

**LIST**  
**of the documents included in the contest file for the position of *Assistant Lecturer* on an  
unlimited employment contract**

1. The candidate's application;
2. Proposal of the candidate's academic career from teaching and scientific activity perspectives;
3. Curriculum vitae (printed + electronic formats);
4. The list of papers (printed + electronic formats);
5. The verification form for the compliance with the minimum requirements for the contest;
6. The PhD diploma, legalized, or the certificate for the validation / evaluation of studies;
7. The PhD thesis summary in Romanian and a widely-used language (one page maximum for each language);
8. The Order of the Ministry of Education to confirm the rank of *Professor* (for the candidates who have acquired this rank, in compliance with Act 128/1997);
9. Legalized copies of the diplomas and related documents, to attest to the candidate's studies (along with the pertinent appendices);
10. The certification of psycho-pedagogical module graduation or the documents to prove the graduation from psycho-pedagogical studies;
11. The notarized copy of the Birth Certificate;
12. Copy of the ID card or an equivalent (passport);
13. The document to attest to the name change (if applies);

14. In compliance with the stipulations of art. 233, par 2 and art 234, par 1 in the National Education Act 1/2011, the candidates will include in their file a certificate to attest that they are medically and psychologically fit for the position of application;
15. Copies of the publications where the contest information was made public;
16. The notification from the Legal Department;
17. An Affidavit of the candidate, which mentions the incompatibility situations stipulated in art 295 (4) in Act 1/2011, should the candidate passes the examination or the lack of incompatibility situations.
18. A maximum number of 10 publications, patents or other papers of the candidate, in electronic format, selected by the candidate and relevant for personal professional achievements;
19. The inclusion of at least 3 contact names and addresses of personalities in the same field of expertise (from the country or abroad), from outside *Spiru Haret* University, who agreed to write recommendation letters in regards to the professional skills of the candidate. The recommendation letters will be filed on the first day of examination.
20. Each candidate will also present a list of the documents in the file, under signature.