



LIST

**DOCUMENTS REQUIRED FOR THE REGISTRATION FILE FOR THE COMPETITION FOR OCCUPYING VACANT TEACHING AND RESEARCH POSITIONS FOR AN INDEFINITE / DETERMINED PERIOD**

**A. Cover of the competition file**

**B. Documents required for the registration file for the competition for occupying vacant teaching and research positions for an indefinite / determined period**

1. **Opis** of the file;
2. **Registered** application form, signed by the candidate;
3. Declaration on own responsibility regarding the veracity of the information presented in the file – signed and **registered**;
4. A proposal for the development of the candidate's academic career, from the didactic and research point of view, in the case of teaching positions, and from the point of view of scientific research activities in the case of research positions, the proposal is drafted and signed by the candidate, includes a maximum of 10 pages and is one of the main criteria for separating candidates;
5. The verification sheet for the fulfillment of the university's standards for presentation at the competition and the structure of the candidate's activity. The verification sheet and the structure of the candidate's activity are completed and signed by the candidate;
  - **Verification sheet for the fulfillment of the standards required at the competition for the position of university lecturer for an indefinite / determined period;**
  - **The structure of the candidate's activity participating in the competition for the position of university lecturer for an indefinite / determined period;**
  - **Verification sheet for meeting the minimum necessary and mandatory standards for submission to the competition for the position of associate professor for an indefinite / determined period (Veterinary Medicine Commission);**
  - **The structure of the candidate's activity participating in the competition for the position of associate professor for an indefinite/determined period (Veterinary Medicine Commission);**
  - **Verification sheet for the fulfillment of the necessary and mandatory minimum standards for submission to the competition for the position of university professor for an indefinite/determined period (Commission of Veterinary Medicine);**
  - **The structure of the activity of the candidate participating in the competition for the position of university professor for an indefinite/determined period (Veterinary Medicine Commission);**
  - **Verification sheet for the fulfillment of the minimum necessary and mandatory standards for presentation at the competition for the position of associate professor for an indefinite / determined period (Commission for Engineering of Plant and Animal Resources);**
  - **The structure of the activity of the candidate participating in the competition for the position of associate professor for an indefinite/determined period (Commission for Engineering of Plant and Animal Resources);**
  - **Verification sheet for the fulfillment of the minimum necessary and mandatory standards for submission to the competition for the position of university professor for an indefinite/determined period (Commission for Engineering of Plant and Animal Resources);**
  - **The structure of the activity of the candidate participating in the competition for the position of university professor for an indefinite/determined period (Commission for Engineering of Plant and Animal Resources);**
  - **Verification sheet for meeting the minimum necessary and mandatory standards for submission to the competition for the position of university professor for an indefinite/determined period (Commission for Mechanical Engineering, Mechatronics, Industrial Engineering and Management);**
  - **The structure of the candidate's activity participating in the competition for the position of university professor for an indefinite/determined period of time**

**Commission for Mechanical Engineering, Mechatronics, Industrial Engineering and Management);**

- **Verification sheet for meeting the necessary and mandatory minimum standards for submission to the competition for the position of associate professor for an indefinite / determined period (Commission of Biology and Biochemistry);**
  - **The structure of the candidate's activity participating in the competition for the position of associate professor for an indefinite/determined period (Commission of Biology and Biochemistry);**
  - **Verification sheet for the fulfillment of the minimum necessary and mandatory standards for presentation at the competition for the position of university professor for an indefinite / determined period (Commission of Biology and Biochemistry);**
  - **The structure of the activity of the candidate participating in the competition for the position of university professor for an indefinite/determined period (Commission of Biology and Biochemistry).**
6. Declaration on the candidate's own responsibility indicating the situations of incompatibility provided by the Law on Higher Education no. 199/2023, with subsequent amendments and completions, in which he would be in case of winning the contest or the absence of these situations of incompatibility - signed and **registered**;
  7. Information note on the processing of personal data, signed, **registered** and dated by the candidate;
  8. Declaration of consent regarding the processing of personal data by MCID, only for CS I and CS II positions – signed, **registered** and dated by the candidate;
  9. Criminal record and certificate of behavioral integrity;
  10. Proof of a university psycho-pedagogical training program corresponding to a number of 60 ECTS/SECT transferable study credits (level I and II) or a commitment to complete within two years of occupying the position a university psycho-pedagogical training program for higher education of 30 ECTS credits, for teaching positions, **registered** and dated by the candidate;
  11. Curriculum vitae of the candidate, signed on each page by the candidate (Europass model);
  12. Full list of works published by the candidate - signed;
  13. List of contract/grant based research and development projects, as director or member of research teams, signed by the candidate;
  14. Certificate for research/consultancy contracts (minimum 10,000 euros), attesting proof of receipt mentioned in the accounting of the beneficiary institution, for the positions of IRVA associate professor and professor, **registered**;
  15. Copy of the proof of holding the habilitation certificate for the position of university professor\*;
  16. Copy according to the original of the doctoral diploma and, if the original doctor diploma is not recognized in Romania, copy according to the original of the certificate of recognition or equivalence thereof\*;
  17. Copy according to the original of the doctoral diploma and, if the original doctoral diploma is not recognized in Romania, copy according to the original of the certificate of recognition or equivalence thereof or certificate of doctoral student certifying that the maximum period of studies has not been exceeded, including the extensions admissible under the law, **for the position of university assistant and research assistant \***;
  18. The written agreement of the doctoral supervisor for the doctoral student to apply for a certain position of assistant, agreement from which it must be stated that the didactic / research activity to be performed does not adversely affect the available time of the doctoral student for the individual scientific research program - signed and **registered**;
  19. Abstract, in Romanian language and in a language of international circulation, of the doctoral thesis, on maximum one page for each language, signed by the candidate;
  20. Copy according to the original of the baccalaureate diploma or equivalent, bachelor's degree or equivalent, transcript or diploma supplement, as appropriate\*;
  21. Copy according to the original of other diplomas attesting to the candidate's studies or scientific or academic titles\*;
  22. Copy of the identity card or, if the candidate does not have an identity card, of the passport or other identity document drawn up for a purpose equivalent to the identity card or passport;
  23. Copy according to the original of birth certificate\*;
  24. Copy according to the original of the documents certifying the change of name - marriage certificate or proof of name change, if the candidate has changed his/her name\*;
  25. At least 3 letters of recommendation of personalities in the field of interest, according to art. 13 of H.G. nr. 1339/2023 for candidates for the positions of associate professor / scientific researcher II and university professor / scientific researcher I;
  26. List of 10 relevant publications, signed;
  27. Maximum 10 publications, patents or other activities of the candidate, published until the date of the file submission, selected and considered to be the most relevant for his/her own professional achievements;

28. Medical certificate, issued on a specific form according to Order M.E. and M.S. nr. 4060/1502/27.03.2024/20.03.2024;

29. Medical approval for exercising the teaching profession, issued according to the provisions of Order M.E. and M.S. nr. 4060/1502/27.03.2024/20.03.2024.

**C. Clarifications regarding the preparation of the necessary documents for the registration file for the competition for filling vacant teaching and research positions for an indefinite / determined period:**

**1. The candidate's curriculum vitae**, in Europass format, must include:

- information about studies and diplomas obtained;
- information about professional experience and relevant jobs;
- information about the research and development projects he has led as project manager and the grants obtained, if any, indicating for each source of funding, the amount of funding and the main publications or patents resulted;
- information about awards, membership in scientific or professional associations/societies relevant to the field of the job or other elements of recognition of the candidate's scientific contributions;
- other relevant data from own activity.

**2. The complete list of works of the candidate** will be structured as follows:

- the list of maximum 10 works considered by the candidate to be the most relevant to his/her own professional achievements;
- doctoral thesis or theses;
- patents and other industrial property titles;
- books and chapters in books;
- articles/studies in extenso, published in ISI journals with impact factor;
- articles/studies in extenso, published in ISI-rated journals or conferences without impact factor;
- articles/studies in extenso, published in BDI indexed journals;
- publications in extenso, published in papers/volumes of the main international specialty conferences;
- publications in extenso, published in papers/volumes of the main national specialty conferences;
- other scientific papers and contributions.

**Note:**

- **All documents are to be presented in the order mentioned above, signed in writing by the candidate and filed in accordance with the standard forms;**
- **All documents are to be submitted both in paper format and on electronic support;**
- **All documents in the competition file (including supporting documents attached to the structure of the candidate's activity are numbered – only the pages with text);**
- **\* The certification "*according to the original*" is made by the institution, respectively by the Faculty Secretariat where the competition file is registered.**