

NATIONAL UNIVERSITY OF ARTS FROM BUCHAREST (UNARTE)

*Approved at the Senate meeting
on 03.10.2016*

**METHODOLOGY FOR THE COMPETITION
FOR FILLING IN TEACHING POSITIONS
WITHIN THE NATIONAL UNIVERSITY OF ARTS FROM BUCHAREST**

This Methodology was developed based on the provisions of:

- the Governmental Decision (GD) no 457/2011 on the approval of the framework methodology for the competition for filling in the open teaching and research positions in higher education, completed by G.D. no 36/2013;
- the Law of National Education no 1/2011, with subsequent amendments and completions;
- the Order no 6560/2012 approving the necessary and mandatory minimum standards for awarding teaching titles in higher education and professional degrees in research and development, with subsequent amendments and completions;
- the Article 30 of Law no 53/2003 - Labor Code.

CHAPTER I

General provisions

Article 1. At the National University of Arts from Bucharest, the open teaching positions are filled in for an indefinite period of time only public competition, in compliance with this Methodology and meeting the National Education Law no 1/2011, G.D. no 457/2011 on the approval of the framework Methodology of competition for filling in the open teaching and research positions in higher education, completed by G.D. no 36/2013, Order no 6560/2012 and article 30 of Law 53/2003 - Labor Code.

Article - 2 (1) A teaching position in the position payroll of a department is characterized by: position, teaching position and teaching load.

(2) The scientific field of the open position is determined exclusively by the disciplines in the curriculum in its structure. The scientific field of the open position is established by the department council or a department board appointed for this purpose.

(3) The employment contract on a definite period of time concluded between UNARTE and the members of the teaching staff following a competition can be renewed, depending on the personal professional results, evaluated based on the criteria adopted by the Senate of UNARTE, as well as according to the employment needs and the financial resources of the university, in accordance with the legal provisions in force.

(4) The employment on a teaching position "open, reserved or temporarily open" can be done according to the Law no 1, article 294, paragraph 1 and for a definite period. The academics and professionals who accomplish the minimum criteria for filling in a teaching position in higher education established by law and regulations and methodologies approved by the Senate of UNARTE can benefit from an employment for a definite period of time according to the article 296, paragraph 1, in the Law 1/2011. PhD students benefit from the same type of employment, according to the Law no 1/2011, article 290, paragraph 1. The academics (including PhD students) employed for a definite period have the status of associated teachers, according to the Law no 1/2011, article 291, paragraph 3.

(5) In compliance with the Labor Code, article 84, paragraph 1, the duration of a definite period is of maximum 3 years.

(6) As an exception, in compliance with the Law no 1, article 294, paragraph 4, PhD students can be employed for a definite period of maximum 5 years.

(7) The duties of PhD students, employed as research assistants or university assistants for a definite period of time, shall be set up by the University Senate, at Faculty Council proposal.

(8) PhD students benefit from all the rights of research assistants or university assistants, including seniority.

(9) In compliance with the Law no 1, article 294, paragraph 5, the employment contract for a definite period of time concluded between the university and the members of the teaching and research staff following an internal competition, can be renewed, depending on personal professional results, assessed on the basis of the criteria adopted by the University Senate, as well as the needs of employment and the financial resources of the university, in compliance with the legal provisions in force.

Article 3 - (1) In relation to their own academic needs, the University Senate can approve the invitation of academics and other professionals with recognized value in the field, nationals or foreigners, as associated academics within the higher education institution for a definite period of time.

(2) The Senate shall consider the approval of the invitation of the academic or professional with recognized value in the field, national or foreigner, as an associated academic invited only after the approval by the department board and the approval by the administration council.

(3) In the case of professionals without an university teaching degree recognized in the country, the University Senate approves, by evaluation, the teaching degree appropriate to performance in compliance with national standards.

(3¹) They do not have to hold a PhD degree, in compliance with the article 301 in the Law of National Education no 1/2011 paragraph 3¹.

(4) The teaching positions reserved, open or temporarily open are covered with priority by the tenured teaching staff of the university or the associated teaching staff, under a payment scheme by hour or multiple office-holding.

(5) The following principles will be taken into account:

- the continuity in the teaching activity;
- the number of conventional hours set up by the Senate;
- the budget for staff costs.

(6) The competition for filling in the positions for a definite period of time is carried out at least 15 days prior to the start of the academic year/semester. In the case of open positions during the academic year a competition can be organized only with the approval of the administration council, following the same procedure as in this methodology.

(6¹) The competition is announced by the Department requesting the position at least 5 working days before the date when it takes place.

(7) The registration for the competition is done based on an application and the submission of a file, no later than the day before the competition, at the faculty secretariat.

(8) The application file will contain the CV of the applicant, the applicant's works in electronic format, selected by him and considered to be the most relevant for own professional accomplishments (portfolio); and copies of the study documents, in the case of PhD students and the certificate from the PhD school.

(9) The competition board will be composed of the department director and two more members with a teaching degree at least equal to the open position, approved by the department council.

(10) The application files will be submitted by the applicants to the board.

(11) The competition will consist of an interview and the application file analysis.

(12) The tenured applicants within the university will not submit education documents.

(13) After the competition, the department director displays the results at the faculty notice board and sends in writing the report on the competition held within the faculty council department who will approve and forward it to the administration council for approval.

(14) The appeals can be submitted solely for failure to comply with the competition legal procedures.

Where an applicant has evidence that can prove the failure to comply with the competition legal procedures, he/she can formulate an appeal in 48 hours after the display of the result. The appeal shall be in writing, it shall be filed at the registry of UNARTE and settled by a commission appointed by the administration council within 48 hours from the appointment.

Article 4 - The employment for a definite period of time will be done following Rector's decision.

Article 5 - The applicants' files will be delivered to the Human Resources Directorate, completing it in the case of applicants admitted with documents on the civil status, certificate on education seniority, work and collaboration agreement with UNARTE of the institution where he/she has the basic position, statement of a bank account for the supply of wage rights.

Article 6 - (1) For filling in the teaching positions in higher education only persons meeting the minimum and mandatory standards can apply for the registration to the competition for filling in the teaching positions in higher education, approved by the Order of the ministry of education, research, youth and sport no 6560/2012, according to the article 219, paragraph (1) letter a) and article 295 paragraph 2 of the Law of National Education no 1/2011 hereinafter minimum national standards.

(2) The methodology of UNARTE establishes the internal standards and the conduct of the competition for filling in the following teaching positions for an indefinite period of time:

- a) university assistant;
- b) senior lecturer/papers head;
- c) associate professor;
- d) university professor;

(3) The standards related to the positions under paragraph (2) are the minimum and mandatory requirements for the registration at the competition for filling in those positions, hereinafter university standards and are in Annex 1.

(4) The standards provided in Annex 1 are set out by the administration council and approved by the university senate. The University standards cannot be derogated from the minimum national standards mentioned at the paragraph (1), approved by the order of the minister of national education, according to the article 219 paragraph (1) letter a) of the Law no 1/2011.

Article 7 - (1) The announcement on the organization of the competition will be published at least two months before the date of the first competition test. The registration at the competition starts on the day of its publication in the Official Journal of Romania, Part III, of the open position and ends 15 calendar days before the first competition date.

(2) The announcements shall be published at least in the following ways:

- a) in a visible place on the main page of the website of UNARTE;
- b) on the specialized website, administered by the Ministry of National Education and Scientific Research;
- c) the Official Journal of Romania, Part III.

Article 8 The higher education institution and the Ministry of National Education and Scientific Research can announce the competitions by any additional means, including by the publication in the media, in the national and international scientific publications, on the websites specialized in publishing job offers and the like.

Article 9 The competition webpage is a webpage that presents directly complete information on the competition from the specialized website, administered by the Ministry of National Education and Scientific Research.

Article 10 On the webpage of the competition, at least the following information is to be published, within the period referred to in Article 7 paragraph (1):

- a) the description of the open position (the position in the list of positions, the position, the subjects in the curriculum, the scientific field);

- b) the tasks/activities related to the open position, including teaching load and types of activities included in their teaching load, in the case of teaching positions, respectively the research norm;
- c) the minimum wage for the position at the employment moment;
- d) the competition calendar;
- e) the topics of the competition tests, including lectures, courses or other similar, or the topics from which the competition board can choose the topics of the tests effectively presented;
- f) the description of the competition procedure;
- g) the complete list of documents the applicants must include in their application files;
- h) the address where the application file must be sent.

The notices of the positions of associate professor, university professor will be published also in English.

Article 11 - On the competition webpage and on the website of UNARTE, the following will be published no later than 5 working days from the deadline for the registration at the competition, for each of the applicants registered and respecting the protection of personal data in the legal sense:

- a) the curriculum vitae;
- b) the checklist for the fulfillment of minimum standards.

Article 12 - (1) The competitions are open. At the competition, the persons who comply with the conditions for the registration at the competition, with no discrimination under the law, can participate.

(2) At the competition, the persons who comply with the minimum national standards and the internal standards of the National University of Arts can participate.

Article 13 - (1) The persons who:

- a) participate in the decision-making process on the appointment of the competition board;
- b) are members or alternate members of the competition board;
- c) are involved in professional or administrative assessment decisions within the competition;
- d) are involved in settling the complaints.

are considered to be involved in the competition procedure.

(2) The persons who:

- a) are spouses, in-laws and extended family up to 3rd degree, including with one or more applicants;
 - b) are employed in the same institution with an applicant who holds a management position and are hierarchically subordinated to the applicant;
 - c) are associated with an applicant in companies where they hold, each, shares that represent at least 10% of the company's capital;
- cannot be involved in the competition procedure.

d) are or have been paid through research projects in which the applicant was a project manager in the last five years prior to the competition;

e) benefit or have benefited in the last five years prior to competition of services or benefits of any kind from an applicant.

Article 14 - (1) If after the publication of the boards, any of the applicants sees that he/she is in an incompatibility case with any member of the board, he/she has the obligation to notify the University in writing no later than 48 hours in order to reach a decision.

Depending on the reported situation, the procedure is: if there is an incompatibility between the applicant and a member of the board, he/she is replaced by an alternate member.

The failure to notify the university about the situation created and any subsequent finding of the situation automatically leads to the annulment of the competition as a result of the fault of the applicant.

(2) If, after an applicant wins a competition, one or more persons in the higher education institution is going to be in a situation of incompatibility according to article 295 paragraph (4) of Law no 1/2011, the appointment in the position and the award of the academic title by the higher education institution can only take place after the settlement of the incompatibility situation/situations. The method of settlement of the incompatibility situation is communicated to the Ministry of National Education and Scientific Research within two working days from the settlement.

CHAPTER II

Competition for filling in open teaching positions

Article 15 - (1) A competition for filling in a teaching position can be organized only if it is open.

(2) A position is considered open if so provided in the list of positions, drawn up annually, or if open during the academic year.

(3) The position becomes open by one of the following ways:

a) the termination of the employment contract under the law;

b) by the transfer of the person filling in the position on another position within the same higher education institution, as a result of winning a competition.

(4) The teaching positions cannot be open by converting an occupied position into a senior position.

Article 17 - (1) The University organizes a competition for filling in a teaching job for an indefinite period of time, only after the publication by the Ministry of National Education and Scientific Research of the open position in the Official Journal of Romania, Part III.

(2) In order to publish in the Official Journal of Romania, Part III, the National University of Arts from Bucharest sends to the Ministry of National Education and Scientific Research the following documents:

- a) the list of open positions proposed for the competition and their structure, signed and stamped by the rector of the higher education institution;
- b) the statement of the list of positions containing the vacancies, signed by the rector, the dean and the department director or the PhD school manager;
- c) in the case of teaching positions, the declaration on honor of the higher education institution rector, certifying that all open teaching positions proposed for the competition have in their structure only subjects in the curricula of specializations/study programs legally established, including as a form of education and locality of performance;
- d) own methodology.

(3) The submission to the Ministry of National Education and Scientific Research of the request in order to publish the open position in the Official Journal of Romania, Part III, is carried out compulsorily within the first 30 calendar days from the start of each semester of the academic year.

(4) The Ministry of National Education and Scientific Research checks the structure of the positions, related to the legal provisions in force.

(5) The proposal for organizing the competition for a vacancy is made by the department director or the or PhD school manager in which structure the position is, by a report endorsed by the department council or the PhD school council and the faculty council. In case the department director intends to participate in the competition, he/she does not have a right to decide in the council, and is replaced with another member of the department.

(6) The list of positions proposed to be occupied by competition is approved by the dean and forwarded to the administration board of the higher education institution for approval in compliance with article 213 paragraph (13) letter c) of Law no 1/2011.

Article 18 - (1) The conditions for the registration in the competition for filling in a teaching position are those provided in this article.

(2) For the position of **university assistant** employed for an indefinite period of time the following are required cumulatively:

- a) holding a PhD degree;

- b) the fulfillment of university standards for the teaching position of university assistant employed for an indefinite period of time, according to the criteria in the standard checklist (Annex 1);
- c) for artistic applied-practical specializations it is necessary that the bachelor degree be in an artistic applied-practical specialization in the field of visual arts or related artistic fields (architecture, performing arts)

(3) For senior lecturer/papers coordinator the following are required cumulatively:

- a) holding a PhD degree;
- b) the fulfillment of university standards for the teaching position of senior lecturer/papers coordinator employed for an indefinite period of time according to the criteria in the standard checklist (Annex 1);
- c) for the artistic applied-practical specializations, it is necessary that the bachelor degree be in an artistic applied-practical specialization in the field of visual arts or related artistic fields (architecture, performing arts).

(4) For the position of associate professor the following are required cumulatively:

- a) holding a PhD degree;
- b) the fulfillment of minimum national standards for filling in the teaching positions, specific to the teaching position of associate professor, approved by order of the ministry of education, research, youth and sports, according to the article 219, paragraph (1) letter a) in the Law no 1/2011;
- c) the fulfillment of university standards for the teaching position of associate professor employed for an indefinite period of time according to the criteria in the standard checklist (Annex 1);
- d) for the artistic applied-practical specializations, it is necessary that the bachelor degree be in an artistic applied-practical specialization in the field of visual arts or related artistic fields (architecture, performing arts).

(5) For the position of university professor the following are required cumulatively:

- a) holding a doctoral degree;
- b) the fulfillment of minimum national standards for filling in the teaching positions, specific to the teaching position of university professor, approved by the order of the minister of education, research, youth and sport, according to the article 219 paragraph (1) letter a) of Law no 1/2011;
- c) the fulfillment of university standards for the teaching position of university professor employed for an indefinite period of time according to the standard criteria in the checklist (Annex 1).
- d) for artistic applied-practical specializations it is necessary that the bachelor degree be in an artistic applied-practical specialization in the field of visual arts or artistic related artistic applied-practical fields (architecture, performing arts).

Article 19 - (1) In order to register at the competition for filling in a teaching position, the applicant prepares a file containing the following documents:

- a) the application for the registration at the competition, signed by the applicant, including a declaration on honor regarding the veracity of the information provided in the file (Annex 2);
- b) a proposal for academic career development of the applicant, both in terms of teaching and in terms of artistic and scientific research activities; the proposal is prepared by the applicant, it comprises maximum 10 pages and is one of the main criteria for delimiting the applicants.
- c) a curriculum vitae in print and in electronic format (pdf. signed);
- d) the list of papers of the applicant in print and in electronic format (pdf. signed);
- e) the checklist for the fulfillment of minimum standards for presentation at the competition signed by the applicant; it will be submitted in electronic format (pdf. signed) (Annex 4).
- f) documents relating to holding the PhD degree: the copy of the PhD degree and, if the original PhD degree is not recognized in Romania, the certificate of recognition or equivalence thereof;
- g) the summary in Romanian and in an international language of the PhD thesis, on maximum one page for each language;
- h) the applicant's declaration on honor indicating the incompatibility situations provided by Law no 1/2011 where they would be if they win the competition or the lack of these incompatibility situations (Annex 3);
- i) copies of other degrees/documents proving the applicant's studies; the baccalaureate degree or the certificate of recognition, the bachelor degree or the certificate of recognition, the master's degree or the certificate of recognition.
- j) the copy of their identity card or, if the applicant does not have an identity card, of the passport or another identity document, issued in an equivalent purpose to the identity card or the passport.
- k) if the applicant has changed his/her name, the copies of the documents certifying the name change - the marriage certificate or the proof of name change.
- l) maximum 10 publications, patents and other works of the applicant, in electronic format, selected by him/her and considered to be the most relevant to their own professional achievements (portfolio);
- m) the self-assessment sheet signed by the applicant, according to the standard format provided by this methodology.

(2) If there are works that are not available in electronic format or cannot be scanned, records or photographs will be submitted.

(3) At the application file, 5 CD/DVD or other electronic media will be attached, with the entire content scanned, in order to send it to the competition board. The documents will be scanned separately. Individual PDFs shall be named according to the type of the document scanned. For documents containing personal data, they will be protected by crossing (according to the Law no 677/2001 on the protection of individuals with regard to personal data processing and the free movement of such data).

(4) The applicants will present the civil status documents and studies in original in order to check their veracity.

Article 20 - The curriculum vitae of the applicant should include information about:

- a) studies made and degrees obtained;
- b) professional experience and relevant places of work;
- c) research and development projects that he/she led as project manager and grants obtained, if there are such projects or grants, indicating the financing source for each one of them, the financing volume and the main resulting publications or patents;
- d) awards or other recognition papers of the applicant's scientific contributions.

Article 21 - The full list of the applicant's works will be structured as follows:

- a) the list of maximum 10 works considered by the applicant to be the most relevant for own professional achievements, which are included in electronic format in the file and that can be found also in other categories of works referred to in this article;
- b) PhD thesis or theses;
- c) the patent laws and other intellectual property titles;
- d) books/book chapters;
- e) articles/studies in extenso, published in journals of the main international scientific flow;
- f) publications in extenso, in the works of the main international specialty conferences;
- g) other works and scientific contributions or, where appropriate, in the field of artistic creation.

The application file compiled by the applicant on paper and electronically shall be submitted to the Head Secretary of the university, headquarters in 19 Gal. C-tin. Budişteanu street, district 1, Bucharest.

Article 22 - (1) The applicants for the positions of associate professor must include in the application file at least three names and contact addresses of personalities in the field, nationals or foreigners, outside the higher education institution whose position is open, who agreed to write letters of recommendation regarding the professional qualities of the applicant.

(2) The applicants for the positions of university professor should include in the application file at least three names and contact addresses of personalities in the field from abroad who agreed to write letters of recommendation regarding the professional qualities of the applicant.

Article 23 - (1) The application file will be analyzed in terms of the legality of registration at competition by a board proposed by the Rector of UNARTE and approved by the Administration Council. The Assessment Board of the legality of the application files will be made up of an employee of the Directorate Secretariat-Social-Archive, an employee of Human Resources Directorate, one of Legal Directorate or a delegated member with legal studies and a member of the Administration Council.

(2) After examining the files, based on the information in the checklist provided in Article 19 paragraph (1) letter e), and on the other documents submitted for the registration in the competition, the Assessment Board of the legality of the applications files above mentioned will prepare a minutes with all applicants, showing the fulfillment/non-fulfillment by them of the conditions required for the registration to the competition.

The Assessment Board of the legality of the application files does not have assessment or check skills of the professional skills of the applicant in the field of the open position, they are of the competence of the competition board.

(3) The minutes prepared by the Assessment Commission of the legality of the files will be approved in the meeting of the Administration Council and sent afterwards to the Legal Directorate for legal opinion. The fulfillment of the legal conditions for the presentation to the competition by an applicant shall be certified on the application for registration by the legal professional of UNARTE/the head secretary of the university. The notice shall be communicated by the legal professional to the applicant in maximum 48 hours since its issue, but with no less than five working days before the first test of the competition.

(4) If the opinion is negative, the applicant can appeal the decision within 24 hours since the notification by the Administration Council of UNARTE. The answer is communicated to the applicant within 48 hours after it was issued.

Article 24 - The applicants who meet the legal requirements of presentation to the competition will be invited by the legal professional of UNARTE/head secretary of the university to support the competition tests.

Article 25 - The application file is sent to the members of the competition board starting on the date of closure of the process for submitting the application files, but no later than 5 working days before carrying out the first test of the competition.

Article 26 - (1) The competition board assesses the applicant in the following terms:

- a) the relevance and impact of the scientific/artistic results of the applicant;
 - b) the applicant's ability to guide students and young researchers;
 - c) the applicant's teaching skills for the positions that require teaching activities;
 - d) the applicant's ability to transfer knowledge and results to their economic or social environment or to disseminate own scientific/artistic results;
 - e) the applicant's ability to work in teams and effectiveness of its scientific collaborations, depending on the specific features of the applicant;
 - f) applicant's ability to conduct research and development projects;
 - g) the applicant's professional experience in institutions other than the institution which has the open position.
- (2)** The competition board is responsible for this activity.

Article 27 - (1) The applicant's professional competences are assessed by commission board, the only one empowered to rule in this regard, based on the competition file and, additionally, by one or more competition tests, including lectures, courses or other similar, according to their own methodology.

(2) the applicant's professional competences are assessed in relation to position level and related to the disciplines in the teaching position for which he/she competes. The competition tests are in Annex no 1. The high education institution announces the competition date, the hour and the place of the competition tests on the webpage.

(3) For all the positions for an indefinite period of time, at least one competition test is represented by a minimum 30-minute lecture, where the applicant presents the prior most significant professional results and the academic career development plan.

(4) The applicants who do not come from higher education will also hold a teaching lecture. The topic of the teaching lecture shall be announced to the applicants 48 hours before by posting on the webpage of UNARTE.

Article 28 - (1) The composition of the competition board will be set up after the publication of the each and every open position.

(2) The composition of the competition board includes also two alternate members at least.

(3) The department or the PhD school council, in whose structure the position is, makes proposals for the nominal composition of the competition board. The department director sends to the head secretary of the university the statement with the proposal for the board 's composition. He/she has the obligation to initiate a

correspondence signed by the rector and him/herself with the university/universities in which/to whom the academics are affiliated outside UNARTE who were proposed to participate in the competition boards, in order to obtain the confirmation of their academic title and their availability to participate to that board in the period during the competition. After receiving the confirmation, it is communicated to the department that made the proposal, endorsed by the legal professional of UNARTE that the legal conditions of validity of the proposed board are complied with. The procedure shall be resumed until the legal requirements are satisfied.

(4) The composition of the competition board is proposed by the faculty dean, based on the proposals provided in paragraph (3) and it is approved by the faculty council.

(5) The nominal composition of the competition board is accompanied by the opinion of the faculty council, it is sent to the university senate and subject to the approval of the university senate.

(6) Following the approval by the university senate, the competition board is appointed by Rector's decision.

(7) Within two working days since the issue of the rector's decision, it is forwarded to the Ministry of National Education and Scientific Research, and the nominal composition of the commission board is published on the webpage of the competition. In the case of the positions of university lecturer and university professor, the composition of the board is published in the Official Journal of Romania, Part III.

Article 29 - (1) The competition board consists of 5 members, including its president, professionals in the open position or in related fields.

(2) In case of unavailability of the participation of a member to the Board works, that member is replaced by an alternate member, appointed after the same procedure as the board members.

(3) The decisions of the competition board shall be taken by secret ballot of the members. A board decision is valid if it got the votes of at least three members of the board.

(4) The works of the competition board are conducted by the board chairman.

(5) The board members can be from inside or outside the higher education institution in the country or abroad.

(6) For filling in a position of associate professor and university professor, at least three board members must be from outside the institution which organizes the competition, in the country or abroad.

(7) The members of the competition board must have a superior teaching or research title or at least equal to the open position or, for the members abroad, to meet the university standards suitable to the open position under Article 1 paragraph (2).

(8) For the exclusive purpose of participation in the competition board, the equivalence of the teaching or research titles of the members from abroad with the teaching or research titles in the country is done by the approval of the nominal composition of the board by the university senate.

(9) The chairman of the competition board is the department director or, where appropriate, the PhD school manager where the position is. In case of incompatibility, the chairman will be assigned among the members of the teaching council of the faculty.

Article 30 - (1) The competitions take place no later than 45 days from the end of the registration period.

(2) The competition consists in assessing the scientific/artistic activity and teaching skills.

(3) For each position, the competition board decides the hierarchy of the applicants and assigns the applicant who met the best results.

(4) The chairman of the competition board draws up a report on the competition based on essays of appreciation written by each member of the commission board (annex 6) and meeting the hierarchy of the applicants decided by the board.

(5) The report on the competition is approved by decision of the competition board and is signed by each of the members of the competition board and by the board chairman.

(6) The chairman of the competition board submits the report on it, approved by board decision, the papers of appreciation and the file in original of the applicant at the faculty council, meeting the deadline provided for the competition performance.

(7) The faculty council examines the compliance of the procedures established by own methodology of the high education institution and gives its opinion or not on the report of the competition. The hierarchy of the applicants set up by the competition board cannot be changed by the faculty council. In order to validate the competition, it is necessary the presence of at least two thirds of the members of the faculty council. The students who are members in the council cannot participate to the vote.

(8) Based on the decision of the faculty council, an extract of the minutes of its meeting is prepared, where a copy of the convener of the meeting is annexed (with the signatures of all present). These acts are added to each applicant's file and submitted to the head secretary of the university.

(9) The application files are sent through the head secretary of the university to the university Senate.

(10) The university Senate examines the compliance with the procedures established by its own methodology and approves or not the report on the competition. The hierarchy of the applicants established by the competition board cannot be changed by the university senate.

(11) The Decision of the Senate shall be taken by simple majority vote of the members present. For the meeting to be legally established, the number of the Senate members present must represent at least two thirds of its total number. The students who are members in the Senate cannot participate at the vote.

Article 31 - (1) The appointment in the position and the granting of the relevant academic title by UNARTE following the approval of the competition result by the university senate, it is done by the Rector's decision, starting the next semester after the competition.

(2) The decision to appoint and grant the relevant academic title issued by UNARTE, along with the competition report shall be forwarded by UNARTE to the Ministry of National Education and Scientific Research and the National Council for Certifying Titles, Degrees and University Certificates hereinafter CNATDCU within two working days from the issuance of the appointment decision.

Article 32 - If the open position was not occupied, the competition can be resumed with full compliance with the competition procedure.

Article 33 - The result of the competition will be published on the competition webpage within two working days after the competition is completed.

Article 34 (1) The appeals can be filed exclusively for non-compliance of legal procedures of the competition.

(2) Where an applicant has evidence that can prove the non-compliance with the legal procedures of the competition, the applicant can appeal the decision within 5 working days from the communication of the result. The appeal shall be done in writing, filed at the registry of UNARTE and settled by the competition board.

(3) Failure to comply with the methodology provisions by people with responsibilities in the procedure of organization and for conducting competitions is a disciplinary offense and is punishable under Law no 1/2011 or other legal provisions, according to the classification of the offense.

Article 35 - (1) Each high education institution submits annually, at the latest on September 1st, an annual report on the organization, conduct and completion of competitions for filling in teaching positions. The report is sent for notification to the Ministry of Education National and Scientific Research and CNATDCU.

CHAPTER III

Final provisions

Article 36 - This methodology shall enter into force on the date of its approval in the Senate meeting of 03.10.2016.

Article 37 - On the date of the entry into force of this methodology, the methodology approved in the Senate meeting of October 27th 2014 is repealed.

RECTOR,

Prof. PhD. Cătălin Mihai Bălescu