

MINISTERUL EDUCAȚIEI

INSTITUTUL DE ADMINISTRARE A AFACERILOR DIN MUNICIPIUL BUCUREȘTI

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THE UNIVERSITY SENATE

METHODOLOGY

**regarding the organization and conduct of the promotion exam in the teaching career within
of the Institute for Business Administration in Bucharest (IAAB)**

CHAPTER I – GENERAL PROVISIONS

Art. 1

(1) The organization and conduct of the IAAB teaching career promotion exam is carried out in accordance with the provisions of H.G. no. 902/2018 for the approval of the Framework Methodology regarding the organization and conduct of the promotion exam in the teaching career, in compliance with the minimum necessary and mandatory standards for the conferment of teaching titles in higher education, established according to art. 219, paragraph (1), letter (a) of the National Education Law no. 1/2011, with subsequent amendments and additions, and the legal regulations in force.

(2) The career promotion of the titular teaching staff within the IAAB in one of the teaching functions is done by exam, on a vacant post, in compliance with the legal provisions in force.

(3) Vacancies intended for promotion in the teaching career are approved annually by the IAAB senate, upon the proposal of the IAAB board of directors.

(4) The IAAB methodology provides its own standards for the occupation of teaching positions for the following teaching functions:

- a) university lecturer/supervisor;
- b) associate professor;
- c) university professor.

(5) The standards related to the functions described above are minimum and mandatory requirements for registering for the promotion exam for the occupation of the respective functions above.

(6) The standards provided for in para. (5) are the IAAB's own standards, approved by the IAAB senate, in compliance with the minimum national standards defined in para. (1), approved by MENCS Order no. 6129/2016.

Art. 2

The present exam methodology of the IAAB was developed in compliance with the principles that govern higher education according to Law no. 1/2011, with subsequent amendments and additions, and will be published on the IAAB website (www.asebuss.ro).

Art. 3

(1) The announcement regarding the organization of the exam is published by the IAAB at least 2 months before the date of the first exam test on a specialized website managed by the Ministry of Education and on the IAAB website: www.asebuss.ro, in a visible place, on the main page.

(2) The exam web page will be published, within the term provided for in par. (1), at least the following information:



- a) own methodology;
- b) the list of positions approved by the IAAB senate for which the exam is to be held and their structure, assumed by the IAAB rector;
- c) description of each position for which the promotion exam for the teaching career is to be held;
- d) the duties/activities related to the vacant teaching position, including the teaching norm and the types of activities included in the teaching norm;
- e) the minimum salary for the position at the time of employment;
- f) the exam calendar;
- g) the topic of the exam tests;
- h) description of the examination procedure;
- i) the complete list of documents that the candidate must include in the exam file;
- j) the address to which the exam file must be sent;

(3) The announcements regarding the positions of associate professor and university professor will also be published in English.

Art. 4

On the exam web page administered by the IAAB, they will be published at least 10 calendar days before the first exam test, respecting the protection of personal data according to Regulation no. 679 of April 27, 2016 regarding the protection of natural persons with regard to the processing of personal data and regarding the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation) with applicability from May 25, 2018, for each candidate for the promotion exam in the teaching career, the following:

- a) curriculum vitae;
- b) the verification sheet for meeting the minimum standards for the position for which the promotion exam is to be held;
- c) complete list of works.

Art. 5

- (1) The exams are transparent.
- (2) Candidates who meet the conditions for enrollment in the promotion exam can participate in the exam, according to Law no. 1/2011, with subsequent amendments and additions to this methodology.
- (3) The tenured teaching staff who have had the qualification "very good" in the last 3 years within the IAAB, have not been disciplined and meet the standards for occupying teaching positions, specific to the position, can participate in the exam for promotion in the teaching career. the legal provisions in force.

Art. 6

Registration for the exam begins on the day of publication on the IAAB website of the exam announcement for the vacancy and ends 15 calendar days before the first exam test.

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

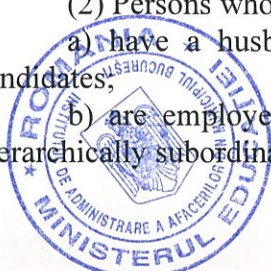
Art. 7

- (1) Persons who are considered to be involved in the examination procedure:

- a) participates in the decision-making process regarding the appointment of the examination committee;
- b) they are members or substitute members of the examination board;
- c) are involved in professional or administrative evaluation decisions during the exam;
- d) are involved in the settlement of appeals.

- (2) Persons who cannot be involved in the examination procedure:

- a) have a husband or wife, relatives or affines up to the fourth degree including among the candidates;
- b) are employed in the same institution as a candidate holding a management position and are hierarchically subordinate to the candidate;



Art. 8

In the event that, following the passing of the exam by the candidate, one or more persons from the IAAB will find themselves in a situation of incompatibility according to art. 295 paragraph (4) of Law no. 1/2011, with subsequent amendments and additions, the appointment to the post and the granting of the university title by the IAAB will take place only after the resolution of the incompatibility situation(s). The method of solving the incompatibility situation will be communicated to the Ministry of Education within 2 working days from the solution.

CHAPTER II – PROMOTION EXAMINATION IN THE TEACHING CAREER WITHIN IAAB

Art. 9

The Institute for Business Administration in Bucharest can organize a promotion exam in the teaching career only if the position is vacant.

Art. 10

(1) The competition for the indefinite occupation of a teaching or research post is organized only if it is vacant.

(2) A position is considered vacant if it is provided as such in the list of positions drawn up annually or if it becomes vacant during the academic year.

Art. 11

(1) The Institute of Business Administration in the city of Bucharest can organize a promotion exam in the teaching career only after the approval by the IAAB senate of the number of vacancies and the publication by the IAAB on its own web page of the information regarding the organization of the exam/exams.

(2) The publication by the IAAB on its own web page of the information regarding the organization of the exam/exams for promotion in the teaching career is carried out in the first 30 calendar days from the beginning of each semester of the academic year.

(3) Within the term provided for in paragraph (2), IAAB will send to the Ministry of Education, in order to obtain approval for the organization and conduct of the exam, the following:

a) the list of positions approved by the IAAB senate for which the exam is to be held and their structure, assumed by the IAAB rector;

b) the extract from the list of positions containing the positions proposed for the promotion exams, signed by the rector and the dean;

c) the IAAB rector's declaration on his own responsibility attesting that all the teaching positions proposed for the promotion exams have in their structure only subjects from the curricula of the legally established specializations/study programs, including as the form of education and the locality where they are held;

d) present examination methodology

(4) The examination procedure can only be started after receiving the approval from the Ministry of Education.

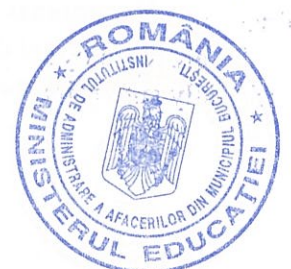
(5) The proposal to organize the exam for a vacant post is made by the director of the department, through a report approved by the department council.

(6) The list of positions proposed to be filled through the promotion exam is approved by the faculty council, submitted by the dean to the IAAB board of directors for approval.

Art. 12

(1) In order to register for the promotion exam in the teaching career, for the positions of university lecturer/head of work, the cumulative meeting of the following conditions is required:

a) holding a doctor's degree;



b) meeting the minimum standards for occupying the didactic positions of university lecturer, specific to the position, namely a score of 40 points which is calculated according to Annex 1 to this methodology.

c) minimum experience of 3 years as a teaching staff in higher education within the IAAB;

d) fulfillment of the conditions provided for in art. 5, para. (2) and (3) of this methodology.

(2) To register for the promotion exam in the teaching career, for the position of associate professor, the cumulative meeting of the following conditions is necessary:

a) holding a doctor's degree;

b) meeting the minimum national standards for the occupation of teaching positions, specific to the teaching position of university lecturer, approved by MENCS Order no. 6129/2016.

The minimum score regarding the fulfillment of the standards for the position of associate professor is the one provided by the specialized commissions according to the MENCS Order 6129/2016 regarding the approval of the minimum necessary and mandatory standards for the conferring of didactic titles in higher education, professional research and development degrees, doctoral degrees and the qualification certificate and is calculated according to Annex 2 to this methodology.

c) minimum experience of 6 years as a teacher in higher education within the IAAB of the promotion exam;

d) fulfillment of the conditions provided for in art. 5, para. (2) and (3) of this methodology.

(3) To register for the promotion exam in the teaching career, for the position of university professor, the cumulative meeting of the following conditions is necessary:

a) holding a doctor's degree;

b) meeting the minimum national standards for the occupation of teaching positions, specific to the teaching position of a university professor, approved by MENCS Order no. 6129/2016.

The minimum score regarding the fulfillment of the standards for occupying the teaching post of a university professor is the one provided by the specialized commissions according to the MENCS Order 6129/2016 regarding the approval of the minimum necessary and mandatory standards for the conferment of teaching titles in higher education, professional research and development degrees, quality of doctorate and qualification certificate and is calculated according to Annex 3 to this methodology.

a) Minimum seniority of 9 years as a tenured teaching staff in higher education within the IAAB;

b) fulfillment of the conditions provided for in art. 5, para. (2) and (3) of this methodology.

Art. 13

In order to register for the promotion exam, the candidate submits a file that includes, mandatorily, the following documents:

a) **Application to register for the exam**, (institutional typed form) signed holographically by the candidate; (Annex 4);

b) **Declaration on personal responsibility** (institutional typed form), signed holographically by the candidate, regarding the veracity of the data and information presented in the file (Annex 5);

c) **A proposal to develop the candidate's university career** both from a teaching point of view, in the case of teaching positions, and from the point of view of scientific research activities. The proposal is written by the candidate and includes a maximum of 10 pages;

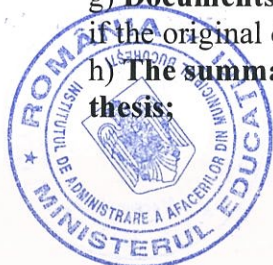
d) **Curriculum vitae** in printed and electronic format; (Appendix 6)

e) **List of the candidate's works** in printed format (institutional typed form) with the holographic signature on each page and in electronic format (DVD inscribed with the candidate's name and surname; (Annex 7)

f) **Verification sheet for meeting the IAAB standards** for exam presentation (institutional standardized 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)

g) **Documents related to the possession of the doctor's degree**: the copy of the doctor's degree and, if the original doctor's degree is not recognized in Romania, the certificate of its recognition;

h) **The summary, in Romanian and in a language of international circulation, of the doctoral thesis;**



- i) **Declaration on personal responsibility** (institutional typed form) of the candidate, signed holographically, indicating the situations of incompatibility provided for by no. 1/2011, with subsequent amendments and additions, where they would be in case of passing the exam or lack of these situations of incompatibility; (Appendix 8)
- j) **The candidate's declaration on personal responsibility** that he has not been disciplined in the last 3 years.
- k) **Proof** of obtaining the qualification "very good" in the last 3 years.
- l) **Copies of other diplomas** certifying the candidate's studies. The copies are signed by the candidate, for certification, with the holographic mention "In accordance with the original";
- m) **Copy of the identity card** or, if the candidate does not have an identity card, of the passport or another identity document drawn up for an equivalent purpose to the identity card or passport. The copy is signed by the candidate, for certification, with the holographic mention "In accordance with the original";
- n) If the candidate has changed his name, copies of documents attesting to the name change – **marriage certificate** or **proof of name change**. The copies are signed by the candidate, for certification, with the holographic mention "In accordance with the original";
- o) **Maximum 10 publications, patents or other works of the candidate**, in printed and electronic format (DVD inscribed with the name and surname of the candidate), selected by him and considered to be the most relevant for his own professional achievements.

Art. 14

The candidate's curriculum vitae must contain information about:

- a) studies completed and diplomas obtained;
- b) professional experience and relevant jobs;
- c) the research and development projects he led as project director and the grants obtained, if there are such projects or grants, indicating for each source of funding, the amount of funding and the main publications or resulting patents;
- d) awards or other recognition elements of the candidate's scientific contributions.

Art. 15

The candidate's complete list of scientific works will be structured as follows:

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

Art. 16

- (1) Candidates for the positions of associate professor must include in the exam file at least 3 names and contact addresses of personalities from the field, from the country or abroad, external to IAAB, who have agreed to prepare letters of recommendation regarding the qualities professional of the candidate.
- (2) Candidates for university professor must include in the competition file at least 3 names and contact addresses of personalities from the field, from abroad, who have agreed to prepare letters of recommendation regarding the candidate's professional qualities.
- (3) In the case of scientific fields with Romanian specificity, letters of recommendation for candidates for the post of university professor can also come from personalities in the respective field in Romania, external to IAAB
- (4) Scientific fields with Romanian specificity are established by order of the Minister of Education.



Art. 17

The exam file created by the candidate is submitted to the IAAB secretariat, respectively Expozitiei Bld.. no. 1B, Corp C/B, ground floor, sector 1, code 012101, Bucharest. The exam file is sent to the members of the exam committee starting from the closing date of the process of submitting the exam files, but no later than 5 working days before the first exam test.

Art. 18

(1) In order to obtain the approval of the legal department of the higher education institution, each file must include the resolution regarding the verification of the information from the verification sheet provided for in Art. 13, letter f). This resolution is established by a committee or a scientific council appointed by decision of the rector, at the proposal of the board of administration.

(2) The fulfillment by a candidate of the legal conditions for submission to the competition is certified by the opinion of the legal department of the higher education institution, based on the resolution from para. (1) and the documents provided for in art. 11.

(3) The notice is communicated to the candidate and published on the exam web page of the IAAB within a maximum of 48 hours from its issuance, but at least 5 working days before the first test of the exam.

Art. 19

Candidates who meet the legal conditions for appearing in the exam will be notified by the IAAB about taking the exam tests.

Art. 20

(1) The examination board evaluates the candidate from the perspective of the following aspects:

a) the relevance and impact of the candidate's scientific results;

b) the candidate's ability to guide students or young researchers;

c) didactic skills of the candidate;

d) the candidate's ability to transfer his knowledge and results to the economic or social environment or to popularize his own scientific results;

e) the candidate's ability to work in a team and the efficiency of his scientific collaborations, depending on the specifics of the candidate's field;

f) the candidate's ability to lead research and development projects;

g) the professional experience of the candidate in other institutions than the institution organizing the exam.

(2) The examination committee has the obligation to verify and verify the candidate's fulfillment of the minimum national standards, established by MENCS Order no. 6.129/2016.

Art. 21

(1) The professional competences of the candidate are evaluated by the examination board based on the examination file and, additionally, through one or more competitive tests, including didactic/scientific lectures (course), holding seminars, laboratory works / practices etc.

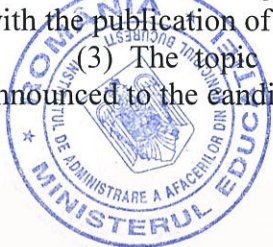
(2) IAAB announces on its own website www.asebuss.ro the day, time and place of the exam and invites all candidates to take the exam tests.

Art. 22

(1) The promotion exam for the didactic position of university lecturer consists, in addition to the lecture on the development of the university career in English, in front of the committee, in the analysis of the exam file and the presentation of a specialized lecture, with a didactic/scientific character, as the case may be, in English, from the displayed topic, in the presence of the examination committee.

(2) The bibliography for the didactic/scientific lecture is published on the IAAB web page together with the publication of the promotion exam announcement.

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



(4) The evaluation is done with grades from 10 to 1, the candidate must obtain an average of at least 8 and at least grade 7/commission member to be declared passed. The grade of the test is the arithmetic mean of the grades of the committee members.

Art. 23

(1) The promotion exam for the didactic position of associate professor and university professor consists of analyzing the exam file and giving a lecture, in English, regarding the development of the candidate's university career in the presence of the exam committee.

(2) The bibliography for the didactic/scientific lecture is published on the IAAB website with the publication of the promotion exam announcement.

(4) The topic of the specialized didactic/scientific lecture is determined by the committee and announced to the candidates 48 hours before the presentation on the IAAB web page.

(5) The evaluation is done with grades from 10 to 1, the candidate must obtain an average of at least 8 and at least grade 7/commission member to be declared passed. The grade of the test is the arithmetic mean of the grades of the committee members.

Art. 24

(1) The composition of the examination committee is established with the publication by the IAAB on its own web page of the information regarding the organization of the examination.

(2) The composition of the examination board may include substitute members.

(3) The council of the department in which the position is located, makes proposals for the nominal composition of the examination board.

(4) The composition of the examination committee is submitted by the dean of the faculty, based on the proposals provided for in paragraph (3), for the approval of the faculty council.

(5) The nominal composition of the examination board accompanied by the opinion of the faculty council is subject to validation by the board of administration and then sent to the university senate for approval.

(6) Following approval by the university senate, the examination committee is appointed by decision of the rector.

(7) Within two working days from the issuance of the rector's decision, the nominal composition of the examination committee is published on the examination's web page.

Art. 25

(1) The examination board is made up of 5 members, including its president, specialists in the field of the job or in related fields.

(2) If, for objective reasons, a member cannot participate in the work of the committee, the respective member is replaced by the substitute member, appointed according to the same procedure as the members of the committee.

(3) The decisions of the examination board are taken by secret vote of the members. A decision of the commission is valid if it met the vote of at least 3 members of the commission.

(4) The work of the competition commission is led by its president.

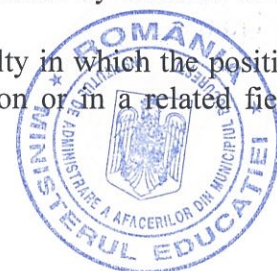
(5) The members of the commission can be from inside or outside the higher education institution, from the country or from abroad.

(6) To occupy a position of university lecturer, university professor, at least 3 members of the commission must be from outside the IAAB, from the country or from abroad.

(7) The members of the competition committee must have a teaching or research title superior to or at least equal to that of the position intended for promotion, and the members from abroad must meet the IAAB standards corresponding to the position intended for promotion.

(8) For the exclusive purpose of participating in the examination committee, the equivalence of the didactic titles of the members from abroad with the didactic titles in the country is made by decision of the university senate regarding the nominal composition of the commission.

(9) The president of the examination committee can be the dean of the faculty in which the position is found or a tenured 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) The procedures related to the composition of the examination board are also applicable to the appointment of the appeals board.

(2) The members of the examination committee cannot be part of the appeals committee.

(3) Following approval by the university senate, the composition of the appeals committee is appointed by decision of the rector.

(4) Appeals regarding the results of the competition can be submitted exclusively for non-compliance with the examination procedure.

(5) In the situation where a candidate has evidence that can prove non-compliance with the examination procedure, the candidate can file a written appeal, within 3 working days from the communication of the result. The appeal is formulated in writing, registered at the IAAB Registry and resolved by the appeals commission within a maximum of two working days from the expiration of the appeals period. The results of appeals are displayed on the exam website.

(6) Non-compliance with the provisions of the proper methodology by the persons with attributions in the procedure of organizing and conducting the promotion exams constitutes a disciplinary offense and is sanctioned in accordance with the provisions of art. 280-282 of Law no. 1/2011, with subsequent amendments and additions, depending on the framing of the fact.

Art. 27

(1) The exam takes place no later than 45 days after the end of the registration period.

(2) The exam consists in the evaluation of scientific activity and didactic qualities.

(3) The president of the commission draws up a report on the exam evidence, based on the appraisal reports written by each member of the exam commission.

(5) The report on the exam samples is approved by the decision of the exam commission and is signed by each of the members of the exam commission and by the president of the commission.

(6) The faculty council analyzes compliance with the procedures established by this methodology and gives its opinion or not to the report on the exam.

(7) The University Senate analyzes compliance with the procedures established by this methodology and approves or rejects the report on the exam.

Art. 28

(1) The commission's result is published on the IAAB website www.asebuss.ro within 2 working days from the completion of the exam, respectively after the expiry of the deadline for solving and responding to appeals, as the case may be.

(2) After the approval of the exam result by the university senate, the list of passed candidates is published on the exam web page.

Art. 29

The appointment to the position and the awarding of the related university title by the IAAB, following the approval of the exam result by the university senate, is made by decision of the rector, starting from the first day of the following semester.

CHAPTER III - FINAL PROVISIONS

Art. 30

The IAAB draws up an annual report on the organization, conduct and completion of the teaching career promotion exams every year, by September 1 at the latest. The report is sent for notification to the Ministry of Education.

Art. 31

Annexes 1 - 8 are an integral part of this methodology.



Art. 32

This methodology was approved by the IAAB senate in its meeting on 25.09.2023 and enters into force on the same date.

PRESIDENT OF THE SENATE

Prof. Univ. Dr. Marcel Duhăneanu



**STANDARDELE PENTRU OCUPAREA POSTULUI DE LECTOR UNIVERSITAR,
FIȘA DE VERIFICARE A ÎNDEPLINIRII STANDARDELOR PENTRU FUNCȚIA DE
LECTOR UNIVERSITAR**

Candidat:

A. ACTIVITATEA DE CERCETARE					
1.	Publicarea tezei de doctorat	Punctaj acordat		Punctaj obținut	
		10			
Indicatori/criterii de evaluare		Punctaj acordat		Punctaj obținut	
		Ca director	Ca membru	Ca director	Ca membru
2.	Granturi/contracte de cercetare internaționale obținute prin competiție	10	5		
3.	Granturi/contracte de cercetare naționale obținute prin competiție	8	4		
4.	Contracte cu mediul de afaceri în context național și internațional	20	15		
5.	Participare la proiecte europene	20	15		
TOTAL PUNCTAJ ACTIVITATEA DE CERCETARE-					
B. CONTRIBUȚIA ȘTIINȚIFICĂ					
Indicatori/criterii de evaluare		Punctaj acordat ¹		Punctaj obținut	
		Unic autor	Coautor	Unic autor	Coautor
6.	Articole/studii publicate în reviste de specialitate de circulație internațională, cotate ISI, cu factor de impact nenul	8	8/n		
7.	Articole/studii publicate în reviste de specialitate de circulație internațională, indexate ISI, fără factor de impact	7	7/n		
8.	Articole/studii publicate în reviste științifice cu prestigiu recunoscut în domeniul postului, sau indexate în baze de date internaționale	6	6/n		
9.	Articole/studii publicate în volumele unor manifestări științifice internaționale indexate ISI Proceedings	3	3/n		
10.	Articole/studii publicate în reviste/volume colective publicate la edituri cu prestigiu recunoscut în domeniul postului	2	2/n		
11.	Cărți de specialitate, monografii, tratate publicate în edituri internaționale	30	30/n		
12.	Cărți de specialitate, monografii, tratate, cursuri universitare publicate în edituri naționale cu prestigiu recunoscut în domeniul postului	15	15/n		
13.	Capitole de carte/curs universitar publicate în edituri naționale cu prestigiu recunoscut în domeniul postului	5	5/n		
14.	Îndrumar/caiet de lucrări practice/culegere de probleme	3	3/n		
15.	Participări la manifestări științifice internaționale	3	-		
16.	Participări la manifestări științifice naționale	2	-		
17.	Membru în comitete de organizare manifestări științifice internaționale	3	-		
18.	Membru în comitete de organizare manifestări științifice naționale	2	-		
TOTAL PUNCTAJ CONTRIBUȚIA ȘTIINȚIFICĂ		*	*		
TOTAL PUNCTAJ ACTIVITATEA DE CERCETARE ȘI CONTRIBUȚIA ȘTIINȚIFICĂ (A+B) =					

¹ –unde “n” este numărul de autori;

-pentru edițiile II și urm. ale unei publicații se acordă jumătate din punctajul menționat în tabelul de mai sus, însă numai dacă este vorba de o ediție revizuită, completată sau adăugită;

-pentru publicații (cursuri universitare, tratate, monografii, articole, studii etc), punctajul menționat în tabelul de mai sus se acordă integral numai dacă lucrarea este elaborată în calitate de unic autor. Pentru lucrările realizate în colectiv, dacă se poate stabili contribuția respectivă (spre exemplu, candidatul care are o contribuție de 60% la elaborarea unui curs universitar va primi 9 puncte), iar dacă nu se poate stabili contribuția fiecărui coautor, punctajul menționat în tabel se împarte la numărul de coautori.



STANDARDELE PENTRU OCUPAREA POSTULUI DE CONFERENȚIAR UNIVERSITAR
FIȘA DE VERIFICARE A ÎNDEPLINIRII STANDARDDELOR PENTRU FUNCȚIA DE
CONFERENȚIAR UNIVERSITAR, poziția

Candidat:

1. Studiile universitare

Nr. Crt.	Instituția de învățământ superior și facultatea absolvită	Domeniul	Perioada	Titlul acordat
1.				

2. Studiile de doctorat

Nr. Crt.	Instituția organizatoare de doctorat	Domeniul	Perioada	Titlul științific acordat
1.				

3. Studii și burse doctorale (stagii de cel puțin 6 luni)

Nr. Crt.	Țara / instituția	Domeniul/specializarea	Perioada	Tipul de bursă
1.				

4. Atestat de abilitare

Nr. Crt.	Instituția	Domeniul	Perioada	Titlul științific acordat
1.				

5. Grade didactice / profesionale

Nr. Crt.	Instituția	Domeniul	Perioada	Titlul / postul didactic sau gradul profesional
1.				

6. *Îndeplinirea obligatorie, în conformitate cu Standardele Minimale din Ordinul MEN/ 6129/2016_Anexa 27_Științe economice și administrarea afacerilor, a cerințelor pentru obținerea calificativului "FOARTE BINE".**

7. *Realizări profesional-științifice*

În vederea dovedirii îndeplinirii standardelor minimale necesare și obligatorii pentru conferirea titlului didactic de conferențiar universitar, realizările profesional-științifice se vor structura conform Ordinului MEN/ 6129/2016_Anexa 27_Științe economice și administrarea afacerilor.

*Standardele minimale ce trebuie îndeplinite cumulativ pentru promovare-calificativ „FOARTE BINE”:

a) $S \geq 1,5$; $P \geq 0,75$; $C \geq 0,5$;

b) Publicarea unui curs universitar, în calitate de unic autor sau co-autor, în domeniul disciplinelor postului scos la concurs, în edituri naționale sau internaționale de prestigiu.

Data:



Semnatura candidat:

**STANDARDELE PENTRU OCUPAREA POSTULUI DE PROFESOR UNIVERSITAR
FIȘA DE VERIFICARE A ÎNDEPLINIRII STANDARDELOR PENTRU FUNCȚIA DE
PROFESOR UNIVERSITAR, poziția**

Candidat:

1. Studiile universitare

Nr. Crt.	Instituția de învățământ superior și facultatea absolvită	Domeniul	Perioada	Titlul acordat
1.				

2. Studiile de doctorat

Nr. Crt.	Instituția organizatoare de doctorat	Domeniul	Perioada	Titlul științific acordat
1.				

3. Studii și burse doctorale (stagii de cel puțin 6 luni)

Nr. Crt.	Țara / instituția	Domeniul/ specializarea	Perioada	Tipul de bursă
1.				

4. Atestat de abilitare

Nr. Crt.	Instituția	Domeniul	Perioada	Titlul științific acordat
1.				

5. Grade didactice / profesionale

Nr. Crt.	Instituția	Domeniul	Perioada	Titlul / postul didactic sau gradul profesional
1.				

6. *Îndeplinirea obligatorie, în conformitate cu Standardele Minimale din Ordinul MEN/ 6129/2016 _Anexa 27 _Științe economice și administrarea afacerilor, a cerințelor pentru obținerea calificativului "FOARTE BINE".**

7. Realizări profesional-științifice

În vederea dovedirii îndeplinirii standardelor minimale necesare și obligatorii pentru conferirea titlului didactic de profesor universitar, realizările profesional-științifice se vor structura conform Ordinului MEN/ 6129/2016 _Anexa 27 _Științe economice și administrarea afacerilor.

*Standardele minimale ce trebuie îndeplinite cumulativ pentru promovare-calificativ „FOARTE BINE”:

- a) $S \geq 4$; $P \geq 2$; $C \geq 1,2$;
- b) Publicarea a cel puțin două cursuri universitare, în calitate de unic autor sau co-autor, în domeniul disciplinelor postului scos la concurs, în edituri naționale sau internaționale de prestigiu;
- c) Recenzor pentru reviste naționale și/sau internaționale cel puțin BDI sau pentru conferințe internaționale.

Data:

Semnatura candidat:

Nr...../.....

DOMNULE RECTOR,

Subsemnatul (a)născut (ă) la data de (ziua, luna, anul)
 absolvent (ă) **studii de licență** la UniversitateaFacultatea.....
 specializarea....., promoția anul , **Doctor** în.....Serie, Nr. Diplomă

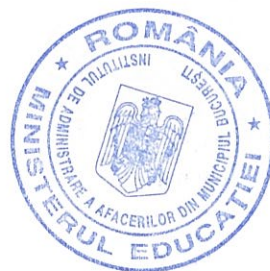
 emisă în anul....., vă rog să binevoiți a-mi aproba înscrierea la examenul de promovare pentru funcția didactică de
 pe postul de , poziția , din
 statul de funcții al Institutului de Administrare a Afacerilor din municipiul București, cu disciplina/disciplinele

Data,

Certificăm legalitatea înscrierii la concurs

CONSILIER JURIDIC,

Semnătura candidat,



DECLARAȚIE PE PROPRIA RĂSPUNDERE
privind veridicitatea datelor și informațiilor prezentate în dosarul de candidatură la examenul de
promovare pentru funcția didactică de postul de
....., poz.
din cadrul Institutului de Administrare a Afacerilor din municipiul București

Subsemnatul/a, posesor al B.I./C.I., numărul,
 eliberat de, CNP, domiciliat în
 candidat/ă la examenul de promovare pentru ocuparea postului de
, poz. din cadrul Institutului de Administrare a Afacerilor din municipiul
 București, cunoscând prevederile legale cu privire la falsul în declarații, declar pe proprie răspundere că
 toate documentele care constituie dosarul de candidatură conțin date și informații conforme cu realitatea,
 care se referă la propriile activități (didactice, științifice, profesionale, de cercetare etc.) și realizări.

Data:.....

Semnătura,

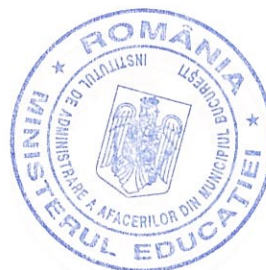


CURRICULUM VITAE:

- Format european (EUROPASS), redactat in lb română.

Curriculum vitae al candidatului trebuie să conțină informații si despre:

- a) studiile efectuate și diplomele obținute;
- b) experiența profesională și locurile de muncă relevante;
- c) proiectele de cercetare-dezvoltare pe care le-a condus ca director de proiect și granturile obținute, în cazul în care există astfel de proiecte sau granturi, indicându-se pentru fiecare sursa de finanțare, volumul finanțării și principalele publicații sau brevete rezultate;
- d) premii sau alte elemente de recunoaștere a contribuțiilor științifice ale candidatului.



Lista de lucrări științifice:

Nume și prenume:

Lista celor mai relevante - maximum 10 lucrări (publicații):

Teza / Tezele de doctorat:

Brevete de invenție și alte titluri de proprietate intelectuală:

Cărți și capitole în cărți:

Articole/ studii *in extenso*, publicate în reviste din fluxul științific internațional principal:

Publicații *in extenso*, apărute în lucrări ale principalelor conferințe internaționale de specialitate:

Alte lucrări și contribuții științifice:

Semnătura candidat:

Data:



Declarație pe propria răspundere privind situațiile de incompatibilitate

Subsemnatul, domiciliat în, legitimat cu B.I./C.I., seria nr., declar pe proprie răspundere că în cazul promovării examenului:

- a) mă voi afla în următoarele situații de incompatibilitate, prevăzute de legislația în vigoare.....

 b) nu mă voi afla în nici una dintre situațiile de incompatibilitate prevăzute de legislația în vigoare.

La data înscrierii la examen, mă aflu în următoarele situații de incompatibilitate / nu mă aflu în situațiile de incompatibilitate, prevăzute de legislația în vigoare.....

Întocmită într-un exemplar, pe propria răspundere, cunoscând că declarațiile inexacte sunt pedepsite conform legii.

Data:

Semnătura candidat,



