chapters in a collective volume (of which two as main author)/ author or co-author of a book (main author) and two scientific chapters in collective volumes (main author for at least one chapter); only chapters and books that are indexed in the Book Citation Index (WoS) or that are available in at least 50 libraries that are indexed in the Karlsruher Virtueller Katalog (KVK) will be considered.

II fulfilment, where appropriate, of the faculties' standards established in accordance with art. 28 of this methodology.

Note: * The main author status is defined by the standards of each field.

****** Additionally, for assistant professor vacancies at theological faculties, specific national minimum standards must be met.

******* For the vocational fields of arts and sports, creative or sporting achievements/products/services can replace up to 50% of the scientific prerequisites mentioned in letter a). The profile faculties will establish the equivalence criteria, which will be validated by the UBB Scientific Council, endorsed by the UBB Administrative Council, and approved by the Senate.

******** An article published in one of the field's top ten publications equals four papers indexed in recognized international databases. This conversion relates to the alternative scientific criterion from letter a).

(7) The following qualifications are required cumulatively for the positions of associate professor and second degree scientific researcher*:

a) fulfilling national minimum standards established by order of the Minister of Education;

b) fulfilment of the University's minimum standards established in accordance with art. 28 of this methodology.

(8) The following qualifications are required cumulatively for the positions of university professor and first degree scientific researcher* ⁹:

a) fulfilling national minimum standards established by order of the Minister of Education;

b) fulfilment of the University's minimum standards established in accordance with art. 28 of this methodology.

⁹ 1. Candidates who do not hold the professional research and development rank of SR II or SR I equivalent to the position for which they are applying must meet the minimum national and minimum University standards for the professional research and development rank equivalent to the position for which they are applying.

2. Candidates who hold the professional research and development rank of SR II or SR I equivalent to the position for which they are applying must meet the minimum University standards for the professional research and development rank equivalent to the position for which they are applying.

c) director of at least one grant or research project obtained as part of a competition, or membership in at least three such grants;

d) habilitation certificate (exclusively for university professor positions).

(9) Only published papers with volume, number, pages, and/or a digital identifier (DOI) will be considered for the evaluation of the candidates' activities, in accordance with international standards.

(10) Applicants for position openings must have a scientific record that corresponds to the indicated scientific field and the description of the position for which they are applying, as well as the research specialisation specified in the recruitment announcement.

(11) When applying for a teaching position in a foreign language, candidates must provide proof of language proficiency by submitting a language proficiency certificate (C1 level certificate in the language of teaching according to the CEFR guidelines or attestation of studies/traineeships in that country/language required for a cumulative period of at least nine months).

(12) For positions in the faculties of theology, the blessing of the hierarchical authority of the Church governing the faculty is required.

(13) All candidates must pay an application fee.

(14) To apply for the selection competition for a teaching or research position, candidates must submit an application file comprising the documents listed in [Addendum 5](#) to this methodology, according to the position for which they are applying, before the deadline for applications. The documents must comply with the guidelines and format provided in [Addendum 5](#).

Art. 12 (1) The application file will be submitted to the Registrar's Office of Babeş-Bolyai University of Cluj-Napoca in person or via postal or courier services that offer recorded delivery within the application submission time-frame; all sections must be complete before submitting the application and all supporting documentation required for the position for which the candidate is applying must be included in the order provided by [Addendum 5.1 - List of supporting documentation](#).

(2) Each candidate has the right to be informed and to ascertain, within the application deadline, whether their file conforms with all of the requirements for legality endorsement by contacting the UBB Academic Positions Office. UBB and its entities are under no obligation to contact candidates in order to communicate any potential concerns with the application file.

CHAPTER IV. ENDORSEMENT OF CANDIDATES' APPLICATION FILES.

Art. 13 (1) A candidate's compliance with the legal prerequisites for participation to the selection competition is certified by the endorsement of the legal department at UBB, granted under the conditions stated by this article.

(2) The UBB legal department provides its clearance in line with a resolution ([Addendum 6](#)) drafted by a committee or scientific council (hereinafter referred to as the evaluation committee) and the documentation required in order to apply for the selection competition.

(3) The legality endorsement and the decision of the evaluation committee are granted within 3 calendar days of submitting the application and will be available on the UBB website under the selection competitions section within 48 hours of its issuing, but at least 5 working days before the first selection examination.

(4) Candidates who meet the legal requirements for participation in the selection competition are invited to sit for the selection examinations organised by the University through an announcement posted in the selection competitions section of the UBB website.

Art. 14 (1) The evaluation committee (nominal constitution and number of members) is submitted by the dean of the faculty/ AU director, endorsed by the faculty council/ AU council, approved by the UBB Administrative Council and appointed by rector's decision for each selection competition session.

(2) The selection committee includes an uneven number of minimum 3 members (including its chairperson, who must hold at least the rank of the vacant position).

(3) One or more evaluation committees may be appointed for each faculty/AU.

(4) The evaluation committee is responsible for verifying the compliance with the requirements specified in art. 11, paragraphs (2) to (12) and for making a judgement on the candidate's compliance.

(5) The evaluation committees conduct their activities within the time frame specified in the selection competition calendar and is overseen by the dean's office of the faculties/AU leadership.

(6) In accordance with the evaluation provided in paragraph (4), the evaluation committees review information on the candidates' activities by accessing their application files exclusively online.

The evaluation committees' completed clearance forms are forwarded to the dedicated department within the Rector's Office, both in original format (via the UBB Registrar's Office) and in digitised form, within the time frame provided by the selection competition calendar.

Art. 15 The following information will be posted on the web page dedicated to the selection competition and on the UBB website recruitment section, at the latest within five working days of the deadline for applying for the selection competition, for each of the applicants and in accordance with the legislation on the protection of personal data:

- a) curriculum vitae;
- b) list of publications;
- c) compliance criteria checklist for the national minimum standards and for the minimum standards established by the University, where applicable.

CHAPETR V. ASSESSMENT OF APPLICANTS

Art.16 (1) The relevant department of the Rector's Office shall inform the faculties on how to access the electronic form of the application files of the candidates who fulfil the legal requirements for the call for applications, so as to meet the deadline set by the competition calendar for submitting them to the members of the selection committees.

(2) The dean's office/AU secretariat shall ensure that application files in electronic form are forwarded to members of the selection committee at least five working days prior to the first examination of the selection competition.

(3) For the evaluation of applicants who meet the legal requirements to be eligible for the selection process, the examination committees will analyse the application files exclusively online.

Art. 17 (1) The selection committee has the following responsibilities:

a) verifies and establishes whether the applicant meets the national minimum standards as well as the University's minimum standards;

b) establishes the topic for the oral examination lecture for the positions of scientific research assistant, teaching assistant, scientific researcher, assistant professor and lecturer, based on the selection competition theme and bibliography, and communicates it to candidates 48 hours before the scheduled examination, by email and by posting on the faculty/AU's website, with the signature of the chair of the selection competition committee, stating the date and time of the publication;

c) develops the guidelines for the evaluation and grading of the applicant's professional skills; the grading scale shall be established for each test; the scale shall be based on the criteria set out in art. 17 para. (1) letter (f), broken down by job description for the individual application file and for each competition test;

d) informs the applicant on the grading criteria at the beginning of the committee's works (in the selection examination(s) stage);

e) establishes the approach for organising the committee's activity and informs the applicant of the established protocols;

f) evaluates the applicant according to the following criteria:

- the relevance and impact of the candidate's scientific output in terms of the subject area of the position they are applying for;

- the competence of the candidate to supervise students or young researchers;
- the candidate's teaching skills and abilities, for positions providing educational activities;
- the candidate's ability to apply their knowledge and scientific findings to the economic or social environment, or to disseminate their own scientific knowledge;
- the candidate's ability to cooperate in a team, and the impact of their scientific collaborations, according to the specificity of the candidate's field;
- the applicant's ability to manage research and development projects;
- the candidate's professional experience in institutions other than the one conducting the selection competition;

g) the principles outlined in the European Framework for Research Careers¹⁰ will be considered in the evaluation;

h) following the evaluation, prepares the selection competition documentation, as required by art.18;

i) publishes the selection competition results for each candidate on the faculty website.

(2) The selection panel consists of 5 members, including its chairperson.

(3) Along with the proposal for the committee's nominal composition, by appointing tenured members, at least two substitute members shall be appointed by the same approach used for the committee members. If the chairperson or members of the committee are unable to participate in committee activities, the chair will be replaced by an available tenured member, and tenured members will be replaced by substitute members. For the positions of university professor/ first degree scientific researcher and associate professor/ second degree scientific researcher the two substitute members must be from outside UBB.

¹⁰ https://research-and-innovation.ec.europa.eu/system/files/2023-04/ec_rtd_research-competence-presentation.pdf

- (4) Members of the committee must be experts in the field of the open position or in fields connected to it.
- (5) Members of the committee may be from UBB or from outside the university, from the country or from abroad. The equivalence of academic ranks for international members with academic ranks in the country is done concurrently with the UBB Senate's approval of the nominal membership of the selection committee for the sole purpose of their inclusion in the selection committee.
- (6) Members of the selection committee must be tenured employees of an accredited educational or research institution with a teaching or research degree at least equal to the position opening but at least assistant professor/ lecturer or third degree scientific researcher, or, for members from other countries, they must meet the University standards for the position opening, but at least assistant professor/ lecturer or third degree scientific researcher.
- (7) a) The majority of the members of the selection committee recruited from Romania must be from universities that are members of the Universitaria Consortium, the Union of Cluj Universities, or consortia lawfully constituted by academic subjects/specialisations, where UBB faculties serve as a member. The appointment in the committee of a member who does not come from such institutions must be justified in writing.
- b) A majority of the members of the selection panel recruited from abroad need to be from member universities of the EUTOPIA alliance, member universities of The Guild consortium, institutions with a long tradition of official collaboration with UBB, or prestigious institutions with high visibility in international rankings.
- (8) The majority of the members of the selection committee must belong to the same line of study as the position opening or have professional training or be able to prove language skills in the language used for most of the teaching or research load of the vacancy. It is the responsibility of department heads, AU directors, and deans to ensure that this criterion is met.
- (9) At least three members of the selection competition committees for the positions of associate professor, university professor, first degree scientific researcher, or second degree scientific researcher must be from outside UBB, either from the country, or from abroad.
- (10) For research positions, at least one member of the selection committee must be a scientific researcher with at least the academic rank of the position opening. The committee's other members will be appointed in accordance with the provisions of paragraph (6).

(11) The selection committee must include at least three members who are not members of the evaluation committee.

(12) The selection committee's chair could be one of the following:

- a) the head of department;
- b) the dean or vice-dean of the faculty where the position is open;
- c) a tenured university teacher or researcher, a specialist in the field of the position or a closely related field, delegated by ballot of the department council, respectively council of the faculty/AU conducting the recruitment competition;
- d) for research positions, the scientific director or scientific secretary of the AU where the position or one of the academic ranks indicated in letters a) and b) is based;
- e) the chairperson may be a teacher or researcher from outside the University, as provided in art. 27 paragraph (2), letter b).

(13) (a) The composition of the selection committee will be established after the publication of the recruitment announcement.

(b) In the case provided for in art. 27, para. (2), letter b), including when a candidate has a spouse or relative up to the third degree in a leadership position at the University level or in the establishment where they are applying for the position vacancy, the selection panel will consist of teachers or researchers from outside the University.

(14) The head of the establishment submits a proposal for the nominal composition of the selection committee after consulting the council of the establishment recruiting for the position opening and securing approval from this council ([Addendum 7](#)).

(15) The composition of the selection committee is approved by the faculty council, respectively by the UBB Scientific Council for research positions at a AU, based on recommendations provided in para. (14) ([Addendum 8](#)).

(16) The nominal composition of the selection committee is submitted to the Rector's office by the dean/ director of the AU, with the approval of the department/AU council and the approval of the faculty council/ UBB Scientific Council.

(17) Following approval by the Senate's dedicated committee, the nominal composition of the selection committees is subject to approval by the UBB Senate, in accordance with the institution's calendar.

(18) Following approval by the UBB Senate, the selection committee is appointed by rector's decision, indicating the committee chairperson and the institutional affiliation of the members.

(19) The rector's decision is forwarded to the line ministry within two working days after its release, and the nominal composition of the selection committee is published on the competition website, i.e. the UBB web page dedicated to the selection competitions. The composition of the selection committee for the positions of associate professor, university professor, second degree scientific researcher, and first degree scientific researcher is published in the Official Gazette of Romania, Part III.

(20) For research positions, the selection committee and the appeals committee are granted administrative support from the University, provided by a secretary appointed by an administrative decision of the UBB Rector, who is not a member of the selection committee and does not take part in the decisions of the committee.

Art. 18 (1) The selection procedure shall be carried out according to the timetable established at the institutional level and shall consist in the assessment of the scientific activity and teaching skills of the applicants for teaching positions, respectively in the assessment of the scientific activity and scientific research competence of the applicants for research positions.

(2) The selection committee evaluates the applicant's professional abilities based on the application file and, in addition, one or more selection examinations, as follows:

a) the competition for the positions of teaching assistant, scientific researcher assistant, and scientific researcher comprises an assessment of the individual application file, as well as public viva voce and written examination. The viva voce examination consists of delivering a seminar/laboratory/practical work project presentation (for teaching positions) or a research project (only for research positions), depending on the type and specialism of the position, on a subject selected by the examination committee under the conditions of art.17, paragraph (1), letter b) of this methodology. The application file, oral examination, and written examination will all contribute equally to the final grade given in the individual assessment report prepared by each member of the selection committee.

b) the selection competition for all other teaching and research positions (assistant professor, lecturer, third degree scientific researcher, associate professor, second degree scientific researcher, university professor, first degree scientific researcher) consists of an evaluation of the candidate's file and a public lecture/oral examination, as follows:

b1. for the positions of assistant professor and lecturer, the viva voce assessment consists of a lecture on a topic established under art.17 para. (1) letter b) of this competition methodology;

b2. for the positions of associate professor and full professor, applicants deliver a public lecture on a topic related to the position vacancy, selected by the candidate from the topic list;

b3. for the positions of SRA III, SRA II and SR I, the viva voce examination consists of an interview, which is conducted in the location provided in the public call for applications document ([Addendum 4](#)); by exception, when duly justified, the interview may be conducted online in accordance with the GDPR, by decision of the selection panel with the approval of the line vice-rector and subject to prior notifying the Rector's Office; if the viva voce is conducted online, the interview is recorded and archived;

b4. for all positions listed in letter b), the candidate's application file detailing their professional achievements is worth 80% of the final grade, and the public lecture or viva voce accounts for 20% of the final grade proposed by the individual assessment report written by each member of the examination committee. The assessment of the scientific activity will consider the quality of the publications and the achievements of the applicants in line with the requirements provided in the teaching or research load;

b5. the selection tests for research positions and their content are subject to approval by the University Senate;

c) for all positions, the minimum duration of the oral examination delivered by the candidate is 30 minutes; the examination must also include a question and answer session by the committee and/or the public;

d) where a position has a foreign language teaching load, the selection examinations will be held in that language before the selection committee; where a position has a teaching load that includes several foreign languages, the selection examinations will be held in those languages, according to a procedure outlined in the open call.

e) for research vacancies, the assessment procedure is as follows: each member of the selection competition committee gives a score against a scoring grid tailored to the specific nature of the position, in accordance with the cut off points determined by the national minimum standards and/or by UBB's standards, as relevant. Each member of the competition committee reviews all the constituent parts of the application file. For each quantitative threshold, the score obtained by the candidate is indicated. The

individual score given by a member of the selection committee is the sum of the scores obtained by the candidate for each quantitative threshold of the national and/or UBB's specific minimum standards, as relevant. The total score is the arithmetic average of the individual scores given by the committee members.

- (3) The chair of the examination committee will preside over the committee's sessions.
- (4) The members of the examination committee, including the chairperson, write an individual assessment report (*Addendum 9*) for each candidate, at the end of which they propose an individual final grade based on the grade given separately for the application file and each selection examination, as specified in paragraph (2) of this article. Members of the selection committee from outside Romania will prepare the individual assessment report in English (see the Methodology in English -*Addenda 9.1.a - 9.4.a*).
- (5) The chair of the selection committee prepares a summary report on the selection process (*Addendum 10*) based on the individual assessment reports, in which they indicate the final grades assigned to the applicants by the members of the examination committee and the average score obtained by each applicant, calculated as the arithmetic mean of the final grades assigned in the individual assessment reports.
- (6) To be eligible for the position opening, candidates must have received at least a 7.00 in each examination and an overall score in the selection competition summary report of at least 8.50.
- (7) The selection committee ranks applicants based on their overall average score and nominates the applicant with the best performance in the selection competition.
- (8) The chair of the selection examination committee shall submit the summary report on the selection competition to open ballot of the examination committee members. Following the open ballot, the chair notes the outcome of the vote, communicates it to the committee members, and includes it at the end of the summary report on the selection competition, indicating the number of votes "for" and "against," respectively. If at least 3 members of the committee do not vote "for," the position open for the selection competition will not be filled by any of the candidates. The committee's vote cannot modify the ranking of candidates established by the overall average score. Each member of the selection examination committee, including the committee chair, signs the summary report on the selection competition.
- (9) The selection committee publishes the results of the competition for each candidate, including the overall grade obtained, on the faculty/AU web page the very day the committee's activity concludes.

(10) Competitions are held on site. Exceptionally and for duly justified reasons, with the agreement of the committee chair, the approval of the dean/ head of the AU/ faculty, institute and with prior notice to the Rector's Office, it may be possible for committee members from outside UBB to attend online.

CHAPTER VI. HANDLING APPEALS

Art. 19 (1) a) If a candidate has evidence proving that the selection panel failed to comply with the assessment procedure according to the criteria provided for in art. 17 para. (1) letter f), as well as the procedures for holding and conducting the selection competition, the candidate may lodge an appeal within 3 working days of receiving the result;

b) If a candidate presents evidence that may invalidate the decision of the evaluation committee, the candidate may lodge an appeal within one working day of receiving the result.

(2) The appeal must be made in writing, registered and submitted to the UBB Registrar's Office and shall be handled by the appeals committee within 48 hours of its filing.

(3) In order to handle appeals, the appeals committee meets on site.

By way of exception and for duly justified reasons, with the approval of the committee chair, committee members from outside UBB may attend online.

(4) The head of department/the AU director shall provide all documents requested by the appeals committee in electronic form.

(5) The report of the appeals committee shall be appended to the application file. The chair of the appeals review committee is responsible for ensuring that all members of the selection committee sign the resolution of the appeals review committee.

(6) The report of the appeals committee is approved by the faculty council and submitted by the dean/ AU director to the UBB Senate for approval.

(7) The acceptance of the appeal renders the selection competition null and void.

(8) Non-compliance with the provisions of the selection competition methodology by anyone with responsibilities in the process of organising and conducting selection competitions constitutes a disciplinary violation and is punished in compliance with the applicable provisions.

Art. 20 (1) The same approach must be used to determine the composition of the appeals review committees as for the composition of the selection committee. The composition of the appeals review committees is approved by the Senate concurrently with the composition of the selection competition committees.

(2) a) Members of the selection committee are not eligible to serve on the appeals review committee.

(b) No member of the selection and appeals committees may be a candidate's or another member's spouse or relative up to the third degree.

(3) The appeals review committee is appointed by rector's decision after confirmation by the UBB Senate and it is published in the Official Gazette of Romania, Part III, along with the publication of the Rector's decision to appoint the competition committee.

CHAPTER VII. CONFIRMATION OF THE SELECTION COMPETITION RESULTS AND ASSIGNMENT

Art. 21 (1) The Faculty Council/UBB Scientific Council examines the compliance with the selection competition procedures provided by the applicable legislation and with this methodology, and endorses the summary report on the selection competition in terms of observance of the selection competition process. Students' representatives have the right to vote in the faculty council. The faculty council/ UBB Scientific Council cannot change the ranking of candidates determined by the selection committee, nor the results of the selection competition. The template indicated in [Addendum 11](#) will be used for drafting the council's approval.

(2) Following the preparation of the documents by the selection committees, the approval of the competition reports by the faculty councils/ UBB Scientific Council, and the preparation of minute extracts of their meetings, the faculties/AU pass them on, through the UBB Registrar's Office, to the competent office of the Rector's Office, in a sealed envelope, for each candidate, within the deadline set by the competition calendar.

Art. 22 (1) Predicated on the endorsement of the UBB Senate's specialised committee, granted after the endorsement of the faculty council/ UBB Scientific Council, the UBB Senate scrutinises the observance of legal procedures and those established by this methodology and approves or rejects the summary report on the selection competition, validating or invalidating the selection competition ([Addendum 12](#)).

(2) Only for candidates applying for the positions of SR II and SR I, the compliance with the minimum standards for granting professional research-development ranks shall be approved by the University Senate, and the competition report shall be approved by the Senate by open roll-call vote.

(3) The UBB Senate cannot change the ranking of candidates determined by the selection committee.

(4) Students' representatives in the UBB Senate have the right to vote.

Art. 23 Within two working days of the selection competition's conclusion, the results are published on the selection competition's dedicated website page, as well as on the UBB website section dedicated to recruitment.

Art. 24 Following the UBB Senate approval of the selection process results, the academic position, respectively research-development rank appointment is made by rector's decision, beginning with the semester following the selection competition.

Art. 25 The academic vacancy appointment decision, along with the selection competition report, is submitted by the University to the line ministry within 5 days of the appointment decision being issued.

CHAPTER VIII. FINAL PROVISIONS

Art.26 If the vacancy was not filled, the competition may be repeated, in full compliance with the competition procedure, in the following semester or academic year, as appropriate.

Art. 27 (1) The following people are considered to be involved in the selection process:

- a) participate in the decision-making process for the nomination of the selection committee;
- b) are members or substitute members of the selection committee;
- c) are involved in professional or administrative selection competition evaluation decisions;
- d) are involved in reviewing appeals.

(2) The following people cannot be involved in the selection process:

- a) are spouses or relatives, up to third-degree relatives, including in relation to one or more candidates;
- b) are employed in the same institution as a candidate holding an authority position and are hierarchically subordinate to the candidate;
- c) are members of the same committee, formed in compliance with the law, and are a spouse, relative or relative-in-law up to the third degree included.

(3) In the event of incompatibility during the period preceding the candidate's evaluation, the incompatible member of the selection committee shall be replaced by a substitute member. Otherwise, the UBB Senate will declare the selection competition null and void. If, as a result of a candidate's winning of a selection competition, one or more persons from the higher education institution are in a situation of incompatibility or conflict of interests, the appointment in the academic position and granting of the academic rank by the University, or granting the professional rank in research and development, can take place only after the situation/situations of incompatibility are resolved. The method of addressing the incompatibility situation shall be reported to the line ministry within two working days of the resolution.

Art. 28 (1) Additional standards to the national standards will be proposed by the faculty council/ AU scientific council, as well as the completion or description of specific indicators that are thus considered, and other special criteria or indicators may be included.

The council's decision is published on the faculty website, respectively the AU website, and is forwarded to the Rector's office as well as the UBB Senate for approval, becoming a part of this methodology upon approval by the UBB Senate.

(2) The decisions to increase the standards already approved by the Senate according to the previous methodology stay in effect until the faculties request that they be modified.

Art. 29 (1) Competitions for teaching positions are held within 45 days after the application period ends.

(2) The duration and completion of the selection competition for research positions is 15 days from the applications closing date at the level of the selection committee and 45 days from the submission of the selection committee's report and the application-related file to the university Senate.

ADDENDUM 1

TO THE
RECTOR'S OFFICE OF BABEŞ-BOLYAI UNIVERSITY
TO
THE VICE-RECTOR RESPONSIBLE FOR HUMAN RESOURCES

Dear Vice-Rector.....,

We hereby submit the list of (*teaching and/or research*) position openings **proposed for the selection competition for a** (*fixed-term and/or permanent*)**contract** in the (*first/ second*) semester of academic year, accompanied by minute extracts from the (*department/ doctoral school/ academic unit*) meetings and by minute extracts from the (*Faculty Council/ UBB Scientific Council*) meetings in which they were endorsed, approved by (*dean/ academic unit director*)

Department/ Centre/ Institute	Position number in the establishment plan	Teaching/ research position	Curriculum subjects/ Research fields and language of instruction of each subject (extracts from staff establishment plans)	Duration of employment contract (permanent contract/ fixed- term contract - years)

Dean/ Head of Academic Unit,

Chief Secretary (Signature)
(Signature)

ADDENDUM 2

MINUTE EXTRACTS

FROM THE COUNCIL MEETING

(indicate the department/ doctoral school/ academic unit where the job opening proposals are submitted)

of (date)

The meeting was attended by..... members, with..... teachers and..... students out of the total of Council members.

On point on the agenda - “**Approval of proposals for the** (*teaching and/or research*) **position openings on a** (*fixed-term and/or permanent*) **contract in the** (*1st/2nd*) **semester of the academic year**” - council members deliberated on the proposal of the head/ director of (*department/ doctoral school/ academic unit*), which was formulated with the following considerations in mind:

- 1) the proposed teaching and/or research positions are vacant in the staff establishment plans for the academic year
- 2) personnel expenses;
- 3) the population dynamics of the school (number of students) and the educational offer (number of degree programmes);
- 4) the **imminent need** to cover the activities in the description of the proposed vacancies;
- 5) (*other relevant arguments*)

Following an analysis of the proposals from the standpoint of the aforementioned issues, the following list was approved by the Council, with..... votes “for,” votes “against,” and..... abstentions:

Department/ Centre/ Institute	Position number in the establishment plan	Teaching/ research position	Curriculum subjects/ Research fields and language of instruction of each subject (extracts from staff establishment plans)	Duration of employment contract (permanent contract/ fixed-term contract - years)

Director,

.....

Prepared,

.....

ADDENDUM 3

MINUTE EXTRACTS

FROM THE COUNCIL MEETING

(mention the faculty and/or the UBB Scientific Council for academic units)

of (date)

The meeting was attended by..... members, with..... teachers and..... students out of the total of Council members.

On point on the agenda - “**Approval of proposals for the** *(teaching and/or research)* **position openings on a** *(fixed-term and/or permanent)* **contract in the** *(1st/2nd)* **semester of the academic year**” - council members deliberated on the proposal of the head/ director(s) of *(department/ doctoral school/ academic unit)*, which was formulated with the following considerations in mind:

- 1) the proposed teaching and/or research positions are **vacant** in the staff establishment plans for the academic year;
- 2) personnel expenses;
- 3) the population dynamics of the school (number of students) and the educational offer (number of degree programmes);
- 4) the **imminent need** to cover the activities in the description of the proposed vacancies;
- 5) *(other relevant arguments)*

Following an analysis of the proposals from the standpoint of the aforementioned issues, the following list was approved by the Council, with..... votes “for,” votes “against,” and..... abstentions:

Department/ Centre/ Institute	Position number in the establishment plan	Teaching/ research position	Curriculum subjects/ Research fields and language of instruction of each subject (extracts from staff establishment plans)	Duration of employment contract (permanent contract/ fixed- term contract - years)

Dean/ CS-UBB president,

.....

Prepared,

.....

ADDENDUM 4

ACADEMIC VACANCIES PUBLIC INFORMATION

Field name	Details
Faculty	
Department	
Position number in the establishment plan	
Position	
Academic subjects in the position description/ research areas, as listed in the establishment plan	
Branch of science	
Position opening description	
Responsibilities	
Submitting applications deadline	
Date and time of the lecture/ oral examination	
Oral examination/ lecture location	
Examination date, time and place for each open position	
The topic and bibliography for the selection examination	
Description of the selection process	
Publishing results	
Deadline for submitting appeals	
The starting salary for the position at the time of employment;	
The complete list of the documents that the candidates will provide along with their application;	
The email address where the application file will be emailed	

ADDENDUM 5

APPLICATION FILE

ADDENDUM 5.1

LIST OF SUPPORTING DOCUMENTATION

APPLICATION FILE

for teaching and research positions

1.	Application form to enter the competition, submitted within the legal deadline, signed and dated by the candidate, which includes a statutory declaration on the truthfulness of the information submitted in the application file and on not having been sanctioned by the UBB Ethics Committee, as provided by the Higher Education Law no. 199/2023, art. 172 para. (3) letter e) (in original, signed). - <i>Addendum 5.2</i>
2.	A plan for the development of the applicant's academic career both from a teaching standpoint, for teaching positions, and from the standpoint of scientific research activities (maximum 10 pages for teaching positions and maximum 5 pages for research positions).
3.	Curriculum vitae of the candidate - Europass template (<i>original copy, signed</i>). Curriculum vitae of applicant in <i>electronic</i> form saved as PDF, without signature, which should include in the Personal details section only the last name, first name of the candidate and, optionally, the email address. The candidate agrees that the printed and electronic versions of the document will contain the identical information, with the exception of personal information (address, phone, email, etc.) and signature, which will be excluded from the electronic version. The candidate's curriculum vitae must list: a) information on education and degree or qualification obtained; b) information on professional experience and relevant jobs; c) information on the research and development projects they undertook as project director or as a member, specifying the source of funding, the amount of funding, and the main publications or patents that resulted; d) awards or other forms of scientific acknowledgement information about the candidate; e) for research positions only, a narrative description of the 3 most important achievements in the subject area of the vacancy advertised - maximum 3 pages
4.	List of publications of applicant (<i>in original copy, signed</i>). List of publications of applicant in <i>electronic</i> form saved as PDF, without signature. The candidate agrees that the printed and electronic versions of the document will contain the identical information, with the exception of signature, which will be excluded from the electronic version. The complete list of publications of the candidate will be organised as follows: a) a list of up to ten publications selected by the candidate to be the most relevant for the vacancy subject area, which are included in the file in digital form and can be included in the other categories of publications; b) doctoral dissertation or dissertations; c) patents and other titles of industrial property; d) books and book chapters; e) articles/studies in extenso, published in major international scientific journals; f) publications in extenso, published in the proceedings of major international conferences; g) other works and scientific contributions or, as applicable, artistic creations.
5.	a) Compliance criteria checklist for the position, filled in and signed by the candidate (<i>in original copy, signed</i>). Compliance criteria checklist for the position, in <i>electronic</i> form saved as PDF, without signature. The candidate agrees that the printed and electronic versions of the document will contain the identical information, with the exception of signature, which will be excluded from the electronic version. <i>Addendum 5.3 - Compliance criteria checklist for the scientific researcher assistant position</i>

	<i>Addendum 5.4</i> - Compliance criteria checklist for the teaching assistant/ scientific researcher position <i>Addendum 5.5</i> - Compliance criteria checklist for the assistant professor/ lecturer/ third degree scientific researcher position <i>Addendum 5.6</i> - Guidelines for preparing the compliance criteria checklist for the associate professor/ second degree scientific researcher and university professor/ first degree scientific researcher position (b) in addition, only for candidates who hold the professional research and development qualification of SR II or SR I as applicable for the vacant position, the self-evaluation checklist corresponding to the minimum standards in force at the time of the competition for which the professional qualification was obtained, accompanied by proof of holding the professional research and development qualification of SR II or SR I as applicable for the vacant position. (in original, signed and in PDF format, without signature).
6.	a) For all positions, excluding the positions of teaching assistant and scientific research assistant, documents proving that they hold a doctoral degree: a <i>valid copy of the doctoral diploma</i> or, if the original doctoral diploma is not recognized in Romania, a valid copy of the recognition or equivalence certificate; b) For the positions of teaching assistant and scientific research assistant : proof of holding a doctoral degree (a valid copy of the doctoral diploma or, if the original doctoral diploma is not recognized in Romania, a valid copy of the recognition or equivalence certificate) or proof of enrolment in a doctoral degree programme (without exceeding the maximum period of studies, which includes extensions admissible under the law), attested by a certificate issued by the doctoral studies institute of a higher education institution accredited for doctoral studies. <i>The certificate will be submitted in a true copy.</i>
7.	Summary of the doctoral dissertation - in Romanian and in an international language, in one page or less for each language.
8.	Copies of other diplomas certifying the candidate's studies (<i>baccalaureate, bachelor's, master's, advanced degrees and their transcripts</i>); copies of other diplomas certifying the candidate's studies. For research vacancies only: if the successful candidate does not hold a diploma issued by a higher education institution in Romania, they must submit a true copy of the original certificate of recognition or equivalence before the appointment and signing of the individual employment contract, under penalty of not being issued the administrative act of appointment.
9.	Copy of the identity card or, if the candidate does not have one, of the passport or other identity document issued as proof of identity.
10.	A copy of the document certifying the name change - marriage certificate or proof of name change if the candidate has changed their name;
11.	A statutory declaration specifying the conditions of incompatibility set forth in Higher Education Law No. 199/2023 that may result following a successful selection process, or the absence of such situations of incompatibility (<i>in original, signed</i>) - <i>Addendum 5.7</i>
12.	Employment certificate , <i>in original (only for persons who are not employed by Babeş-Bolyai University of Cluj-Napoca).</i>
13.	For the following positions only: a) associate professor, scientific researcher II, at least 3 letters of recommendation from personalities in the respective field, from the country or abroad, from outside UBB, who have agreed to write letters of recommendation on the professional qualifications of the candidate; b) full professor, scientific researcher I, at least 3 letters of recommendation from prominent personalities in the respective field from abroad, who have agreed to write letters of recommendation on the professional suitability of the candidate; for scientific fields with Romanian specificity, the letters of recommendation may also come from personalities in the respective field from Romania, from outside UBB.
14.	Proof of payment of application fee. The application fee will be paid at the University cashier's office, 14 I.C. Brătianu Street or by bank transfer and the confirmation of payment is included in the application file (Bank account: IBAN RO35 TREZ 2162 0F33 0500 XXXX, Trezoreria Cluj, SWIFT TREZROBU). The application fee is 50 lei for applicants outside UBB, respectively 25 lei for UBB employees.
15.	When applying for a teaching position in a foreign language, proof of language proficiency is required (C1 level certificate in the language of teaching according to the CEFR guidelines or attestation of studies/ traineeships in that country/ language required for a cumulative period of at least nine months) (<i>copy</i>).
16.	Only for applicants for the university professor positions: copy of habilitation certificate.
17.	Criminal record , <i>original copy.</i>
18.	Certificate of behavioural integrity , <i>original copy.</i>

19.	a) For teaching positions: a medical certificate, issued using a form specifically established by joint order of the Minister of Education and the Minister of Health, in <i>original copy</i>. b) For research positions: a medical certificate attesting that the candidate is in a state of health suitable for the fulfilment of their work duties, issued by the candidate's family doctor or by the competent health units, in <i>original copy</i>, no later than 3 months prior to the competition.
20.	Only for applicants for teaching vacancies, a medical clearance for practising the teaching profession , issued in accordance with the provisions of the joint order of the Minister of Education and the Minister of Health, <i>original copy</i> .
21.	Only for applicants for teaching vacancies, a) proof of completing a higher education psycho-pedagogical training programme of 30 ECTS credits or a commitment to complete such a programme within 2 years of starting the job (<i>original copy</i>). -Addendum 5.8 or b) proof of completing a psycho-pedagogical training programme equivalent to 60 ECTS credits. The proof will be submitted in a <i>copy</i>.
22.	Consent to the processing of personal data (<i>original copy, signed</i>)
23.	Only for positions in the faculties of theology , the blessing of the hierarchical authority of the Church governing the faculty.
24.	Maximum of 10 publications , patents, or other works by the applicant, in electronic form (CD/DVD or USB memory stick), that they have selected as the most relevant to their own professional accomplishments (full text, as published).
25.	Applicant's agreement to the requirement that the print and electronic formats must contain the same information, except for personal data and the full text of the publications (<i>in original copy, signed</i>) - Addendum 5.9

All documents contained in the list of required documents shall be submitted:

1. in paper format, (printed on paper, in bound envelopes, except item 24 on the list)
2. in PDF format (on CD/DVD or USB memory stick).

ADDENDUM 5.2

[Registration no.]

DEAR RECTOR,

I, the undersigned,, born on (*day, month, year*), resident of, address
..... Phone:, email
graduate of the Faculty
of
major in, employed
as at, please
accept my job application submission for the position
of, position
number
subject(s)
.....
..... at the Department/
Centre Faculty/
Institute

I declare that I hold the title of doctor in the field of since
(date)

The vacancy announcement was published (*in the Official Gazette no..... of, part III/*
in newspaper no..... of/ on the UBB website).

Considering the provisions of Article 326 of the Criminal Code in relation to false statements, I hereby
certify that the data and information submitted in the application file are authentic and relate to my own
activities and achievements, and that I have not been sanctioned by an ethics committee with a disciplinary
sanction provided for by Higher Education Law no. 199/2023, art. 172 para. (3) letter e).

Date,

Applicant's signature,

I hereby endorse the application,

LEGAL ADVISOR

Date, Signed,

To the Rector of Babeş-Bolyai University of Cluj-Napoca

ADDENDUM 5.3

FACULTY/ INSTITUTE _____
 DEPARTMENT/ CENTRE _____
 Selection competition for the position of _____, establishment plan
 no. _____
 Position-specific subjects/ Research fields _____

Compliance criteria CHECKLIST

established by the University for the open position of
Research assistant

Applicant:/ Date of birth:

Current position:,

Current position start date:, PhD

Institution:

1. Higher education studies

Sr. No.	Higher education institution and faculty graduated	Field	Period	Title

2. Doctoral studies

Sr. No.	Institution Organising Doctoral Studies	Field	Period	Academic degree title

3. Compliance with the minimum standards established by the University

Performance indicators	Minimum number of achievements	Number of achievements applicant
Scientific papers recognised at least nationally * Only published papers with volume, number, pages, and/or a digital identifier (DOI) will be considered, in accordance with international standards.	2	

Applicant's signature,

ADDENDUM 5.4

FACULTY/ INSTITUTE _____
 DEPARTMENT/ CENTRE _____
 Selection competition for the position of _____, establishment plan
 no. _____
 Position-specific subjects/ Research fields _____

Compliance criteria CHECKLIST established by the University for the open position of **Teaching assistant/ Scientific researcher**

Applicant: / Date of birth:
 Current position:
 Current position start date:
 Institution:

1. Higher education studies

Sr. No.	Higher education institution and faculty graduated	Field	Period	Title

2. Doctoral studies

Sr. No.	Institution Organising Doctoral Studies	Field	Period	Academic degree title

3. Compliance with the minimum standards established by the University

Performance indicators/ min. no. achievements	Number of achievements applicant
Fulfilling one of the alternative scientific requirements listed below: a) an author/co-author of four scientific papers (articles/chapters in books/books) that have been indexed in WoS/Scopus/ErihPlus (for articles) or published in prestigious national or international publishing houses (for chapters/books); the applicant must be the main author for at least two papers; b) an author/co-author of a study published in Science or Nature journal, or the main author of a publication ranked in the Top 10 in the field; scientometrics is employed as an influence score measure	

for the study according to WoS - Journal Citation Report, and, according to SCImago Journal Rank, the categories from the Art & Humanities section are used for the humanities fields; the influence score is indicated by the year of publication; c) one of the following alternatives for the social and humanistic fields: author or co-author of a book/ author or co-author of two scientific chapters in a collective volume (one as main author); only chapters and books that are indexed in the Book Citation Index (WoS) or that are available in at least 50 libraries that are indexed in the Karlsruher Virtueller Katalog (KVK) will be considered. Note: * The main author status is defined by the standards of each field. ** For the vocational fields of arts and sports, creative or sporting achievements/products/services can replace up to 50% of the scientific prerequisites mentioned in letter a). The profile faculties will establish the equivalence criteria, which will be validated by the UBB Scientific Council, endorsed by the UBB Administrative Council, and approved by the Senate. *** An article published in one of the field's top ten publications equals four papers indexed in recognized international databases. This conversion relates to the alternative scientific criterion from letter a). **** Only published papers with volume, number, pages, and/or a digital identifier (DOI) will be considered, in accordance with international standards.	
The candidate will complete the table with the minimal standards, where applicable, of the faculty where the vacancy was listed (see <i>"Eligibility criteria for teaching positions in faculties" in the "REGULATION" section on the web page dedicated to the selection competition</i>)	

Applicant's signature,

ADDENDUM 5.5

FACULTY/ INSTITUTE _____
 DEPARTMENT/ CENTRE _____
 Selection competition for the position of _____, establishment plan
 no. _____
 Position-specific subjects/ Research fields _____

Compliance criteria CHECKLIST

established by the University for the open position of
Assistant professor/ Lecturer/ Third degree scientific researcher

Applicant: / Date of birth:

Current position:,

Current position start date:

Institution:

...

1. Higher education studies

Sr. No.	Higher education institution and faculty graduated	Field	Period	Title

2. Doctoral studies

Sr. No.	Institution Organising Doctoral Studies	Field	Period	Academic degree title

3. Compliance with the minimum standards established by the University

Performance indicators/ min. no. achievements	Number of achievements applicant
Fulfilling one of the alternative scientific requirements listed below: a) an author/co-author of 8 scientific papers (articles/chapters in books/books) that have been indexed in WoS/Scopus/ErihPlus (for articles) or published in prestigious national or international publishing houses (for chapters/books); the applicant must be the main author for at least 4 papers;	

b) an author/co-author of a study published in Science or Nature journal, or the main author of two articles in a publication ranked in the Top 10 in the field; scientometrics is employed as an influence score measure for the articles according to WoS - Journal Citation Report, and, according to SCImago Journal Rank, the categories from the Art & Humanities section are used for the humanities fields; the influence score is indicated by the year of publication; c) one of the following alternatives for the social and humanistic fields: author or co-author of two books (of which one as a main author)/ author or co-author of four scientific chapters in a collective volume (of which two as main author)/ author or co-author of a book (main author) and two scientific chapters in collective volumes (main author for at least one chapter); only chapters and books that are indexed in the Book Citation Index (WoS) or that are available in at least 50 libraries that are indexed in the Karlsruher Virtueller Katalog (KVK) will be considered. Note: * The main author status is defined by the standards of each field. ** Additionally, for assistant professor vacancies at theological faculties, specific national minimum standards must be met. *** For the vocational fields of arts and sports, creative or sporting achievements/products/services can replace up to 50% of the scientific prerequisites mentioned in letter a). The profile faculties will establish the equivalence criteria, which will be validated by the UBB Scientific Council, endorsed by the UBB Administrative Council, and approved by the Senate. **** An article published in one of the field's top ten publications equals four papers indexed in recognized international databases. This conversion relates to the alternative scientific criterion from letter a). ***** Only published papers with volume, number, pages, and/or a digital identifier (DOI) will be considered, in accordance with international standards.	
The candidate will complete the table with the minimal standards, where applicable, of the faculty where the vacancy was listed (see <i>"Eligibility criteria for teaching positions in faculties"</i> in the <i>"REGULATION"</i> section on the web page dedicated to the selection competition)	

Applicant's signature,

ADDENDUM 5.6

Preparing the compliance criteria checklist according to the University standards for the vacancy of **university professor, associate professor,** **first degree scientific researcher, and second degree scientific researcher** *-specifications-*

The compliance criteria checklist for the positions of **associate professor/ second degree scientific researcher and university professor/ first degree scientific researcher** is prepared by each candidate in accordance with the standards provided in the Minister's Order approving the standards for each subject area, to which additional standards approved by decision of the UBB Senate at the proposal of the faculties are added, where applicable.

I The following qualifications are required cumulatively for the positions of **associate professor and SR II**:

- a) fulfilling national minimum standards established by order of the Minister of Education;
- b) meeting the University's minimum standards established by Senate approval as submitted by faculties.

II The following qualifications are required cumulatively for the positions of **university professor and first degree scientific researcher**:

- a) fulfilling national minimum standards established by order of the Minister of Education;
- b) meeting the University's minimum standards established by Senate approval as submitted by faculties;
- c) director of at least one grant or research project obtained as part of a competition, or membership in at least three such grants;
- d) habilitation certificate (exclusively for university professor positions).

* Only published papers with volume, number, pages, and/or a digital identifier (DOI) will be considered, in accordance with international standards.

The candidate will complete the compliance criteria checklist in a format that helps facilitate information verification: in parallel columns, the candidate will enter the values of the minimum standards imposed by the normative acts (left) and the final values achieved by the candidate for each standard (right).

ADDENDUM 5.7

DECLARATION

I, the undersigned,, applying for the position of, position no....., at the Department/Centre, Faculty/Institute, understanding the provisions of articles 170 para. (1) and 201 para. (4) of the Higher Education Law no. 199/2023 according to which *spouses, in-laws or relatives up to the third degree, may not be simultaneously in relation to each other in a position of leadership, control, authority or direct institutional evaluation at any level within the same higher education institution, as well as of art. 201 para. (5) of the Higher Education Law no. 199/2023 according to which the violation of the provisions of para. (4) results in the invalidation of the selection competition*, I hereby undertake that if I am selected for the above mentioned position, I will not be in any of the aforementioned situations.

Date:

Last name, first name, signature

.....

ADDENDUM 5.8

COMMITMENT

I, the undersigned, applying for the position of, position no., within the Department / Centre, Faculty / Institute, acknowledging the provisions of art. 201 para. (8) of the Higher Education Law no. 199/2023, hereby commit myself that within 2 years from the start date of the position I am applying for, I will complete a degree programme of psycho-pedagogical training for higher education and obtain 30 ECTS credits.

Please note that after receiving the document certifying that I have completed the psycho-pedagogical training programme for higher education, I undertake to submit it to the Human Resources Department of the University.

Date:

Last name, first name, signature

.....

ADDENDUM 5.9

STATEMENT

I, the undersigned, applying for the position of, position no., within the Department/ Centre, Faculty/ Institute, hereby confirm that both the paper and electronic versions of the application file contain the same information.

Date:

Last name, first name, signature

.....

ADDENDUM 6

NOTICE

**on the fulfilment of the requirements and standards pertaining to the scientific and teaching activity
by the candidate(s) applying for the position of**

Teaching/ research position	Position number in the establishment plan	Department/ Centre
-----------------------------	---	--------------------

The evaluation committee, established by UBB rector's decision no..... of..... and made up of:

(list the position, last name and first name of the members)

- (1).....
 (2).....
 (3).....
 (...).

I. Applicants

The following **candidates** submitted an application:

- (1).....
 (2).....
 (...).

II. Verifying the fulfilment of the requirements and standards pertaining to the scientific and teaching activity

Candidate (1)

Standard/ Requirement	Applicant's achievements	Meets the minimum standard (YES/NO)
For interdisciplinary positions, a doctorate or the status of doctoral student in the field of the position to be filled or	<i>the field in which the doctoral degree was awarded, or the field of doctoral studies, as applicable, must be indicated</i>	

in related fields (specified in the job description) is required.		
---	--	--

(The standard applicable to the position for which legal endorsement has been granted shall be selected)

Standard/ Requirement	Applicant's achievements	Meets the minimum standard (YES/NO)
-----------------------	--------------------------	--

Standards established by UBB: SCIENTIFIC RESEARCH ASSISTANT (to be completed in accordance with Methodology art. 11, paragraph (4))	<i>the candidate's total number of publications will be listed</i>	
--	--	--

Standards established by UBB: TEACHING ASSISTANT/ SCIENTIFIC RESEARCHER (to be completed in accordance with Methodology art. 11, paragraph (5)) <i>Where applicable, the additional criteria approved by the UBB Senate will also be indicated. (see "Eligibility criteria for teaching positions in faculties" under the "REGULATION" section on the UBB website)</i>	<i>the candidate's total number of publications and category that applies (a, b or c) will be indicated</i>	
--	---	--

Standards established by UBB: ASSISTANT PROFESSOR/ LECTURER/ THIRD DEGREE SCIENTIFIC RESEARCHER (to be completed in accordance with Methodology art. 11, paragraph (6)) <i>The national minimum standards provided by Minister of Education Order No..... will also be indicated for the positions of assistant professor that are open at the faculties of theology.</i> <i>Where applicable, the additional criteria approved by the UBB Senate will also be indicated. (see "Eligibility criteria for teaching positions in faculties" under the "REGULATION" section on the UBB website)</i>	<i>the candidate's total number of publications and category that applies (a, b or c) will be indicated</i>	
---	---	--

Standards established by UBB: ASSOCIATE PROFESSOR/ SECOND DEGREE SCIENTIFIC RESEARCHER (to be completed in accordance with Methodology art. 11, paragraph (7)) Each faculty will fill out minimum standards established by the Minister of Education Order No..... for the subject area of the position opening. (Committee no. field.....) <i>The additional criteria approved by the UBB Senate will also be indicated. (see "Eligibility criteria for teaching positions in faculties" under the "REGULATION" section on the UBB website)</i>	<i>the candidate's score in each of the minimum criteria listed must be indicated</i>	
---	--	--

Standards established by UBB: UNIVERSITY PROFESSOR/ FIRST DEGREE SCIENTIFIC RESEARCHER (to be completed in accordance with Methodology art. 11, paragraph (8)) Each faculty will fill out the minimum standards established by the Minister of Education Order no....., for the field of the position opening. (Committee no. field.....) <i>The additional criteria approved by the UBB Senate will also be indicated. (see "Eligibility criteria for teaching positions in faculties" under the "REGULATION" section on the UBB website)</i>	<i>the candidate's score in each of the minimum criteria listed must be indicated</i>	
Director of at least one grant or research project obtained as part of a competition, or membership in at least three such grants	<i>the number of grants/projects on which they served as director/member will be listed</i>	
Holding a habilitation certificate		

Scientific record that corresponds to the indicated scientific field and the description of the position for which they are applying, as well as the research specialisation specified in the recruitment announcement.		
---	--	--

When applying for a teaching position in a foreign language, proof of language proficiency is required (C1 level certificate in the language of teaching according to the CEFR guidelines or	<i>type of certificate/ duration of studies/ traineeships in the respective country/language will be indicated</i>	
--	---	--

attestation of studies/ traineeships in that country/ language required for a cumulative period of at least nine months).		
---	--	--

For positions in the faculties of theology, the blessing of the hierarchical authority of the Church governing the faculty.		
--	--	--

* Only published papers with volume, number, pages, and/or a digital identifier (DOI) will be considered, in accordance with international standards.

III Observations:

.....

.....

.....

IV Evaluation committee's decision

The evaluation committee gives/does not give the candidate a **favourable opinion** on meeting the requirements and standards established for scientific and instructional activities.

Evaluation committee:

(last name, first name, signature)

- (1).....
- (2).....
- (3).....
- (...).....

Date

ADDENDUM 7

MINUTE EXTRACTS

FROM THE COUNCIL MEETING

(indicate the department/ academic unit submitting the proposals for the nominal composition of the selection committee(s) and the appeals review committee(s))

of (date)

The meeting was attended by..... members, with..... teachers and..... students out of the total of Council members.

On point on the agenda – “**Approval of proposals for the nominal composition of the selection committee(s) for the (teaching and/or research) vacancy on (fixed-term/permanent) contract in semester (I/II) of the academic year and the appeals review committee(s)**” - council members deliberated on the proposal of the head/director of (department/ doctoral school/ academic unit), which was formulated taking into consideration

1) Art.17, para. (2)-(13) provisions of the *Selection Competition Methodology for Filling Vacant Teaching and Research Positions at Babeş-Bolyai University*;

2) Art. 20 provisions of the *Selection Competition Methodology for Filling Vacant Teaching and Research Positions at Babeş-Bolyai University*.

Following an analysis of the proposals from the standpoint of the aforementioned issues, the following nominal composition of the committees **was approved by the Council, with..... votes “for,” votes “against,” and..... abstentions:**

Department/ Centre/ Institute	Position number in the establishment plan	Teaching/ research position	Examination Committee*	Appeals Committee*
			President Members	President Members

(*the committee chairperson and the institutional affiliation of both the chairperson and the members will be indicated)

Director,

.....

Prepared,

.....

ADDENDUM 8

MINUTE EXTRACTS

FROM THE COUNCIL MEETING

(mention the faculty and/or the UBB Scientific Council for academic units)

of (date)

The meeting was attended by..... members, with..... teachers and..... students out of the total of Council members.

On point on the agenda – “**Approval of proposals for the nominal composition of the selection committee(s) for the (teaching and/or research) vacancy on (fixed-term/permanent) contract in semester (I/II) of the academic year and the appeals review committee(s)**” - council members deliberated on the proposal of the head/ director of (department/ doctoral school/ academic unit), which was formulated taking into consideration

1) Art.17, para. (2)-(13) provisions of the *Selection Competition Methodology for Filling Vacant Teaching and Research Positions at Babeş-Bolyai University*;

2) Art. 20 provisions of the *Selection Competition Methodology for Filling Vacant Teaching and Research Positions at Babeş-Bolyai University*.

Following an analysis of the proposals from the standpoint of the aforementioned issues, the following nominal composition of the committees **was approved by the Council, with..... votes “for,” votes “against,” and..... abstentions:**

Department/ Centre/ Institute	Position number in the establishment plan	Teaching/ research position	Examination Committee*	Appeals Committee*
			President Members	President Members

*(*the committee chairperson and the institutional affiliation of both the chairperson and the members will be indicated)*

Dean/ CS-UBB president,

Prepared,

.....

.....

ADDENDUM 9

INDIVIDUAL ASSESSMENT REPORT

ADDENDUM 9.1

ASSESSMENT REPORT

on the selection process for the position of
SCIENTIFIC RESEARCH ASSISTANT

(each member of the committee, including the chair, will write an assessment report on each of the candidates involved in the selection process.)

I, _____ the undersigned, teaching rank _____, Institution _____, Faculty of _____, Department _____, appointed by Rector's Decision no. *(see the document in the candidate's application file)* _____ as a member of the selection committee for the _____ vacancy, position number _____ in the staff establishment plans of the Department of _____, following an analysis of the data submitted in the application file and the performance of the candidate _____ throughout the examinations, concluded the following:

1. Fulfilment of minimum standards and specific standards

Standards established by UBB	Applicant's achievements
SCIENTIFIC RESEARCH ASSISTANT Minimum Two scientific papers recognised at least nationally * Only published papers with volume, number, pages, and/or a digital identifier (DOI) will be considered, in accordance with international standards.	<i>the candidate's total number of publications will be listed</i>

2. Assessment of the scientific activity, teaching skills, and other skills

- a. the relevance and impact of the candidate's scientific output in terms of the subject area of the position they are applying for

- b. the teaching skills and the competence of the candidate to supervise students or young researchers

- c. the candidate's ability to apply their knowledge and scientific findings to the economic or social environment, or to disseminate their own scientific knowledge

- d. the candidate's ability to manage research and development projects and to collaborate in research projects and other professional activities as part of a team

- e. the candidate's professional experience in institutions other than the one conducting the selection process; quality of scientific and professional collaborations, depending on the candidate's field of expertise

3. Evaluation of oral examination performance

(the viva voce consists in delivering a research project presentation, depending on the type and specialisation of the position)

The oral examination was held on (date) _____, at (time) _____, and it involved

4. Evaluation of written examination performance

The written examination was held on (date) _____, at (time) _____.

The written examination included the following topics:

(1) _____

(2) _____

(...) _____

5. Results

CANDIDATE _____ _____	Assessment of submitted file <i>(based on the assessments in points 1 and 2)</i>	Evaluation of oral examination performance	Evaluation of written examination performance	FINAL GRADE (the arithmetic mean of the grades received in each exam)
Grades received				

Date,

.....

Signed,

.....

ADDENDUM 9.2

ASSESSMENT REPORT

on the selection process for the position of TEACHING ASSISTANT/ SCIENTIFIC RESEARCHER

(each member of the committee, including the chair, will write an assessment report on each of the candidates involved in the selection process.)

I, _____ the undersigned, teaching rank _____, Institution _____, Faculty of _____, Department _____, appointed by **Rector's Decision no. (see the document in the candidate's application file)** _____ as a member of the selection committee for the _____ vacancy, position number _____ in the staff establishment plans of the Department of _____, following an analysis of the data submitted in the application file and the performance of the candidate _____ throughout the examinations, concluded the following:

1. Fulfilment of minimum standards and specific standards

Standards established by UBB	Applicant's achievements
TEACHING ASSISTANT/ SCIENTIFIC RESEARCHER Fulfilling one of the alternative scientific requirements listed below: a) an author/co-author of four scientific papers (articles/chapters in books/books) that have been indexed in WoS/Scopus/ErihPlus (for articles) or published in prestigious national or international publishing houses (for chapters/books); the applicant must be the main author for at least two papers; b) an author/co-author of a study published in Science or Nature journal, or the main author of a publication ranked in the Top 10 in the field; scientometrics is employed as an influence score measure for the study according to WoS - Journal Citation Report, and, according to SCImago Journal Rank, the categories from the Art & Humanities section are used for the humanities fields; the	<i>the candidate's number of publications</i> <i>(the candidate's total number of publications and the number of publications as main author)</i> <i>and the category that applies (a, b or c) will be indicated</i> <i>where applicable, the additional criteria established by the faculty will also be indicated</i>

influence score is indicated by the year of publication; c) one of the following alternatives for the social and humanistic fields: author or co-author of a book/ author or co-author of two scientific chapters in a collective volume (one as main author); only chapters and books that are indexed in the Book Citation Index (WoS) or that are available in at least 50 libraries that are indexed in the Karlsruher Virtueller Katalog (KVK) will be considered. Note: * The main author status is defined by the standards of each field. ** For the vocational fields of arts and sports, creative or sporting achievements/products/services can replace up to 50% of the scientific prerequisites mentioned in letter a). The profile faculties will establish the equivalence criteria, which will be validated by the UBB Scientific Council, endorsed by the UBB Administrative Council, and approved by the Senate. *** An article published in one of the field's top ten publications equals four papers indexed in recognized international databases. This conversion relates to the alternative scientific criterion from letter a). **** Only published papers with volume, number, pages, and/or a digital identifier (DOI) will be considered, in accordance with international standards. Where applicable, the additional criteria approved by the UBB Senate will also be indicated. (see "Eligibility criteria for teaching positions in faculties" under the "LEGISLATION" section on the UBB website)	
---	--

2. Assessment of the scientific activity, teaching skills, and other skills

- a. the relevance and impact of the candidate's scientific output in terms of the subject area of the position they are applying for

- b. the teaching skills and the competence of the candidate to supervise students or young researchers

- c. the candidate's ability to apply their knowledge and scientific findings to the economic or social environment, or to disseminate their own scientific knowledge

- d. the candidate's ability to manage research and development projects and to collaborate in research projects and other professional activities as part of a team

- e. the candidate's professional experience in institutions other than the one conducting the selection process; quality of scientific and professional collaborations, depending on the candidate's field of expertise

3. Evaluation of oral examination performance

(the oral examination consists in delivering a seminar/ laboratory/ practical work or research project presentation, depending on the position's type and specialisation)

The oral examination was held on (date) _____, at (time) _____, and it involved

4. Evaluation of written examination performance

The written examination was held on (date) _____, at (time) _____.

The written examination included the following topics:

(1) _____

(2) _____

5. Results

CANDIDATE _____ _____	Assessment of submitted file (based on the assessments in points 1 and 2)	Evaluation of oral examination performance	Evaluation of written examination performance	FINAL GRADE (the arithmetic mean of the grades received in each exam)
Grades received				

Date,

.....

Signed,

.....

ADDENDUM 9.3

ASSESSMENT REPORT

on the selection process for the position of

ASSISTANT PROFESSOR/ LECTURER/ THIRD DEGREE SCIENTIFIC RESEARCHER

(each member of the committee, including the chair, will write an assessment report on each of the candidates involved in the selection process.)

I, _____ the undersigned, teaching rank _____, Institution _____, Faculty of _____, Department _____, appointed by **Rector's Decision no. (see the document in the candidate's application file)** _____ as a member of the selection committee for the _____ vacancy, position number _____ in the staff establishment plans of the Department of _____, following an analysis of the data submitted in the application file and the performance of the candidate _____ throughout the examinations, concluded the following:

1. Fulfilment of minimum standards and specific standards

Standards established by UBB	Applicant's achievements
ASSISTANT PROFESSOR/ LECTURER/ THIRD DEGREE SCIENTIFIC RESEARCHER Fulfilling one of the alternative scientific requirements listed below: a) an author/co-author of 8 scientific papers (articles/chapters in books/books) that have been indexed in WoS/Scopus/ErihPlus (for articles) or published in prestigious national or international publishing houses (for chapters/books); the applicant must be the main author for at least 4 papers; b) an author/co-author of a study published in Science or Nature journal, or the main author of two articles in a publication ranked in the Top 10 in the field; scientometrics is employed as an influence score measure for the articles according to WoS - Journal Citation Report, and, according to SCImago Journal Rank, the categories from the Art & Humanities section are used for the humanities fields; the influence score is indicated by the year of publication; c) one of the following alternatives for the social and humanistic fields: author or co-author of two books (of which one as a main	<i>the candidate's number of publications</i> <i>(the candidate's total number of publications and the number of publications as main author)</i> <i>and the category that applies (a, b or c) will be indicated</i> <i>where applicable, the additional criteria established by the faculty will also be indicated</i>

author)/ author or co-author of four scientific chapters in a collective volume (of which two as main author)/ author or co-author of a book (main author) and two scientific chapters in collective volumes (main author for at least one chapter); only chapters and books that are indexed in the Book Citation Index (WoS) or that are available in at least 50 libraries that are indexed in the Karlsruher Virtueller Katalog (KVK) will be considered. Note: * The main author status is defined by the standards of each field. ** Additionally, for assistant professor vacancies at theological faculties, specific national minimum standards must be met. *** For the vocational fields of arts and sports, creative or sporting achievements/products/services can replace up to 50% of the scientific prerequisites mentioned in letter a). The profile faculties will establish the equivalence criteria, which will be validated by the UBB Scientific Council, endorsed by the UBB Administrative Council, and approved by the Senate. **** An article published in one of the field's top ten publications equals four papers indexed in recognized international databases. This conversion relates to the alternative scientific criterion from letter a). ***** Only published papers with volume, number, pages, and/or a digital identifier (DOI) will be considered, in accordance with international standards. Where applicable, <i>the additional criteria approved by the UBB Senate will also be indicated. (see "Eligibility criteria for teaching positions in faculties" under the "REGULATION" section on the UBB website)</i>	
--	--

2. Assessment of the scientific activity, teaching skills, and other skills

a) the relevance and impact of the candidate's scientific output in terms of the subject area of the position they are applying for

b) the teaching skills and the competence of the candidate to supervise students or young researchers

c) the candidate's ability to apply their knowledge and scientific findings to the economic or social environment, or to disseminate their own scientific knowledge

d) the candidate's ability to manage research and development projects and to collaborate in research projects and other professional activities as part of a team

e) the candidate's professional experience in institutions other than the one conducting the selection process; quality of scientific and professional collaborations, depending on the candidate's field of expertise

3. Evaluation of viva voce performance/ interview

*(the oral exam for the positions of **assistant professor and lecturer** consists of **delivering a class**, depending on the details of the position; for the position of **SR III**, the viva voce consists in an interview)*

The oral examination was held on (date) _____, at (time) _____, and it involved

4. Results

CANDIDATE _____ _____	Assessment of submitted file <i>(based on the assessments in points 1 and 2)</i> <i>80% of the final grade</i>	Evaluation of viva voce/ interview <i>20% of the final grade</i>	FINAL GRADE (the weighted arithmetic mean of the grades received in each exam)
Grades received			

Date,

.....

Signed,

.....

ADDENDUM 9.4

ASSESSMENT REPORT

on the selection process for the position of
**PROFESSOR/ FIRST DEGREE SCIENTIFIC RESEARCHER/ ASSOCIATE PROFESSOR/ SECOND DEGREE
 SCIENTIFIC RESEARCHER**

(each member of the committee, including the chair, will write an assessment report on each of the candidates involved in the selection process.)

I, _____ the undersigned, teaching rank _____
 _____ Institution _____ Faculty of _____
 _____ Department _____
 appointed by **Rector's Decision no.** *(see the document in the candidate's application file)* _____
 as a member of the selection committee for the _____ vacancy, position number _____
 in the staff establishment plans of the Department of _____
 _____ following an analysis of the data
 submitted in the application file and the performance of the candidate
 _____ throughout the examinations, concluded the following:

1. Fulfilment of minimum standards and specific standards

Standards established by UBB	Applicant's achievements
Each faculty will fill out the UBB minimum standards established by the Minister of Education Order No..... for the field of the position opening. (Committee no. field.....) <i>The additional criteria approved by the UBB Senate will also be indicated. (see "Eligibility criteria for teaching positions in faculties" under the "REGULATION" section on the UBB website)</i>	<i>the candidate's score in each of the minimum criteria listed must be indicated</i> <i>for the positions of university professor/ first degree scientific researcher the following will also be listed</i> - the number of research grants/projects obtained as part of a competition on which they served as director or member - habilitation certificate (only for full professor positions)

2. Assessment of the scientific activity, teaching skills, and other skills

a) the relevance and impact of the candidate's scientific output in terms of the subject area of the position they are applying for

b) the teaching skills and the competence of the candidate to supervise students or young researchers

c) the candidate's ability to apply their knowledge and scientific findings to the economic or social environment, or to disseminate their own scientific knowledge

d) the candidate's ability to manage research and development projects and to collaborate in research projects and other professional activities as part of a team

e) the candidate's professional experience in institutions other than the one conducting the selection process; quality of scientific and professional collaborations, depending on the candidate's field of expertise

3. Assessment of public lecture/ interview

(delivering a **public lecture** - for teaching positions/ an **interview** - for research positions of minimum 30 minutes on a subject selected by the candidate from the listed topics)

The public lecture was held on (date) _____, at (time) _____, and it involved

4. Results

CANDIDATE _____ _____	Assessment of submitted file <i>(based on the assessments in points 1 and 2)</i> <i>80% of the final grade</i>	Assessment of public lecture/ interview <i>20% of the final grade</i>	FINAL GRADE <i>(the weighted arithmetic mean of the grades received in each exam)</i>
Grades received			

Date,

Signed,

.....

.....

ADDENDUM 10

Faculty/ Institute _____
SELECTION COMPETITION for the position of _____
position number _____
at the Department/Centre _____
published _____

SUMMARY REPORT **on the selection process for teaching and research positions**

The selection committee, constituted in accordance with Faculty Council decision, approved by the Babeş-Bolyai University Senate, and appointed by **Rector's Decision** no. _____, is composed of the following members:

(academic rank, last name, first name, institutional affiliation)

Chair: _____
Members: _____

has prepared the following report:

Candidate data

The following **candidates** submitted an application:

(1) _____

(2) _____

1. Quantitative data:

The candidate received the following score after meeting the minimum standards required for the position:

Note: If the scores given by the selection committee members differ, the score is determined by a majority vote of the selection committee members.

Candidate (1)

Standards established by UBB	Applicant's achievements
The evaluation of the standards for scientific activity was based on the standards stipulated by the Minister of Education Order no., relevant for the subject area of the position. (Committee no. field.....) <i>The additional criteria approved by the UBB Senate will also be indicated. (see "Eligibility criteria for teaching positions in faculties" under the "REGULATION" section on the UBB website)</i>	<i>(indicate the score or number of achievements for each of the minimum criteria, depending on the field and position type, based on the scores given at point 1 of the members' individual assessment reports)</i>

Candidate (2)

Standards established by UBB	Applicant's achievements
The evaluation of the standards for scientific activity was based on the standards stipulated by the Minister of Education Order no., relevant for the subject area of the position. (Committee no. field.....) <i>The additional criteria approved by the UBB Senate will also be indicated. (see "Eligibility criteria for teaching positions in faculties" under the "REGULATION" section on the UBB website)</i>	<i>(indicate the score or number of achievements for each of the minimum criteria, depending on the field and position type, based on the scores given at point 1 of the members' individual assessment reports)</i>

2. Qualitative data:

The following conclusions can be drawn from an evaluation of the information provided in the application files as well as hard evidence (*the qualitative aspects of the studies, scientific activities, teaching skills, and other competencies will be outlined*):

Candidate (1)

Candidate (2)

3. Results

(the candidates will be ranked in descending order based on their overall scores)

CANDIDATE (1) (last name, first name) 	The final grades assigned to the candidate in the individual assessment reports by committee members
President	G ₁
Member 1	G ₂ =
Member 2	G ₃ =
Member 3	G ₄ =
Member 4	G ₅ =
Overall score (Arithmetic mean of G ₁ , G ₂ , G ₃ , G ₄ , G ₅)	

CANDIDATE (2) <i>(last name, first name)</i> 	The final grades assigned to the candidate in the individual assessment reports by committee members
President	G ₁
Member 1	G ₂ =
Member 2	G ₃ =
Member 3	G ₄ =
Member 4	G ₅ =
Overall score <i>(Arithmetic mean of G₁, G₂, G₃, G₄, G₅)</i>	

To be eligible for the position opening, candidates must have received a grade of at least 6 (six) and an overall score in the selection competition report of at least 8.50.

4. Candidates ranking according to their overall score

Ranking position	Candidate's name	Overall score
1st place <i>(the applicant with the best overall score is assigned first place)</i>		
2nd place		

5. The committee's vote on the selection competition report

EXAMINATION COMMITTEE		
Number	Votes	
	<i>For</i>	against

6. **The examination committee's decision**
(adopted following the open ballot on the selection competition report)

The selection competition report is approved by the **examination committee** with _____ votes FOR.

If a majority of the committee members do not vote FOR, the vacancy will not be filled by any candidate.

Date _____

Chair: _____

Members: _____

ADDENDUM 11

MINUTE EXTRACTS FROM THE COUNCIL MEETING OF THE (FACULTY/ UBB SCIENTIFIC COUNCIL) on _____

The meeting was attended by _____ members, with _____ teachers and _____ students* out of the total of _____ Council members.

On point ____ on the agenda - **“Approving the reports on the selection competition for filling teaching/ research positions”** - the Council deliberated on *the observance of the procedures established by the selection competition framework methodology and its internal competition methodology for filling vacancies*.

It was established that an appeal was/was not submitted in accordance with the legal provisions.

The examination Committee’s vote on the selection competition report and the Council’s vote on the observance of the procedures specified by the selection competition methodology, both cast during said meeting, are as follows:

Department/ Centre	Vacancy (teaching/r esearch position and number of position in the staff establishm ent plans)	Candidates ranking according to the summary report of the examination committee		Vote of the Examination Committee		Vote of the Council		
		Candidates’ last name and first name	Overall score	for	again t	for	again t	abstentio ns
		1 st place						
		2 nd place						

The Council **approves/dismisses** the selection competition report based on the votes cast.

Dean/ CS-UBB president,

Prepared,
