

UNIVERSITY OF ORADEA
FACULTY OF ENERGY ENGINEERING AND
INDUSTRIAL MANAGEMENT ȘI

Str. Universității nr. 1, 410087 Oradea, România
Telefon: +40 259 408 106, Fax: +40 259 408 406



CONTEST PROCEDURE
FOR OCCUPYING A VACANT TEACHING POSITION AT THE
FACULTY OF ENERGY ENGINEERING AND INDUSTRIAL
MANAGEMENT

Valid from academic year 2022 - 2023

The procedure was approved in the Faculty Council meeting of 15.11.2022



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I. GENERAL ASPECTS

Art. 1. At Faculty of Energy Engineering and Industrial Management (FIEMI) from University of Oradea (UO), teaching and research vacancies shall be filled, for an indefinite period of time, only by **public contest**, in accordance with:

- Law no. 1/2011, with subsequent amendments and additions;
- H.G. no. 457 on the approval of the Methodology - contest framework for filling vacant teaching and research positions in higher education (published in M.O. part I, no. 371/26.05.2011), with subsequent amendments and additions
- Emergency ordinance no. 96/08.12.2016 for the amendment and completion of some normative acts in the fields of education, research, professional training and health (published in M.O., part I, nr. 1009/15.12.2016);
- Order of the Minister of National Education and Scientific Research no. 6.129/2016 regarding the approval of the minimum necessary and mandatory standards for the conferment of teaching titles in higher education, professional degrees in research and development, the quality of doctoral supervisor and the qualification certificate of 20.12.2016;
- Own contest methodology for filling teaching and research vacancies in the University of Oradea, approved by the UO Senate on 26.11.2018;
- this procedure, hereinafter referred to as the Faculty of Energy Engineering and Industrial Management's own procedure.

Art. 2. (1) The director of the department in which the post is located shall propose the advertisement of the posts, within a maximum of 15 calendar days from the beginning of each semester of the academic year, to the FIEMI Council, with the following documents:

- Submission address - in which the positions will be individualized by indicating the position in the department's job description, the disciplines in the position structure and the selection criteria, mentioning whether the position is vacant or vacant;
- Extract from the list of functions that contains the positions put up for contest;
- Report justifying the necessity and the unique nature of the vacant positions, with respect to the criteria for putting the vacant positions to public contest and the financial resources to support the position, approved by the Department Council;
- Documents justifying the fulfillment, at the department level, of the criteria regarding the own contest for vacant teaching and research positions at the University of Oradea.

(2) The fields for which positions are open to contest are those managed by the faculty.

(3) The list of positions proposed to be filled by public contest shall be approved by the dean and submitted to the university's board for approval, in accordance with Article 213, paragraph (13) of Law No. 1/2011 (L.E.N.), as amended..

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Art. 3. (1) The public announcement of public contest to fill teaching or research vacancies shall be made by the University of Oradea at least 2 months before the date of the first contest. The announcements are published in the Official Gazette of Romania, on the specialised website managed by the Ministry and on the first page of the website www.uoradea.ro, in a visible place.

(2) At least the following information shall be published on the contest website:

- a) description of the post being advertised;
- b) the duties/activities of the post being advertised, including the teaching load and the types of activities included in the teaching and research load;
- c) the minimum salary of the post at the time of recruitment;
- d) the timetable for the contest;
- e) the subjects of the tests, including lectures, courses or other such subjects, from which the selection board may choose the subjects of the actual tests;
- f) a description of the contest procedure;
- g) a full list of the documents which candidates must include in their contest file;
- h) the address to which the contest file must be sent.

(3) On the contest webpage and on the university's website will be published, at the latest within 5 working days after the closing date for the application to the contest, for each of the candidates registered and respecting the protection of personal data, in the sense of the law, the curriculum vitae and the verification sheet of the fulfilment of minimum standards.

(4) Notices for the posts of University Associated Professor and University Professor, Research Scientist Grade II and Research Scientist Grade I will also be published in English.

II. REGISTRATION FOR THE CONTEST

Art. 4. Registration for the public contest for a teaching or research post shall begin on the day of publication of the post in the Official Journal of Romania, Part III

Art. 5. (1) The conditions for applying for a teaching post shall be those laid down in this article.

(2) For the position of **university assistant**, the following cumulative requirements shall apply:

- a) PhD diploma;
- b) publication of at least 5 full works (articles, studies), in specialized journals indexed in international databases recognized by C.N.A.T.D.C.U. for the respective field or Web of Science quotes from which, for an article, he has the capacity of sole author, first author or corresponding author.

(3) For the position of **university lecturer/supervisor of works**, the following cumulative requirements shall apply:

- a) PhD diploma;
- b) the publication of at least 8 full works (articles, studies), in journals to be indexed in

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international databases recognized by C.N.A.T.D.C.U. for the respective field or listed on Web of Science, of which at least 2 articles should be published in listed journals on Web of Science or in volume procedures indexed by Web of Science;

c) the elaboration of at least one textbook, course support, guide/laboratory applications, including electronic ones, with ISBN and which should be in the field of at least one of the disciplines in the targeted position;

d) achieving at least 75% of the score related to the associate professor position established by the C.N.A.T.D.C.U minimum standards.

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

a) PhD diploma;

b) the fulfillment of the national minimum standards for occupying the teaching positions, specific to the didactic function of associate professor, approved by order of the minister, according to art. 219, paragraph (1), letter a) of Law no. 1/2011;

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

a) PhD diploma;

b) deținerea calității de conducător de doctorat sau deținerea atestatului de abilitare;

c) the fulfillment of the national minimum standards for occupying the teaching positions, specific to the didactic function of university professor, approved by order of the minister, according to art. 219, paragraph (1), letter a) of Law no. 1/2011.

Art. 6. (1) In order to register in the competition for occupying a teaching position, the candidate draws up a file containing the following documents (*Annex 2*):

a). Application form for the contest registration, signed by the candidate, accompanied by a statement on his/her own responsibility for the veridicity of the information provided in the file – model type (*Annex 1*);

b). Curriculum vitae according Framework Methodology, art.14;

c). The list of published works according Framework Methodology, art.15;

d). Verification list of fulfilling with the minimum standards for occupying the position (*Annex 3*);

e). An authenticated copy of the PhD Diploma and, if the original PhD Diploma was obtained abroad, the attestation of equivalence or recognition by the Romanian State;

f). For the positions of university professor, the copy of the order of the minister attesting the qualification of PhD supervisor and, if it was obtained abroad, the certificate of recognition or equivalence by the Romanian state;

g) Summary of the PhD thesis and, as the case may be, of the qualification of PhD supervisor, on a maximum of one page each, in Romanian and English;

h) Declaration on the applicant's responsibility that he/she is not in a situation of incompatibility provided by Law 1/2011 (National Education Law) and the Methodology framework issued at a national level;

i). For the positions of university professor, the list of the references containing at least 3 names and contact addresses of personalities from the respective field, from abroad,

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who have accepted to elaborate letters of recommendation regarding the professional qualities of the candidate (*Annex 4*);

j) For the positions of associate professor, the list of references containing at least 3 names and contact addresses of personalities from the respective field, from our country or abroad, who have accepted to elaborate letters of recommendation regarding the professional qualities of the candidate (*Annex 4*);

k). Copies of other diplomas or certificates of recognition attesting to the candidate's studies: baccalaureate diploma, bachelor's degree, master's degree - the original documents for compliance will be presented;

l) Copies of the transcript of records, diploma supplements or the school transcript of records issued for each cycle of studies - the original documents for compliance will be presented;

m). Copy of the identity card or passport, or other identity document equivalent to the identity card or passport - the original documents for compliance will be presented;

n). In case the candidate has changed his/her name, copies of the documents attesting to the name change - marriage certificate or proof of name change - the original documents will be presented for compliance;

o). Medical certificate attesting being able to carry out didactic activity;

p). Maximum 10 publications, patents or other works of the candidate, selected by the candidate and considered to be the most relevant for their own professional achievements;

q). The acceptance of the personal data processing by the U.O. (*Anexa 8*)

(2) A CD/DVD or other electronic format, with all its scanned content, is attached to the contest file for transmission to the contest commission.

Art. 7. The candidate's curriculum vitae should include information about:

- a) studies and diplomas obtained;
- b) professional experience and employment;
- c) research and development projects led as project manager and grants obtained if there are such projects or grants, indicating for each the funding source, funding amount and major publications or patents results;
- d) awards or other recognition of the candidate's scientific contributions.

Art. 8. List of candidate's papers will be structured as follows:

- a) list of publications, including the extras, the list of more than 10 works considered to be the most relevant by the candidate for their professional achievements, which are included in electronic files and which can be found in other types of work referred to in this article. For the position of university professor the publication list will specify the work carried out after obtaining the habilitation certificate.
- b) thesis or doctoral theses;
- c) patents and other intellectual and industrial property titles;

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- d) books and chapters in books,
- f) articles/studies in extenso published in important international scientific journals
- g) publications in extenso published in important international scientific journals
- h) other works and scientific contributions, or, if it is the case, in the field of artistic creation.

Art. 9. The contest file is made by the candidate and, with the electronical support containing the scanned file, it shall be submitted to the UO address specified on the contest website, directly or through postal or courier services, allowing confirmation of receipt.

Art. 10. (1) In order to obtain the certification of the legal office, each file must contain the resolution regarding the verification of the information in the verification sheet provided in art. 6 paragraph (1) lit. d). This resolution is established by a commission 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 presentation to the competition is certified by the approval of the legal department of the higher education institution, based on the resolution from paragraph (1) and other documents required to take part in the competition.

(3) The approval is communicated to the candidate within 48 hours after it was issued, but no less than 5 working days prior to the first part of the contest.

III. CONTEST OVERWIEV

Art. 11. The contest takes place not later than 45 days after the end of the registration period.

Art. 12. (1) Determination of the contest commission is done after publication of the notice on the contest for each open position. The contest commission consists of 5 members, including its president, specialists in the field or in related fields.

(2) Composition of the contest commission includes 2 alternates members. In case of unavailability of participation of a member from the commission, the member shall be replaced by alternates appointed by the same procedure as the commission members.

(3) Commission members may be from within or outside the UO, in the country or abroad. For a position of an associate professor, at least 3 members of the commission must be from outside the UO, from the country or abroad.

(4) The contest commission members must have a teaching title superior or at least equal to that of the open position. For the sole purpose of participating in the contest commission, the equivalence of teaching titles of the foreign members with those in the country is made by approval by the University Senate of the nominal composition of the commission.

(5) The chair of the competition commission may be the director of the department, the head of the doctoral school, the dean or the dean of the faculty, a senior lecturer in a specialist university in the field of the post or in a near field, delegated for this purpose by the vote of the

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Council of the department, respectively of the Faculty Council. An alternate president (who may also serve as an alternate member of the competition commission) will be appointed at the appointment of the competition commission chairman.

(6) Department Council in whose structure the position appears, makes proposals for the composition of the contest commission.

(7) Composition of the contest commission is presented by the Dean of the Faculty to the Council for approval, based on the proposals of the Department Council.

(8) The nominal composition of the contest commission together with the approval of the Faculty Council is sent to the University Senate and is subject to approval.

(9) Following the approval by the University Senate, the contest commission is appointed by the Rector decision.

(10) Within 48 hours of the decision of the rector, the decision is sent to the Ministry of Education and published on the contest website. In the case of the positions of Professor the members of commission is published in the Official Gazette of Romania.

Art.13. (1) After the legal approval of the candidates registered for the contest, the president of the competition committee will ensure the transmission to all members (including substitutes) of the electronic format files of the candidates registered for the competition. He will be ensured that the members of the commission are not in a situation of incompatibility or conflict of interests provided for by the normative acts in force with any of the candidates; for this purpose, the president will request that each member of the contest committee give a *Declaration* on personal responsibility drawn up and signed in an original copy, in accordance with the standard format provided in *Annex 7* to this Procedure. After the competition, the respective statements will be included in the candidate's file, in order to be forwarded to the Human Resources Service of the U.O., together with the candidate's other documents.

(2) Decisions of contest commission are taken by secret ballot of its members.

(3) The work of the contest commission is led by the president.

(4) A decision of the commission is valid with the vote of at least 3 of its members.

Art. 14. The contest commission evaluates the candidate in terms of the following aspects:

- a) the relevance and impact of the candidate's scientific results,
- b) the candidate's ability to guide students and young researchers;
- c) the candidate's teaching skills;
- d) the candidate's ability to transfer knowledge and results to the economic and social environment or to disseminate its scientific results,
- e) the candidate's ability to work in teams and the effectiveness of his/her scientific collaboration;
- f) the candidate's ability to conduct research and development projects;
- g) the candidate's professional experience in other institutions than the institution which presented the position in the competition.

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Art. 15. (1) The candidate's professional skills are evaluated by the contest commission based on the contest file and, in addition, in one or more parts of the contest, including lectures, courses or others according to the faculty / department / team methodology. After the approval in the faculty council, the University of Oradea announces on the competition web page the day, time and place of the competition tests and sends the relevant information to the U.O. management council.

(2) For university assistant positions, the competition will contain two tests for the evaluation of specialized knowledge in direct accordance with the disciplines of the position put up for competition:

- 1) **practical test** - holding a seminar or a practical paper in front of the contest committee and students - the topic of the practical test is established by the president of the competition committee and its members, and is announced at least 3 working days before the test on the website of UO and FIEMI;
- 2) **written test** - it takes place on the date established by the contest calendar, at the specialized department through the preparation of a written work by the candidate. The candidate will draw the contest ticket. Contest tickets (minimum 3 tickets) will be drawn up by the contest commission, according to the announced theme and bibliography.

The result of the competition tests is assessed by each member of the commission with grades from 1 to 10, the test grade representing their arithmetic average.

(3) For the positions of lecturer/head of work, university lecturer and university professor, the professional skills of candidates from higher education are evaluated by the competition committee based on the competition file and, additionally, by a didactic lecture, followed with a session of questions from the commission and the public.

(4) For the positions of lecturer/head of work, university lecturer and university professor, the professional skills of candidates who do not come from higher education are evaluated by the competition committee based on the competition file and, additionally, by the following lectures:

- (a) didactic lecture and
- (b) a lecture on the university career development plan, both from a didactic point of view and in terms of research activity.

These are also followed with a session of questions from the commission and the public.

(5) The topic of the didactic lecture is established by the president of the competition commission, with the consultation of its members and is announced to the candidates at least 3 working days before the test is carried out on the contest website, together with the day, time and place of the contest, thus inviting all candidates to supporting the competition tests.

Art. 16 (1) For each position, the member of the contest committee prepares the *Report of appreciation (Annex 5)*, decides the hierarchy of candidates and nominates the candidate who has achieved the best results.

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(2) The president of the contest commission shall prepare a report on the contest (*Annex 6*) based on the appraisal reports (*Annex 5*) prepared by each member of the contest commission and respecting the hierarchy of the candidates decided by the commission.

(3) The report of the contest is approved by the contest commission and is signed by each member of the contest commission and by its president.

(4) The president of the contest commission submits its report, approved by the commission decision, the appreciation reports and the original file of the candidate to the head of faculty / department / center by respecting the deadline for the contest.

Art. 17. 1) Application files, including the report on contest shall be submitted to the faculty dean or vice-dean in charge, organizing their put in discussion to the Faculty Council and ensuring the conditions for consulting the contest materials by its members.

(2) To validate the contest, the presence of two-thirds of the Faculty Council members is required.

(3) The Faculty Council analyses the procedures and grants or not its approval of the contest report in this regard. Any votes against and abstentions will have to be justified and will have a veto right in case of proof of infringement procedures in force.

(5) Hierarchy of candidates determined by the contest commission can't be changed by the Faculty Council

Art. 18. Based on the decision of the Faculty Council, a statement of the minutes of its meeting shall be drawn up, attaching a copy of the convening notice of the meeting (with the signatures of all those present). These documents are added to the file of each candidate and submitted to the General Secretariat of UO, then to UO Senate.

Art. 19. (1) Appeals may be made only for non-legal procedures.

((2) Where an applicant has elements that can prove breach of competition law proceedings, the applicant may appeal the decision within 3 working days of notification of the result.

(3) The appeal shall be made in writing to the registry office of UO and it is solved by the contest commission. The solution is announced within 2 business days from the submission of the contest, on the contest website.

(4) The commissions for settling the appeals are established at the same time and following the same procedure as the competition commissions. The members of the competition commission cannot be part of the dispute resolution committee. Following approval by the university senate, the commission for the resolution of the appeals is appointed by decision of the rector.

(5) The non-compliance of the provisions of the own methodology by the persons with attributions in the procedure of organizing and conducting the competitions constitutes a disciplinary deviation and is sanctioned in accordance with the provisions of Law 1/2011 or of other legal provisions, depending on the fact.

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Art. 20. (1) Appointment and granting of university title by the UO, following the approval of the contest outcome by the Senate is made by the rector's decision from the next semester.

(2) Decision of appointment and granting of university title by the UO along with the contest report is sent by the UO to the Ministry of Education, Research, Youth and Sports and CNATDCU within 2 working days from the decision to appoint.

Art. 21. If the open position was not filled, the contest can be resumed in full compliance with the contest procedure.

Art. 22. The result of the contest will be published on the contest website, within 2 working days of its completion.

Art. 23. Where after winning a contest by a candidate, one or more employers of UO will be in a situation of conflict, according to Article 295, paragraph (4) of Law no. 1/2011, the appointment and granting of university title by the UO takes place only after resolving the situation / conflict situations. The way to resolve the situation of incompatibility will be communicated to the Ministry of Education and Research, within 2 working days since its solved.

This procedure was updated and approved in the Faculty Council meeting on 15.11.2022 and is applied, after the approval of the Senate of the University of Oradea, for the competitions organized starting with the first semester of the academic year 2022/2023

DEAN
Associate professor Cristina HORA

List of annexes:

- 1 - Application form for registering the contest
- 2 - A list of the documents contained in the competition file
- 3 – Checked list fulfillment of minimal standards
- 4 - List of referees (only for positions of **university professor and associate professor**)
- 5 - Report of appreciation
- 6 - Report on the contest
- 7 - Declaration regarding the avoidance of incompatibility and conflict of interest
- 8 - Consent to the processing of personal data by U.O.

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*Annex no. 1 to the Contest Methodology for
Vacant Teaching Professor Positions*

Mr. RECTOR,

The undersigned.....born on (day, month, year).....in
....., residing instreet.....
county.....block of flatsapt.....floor.....telephone no.....,
ID series.....no.....issued by the Police of at.....,
graduate of the Faculty ofstudy program
....., promotion, general grade:.....and the grade of the
university degree/master's examination....., employer of
.....position, please approve my
registration in the contest for the position of,
disciplines.....
at the.....Department, Faculty of.....

I mention that I hold a PhD title (MECTS Order)from thein the
field.....and at the disciplines for the position I am applying I had
the following grades during the faculty years:.....

The contest was published in the Official Gazette

Note:

*The candidates which are admitted will sign a full-time work contract with the University
ofor an unlimited period of time.*

Date.....

Signature.....

To,

The Rectorate of the University of Oradea

We certify the legality of the contest

JURIDICAL OFFICE

Date.....Signature.....

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*Annex no. 2 to the Contest Methodology for
Vacant Teaching Professor Positions*

OPIS

CONTEST FILE
for vacant teaching and research positions

CANDIDATE DATA

SURNAME _____ NAME _____ PNC _____ Position _____
to apply for _____ Position _____
Disciplines _____

Department _____
Faculty _____

1 In order to enter the competition for a teaching or research position, the candidate prepares a dossier containing the following documents:

Nr. crt.	SUBMITTED DOCUMENTS	YES	NO
1.	Application for the contest entry, registered at the University of Oradea, signed by the candidate, accompanied by a statement on his/her own responsibility for the veracity of the information provided in the file (<i>Annex 1</i>)		
2.	A proposal for the development of the University career of the candidate, both in terms of teaching and scientific research; the proposal is drawn up by the applicant, it includes a maximum of 10 pages and it is one of the main criteria for choosing the candidates.		
3.	Curriculum vitae of the candidate in writing and in electronic form		
4.	The list of published works of the candidate in writing and in electronic form		
5.	Verification of compliance with the standards of presentation to the contest and/or the employment (<i>Annex 3</i>)		
6.	An authenticated copy of the PhD Diploma and, if the original PhD Diploma was obtained abroad, the attestation of equivalence or recognition by the Romanian State.		
7.	For university professor positions, a copy of the minister's order attesting the doctorate qualification/right of management and, if it was obtained abroad, the certificate of recognition or equivalence thereof by the Romanian state.		

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8.	Summary of PhD thesis or, where appropriate, of the paper of empowerment, in maximum one page in English and Romanian.		
9.	In the case of candidates for the position of university professor, an authenticated copy of the attestation of competencies.		
10.	For university professor positions, the list of references containing at least 3 names and contact addresses of personalities in the respective field, from abroad, who agreed to draft letters of recommendation regarding the candidate's professional qualities (Annex 4).		
11.	For associate professor positions, the list of references containing at least 3 names and contact addresses of personalities in the respective field, from the country or abroad, who agreed to draft letters of recommendation regarding the candidate's professional qualities (Annex 4).		
12.	For the positions of senior lecturer or associate professor in the medical higher education field, additional conditions must be satisfied, that is: the title of specialist doctor; the candidates in the contest for the position of Professor must also have the title of consultant. Exceptions make those positions that do not have a correspondent in the Health Ministry network and those of pre-clinical subjects.		
13.	Copies of other diplomas proving the studies of the candidate: Baccalaureate Diploma or a certificate of recognition, University Degree Diploma or a certificate of recognition, Master's Degree Diploma or a certificate of recognition		
14.	Transcripts or diploma supplements or school sheets issued for each study cycle		
15.	A copy of the identity card or passport or other identity document drawn up for a purpose equivalent to the identity card or passport.		
16.	If the candidate has changed his/her name, copies of documents proving the name change - marriage certificate or proof of name change.		
17.	Medical certificate which shows that they are suited to carry out the teaching task.		
18.	No more than 10 patents, publications or other works of the candidate, in electronic form, selected by him/her and considered to be most relevant for their professional achievements.		
19.	Consent to the processing of personal data by U.O. (Anexa 8).		

2. A CD / DVD or other electronic format will be attached to the contest file with all its contents scanned for its sending to the contest commission.

Verified at the file submitting

D.R.U.

Candidate

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*Annex no. 3 to the Contest Methodology for
Vacant Teaching Professor Positions*

VERIFICATION OF COMPLIANCE
with the minimal standards
for the filling of teaching and research positions

I. CANDIDATE DATA

SURNAME_____NAME_____PNC_____Position_____

Discipline_____Position in the
Function
State_____Department_____Faculty_____
Present teaching position_____ Position in the Function State _____
Discipline_____
Department_____
Faculty_____University_____

II. DATA RELATED TO THE COMPLIANCE OF THE CONTEST CONDITIONS

1. University studies and Master's Degree

No.	Higher Education Institution	Field	Period	Title

2. PhD Studies

No.	PhD Organizing Institution	Field	Period	Scientific title

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3. Studies and post-doctoral scholarships

No.	Organizing Institution	Field	Period	Obs.

4. Teaching/professional degrees

No.	Institution	Field	Period	Title/teaching function/ professional degree

III. SPECIFIC DATA ON THE PERFORMANCE STANDARDS

1. The structure of the candidate's activity

Type of activities		Categories and restrictions		Subcategories		Indicators (kpi)	No. achievements	Points
1. Teaching and professional activity (A1)								
1.1	Books and chapters in specialized books	1.1.1	Books with ISBN/ chapters as author:	1.1.1.1	international	Pages no./ (2*authors no.)		
			Minimum 4 of which 1 as first author	1.1.1.2	national	Pages no./ (5*authors no.)		
		1.1.2	Books/book chapters as editor/coordinator	1.1.2.1	international	Pages no./ (3*authors no.)		
				1.1.2.2	national	Pages no./ (7*authors no.)		
1.2	Didactic support	1.2.1	Textbooks, course support, including electronic:			Pages no./ (10*authors no.)		
		1.2.2	Laboratory guidance / applications:			Pages no./ (20*authors no.)		
			Minimum 2 of					

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			which 1 as the first author					
1.3	Coordination of study programs, organization and coordination of continuous training programs and educational projects (POS, ERASMUS, etc.)		Unique score for each activity			10		
TOTAL EDUCATIONAL AND PROFESSIONAL ACTIVITY (A1)								
2. Research activity (A2)								
2.1	Articles in extenso in WOS Thomson Reuters indexed journals(1), in WOS Thomson-Reuters indexed proceedings volumes and patents indexed WOS-Derwent Derwent	At least 10 articles, of which at least 4 in magazines				(25+20* impact factor) ⁽²⁾ / author no.		
2.2	Articles in magazines and in the volumes of scientific events indexed in other international databases (BDI ⁽³⁾)	Minimum 20 articles				20/authors no.		
2.3	Patents indexed in other databases			2.3.1	international	20/authors no.		
				2.3.2	national	15/authors no.		
2.4	Grants/projects won through national/international competition	2.4.1	Director/responsible Project partner - Minimum 2	2.4.1.1	international	20* years		
				2.4.1.2	national	10* years		
		2.4.2	Team member	2.4.2.1	international	4* years		
				2.4.2.2	national	2* years		
2.5	Research/consultancy contracts (equivalent value of at least 2,000 Euros)	2.5.1	Director/responsible Project partner			5* years		
		2.5.2	Team member			2* years		
TOTAL RESEARCH ACTIVITY (A2)								
3. Recognition and impact of activity (A3)								
3.1	Citations in WOS journals and WOS conference volumes WOS ⁽⁴⁾		Minimum 8 citations			5/authors no.		
3.2	Citări în reviste și volumele conferințelor BDI ⁽³⁾ ⁽⁴⁾		Minimum 16 citations			3/ authors no.		
3.3	Invited presentations in the plenary of national and international scientific events and Guest Professor (exclusively POS, ERASMUS)		Unique score for each activity	3.3.1	international	20		
				3.3.2	national	5		
3.4				3.3.1	ISI	10		

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	Member of editorial boards or scientific committees of scientific journals and events, Organizer of scientific events, Reviewer for national and international scientific magazines and events (points are given for each magazine, scientific event and review)			3.3.2	BDI	6		
				3.3.3	national and international non-indexed	3		
3.5	Referee for PhD			3.5.1	international	10		
				3.5.2	national	5		
3.6	Awards			3.6.1	Romanian Academy	30		
				3.6.2	ASAS, AOSR, Academies și CNCS	15		
				3.6.3	International awards	10		
				3.6.4	national awards	5		
3.7	Member of academies, organizations, prestigious national and international professional associations, membership of organizations in the field of education and research	3.7.1	Romanian Academy			100		
		3.7.2	ASAS, AOSR, Academies			30		
		3.7.3	Management of professional associations		international	30		
					national	10		
		3.7.4	Professional associations		international	5		
					national	2		
		3.7.5	Councils and organizations in the field of education and research		Bord	15		
					memeber	10		
TOTAL RECOGNITION AND IMPACT OF ACTIVITY (A3)								
TOTAL								

- (1) According to the current situation on the WOS (Web of Science) THOMSON REUTERS websit
- (2) The impact factor of the magazine mentioned on the WOS website in the current year; for articles in WOS proceedings and for WOS-Derwent indexed patents the considered impact factor will be equal to 0..
- (3) he international databases (BDI) taken into account for articles published in journals and in the volumes of scientific events, except for articles published in WOS-quoted journals/proceedings, are those recognized on an international scientific level: Scopus, IEEE Xplore, Science Direct, Elsevier, Wiley, ACM, DBLP, Springerlink, Engineering Village, Cabi, Emerald, CSA, Compendex, INSPEC, EBSCO, ProQuest, IndexCopernicus, Ulrichsweb..
- (4) Self-citations are excluded..

2. The formula for the merit indicator (A = A1+A2+A3):

$$A = \sum_{i=1}^3 A_i = \sum_{p=1}^3 k_{1p} + \sum_{p=1}^5 k_{2p} + \sum_{p=1}^7 k_{3p}$$

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unde: k_{pi} - domain specific index ($i = 1, 2$ și 3) și activity type (p) (according to the previous table).

Note: The indicator refers to the entire activity of the candidate.

3. Minimum conditions (A_i)

Activity domain	University professor conditions	Accomplished	Meeting national minimum standards	
			YES	NO
Teaching and professional activity (A1)	Minim 120 points			
Research activity (A2)	Minim 360 points			
Recognition and impact of activity (A3)	Minim 120 points			
TOTAL	Minim 600 points			

I hereby confirm that the above-mentioned data are real and refer to my own professional and scientific activity.

Data _____

Candidate _____

Verified:

Comission president _____

Comission members _____

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*Annex no. 4 to the Contest Methodology for
Vacant Teaching Professor Positions*

REVIEWERS LIST

for the positions of Associate Professor and Professor

CANDIDATE DATA

SURNAME_____NAME_____PNC_____

_____Position to apply for_____

Position_____Discipline_____

Department_____Faculty_____

No.	Name and surname	Univ. title	Specialization/ Field	Institutional affiliation (university, faculty, department)*	Address	E-mail address
1						
2						
3						
4						
....					

* For the position of professor, those included in this list must have institutional affiliation to one of the higher education and research institutions in the list approved by the Minister of Education, Research, Youth and Sports issued under Art. 216, paragraph 2, item f of Law 1/2011, Law of Education.

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*Annex no. 5 to the Contest Methodology for
 Vacant Teaching Professor Positions*

ASSESSMENT STATEMENT
for filling teaching and research positions

CANDIDATE DATA

SURNAME _____ NAME _____ PNC _____

_____ Position to apply for _____

Position _____ Discipline _____

Department _____

Faculty of Energy Engineering and Industrial Management

I. EVALUATION OF THE DIDACTIC AND SCIENTIFIC ACTIVITY

1. The structure of the candidate's activity

Type of activities		Categories and restrictions		Subcategories		Indicators (kpi)	Self evaluation	Comission member evaluation
1. Teaching and professional activity (A1)								
1.1	Books and chapters in specialized books	1.1.1	Books with ISBN/ chapters as author: Minimum 4 of which 1 as first author	1.1.1.1	international	Pages no./ (2*authors no.)		
				1.1.1.2	national	Pages no./ (5*authors no.)		
		1.1.2	Books/book chapters as editor/coordinator	1.1.2.1	international	Pages no./ (3*authors no.)		
				1.1.2.2	national	Pages no./ (7*authors no.)		
1.2	Didactic support	1.2.1	Textbooks, course support, including electronic: Minimum 2 of which 1 as the first author			Pages no./ (10*authors no.)		

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		1.2.2	Laboratory guidance / applications: Minimum 2 of which 1 as the first author			Pages no./ (20*authors no.)		
1.3	Coordination of study programs, organization and coordination of continuous training programs and educational projects (POS, ERASMUS, etc.)		Unique score for each activity			10		
TOTAL EDUCATIONAL AND PROFESSIONAL ACTIVITY (A1)								
2. Research activity (A2)								
2.1	Articles in extenso in WOS Thomson Reuters indexed journals(1), in WOS Thomson-Reuters indexed proceedings volumes and patents indexed WOS-Derwent Derwent		At least 10 articles, of which at least 4 in magazines			(25+20* impact factor) ⁽²⁾ / author no.		
2.2	Articles in magazines and in the volumes of scientific events indexed in other international databases (BDI ⁽³⁾)		Minimum 20 articles			20/authors no.		
2.3	Patents indexed in other databases			2.3.1	international	20/authors no.		
				2.3.2	national	15/authors no.		
2.4	Grants/projects won through national/international competition	2.4.1	Director/responsible Project partner - Minimum 2	2.4.1.1	international	20*years		
				2.4.1.2	national	10* years		
		2.4.2	Team member	2.4.2.1	international	4* years		
				2.4.2.2	national	2* years		
2.5	Research/consultancy contracts (equivalent value of at least 2,000 Euros)	2.5.1	Director/responsible Project partner			5* years		
		2.5.2	Team member			2*years		
TOTAL RESEARCH ACTIVITY (A2)								
3. Recognition and impact of activity (A3)								
3.1	Citations in WOS journals and WOS conference volumes WOS ⁽⁴⁾		Minimum 8 citations			5/authors no.		
3.2	Citări în reviste și volumele conferințelor BDI ⁽³⁾ (4)		Minimum 16 citations			3/ authors no.		
3.3	Invited presentations in the plenary of national and international scientific events and Guest Professor		Unique score for each activity	3.3.1	international	20		
				3.3.2	national	5		

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	(exclusively POS, ERASMUS)							
3.4	Member of editorial boards or scientific committees of scientific journals and events, Organizer of scientific events, Reviewer for national and international scientific magazines and events (points are given for each magazine, scientific event and review)			3.3.1	ISI	10		
				3.3.2	BDI	6		
				3.3.3	national and international non-indexed	3		
3.5	Referee for PhD			3.5.1	international	10		
				3.5.2	national	5		
3.6	Awards			3.6.1	Romanian Academy	30		
				3.6.2	ASAS, AOSR, Academies și CNCS	15		
				3.6.3	International awards	10		
				3.6.4	national awards	5		
3.7	Member of academies, organizations, prestigious national and international professional associations, membership of organizations in the field of education and research	3.7.1	Romanian Academy			100		
		3.7.2	ASAS, AOSR, Academies			30		
		3.7.3	Management of professional associations		international	30		
					national	10		
		3.7.4	Professional associations		international	5		
					national	2		
		3.7.5	Councils and organizations in the field of education and research		Bord	15		
					memeber	10		
TOTAL RECOGNITION AND IMPACT OF ACTIVITY (A3)								
TOTAL								

- ⁽¹⁾ According to the current situation on the WOS (Web of Science) THOMSON REUTERS websit
- ⁽²⁾ The impact factor of the magazine mentioned on the WOS website in the current year; for articles in WOS proceedings and for WOS-Derwent indexed patents the considered impact factor will be equal to 0..
- ⁽³⁾ he international databases (BDI) taken into account for articles published in journals and in the volumes of scientific events, except for articles published in WOS-quoted journals/proceedings, are those recognized on an international scientific level: Scopus, IEEE Xplore, Science Direct, Elsevier, Wiley, ACM, DBLP, Springerlink, Engineering Village, Cabi, Emerald, CSA, Compendex, INSPEC, EBSCO, ProQuest, IndexCopernicus, Urlichsweb..
- ⁽⁴⁾ Self-citations are excluded..

The evaluation of the didactic and scientific activity of the candidate by the committee member is done by awarding points that will be established according to the following criterion:

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Performance coefficient, K_A	Points
$K_A \leq 2$	8
$2 < K_A \leq 3$	9
$K_A > 3$	10

The relation for the coefficient of performance K_A is:

$$K_A = \frac{\text{Total score obtained on the minimum standards verification form}}{\text{Minimum score}}$$

Score task I _____

The candidate **has / does not have** a didactic, professional and scientific activity corresponding to occupying the position.

MEETING NATIONAL MINIMUM STANDARDS

The candidate **fulfills / does not fulfill** the criteria for occupying the position.

II. DIDACTIC LECTURE

Points awarded: minimum (required to obtain) - 8 points, maximum - 10 points

The candidate **possesses / does not possess** the knowledge and skills necessary for occupying the position.

Score task II _____

FINAL SCORE _____ (the arithmetic average of the scores obtained in the evaluations I and II)

After the evaluation of the candidate _____, enrolled in
the contest for the position of _____,
position _____,
Department _____,

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_____, by ranking the results of candidates (if any), he/she occupies position no. _____ and I **propose/do not propose** his/her employment on the vacant position for which he/she candidate.

Date _____

Member of the committee _____

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*Annex no. 6 to the Contest Methodology for
Vacant Teaching Professor Positions*

REPORT
on the contest for occupying didactic position

Session _____

Members of the contest commission (surname, name, teaching title, institutional affiliation):

President: _____

Member: _____

Member: _____

Member: _____

Member: _____

Designated by the decision of the University of Oradea Rector no. _____ on the
_____, for the evaluation of the candidates for the vacant position

of _____, rank _____, Discipline

Department _____

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_____, after the running of the competition in accordance
with the methodology of the faculty, prepared the following report:

I. DATA OF THE REGISTERED CANDIDATES

1. Registered candidates:

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2. Candidates present in the contest, for the didactic lecture:

2. Candidates present in the contest for the written – practical examination:

II. OBTAINED RESULTS

(candidates in descending order of final score obtained will be passed)

Nr. crt.	Applying candidates	Accomplishment of minimal national and specific standards		Final score of president and comision members					Final
		YES	NO	P	1	2	3	4	
1									
2									
3									

III. OBTAINED RESULTS

Results of the contest were made public on the _____, time _____, by _____.

IV. APPEALS

There wer no appeals / The following appeal was registered (appeal register, motif)

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Handling of appeal_____

At the handling of the appeal, Mr./ Mrs. _____ participated as a representative of the faculty/university as_____.

V. DECISION OF THE CONTEST COMMISSION

After the evaluation of the professional, scientific activity and of the examinations, the commission proposes, cu _____ votes „for”, _____ votes „against” and _____ „abstentions”, that Mrs./Mr. _____ should occupy the position for which the contest was organized.

Date:_____.

Commission President _____

Commission Members _____

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*Annex no. 7 to the Contest Methodology for
Vacant Teaching Professor Positions*

**STATEMENT REGARDING AVOIDANCE OF INCOMPATIBILITY
AND THE CONFLICT OF INTEREST**

The undersigned, prof./associate prof./lecturer. dr., holder within
....., designated by the Rector of
University of Oradea decision no. from the date, as a member of the contest
commission for the evaluation of the candidates registered for the competition,
position....., Disciplines
.....
....., Department of..... Faculty
of Energy engineering and Industrial Management, University of Oradea, declare on my own
responsibility that I am not in a situation of incompatibility or conflict of interests provided for by the
normative acts in force with mr/mrs. dr., candidate registered
for this competition.

Date:

Teaching degree, first name and last name:

Signature:

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*Annex no. 8 to the Contest Methodology for
Vacant Teaching Professor Positions*

NOTICE AND CONSENT
regarding the processing of personal data

Dear Madam/Dear Mr.,
Name, surname

Signed, **UNIVERSITY OF ORADEA** represented by Mr. Prof. univ. dr. habil BUNGAU CONSTANTIN as RECTOR,

We have prepared this information note with the aim of explaining to you what kind of personal data we process, why we process it and what we do with it. We have a legal obligation to inform you correctly and transparently about how we use your personal data, so please read this document carefully. We are fully aware that your personal information belongs to you, we do our best to store it securely and process it carefully.

As an employee/potential employee of ours, this note informs you about what kind of data we process during the duration of the employment contract as well as the data we will continue to process after you are no longer our employee. At the same time, you will find out from this notification to whom we disclose this data obtained from you and what are the rights conferred by law in your favor.

a) Categories of personal data we process

1. Personal identification data (name, surname, address, CNP or its equivalent for persons who do not have Romanian citizenship, date of birth, place of birth, age, sex, telephone, e-mail, signature, series and passport/bill number, bank account),
2. Personal data regarding the family (marital status, name, surname, salary, date of birth of the spouse/partner as well as the name, surname, date of birth of the dependents),
3. Personal data regarding education and professional experience (education and training history, qualifications, certifications, history of previous jobs, history of volunteer activities, skills, competences),
4. Personal data regarding health (personal data regarding physical and mental health, medical conditions, medical leaves),
5. Personal financial details (information related to bank account, salary, tax obligations deriving from employment relationships), 6. Information regarding the image of natural persons (your photo on copies of educational documents, identity card in your personal file).

b) Purpose of data processing

UNIVERSITY OF ORADEA processes your personal data for the following purposes:

- In order to conclude and execute an individual employment contract,
- To comply with the legislation regarding the payment of tax, In order to conclude and execute an individual employment contract,
- To comply with legislation regarding the payment of tax, social and health insurance, health and safety at work for employees,
- For the payment of salaries,
- To grant legal rights,
- To organize work tasks as well as to supervise the performance of work tasks,
- To establish or claim a right in court,
- For granting benefits to employees during the execution of the individual employment contract in the form of optional health insurance services,
- For granting benefits to employees during the execution of the individual employment contract in the form of vacation vouchers, mobile phone subscriptions, transport subscriptions

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- Communications or reports to the competent state or governmental authorities, institutions or agencies such as the County Employment Agency, the National Integrity Agency, the National Institute of Statistics, the Territorial Labor Inspectorate, ANAF, the Pension House, Police/Prosecution Office,
- To ensure the necessary security measures, respectively to ensure the guarding and protection of people and goods, buildings as well as the fences affected by them.

c) The legal basis of the processing

The processing of your data for the purposes mentioned above is based on:

- Conclusion and execution of the individual employment contract;
- legal obligation of the Operator;
- Your present consent for personal health data, CNP as well as your image;
- The legitimate interest of the Operator, for internal reporting activities, for the granting of benefits to employees during the execution of the employment contract, as well as for the activities of organizing the necessary security measures.

In essence, the personal data collected from you are necessary for the conclusion and execution of the individual employment contract, without which we would be unable to materialize employment relationships. In addition to the information absolutely necessary for the development of employment relationships, the company transmits personal data consisting of personal identification data, personal data regarding education and professional experience as well as personal financial details.

Regarding the benefits granted to employees during the execution of the individual employment contract, the operator bases its processing activity on its legitimate interest to offer employees a series of benefits capable by their nature of leading to the improvement of the employees' work capacity and facilitating the movement to/from the workplace or in the interest of work. Considering the sensitive nature of the health data requested by the health insurance service provider, data processing will only be done under the terms of this consent.

d) Categories of recipients to whom the collected personal data may be disclosed:

In the course of carrying out our activity, the undersigned **UNIVERSITY OF ORADEA** provides personal data belonging to you, from those listed in letter a), to a number of collaborators or public authorities. During this process, we act with maximum responsibility and choose our collaborators who offer sufficient guarantees regarding the existence of technical and organizational measures to protect personal data.

The following categories of recipients may have access to your personal data:

- Service providers (services regarding the payment of salaries and social contributions, IT services, passenger transport services, optional health insurance services, services regarding the provision of employee benefits in the form of vacation vouchers);
- Authorized accountants, audit firms, lawyers, doctors, etc.;
- Banking and financial institutions;
- Public authorities or agencies such as the County Employment Agency, the National Integrity Agency, the National Institute of Statistics, the Territorial Labor Inspectorate, ANAF, the Pension House, Police/Prosecutor's Office, courts, bailiffs.

e) Transfer of personal data to a country outside the European Economic Area

UNIVERSITY OF ORADEA transfers personal data to entities located in the European Economic Area as well as outside it within the framework of external mobility programs (for example Erasmus).

f) How long do we store the data?

We process personal data for the entire duration of the individual employment contract and only to fulfill the purposes stated in the lines above. In certain situations it is necessary to store part of your personal data even after the termination of the employment relationship, as a result of the need to comply with some legal obligations imposed on us, such as keeping payroll for a period of 50 years or keeping employment contracts for a duration of 75 years.

Please note that we store personal data only for the period necessary to fulfill the purposes, but no longer than 10 years after the termination of the individual employment contract or the last interaction with us, except in the situations described above. After the end of the period, personal data will be destroyed or deleted from

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computer systems or transformed into anonymous data to be used for scientific, historical or statistical research purposes.

g) The rights you have in relation to your personal data

(1) The right of access to personal data

This right allows you to obtain from us a confirmation of whether or not we are processing personal data concerning you, and if so, you have the right to receive a copy of this data as well as complete information regarding the purpose of the processing, the categories of targeted data, their recipients as well as their storage period.

(2) The right to rectification

It implies the right to request the correction or updating of inaccurate personal data concerning you or their completion, when they are incomplete. (3) Right to erasure or "right to be forgotten"

(3) Right to erasure or "right to be forgotten" It entails the right to request and obtain the deletion of personal data concerning you, in certain circumstances, such as

(i) the personal data are no longer necessary to fulfill the purposes for which they were collected or processed,

(ii) the data has been processed illegally, (iii) the processing took place on the basis of your consent and it has been withdrawn. However, your personal data will continue to be processed if the relevant legal provisions require this aspect.

(4) The right to withdraw your consent

This consent can be withdrawn at any time, when the processing of personal data concerning you has been carried out on the basis of your consent.

(5) The right to restrict processing

It entails the right to request and obtain the restriction of the processing of personal data concerning you, in certain circumstances such as (i) disputing the accuracy of the data or (ii) unlawful processing.

(6) The right to data portability

It includes your right to receive in a structured format the personal data concerning you that you have provided to us, as well as your right to, in certain circumstances, transmit it to another operator or for us to transfer it ourselves another operator when this is technically feasible.

(7) Right to oppose

It assumes that, at any time, you have the right to object, for reasons related to your particular situation, to the processing of personal data, under certain circumstances.

(8) The right not to be subject to a decision based solely on the automatic processing of your data, including the creation of profiles that produce legal effects or significantly affect you It assumes that you have the right to request human intervention from the operator, to express your point of view and to appeal the decision.

(9) The right to lodge a complaint with us and/or the competent authority regarding the protection of personal data

(10) Right to go to court To exercise these rights, as well as for additional questions regarding this information note or regarding the use of personal data by the University of Oradea, please contact us.

h) Update of this information note This information notice regarding the processing of personal data is subject to periodic revisions of which you will be informed.

I express my consent for the **UNIVERSITY OF ORADEA** to use personal identification data.

I am aware,

Date:

Name and surname: _____ Signature: _____