

METHODOLOGY

regarding the organization of competitions to fill research vacancies in the research structures of the West University of Timisoara

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CHAPTER I

Aim

Art. 1. This methodology is associated with the specific Regulations and internal regulations of the WUT.

Art. 2. This methodology aims at the process of filling research positions and organizing competitions to fill research vacancies within the research structures not affiliated to the faculties of the West University of Timisoara.

CHAPTER II

Fields of application

Art.3.The departments involved in the application of this procedure are:

- WUT leadership;
- WUT Senate;
- Institute for Advanced Environmental Studies (ICAM);
- WUT Scientific Council;
- ICAM Scientific Council and related research departments;
- Quality Management Department;
- Department for Academic Research and Creativity
- Human Resources Department;
- WUT Legal Office.

CHAPTER III

Reference documents

Art. 4. The elaboration of the methodology for the competition of research positions, for the organization of competitions for filling vacant research positions within the research structures of the West University of Timisoara, other than the academic departments, is based on the following reference documents:

- a) Higher Education Law no. 199/2023 (art.156, para. (1) lit. a), art. 201, alin. (1), art. 202, para. (1), and Art. 206);
- b) Romanian Government Decision no. 1.339 of December 29, 2023 on the approval of the Framework Methodology for the competition to fill vacant teaching and research positions in higher education;

- c) The Order of the Minister of National Education and Scientific Research no. 6.129 of December 20, 2016 on the approval of the minimum necessary and mandatory standards for the award of higher education teaching titles, professional degrees in research and development, the quality of PhD supervisor and the habilitation certificate;
- d) Law no. 319 of July 8, 2003 on the Status of Research and Development Staff, with subsequent amendments and additions (Law no. 69 of March 19, 2018);
- e) Emergency Ordinance of the Government of Romania no. 75 of July 12, 2005 on ensuring the quality of education, approved with amendments and additions by Law no. 87 of April 10, 2006, with subsequent amendments and additions;
- f) Specific norms and WUT's internal regulations.

CHAPTER IV

Steps in the process of filling research vacancies in research structures

Art. 5. The departments within the research structures covered by this methodology shall initiate the procedure for the opening of a research position.

Art. 6. The head of department justifies the need to put the research positions up for competition to the Board of Directors of the research structure by drawing up a justification memorandum. This must contain:

(1) the need to fill the position in the context of the development and realization of the research objectives of the development strategy of the research structure, respectively of the research strategy of the WUT;

(2) the scientific merit of the candidates;

(3) job prospects;

(4) the number of research positions already existing in the same specialty;

(5) the funding strategy of the research department proving that the position to be advertised can be sustained for a period of at least 3 academic years;

(6) the individual job description of the position to be advertised, which includes the job description, the duties/activities related to the position advertised and clearly defined and quantified performance indicators;

(7) minimum wage;

(8) the title list outlining the vacancy advertised.

Art. 7.

(1) The justifying memorandum is submitted to the Scientific Council of the research structure concerned and to the Scientific Council of the WUT.

(2) If it receives the simple majority vote of each forum, it is forwarded, together with the minutes of the meeting in which it was validated, to the Vice-Rector in charge and to the person responsible for the Department for Academic Research and Creativity, who take the necessary steps to submit it to the approval of the Board of Directors of the WUT.

(3) The justifying memorandum and the minutes of the meeting in which it was validated shall be sent to the Department for Scientific Research and University Creation both in electronic, signed and scanned, and in physical format, within 10 days from the validation meeting.

(4) In the case of rejection by the Board of Directors of the WUT, the justifying memorandum shall be returned to the requesting research structure, together with the decision of the Board of Directors of the WUT, in order to be re-drafted.

Art. 8.

(1) The list of positions is submitted to the WUT Senate for approval.

(2) The West University of Timisoara may organize a competition for an indefinite-term research position only after the Ministry of Education has published the vacancy in the *Monitorul Oficial* of Romania, Part III.

(3) In order to be published in the *Monitorul Oficial* of Romania, Part III, the DCSCU will send the following documents to the competent ministry for approval and publication in the *Monitorul Oficial* (Part III):

(i) the list of positions proposed for open competition (permanent positions only) and their structure, signed and stamped by the WUT Rector;

(ii) the excerpt from the title list containing the positions advertised, signed by the rector, the director of the research structure and the head of department;

(iii) its own methodology for organizing competitions to fill vacant research positions in the research structures concerned .

(4) A competition for a fixed-term research position can be organized only after publication of an advertisement in a national newspaper and on the university website

Art. 9.

(1) The timetable for the competitions for research positions is proposed by the management of the research structure and submitted for validation to the WUT Board of Directors, depending on the legal provisions in force and the timeliness of the period of holding and finalizing the competitions.

(2) The timetable for the open competition for permanent positions shall take into account the following stages and deadlines for establishing the reference dates for the organization of the competition:

(i) Submitting the application and the necessary documentation to the relevant ministry, according to art. 7, para. 3 of the Framework Methodology, for publication in the *Monitorul Oficial* of Romania - must be made within the first **30** working days from the beginning of each semester of the academic year.

(ii) The competition procedures can be launched only after the publication in the *Monitorul Oficial* of Romania of the position advertised. The first competition test must be scheduled at least two months after the publication of the notice in the *Monitorul Oficial*. The application period for the competition begins on the day of publication of the notice in the *Monitorul Oficial* of Romania, Part III, and ends 15 working days before the first competition test.

(3) The publication of the research positions advertised in the research structures is made by the DCSCU responsible, as follows:

(i) on the WUT website, at <http://www.WUT.ro/>, for all research positions for which a competition is organized;

(ii) on a specialized website, managed by the relevant ministry, called the website of the competition for vacant teaching and research positions in higher education

(4) The minimum content of the advertisement published on the Ministry's website and on the WUT webpage, in the **Research Positions** section, will include:

(i) The job description of the position advertised should be comprehensive in terms that correspond to the real needs of the WUT, taking care not to artificially limit the number of potential candidates;

(ii) Duties/activities related to the research position advertised,

(iii) The minimum salary of the position at the time of recruitment;

(iv) Competition calendar;

(v) The subjects of the competition tests, including any lectures or the like, or the subjects from which the selection board may choose the subjects of the tests actually taken and the related bibliography;

(vi) Description of the competition procedure (type of tests);

(vii) Full list of documents that candidates must include in their application file;

(viii) The address to which the application file must be sent is Vasile Pârvan nr. 4, Timișoara, postal code 300223, jud. Timiș, Romania, for direct submission or by courier services that allow confirmation of receipt, with the mention "for the attention of the Vice-Rector and the DCSCU of the WUT - for participation in the competition for a research position".

(ix) In the case of electronic submission of the application form, the application form must be sent by e-mail to research@e-WUT.ro, to the attention of the Vice-Rector responsible for the research, development, innovation, artistic creation and sports performance strategy, with a request for confirmation of receipt from the recipient.

(5) Vacancy notices for Researcher Level II and Researcher Level I will also be published in English.

(6) Fixed-term research positions, research assistant and R III, may be advertised at any time of the year, subject to justification of need and following this methodology.

(7) For these positions it is not necessary to correlate the competition calendar for vacant research positions with the competition calendar for teaching and research positions in the academic departments of WUT.

Art. 10. Romanian or foreign citizens may take part in the competition for a research position, without any discrimination, under the conditions provided by law. Successful candidates from non-EU countries will be assisted in obtaining the right to work in Romania prior to their employment.

Art. 11.

The minimum requirements for research vacancies are as follows:

(1) The following cumulative conditions must be fulfilled for the position of research assistant for an indefinite/fixed term within the research structures:

- a) hold the scientific title of doctor or have the status of doctoral student;
- b) meet the WUT's minimum standards for the position advertised.

(2) In order to fill a position of Researcher Level III for a fixed/limited period, candidates must fulfill the following cumulative conditions:

- a) hold a doctorate in science;
- b) meet the minimum standards of the WUT set for the position advertised without imposing any seniority conditions, as required by law.

(3). To be considered for the position of Researcher Level II for a fixed/limited period, candidates must fulfill the following cumulative conditions:

- a) hold a doctorate in science;
- b) meet the national minimum standards for the position of university lecturer, standards approved according to art. 156 para. (1) letter a) of the Higher Education Law no. 199/2023, with subsequent amendments and additions;
- c) fulfilling the standards for filling teaching positions, specific to the position, approved by the WUT Senate, without imposing seniority requirements, according to the law.

(4) In order to fill the position of Researcher Level I for a fixed/limited period, candidates must fulfill the following cumulative conditions:

- a) hold a doctorate in science;
- b) possession of the habilitation certificate. For candidates who come from countries that have not implemented a system of habilitation, to prove that he/she has the quality of doctoral supervisor, in accordance with the provisions of art. 202 paragraph 11 of Law 199;
- c) fulfill the minimum standards for the position of university professor, standards approved according to art. 156 of the Law on higher education no. 199/2023, with subsequent amendments and additions;
- d) fulfilling the standards for filling teaching positions, specific to the position, approved by the WUT Senate, without imposing seniority requirements, according to the law.

Art. 12. At the level of each research structure, with the approval of the Scientific Council of the WUT, additional, specific criteria/standards may be specified, which may not deviate from the national minimum standards. The criteria/standards adopted may be higher than or equal to the national minimum standards. The WUT may not establish through its own methodology or other documents the equivalence of a candidate's fulfillment of the national

minimum standards by standards, criteria or indicators other than those set out in the national minimum standards.

CHAPTER V

How to apply and documents required

Art. 13.

(1) In order to apply for the competition for a teaching or research position, the candidate shall prepare a printed application file containing at least the following documents:

(a) a standard application form, signed by the candidate, including a sworn statement concerning the accuracy of the information provided in the application file (Annex 1 to this methodology).

(b) A proposal for the candidate's research career development, signed by the candidate. The proposal shall be drafted by the candidate, shall not exceed 10 pages and shall be one of the main criteria for the selection of candidates.

(c) Curriculum vitae (Europass model) signed by the candidate which must include:

(i) information about their studies and degrees;

(ii) information about professional experience and relevant previous jobs;

(iii) information on the R&D projects they have led as project director and the grants obtained, if any, indicating for each source of funding, the volume of funding and the main publications or patents resulting;

(iv) information about awards or other recognition of the candidate's scientific contributions.

(d) List of published works, signed by the candidate, which must be structured as follows:

(i) a list of a maximum of 10 publications, patents or other works of the candidate, presented in electronic format only (full text), selected by the candidate and considered to be the most relevant to his/her professional achievements;

(ii) title of the thesis or doctoral theses;

(iii) list of full-text articles/studies published in journals in the main international scientific stream;

(iv) list of publications in extenso, published in the proceedings of the main international specialized conferences;

(v) list of patents and other industrial property titles;

(vi) list of books and chapters of books;

(vii) other scientific or, where appropriate, artistic works and contributions;

(e) Verification sheet signed by the candidate, certifying that all the minimum standards for the position are met;

(f) documents related to the doctoral degree: the original copy of the doctoral degree diploma and, if the original doctor's degree is not recognized in Romania, the original copy of the certificate of its recognition or equivalence;

- (g) The abstract of the doctoral thesis in Romanian and in an international language, maximum one page for each language;
- (h) Affidavit in which (according to Annex no. 2 to the present methodology) the candidate indicates the situations of incompatibility provided by the Higher Education Law no. 199/2023, with subsequent amendments and additions, in which they would be in if they win the competition, or the absence of such situations of incompatibility:
- (i) states that he has no criminal convictions and no criminal record;
 - (ii) claims that the facts presented in the file refer to his/her own activities and achievements, otherwise the candidate will bear the consequences in accordance with the legislation in force on false declaration;
 - (iii) states that he was informed of the conditions of employment.
- (i) Copies of education documents: baccalaureate diploma or equivalent, bachelor's degree or equivalent, transcript of records/supplement to the diploma, other diplomas attesting scientific or academic titles, as appropriate;
- (j) Candidates for research vacancies must include in their application file letters of recommendation as follows:
- (i) For research assistant and Researcher Level III positions, a recommendation must be included in the competition file from a teacher or researcher (lecturer/professor/R I/R II) in the faculty or specific scientific field to which the position advertised belongs. The recommendation may also be from another teacher or researcher (lecturer/professor/R I/R II), from another university, specialized in the scientific field of the position advertised. Recommendations must be signed by the authors and must include their contact details (telephone number, e-mail address);
 - (ii) Candidates for the positions of researcher Level II must include in the application file at least 3 letters of recommendation from personalities in the respective field (with their signature), from home and abroad, external to WUT, with the contact details of the authors (telephone number, e-mail address);
 - (iii) Candidates for the positions of researcher Level I must include in the application file at least 3 letters of recommendation from personalities in the field (with their signature) from abroad, with their contact details (telephone number, e-mail address), regarding the professional qualities of the candidate. In the case of scientific fields with Romanian specificity (established by order of the Minister of National Education), the letters of recommendation for candidates for the positions of scientific researcher Level I may also come from personalities in the field in Romania, external to WUT;
 - (iv) For all the positions advertised, recommendations cannot be made by teachers or researchers who are also members of the competition committee.
- (k) a copy of the candidate's identity card or, if you do not have an identity card, a copy of your passport or other identity document issued for an equivalent purpose;

- (l) if the candidate has changed his/her name, copies of the documents proving the change of name, i.e. marriage certificate or proof of change of name;
- (m) criminal record certificate;
- (n) behavioral integrity certificate;
- (o) medical certificate, issued on a specific form adopted by joint order of the Minister of Education and the Minister of Health;
- (p) Proof of payment of the application fee, according to the rates established by the WUT Senate. The application fees for the competition for vacant research positions at WUT are: EUR 15 for research assistant and R III, EUR 40 for R II and EUR 50 for R I (or the equivalent in RON at the official BNR exchange rate on the day of payment). Payment should be made into the following bank accounts:
COD IBAN: RO56RNCB0249049294710008 EURO,
COD IBAN: RO51RNCB0249049294710001 RON;
- (r) the entire contents of the file will be scanned (preferably *.pdf files with the documents in the above-mentioned order) and copied onto a memory stick for transmission to the selection board; by exception, files submitted in accordance with the provisions of Article 9, para. 4, point (ix) do not need to be copied onto a memory stick;
- (q) All documents in the application file must be in Romanian, unless otherwise specified. In the case of candidates from abroad, documents may be written in English.

(2) The files received by the deadline are sent to the Legal Office of the WUT for verification of the fulfillment by the candidate of the legal requirements for the competition and issuance of the legal opinion;

(3) The legal opinion, together with the opinion of the committee verifying the fulfillment of the minimum standards (sent to the legal advisor, in advance, by the DCSCU responsible in electronic format), is communicated by the legal advisor of the WUT to the candidate at the e-mail address communicated by the candidate within 48 hours of its issuance, but no less than 5 working days before the first test of the competition,

(4) Within 24 hours of receipt of the documents referred to in paragraph (3), the candidate has the right to appeal against the resolution of the verification committee regarding the fulfillment of the minimum standards. The appeal shall be lodged only against the resolution concerning his/her own activity, shall be registered at the WUT Registrar's Office and shall be communicated electronically to the DCSCU, at the e-mail address: research@e-WUT.ro, and shall be communicated by the DCSCU representative to the competition committee for the position in question, which shall have 24 hours from receipt of the appeal to formulate a reply. The competition committee's decision on the appeal will be forwarded to the DCSCU, which will notify the candidate of its decision.

(5) If the appeal lodged under paragraph (4) is admitted, the WUT Legal Office will issue a new legal opinion on the basis of the new decision, the initial legal opinion remaining without legal effect from the date of issuance of the new opinion.

(6) Candidates who fulfill the legal requirements for admission to the competition will be invited by the Vice-Rector in charge of the relevant subject to sit the tests.

Art. 14. The files of the candidates who have received the legal opinion will be sent by the DCSCU responsible to the chairs of the competition commissions starting from the closing date for the submission of the competition files but no later than **3** working **days** before the first test of the competition.

CHAPTER V

Running the competition

Art. 15

(1) Competitions for permanent research positions at the WUT start on the day of the publication in of the announcement on the organization of the competition and will be held no later than 45 days after the end of the application period.

(2) In the case of competitions to fill a research position for an indefinite period, registration closes 15 working days before the first test.

(3) Competitions for a fixed-term research position at the WUT start on the day of publication in a newspaper of national circulation and on the university's website of the announcement of the competition and end 30 calendar days after its start.

(4) In the case of competitions for research positions for an indefinite period, registration closes 7 calendar days before the first competition.

Art. 16

(1) The selection board assesses the candidate against the following criteria:

- a) the relevance and impact of the candidate's scientific results;
- b) the candidate's ability to mentor young researchers (R II and R I only);
- c) the ability of the candidate to transfer his/her knowledge and results to the economic or social environment or to popularize his/her own scientific results;
- d) the candidate's ability to work in a team and the effectiveness of his/her scientific collaborations, depending on the specifics of the candidate's field;
- e) ability to lead research and development projects;
- f) professional experience in an institution other than the one which advertised the position.

(2) The criteria set out in para. (1) are assessed on the basis of the competition file and, additionally, by the following tests:

a) to fill the position of Research Assistant on a fixed-term/ permanent contract:

(i) A public lecture (45 minutes) in which the candidate presents the most significant previous professional results and the research career development plan; this component includes a compulsory question session from the committee and the audience; the evaluation of the public lecture is done with full marks from 1 to 10.

(ii) The scientific performance will be assessed by written or oral tests, as decided by

the selection board.

b) The competition to fill a position of Researcher Level III, for a fixed/indefinite period consists of:

(i) A public lecture (45 minutes) in which the candidate presents the most significant previous professional results and the research career development plan; this test includes a compulsory question session from the committee and the audience; the evaluation of the public lecture is done with full marks from 1 to 10.

(ii) Semi-structured interview with the selection committee.

c). The competition or examination, as appropriate, to fill the position of Researcher Level II and Researcher Level I for a fixed/limited period consists of:

(i) The public lecture (minimum 45 minutes) in which the candidate presents his/her most significant previous professional results and research career development plan; this test includes a compulsory question session from the committee and the audience. The evaluation of the public lecture is done with full marks from 1 to 10.

(ii) Semi-structured interview with the selection committee.

(3) For the written and oral tests, the topics and bibliography are announced on the university's website at the same time as the vacancy notice is published.

(4) For the written/oral performance (knowledge) tests, it is compulsory to draw up marking scales and to be physically present. For the other types of tests, the examining board may authorize candidates to attend online if they live outside the radius of Timiș County. The conduct of the online tests will be fully recorded and archived for each candidate.

(5) The results of the competition tests will be marked out of 10 on a scale from 1 to 10.

(6) The mark for the written tests/oral tests must be at least 8, based on the compulsory marking scale.

(7) Candidates who have obtained at least an average of 8.00 and no marks below 7 from the members of the selection board may be recommended.

Art. 17.

The following will be published on the specialized website administered by the relevant ministry and on the website of the WUT by the DCSCU responsible, within 5 working days after the end of the application period, in compliance with the personal data protection in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation), for each candidate, within 5 working days:

a) Curriculum vitae;

b) the form verifying that you meet the minimum standards required for the position in question, which you have submitted with your application.

c) full list of published papers.

CHAPTER VI

Minimum Standards Committee, Selection Committee and Appeals Committee

Art. 18.

(1) At the proposal of the Director of the research structure, a 3-member committee for the evaluation of the minimum standards verification sheets will be set up. The members of the evaluation committee for the evaluation of the minimum standards will not be able to be part of the competition committee or of the appeals board for the same position. The composition of this committee is approved by the Scientific Council of the research structure and is subject to the opinion of the Board of Directors and is appointed by decision of the Rector.

(2) The responsibility of this committee is to develop a resolution on the verification of the information in the Standards Verification Sheet. The evaluation committee will give a favorable/unfavorable opinion, by signature of all members of the evaluation committee, on the degree of fulfillment of the standards related to the scientific activity of the candidates, for all candidates who have applied for the competition for the research positions advertised.

(3) For each candidate registered for the competition, the selection board shall verify the fulfillment of the minimum standards corresponding to the position for which he/she is applying.

(4) Within a maximum of 2 working days from the receipt of the competition file/ the DCSCU responsible sends the verification sheets for the fulfillment of the minimum standards to the evaluation committees in electronic format.

(5) The evaluation committee shall transmit to the DCSCU the resolution on the verification of the information contained in the Minimum Standards Verification Sheet (as per the model in Annex no. 4 to this Methodology), both in electronic, signed and scanned format and in physical format, within 2 calendar days from the date of the submission of the sheet by the DCSCU responsible to the committee, but no later than 48 hours from the closing date of the period for submission of the competition/examination files, as applicable.

Art. 19.

(1) For permanent positions, the composition of the **competition committees** shall be determined after the publication of the vacancy notice in the *Monitorul Oficial* of Romania, Part III. The Director of the research structure shall make proposals for the nominal composition of the competition committees for each position advertised.

(2) The proposals are approved by the Scientific Council of the concerned research structure and are submitted to the Vice-Rector of the relevant Rector and to the DCSCU responsible, being submitted to the validation of the Board of Directors and to the approval of the WUT Senate.

(3) Following the approval by the Senate of the WUT, the competition commissions are appointed by decision of the Rector.

(4) Within 2 working days from the issuance, the Rector's decision shall be forwarded to the relevant ministry, and the nominal composition of the competition committee shall be published on the competition website. For the positions of researcher Level II and researcher Level I, the WUT shall submit for publication in the Official Journal of Romania, Part III, the composition of the competition committee and publish it on its own page dedicated to the competitions.

(5) The Rector's decision shall also be forwarded to the structures with responsibilities in the field.

Art. 20.

(1) For all research positions, the selection committees are composed of 5 members, respectively 4 members and a chairperson.

(2) All members of the selection committees must be specialists in the field of the position advertised or related fields.

(3) A minimum of 2 alternate members will be nominated for all selection/appeals/minimum standards committees.

(4) The members of the selection committee must be tenured in an accredited educational or research institution and hold a teaching or research title higher than or at least equal to that of the position advertised or, for members from abroad, meet the standards of the WUT corresponding to the position advertised. For the exclusive purpose of participation in the selection committee, the equivalence of the teaching or research titles of foreign members with the teaching or research titles in the country is done according to the WUT Internal Methodologies once the nominal composition of the competition committee has been approved by the WUT Senate.

(5) The chair of the selection committee may be one of the following:

- the head of the department within the research structure in which the position is located;
- a full professor at the West University of Timisoara specialized in the field of the position or in a related field, delegated for this purpose by vote of the academic department council;
- if, due to situations of incompatibility and/or conflict of interest, the chairperson of the committee cannot be appointed from the category of persons mentioned in the preceding paragraphs, it may be accepted that the chairperson of the committee be a person from the academic department of the WUT, with the approval of the Scientific Council of the research structure.

Art. 21. The selection committee for the position of research assistant and researcher Level III is composed of a chairperson and 4 members, specialists in the profile of the position, with a teaching or research position at least equal to or higher than that of the position advertised. Committee members may be from inside or outside the WUT, from the country or abroad.

Art. 22.

(1) The selection commission for a position of researcher Level II and researcher Level I is composed of the president and 4 members, of which at least 3 members from outside the WUT, from the country or abroad.

(2) The selection committee is made up of R II and R I or equivalent lecturers and professors for the position of R II, respectively only of R I or equivalent professors for the position of R I.

Art. 23.

(1) For each position advertised, the Director of the research structure concerned shall propose an appeals committee composed of at least 3 members, with a teaching or research title at least equal to that of the position advertised, one of whom shall act as chairperson of the committee.

(2) The appeals committees are established by the same procedure by which the competition commissions are established and are approved by the WUT Senate.

(3) Similar to the competition commissions, the composition of the commissions for settling appeals shall be submitted to the Vice-Rector in charge of the relevant area, subject to the approval of the WUT Senate. Following the approval by the WUT Senate, the commissions for settling appeals shall be appointed by Decision of the Rector. The WUT shall submit for publication in the *Monitorul Oficial* of Romania, Part III, the composition of the appeals committee

(4) The members of the selection board may not be part of the committee for settling appeals or of the committee for assessing the minimum standards for the same position.

(5) Where a candidate has evidence that the assessment procedure on the basis of the criteria set out in Article 16 and/or the procedures for organizing and conducting the competition were not followed, the candidate may lodge an appeal within 3 working days of being notified of the result

(6) The selection committee as well as the appeals committee for the same position may not include spouses, relatives up to the third degree inclusive (in the case of selection committee among candidates). The provisions also apply to the minimum standards committee.

Art. 24.

(1) Within a maximum of 3 working days from the end of the period for the submission of competition files, each member of the selection/minimum standards/appeals committees shall sign an affidavit that they are not in a situation of incompatibility and/or conflict of interest with any of the candidates, as regulated by this methodology, according to the models in Annex no. A-D (where applicable) of this Methodology. The affidavit will be sent to the chair of the selection committee and will form an integral part of the final report of the selection board and will be included in the competition file. Any situation of incompatibility and/or conflict of interest will be reported to the chair of the competition/competition committee, respectively to the Director of the research structure in the case of the minimum standards committee immediately after its finding, and he/she will appoint within 24 hours a substitute member as a

replacement for the person concerned and will immediately inform the DCSCU and the Vice-Rector responsible for the research strategy of the WUT.

Art. 25. The following persons are considered to be involved in the competition procedure:

- a) they participate in the decision-making process regarding the appointment of the selection committee ;
- b) they are members or alternate members of the selection committee ;
- c) they are involved in professional or administrative evaluation decisions in the competition ;
- d) they are involved in settling appeals.

Art. 26. Persons who:

- a) are spouses, relatives up to and including the third degree of one or more candidates;
- b) are employed in the same institution as a candidate holding a management position and are hierarchically subordinate to the candidate;

Art. 27.

(1) Each member of the selection committee, including the chairperson of the committee, draws up an assessment report evaluating the scientific work on the basis of the documents in the file and the competition tests (Annexes 6-10 to this methodology). The assessment reports must contain comments/justifications of the marks awarded for each test by the committee member.

(2) On the basis of the individual assessment reports, the chairperson of the selection committee draws up a report on the competition in which he/she presents the final marks awarded to the candidates by the members of the committee and indicates the overall average for each test obtained by each candidate as the arithmetic average of the marks in the individual reports (Annex 11-15 to this methodology). The final average for the competition for each candidate is the arithmetical average of the overall averages obtained in the tests

(3) For each position, the selection committee decides the ranking of the candidates and nominates the candidate with the highest final average.

(4) The report on the results, including the ranking of the candidates, shall be submitted by the chair of the selection committee to a secret ballot of the members of the committee. After the secret ballot, the chair shall ascertain the result of the vote, communicate it to the members of the committee and mention it in the closing of the report on the competition, indicating the number of votes "for" and "against" respectively, the vote being kept secret. If the 'in favor' vote is not cast by a simple majority of the members of the selection board, no candidate shall be appointed to the position advertised.

(5) The competition report shall be approved by decision of the selection committee and shall be signed by each of the members of the selection committee and by the chair of the committee.

(6) The documents drawn up by the selection board shall be attached to each candidate's

file.

Art. 28.

(1) The competition files, the evaluation reports, the reports of the committees, as well as the marking scales shall be submitted to the director of the research structure concerned, who shall organize their presentation to the Scientific Council of the research structure and ensure the conditions for consulting the competition materials

(2) At the meeting of the Scientific Council of the research structure, the director of the research structure or the chairperson of the selection committee shall present the report on the competition. The members of the Research Structure's Scientific Council shall review the compliance with the procedures and give an opinion on the outcome of the competition. Two thirds of the members of the Research Structure's Scientific Council shall be required to approve the competition. The endorsement shall be made by an open positive vote of a simple majority of the total number of members. Any vote against or abstention must be justified. The ranking of candidates is that established by the selection board and cannot be changed.

(3) Following the positive endorsement of the results of the competition, certified by the extract of the minutes (registered according to the WUT internal regulations) of the Scientific Council of the research structure, all documents related to these results are submitted for validation to the Scientific Council of the WUT.

Art. 29.

(1) The DCSCU manager and the legal advisor check the documents related to the competition, the legal advisor issuing a legal opinion in this regard.

(2) The decision of the Scientific Council of the WUT is submitted to the Vice-Rector in charge of the research strategy who, together with the Rector of the WUT, submits it to the approval of the WUT Senate.

(3) Two thirds of the members of the WUT Senate must be present in order to validate the competition. Decisions are taken by a simple majority vote of the members present (students, members of the Senate, do not take part in the vote).

(4) The ranking of the candidates established by the competition committee cannot be modified by the WUT Senate.

Art. 30.

(1) Complaints may be lodged only by candidates who can demonstrate non-compliance with the assessment procedure on the basis of the criteria set out in and/or non-compliance with the procedures relating to Article 16 para. (1) of the organization and conduct of the competition.

(2) Candidates may lodge an appeal within 3 working days of being notified of the result, in accordance with the competition timetable,

(3) The appeal shall be formulated in writing, accompanied by the evidence on which it is based, shall be registered at the WUT Registrar's Office and shall be submitted to the Appeals Committee.

(4) Failure to comply with the provisions of the regulations and methodologies by the persons responsible for the organization and conduct of the competitions is a disciplinary offense and is sanctioned in accordance with the provisions of the Higher Education Law no. 199/2023, with subsequent amendments and additions, or other legal provisions, depending on the nature of the act.

(5) The Appeals Committee analyzes the issues raised by the candidate in his/her appeal, which it resolves within 48 hours of its registration and on which it draws up a report before publishing the results of the competition.

(6) Within two working days after the end of the competition, respectively after the deadline for resolving and answering the appeals, the DCSU responsible positions on the WUT website the list of candidates declared winners, according to the competition schedule.

Art. 31.

(1) Following the approval of the result of the competition by the University Senate, the Rector issues a decision for the appointment to the position and the award of the corresponding academic title to the successful candidate. For the positions of research assistant and scientific researcher scientific researcher Level III the appointment to the position is made after validation of the results of the competitions by the University Senate. In the case of researcher level II and researcher level I positions, the appointment to the position is made after receiving the positive opinion from the Ministry of Research, Innovation and Digitalization (MCID).

(2) The result of the competition is published at the headquarters of the organizing higher education institution, on the institution's website, within two working days after the competition is completed. The result of the competition is also uploaded on the electronic platform managed by the relevant Ministry.

(3) WUT shall prepare annually, by 1 September at the latest, a summary report, in electronic format, on the organization, conduct and completion of competitions for research positions. The report is sent for notification to the CNATDCU through the specialized directorate of the Ministry of Education.

(4) For research positions **R II and R I**, the competition documents are sent to the MCID which, after analyzing them, confirms or denies the results of the competition and sends to the WUT the opinion for the award by order of the respective title. Depending on the MCID's opinion, the appointment to the position is made or not, and the granting of the respective title by the University Senate is made by decision of the Rector.

Art. 32. If the position advertised has not been filled, the competition may be repeated in full compliance with the competition procedure.

Art. 33.

(1) The directors of the research structures and the Rector are accountable to the University Senate for the proper conduct of the competitions for filling the positions under the conditions of compliance with quality standards, university ethics and legislation in force.

(2) If irregularities are found, the Senate of the WUT may apply sanctions specified in its own methodology, including the dismissal of the heads of departments, upon justified proposal of the Board of Directors or the Rector or ex officio, with their opinion.

(3) In the case of non-compliance with the legal provisions in the procedure for filling research positions, the Ministry of Education may apply the sanctions provided by law, based on a report prepared by the CNATDCU.

Art. 34. The WUT sends for notification to the competent ministry and CNATDCU, no later than September 1 of each academic year, an annual report on the organization, conduct and completion of competitions for research positions.

Art. 35.

(1) If, during the period provided for in the general calendar of the competitions for vacant research positions at the West University of Timisoara, a state of emergency or state of alert is declared in Romania, with the assumption of public responsibility and ensuring compliance with the principle of transparency, the competition tests may also be conducted online, through the electronic platforms used by the WUT, based on a procedure approved by the Board of Directors of the WUT. Competitive examinations, such as file evaluation, interview or lecture, which do not involve the assessment of knowledge, may be held online even outside periods when a state of emergency or state of alert is declared.

(2) The online tests will be fully recorded and archived for each candidate.

(3) All other provisions of this Methodology shall apply in an equivalent manner also in the situation referred to in paragraph. (1) of this Article.

CHAPTER VII

Responsibilities. Process Owner

Art. 36. The owner of the process documented in this procedure for granting the research title is the relevant research structure and has the following responsibilities in this capacity:

- (a) to coordinate the identification of resources needed to carry out the process;
- (b) to ensure, through internal audits and other methods, that this procedure is adhered to and effective in achieving the performance indicators;
- (c) to keep process interfaces under control;
- (d) ensure continuous improvement in the effectiveness of the process;
- (e) is responsible for the preparation, organization, guidance and thoroughness of applications;
- (f) bears full responsibility for the content of the data contained in the files;
- (g) other persons with responsibilities in the documented process are the director of the research structure, the vice-rector responsible for research strategy, the rector, the WUT Senate.

Art. 37. The responsibilities of the Director of the research structure and of the Scientific Council of the research structure are:

- (a) to verify the correctness of the process compliance at the research structure level;
- (b) to organize the meetings and other activities necessary for the competition;
- (c) to approve the results of the competition on the basis of the files received from the competition committees by drawing up a meeting report which is submitted to the WUT Scientific Council for validation;
- (d) to propose measures to improve the effectiveness of the process.

Art. 38. The responsibilities of the Vice-Rector, the Rector, the Board of Directors of the WUT and the WUT Senate are:

- (a) to initiate the process of application approvals in the meetings of the WUT Board of Directors, respectively of the WUT Senate, as the case may be, on the basis of the documents received from the Director of the research structure/Scientific Council of the WUT;
- (b) to propose measures to improve the effectiveness of the process;
- (c) The WUT Senate approves the report on the competition to fill a research position, the Rector issues decisions to grant the Level for the vacant research position advertised for a fixed/indefinite term.

Art. 39. DCSCU responsibilities are:

- (a) preparing the necessary documents for the publication in the *Monitorul Oficial* of research vacancies for research positions advertised for an indefinite period and forwarding them to the relevant ministry with the support of the DMC;
- (b) notifying the research structures of the need to draw up files on the competition for vacant research positions, ;
- (c) drawing up the competition calendar for research positions and posting it on the WUT website;
- (d) verification and centralization of files on the competition for vacant research positions and posting on the WUT website;
- (e) taking and checking the files of candidates for vacancies;
- (f) Centralizing information on research vacancies and preparing the documentation to be completed on <https://jobs.research.gov.ro/> and for English-language advertisements on <https://euraxess.ec.europa.eu>;
- (g) managing the Research Positions section of the WUT website and constantly updating it with all specific information;
- (h) liaising with the Legal Office;
- (i) liaising with the chairs of the selection committees and candidates;
- (j) managing the process of publishing positions and deciding on the appointment of selection boards in the Official Journal;
- (k) drawing up the lists of successful candidates and disseminating the Rector's decision.

Art. 40. Responsibilities of the Legal Office:

- (a) checking the candidates' files;
- (b) giving the legal opinion (favorable or unfavorable) and notifying candidates by e-mail;
- (c) granting the legal opinion on the legality of the competitions to fill vacant research positions at WUT.

CHAPTER VIII

Resources

Art. 41. The financial resources are provided from the WUT's own income and from the application fee, the amount of which is approved by the WUT Senate.

Art. 42. The director of the research structure shall submit the resource requirements to the WUT management for approval.

CHAPTER IX

Release information

Art. 43. Decision of the WUT Senate and Decision of the WUT Rector for granting the research degree.

Art. 44. The addressees of this information are the admitted candidates, the departments of the research structures.

CHAPTER X

Mailing list

No. Crt.	Addressee	Received: Full name	Received: Signature	Date of release
1.	Rector	Prof. univ. dr. Pirtea Marilen		
2.	Vice-Rector	Prof. univ. dr. Barna Flavia Mirela		
3.	Vice-Rector	Conf. univ. dr. Bunoiu Mădălin		
4.	Vice-Rector	Conf. univ. dr. Ancuța Cătălina		
5.	Vice-Rector	Prof. univ. dr. Enache Cosmin		
6.	Vice-Rector	Lect. univ. dr. Stănilă Iosif Sergiu		
7.	Vice-Rector	Prof. univ. dr. Sava Florin Alin		
8.	President of the Senate	Prof. univ. dr. Trăilescu Anton		
9.	Human Resources Department	Ec. Aldea Bogdan		
10.	Legal Office	Legal Adviser Muntean Anca		
11.	Department for Scientific Research and University Creation	Conf. univ. dr. Luches Daniel		
12.	Quality Management Department	Cherecheș Vlad		
13.	Institute for Advanced Environmental Research	Dr. Petcu Vlad		

This methodology was approved at the Senate meeting of 2024.