



METHODOLOGY

for the occupation of research, development and innovation positions

Within Transilvania University of Braşov, the fixed-term or permanent vacant positions for the research, development and innovation personnel (CDI) are filled through a competition organised in accordance with the Law of Higher Education no. 199/2023, as subsequently amended, with the Framework-Methodology on the competition for the occupation of vacant teaching and research positions in higher education, as approved through the G.D. no. 1339/29.12.2023, with the Law 183/2004 on the research, development and innovation personnel's status, with the Methodological rules on the organization of competitions for the research, development and innovation personnel's vacant positions in research organizations, as approved through the G.D. 1568/2024, G.D. 1336/2022 for the approval of the Framework Regulations on the state-budgeted contractual personnel's career organization and development, with this Methodology, as well as with the decisions of the relevant Ministry on the competitions for positions in higher education. The staffing of the CDI positions abides by the Policies of Transilvania University of Braşov on the open, transparent and merit-based recruitment of researchers (OTM-R), as well as by the principles of the European Charter for Researchers and Code of Conduct for the Recruitment of Researchers.

Art.1 (1) The research, development and innovation positions are established according to the University's plan of strategic development and to the available financial resources.

(2) A research, development and innovation position is vacant as per the specifications in the staffing plans of the departments or in the staffing plan for the research, teaching-auxiliary and non-teaching personnel. A research position may become vacant during the academic year.

Art.2 (1) The proposal to put up research, development and innovation positions for competition is made by the Department Council, the Research Hub within the University's Research and Development Institute (ICDT), or by the manager of the research-development-innovation projects/grants/contracts as regards the positions exclusively financed from their budget, and is endorsed by the Faculty Council.

(2) The position opening proposal (which includes the position, its place in the staffing plan, its field) is transmitted to the Vice-Rector for Scientific Research and Informatization.

(3) The position opening approval lies within the Executive Board's competence, according to art. 139 lett. d) in the Law of Higher Education no. 199/2023, with subsequent amendments.

(4) As regards the positions with an identical structure, only one competition is organised, with the candidates to be ranked according to their results in the competition tests. The procedural forms are updated accordingly.

Art.3 (1) The competitions for the fixed-term positions exclusively financed from the budgets of the research-development-innovation projects/grants/contracts take place according to the financing source, as per the provisions of the Law 153/2017 with subsequent amendments, respectively G.D. 1336/2022 with subsequent amendments. As regards this category of positions, by way of exception, the provisions hereof on the organization and conduct of competitions do not apply.



(2) The employment for the participation in projects of research, of education and vocational training, or in any other type of projects, regardless of their financing source, may span over a definite period, at most equal to the duration of that project, with no need to complete the prior formalities and selection processes provided for herein, with respect to the employees already in the personnel lists, as project team members, as well as to the employees of the research institution.

Art.4 (1) The announcement on the competition for permanent positions is published at least two months before the date of the first competition test.

(2) The period of registration in the competition ends within 30 calendar days of publication of the announcement.

(3) The announcements on the permanent positions are published at least in the following ways:

- a) on the main page of the University's website;
- b) on a specialised website, administered by the relevant Ministry;
- c) in the Official Gazette of Romania, Part III;
- d) on other online platforms, whether national, international or of the relevant companies, as appropriate (e.g. Euraxess)
- e) on the premises.

(4) As regards the fixed-term positions, the provisions hereof on the publication of the announcement in the Official Gazette of Romania and on the Ministry's competition webpage do not apply.

(5) At least the following information will be published on UNITBV's competition webpage, within the time limit referred to in par. (1):

- a) description of the position open for competition; its name, Romanian Standard Classification of Occupations (COR) code, duration of the individual labour contract, as well as the position-specific duties;
- b) the minimum base pay at the time of employment;
- c) the calendar of the competition;
- d) the competition topics and bibliography;
- e) the description of the competition procedure;
- f) the complete list of documents for the candidates to include in the competition file;
- g) the address, including the email one, where to send the competition file;
- h) the venue of the actual competition;
- i) references to the candidate's scientific papers that are not available in electronic format;
- j) the standard forms for registration in the competition.

(6) The announcements for the positions of scientific researcher II (second degree) and scientific researcher I (first degree) will be displayed on the Ministry's webpage in English, too.

(7) The following will be published on the University's website, within 5 working days from the time-limit of registration for the competition, with respect to each registered candidate, in compliance with the protection of personal data, for the purposes of the law:

- a) curriculum vitae;
- b) compliance sheet on the fulfilment of the of the national minimum standards and of the University's own ones, respectively documentary evidence for the candidate's holding the professional rank of CS II or CS I in research and development, corresponding to the position s/he applies for, along with his/her self-assessment sheet and the compliance sheet on the fulfilment of the University's standards, as applicable;
- c) the list of scientific publications, research works, articles/studies, patents.

8) The conduct and close of the competition at institutional level take place according to the University's own calendar, as proposed by the Faculty Council and approved by the Executive Board.



Art.5 (1) Romanian or foreign citizens may participate in the public competition, without any discrimination, under the law.

(2) For the position of **scientific research assistant** (ACS) the candidates need to cumulatively meet the following requirements:

- a) to hold the doctor's degree or the status of doctoral student in the field of the position;
- b) to meet the University's own standards:

b1) two publications ("article" or "review") in Web of Science/Clarivate Analytics-ranked journals, with an impact factor above 0.3, as main author/corresponding author.

(3) For the position of **scientific researcher** (CS) the candidates need to cumulatively meet the following requirements:

- a) to hold the doctor's degree in the field of the position;
- b) to meet the University's own standards:

b1) three publications ("article" or "review") in Web of Science/Clarivate Analytics-ranked journals, with an impact factor above 0.5, as main author/corresponding author.

(4) For the position of **third-degree scientific researcher** (CS III) the candidates need to cumulatively meet the following requirements:

- a) to hold the doctor's degree in the field of the position;
- b) to meet the University's own standards:

b1) five publications ("article" or "review") in Web of Science/Clarivate Analytics ranked journals, with an impact factor above 0.5, as main author/corresponding author or co-author, with at least three thereof as main author/corresponding author in Q1 or Q2-ranked journals (first/second Quartile, Rank by Journal Impact Factor) on the date of publication;

b2) the status of member in the team of a research project obtained through a national (PNCDI) or international competition (H2020/Horizon Europe/other research-funding programmes, whether international or of the European Committee), with a budget of at least 75,000 euros (InforEuro exchange rate of the contract conclusion year) or beneficiary of an individual grant or postdoctoral fellowship obtained through an international competition, amounting to at least 25,000 euros.

(5) For the position of **second-degree scientific researcher** (CS II) the candidates need to cumulatively meet the following requirements:

- a) to hold the doctor's degree in the field of the position;
- b) to meet the national minimum standards for obtaining the professional rank of CS II, applicable on the date of registration for the competition; or to already hold the professional rank of CS II, according to the Law 183/2024, art. 23, par. (4);
- c) to meet the University's own standards:

c1) nine publications ("article" or "review") in Web of Science/Clarivate Analytics-ranked journals, with an impact factor above 0.7, as main author/corresponding author or co-author, with at least three thereof as main author/corresponding author in Q1-ranked journals (first Quartile, Rank by Journal Impact Factor) on the date of publication;

c2) the status of project manager for at least one grant/research project obtained through a national (PNCDI) or international competition (H2020/Horizon Europe/other research-funding programmes, whether international or of the European Committee), with a budget of at least 75,000 euros (InforEuro exchange rate of the contract conclusion year); or a score of at least 80% out of the maximum one (minimum targeted budget of 75,000 euros).

(6) For the position of **first-degree scientific researcher** (CS I) the candidates need to cumulatively meet the following requirements:

- a) to hold the doctor's degree in the field of the position;



- b) to meet the national minimum standards for obtaining the professional rank of CS I, applicable on the date of registration for the competition; or to already hold the professional rank of CS I, according to the Law 183/2024, art. 23, par. (4);
- c) to meet the University's own standards:
 - c1) to hold the title of doctoral supervisor;
 - c2) 12 publications ("article" or "review") in Web of Science/Clarivate Analytics-indexed journals, as main author/corresponding author or co-author, with at least four thereof as main author/corresponding author in Q1-ranked journals (first Quartile, Rank by Journal Impact Factor), on the date of publication;
 - c3) the status of project manager for at least one grant/research project obtained through a national (PNCDI) or international competition (H2020/Horizon Europe/ other research-funding programmes, whether international or of the European Committee), with a total budget of at least 75,000 euros (InforEuro exchange rate of the contract conclusion year).

Art.6 (1) With a view to entering the competition, the candidate will prepare a file containing at least the following documents:

- a) formal request letter, signed by the candidate, accompanied by a statutory declaration on the veracity of the information provided in the file;
- b) declaration of consent on the processing of personal data, signed.
- c) copy of the identity card or, if the candidate does not have an identity card, of the passport or another identity document issued for a purpose equivalent to the identity card or passport;
- d) if the candidate has changed his/her name, copies of the documents attesting to the change of name – marriage certificate or deed poll – in a copy certified as true to the original;
- e) the candidate's statutory declaration on the situations of incompatibility provided for in the Law of Higher Education no. 199/2023, with subsequent amendments, within which s/he would fall if winning the competition, or else the absence of such incompatibility situations;
- f) certificate of criminal record;
- g) certificate of behavioural integrity;
- h) medical certificate attesting to the candidate's appropriate health condition for the fulfilment of his/her job duties, issued by the general practitioner or other competent health units, no later than 3 (three) months prior to the competition;
- i) documentary evidence on the candidate's doctoral degree: copy of the doctor's diploma certified as true to the original; and, if his/her original doctor's diploma is not recognised in Romania, the certificate of recognition or equivalence thereof; as regards the doctoral students who candidate for a position of scientific research assistant, the certificate on their status of doctoral students;
- j) copies of other diplomas attesting to the candidate's studies, certified as true to the original;
- k) the candidate's curriculum vitae (Europass model), signed by the candidate;
- l) abstract of the candidate's doctoral thesis, in Romanian and in an international language, written on a maximum of one page for each language;
- m) the candidate's proposal for his/her scientific career development, in terms of relevant research activities, on a maximum of 5 pages;
- n) the letters of reference referred to in art. 11;
- o) the compliance sheet on the fulfilment of the University's standards. The candidates for the positions of CS II and CS I will also fill out the compliance sheet on the fulfilment of the national minimum standards, in the template set forth by the applicable legislation for the relevant scientific committee, except for the situation referred to in lett. p). The compliance sheets on the fulfilment of standards (institutional and national, as appropriate) will contain all the identification data (WOS, DOI, ISBN, ISSN, etc.) of the candidate's scientific achievements (including active links in the electronic document). The compliance sheets on the fulfilment of standards are filled out



and signed by the candidate, then verified and endorsed by the scientific committee mentioned in art. 13 hereof.

- p) documentary evidence on the candidate's appropriate professional research and development rank to the position s/he applies for, the compliance sheet on the fulfilment of the University's standards, filled out and signed by the candidate, as well as the compliance sheet on the fulfilment of the national minimum standards in force at the time of the competition, filled out and signed by the candidate, only with respect to the candidates who hold the professional research and development rank of CS II or CS I that is appropriate to the position they apply for;
- q) list of scientific publications, research works, articles/studies, patents selected by the candidate based on their relevance to his/her own scientific research activities;
- r) list with a maximum of 10 out of the candidate's publications or other scientific works which s/he selected as the most relevant for his/her own professional achievements.

(2) On the date of his/her registration for the competition, the candidate will submit all the documents referred to in art. 6 (1) on an electronic storage medium, too. The documents will be organised as follows:

- a) *Official documents* - the archive will include: scanned copies of the documents referred to in art. 6 (1) a-j;
- b) *Information about the candidate's professional activity* - the archive will include: scanned copies of documents referred to in art. 6 (1) k- q; and, as regards the document in 6 (1) o, the editable version must be included as well, with active links to the articles/conferences/elements that can be verified online. This section will have a maximum volume of 2MB;
- c) *Reference scientific papers* – the archive will contain the 10 papers selected by the candidate, in full electronic version.

Art.7 The candidate's curriculum vitae shall include:

- a) information about his/her completed studies and awarded diplomas;
- b) information about his/her professional expertise and relevant workplaces;
- c) information about the research and development projects that s/he conducted as a project manager and the obtained grants, specifying for each of them: the financing source, the project budget and the main resulting publications or patents;
- d) information about awards or other tokens of acknowledgement for the candidate's scientific contributions;
- e) a narrative description of the three most important achievements that come under the topic of the position which is put up for competition – on a maximum of 3 pages.

Art.8 The list of scientific publications, research works, articles/studies, patents that the candidate deems relevant to the field of the position which s/he applies for (art. 6 (1) q) will be structured as follows:

- a) list of a maximum of 10 publications, the most relevant ones, such as: books, articles/studies/chapters, edited volumes;
- b) his/her doctoral thesis or theses;
- c) patents and other industrial property titles;
- d) books, book chapters, as well as edited and published volumes;
- e) *in extenso* articles/studies published in journals of mainstream international science;
- f) *in extenso* publications in the volumes of proceedings of the main international scientific conferences;
- g) other papers and contributions in the field of science or, where applicable, of artistic creation.



Art.9 (1) The candidates for the positions of CS II shall include in the competition file at least three letters of reference provided by authorities in the relevant field, in the country or abroad, from outside the higher-education, Transilvania University of Braşov, which opens the position for competition.

(2) The candidates for the positions of CS I shall include in the competition file at least three letters of reference provided by foreign authorities in the relevant field.

(3) In relation to the typically Romanian scientific fields, the letters of reference in favour of the candidates for the positions of first-degree scientific researcher may also be provided by Romanian experts from outside Transilvania University of Braşov which opens the position for competition.

Art.10 (1) The competition file is prepared by the candidate and then lodged with Transilvania University of Braşov, at the address specified on the competition website, directly or via traditional mail/courier services that allow confirmation of receipt.

(2) Incomplete files will not be considered.

(3) The file is transmitted (electronically or by mail) to the competition committee members by the chairperson, starting on the closing date of the competition file submission, but no later than 5 working days before the first competition test.

Art.11 (1) The structure of the competition committee and of the appeals committee is established within five days of approval for the actual organization and calendar of the competition.

(2) The competition committee and the appeals committee benefit from administrative support provided by a secretary, who is not a member of the competition committee and does not take part in the committee's decisions.

(2) The competition committee and the appeals committee, as applicable, will include a minimum of two alternate members. As regards the positions of CS II and CS I, the alternate members must be experts from outside the university.

(3) The Council of the Department or the Research Hub within ICDT makes proposals for the nominal structure of the competition committee and of the appeals committee. The competition committee members may not be part of the appeals committee, too.

(4) The structure of the competition committee and of the appeals committee is proposed by the Faculty Dean, based on the proposals referred to in par. (3) and is endorsed by the Faculty Council.

(5) The nominal structure of the competition committee and of the appeals committee, endorsed by the Faculty Council, is transmitted and submitted for approval to the University Senate.

(6) Upon the approval thereof by the University Senate, the competition committee and the appeals committee are appointed by Rector's Decision.

(7) Within two working days of issuance of the Rector's Decision, the nominal structure of the competition committee and the appeals committee is displayed on the competition website. As regards the competitions for the open-ended positions of CS I and CSII, this decision is transmitted to the relevant Ministry, and the structure of the committees is published in the Official Gazette of Romania, Part III.

Art.12 (1) The competition committee consists of 5 members, including the chairperson and experts in the field of the position open for competition or in related fields. When establishing the competition committee, the gender equality principles will be applied, too.

(2) The appeals committee consists of the chairperson and two members who belong to the academic teaching or research personnel.

(3) In the event of a committee member's unavailability to attend the committee's proceedings, through a decision issued by the Dean of the Faculty that put up the position for competition, that member is replaced by an alternate member. In the event of the chairperson's unavailability, through the Faculty Dean's decision as well, s/he will be replaced by a full member, and the committee will be completed with an alternate member.



(4) The decisions of the competition committee and the appeals committee are made by the members' open ballot. A decision of the competition committee is valid provided that it has won three committee members' votes at the least. A decision of the appeals committee must win two committee members' votes at the least.

(5) The proceedings of the competition committee are presided by the chairperson.

(5) The members of the competition committee may come from inside or outside of the university, in the country or abroad.

(6) For the occupation of the positions of CS II or CS I, at least three members of the committee must be from outside of the university, in the country or abroad.

(7) The members of the competition committee shall hold a teaching or research degree that is higher or at least equal to the one of the position open for competition; or, as regards the foreign members, they must meet the university's standards that apply to the position open for competition, in accordance with this methodology. The same rules apply to the activity of the appeals committee.

(8) For the exclusive purpose of membership in the competition committee, the recognition and equivalence of the foreign members' teaching or research degrees to the ones in our country requires the University Senate's approval on the nominal structure thereof.

(9) The chairperson of the competition committee, respectively of the appeals committee may be one of the following:

- a) coordinator of research hub or director of department;
- b) Dean or Vice-Dean of the faculty under which the position comes;
- c) a tenured member of the University's research or teaching personnel, expert in the field of the position or in a related field, delegated for this purpose by vote of the Department Council, respectively of the Faculty Council which organises the competition.

Art.13 (1) With a view to verifying and confirming, through a decision, the candidate's fulfilment of the standards in the compliance sheet/s, as part of the documents referred to in art. 6 par. 1, lett. (o) of this methodology, depending on the position s/he applies for, the Executive Board nominates, based on the proposals of the faculties, in every field of expertise for which positions have been put up for competition, a scientific committee of at least 3 (three) members with a teaching or research degree equal to or higher than the position open for competition, experts in that field or in a field related to the vacant position. Based on the Executive Board's approval, the scientific committee is appointed by Rector's decision. The decision of the committee, made according to the majority principle, as regards the fulfilment of the standards in the compliance sheet under art. 6 par. 1, lett. (o) hereof, is assumed by each committee member's signature and specification of the candidate's fulfilment/failure to fulfil the standards.

Art. 14 The candidate's fulfilment of the legal terms for participation in the competition is certified through the opinion of the Legal Compartment within Transilvania University of Braşov, by their considering the acknowledgement, through a decision, of the scientific committee referred to in art. 13, on his/her fulfilment of the standards, as well as other documents required for him/her to enter the competition. The opinion is communicated to the candidate within 48 hours of its issuance, but no later than 5 working days before the first competition test. The files that have received adverse opinion on the participation in the competition, as well as the rejected candidates' files are not returned to the candidates.

Art.15 The candidates who fulfill the legal terms for entering the competition will be invited by the chairperson of the competition committee to take the tests. For the smooth participation in the competition tests, the following are displayed on the competition website: the day, time and venue of their conduct.

Art.16 (1) The competition committee evaluates the candidate in the light of the following non-cumulative criteria, if the competition includes written, oral and/or practical tests, respectively interview:



- a) the relevance of his/her research and/or innovation activity results, in relation to the topic of the position for which s/he applies;
- b) the impact of his/her research and/or innovation activity results, in relation to the topic of the position for which s/he applies, as reflected in scientific publications;
- c) the international scope of his/her professional activities, as reflected in scientific publications, patents, participation in scientific conferences, individual and institutional collaborations, projects, prestigious fellowships, status of visiting professor/researcher, membership in the editorial boards of top scientific journals;
- d) the capability to attract research funds or to collaborate with public and/or private research organizations, as well as to manage research and development projects;
- e) professional prestige;
- f) organizational skills;
- g) the ability to guide students or young researchers;
- h) the capability to transfer knowledge, expertise and research results towards the economic or social environment, or to disseminate his/her scientific results;
- i) teamwork skills and efficiency of scientific collaborations, depending on the specificity of his/her major;
- j) professional expertise in other institutions than Transilvania University of Braşov.

(2) The competition committee shall verify and ascertain the candidate's fulfilment of the national minimum standards and the University's own ones, respectively the University's standards alone for the holders of the professional rank of CS II or CS I in research and development, corresponding to the position for which they apply. For this purpose, each committee member, including the chairperson, will record the findings in his/her own report.

(3) The competition committee may request clarifications from the candidates, as regards the scientific activity-related documents in the competition file, all through the competition.

Art.17 (1) The candidate's professional skills are evaluated by the competition committee based on the competition file and, additionally, through two or more competition tests, including the interview, written tests, practical tests, according to the decision issued by the Council of the Faculty that put up the position for competition, subject to the endorsement of the Executive Board.

(2) The number and types of tests are communicated when the information about the position open for competition is displayed on the University's website.

(3) The competition for the positions of ACS and CS consists of written, oral and/or practical tests, specific thereto. The result of the competition tests is assessed by each committee member with grades from 10 to 1. The grade of each competition test is the arithmetic mean of the grades awarded by the competition committee members, and the final score is the arithmetic mean of the grades at the competition tests. The committee prepares a report with conclusions of recommendation for the candidate who obtained the highest average grade. The candidates who obtained at least the grade of 8 (eight) as the final score and no grade below 7 (seven) at the competition tests may be recommended.

(4) The competition for the positions of CS III, CS II and CS I consists of two tests:

- a) analysis of the competition registration file and its rating, based on a grid adapted to the specificity of the candidate's workplace and his/her professional performance. Every competition committee member analyses all the components of the competition file. The total score is the arithmetic mean of the individual scores given by the committee members.
- b) the interview test, which is awarded a score equal to the arithmetic mean of the committee members' scores. The maximum score of the interview test is 20% out of the total score calculated according to the provisions of lett. a);
- c) the final score is the sum of the scores granted according to the provisions of lett. a) and b) hereof;



Art.18 (1) The competitions are deemed concluded within 15 days of the closing date for registrations, at the level of the competition committee, and within 45 days, at the level of the institution.

(2) As regards each position, the competition committee decides the candidates' hierarchy and nominates the candidate with the best results.

(3) The chairperson of the competition committee makes his/her own evaluation report, as well as a report on the entire competition, based on the assessment reports made by every member of the competition committee, in accordance with the candidates' hierarchy that the committee agreed upon.

(4) The report on the competition is approved through decision of the competition committee and is signed by all the members and the chairperson thereof.

(5) Upon expiry of the appeal-settlement period, the Faculty Council analyses the competition committee's compliance with the procedures in its own methodology, and endorses or not the report. The candidates' hierarchy, as agreed upon by the competition committee, may not be changed by the Faculty Council.

(6) The University Senate analyses the compliance of the competition committee and of the Faculty Council with the procedures provided for in its own methodology, and endorses or not the report on the competition. The candidates' hierarchy, as agreed upon by the competition committee, may not be changed by the University Senate.

(7) The fulfilment of the minimum standards for the conferral of the professional research and development rank of CS II or CS I is approved by the University Senate.

Art.19 The appeals may be filed only by the candidate him/herself, for reasons of non-compliance with the legal procedures, or related to the method of calculating the scores provided for in the compliance sheet on the fulfilment of the minimum standards and of the University's own standards, or related to the results of the written tests, as the case may be.

Art.20 If holding information that might attest to the non-compliance with the legal competition procedures, the candidate may file an appeal within 3 (three) working days of communication of the competition results.

Art.21 The appeal is made in writing, it is lodged with the University's Registry Office, and it is settled by the appeals committee.

Art.22 (1) The appointment and conferral of the relevant professional titles of ACS, CS, CS III, CS II, respectively CS I, in research and development, after the University Senate's approval of the competition result, are enacted by Rector's decision.

(2) The awarded professional title belongs to its holder for the field of CDI, respectively, throughout his/her life, and is a personal title that s/he uses in all cases involving his/her image or personal rights.

Art.23 If the position put up for competition has not been occupied, the competition may be resumed, in full compliance with the competition procedure.

Art.24 The result of the competition is displayed on the competition webpage, within two working days of end of the competition.

Art.25 The University makes every year, by September 1st at the latest, a report on the organization, conduct and completion of the competitions for teaching and research positions. The report is sent, for notification purposes, to the relevant Ministry and CNATDCU.

Art.26 The failure of the officers for organization and conduct of competitions to comply with the specific methodology falls within disciplinary offence and is sanctioned as per the provisions of the Law of Higher Education no. 199/2023, with subsequent amendments, or other statutory provisions, depending on the classification of the deed.



Art.27 In case, upon winning a competition, one or more employees of Transilvania University of Braşov might be in a situation of incompatibility, pursuant to art. 201 par. (4) of the Law of Higher Education no. 199/2023, with subsequent amendments, the candidate's appointment and award of the professional degree in research and development may only occur after the settlement of the incompatibility situation/s. The procedure for the settlement of the incompatibility is communicated to the Ministry within two working days of the actual settlement.

Art.28 The provisions of this Methodology also apply to the competitions organised for the occupation of the fixed-term research positions.

This Methodology was discussed and approved in the meeting of the Senate of Transilvania University of Braşov on 05.03.2025.

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President of the University Senate

