
List of documents in the contest file (according to Art. 19 from Methodology)

In order to register for the competition for a teaching and research post, the candidate prepares a file, in printed and electronic format, which contains at least the following documents (as applicable):

- a) the cover of the competition file (Annex no. 2);
- b) the application for registration in the competition, signed by the candidate, which includes a declaration on his own responsibility regarding the veracity of the information presented in the file, as well as the copy of the documents from the competition file (Annex no. 3);
- c) curriculum vitae of the candidate in printed and electronic format (Europass model), signed on each page;
- d) the candidate's list of works in printed and electronic format;
- e) a proposal to develop the candidate's 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 is written by the candidate, it contains a maximum of 10 pages and is one of the main criteria for the ranking of the candidates;
- f) memorandum of clinical activity (for candidates for the competition for positions in the clinical disciplines at the Faculty of Medicine and Dental Medicine who have a correspondent in the Nomenclature of specialties of the Ministry of Health) and memorandum of practical activity (for candidates for the competition for positions from disciplines that do not have a correspondent in the Ministry of Health network, those from the pre-clinical disciplines and those from the Faculty of Pharmacy), signed on the last page; it includes significant previous professional results and is one of the criteria for ranking the candidates for the vacant positions of associated professor and university professor. The clinical or practical activity report, as the case may be, will be submitted only to the files for the occupation of associated professor and university professor positions;
- g) copy of the birth certificate; if the candidate has changed his name, copies of documents attesting to the name change - marriage certificate or proof of name change;
- h) copy of the identity card or, if the candidate does not have an identity card, of the passport or another identity document issued for an equivalent purpose to the identity card or passport;
- i) the criminal record certificate;
- j) the behavioral integrity certificate;
- k) copy of the bachelor's degree or equivalent, including the transcript/diploma supplement; if the diploma is obtained abroad, the certificate of its recognition or equivalence, accompanied by a copy of the respective diploma, will be attached to the file;
- l) copy of the master's degree or equivalent, including the transcript/diploma supplement (if applicable); if the diploma is obtained abroad, the certificate of its recognition or equivalence, accompanied by a copy of the respective diploma, will be attached to the file;
- m) documents related to the possession of the doctor's degree: the original copy of the doctor's degree and, if the original doctor's degree is not recognized in Romania, a copy of the original of its recognition or equivalence certificate, or proof of to be enrolled in a doctoral studies program, without exceeding the maximum period of studies, which includes extensions admissible according to the law, for university assistant positions (proof of being enrolled in a doctoral studies program must not be older than 30 of days before the date of registration for the competition);

- n) the summary, in Romanian and in a language of international circulation, of the doctoral thesis, on a maximum of one page for each language, as the case may be;
- o) copy of the qualification certificate attesting the qualification of PhD supervisor (for university professor vacancies);
- p) the summary, in Romanian and in a language of international circulation, of the habilitation thesis, on a maximum of one page for each language (for university professor vacancies);
- q) copies of the documents certifying the holding of medical titles: doctor/dentist/dentist/resident pharmacist/specialist/mayor;
- r) proof of completion of a university psycho-pedagogical training program for higher education, of 30 ECTS/SECT transferable study credits or a declaration that the candidate will complete such a program within 2 (two) years from the date of taking up the position, according to the Annex no. 5;
- s) copy of the language proficiency certificate issued by an accredited certification authority, if the position for which he is competing has, as a didactic standard, teaching activities in a language other than the one in which the candidate completed his undergraduate studies;
- t) medical certificate, issued on a specific form adopted by joint order of the Minister of Education and the Minister of Health;
- u) the medical certificate for exercising the teaching profession, issued according to the provisions of the joint order of the Minister of Education and the Minister of Health;
- v) psychological opinion issued no more than 6 months before the contest by an accredited psychologist with the mention: Reason for the evaluation: ENROLLMENT IN THE COMPETITION and Psychological suitability for the teaching position;
- w) declaration on the candidate's own responsibility indicating the situations of incompatibility provided for by the Higher Education Law no. 199/2023, with subsequent amendments and additions, in which it would be in case of winning the competition or the absence of these incompatibility situations (Annex no. 4);
- x) the list of at least 3 referees (Annex no. 6) and all letters of recommendation (for candidates for the position of associated professor /scientific researcher grade II, respectively university professor/scientific researcher grade I);
- y) the verification form for meeting the minimum national standards and the specific standards of the UMFVBT for submission to the competition (Appendices 7A, 7B, 7C, 7D). In Appendices 7A, 7B, 7C and 7D, the information relating to the fulfillment of the minimum necessary and specific mandatory standards for registration in the competition and the awarding of teaching titles will be filled in. The verification form is filled in on his own responsibility and is signed by the candidate;
- z) the evaluation form for teaching and research positions (Annex 8);
- aa) proof of payment of the competition registration fee;
- bb) the form for verifying the number of pages (Annex no. 11);
- cc) a maximum of 10 publications, patents or other works of the candidate, in electronic format, selected by the candidate and considered to be the most relevant for his/her own professional achievements;
- dd) CD/DVD/Memorystick USB (5 copies), which include: the scanned file; the map with the candidate's representative works (electronic or scanned format); the supporting evidence of the score from the candidate's evaluation form for teaching and research positions (Annex 8) (electronic or scanned format);
- ee) CD/DVD/Memorystick USB (1 copy) with the CV, the list of the candidate's works, the verification sheet of the fulfillment of the minimum national standards and the specific standards of the UMFVBT

for submission to the competition (Appendices 7A, 7B, 7C, 7D) and the evaluation form for teaching and research positions (Appendix 8), all in editable electronic format (WORD/EXCEL);
ff) other relevant documents (e.g., copies of other diplomas certifying the candidate's studies, etc.) - if applicable;

The standardized forms, appended to this methodology, are completed in electronic format, printed and signed. Forms are not to be completed with pen/pen/pencil, except for the signature and possibly the date.