
	Regulation on the occupation of teaching and scientific-didactic positions in the Public Institution Technical University of Moldova	Code: REG-0-MOFDȘD
		Issue 1
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Approved on TUM Senate Meeting
from 22.06.2021, Minutes no. 11


REGULATION
ON THE OCCUPATION OF TEACHING
AND SCIENTIFIC-DIDACTIC POSITIONS IN THE PUBLIC INSTITUTION
TECHNICAL UNIVERSITY OF MOLDOVA

	FUNCȚIE	NUME, PRENUME	DATA	SEMĂȚURA
APROBAT	Rector UTM	BOSTAN Viorel	22.06.2021	
VERIFICAT	Șefa DMAAC	BALAN Stela	16.06.2021	
COORDONAT	Prorector pentru studii	REȘITCA Vladislav	15.06.2021	
	Șefa Biroului Juridic UTM	MARDARI Corina	14.06.2021	
ELABORAT	Prorector pentru PFRI	POJAR Daniela	10.06.2021	

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CHAPTER I. GENERAL PROVISIONS

1. The Regulation on the occupation of teaching, scientific-didactic and scientific positions in the Public Institution “Technical University of Moldova” (UTM) (hereinafter - Regulation) outlines the requirements, as well as the procedure for organizing/conducting the competition for filling vacant teaching and scientific-didactic positions in the University and is developed in accordance with the following documents:
 - Education Code of the Republic of Moldova no. 152 of 17.07.2014;
 - Labour Code of the Republic of Moldova no. 154 of 28.03.2003;
 - Framework regulation on the organization, conduct of the competition and occupation of teaching and scientific-didactic positions in higher education, approved by MECR Order no. 126 of February 10, 2021;
 - UTM Charter, approved at the UTM Senate Meeting of 26.05.2021.
2. The procedure for organizing and conducting the competition for filling the vacant teaching and scientific-didactic positions is based on the following principles:
 - a) *transparency* - detailed information on the vacancy and the conditions for filling it, making available to all interested persons the information regarding the organization and conduct of the competition;
 - b) *objectivity* - ensuring equal conditions for candidates for the respective position, selection based on clearly defined criteria and a unique methodology for assessing the competence level of candidates;
 - c) *meritocracy* - selecting the most competent person based on the results obtained.
3. It is prohibited any form of direct or indirect discrimination on the grounds of sex, age, race, skin color, ethnicity, religion, political choice, social origin, place of residence, disability, HIV/AIDS status, membership or trade union activity, as well as on other criteria not related to candidate’s professional qualities in the process of organizing and conducting the competition.
4. The teaching and scientific-didactic positions in UTM are the following:
 - ✓ teaching: assistant lecturer, trainer, coach, training foreman;
 - ✓ scientific-didactic: lecturer, associate professor, professor.

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5. The teaching and scientific-didactic positions may be held by citizens of the Republic of Moldova and, as an exception, by foreign citizens, according to the legislation in force.

CHAPTER II. DECLARATION OF VACANCY OF TEACHING OR SCIENTIFIC-DIDACTIC POSITIONS

6. UTM organizes a competition for a teaching or scientific-teaching position only if it is declared vacant by a majority vote of the University Senate, at the request of the head of the respective department and with the positive approval of the dean.
7. The vacancy of the teaching and scientific-didactic positions within UTM occurs in the situation of termination of the individual employment agreement in one of the grounds indicated in art. 81 LC of the Republic of Moldova or in case of changes in the staff statements of UTM (inclusion of additional positions or modification of the category of position), respecting the principle of financial inclusion.
8. The teaching and scientific-didactic positions occupied by the persons who are in one of the following situations cannot be considered vacant and announced in the competition:
- a) on study leave, for the completion of the doctoral/postdoctoral thesis;
 - b) on study leave, for the elaboration of textbooks, methodological guides, monographs commissioned by the Ministry of Education, Culture and Research;
 - c) beneficiaries of social leave of various types, in accordance with the law;
 - d) being on secondment or acting as interim manager, in accordance with the law;
 - e) in the cases stipulated by the art. 76-78 of the Labour Code of the Republic of Moldova;
 - f) in other situations provided by law.

CHAPTER III. INITIATING THE COMPETITION ON THE OCCUPATION OF TEACHING AND SCIENTIFIC-DIDACTIC POSITIONS

9. The decision to organize the competition on the occupation of teaching and scientific-didactic positions is adopted by a majority vote of the UTM Senate (simple majority 50% + 1 vote), at the request of the head of the department, accompanied by the positive approval of the dean and at the request of the Head of Continuous Training Center (CFC) and Head of the Military Department, in the case of the competition to occupy teaching positions (trainer) within these subdivisions.
10. The announcement regarding the organization of the competition is published at least 30 calendar days before the date of the competition both on the official website of UTM and on the information panel of the faculty, which declared a position vacant. Announcements for


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the positions of Associate Professor and Professor will also be published on the EURAXESS website.

11. The announcement regarding the competition shall contain at least the following information:
 - a. the description of the position and the department organizing the competition;
 - b. the activities related to the position according to the job description;
 - c. the minimum basic salary at the time of employment;
 - d. the calendar of the competition, including the deadline for submitting the file, the stages and deadline dates for the competition. (The time period from the publication date of the announcement to the deadline for file submission should be at least 30 days);
 - e. the list of the documents that the candidates must include in the competition file and the address to which it must be sent:
 - Application to participate in the competition (**Annex A**);
 - Copy of identity card;
 - Europass Curriculum Vitae;
 - Copies of diplomas relevant to the position;
 - The list of results on the scientific, scientific-didactic and creative activity and sports performance (for the fields of arts and sports), with a separate compartment dedicated to the results registered in the last 5 years (**Annex B**);
 - The evaluation and self-evaluation form on the accumulation of the minimum score for the occupation of the teaching and scientific-didactic positions, completed by the author, who lists only the indicators based on which points were accumulated (**Annex C**);
 - Declaration on one's own responsibility regarding the non-violation of the norms included in the Code of Ethics and Professional Conduct of UTM (**Annex D**);
 - Declaration on one's own responsibility regarding the veracity of the information included in the file (**Annex E**);
 - Personal Data Processing Agreement (**Annex F**).
 - f. The link to the page where the competition procedure can be consulted.


CHAPTER IV. REQUIREMENTS FOR THE COMPETITION ON THE OCCUPATION OF TEACHING AND SCIENTIFIC-DIDACTIC POSITIONS

12. Any person who meets the competition conditions and corresponds to the profile and requirements related to the position, can participate in the competition on the occupation of

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teaching or scientific-didactic positions. The candidates who have graduated from non-pedagogical higher education programmes should meet an additional condition to participate in the competition for teaching positions and namely the proof of completing the psycho-pedagogical module corresponding to a number of 60 transfer credits or holding a IVth level qualification in psycho-pedagogy, as well as the proof of the certification of the knowledge and skills acquired in non-formal and informal education contexts, according to the internal regulations of the higher education institutions.

13. In order to occupy a teaching or scientific-didactic position, the didactic norm of which is assigned in a foreign language study-programme, the candidate must prove knowledge of that language by submitting a certificate attesting to language proficiency level.
14. Any person who meets the following minimum requirements may apply for **teaching positions** (assistant lecturer, trainer, coach, training foreman):
 - 14.1. for the position of *assistant lecturer*:
 - a. The candidate holds a master's degree (or equivalent) in the field of employment, with a graduation average of 7.5 or more;
 - b. The candidate meets the specific requirements according to Annex no.1 of the Regulation;
 - 14.2. for the position of *trainer* within the *Continuous Training Center*:
 - a. The candidate holds a master's degree (or equivalent) in the field;
 - b. The candidate holds a master's degree in a training of trainers programme or a trainer's certificate, obtained in a training programme accredited in accordance with the legislation in force;
 - c. The candidate has a professional training and trainer internship of at least 5 years;
 - 14.3. for the position of *trainer* within the Military Department of UTM:
 - a. The candidate holds a master's degree (or equivalent) in the field;
 - b. The candidate holds at least the military rank of captain;
 - c. The candidate has a minimum of 5 years' military service
 - 14.4. for the position of *training foreman*:
 - a. The candidate holds a master's degree (or equivalent) in the field of the position;
 - b. The candidate has a professional internship in the field of at least 3 years;
 - c. The candidate has completed a training course in the field of work safety and health of at least 40 hours;
 - 14.5. for the position of *coach*:
 - a. The candidate holds a master's degree (or equivalent) in the field of the position;

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- b. The candidate holds a sports category or is a winner of national competitions;
- c. The candidate has a professional internship in the field of at least 1 year.

15. Any person who meets the following minimum requirements may apply for **scientific-didactic positions** (lecturer, associate professor, professor):

- a. The candidate holds a doctor's degree, a post doctoral, as the case may be (or an equivalent study certificate, in the case of foreign candidates) in the field of the position or in related fields;
- b. The candidate holds a certificate of associate professor authorizing to fill a scientific-didactic position of associate professor and a certificate of Professor authorizing to fill a scientific-didactic position of Professor;
- c. The candidate records academic results (including didactic and scientific publications) for the last 5 years;
- d. The candidate corresponds to the requirements related to the position, according to Annex no.1 of the Regulation.


CHAPTER V. STAGES OF THE COMPETITION ON THE OCCUPATION OF TEACHING AND SCIENTIFIC-DIDACTIC POSITIONS IN UTM

- 16. After the publication of the announcement on the organization of the competition, the candidate for the teaching or scientific-didactic position submits the file to participate in the competition within the terms established in the announcement regarding the organization of the competition. The participation file is submitted in physical format to the UTM Human Resource Service.
- 17. The head of the Human Resource Service examines the candidate's file and completes the file's **Compliance Verification Form (Annex G)**, which is countersigned by the candidate. Based on the submitted file, the Human Resource Service of UTM certifies by a notice that the candidate fulfills the legal conditions to submit to the competition. **The notice (Annex H)** is presented to the candidate within a maximum of 2 working days from the submission of the file, via the corporate e-mail.
- 18. The competition files of the admitted candidates shall be submitted for examination to the Competition Commission.
- 19. A mandatory stage in the organization of the competition is to hold public presentations for all the positions put up for competition, according to the schedule established by UTM.

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During the public presentation, which lasts 45 minutes maximum including the round of questions and answers (assistant lecturers, coaches, training foreman -10 min., lecturers and trainers - 15 min., associate professors - 20 min., professors - 25 min.), the candidate presents the most significant professional results obtained over time, focusing on the activity of the last 5 years. The presentation must be followed by a question-and-answer session with the Competition Commission and the audience. Candidates' performance during the public presentation is assessed by the Commission members with marks from 1 to 10.


20. The Competition Commission examines the files and performance of the candidates during the public presentation. The evaluation of candidates is done by assigning scores, based on an **Evaluation and Self-Evaluation Form** on the accumulation of the minimum score to occupy teaching and scientific-didactic positions, which includes specific criteria for filling the positions established in Annex no.1 of the Regulation. If the Competition Commission identifies deviations from the UTM Code of Ethics and Professional Conduct regarding a candidate for a teaching or scientific-didactic position, its members shall notify the Ethics Commission for the examination of the case and, if the deviation has been confirmed, for the decision of the sanction to be applied. The competition is suspended until a final decision of the Commission of Ethics and Professional Conduct of UTM is taken.
21. The Competition Commission identifies the candidate who obtained the highest score in the evaluation process and submits his/her candidacy for validation and approval to the Senate, presenting, in parallel, both the competition results and the hierarchical list of all candidates, according to the obtained results and performance. If one or more candidates have been eliminated from the competition based on the decision of the Ethics Commission or have withdrawn on their own initiative from the competition, the Competition Commission will submit an information note to the Senate on these issues. The Chairman of the Competition Commission and the secretary draw up and sign the minutes, in which the results of the competition are recorded. The copy of the minutes shall be sent, within 5 working days from the date of the final meeting of the Competition Commission, to the Scientific Secretary of the UTM Senate in order to include it in the agenda of the nearest meeting of the UTM Senate.
22. The meeting of the Competition Commission is deliberative if at least 2/3 of the members attends its meeting and the decisions are taken with the simple majority of votes (50% +1) from the number of those present.

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23. The Senate validates the results obtained by each candidate in the competition and takes, by open vote, the decision to occupy the teaching or scientific-didactic position. Senate meeting is deliberative if at least 2/3 of its members participate in it. The decision of the Senate is taken within a maximum of 45 calendar days from the date of the file submission deadline in order to fill the positions put up for competition. The results obtained may be invalidated in the event of non-compliance with the competition procedure provided for in this Regulation. In this case, the competition procedure is resumed from the stage at which the irregularities were attested.
24. All candidates will be notified about the competition results, which will also be published on the UTM website within 2 working days from the date the Senate approved the decision.
25. Appeals regarding non-compliance with the legal competition procedures shall be submitted to the UTM Secretariat, on behalf of the Rector, within 10 working days from the communication of the result and shall be examined by the Appeals Commission, consisting of the Head of UTM Legal Office, a delegate member of UTM Commission of Ethics and Professional Conduct and the Vice-Rector for Financial Issues and International Relations. The Appeals Commission only examines issues related to the competition procedure and does not rule on the content issues. The result of the appeal shall be communicated to the appellant within 5 working days from the date of the appeal submission. In case of disagreement with the results of the appeal examination, the case will be examined by the court. The failure to comply with the provisions of this Regulation by the persons responsible for the procedure of the competition organization and conduct constitutes a disciplinary violation and is sanctioned according to the law.

CHAPTER VI. COMPOSITION OF THE COMPETITION COMMISSION

26. The composition of the Competition Commission for filling the vacancies is approved by the University Senate, synchronized with its mandate and will include 1 representative of each UTM faculty, holders of scientific and scientific-didactic titles.
27. There is a list of ex-officio members of the Competition Commission: the vice-rector for studies, deans of the UTM faculties, the head of the Doctoral and Postdoctoral Department and the scientific secretary of the UTM Senate.
28. The Competition Commission is composed of 21 members, including the Chairman. The elected members of the Competition Commission are selected among the scientific-didactic


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staff of the UTM faculties, who made a valuable contribution in the field. The Secretary of the Competition Commission is a representative of the UTM Human Resources Service. The Secretary of the Competition Commission does not have the right to vote.

29. Persons who are in a conflict of interest or in a situation of incompatibility with one or more candidates will not be involved in the competition procedure.

CHAPTER VII. OCCUPATION OF THE TEACHING AND SCIENTIFIC-DIDACTIC POSITIONS

30. The person who has won the competition for a certain teaching or scientific-didactic position is employed in the respective position on a full-time basis, by individual employment agreement, concluded for a period of 5 years. In the case of persons retired according to the legislation in force, due to age or seniority (or who have obtained the right to a pension due to age or seniority), the agreement is concluded for a period of up to 2 years, which, at expiration, may be extended by the parties under the conditions of art.54 paragraph (2) and of art.68 paragraph (1) and paragraph (2) letter a) of the Labour Code.
31. If no candidate has applied for a position, it shall be filled on a contractual basis by a specialist in the field, identified in accordance with the internal rules of the UTM, for a specified period, until the announcement and organization of a new competition.
32. The person who works at UTM and has not won the competition or has not submitted the documents for participation in the competition is dismissed in accordance with the legislation in force, in connection with the expiration of the term of the individual employment agreement.
33. During the competition and until the appointment, the teaching position declared vacant will be filled by a person appointed by order of the UTM Rector, at the request of the head of the respective department.
34. In terms of university autonomy and according to academic needs, the rector may invite renowned teachers and scientists in the field, as well as representatives of the economic, sports, creative environment, both in the country and abroad for the provision of educational services, concluding an individual employment agreement on a full-time or part-time basis for a determined period, which will not exceed one year of study. These persons have the status of associate/guest teachers and are remunerated according to the legal provisions.

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35. The specialists with recognized scientific and professional value in the field, who are invited associate/guest teachers for the position of lecturer, do not need to hold the scientific title of doctor.
36. The associate/guest teachers, invited from abroad, may benefit, depending on the financial resource availability, from free accommodation and/or the total or partial reimbursement of the travel expenses.

CHAPTER VIII. FINAL PROVISIONS


37. In exceptional cases, identified/declared by the competent authorities, such as epidemics, pandemics, extreme natural phenomena, earthquakes, acts of terrorism, state of war and other situations which make it impossible to hold meetings in the physical presence of the members of the Competition Commission, of the Appeals Commission and of the UTM Senate, they are conducted by electronic means, applying the IT tools (applications/platforms) generally approved by the UTM administration, at the proposal of the specialists employed at the UTM ICTD. Also, the online meetings may be organized in other cases where the physical presence of the person in the meeting cannot be ensured.

The open vote shall be expressed in any of the following ways:


- a. By raising the hand;
- b. Electronically, through the tools of the application/platform used in the conduct of the meeting.

The meetings held through electronic communication means will be monitored by the ICTD representatives, who will provide all the necessary support at the training and testing stage of the selected platform. The results of the vote shall be recorded by the secretary of the respective governing body in the minutes of the meeting. Other provisions regarding the declaration of the meeting as deliberative, as well as the number of votes required for the approval of the proposals submitted, remain valid for the meetings organized online. If in the voting procedure, the election is done by closed vote, the voting procedure shall be held on the day following the meeting (or on the next working day if the meeting takes place on the eve of a non-working holiday or rest day). Voting will take place throughout the day and it is a compulsory voting for all the members of the respective forum, who were present at the meeting.

38. The approval, amendment and completion of this Regulation shall be made Senate decision.

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39. This Regulation shall enter into force on September 1, 2021, except the provisions under the paragraph 11, which shall apply from September 1, 2023.

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Annex nr. 1

SPECIFIC REQUIREMENTS FOR THE OCCUPATION OF TEACHING AND SCIENTIFIC-DIDACTIC POSITIONS AT TUM

1. Specific requirements for the position of assistant lecturer


- a) Holding a master's degree or other equivalent study certificate, issued by educational institutions in the country or abroad, with a graduation average of not less than 7.5.
- b) Holding the attestation of completing the psycho-pedagogical module, under the conditions of point 10 of this Regulation.

2. Specific requirements for the position of lecturer

- a) Holding the scientific title of doctor in the field of the position put up for competition, in a related field or in pedagogy;
- b) Having at least 2 years of teaching experience in higher education;
- c) Placing on the MOODLE and/or ELSE platforms the curricular support for the taught disciplines, in compliance with the Minimum Requirements for the curricular support placed on the MOODLE and ELSE platforms within UTM;
- d) The publication of a minimum number of 3 papers in specialized journals in the last 5 years including 1 publication in UTM journals (Journal of Engineering Science and/or Journal of Social Sciences) or in other journals, which have at least C+ category;
- e) Participation with at least 3 papers in scientific events in the country or abroad in the last 5 years;
- f) The publication in the last 5 years of a textbook/methodological guide/course notes for the discipline/disciplines related to the position put up for competition.

3. Specific requirements for the position of associate professor


- a) Holding the scientific title of doctor/habitate doctor in the field of the position put up for competition, in a related field or in pedagogy and/or holding the scientific-didactic title of associate professor;
- b) Having at least 5 years of teaching experience in higher education;

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- c) Placing on the MOODLE and/or ELSE platform the curricular support for the taught disciplines, in compliance with the Minimum Requirements for the curricular support placed on the MOODLE and ELSE platforms within UTM;
- d) The publication of a total number of scientific, didactic, creative and sports performance works - minimum 10, of which: minimum 2 - didactic publications; minimum 3 - scientific publications, including 1 publication in UTM journals (Journal of Engineering Science and r Journal of Social Sciences) or other journals, which have at least category C+ in the last 5 years;

4. Specific requirements for the position of Professor


- a) Holding the scientific title of doctor/habitate doctor in the field of the position put up for competition, in a related field or in pedagogy and holding the scientific-didactic title of Professor;
- b) Having at least 10 years of teaching experience in higher education;
- c) Placing on the MOODLE and/or ELSE platform the curricular support for the taught disciplines, in compliance with the Minimum Requirements for the curricular support placed on the MOODLE and ELSE platforms within UTM;
- d) The publication of a total number of scientific, didactic, creative and sports performances works - minimum 10, of which: minimum 3 - didactic publications; minimum 5 - scientific publications, including 1 publication in UTM journals (Journal of Engineering Science and/or Journal of Social Sciences) or in other journals, which have at least category C+ in the last 5 years;
- e) The participation in at least one national or international scientific/educational/artistic/media/technology transfer project, with a duration of at least one year in the last 5 years;
- f) Holding a doctoral supervisor certificate and results in training students: at least one active doctoral student on the date of file submission to participate in the competition or 3 students holding honorary degrees and/or laureates of international competitions (for Arts) or 1 athlete performance, awarded at the Olympic Games or at the European/World Championships (for Sports).

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Annex nr. 2

Description of the stages and deadlines for the competition

Nr	Stage	Deadlines	Responsible person	Note
1.	Publication of the announcement regarding the organization of the competition	Minimum 30 calendar days before the date of the competition	DMR	It will be published on the UTM website and on the faculty information panel
2.	File submission in physical or electronic format	Within 30 calendar days from the date the announcement is published	Candidate	Physical format: Human Resource Service, office 103, academic building no.1
3.	Verification of the fulfillment by the candidate of the legal conditions to participate in the competition	Maximum 2 working days from the file submission	DMR (SRU)	The notice is sent to the candidate by corporate e-mail
4.	Submission of the file to the Competition Commission	Maximum 2 working days from the date the notice is issued	DMR (SRU)	The file shall be sent to the Chairman of the Competition Commission
5.	Public presentation	Maximum 5 working days from the file receipt from DMR	Competition Commission	The presentation is organized according to the schedule established by the Competition Commission, in which all the members of the Competition Commission participate. The presentation should not exceed 45 minutes (assistant lecturers, coaches, training foremen -10 min., Lecturers and trainers - 15 min., Associate professors - 20 min., Professors - 25 min.
7.	Evaluation of the candidates	Maximum 10 working days from the date of public presentation	Competition Commission	Candidate evaluation is done by assigning points, based on an Evaluation and Self-Evaluation Form, which includes specific criteria for filling the positions.

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Nr	Stage	Deadlines	Responsible person	Note
8.	Presentation of the copy of the minutes in which the results of the competition are recorded	Maximum 5 working days from the date of the final meeting of the Competition Commission	Secretary of the Competition Commission	It is submitted to the Scientific Secretary of the UTM Senate for being included in the agenda of the next meeting of the UTM Senate
9.	Validation by the Senate of the results obtained by each candidate in the competition and adoption, by open vote, of the decision to fill the teaching or scientific-didactic position	Senate decision should be taken within a maximum of 45 calendar days from the date of the deadline for the files' submission in order to fill the positions put up for competition.	Scientific secretary of UTM Senate and secretary of the Competition Commission	Senate meeting is deliberative if at least 2/3 of its members participate in it.
10.	Publication of the competition results	Within 2 working days from the date of decision approval by the Senate	Scientific secretary of the UTM Senate	On the UTM webpage
11.	Submission of appeals	Within 10 working days from the communication of the result		As the case may be, the result of the appeal shall be communicated to the appellant within 5 working days from the date of submission of the appeal.
12.	Conclusion of employment documents: individual employment agreement, employment order, job description, etc.	Maximum 5 working days from the date the decision is published on the UTM website	DMR (SRU)	The extract from the Senate minutes will be attached to the employee's file. If the appeal is submitted, the time period will be calculated from the date of decision approval by the Appeals Commission.

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DOCUMENT TEMPLATE SAMPLES. LIST OF ANNEXES:

1. ANNEX A: Application to participate in the competition;
2. ANNEX B: The list of results on the scientific, scientific-didactic and creative activity and sports performance (for the fields of arts and sports);
3. ANNEX C: The evaluation and self-evaluation Form on the accumulation of the minimum score for the occupation of the teaching and scientific-didactic positions.
4. ANNEX D: Declaration on one's own responsibility regarding the non-violation of the norms included in the Code of Ethics and Professional Conduct of UTM
5. ANNEX E: Declaration on one's own responsibility regarding the veracity of the information included in the file.
6. ANNEX F: Personal Data Processing Agreement.
7. ANNEX G: File's compliance verification Form
8. ANNEX H: Notice of the Human Resource Service certifying fulfillment of the legal conditions to participate in the competition.

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ANNEX A: Application to participate in the competition



Respected Mister Rector,


With all due regards, I, the undersigned _____,
seek your permission to participate in the competition to fill the vacant position of
_____ at the Department _____.

The vacancy announcement was published _____ on
_____.

Date:

Signature:

To Mister Viorel BOSTAN, TUM Rector, Habilitate Doctor, Professor

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ANNEX B: The list of results


THE LIST OF SCIENTIFIC, SCIENTIFIC-METHODOLOGICAL AND DIDACTIC PUBLICATIONS

of Mr/Mrs _____
 (name, surname)

(scientific title, position, Department and Faculty where he/she activates)

SCIENTIFIC PUBLICATIONS

- 1. Monographs** (recommended for publication by the scientific council/Senate of the institution accredited for the respective profile):
 - 1.1. Single-authored monographs;
 - 1.2. Collective monographs (specifying personal contribution).
- 2. Papers in scientific journals:**
 - 2.1. in journals indexed in the Web of Science and SCOPUS databases;
 - 2.2. in recognized foreign journals;
 - 2.3. in journals from the National Register of profile journals, indicating the category
- 3. Papers in scientific proceedings:**
 - 3.1. in the proceedings of international scientific conferences (abroad);
 - 3.2. in the proceedings of international scientific conferences (Republic of Moldova);
 - 3.3. in the proceedings of the national scientific conferences with national participation;
 - 3.4. in the proceedings of national scientific conferences;
 - 3.5. in other collections of scientific papers published abroad;
 - 3.6. in other collections of scientific papers published in the Republic of Moldova.

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4. Theses in scientific proceedings:

- 4.1. in the proceedings of international scientific conferences (abroad);
- 4.2. in the proceedings of international scientific conferences (Republic of Moldova);
- 4.3. in the proceedings of the national scientific conferences with national participation;
- 4.4. in the proceedings of national scientific conferences;
- 4.5. in other collections of scientific papers published abroad;
- 4.6. in other collections of scientific papers published in the Republic of Moldova.

Note: *theses, but not papers, will be considered those materials with a volume of up to 3 pages.*

5. Other scientific papers (recommended for publication by an accredited institution in the field):

- 5.1. books (informative);
- 5.2. encyclopedias, dictionaries;
- 5.3. atlases, maps, tables, etc. (as products of scientific research).

6. Patents and other objects of intellectual property, materials at invention salons.

SCIENTIFIC-METHODOLOGICAL AND DIDACTIC PUBLICATIONS

(approved and published in the established order)

7. Textbooks:


- 7.1. textbooks for pre-university education (approved by the relevant ministry);
- 7.2. textbooks for university education (approved by the Scientific Council/University Senate).

8. Methodical/methodological guides (approved by the Methodical Commission, the Faculty Council).

9. Course/Lecture notes (approved by the Methodical Commission, the Faculty Council).

10. Methodological guidelines (for practical classes, laboratory, internships, regarding the elaboration of final theses and projects/bachelor's and master's theses), approved by the Methodical Commissions, Faculty Council.

11. Clinical protocols (approved by the relevant ministry).

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12. Compendiums (approved by the Methodical Commissions, the Faculty Council, the Scientific Council/University Senate).

13. Other didactic materials (maps, atlases, mural tables, drawings, didactic films, collections of annotated texts, collections of tests, didactic software, workbooks), approved by the Methodical Commissions, the Faculty Council for University Education and the respective Ministry for pre-university education.


Notes: *1. The responsibility for the veracity of the list lies with the author and the scientific secretary.*

2. The signatures and stamp are applied on each page of the list.

3. The publications may also be in electronic form, but must be approved in the order established.

General instructions for completing the List of Results:

- The results will be listed according to the types and in the established order (indicating the letters A, B, C, the respective numbers (A.1.) and the name of the result) based on Annex C to this Regulation.
- Only the fields in which the candidate has results are filled in;
- Each result should be accompanied by the description of the elements that characterizes/identifies it;
- For scientific publications, bibliographic data are written in accordance with the Standard SM ISO 690:2012 information and documentation - Rules for the presentation of bibliographic references and citation of information resources;
- The candidate decides on the number of results described, depending on their value for the respective field;
- The responsibility for the veracity of the above is borne by the candidate and the scientific secretary;
- The signatures of the candidate and the scientific secretary are applied on each page of the List of Results.

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A. RESULTS OF DIDACTIC ACTIVITY

At points 4, 7 the candidate indicates the name of the platform, the names of the co-authors, the name of the discipline and its link.

At point 16 the candidate indicates the name of the department, the institution, management period, the number of people within the department, etc.

At point 17 the candidate indicates the name, surname, year of the thesis defense/title award, thesis topic for each doctor/habilitate doctor guided, publication of the thesis, elaboration of didactic materials based on the thesis, etc.

At point 18 the candidate indicates the country, the institution that made the invitation, the year, the beneficiaries of the teaching activities.

B. RESULTS OF SCIENTIFIC AND CREATIVE ACTIVITY AND SPORTS PERFORMANCE

At subpoints 8.6-8.7 the candidate indicates the name of the invention salon, the place and the dates of the event, the distinction obtained.

At point 9 the candidate indicates the name of the work of art, the place of its presentation, the name of the group (as the case may be), other characteristics of the work (depending on its type).

At points 12-15 the candidate indicates the name, type and dates of the project (code, founder, period, etc.), the quality of coordinator/director/member.

At point 10 the candidate indicates the name of the artistic creation, the name and type of the event in which the artistic creation was valorized, the place and the level of the event.

At subpoints 11.1-11.3 the candidate indicates the name of the sporting event, the sport, the place of the competition, the performance obtained.


At subpoints 11.4-11.6 the candidate indicates the sport in which the performance was obtained, the name of the trained athletes or the name of the section led/national team trained, the level of performance (title of the disciples or category of the national team).

C. RECOGNITION AND IMPACT OF THE ACTIVITY

At point 2, the data presented must confirm the academic recognition of the candidate.

At subpoints 2.1-2.2 the candidate indicates the name of the professional association, the date of acceptance and his/her status, the identification data of the professional association (eg web page).

At subpoints 2.3-2.4 the candidate indicates the name of the journal, his/her position and the date of acceptance, the identification data of the journal (eg ISSN, web page).

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At subpoints 2.5-2.7 the candidate indicates the name of the scientific event, his/her status as a participant, the place, the identification data of the event (eg web page).

At subpoint 2.8 the candidate shall indicate the name and identification data of the institution which invited the candidate and his/her period of stay in the institution.

At subpoints 2.9-2.11 the candidate indicates the name of the awards/distinctions, the year of award, the institution that awarded them, their identification data (eg link to the award decree).

At subpoint 3.3 the candidate indicates the type of activity, the name of the doctoral student, the title of the thesis, the institution and the year.


At subpoint 3.4 the candidate indicates the name of the commission, the organization that set it up, their identification data (eg link to the establishment order).

At subpoints 4.5-4.9 the candidate indicates the type and name of the activity, the role of the candidate, the country and the period the activity took place, as well as the identification data of the activities.

At point 5 the candidate indicates the name, type and dates of the project (code, funder, period, etc.), position coordinator/director/member.

Note:

- *For the points that don't provide specific instructions, the information will be presented in accordance with the general instructions.*
- *The presentation of information at the candidate's choice is based on the principles of fairness, relevance and responsibility.*

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ANNEX D


**Declaration on one's own responsibility regarding the non-violation of the norms included
in the Code of Ethics and Professional Conduct of UTM**

I, the undersigned, _____ declare on my own responsibility that during the professional activity, I did not violate the norms included in the Code of Ethics and Professional Conduct of UTM.

The declaration was drawn up in a copy, on my own responsibility, knowing that false statements are punishable under applicable law.

Date _____

Signature _____

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ANNEX E:


**DECLARATION ON ONE’S OWN RESPONSIBILITY REGARDING THE VERACITY
OF THE INFORMATION INCLUDED IN THE FILE**

I, the undersigned, _____ declare on my own responsibility that the information presented in this competition file on the occupation of teaching and scientific-didactic positions at UTM is true, complete and correct.

The declaration was drawn up in a copy, on my own responsibility, knowing that false statements are punishable under applicable law.

Date _____

Signature _____

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ANNEX F

PERSONAL DATA PROCESSING AGREEMENT

I, the undersigned _____

ID number _____, identified by the ID card series _____ nr. _____, consent to the processing of the personal data presented in the file submitted at the Human Resource Service to participate in the competition on the occupation of teaching and scientific-didactic positions at UTM in accordance with the provisions of Law no. 133 of July 8, 2011 on the protection of personal data.

By this statement, I expressly declare my agreement that UTM processes the information provided in the file, registered in my name, in order to participate in the competition.

I am informed that I may withdraw my consent to the processing of personal data at any time and that its withdrawal will not have retroactive effect.

I confirm that I have been informed that I am entitled to submit a written request to the UTM headquarters at the address: Republic of Moldova, Chisinau, Blvd. Stefan cel Mare si Sfânt no. 168, for the exercise of my rights regarding personal data.

I acknowledge that the expression of this Agreement does not imply any consideration on the part of UTM and that this Agreement has been given freely, voluntarily and in full understanding of its terms and significance.

Date _____

Signature _____

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ANNEX G: File's compliance verification Form

**List of documents
presented/submitted in the application file
at the competition on the occupation of teaching and scientific-didactic positions
(to be filled in by the candidate and confirmed by the Human Resource Manager)**

Nr./o	Type of documents presented in the file	Candidate's signature	HRS confirmation
1.	Application to participate in the competition		
2.	Copy of the ID card		
3.	Complete Curriculum Vitae (Europass)		
4.	Copies of bachelor's / master's degrees / doctor's / habilitate doctor's diplomas		
5.	Copies of the certificate of associate professor / professor, in the case of applicants for the positions of associate professor and professor		
6.	List of results including for the last 5 years of activity		
7.	<i>The Evaluation Form</i> completed by the candidate indicating only the performance indicators based on which the score was accumulated		
8.	Relevant evidence for each indicator to confirm the accumulated score		
9.	Declaration on one's own responsibility regarding the non-violation of the norms included in the Code of Ethics and Professional Conduct of UTM		
10.	Declaration on one's own responsibility regarding the veracity of the information included in the file.		
11.	Personal Data Processing Agreement.		

Date of file submission _____

Conclusions:

- The file is complete.**
- To complete the file with the following documents:**

In case of incomplete file:


Date of submission of additional documents _____

List of additional documents presented:

1).....

2).....

Person responsible for file veracity (name, surname, signature)

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ANNEX H: Notice of the Human Resource Service certifying fulfillment of the legal conditions to participate in the competition

NOTICE

Dear Mr/Mrs _____

UTM Human Resources Service hereby informs you that the content of your file corresponds to the minimum requirements for a candidate to participate in the competition on the occupation of teaching and scientific-didactic positions within UTM.

Head of the Human Resource Service