**The application file for the competition for occupying a teaching and research position will contain, on a mandatory basis, the following documents:**

1. **The application for registration for the competition**, signed by the candidate, which includes a declaration on his own responsibility regarding the veracity of the information presented in the file;
2. **A proposal for the development of a university career** both from a teaching point of view, in the case of teaching positions, and from the point of view of scientific research activities; the proposal, which is drafted and signed by the candidate, comprises a maximum of 10 pages and is **one of the main criteria for the separation of candidates**.

3. **Curriculum Vitae**, dated and signed by the candidate ***(in printed, with the candidate's signature and in electronic format for anonymized publication***), which includes:

a) information about the studies carried out and the diplomas obtained.

b) information about professional experience and relevant jobs.

c) information about the research and development projects he led as project manager and the grants obtained, if such projects or grants exist, indicating for each funding source, the volume of funding and the main publications or patents resulted.

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

4. **The complete list of candidates' papers** (***in printed format, with the candidate's signature and in electronic format for anonymized publication***, structured in relation to the requirements of the preconditions and evaluation criteria, namely, where appropriate, in order:

a) the list of the maximum 10 works considered by the candidate to be the most relevant for his own professional achievements, which are included in electronic format in the file and which can also be found in the other categories of works provided for in this Article;

 b) thesis or doctoral theses.

 c) patents and other industrial property titles.

 d) published books and chapters in books.

 e) articles / studies in extenso published in journals from the main international scientific flow.

f) publications in extenso, published in volumes of the main international specialized conferences, in the country and abroad.

g) other scientific works and contributions or in the field of artistic creation (other publications, research and development projects based on contract / grant, awards and distinctions obtained for the didactic and research activity, etc.).

5. **Verification sheet on the fulfilment of the conditions for entering the competition,** accompanied by the annexes:

a) **The verification sheet for the fulfillment of the national minimum standards** in the case of the positions of associate professor / teacher / CS II / CS I, completed and signed by the candidate.

b) **The verification sheet of the fulfillment of the minimum internal standards provided by its own methodology**, completed and signed by the candidate.

(***The record for verifying the fulfilment of the conditions for entering the competition, including the annexes to points a and b, shall be submitted in printed format, with the candidate's signature and in electronic format for anonymized publication***)

6. **The copy of the Doctor's Degree** or the copy of the certificate of recognition or its equivalence, if the original Doctor's degree is not recognized in Romania, accompanied by the diploma / certificate in original, in order to verify compliance with the original. The certified copy of the Doctor's Diploma / certificate of recognition or equivalence may also be submitted.

 7. **Summary, in the Romanian language and in a language of international circulation, of the doctoral thesis** (maximum 1 page for each language);

8. **Declaration on own responsibility indicating the incompatibility situations,** provided by Law no. 199/2023, in which they would find themselves in case of winning the contest or the absence of these incompatibility situations.

9. **Copies of the following study documents, as the case may be**:

a) Baccalaureate diploma or equivalent, bachelor's degree or equivalent, bachelor's degree supplement or transcript, master's degree, master's degree supplement or transcript. The copies will be accompanied by the diplomas, respectively the supplements to the diplomas / the transcripts in original to verify the conformity with the original. Study documents can also be submitted in certified copies.

 Copies of other diplomas or scientific or academic titles that the candidate considers relevant to be entered in the competition file, accompanied by the originals, or submitted in the notarized form.

In the cases referred to in Articles 9 (2), 10 (2), (2), Article 11 para. (2) and Article 12 para. (2) copies, certifying the possession of the respective medical titles, accompanied by the original diploma / attestation, in order to verify compliance with the original.

 **b)** In order to fill the teaching position of university professor, the copy of the Ministerial Order on granting the habilitation certificate or the copy of the Ministerial Order granting the quality of doctoral supervisor shall be submitted.

10. **Copy of birth certificate and marriage certificate,** in case of name change, accompanied by the original documents, to verify compliance with the original.

11. **Copy of the identity document**; if the candidate does not have an identity card, passport or other identity document drawn up for a purpose equivalent to the identity card or passport, accompanied by the original to verify compliance with the original.

12. Candidates for the positions of **associate professor or scientific researcher degree II** must include in the competition file at least three letters of recommendation of personalities in the respective field, from the country or abroad, outside the higher education institution whose position is put up for competition, who have agreed to develop letters of recommendation regarding the professional qualities of the candidate.

 13. Candidates for the positions of **university professor or scientific researcher grade I** must include in the competition file at least three letters of recommendation from personalities in the respective field from abroad, who have agreed to draw up letters of recommendation regarding the professional qualities of the candidate.

For the fields with Romanian specificity, established by order of the Minister of Education, letters of recommendation for candidates for the position of university professor14. For the competitions organized by the Faculty of Orthodox Theology, **the written blessing of the hierarch is also submitted to the** file.

14. For the contests organized by the Faculty of Orthodox Theology, the written blessing of the hierarch is also submitted to the file.

15. **Proof of payment of the registration fee for the competition (receipt, fiscal receipt, payment order, as the case may be)**, the amount of which is approved by the University Senate for the academic year in which the competition takes place.

16. **Information on the processing of personal data** signed by the candidate for acknowledgment and consent.

17. **The folder containing a maximum of 10 publications**, patents, or other works of the candidate, selected by him/her and considered to be the most relevant for his/her own achievements, in electronic format. The candidate's papers that cannot be submitted in electronic format can be submitted in physical format (original or copy). Publications submitted in electronic form must contain information allowing access to the content and prove that it belongs to the candidate. Publications submitted physically shall be returned to the candidate after the completion of the competition.

18. **Certificate of criminal record**;

19. **Certificate of behavioral integrity**;

20. **Medical certificate**, issued on a specific form adopted by joint order of the Minister of Education and the Minister of Health.

21. **Medical approval for the exercise of the teaching profession**, issued according to the provisions of the joint order of the Minister of Education and the Minister of Health.

**The verification of copies of points 6, 9 a), 10 and 11 in accordance with the original will be done by the legal adviser of the institution**, who will enter on them the phrase *According to the original.* The certified copies will be included in the competition file.

2. The documents specified in points 1-16 and 18-21 shall be submitted in paper and electronic format (PDF), CD/DVD or USB. The folder with representative works will be submitted electronically.

**For the positions of researchers, in addition to the documents listed above, the following are submitted to the file:**

- copy of the work book, certifying the length of service prior to 2011

- copy of the certificate issued by the employer, attesting the length of service for the period after 2011. The model of the certificate can be found and downloaded from the UAB website, *Public Information / Competitions for teaching and research positions / Legislation and forms.*