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SELECTION COMPETITION METHODOLOGY

FOR FILLING VACANT TEACHING AND
RESEARCH POSITIONS AT BABEŞ-BOLYAI
UNIVERSITY

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1.	Senate Decision No. 5,941/16.04.2020	considering the Administrative Council Decision no. 5,817/10.04.2020
2.	Senate Decision No. 17,329/23.11.2020	-
3.	Senate Decision No. 17,911/14.12.2020	considering the Administrative Council Decision no. 17,641/07.12.2020
4.	Senate Decision No. 149/15.11.2021	considering the Administrative Council Decision no. 5,761/07.06.2021

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 (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);
- f) scientific researcher (SR);
- g) third degree scientific researcher (SR III);
- h) second degree scientific researcher (SR II);
- i) first degree scientific researcher (SR I).

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

(2) The duration of a fixed term contract is limited to three years, depending on the policy or human resource strategy of the academic unit and UBB.

(3) Doctoral students, as an exception, may be employed for a fixed term period of up to 5 years.

(4) The fixed term employment contract signed between the University and a teaching assistant following a selection competition conducted in accordance with this methodology and in which the position's employment standards were met is converted into a permanent employment contract with tenured status.

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 research unit (hereinafter referred to as RU), 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/ RU) 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 RU;

b) the list of position vacancies, approved by the dean/ RU director (*Addendum 1*) and accompanied by extracts from the minutes of the department/ doctoral school/ RU 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 RU. After consulting with the deans/ RU 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 calendar days of each semester of the academic year:

- a) the list of position openings and their composition, 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/RU 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 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, which includes the recruitment competition's web page, for teaching and research positions on a fixed term contract;
- c) by posting at the institution's or unit's offices and by publishing in a national newspaper for research positions on a permanent and fixed term contract;

d) on the UBB website in the section dedicated to recruitment for teaching and research positions on a fixed term contract.

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 starting salary for the position at the time of employment;

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/RU, 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 calendar 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 calendar 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 days after the announcement 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.

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

(2) All teaching and research positions on a permanent contract 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.

(3) The minimum requirement for the positions of teaching assistant and scientific research assistant on a fixed term contract is to be a doctoral student, certified by the institute for doctoral studies within an accredited higher education institution for postgraduate doctoral studies.

(4) The minimum requirement for the position of scientific research assistant is to be author/co-author of at least two papers published in national 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) fulfilment of the national minimum standards for these positions, as established by the *Order of the Minister of Education and National and Scientific Research on the approval of the required minimum and mandatory standards for conferring didactic titles in higher education, professional research-development degrees, doctoral supervisor, and habilitation certificate no. 6129/2016;*

b) fulfilment, where appropriate, 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:

a) fulfilment of the national minimum standards for these positions, as established by the *Order of the Minister of Education and National and Scientific Research on the approval of the required minimum and mandatory standards for conferring didactic titles in higher education, professional research-development degrees, doctoral supervisor, and habilitation certificate no. 6129/2016;*

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

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 or doctoral supervision (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 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 is granted within three calendar days of the application file's submission and is available to the candidate on the UBB website in the selection competitions section within 48 hours of its issuing, but at least five 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/ RU director, endorsed by the faculty council/ RU council, approved by the UBB Administrative Council and appointed by rector's decision for each selection competition session.

(2) The selection committee is composed of an odd number of at least three members (including its chair).

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

(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/RU leadership.

(6) In consideration of the assessment provided in paragraph (3), the evaluation committees review relevant data pertaining to the applicants' activities, either by accessing the documentation posted online in accordance with Article 15 of this methodology, or by examining the candidates' application files.¹

Art. 15 The following information will be posted on the web page dedicated to the selection competition, respectively 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.

CHAPTER V

Assessment of applicants

Art. 16 (1) The dedicated department within the Rector's Office monitors that the application files of candidates who meet the legal requirements to participate in the selection competition are submitted to the UBB Registrar's Office within the time frame specified in the selection competition calendar.

¹ **During the period in which face-to-face educational activities are suspended, the content of art. 15 paragraph (5) will include the following information:**

Art. 14 (5) In accordance with the evaluation provided in paragraph (3), the evaluation committees review information on the candidates' activities by accessing their application files online.

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

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, lecturer, third degree scientific researcher, 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'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;
- 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:

² **During the period in which face-to-face educational activities are suspended, the content of art. 16 will include the following information:**

Art. 16 (1) The dedicated department within the Rector's Office ensures that the selection committees have electronic access to the applicants' supporting documentation folders, as well as the submission to the UBB Registrar's Office, within the time frame specified in the selection competition calendar, of the publication folders of the applicants that meet the legal requirements to participate in the selection competition.

(2) The dean's office/RU secretariat shall ensure that the supporting documentation and publication folders in electronic format are submitted to the members of the selection committee at least five working days before the first examination of the selection competition.

- the relevance and impact of the candidate's scientific findings;
- 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) following the evaluation, prepares the selection competition documentation, as required by art.18;

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

(2) Depending on the specificity of the position for which the candidate is applying, the selection committee will be constituted in the following way:

a) a chair and two other members for the positions of scientific researcher assistant and scientific researcher;

a) a chair and three other members for the positions of third degree scientific researcher;

c) five members, including the chair, for all teaching positions, as well as for second degree and first degree scientific researcher positions.

(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.

(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) 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.

(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 load of the vacancy. It is the responsibility of department heads, RU directors, and deans to ensure that these criteria are 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/RU conducting the recruitment competition;

d) for research positions, the scientific director or scientific secretary of the RU 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), the selection committee must be constituted of teachers or researchers from outside the University, including when a candidate has a relative in a leadership position at the University level or in the establishment where they are applying for the position vacancy.

(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 RU, 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 RU, with the approval of the department/RU 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.

Art. 18 (1) The selection competition is organised according to the calendar established at the institution level and consists in the evaluation of the candidates' scientific activity and teaching skills, for positions with a teaching load.

(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 an oral and written examination. The oral examination consists of delivering a seminar/laboratory/practical work project presentation, depending on the type and specialisation 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 lecture/oral examination. The oral examination for the positions of assistant professor and lecturer consists of giving a class on the theme selected by the selection committee under the conditions of art. 17, paragraph (1), letter b) of this methodology. All other teaching and research positions require candidates to give

a public lecture on a relevant theme for the position opening, which is selected by the candidate from the available topics. For all of these positions, the candidate's application file detailing their professional achievements counts for 75% of the evaluation, and the public lecture or oral examination counts for 25% 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;

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, at least one of 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, at least one of the selection examinations will be held in those languages, according to a procedure outlined in the recruitment announcement.

(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 6.00 on each examination, a final grade from each reviewer of at least 7.00, 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 a secret ballot of the examination committee members. Following the secret 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, with the votes cast remaining secret. If a majority of the committee members 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/RU web page shortly after the committee’s activity concludes.

CHAPTER VI

Reviewing appeals

Art. 19 (1) In the event that a candidate can demonstrate non-compliance with the lawful selection competition procedures, the candidate may file an appeal within three working days of the publishing of results.

(2) The appeal will be written, registered, and submitted to the UBB Registrar’s Office, and it will be addressed by the appeals review committee within two working days of the submission deadline.

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

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

(3) The appeals review committee is appointed by rector's decision after confirmation by the UBB Senate.

CHAPTER VII

Confirmation of the selection competition results and assignment

Art. 21 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.

Art. 22 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*). The UBB Senate cannot change the ranking of candidates determined by the selection committee. Students' representatives 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 approval of the selection process results by the UBB Senate, the academic vacancy appointment is made by rector's decision, beginning with the semester following the selection competition. The appointment to the positions of second degree scientific researcher and first degree scientific researcher is made once the competition results are confirmed by ministerial order.

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

CHAPTER VIII

Final provisions

Art. 26 If the position is not filled, a selection competition may be held again, and the selection process will be restarted.

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, 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.

(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, 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/ RU 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 RU 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 30 days from the closing date at the level of the selection committee and 45 days from the submission of the selection committee's report at the level of the institution or unit organising the selection competition.

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/ research unit*) meetings and by minute extracts from the (*Faculty Council/ UBB Scientific Council*) meetings in which they were endorsed, approved by (*dean/ research 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/ Research Unit Director,
(Signature)

Chief Secretary,
(Signature)

ADDENDUM 2

MINUTE EXTRACTS

FROM THE COUNCIL MEETING

(mention the department/ research unit/ doctoral school where the job opening proposals are being 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/ research 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 research 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(s)/director(s) of (*department/ doctoral school/ research 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

EACH APPLICANT WILL SUBMIT TWO FOLDERS:

I SUPPORTING DOCUMENTATION FOLDER

II PUBLICATIONS FOLDER

I. SUPPORTING DOCUMENTATION FOLDER	
1.	Application form for the recruitment and selection process , submitted within the legal application time frame, signed and dated by the applicant, including a statutory declaration confirming the integrity and validity of information submitted (<i>in original</i>). - <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).
3.	<p>Curriculum vitae of applicant (<i>in original</i>, signed on each page).</p> <p>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.</p> <p>The candidate's curriculum vitae must list:</p> <ul style="list-style-type: none"> 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
4.	<p>List of publications of applicant (<i>in original</i>, signed on each page).</p> <p>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.</p> <p>The complete list of publications of the candidate will be organised as follows:</p> <p>I. For teaching positions</p>

	<p>a) the list of up to ten publications selected by the candidate to be the most relevant to their professional achievements, which are included in the file in digital form and can be included in the other categories of publications;</p> <p>b) doctoral dissertation or dissertations;</p> <p>c) patents and other titles of industrial property;</p> <p>d) books and book chapters;</p> <p>e) articles/studies, published in major international scientific journals;</p> <p>f) publications in extenso, published in the proceedings of major international conferences;</p> <p>g) other works and scientific contributions or, as applicable, artistic creations.</p> <p>II For research positions</p> <p>doctoral dissertation(s); published books; articles/studies published in relevant international journals or in national journals recognised by CNCSIS; studies published in the proceedings of relevant international scientific events at home and abroad (with ISSN or ISBN); patents for invention; artistic creations/ sports performances; research-development-innovation projects based on a contract/grant; other achievements.</p>
5.	<p>Compliance criteria checklist for the position, completed and signed by the candidate (<i>in original</i>, signed on each page).</p> <p>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.</p> <p><i>Addendum 5.3</i> - Compliance criteria checklist for the scientific researcher assistant position</p> <p><i>Addendum 5.4</i> - Compliance criteria checklist for the teaching assistant/ scientific researcher position</p> <p><i>Addendum 5.5</i> - Compliance criteria checklist for the assistant professor/ lecturer/ third degree scientific researcher position</p> <p><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</p>
6.	<p>a) Diploma/documents certifying the possession of a doctoral degree are required for all teaching and research positions, with the exception of the teaching assistant and research assistant position on a fixed-term contract: a certified copy of the doctoral degree certificate or, if the original doctoral diploma is not recognised in Romania, a certified copy of the certificate of recognition or equivalence;</p> <p>b) For the positions of teaching assistant and research assistant on a fixed-term contract: proof of doctoral student status, certified by the institute for doctoral studies within an accredited higher education institution for postgraduate doctoral programmes by issuing a certificate confirming the doctoral student status. The certificate will be submitted in original.</p>
7.	<p>Summary of the doctoral dissertation - in Romanian and in an international language, in one page or less for each language.</p>
8.	<p>a) For all teaching positions, copies of all degrees or qualifications obtained (<i>baccalaureate, bachelor's, master's/further studies degree certificate, and academic transcripts</i>) or, if the original diplomas are not recognised in Romania, the recognition certificates or their equivalence; copies of other diplomas, degrees or qualifications obtained. Copies will be signed by the candidate as "true copy";</p> <p>b) For all research positions: certified copies of all degrees or qualifications obtained (<i>baccalaureate, bachelor's, master's/further studies degree certificate, and academic transcripts</i>) or, if the original diplomas are not recognised in Romania, copies of diplomas issued abroad, accompanied by the certified copy of the recognition certificates or their equivalence; copies of other diplomas, degrees or qualifications obtained.</p>

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.	For research positions only: certified copy of the birth certificate.
11.	a) For all teaching positions : A copy of the document certifying the name change - marriage certificate or proof of name change if the candidate has changed their name; b) For all research positions : A certified copy of the document certifying the name change - marriage certificate or proof of name change if the candidate has changed their name;
12.	A statutory declaration specifying the conditions of incompatibility set forth in Law No. 1/2011 that may result following a successful selection process, or the absence of such situations of incompatibility. - <i>Addendum 5.7</i>
13.	a) For all teaching positions : certified copy of the employment record book or years of accumulated service <i>in original (only for applicants who do not have an individual employment contract with Babeş-Bolyai University)</i> ; b) For all research positions : certified copy of the employment record book or years of accumulated service and copy extracted from the staff general ledger. <i>For the second degree scientific researcher and first degree scientific researcher positions</i> - the years of accumulated service, issued by the institution where the candidate is currently employed, which indicates the career path - the periods and professional positions of the candidate in higher education/ scientific research/ other activities, as well as the document/ documents attesting, if applicable, the undertaking of higher education or research activities in the country or abroad (<i>in original</i> ; certificates issued abroad, in original, will be submitted accompanied by a certified translated copy).
14.	List of reviewers and their contact details - only for the positions of <i>associate professor, second degree scientific researcher, university professor, first degree scientific researcher</i> - <i>Addendum 5.8</i>
15.	Proof of payment of application fee. The application fee will be paid at the University cashier's office, 14 I.C. Brătianu Street The application fee is 50 lei for applicants outside UBB, respectively 25 lei for UBB employees.
16.	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).
17.	For all research positions : the applicant must sign a statutory declaration in a handwritten document confirming that the information in the application file pertains to their own activities and achievements, or the candidate will be held accountable for false claims, under the law (<i>in original</i>)
18.	Only for applicants for the university professor positions: copy of the habilitation qualification certificate or copy of the ministerial decision on conferring the doctoral supervisor qualification.
19.	Only for the first degree scientific researcher and second degree scientific researcher positions : evidence of lack of criminal record (criminal record certificate) and a medical certificate .
20.	Consent to the processing of personal data.
II PUBLICATIONS FOLDER	
	Maximum of ten publications , patents, or other works by the applicant, in both printed and electronic form , that they have selected as the most relevant to their own professional accomplishments

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*).

Knowing the provisions of Criminal Code Article 326 concerning false statements, I hereby solemnly and sincerely declare that the data and information contained in the application file are legitimate and pertain to my own activities and achievements.

Date,

Signed,

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**

Candidate: / Date of birth:
 Current position:, Date appointed to current position:
 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 applicant's achievements
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

Candidate: / Date of birth:

Current position:, Date appointed to current position:

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	No. of applicant's achievements
Fulfilling one of the alternative scientific requirements listed below:	

<p>a) an author/co-author of four scientific papers (articles/chapters in books/books) that have been indexed in recognized international databases³ (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.</p> <p>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;</p> <p>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.</p> <p>Note: * The main author status is defined by the standards of each field.</p> <p>** 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.</p> <p>*** 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).</p> <p>**** Only published papers with volume, number, pages, and/or a digital identifier (DOI) will be considered, in accordance with international standards.</p>	
<p>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>)</p>	

Applicant's signature,

³ beginning with the academic year 2022-2023, the phrase "indexed in recognised international databases" will be replaced with "indexed in WoS/Scopus/ErihPlus."

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**

Candidate: / Date of birth:
 Current position:, Date appointed to current position:
 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	No. of applicant's achievements
Fulfilling one of the alternative scientific requirements listed below:	

<p>a) an author/co-author of eight scientific papers (articles/chapters in books/books) that have been indexed in recognized international databases⁴ (for articles) or published in prestigious national or international publishing houses (for chapters/books); the applicant must be the main author for at least four papers;</p> <p>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;</p> <p>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.</p> <p>Note: * The main author status is defined by the standards of each field.</p> <p>** Additionally, for assistant professor vacancies at theological faculties, specific national minimum standards must be met.</p> <p>*** 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.</p> <p>**** 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).</p> <p>***** Only published papers with volume, number, pages, and/or a digital identifier (DOI) will be considered, in accordance with international standards.</p>	
<p>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>)</p>	

Applicant's signature,

⁴ beginning with the academic year 2022-2023, the phrase “indexed in recognised international databases” will be replaced with “indexed in WoS/Scopus/ErihPlus.”

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 CNATDCU standards for each field (OMENCS 6129/2016), 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 second degree scientific researcher**:

- a) fulfilment of the national minimum standards for these positions, as established by the *Order of the Minister of Education and National and Scientific Research on the approval of the required minimum and mandatory standards for conferring didactic titles in higher education, professional research-development degrees, doctoral supervisor, and habilitation certificate no. 6129/2016*;
- b) fulfilment, where applicable, of 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) fulfilment of the national minimum standards for these positions, as established by the *Order of the Minister of Education and National and Scientific Research on the approval of the required minimum and mandatory standards for conferring didactic titles in higher education, professional research-development degrees, doctoral supervisor, and habilitation certificate no. 6129/2016*;
- b) fulfilment, where applicable, of 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 or doctoral supervision (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 art. 295 para. (4) of the National Education Law no. 1/2011
according to which *spouses, relatives and 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 university*, as well as of art. 295 para. (5) of the National Education Law no.
1/2011 according to which the violation of the provisions of par. (4) *results in the invalidation of the
selection competition*, I hereby solemnly and sincerely declare that if I am selected for the above
mentioned position, I will not be in any situation of incompatibility according to art. 295 para. (4)
of Law no. 1/2011.

Date:

Last name, first name, signature

.....

ADDENDUM 5.8

LIST OF REVIEWERS

**for the positions of associate professor/ second degree scientific researcher and
university professor/ first degree scientific researcher**

APPLICANT DATA

Last name First name

Position they are applying for

Position number Department/ Centre

Faculty/ Institute

REVIEWERS

	Last name and first name	Academic title	Specialisation/ field	Institutional affiliation (University/ Faculty/ Department)	Address (email and/or mailing address)
1.					
2.					
3.					

*(Candidates for the positions of **associate professor or second degree scientific researcher** must include in their application file at least **three names and contact information of personalities in the respective field, from the country or from abroad, who have agreed to write letters of recommendation regarding the candidate's professional qualities and who are not affiliated with the higher education institution advertising the vacancy.**)*

*(Candidates for the positions of **university professor or first degree scientific researcher** must include in their application file at least **three names and contact information of personalities in the respective field from abroad, who have agreed to write letters of recommendation regarding the candidate's professional qualities.**)*

Candidate,

.....

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 constituted 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)
------------------------------	---------------------------------	--

<p>For interdisciplinary positions, a doctorate or the status of doctoral student in the field of the position to be filled or in related fields (specified in the job description) is required.</p>	<p><i>the field in which the doctoral degree was awarded, or the field of doctoral studies, as applicable, must be indicated</i></p>	
---	--	--

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

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

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

<p>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" in the "REGULATION" section on the web page dedicated to the selection competition)</i></p>	<p><i>the candidate's total number of publications and category that applies (a, b or c) will be indicated</i></p>	
--	--	--

<p>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 OMENCs no. 6129/2016 will also be indicated for the positions of assistant professor that are open at the faculties of theology. Where applicable, the additional criteria approved by the UBB Senate will also be indicated. (see "Eligibility</i></p>	<p><i>the candidate's total number of publications and category that applies (a, b or c) will be indicated</i></p>	
--	--	--

criteria for teaching positions in faculties" in the "REGULATION" section on the web page dedicated to the selection competition)		
---	--	--

<p>Standards established by UBB:</p> <p>ASSOCIATE PROFESSOR/ SECOND DEGREE SCIENTIFIC RESEARCHER (to be completed in accordance with Methodology art. 11, paragraph (7)) Each faculty will fill out the minimum standards established by OMENCS no. 6129/2016 for the field of the position opening. Where applicable, the additional criteria approved by the UBB Senate will also be indicated. (see "Eligibility criteria for teaching positions in faculties" in the "REGULATION" section on the web page dedicated to the selection competition)</p>	<p><i>the candidate's score in each of the minimum criteria listed must be indicated</i></p>	
---	--	--

<p>Standards established by UBB:</p> <p>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 OMENCS no. 6129/2016 for the field of the position opening. Where applicable, the additional criteria approved by the UBB Senate will also be indicated. (see "Eligibility criteria for teaching positions in faculties" in the "REGULATION" section on the web page dedicated to the selection competition)</p>	<p><i>the candidate's score in each of the minimum criteria listed must be indicated</i></p>	
<p>Director of at least one grant or research project obtained as part of a competition, or membership in at least three such grants</p>	<p><i>the number of grants/projects on which they served as director/member will be listed</i></p>	
<p>Habilitation certificate or doctoral supervision</p>		

<p>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</p>		
---	--	--

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 attestation of studies/ traineeships in that country/ language required for a cumulative period of at least nine months).	<i>type of certificate/ duration of studies/ traineeships in the respective country/language will be indicated</i>	
---	--	--

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

(mention the department/ research unit in which the proposals for the nominal composition of the selection committee(s) and the appeals review committee(s) are made)

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

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

- a. the relevance and impact of the candidate's scientific findings

- 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 <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
<p style="text-align: center;">TEACHING ASSISTANT/ SCIENTIFIC RESEARCHER</p> <p>Fulfilling one of the alternative scientific requirements listed below:</p> <p>a) an author/co-author of four scientific papers (articles/chapters in books/books) that have been indexed in recognized international databases⁵ (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.</p>	<p style="text-align: center;"><i>the candidate's number of publications</i></p> <p style="text-align: center;"><i>(the candidate's total number of publications and the number of publications as main author)</i></p> <p style="text-align: center;"><i>and the category that applies (a, b or c) will be indicated</i></p> <p style="text-align: center;"><i>where applicable, the additional criteria established by the faculty will also be indicated</i></p>

⁵ beginning with the academic year 2022-2023, the phrase "indexed in recognised international databases" will be replaced with "indexed in WoS/Scopus/ErihPlus."

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.

Where applicable, *the additional criteria approved by the UBB Senate will also be indicated. (see "Eligibility criteria for teaching*

<i>positions in faculties" in the "REGULATION" section on the web page dedicated to the selection competition)</i>	
--	--

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

- a. the relevance and impact of the candidate's scientific findings

- 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 <i>(based on the assessments in points 1 and 2)</i>	Evaluation of oral examination performance	Evaluation of written examination performance	FINAL GRADE <i>(the arithmetic mean of the grades received in each exam)</i>
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
<p>ASSISTANT PROFESSOR/ LECTURER/ THIRD DEGREE SCIENTIFIC RESEARCHER</p> <p>Fulfilling one of the alternative scientific requirements listed below:</p> <p>a) an author/co-author of eight scientific papers (articles/chapters in books/books) that have been indexed in recognized international databases⁶ (for articles) or published in prestigious national or international publishing houses (for chapters/books); the applicant must be the main author for at least four papers;</p>	<p><i>the candidate's number of publications</i></p> <p><i>(the candidate's total number of publications and the number of publications as main author)</i></p> <p><i>and the category that applies (a, b or c) will be indicated</i></p> <p><i>where applicable, the additional criteria established by the faculty will also be indicated</i></p>

⁶ beginning with the academic year 2022-2023, the phrase "indexed in recognised international databases" will be replaced with "indexed in WoS/Scopus/ErihPlus."

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.

Where applicable, *the additional criteria approved by the UBB Senate will also be indicated. (see "Eligibility criteria for teaching positions in faculties" in the "REGULATION" section on the web page dedicated to the selection competition)*

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

a) the relevance and impact of the candidate's scientific findings

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/ lecture delivery

*(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 **third degree scientific researcher**, the oral exam consists of **delivering a lecture**)*

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) 75% of the final grade</i>	Evaluation of oral examination performance/ lecture delivery <i>25% 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 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
<p>Each faculty will fill out the UBB minimum standards established by OMENCS no. 6129/2016 for the field of the position opening.</p> <p>Where applicable, the additional criteria approved by the UBB Senate will also be indicated. (see "Eligibility criteria for teaching positions in faculties" in the "REGULATION" section on the web page dedicated to the selection competition)</p>	<p><i>the candidate's score in each of the minimum criteria listed must be indicated</i></p> <p><i>for the positions of university professor/ first degree scientific researcher the following will also be listed</i></p> <ul style="list-style-type: none"> - the number of research grants/projects obtained as part of a competition on which they served as director/member - habilitation certificate or doctoral supervision (only for university professor positions)

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

a) the relevance and impact of the candidate's scientific findings

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

(delivering a **public lecture** 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>75% of the final grade</i>	Assessment of public lecture <i>25% 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.

3. Results

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

<p style="text-align: center;">CANDIDATE (1) <i>(last name, first name)</i></p> <p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p>	<p style="text-align: center;">The final grades assigned to the candidate in the individual assessment reports by committee members</p>
Chair	G ₁
Member 1	G ₂₌
Member 2	G ₃₌
Member 3	G ₄₌
Member 4	G ₅₌
<p>Overall score</p> <p><i>(Arithmetic mean of G₁, G₂, G₃, G₄, G₅)</i></p>	

CANDIDATE (2) (last name, first name) _____ _____	The final grades assigned to the candidate in the individual assessment reports by committee members
Chair	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)	

To be eligible for the position opening, candidates must have received at least a 6 (six) on each examination, a final grade from each reviewer of at least 7 (seven), 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 (the applicant with the best overall score is assigned first place)		
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 secret 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 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 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/research position and number of position in the staff establishment 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	against	for	against	abstentions
		1 st place						
		2 nd place						

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

Dean/ CS-UBB president,

Prepared,

Addendum 13

Methodological provisions temporarily in place for the implementation of the *Selection competition methodology for filling vacant teaching and research positions at Babeş-Bolyai University*

I. Provisions regarding candidates' application for the selection process

1. The application file will be submitted to the Registrar's Office of Babeş-Bolyai University 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. The complete application file is subsequently verified by the relevant office within the Rector's office.
2. In the event that non-compliant supporting documentation or incomplete files are submitted, candidates are contacted by the relevant office within the Rector's office by email at the address specified in the application submission (Addendum No. 5.2) and invited to submit compliant supporting documentation to the University Registrar's office within the application deadline provided by the recruitment calendar.
3. The application fee will be paid by bank transfer and the proof of payment receipt will be included in the application file.

II. Specific details on the activities of the evaluation committees

1. The evaluation committees examine the details of the candidates' activities by accessing documents exclusively online in order to verify the candidates' fulfilment of the requirements specified in art. 11, para. (2) - (12) of the Selection competition methodology for filling vacant teaching and research positions at Babeş-Bolyai University and render a decision on the

candidates' compliance. The dedicated department within the Rector's Office ensures that the candidates' documentation folders are fully scanned for this purpose and informs the faculties on how to access the documents.

2. 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 electronic form (original scanned version), within the time frame provided by the selection competition calendar.

III. Specific details on the activities of the selection examination committees

1. For the evaluation of applicants who meet the legal prerequisites to participate in the selection process, the examination committees will analyse the application files (a. Supporting documentation folders; b. Publication folders) as follows:

a. The selection committees have exclusive online access to the supporting documentation folders (fully scanned during the verification phase conducted by the evaluation committees and accompanied by the evaluation committees' judgements and the rector's decisions for the appointment of the selection committees and the appeals review committees). The dedicated department within the Rector's Office informs the faculties on how to access the documentation folders.

b. The publication folders (in paper format), submitted to the UBB Registrar's Office within the time frame specified by the selection competition calendar by the dedicated department within the Rector's Office, are collected and forwarded to the selection committee members by the dean's office secretariats/ RU secretariats, at least five working days before the first selection examination.

2. The examination committee establishes the topic for the oral examination lecture for the positions of scientific research assistant, teaching assistant, scientific researcher, assistant professor, lecturer, third degree scientific researcher, 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's website and notice board, with the signature of the examination committee chair, stating the date and time of the publication;

3. The selection process (both the oral and the written examination, where applicable) will be conducted online using the University's online video conference systems (Microsoft Teams, Zoom, etc.).

4. The selection examination is recorded using online video conference systems and added to the candidate's application file.

5. The committee chair, the candidate, and a member of the selection committee will be present in the room designated for the oral examination. The other members of the selection committee will attend the oral examination live on the internet.
6. Following the conclusion of the written examination, the candidate's written paper is forwarded by email to the committee members attending online.
7. The voting process is carried out on secure platforms (Microsoft Teams, Google Forms, etc.), and participants are not required to identify themselves. All members of the committee will vote using the selected platform.
8. The assessment reports, summary report, and incompatibility statements will be digitally signed and added to the application file, then signed in original and added to the file as soon as feasible, but no later than the date of summary report approval in the faculty council/ UBB Scientific Council. The chair of the committee is responsible for ensuring that all members of the selection committee sign the assessment reports, summary report, and incompatibility statements.
9. Shortly after the committee's activity concludes, the selection committee announces the results of the selection competition for each candidate, including the overall grade obtained, on the faculty/RU website page and notice board.
10. 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 submit the original documents and publications folders to the Rector's Office, in a sealed envelope, for each candidate, via the UBB Registrar's Office.

IV. Reviewing appeals

1. The appeals committee meets online to review appeals, using the University's online video conference systems (Microsoft Teams, Zoom, etc.).
2. According to art. 27, para. (1) of the internal Selection Competition Methodology approved by the Babeş-Bolyai University Senate Decision No. 22,338/03.12.2018, all persons involved in the selection competition procedure are required to provide the appeals review committee with all documents requested by it, in electronic form.
3. The resolution of the appeals review committee will be digitally signed and added to the application file, then signed in original and added to the file as soon as feasible, but no later than the date of summary report approval in the faculty council/UBB Scientific Council. 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.

C. When the national situation allows it, the provisions of this addendum will no longer be relevant, and the provisions of the *Selection competition methodology for filling vacant teaching and research positions at Babeş-Bolyai University*, approved by Senate Decision no. 22,338 on 03.12.2018, will fully apply with the amendments and supplements provided in Addendum 1 of this decision.