

# MINISTERUL EDUCAȚIEI

## INSTITUTUL DE ADMINISTRARE A AFACERILOR DIN BUCUREȘTI

Bd. Expoziției nr. 1B, Corp C/B, parter, sector 1, București, 012101  
Tel.: 40-21- 319 64 40, Fax: 40-21- 312 59 34  
e-mail: emba@asebuss.ro

The University Senate



Approved,  
RECTOR,

Lect. Univ. Dr. Ovidiu Dîmbean-Creța

### **METHODOLOGY** **of the competition for the occupation of the teaching and research positions within the** **Bucharest Institute for Business Administration (IAAB)**

#### **CHAPTER I - GENERAL PROVISIONS**

##### **Art. 1**

(1) Organizing and conducting competitions for the occupation of teaching and research positions in IAAB shall be carried out according to the provisions of the National Education Law no. 1/2011, H.G. no. 457/2011 regarding the approval of the Framework Methodology for competition for the occupation of vacant teaching and research positions in higher education, of the MECS Order no. 5310/2012 for the recognition of the right of teaching staff who hold the title of university professor / university lecturer to participate in competitions organized for the purpose of occupying positions in higher education and of the present methodology.

(2) The IAAB methodology provides for its own teaching and research standards for the following teaching functions:

- a) assistant professor employed indefinitely;
- b) university lecturer / chief of works;
- c) associate professor;
- d) university professor.
- e) research assistant engaged indefinitely;
- f) scientific researcher;
- g) third degree scientific researcher;
- h) second degree scientific researcher;
- i) first degree researcher.

(3) The standards related to the functions described above are minimum and mandatory requirements for enrolling in the competition for filling in the above- mentioned functions.

##### **Art.2**

This IAAB contest methodology has been developed in compliance with the principles governing higher education stipulated in the National Education Law no. 1/2011, the requirements of H.G. 457/2011, and other legal provisions and will be published on the IAAB website ([www.asebuss.ro](http://www.asebuss.ro))

### **Art.3**

(1) The public announcement of competitions for the filling of vacancies or research vacancies shall be made by IAAB at least 2 months before the date of the first contest examination, on the specialized web site managed by ME, on the IAAB website : [www.asebuss.ro](http://www.asebuss.ro) and in the Official Gazette of Romania, Part III. Additionally, ad can also be done by other additional means such as media, national and international scientific publications, etc.

(2) The contest website will be published, within the time limit set in paragraph (1), at least the following information:

- a) description of the job post;
  - b) the attributions / activities related to the post, including the didactic norm and the types of activities included in the didactic norm, respectively the research norm;
  - c) the minimum salary for the job at the moment of employment;
  - d) the calendar of the contest;
  - e) the theme of the contest tests, including lectures, courses or other such or themes from which the contest committee can choose the theme of the actual evidence;
  - f) description of the contest procedure;
  - g) the full list of documents that candidates have to include in the competition dossier;
  - h) the address to which the competition file must be sent;
- (3) Announcements regarding the positions of associate professor and university professor shall also be published in English.

### **Art. 4**

The webpages of the contest run by IAAB and ME will be published no later than 5 working days after the deadline for entries to the competition for each of the enrolled candidates and respecting the protection of personal data in the following law:

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

### **Art.5**

The contests for the teaching positions are public and open, their results being valid only for the Institute for Business Administration in Bucharest. The contest can be attended by persons who meet the conditions for enrollment in the contest, without any discrimination, under the law.

### **Art.6**

The contest signing period begins on the day of the publication of the competition notice in the Official Gazette of Romania, Part III and ends 15 calendar days prior to the first contest examination.

The competition takes place within 45 days from the end of the registration period.

### **Art.7**

- (1) The following persons are considered to be involved in the contest procedure:
- a) participates in the decision-making process regarding the appointment of the contest committee;
  - b) are members or alternates of the competition commission;
  - c) are involved in professional or administrative evaluation decisions within the contest;
  - d) are involved in the settlement of appeals.
- (2) Persons who:
- a) are spouses, relatives and relatives up to the 3rd degree including one or more candidates;
  - b) are employed in the same institution with a candidate who holds a leading position and are hierarchically subordinate to the candidate, cannot be involved in the competition procedure.





#### **Art.8**

In the event that one or more persons within the IAAB are to be in a situation of incompatibility following the winning of a competition by a candidate, 295 paragraph (4) of the National Education Law no. 1/2011, the appointment to the post and the granting of the academic title by IAAB will take place only after the settlement of the incompatibility situation (s). The way of solving the incompatibility situation will be communicated to the Ministry of Education within 2 working days after the settlement.

### **CHAPTER II - THE COMPETITION FOR EMPLOYMENT OF DIDACTIC AND VACANCY RESEARCH**

#### **Art.9**

Within the Institute for Business Administration in Bucharest, vacancies are occupied, indefinitely, only by *public contest*, according to Law no. 1/2011, the requirements of H.G. 457/2011, and this methodology.

#### **Art.10**

(1) The competition for indefinite employment of a teaching or research position shall be organized only if it is vacant.

(2) A vacancy shall be deemed vacant if so provided in the official position, drawn up annually, or vacant during the academic year.

(3) Vacancies in a teaching or research establishment shall take place in the following cases:

a) the termination of the employment contract, according to the law.

b) the transfer of the person occupying the post to another post within the same higher education institution as a result of winning a competition.

(4) Teaching and research positions cannot be put into competition by transforming a job into a senior position.

#### **Art.11**

(1) The Institute for Business Administration in Bucharest may organize a contest for a teaching or research post for an indefinite period only after the publication by the Ministry of Education of the didactic or research post in the Official Gazette of Romania, III.

(2) The submission to the Ministry of Education of the request for publication shall be made within the first 30 calendar days from the beginning of each semester of the academic year.

(3) The application for the publication of the posts submitted to the Ministry of Education shall be accompanied by the following documents:

a) the list of posts proposed for competition and their structure, signed and stamped by the IAAB Rector;

b) the extract from the position of posts containing the positions submitted for competition, signed by the rector and the dean;

c) in the case of teaching positions, the IAAB rector's declaration, which certifies that all the didactic posts proposed for the contest have only the disciplines in the curricula of the specializations / programs of study established legally, including as a form of education and settlement locality;

d) this contest methodology.

(4) The proposal for the organization of the competition for a vacancy shall be made by the director of the department, through a report endorsed by the department council. The list of posts proposed for competitive employment is endorsed by the IAAB Dean and approved by the Board of Directors of the IAAB.

#### **Art.12**

(1) For the position of assistant professor indefinitely, the candidate shall meet cumulatively the following requirements:

a) possession of the doctor's degree in economics;





- b) fulfillment of the minimum standards of occupation of the teaching positions of assistant professor for an indefinite period, specific to the position, namely a score of 30 points, calculated according to Annex 1 to this methodology;
- c) thorough knowledge of English;

(2) For the position of university lecturer / chief of works, the candidates shall meet cumulatively the following requirements:

- a) possession of the doctor's degree in economics;
- b) the fulfillment of the minimum standards for the occupation of teaching positions of a university lecturer, specific to the position, namely a score of 40 points calculated according to Annex 1 to this methodology.
- d) thorough knowledge of English;
- e) teaching and research experience in English in economics.

(3) For the position of associate professor, the following requirements shall be met cumulatively:

- a) possession of the doctor's degree in economics;
- b) the fulfillment of the minimum national standards for occupation of teaching positions, specific to the teaching profession of university lecturer, approved by Order of the Minister of National Education and Scientific Research, according to art. 219 par. 1 of the National Education Law no. 1/2011, amended and completed.

The minimum score regarding the fulfillment of the standards for filling the teaching position of university lecturer is that provided by the specialized commissions according to the MENCS Order 6129/2016 regarding the approval of the minimum necessary and mandatory standards for the awarding of higher education didactic degrees, professional degrees of research and development, quality PhD and Attestation Certificate and is calculated in accordance with Appendix 2 of this Methodology.

- d) thorough knowledge of English;
- e) teaching and research experience in English in economics.

(4) In order to fill the post of university professor, the following requirements shall be met cumulatively:

- a) possession of the doctor's degree in economics;
- b) the fulfillment of the minimum national standards for occupation of teaching positions, specific to the didactic function of university professor, approved by Order of the Minister of National Education and Scientific Research, according to art. 219 par. 1 of the National Education Law no. 1/2011, amended and completed.

The minimum score for the fulfillment of the standards for the teaching of university professor is that provided by the specialized commissions according to the MENCS Order 6129/2016 regarding the approval of the minimum necessary and mandatory standards for awarding higher education didactic degrees, professional degrees of research and development, quality PhD and Attestation Certificate and is calculated in accordance with Appendix 3 of this Methodology.

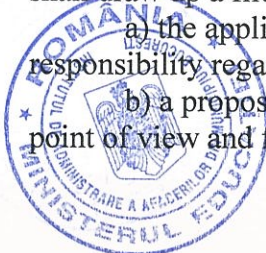
- c) thorough knowledge of English;
- d) teaching and research experience in English in economics.

(5) At least three or five years of management experience in the economy shall be taken into account in the selection of the candidates enrolled in the competition;

### **Art.13**

In order to enroll in the contest for filling a vacant teaching or research position, the applicant shall draw up a file which shall include the following documents:

- a) the application for a contest, signed by the candidate, which includes a declaration on own responsibility regarding the truthfulness of the information presented in the file; (Annex 4 and 5)
- b) a proposal for development of the university career of the candidate, both from a didactic point of view and from the point of view of the scientific research activities; the proposal is drafted





by the candidate, it has a maximum of 10 pages and is one of the main criteria for the selection of candidates.

- c) Candidate's curriculum vitae in printed and electronic format;
- d) list of papers of the candidate in printed and electronic format;
- e) Verification sheet for meeting the IAAB standards for registration in the competition (standardized institutional form). The verification sheet specific to the position for which they are applying is completed and signed holographically by the candidate, on each page; (Annex 1, Annex 2, Annex 3)
- f) documents related to the possession of the doctor's degree: a certified copy of the doctor's degree and, if the original doctor's degree is not recognized in Romania, the certificate of recognition or equivalence issued by the Ministry of National Education.
- g) a summary, in Romanian and in an international language, of the PhD thesis, up to one page per language;
- h) a declaration on the person's own responsibility indicating the incompatibility cases under Law 1/2011, in which he would be in the case of winning the contest or the lack of such incompatibilities;
- i) certified copies of the bachelor's degree or certificate of recognition or equivalence, the diploma sheets, supplements to the diploma and copies of other diplomas certifying the candidate's studies;
- j) a copy of the identity card or, if the applicant does not have an identity card, passport or other identity document drawn up for a purpose equivalent to the identity card or passport;
- k) if the candidate has changed his / her name, copies of documents proving the change of name - marriage certificate or proof of name change;
- l) a maximum of 10 publications, patents or other papers of the candidate, in electronic format, selected by the candidate and considered to be most relevant for their own professional achievements.

#### **Art.14**

The candidate's curriculum vitae must contain information about:

- a) studies and diplomas obtained;
- b) professional experience and jobs;
- c) the research and development projects it has led as a project director and the grants obtained, if such projects or grants exist, indicating for each source of financing, the volume of funding and the main publications or patents produced;
- (d) prizes or other elements of recognition of the applicant's scientific contributions.

#### **Art.15**

The candidate's full list of papers will be structured as follows:

- a) the list of the maximum 10 papers considered by the candidate to be most relevant for their own professional achievements, which are included in the electronic file in the file and which can be found in the other categories of works provided for in this article.
- b) PhD thesis or theses;
- c) patents and other intellectual property titles;
- d) books and chapters in books;
- e) articles / studies in extenso, published in journals from the main international scientific flow;
- f) publications in extenso, appearing in the works of the main international specialized conferences;
- g) other works and scientific contributions.

In situations where a candidate's paper is not available in electronic format, he will submit the original for compliance at the time of submission of the application file.





#### **Art. 16**

(1) Candidates for the post of associate professor or scientific researcher grade II must include in the competition file at least 3 names and contact addresses of personalities from the country or abroad, outside the IAAB, who have agreed to elaborate letters of recommendation on the professional qualities of the candidate.

(2) Candidates for the positions of university professor or scientific researcher I degree must include in the competition file at least 3 names and contact addresses of personalities from the respective field from abroad, who have accepted to elaborate letters of recommendation on the qualities professional skills of the candidate.

(3) In the case of scientific domains with Romanian specificity, the letters of recommendation for the candidates for the positions of university professor or scientific researcher degree I may also come from Romanian personalities from the respective field outside IAAB.

(4) Scientific domains with Romanian specificity are established by order of the Minister of Education.

#### **Art.17**

The competition file submitted by the candidate is submitted to the IAAB reception, namely Bd. Expozitiei nr. 1B, Corp C/B, ground floor, district 1, code 012101, Bucharest, directly or through postal or courier services that confirm receipt. The competition file is submitted to the members of the contest committee starting with the closing date of the submission of the competition file, but no later than 5 working days before the first contest examination.

#### **Art.18**

A candidate's fulfillment of the legal conditions for submission to the contest is certified by the opinion of the legal department of the higher education institution on the basis of the resolution regarding the verification of the information from the verification sheet and other documents necessary for the registration. This resolution is set by a commission or a scientific council appointed by decision of the rector, on a proposal from the board of directors. The opinion of the legal department is communicated to the candidate not more than 48 hours after its issuance, but not less than 5 working days before the first sample of the competition, by e-mail or fax (indicated by the CV candidate).

#### **Art.19**

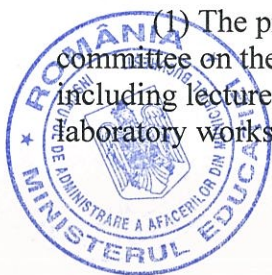
The contest committee evaluates the candidate for the following aspects:

- a) the relevance and impact of the candidate's scientific results;
- b) Candidate's ability to guide students or young researchers;
- c) the candidate's didactic skills, for the posts that provide teaching activities;
- d) Candidate's ability to transfer its knowledge and results to the economic or social environment or to popularize its own scientific results;
- e) the candidate's ability to work in a team and the efficiency of his / her scientific collaborations, depending on the specifics of the candidate's field;
- f) candidate's ability to conduct research and development projects;
- g) the professional experience of the candidate in the institution than the institution that took the post in the competition.

The competition commission has the obligation to verify and verify the candidate's fulfillment of the minimum national standards.

#### **Art.20**

(1) The professional competence of the candidate shall be assessed by the competition committee on the basis of the competition dossier and, in addition, by one or more contest tests, including lectures with a teaching / scientific character (course), the support of some seminars, laboratory works / practice etc.





(2) The IAAB, at least 5 working days prior to the taking of evidence, announces the day, time and place of the competition and invites all candidates to support the competition tests on the contest website and on the [www.asebuss.ro](http://www.asebuss.ro) website [www.asebuss.ro](http://www.asebuss.ro).

#### **Art.21**

(1) The competition for the post of university assistant is, in addition to the lecture in English, on the development of the university career before the commission (lecture in which the candidate presents the most significant previous professional results and the university career development plan), in 3 (three) samples: written, oral and practical, specific to the post, and are held on the day, at the time and at the room, which will be announced by the committee on the Institute's website. The evaluation is done with notes from 10 to 1, the candidate must obtain an average of at least 8 and at least grade 7 on each test (written, oral, practice) in order to be declared admitted. The proof sample is the arithmetic average of the committee's notes.

(2) For written, oral and practical tests, the bibliography shall be announced on the IAAB web site with the publication of the notice of the post.

(3) The contest committee shall determine the topic for each test 48 hours prior to their submission, which shall be published on the IAAB web site for the information of the candidates.

(4) The written test consists of a written paper in English with two essays, the oral test that follows the written test consists in examining the candidate by the contest committee through questions in English from the bibliography recommended for teaching respectively.

(5) The practical test consists of supporting a specialized lecture, with a teaching / scientific character, as appropriate, in English, from the topic displayed, in the presence of the competition committee and the students.

(6) The final mark shall be calculated as the arithmetic mean of the marks obtained for each sample.

#### **Art.22**

(1) The contest for the post of university lecturer / chief of works consists, in addition to the lecture on the development of the English university career, before the commission, in the analysis of the contest file and in the support of a specialized lecture of didactic / as the case may be, in English, from the subject displayed, in the presence of the competition committee and the students.

(2) The bibliography for the didactic / scientific lecture shall be published on the IAAB web page with the publication of the notice of the vacancy.

(3) The topic of the specialized didactic / scientific lecture shall be determined by the committee and shall be announced to the candidates 48 hours before the submission on the IAAB web page.

(4) The evaluation is done with notes from 10 to 1, the candidate must obtain an average of at least 8 and at least grade 7 / committee member in order to be admitted. The proof sample is the arithmetic average of the committee's notes.

#### **Art.23**

(1) The competition for the post of associate professor and university professor consists of analyzing the contest file and supporting a lecture, in English, on the development of the university career of the candidate.

(2) Candidates who do not come from higher education or did not have a didactic activity will hold a lecturing / scientific lecture, as the case may be, in English, in the presence of the competition committee and the students.

(3) The bibliography for the didactic / scientific lecture shall be published on the IAAB web site with the publication of the notice of the vacancy.

(4) The theme of the didactic / scientific lecture is determined by the commission and announces to the candidates 48 hours before the support on the IAAB web page.

(5) The evaluation is done with notes from 10 to 1, the candidate must obtain an average of at least 8 and at least grade 7 / member of the committee in order to be admitted. The proof sample is the arithmetic average of the committee's notes.





#### **Art.24**

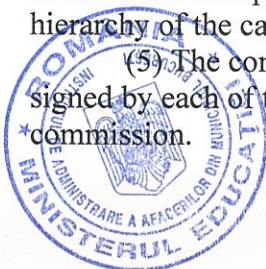
- (1) The composition of the competition commission shall be made after the publication of the notice of the competition, for each post in the competition.
- (2) The composition of the competition committee may include alternate members.
- (3) The Board of the department in which the post is located shall make proposals for the nominal composition of the competition committee.
- (4) The composition of the contest committee is proposed by the dean of the faculty, on the basis of the proposals stipulated in paragraph (3), and is endorsed by the faculty council.
- (5) The nominal composition of the contest committee, accompanied by the approval of the faculty council, shall be submitted to the Senate and subject to its approval.
- (6) Upon approval by the university senate, the competition committee is appointed by decision of the rector.
- (7) Within two working days of the rector's decision, it shall be submitted to the Ministry of Education and the nominee composition of the contest committee shall be published on the competition website. In the case of university lecturers and university professor, second degree scientific researcher and 1st degree scientific researcher, the composition of the commission is published in the Official Gazette of Romania, Part III.

#### **Art.25**

- (1) The competition committee is made up of 5 members, including its president, specialists in the field of the competition or in close fields.
2. In the event of the unavailability of a member's participation in the work of the committee, that member shall be replaced by the alternate member appointed by the same procedure as the members of the committee.
- (3) The decisions of the contest committee shall be taken by the secret vote of the members. A commission decision is valid if a minimum of three members of the committee has voted.
- (4) The proceedings of the contest committee shall be conducted by its chairman.
- (5) The members of the commission may be from inside or outside the higher education institution, from the country or abroad.
- (6) In order to hold a post of associate professor, a university professor, a second degree scientific researcher or a first degree scientific researcher, at least 3 members of the committee must be outside the IAAB, from the country or abroad.
- (7) The members of the competition commission must have a higher education or research degree or at least equal to the one in the competition or, for members abroad, to meet the IAAB standards corresponding to the post.
- (8) For the exclusive purpose of participation in the contest committee, the equivalence of teaching or research titles of foreign members with teaching or research titles in the country shall be made by the approval of the nominal membership of the commission by the university senate.
- (9) The chairman of the competition committee may be the dean of the faculty where the position is located or a full-time teacher in the IAAB, a specialist in the field of the position or in a related field, delegated for this purpose by the vote of the faculty council.

#### **Art. 26**

- (1) Contests shall be held no later than 45 days after the end of the enrollment period.
- (2) The contest consists in the evaluation of the scientific activity and didactic qualities, for the didactic posts of the candidates.
- (3) For each post, the competition commission decides on the hierarchy of candidates and nominates the candidate who has achieved the best results.
- (4) The chairman of the contest committee draws up a report on the competition, on the basis of the evaluation papers drawn up by each member of the competition commission and observing the hierarchy of the candidates decided by the commission.
- (5) The competition report is approved by decision of the competition commission and is signed by each of the members of the competition commission and by the chairman of the commission.





(6) The faculty council examines the observance of the procedures established by this methodology and grants its opinion on the contest report or not. The hierarchy of candidates established by the contest committee cannot be modified by the faculty council.

(7) The university senate shall analyze the observance of the procedures established by this methodology and approve or not the report on the contest. The hierarchy of candidates established by the competition committee cannot be amended by the university senate.

#### **Art.27**

The result of the contest is published on the IAAB web site [www.asebuss.ro](http://www.asebuss.ro) and on the website of the competition administered by the Ministry of Education within 2 working days after the competition is finalized.

#### **Art.28**

(1) Complaints regarding the results of the contest may be filed solely for non-observance of the legal procedures.

(2) If a candidate possesses elements that can prove the non-observance of the legal tender procedures, the candidate may file an appeal within 5 working days from the communication of the result. The appeal shall be made in writing, registered with the IAAB Secretariat.

(3) In order to determine the composition of the appeal boards, the same procedure is followed as for the composition of the contest committee.

(4) The members of the contest committee cannot be part of the settlement committee

#### **Art.29**

If the post has not been filled, the contest can be resumed in the next semester, with full compliance with the contest procedure.

#### **Art.30**

(1) The appointment of a post and the granting of the corresponding academic title by the IAAB, following the approval of the result of the competition by the university senate, shall be made by the rector's decision, starting with the next semester of the competition. A copy of the decision shall be attached to the applicant's file.

(2) For the teaching positions, the decision to appoint and award the corresponding academic title by IAAB together with the competition report will be sent by the IAAB to the Ministry of Education and the National Council for Attestation of University Titles, Diplomas and Certificates (CNATDCU) within two working days of the issuance of the appointment decision.

#### **Art. 31**

(1) For scientific research positions the provisions of Law no. 319/2003 regarding the Statute of R & D personnel, by way of exception from the provisions of art. 25 par. 1 and art. 26 par. 1 of this methodology.

(2) Candidates for vacant research positions shall meet the same requirements set out in this Methodology for filling vacant teaching positions.

(3) In order to conduct competitions for IAAB research positions, the duties provided by Law no. 319/2003, are fulfilled as follows:

- a) those provided for the Scientific Council of the unit by the Faculty Council;
- b) those provided for the Board of the institution by the University Senate;
- c) those provided for the scientific director of the unit by the dean.

### **CHAPTER III - FINAL PROVISIONS**

#### **Art. 32**

IAAB draws up annually, by 1 September at the latest, an annual report on the organization, conduct and completion of competitions for teaching and research positions. The report is sent for notification to Ministry of Education. and CNATDCU.





**Art.33**

Non-observance of the provisions of the present methodology by the persons with attributions in the procedure of organizing and conducting competitions constitutes disciplinary offense and is sanctioned according to the provisions of the National Education Law no. 1/2011, amended and completed, or other legal provisions, depending on the framing of the deed.

**Art.34**

Annexes 1 to 3 are an integral part of this methodology.

**Art. 35**

This methodology was adopted by the IAAB Senate at its meeting on 06.07.2011, revised, amended and completed in the Senate sessions of 17.05.2013, 05.07.2018, 19.11.2018, 27.09.2021, 12.09. 2022, 25.09.2023 and entered into force on the same date.

THE PRESIDENT OF THE SENATE,

Prof. Univ. Dr. Marcel Duhaneanu





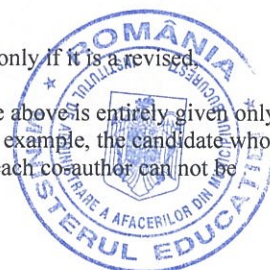
**STANDARDS FOR EMPLOYMENT OF THE LECTURER'S POST / UNIVERSITY ASSISTANT,  
FICHE FOR VERIFYING THE FULFILLMENT OF STANDARDS FOR THE  
LECTOR / UNIVERSITY ASSISTANT, position .....**

<b>A. RESEARCH ACTIVITY</b>					
1.	Publication of the doctoral thesis	Score awarded		Score obtained	
		10			
<b>Indicators / evaluation criteria</b>		Score awarded		Score obtained	
		As a director	As a member	As a director	As a member
2.	Grants / <b>international</b> research contracts obtained through competition	10	5		
3.	Grants / <b>national</b> research contracts obtained through competition	8	4		
4.	Contracts with the business environment in the national context and international	20	15		
5.	Participation in European projects	20	15		
<b>TOTALLY LEVELS THE RESEARCH ACTIVITY-</b>					
<b>B. SCIENTIFIC CONTRIBUTION</b>					
<b>Indicators / evaluation criteria</b>		Score awarded <sup>1</sup>		Score obtained	
		Unique author	co-author	Unique author	co-author
6.	Articles / studies published in specialized journals by international circulation, ISI rated, impact factor null	8	8 / n		
7.	Articles / studies published in specialized journals by international circulation, indexed ISI, no factor impact	7	7 / n		
8.	Articles / studies published in prestigious scientific journals recognized in the job, or indexed in bases international data	6	6 / n		
9.	Articles / studies published in the volumes of some events international scientific indexed ISI Proceedings	3	3 / n		
10.	Articles / studies published in published journals / collective volumes at prestigious publishing houses recognized in the field Job	2	2 / n		
11.	Specialized books, monographs, treatises published in publishing houses international	30	30 / n		
12.	Specialized books, monographs, treatises, university courses published in national publishing houses with prestige recognized in the field of work	15	15 / n		
13.	Book chapters / university course published in publishing houses national prestige recognized in the field	5	5 / n		
14.	Practical tutorial / booklet of problems	3	3 / n		
15.	Participation in international scientific events	3	-		
16.	Participation in national scientific events	2	-		
17.	Member of committees for the organization of international scientific events	3	-		
18.	Member of committees for the organization of national scientific events	2	-		
<b>TOTAL SCORE FOR SCIENTIFIC CONTRIBUTION</b>		*	*		
<b>TOTAL SCORE FOR RESEARCH ACTIVITY AND SCIENTIFIC CONTRIBUTION (A + B) =</b>					

1 -where "n" is the number of authors;

-for the second and subsequent editions. a publication is awarded half the score mentioned in the table above, but only if it is a revised, completed or added edition;

-for publications (university courses, treatises, monographs, articles, studies, etc.), the score mentioned in the table above is entirely given only if the work is elaborated as sole author. For the works done in the college, if the contribution can be determined (for example, the candidate who has a 60% contribution to the development of a university course will receive 9 points) and if the contribution of each co-author can not be established, the score given in the table is divide by the number of coauthors.





## STANDARDS FOR EMPLOYMENT OF THE ASSOCIATE PROFESSOR AND THE UNIVERSITY PROFESSOR

For associate professor and university professor positions, the score on the fulfillment of the standards for occupying the respective teaching position is calculated according to the minimum standards which are the same as those established by:

□ Order of the Ministry of National Education and Scientific Research no. 6129/2016 regarding the approval of the minimum necessary and mandatory standards for the awarding of higher education didactic titles, professional research and development degrees, of the doctoral supervisor degree and of the attestation certificate, published in the Official Gazette, Part I, no. 123 of 15 February 2017 and Annexes 1 to 35 of that order were published in the Official Gazette, Part I, no. 123 bis of 15 February 2017.

Order of MENCS no. 6129/2016 regarding the approval of the minimum required and compulsory standards for the award of higher education didactic titles of professional degrees is published on the website of the Bucharest Institute of Business Administration:

[https://www.asebuss.ro/wp-content/uploads/2018/11/Ord-MENCS-6129\\_2016.pdf](https://www.asebuss.ro/wp-content/uploads/2018/11/Ord-MENCS-6129_2016.pdf)



No ..... / .....

Dear Rector,,

I, the undersigned (...) born ( (day, month, year) ..... ,  
graduate graduate studies at the University ..... Faculty  
....., specialization ..... , promotion year.  
....., graduate master's studies at the University  
..... Faculty ..... .pecialization  
.....  
promotion year ..... , Doctor in ..... Serie, Nr. Diploma  
.....,  
issued in the year ..... , please let me approve my entry for the job contest .....  
....., Position ..... , from the State of the Institute for Business  
Administration in Bucharest, with discipline / subjects .....  
.....

The contest was announced in the Official Gazette of Romania, Part III, no. .... from the date of  
.....

I declare on my own responsibility, knowing the provisions of the Penal Code on the false  
declaration, that the information and documents submitted in the contest file are in line with the  
reality.

Date,

We certify the legality of the contest entry  
LEGAL ADVISER,

Candidate signature,





