

**NATIONAL RESEARCH AND DEVELOPMENT INSTITUTE
FOR INDUSTRIAL ECOLOGY – ECOIND**

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President of the Board of Directors of INCD ECOIND
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**Regulation on the organisation of the promotion
examination for the award of a professional grade to
RDI personnel of INCD ECOIND**

EXAMINATION REGULATION

INCD ECOIND

CHAPTER I

General provisions

Article 1.

(1) Career promotion to the professional grades of CS III, CS II and CS I of RDI personnel already appointed to posts within INCD ECOIND is carried out by examination, for the award of the professional grade immediately above the one held, under the conditions laid down in Article 13(10) and (11) and Article 19(3) of Law no. 183/2024, followed by the conversion of the post held into a post corresponding to the professional grade obtained by examination, in compliance with the legal provisions.

(2) INCD ECOIND shall decide on the organisation of the promotion examination in the light of the financial resources available and of its human resources policy, within the approved budget and in compliance with the legal provisions. The organisation of the promotion examination shall be approved by the Board of Directors in accordance with Article 19(2) of Law no. 183/2024.

Article 2.

(1) This Regulation lays down the minimum qualification requirements to be met by persons taking part in the examination, in accordance with the legal provisions in force, namely Law no. 183/2024 on the status of research, development and innovation personnel and the Methodological Norms approved by Government Decision no. 1569/2024. This Regulation is supplemented by the provisions of the Methodology for the verification and assessment of the dossiers containing the documents relating to the competition for filling a post and to the examination for the award of the professional grade of Scientific Researcher Grade II and Grade I, approved by Order no. 3191/2025 of the Minister of Education and Research.

(2) Promotion to posts corresponding to the professional grades of RDI personnel shall be carried out on the principle of professional merit, on the basis of the minimum standards set out in ANNEX 1 and, where applicable, of the institute's own standards.

(3) This Regulation is approved at the level of INCD ECOIND and shall be published on the institute's website.

CHAPTER II

Minimum conditions to be met by persons taking part in the promotion examination for the award of a professional grade

Article 3.

The minimum conditions to be met by persons taking part in the promotion examination for the award of a professional grade are as follows:

- a) for CS III: to hold a doctoral degree and to meet the conditions laid down in Article 2(2) and the conditions laid down in Article 4 of this Regulation
- b) for CS II and CS I: to hold a doctoral degree, to meet the conditions laid down in Article 2(2) and the conditions laid down in Article 4 of this Regulation.

Article 4.

(1) Promotion to research and development professional grades of RDI personnel already appointed to posts within INCD ECOIND shall be carried out by converting the post held into a post immediately above the one held, corresponding to the professional grade obtained by examination, *in accordance with Article 13(10) and (11) and Article 19(3) of Law no. 183/2024 on the status of research, development and innovation personnel*, as follows:

- a) Scientific researchers holding a higher education qualification, employed under an open-ended individual employment contract, who exceed by at least 50% at least two thirds of the minimum

quantitative thresholds attached to the minimum standards set out in ANNEX 1 for the professional grade immediately above, as established by INCD ECOIND in the case of the research and development professional grade of CS III, or by the Advisory Board for Research, Development and Innovation, hereinafter referred to as CCCDI, in the case of the professional grades of CS II and CS I, and who meet the other minimum standards in ANNEX 1 for the professional grade immediately above, may sit an examination for promotion to the professional grade immediately above within INCD ECOIND, with which they hold an open-ended individual employment contract, and shall be appointed to the post corresponding to the professional grade obtained by examination by concluding an addendum to the existing individual employment contract.

(2) The promotion examination shall be organised at the decision of the management of INCD ECOIND under the conditions of paragraph (1), following a request from a person who meets the minimum standards set out in ANNEX 1 as well as the other conditions required for entering the examination, in accordance with paragraph (1).

(3) A candidate who is promoted to a higher professional grade by examination shall conclude with INCD ECOIND an addendum to the existing individual employment contract. The post corresponding to the higher research grade resulting from the conversion of the post held by the person before promotion shall be included in the budget no later than from the year following that in which the promotion took place, and the addendum to the individual employment contract shall be concluded no later than 1 January of the year following that in which promotion by examination took place.

(4) Only RDI personnel employed within INCD ECOIND may take part in the promotion examination, irrespective of nationality, in compliance with this Regulation and with the general principles and conditions laid down in the European Charter for Researchers.

(5) The general, non-cumulative criteria on the basis of which the minimum standards referred to in Article 4(1) are drawn up are as follows:

- a) the results of research and/or innovation activity;
- b) the impact of research and/or innovation activity;
- c) the ability to attract research funding or to collaborate with public and/or private research organisations;
- d) professional standing;
- e) organisational capacity;
- f) capacity for international cooperation.

(6) Within INCD ECOIND, the research and development professional grades for which a promotion examination may be organised are, pursuant to Article 4(1) of the Methodological Norms approved by Government Decision no. 1569/2024:

- a) senior researchers holding a doctoral degree: leading researcher (R4), namely Scientific Researcher Grade I – CS I;
- b) established researcher (R3), namely Scientific Researcher Grade II – CS II;
- b) recognised researcher (R2) holding a doctoral degree: Scientific Researcher Grade III – CS III.

Article 5.

(1) The minimum standards for the professional grade of CS III, established by INCD ECOIND pursuant to Article 23(3) of Law no. 183/2024, are set out in ANNEX 1. For the professional grades of CS II and CS I, the minimum standards established in accordance with Article 13(1) of Law no. 183/2024 shall apply.

(2) As at the date of approval of this Regulation, INCD ECOIND has not established any additional standards of its own, within the meaning of Article 13(3) of Law no. 183/2024 and Article 2(8) of the

Methodological Norms approved by Government Decision no. 1569/2024, for the professional grades of CS II and CS I.

(3) Any standards of its own subsequently established by INCD ECOIND may not derogate from the minimum standards referred to in paragraph (1).

(4) INCD ECOIND may not establish, by this Regulation, by its own standards, by criteria and indicators or by any other document, any equivalence in respect of a candidate's fulfilment of the minimum standards for the professional grades of CS II and CS I.

CHAPTER III

Organisation and conduct of the examination

Article 6.

(1) The organisation of promotion examinations shall be approved by the Board of Directors of INCD ECOIND, at the request of a person who meets the conditions laid down in Articles 3 and 4 of this Regulation.

(2) When approving the organisation of the examination, the Board of Directors shall also approve the examination timetable proposed by INCD ECOIND.

(3) The announcement concerning the organisation of the promotion examination, together with the timetable and this Regulation, shall be published on the website of INCD ECOIND.

(4) This Regulation may not contain provisions discriminating between candidates on grounds of sex, age, ethnic or social origin, political or religious beliefs, nationality, disability, or social or economic status, or any other form of discrimination.

(5) The announcement referred to in paragraph (3) shall include at least: the professional grades for which the examination is organised and the number thereof, the date of publication, the conditions of participation, the period and manner of submission of examination dossiers, the e-mail address to which dossiers are to be submitted, and the timetable. The announcement shall also be displayed at the headquarters of INCD ECOIND, and a copy thereof shall be kept in the examination dossier, in accordance with point 20 of Annex no. 1 to the Methodology approved by Order no. 3191/2025.

(6) The decision of the Board of Directors approving the organisation of the examination shall be recorded in the minutes of the meeting, stating the professional grades for which the organisation of the examination is approved, so that the extract forming part of the examination dossier transmitted to the authority may be issued, in accordance with point 5 of Annex no. 1 to the Methodology approved by Order no. 3191/2025. The examination procedures may be initiated only after the Board of Directors has approved the organisation of the examination.

Article 7.

Entry to the examination shall take place within 30 calendar days of the date of approval of the request of the member of RDI personnel who meets the minimum conditions laid down in Article 3 and the minimum standards laid down in Article 4(1) of this Regulation, and of the approval of the organisation of the examination, in accordance with the timetable established by the management of INCD ECOIND.

Article 8.

(1) In order to enter the promotion examination, the candidate shall submit the **examination dossier**, which is structured in two distinct components: A. **the administrative dossier** and B. **the dossier of scientific works**.

A. The administrative dossier comprises the following documents, in accordance with Government Decision no. 1569/2024:

- a) the signed application to enter the examination, to which is attached a declaration on own responsibility as to the accuracy of the information presented in the dossier;

- b) the sheet for verifying compliance with the minimum standards and, where applicable, with the institute's own standards, in accordance with the standard forms set out in ANNEX 2, ANNEX 3 or ANNEX 4, according to the professional grade, completed and signed by the candidate. The verification sheet shall be completed and endorsed by the candidate and countersigned by INCD ECOIND.
 - c) a copy of the doctoral degree certificate, together with copies of the other educational qualifications: the master's degree certificate and transcript of records, the bachelor's degree certificate and transcript of records, and the baccalaureate diploma; where the doctoral degree certificate was not issued by a higher education institution in Romania, a copy of the certificate of recognition or equivalence thereof shall be submitted; copies of the educational qualifications shall be signed and dated by the candidate and shall be validated by the human resources department bearing the endorsement „certified true copy”;
 - d) a copy of the identity document or of any other document attesting to identity in accordance with the law, together with a copy of the birth certificate, where applicable; copies of the documents shall be signed and dated by the candidate and validated by the human resources department bearing the endorsement „certified true copy”;
 - e) a copy of the marriage certificate or evidence of a change of name, where applicable, signed, dated and validated as „certified true copy”;
 - f) a declaration on own responsibility stating that, in the three years preceding entry to the promotion examination, the candidate has not been sanctioned for a serious breach of good conduct in RDI activity as referred to in Article 52(8) of Law no. 183/2024;
 - g) *the candidate's curriculum vitae*, in *Europass* format, including contact details and dated and signed by the candidate;
 - h) a medical certificate attesting to fitness, issued by the candidate's general practitioner no more than three months before the examination is held;
 - i) a criminal record certificate;
 - j) a declaration of consent to the processing of personal data, dated and signed.
 - k) a certificate issued by INCD ECOIND attesting that, as at the date of entry to the promotion examination, *the candidate is an employee of the institute under individual employment contract no. ... of ..., concluded for an indefinite period and on a full-time basis, and stating the post and professional grade held.*
 - l) for the professional grade of CS III, the document attesting to the appraisal by the candidate's line manager, laid down as an eliminatory criterion under Criterion I of ANNEX 1.
 - m) the candidate's activity report, of no more than five pages, setting out their professional career, the main results of their research and development activity and the contribution of those results to the activity of INCD ECOIND, together with the directions of professional development undertaken.
 - n) the declaration of assumption of responsibility, drawn up as a handwritten document signed by the candidate and containing all their identification details, by which the candidate states that the data in the dossier relate to their own activities and achievements and assumes responsibility for the originality of the content of the portfolio of scientific works, as well as for compliance with quality standards and professional ethics, in accordance with ANNEX 10;
 - o) the index of the administrative dossier, signed by the candidate, listing the documents and the corresponding pages.
 - p) The portfolio of works, constituting component B of the examination dossier - **the dossier of scientific works** shall be compiled in accordance with paragraphs (8) to (10).
- (2) ***The candidate's curriculum vitae shall include:***
- a) the studies completed and the qualifications obtained;
 - b) professional experience and relevant posts previously held;

- c) the research, development and innovation projects led by the candidate as project manager and the grants obtained, if any, indicating for each the source of funding, the volume of funding and the main resulting publications or patents;
 - d) prizes or other forms of recognition of scientific contributions;
 - e) a narrative description of the three most significant achievements since the last promotion, no more than three pages.
- (3) The examination dossier must contain the list of scientific publications by category, and of the works, articles/studies and patents considered by the candidate to be relevant. The list is structured as follows:
- a) the doctoral thesis or theses,
 - b) a list of no more than ten scientific publications, being the most relevant, such as: authored books, articles/studies/chapters, edited volumes, works;
 - c) the list of patents and other industrial property titles;
 - d) the list of authored books and of edited and published volumes;
 - e) the list of full-text articles/studies published in journals in the mainstream international scientific circuit;
 - f) the list of other scientific works and contributions;
 - g) research, development and innovation projects carried out under contract or grant;
- (4) The candidate's works that are not available in electronic format shall be attached in copy to the list of works (first page only, or the page giving the title of the work, the journal, the authors and the year of publication).
- (5) The standard-forms for entering the examination and for the conduct thereof are set out in the annexes to this Regulation, as follows: the application to enter the examination, ANNEX 9; the declaration on own responsibility as to the accuracy of the information in the dossier, ANNEX 10; the declaration as to the absence of breaches of good conduct in RDI activity, ANNEX 11; the declaration of consent to the processing of personal data, ANNEX 12; the sheet for verifying compliance with the minimum standards, ANNEX 2, ANNEX 3 or ANNEX 4, according to the professional grade. The standard forms form an integral part of this Regulation.
- (6) The examination dossier shall be submitted by the candidate in electronic format, to the e-mail address indicated by INCD ECOIND in the announcement concerning the organisation of the promotion examination, or in hard copy, to the secretary of the examination committee. The examination dossier shall be submitted only in complete form, containing all the documents referred to in paragraph (1), **in the order set out in the index**. The cover of the examination dossier shall be completed by the candidate in accordance with the standard form set out in ANNEX 15. The inclusion of false information or of non-compliant documents in the examination dossier shall be sanctioned in accordance with the legal provisions.
- (7) All documents in the dossier shall be registered with the registry office of INCD ECOIND, and those submitted in copy shall be marked "certified true copy" by the human resources department, signed and dated.
- (8) **B. The dossier of scientific works** comprises copies of the works and of the documents attesting to compliance with the minimum standards and, where applicable, with the institute's own standards, as well as of the relevant works, namely: the doctoral thesis, in abstract; authored books and book chapters; articles published in journals indexed in ISI Web of Science; articles published in journals indexed in international databases; papers published in the proceedings of scientific events; patents granted and patent applications; funding contracts and documents attesting to the capacity of project, activity, topic, project phase or study manager; evidence of citations from the Web of Science or Scopus databases, excluding self-citations; diplomas, prizes and other documents of professional recognition, and so on.

- (9) The dossier of scientific works shall be accompanied by its own index, signed by the candidate, in which the documents are listed in the order set out in the list of works and numbered separately, with page references.
- (10) Where an examination is organised for promotion to the professional grades of CS I and CS II, the index of the administrative dossier and the index of the dossier of scientific works shall be drawn up in electronic format, with working hyperlinks to the supporting documents, in accordance with the procedural steps set out in ANNEX 14. The candidate shall check that the hyperlinks are working before submission, including after saving the document in PDF format.
- (11) Where an examination is organised for promotion to the professional grades of CS I and CS II, the examination dossier shall be submitted in hard copy at the headquarters of INCD ECOIND, and also in electronic format, on a registered USB medium, as set out in ANNEX 14.
- (12) In the application to enter the examination, the candidate shall indicate the fundamental field and the subordinate field, as well as the CCCDI specialist commission to which the dossier is to be assigned. These particulars shall be reproduced in the covering letter and in the examination presentation report referred to in Article 17.

Article 9.

- (1) The secretary of the examination committee shall provide administrative support to the committee and shall be appointed by decision of the Director General of INCD ECOIND. The secretary is not a member of the examination committee and takes no part in the committee's decisions.
- (2) The secretary of the examination committee shall register the examination dossier, notify the registration number to the candidate and forward the dossier to the members of the examination committee.
- (3) The secretary of the examination committee shall check whether the examination dossier is complete on the day it is received and registered. Where the examination dossier is incomplete, the secretary of the examination committee shall request clarification from the candidate, and the candidate may complete the examination dossier by the date on which the period for submitting examination dossiers expires.
- (4) The secretary of the examination committee shall forward to the appeals committee any appeals received from candidates.
- (5) In discharging the duties laid down in Article 8(6) and Article 9(2) and (3) of this Regulation, the secretary of the examination committee shall work together with the human resources officers of INCD ECOIND.

Article 10.

A candidate's fulfilment of the legal conditions for sitting the examination shall be certified by the legal opinion of the specialist department of INCD ECOIND, following verification of compliance with the standards by the examination committee, in accordance with Articles 14 and 15 of this Regulation.

Article 11. The examination committee and the appeals committee

- (1) The following persons are involved in the examination procedure:
 - a) persons taking part in the decision-making process concerning the appointment of the examination committee and of the appeals committee;
 - b) persons taking part in the professional or administrative assessment within the examination.
- (2) Persons who are the spouse of, or related by blood or marriage up to and including the third degree to, a candidate in the examination, and who fall within Article 54(1)(c) of Law no. 183/2024, may not be involved in the examination procedure.

Article 12.

- (1) The composition of the examination committee shall be established within five days of the approval of the organisation of the examination and of the timetable.
- (2) The Scientific Director shall propose the nominal composition of the examination committee.
- (3) The examination committee for the professional grades of CS I and CS II shall consist of five members, being scientific researchers or university teaching staff holding a professional grade or a university teaching title at least equal to the professional grade for which the examination is organised, two of whom shall be from within INCD ECOIND.
- (4) The proceedings of the examination committee for the professional grades of CS I and CS II shall be chaired by one of the two members of the examination committee affiliated to INCD ECOIND, acting as president appointed by decision of the Director General. The proceedings of the examination committee for the professional grade of CS III shall be chaired by the member acting as president, appointed by decision of the Director General.
- (5) The examination committee for promotion to the professional grade of CS III shall consist of at least three members, one of whom shall act as president, being scientific researchers holding a professional grade at least equal to the professional grade for which the examination is organised.
- (6) The examination committee shall be approved by the Scientific Council and appointed by decision of the Director General of INCD ECOIND.
- (7) The decisions of the examination committee shall be taken by open vote of the members and must secure the favourable vote of at least three members of the committee, irrespective of the professional grade for which the examination is organised, in accordance with Article 10(4) of the Methodological Norms approved by Government Decision no. 1569/2024.

Article 13.

- (1) The composition of the appeals committee shall be established within five days of the setting of the examination timetable.
- (2) The appeals committee shall consist of a president and two members, being scientific researchers or university teaching staff, who shall determine appeals concerning procedural defects and the manner of calculating the scores set out in the sheet for verifying compliance with the minimum standards.
- (3) The members of the appeals committee shall hold a professional grade or a university teaching title at least equal to that of the post in question and shall be specialists in the field of the disciplines for which the examination is organised or in related fields.
- (4) The Scientific Director shall propose the nominal composition of the appeals committee for the posts in question. The appeals committee shall be approved by the Scientific Council and appointed by decision of the Director General of INCD ECOIND.
- (5) The decisions of the appeals committee shall be taken by open vote of the members and must secure the favourable vote of at least two members of the committee.
- (6) Members of the examination committee may not sit on the appeals committee.
- (7) The proceedings of the appeals committee shall be chaired by one of its members acting as president, appointed by decision of the Director General.

Article 14.

- (1) The examination shall be completed, at the level of the examination committee, within 15 days of the closing date of the entry period. The Scientific Council shall examine and approve the report of the examination committee within 45 days of the submission of the examination committee's report and of the dossier containing the documents relating to the examination, within the time limit laid down in Article 20(2) of Law no. 183/2024.

- (2) The examination committee is required to complete the examination within the time limit laid down in paragraph (1) of this Regulation.
- (3) The promotion examination for the award of the professional grades of CS II and CS I consists of the examination of the dossier, verification of compliance with the conditions laid down by law and the award of a score on the basis of a scale adapted to the specific nature of the activity of the candidate's workplace, in line with the thresholds established by the applicable minimum standards and, where applicable, by the institute's own standards.
- (4) In the case of a promotion examination for the award of the professional grades of CS II and CS I, the activity report in each examination dossier shall be examined in the presence of the candidate, who shall present their scientific activity before the examination committee. The professional discussion with the candidate shall accordingly bear on the activity report referred to in Article 8(1) and may also extend to the achievements presented in the examination dossier. The professional discussion does not constitute a separate examination component, is not marked and is not eliminatory; its conclusions shall be recorded in the assessment reports of the members of the examination committee.
- (5) The promotion examination for the award of the professional grade of CS III consists of the examination of the dossier, verification of compliance with the conditions laid down by law and the award of a score on the basis of the scale adapted to the specific nature of the activity of the candidate's workplace, set out in ANNEX 1. The score for Criteria II and III of ANNEX 1 shall be awarded on the basis of the funding application drawn up by the candidate and of the interview respectively, in accordance with the scoring method established by INCD ECOIND pursuant to Article 2(7) of the Methodological Norms approved by Government Decision no. 1569/2024.
- (6) The Scientific Council shall examine compliance with the procedures established by the institute's own examination regulation and shall approve the report on the examination by open roll-call vote.

Article 15.

- (1) The assessment process for the award of the professional grades of CS III, CS II and CS I shall be conducted as follows:
- a) verification that at least two thirds of the minimum quantitative thresholds attached to the minimum standards set out in ANNEX 1 have been exceeded by at least 50%, and that the other minimum thresholds and, where applicable, the institute's own standards established for CS III, CS II and CS I are met, in accordance with Article 4(1);
 - b) following examination of the dossier, each member of the examination committee shall award a score on the basis of a scale adapted to the specific nature of the activity of the candidate's workplace; the score obtained by the candidate shall be entered against each quantitative threshold established by the minimum standards;
 - c) candidates who have met the legal conditions following the verification carried out under point (a) may be proposed for promotion;
 - d) candidates who do not meet the conditions verified under point (a) shall be declared unsuccessful.

Article 16.

- (1) The president of the examination committee shall draw up a report on the examination, based on the assessment reports prepared by each member of the examination committee, in which the results of the assessment process are recorded, and shall propose the award of the research and development professional grade to the candidate concerned.
- (2) The report on the examination shall be signed by each member of the examination committee. The president of the examination committee shall forward the report and the accompanying documentation to the Scientific Council, which shall examine compliance with the procedures

established by the institute's own examination regulation and shall approve or reject the report on the examination by open roll-call vote.

(3) The scores awarded to candidates by the examination committee may not be altered by the Scientific Council.

(4) Once the report of the examination committee has been approved, it shall be forwarded to the Director General of INCD ECOIND.

(5) The result of the examination shall be notified to the candidate within two working days of its completion, at the e-mail address indicated by the candidate in the application to enter the examination.

Article 17.

(1) The examination dossier for the award of the research and development professional grades of CS II and CS I within INCD ECOIND shall be transmitted to the National Authority for Research in electronic format bearing the signature of the Director General of INCD ECOIND, for administrative review, once the examination has been completed within the institute.

a) Transmission of the dossier, together with its administrative and scientific assessment, shall be carried out online, through the electronic platform of the National Authority for Research. For each candidate a separate form shall be completed, with all mandatory fields filled in. Submission shall be confirmed by e-mail, with the allocation of a dossier identification number.

b) The examination dossier shall be uploaded to the online platform by the person designated within INCD ECOIND. That person shall be responsible for the correct uploading and transmission of the documents, and for the authenticity of and correspondence between the scanned documents and the originals presented by the candidate, and shall upload to the form their own identity document and a declaration on own responsibility as to the conformity of the documents.

c) Documents shall be uploaded in PDF format, in the order set out in the index, numbered and named in accordance with it, with working hyperlinks created in accordance with ANNEX 14.

d) In addition to the documents submitted by the candidate, the dossier transmitted shall comprise: the covering letter, the examination presentation report, the extract from the minutes of the meeting of the Scientific Council, the extract from the decision of the Board of Directors approving the organisation of the examination, the report of the examination committee, the assessment reports and the declarations of the committee members as to the absence of conflicts of interest, the decision appointing the committees and the announcement concerning the organisation of the examination.

e) The covering letter shall state: the candidate's surname and forename, the scientific grade currently held, the organisation organising the examination, the scientific grade for which the candidate has entered the examination, the field of the post concerned, the specialist commission, the fundamental field, the number of pages in the dossier, the registration number, and the contact details of the person designated to receive information and the outcome of the assessment.

f) The examination presentation report, approved by the Director General, shall set out the stages of the examination, the field and the CCCDI specialist commission assessing the dossier, and a reference to the page of the INCD ECOIND website on which this Regulation is published. The report shall set out the stages of the examination, from the publication of the announcement, stating the date and place of publication, the number of professional grades for which the examination was organised and the number of candidates entered, the decisions appointing the examination committee and the appeals committee, and the results of the assessment, through to validation of the results by the Scientific Council.

g) Documents additionally requested by the National Authority for Research, and any clarifications, shall be transmitted by e-mail, under a letter signed by the Director General of INCD ECOIND.

h) The inclusion of false information or of non-compliant documents in the examination dossier shall be sanctioned in accordance with the legal provisions.

- (2) Where, following the administrative review, the examination dossier referred to in paragraph (1) complies with the legal provisions in force and with the provisions of the institute's own examination regulation, the specialist directorate shall forward the dossier to CCCDI within 15 days of the date of its receipt and registration.
- (3) Where, following the administrative review, the examination dossier referred to in paragraph (1) is found to be incomplete or not to comply with the legal provisions in force or with the provisions of the institute's own examination regulation, the responsible specialist directorate shall return the examination dossier to INCD ECOIND. Within 15 days of the return of the dossier, INCD ECOIND is required to update it so as to comply with the legal provisions and to resubmit it.
- (4) Verification and conforming endorsement of compliance with the minimum standards by the candidate declared successful following the examination for the award of the research and development professional grades of CS II and CS I, in the case of examinations held in research organisations, shall be carried out by CCCDI in accordance with Article 14(2) and (3) and Article 20(2) of Law no. 183/2024.
- (5) Candidates dissatisfied with a CCCDI decision rejecting the results of an examination held in a research organisation may lodge an appeal with the National Authority for Research, under the conditions laid down in Article 23(7) to (9) of Law no. 183/2024.
- (6) The manner in which the appeals commission is constituted and the procedure for determining appeals are laid down in the rules of organisation and operation of CCCDI.
- (7) Appeals shall be examined at CCCDI level by an appeals commission composed of specialists in the field of the disciplines for which the examination was organised or in related fields, other than those who initially verified the examination dossier. The Ministry of Education and Research shall approve the CCCDI decision on the determination of the appeals examined within 15 days of receipt of that decision.
- (8) Where CCCDI proposes that the award of the professional grade be deferred pending completion of the dossier, INCD ECOIND shall update the examination dossier so as to comply with the legal provisions and shall resubmit it within 15 days of the date of its return.
- (9) The appeal referred to in paragraph (5) shall be lodged within 15 days of notification of the CCCDI decision. The appeal shall be registered with INCD ECOIND and transmitted in hard copy or online, by completing the appeals and complaints form made available by the authority, with acknowledgement of receipt and a registration number. The response to the appeal shall be issued within 60 days.
- (10) Once the order confirming the result of the examination has been approved, the examination dossier shall be returned to INCD ECOIND, if it was also transmitted in hard copy, and its electronic version shall be archived on the CCCDI platform.

Article 18.

- (1) A candidate may lodge an appeal within two working days of notification of the result by the examination committee.
- (2) The appeal shall be drawn up and transmitted to the same e-mail address to which the examination dossier was sent, with acknowledgement of receipt and notification of its registration number. The appeal shall be forwarded to the appeals committee by the secretary of the committee.
- (3) The appeals committee shall examine the matters raised in the appeal lodged and shall determine it within two working days of its registration.
- (4) The president of the appeals committee shall draw up a report, based on the reports prepared by each member of the committee.
- (5) The report on the appeals lodged shall be signed by each member of the appeals committee. The president of the appeals committee shall forward the report and the accompanying documentation to the Scientific Council, which shall examine compliance with the procedures established by the

institute's own examination regulation and shall approve or reject the report on the appeals by open roll-call vote.

(6) The report of the appeals committee shall be forwarded by the Scientific Council to the Director General of INCD ECOIND, after which the final results of the examination shall be displayed at the headquarters of INCD ECOIND and published on the institutional website.

(7) Complaints lodged with the National Authority for Research concerning failure to meet the minimum standards and, where applicable, the institute's own standards, and failure to comply with the Methodological Norms approved by Government Decision no. 1569/2024, shall be examined in accordance with Article 14(6) to (8) of Law no. 183/2024 and with the procedure for verifying complaints approved by order of the National Authority for Research.

Article 19.

(1) Following validation of the result of the examination held within INCD ECOIND, the Director General shall issue the decision appointing the successful candidate to the post and awarding the research and development professional grade of CS III, in accordance with Article 10 of Law no. 183/2024.

(2) Following validation of the result of the examination, the Director General of INCD ECOIND shall issue the decision appointing the successful candidate to the post of CS II or CS I, once the research and development professional grade has been awarded by order of the Ministry of Education and Research, in accordance with Article 10 of Law no. 183/2024.

(3) INCD ECOIND shall notify the candidate in writing of the order confirming the result of the examination and awarding the professional grade of CS II or CS I, within five days of receipt thereof.

(4) Once awarded, the professional grade belongs to the holder for the research and development field concerned for the remainder of their life and constitutes a personal title.

Article 20.

(1) INCD ECOIND, within which the promotion examination was organised, shall draw up an annual summary report on the organisation and conduct of the examination, which shall be transmitted annually, within 45 days of the end of the calendar year to which the reporting relates, in electronic format and under a covering letter, to the Ministry of Education and Research, with a registration number being obtained.

(2) The persons involved in the examination procedure, as referred to in Article 11, shall be accountable to the management of INCD ECOIND for the proper conduct of promotion examinations, in compliance with the standards of quality, ethics and professional conduct applicable to RDI personnel and with the legislation in force.

Article 21.

(1) This Regulation contains no provisions discriminating between candidates on grounds of sex, age, ethnic or social origin, political or religious beliefs, nationality, disability, or social or economic status, or any other form of discrimination.

(2) This Regulation constitutes an update of the Regulation on the organisation of the promotion examination for the award of a professional grade to RDI personnel of INCD ECOIND, EXAMINATION REGULATION, approved in the meeting of the Board of Directors of 16.12.2025, and was drawn up on the basis of Law no. 183 of 10 June 2024 on the status of research, development and innovation personnel and of Government Decision no. 1569/2024 approving the Methodological Norms on the organisation of the promotion examination for the award of a professional grade to research, development and innovation personnel in research organisations.

(3) This Regulation has also been harmonised with the Methodology for the verification and assessment of the dossiers containing the documents relating to the competition for filling a post and

to the examination for the award of the professional grade of Scientific Researcher Grade II and Grade I, approved by Order no. 3191/2025 of the Minister of Education and Research.

(4) References in this Regulation to the Ministry of Education and Research and to the National Authority for Research are to the central public authority with responsibilities in the field of research, development and innovation, referred to as MCID in Government Decision no. 1569/2024, and shall be read as references to the body exercising those responsibilities at the date on which the examination is organised.

ANNEX 1 – Minimum standards and minimum quantitative thresholds for the promotion examination for the award of the professional grades of CS I, CS II and CS III

ANNEX 2 – Sheet for verifying compliance with the minimum standards – CS I

ANNEX 3 – Sheet for verifying compliance with the minimum standards – CS II

ANNEX 4 – Sheet for verifying compliance with the minimum standards – CS III

ANNEX 5 – Assessment sheet of the member of the examination committee – CS I

ANNEX 6 – Assessment sheet of the member of the examination committee – CS II

ANNEX 7 – Assessment sheet of the member of the examination committee – CS III

ANNEX 8 – Assessment report of the member of the examination committee

ANNEX 9 – Application to enter the examination

ANNEX 10 – Declaration on own responsibility as to the accuracy of the information in the dossier

ANNEX 11 – Declaration as to the absence of breaches of good conduct in RDI activity

ANNEX 12 – Declaration of consent to the processing of personal data

ANNEX 13 – Declaration of the assessor as to the absence of conflicts of interest

ANNEX 14 – Procedural steps for creating hyperlinks to the supporting documents listed in the index

ANNEX 15 – Cover of the examination dossier

ANNEX 16 – Model supplement to the sheet for verifying compliance with the minimum standards – CS I, CS II

D R A W N U P B Y,
The Scientific Council of INCD ECOIND
President
Dr. Environmental Science Olga Tiron

ANNEX 1

Minimum standards and minimum quantitative thresholds for the promotion examination for the award of the professional grades of CS I, CS II and CS III to RDI personnel of INCD ECOIND

A. Minimum standards and minimum quantitative thresholds for Scientific Researcher Grade I, CS I (R4) and Scientific Researcher Grade II – CS II (R3) – pending their adoption by the Advisory Board for Research, Development and Innovation, the legislation in force shall apply.

As at the date of entry into force of this Regulation, the national minimum standards approved by Order no. 6129/2016 of the Minister of National Education and Scientific Research, Annex no. 18 – Environmental Engineering Commission, shall apply to the professional grades of CS I and CS II. Those standards are supplemented by the conditions laid down in Article 13(10) and (11) of Law no. 183/2024 and in the Methodological Norms approved by Government Decision no. 1569/2024, namely the requirement to exceed by at least 50% at least two thirds of the minimum quantitative thresholds and to meet the remaining thresholds at least at the minimum level.

Compliance with these standards shall be verified by means of the verification sheets set out in ANNEX 2, for the professional grade of CS I, and in ANNEX 3, for the professional grade of CS II.

B. Minimum standards and minimum quantitative thresholds for Scientific Researcher Grade III, CS III (R2)

B.1. Conditions for entering the examination

These shall be verified at the time of entry, on the basis of the self-assessment sheet set out in ANNEX 4, pursuant to Article 13(10) of Law no. 183/2024 and Article 4(1) of the Regulation. Failure to meet any of the conditions below shall result in the candidate being declared unsuccessful, without the assessment provided for in section B.2 being carried out, in accordance with Article 15(1)(d) of the Regulation.

I. Appraisal by the head of the unit to which the candidate belongs

Condition: at least the rating "Good" obtained over the last four years of professional activity or since the date of recruitment. This condition is eliminatory and is not scored.

II. Compliance with the minimum standards set out in Table 1

The candidate must meet, cumulatively, the following requirements:

- a) to exceed the minimum quantitative threshold by at least 50% in respect of at least two thirds of the nine minimum standards set out in Table 1, that is, in respect of at least six of them;
- b) to meet the remaining minimum standards set out in Table 1, at least at the level of the minimum quantitative threshold.

MINIMUM STANDARDS (Table 1)

1. Contribution to the delivery of national research projects
2. Participation in international / European / structural projects
3. Project proposals
4. Results obtained in research activity
5. Scientific publications
6. Innovation activity
7. Presentations at scientific events

8. Professional development

9. Membership of scientific committees, prizes obtained

Table 1. Minimum standards and corresponding minimum quantitative thresholds

MINIMUM STANDARD		Minimum quantitative threshold (points)	Score obtained	Threshold exceeded (at least 50%)
1. Contribution to the delivery of national research projects	- project manager/project officer	1.50		
	- activity officer	1.00		
	- team member	0.50		
TOTAL		3 points		at least 4.5 points
2. Participation in international / European / structural projects	- project manager/project officer	2.50		
	- activity officer	1.50		
	- team member	0.75		
TOTAL		4.75 points		at least 7.125 points
3. Project proposals	- project manager / project officer	0.10		
	- activity officer	0.05		
	- team member	0.025		
TOTAL		0.175 points		at least 0.263 points
4. Results obtained in research activity	- Technologies	0.50		
	- Studies (including: environmental assessments, in-house work)	0.20		
	- Methods / Methodologies	0.30		
	- Services	0.20		
TOTAL		1.2 points		at least 1.8 points
5. Scientific publications		principal author / co-author		
	- non-indexed journals	0.25 / 0.10		
	- BDI-indexed journals	0.50 / 0.20		
	- ISI-rated journals (Q3/Q4)	1.00 / 0.30		
	- ISI-rated journals (Q1/Q2)	4.00 / 2.00		
	- published books	2.00 / 1.00		
	- book chapters	1.00 / 0.50		
TOTAL		8.75 / 4.1 points		at least 13.125 / 6.15 points
6. Innovation activity		principal author / co-author		
	- national patent application	0.50 / 0.25		
	- international patent application	0.80 / 0.40		
	- national patents granted	3.00 / 1.50		
	- international patents granted	5.00 / 2.50		
TOTAL		9.3 / 4.65 points		at least 13.95 / 6.975 points
7. Presentations at scientific events		principal author / co-author		
	- non-indexed	0.10 / 0.035		
	- BDI-indexed	0.20 / 0.070		
	- ISI Proceedings	0.30 / 0.10		
TOTAL		0.6 / 0.205 points		at least 0.9 / 0.308 points
	- Postdoctoral research	1.50		

8. Professional development	- National or international training course/placement on a specific subject (5 days or more)	2.00		
TOTAL		3.5 points		at least 5.25 points
9. Membership of scientific committees, prizes obtained		national / international		
	- member of scientific committees	0.30 / 0.50		
		principal author / co-author		
	- prizes obtained at exhibitions, fairs, etc., national	0.20 / 0.10		
	- prizes obtained at exhibitions, fairs, etc., international	0.40 / 0.20		
TOTAL		0.9 / 0.8 points		at least 1.35 / 1.2 points

Note: Evidence of the capacity of project manager/project officer, or of activity/topic officer, project phase officer or environmental study officer, is the page bearing the title of the work together with the signature sheet of the approved work, or a declaration by the project manager.

The capacity of principal author may be treated as equivalent to that of corresponding author.

B.2. ASSESSMENT CRITERIA WITHIN THE EXAMINATION

These shall be scored by the examination committee, pursuant to Article 12(2) of the Methodological Norms approved by Government Decision no. 1569/2024 and Article 14(5) of the Regulation, only in respect of candidates who meet the access conditions laid down in section B.1.

Criterion I. Examination of the dossier and assessment of professional activity

1. Research activity.

Minimum threshold: two research projects **or** two topics/activities within research projects in the capacity of project manager/project officer/topic officer/activity officer **or** two environmental studies in the capacity of study officer. The capacity of project phase officer shall also be taken into account where the phase comprised a single activity/topic for which no other officer was designated.

2. Scientific contribution.

Cumulative minimum thresholds:

- three published articles, of which at least one article published in an ISI-rated journal or one patent granted;
- four presentations published in the proceedings of national / international scientific events;
- at least four works published in the capacity of principal author.

"Minimum threshold" means the mandatory condition for fulfilling Criterion I and corresponds to 80 points (mark 8.00) out of a possible maximum of 100 points (mark 10).

Criterion II.

A funding application drawn up in accordance with the information package of the National Research, Development and Innovation Plan, Programme 5.7, Sub-programme 5.7.1, Experimental Demonstration Project (PED); the project proposal shall be drawn up in Romanian or English.

- *Minimum threshold:* 80 points (mark 8.00) out of a possible maximum of 100 points (mark 10).

Criterion III.

Interview: the candidate's professional activity shall be assessed, with reference to the project proposal drawn up, their activity in their field of specialisation and the general activity of the institute.

Minimum threshold: 80 points (mark 8.00) out of a possible maximum of 100 points (mark 10).

The final score shall be the average of the scores obtained under Criteria I to III of this section. The minimum final score for success is 80 points, provided that the candidate has obtained under each of Criteria I to III a score at least equal to the minimum threshold.

Note. The rule requiring thresholds to be exceeded by at least 50% applies exclusively to the minimum quantitative thresholds attached to the minimum standards set out in Table 1, pursuant to Article 13(10) of Law no. 183/2024. It does not apply to the thresholds laid down under Criteria I to III of section B.2, those being pass marks for the examination rather than quantitative thresholds attached to minimum standards.

ANNEX 2

Sheet for verifying compliance with the minimum criteria and the minimum standards in the promotion examination for the award of the professional grade of CS I

Candidate:

Professional grade held: CS II

Professional grade applied for: CS I

A. COMPLIANCE WITH THE MINIMUM CONDITIONS

No.	Minimum condition	Identification details
1	Doctoral degree	Doctoral degree certificate no. of, issued by
2	Employee of INCD ECOIND under an open-ended individual employment contract	Individual employment contract no. of

B. COMPLIANCE WITH THE MINIMUM STANDARDS

Minimum standards under Order no. 6129/2016, Annex no. 18 – Environmental Engineering Commission, for the professional grade of CS I and the corresponding thresholds (score)

No.	Minimum standards	Minimum quantitative threshold	Minimum quantitative threshold increased by 50%	Achieved by the candidate (score)	Minimum threshold met YES / NO	Increased threshold met YES / NO
1	Total number of articles published in ISI-rated journals (NT)	$NT \geq 25$	$NT \geq 38$			
2	Number of articles in ISI-rated journals in which the candidate is principal author, first author or corresponding author (NP) Of which, works published in journals with an impact factor greater than 1 ($IF > 1$)	$NP \geq 10$ ≥ 6 works	$NP \geq 15$ ≥ 9 works			
3	Cumulative impact factor (CIF) *	$CIF \geq 20$	$CIF \geq 30$			
4	Total number of citations in the Scopus or ISI Web of Science databases, excluding self-citations (NC)	$NC \geq 100$	$NC \geq 150$			
	Number of minimum standards in respect of which the minimum quantitative threshold increased by 50% is met			 out of 4		

	(required: at least 3 out of 4, that is, two thirds)	
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**The CIF is calculated by reference to the impact factor of the journal in which the candidate published an article as principal author or corresponding author and, respectively, to the impact factor divided by the number of authors for journals in which the candidate published an article in which they are not the principal author or corresponding author. An IF of 1 is assigned to national patents and an IF of 3 to international patents.*

The column "Achieved by the candidate (score)" shall be completed with the value actually achieved for each minimum standard. The standards are not aggregated into a total score and do not offset one another. Exceeding one threshold cannot make up for the failure to meet another, pursuant to Article 2(9) of Government Decision no. 1569/2024.

In order to be eligible to sit the promotion examination, the candidate must meet the minimum standards cumulatively and must exceed, by at least 50%, at least two thirds of the minimum quantitative thresholds.

C. COMPLIANCE WITH THE ADDITIONAL STANDARDS OF INCD ECOIND

As at the date of approval of this sheet, INCD ECOIND has not established any additional standards of its own for the professional grade of CS I, in accordance with Article 5(2) of the Regulation.

DECLARATION ON OWN RESPONSIBILITY

I, the undersigned,, a candidate in the promotion examination for the award of the professional grade of Scientific Researcher Grade I, declare on my own responsibility, being aware of Article 326 of Law no. 286/2009 on the Criminal Code concerning false statements, that the data entered in this sheet are true and complete and that I meet the minimum conditions and minimum standards laid down by the legislation in force for the professional grade applied for. The works declared as being included in the Clarivate Web of Science / Scopus database are visible in that database, against my name, as at the date hereof.

Date

Signature

(The assessment sheet shall be accompanied by the list of documents and of their identification details in accordance with the model set out in ANNEX 16)

ANNEX 3

Sheet for verifying compliance with the minimum criteria and the minimum standards in the promotion examination for the award of the professional grade of CS II

Candidate:

Professional grade held: CS III

Professional grade applied for: CS II

A. COMPLIANCE WITH THE MINIMUM CONDITIONS

No.	Minimum condition	Identification details
1	Doctoral degree	Doctoral degree certificate no. of, issued by
2	Employee of INCD ECOIND under an open-ended individual employment contract	Individual employment contract no. of

B. COMPLIANCE WITH THE MINIMUM STANDARDS

Minimum standards under Order no. 6129/2016, Annex no. 18 – Environmental Engineering Commission, for the professional grade of CS II and the corresponding thresholds (score)

No.	Minimum standards	Minimum quantitative threshold	Minimum quantitative threshold increased by 50%	Achieved by the candidate (score)	Minimum threshold met YES / NO	Increased threshold met YES / NO
1	Total number of articles published in ISI-rated journals (NT)	$NT \geq 15$	$NT \geq 23$			
2	Number of articles in ISI-rated journals in which the candidate is principal author, first author or corresponding author (NP) Of which, works published in journals with an impact factor greater than 1 ($IF > 1$)	$NP \geq 6$ ≥ 4 works	$NP \geq 9$ ≥ 6 works			
3	Cumulative impact factor (CIF)*	$CIF \geq 12$	$CIF \geq 18$			
4	Total number of citations in the Scopus or ISI Web of Science databases, excluding self-citations (NC)	$NC \geq 60$	$NC \geq 90$			
	Number of minimum standards in respect of which the minimum quantitative threshold increased by 50% is met			 out of 4		

	(required: at least 3 out of 4, that is, two thirds)	
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**The CIF is calculated by reference to the impact factor of the journal in which the candidate published an article as principal author or corresponding author and, respectively, to the impact factor divided by the number of authors for journals in which the candidate published an article in which they are not the principal author or corresponding author. An IF of 1 is assigned to national patents and an IF of 3 to international patents.*

The column "Achieved by the candidate (score)" shall be completed with the value actually achieved for each minimum standard. The standards are not aggregated into a total score and do not offset one another. Exceeding one threshold cannot make up for the failure to meet another, pursuant to Article 2(9) of Government Decision no. 1569/2024.

In order to be eligible to sit the promotion examination, the candidate must meet the minimum standards cumulatively and must exceed, by at least 50%, at least two thirds of the minimum quantitative thresholds.

C. COMPLIANCE WITH THE ADDITIONAL STANDARDS OF INCD ECOIND

As at the date of approval of this sheet, INCD ECOIND has not established any additional standards of its own for the professional grade of CS II, in accordance with Article 5(2) of the Regulation.

DECLARATION ON OWN RESPONSIBILITY

I, the undersigned,, a candidate in the promotion examination for the award of the professional grade of Scientific Researcher Grade II, declare on my own responsibility, being aware of Article 326 of Law no. 286/2009 on the Criminal Code concerning false statements, that the data entered in this sheet are true and complete and that I meet the minimum conditions and minimum standards laid down by the legislation in force for the professional grade applied for. The works declared as being included in the Clarivate Web of Science / Scopus database are visible in that database, against my name, as at the date hereof.

Date

Signature

(The assessment sheet shall be accompanied by the list of documents and of their identification details in accordance with the model set out in ANNEX 16)

ANNEX 4

Sheet for verifying compliance with the minimum criteria and the minimum standards in the promotion examination for the award of the professional grade of CS III

Candidate:

Professional grade held: CS

Professional grade applied for: CS III

A. CONDITIONS FOR ENTERING THE EXAMINATION

A.1. General conditions

No.	Minimum condition	Identification details
1	Doctoral degree	Doctoral degree certificate no. of, issued by
2	Employee of INCĐ ECOIND under an open-ended individual employment contract	Individual employment contract no. of

A.2. Appraisal by the head of the unit to which the candidate belongs (eliminary condition, not scored)

No.	Minimum threshold laid down in ANNEX 1	Supporting document	Met YES / NO
1	At least the rating "Good" obtained over the last four years of professional activity or since the date of recruitment	Appraisal document / annual assessment sheets no. of	

A.3. Compliance with the minimum standards set out in Table 1 of ANNEX 1

MINIMUM STANDARD		Minimum quantitative threshold (points)	Score obtained	Threshold exceeded (at least 50%)
1. Contribution to the delivery of national research projects	- project manager/project officer	1.50		
	- activity officer	1.00		
	- team member	0.50		
TOTAL		3 points		at least 4.5 points
2. Participation in international / European / structural projects	- project manager/project officer	2.50		
	- activity officer	1.50		
	- team member	0.75		

TOTAL		4.75 points		at least 7.125 points
3. Project proposals	- project manager / project officer	0.10		
	- activity officer	0.05		
	- team member	0.025		
TOTAL		0.175 points		at least 0.263 points
4. Results obtained in research activity	- Technologies	0.50		
	- Studies (including: environmental assessments, in-house work)	0.20		
	- Methods / Methodologies	0.30		
	- Services	0.20		
TOTAL		1.2 points		at least 1.8 points
5. Scientific publications		principal author / co-author		
	- non-indexed journals	0.25 / 0.10		
	- BDI-indexed journals	0.50 / 0.20		
	- ISI-rated journals (Q3/Q4)	1.00 / 0.30		
	- ISI-rated journals (Q1/Q2)	4.00 / 2.00		
	- published books	2.00 / 1.00		
	- book chapters	1.00 / 0.50		
TOTAL		8.75 / 4.1 points		at least 13.125 / 6.15 points
6. Innovation activity		principal author / co-author		
	- national patent application	0.50 / 0.25		
	- international patent application	0.80 / 0.40		
	- national patents granted	3.00 / 1.50		
	- international patents granted	5.00 / 2.50		
TOTAL		9.3 / 4.65 points		at least 13.95 / 6.975 points
7. Presentations at scientific events		principal author / co-author		
	- non-indexed	0.10 / 0.035		

	- BDI-indexed	0.20 / 0.070		
	- ISI Proceedings	0.30 / 0.10		
TOTAL		0.6 / 0.205 points		at least 0.9 / 0.308 points
8. Professional development	- Postdoctoral research	1.50		
	- National or international training course/placement on a specific subject (5 days or more)	2.00		
TOTAL		3.5 points		at least 5.25 points
9. Membership of scientific committees, prizes obtained		national / international		
	- member of scientific committees	0.30 / 0.50		
		principal author / co-author		
	- prizes obtained at exhibitions, fairs, etc., national	0.20 / 0.10		
	- prizes obtained at exhibitions, fairs, etc., international	0.40 / 0.20		
TOTAL		0.9 / 0.8 points		at least 1.35 / 1.2 points
a) Number of minimum standards in respect of which the minimum quantitative threshold is exceeded by at least 50% (required: at least 6 out of 9, that is, two thirds)			 out of 9	
b) The remaining minimum standards are met at least at the level of the minimum quantitative threshold			YES / NO	

The condition shall be regarded as met only if both requirements, (a) and (b), are met cumulatively, pursuant to Article 13(10) of Law no. 183/2024.

B. DECLARED ITEMS FOR THE ASSESSMENT CRITERIA WITHIN THE EXAMINATION

This section corresponds to section B.2 of ANNEX 1. It is scored by the examination committee. The candidate shall declare here only those items in the dossier that are verifiable and relate to Criterion 1.

B.1. Criterion 1, examination of the dossier and assessment of professional activity (minimum threshold: 80 points, mark 8.00)

No.	Minimum threshold laid down in ANNEX 1	Achieved by the candidate	Threshold met YES / NO
1	Research activity: two research projects or two topics/activities within research projects in the capacity of project		

	manager/project officer/topic officer/activity officer, or two environmental studies in the capacity of study officer		
2	Scientific contribution: three published articles, of which at least one article published in an ISI-rated journal or one patent granted		
3	Scientific contribution: four presentations published in the proceedings of national / international scientific events		
4	Scientific contribution: at least four works published in the capacity of principal author		

The thresholds at points 1 to 4 are cumulative. Full compliance with them corresponds to a score of 80 points (mark 8.00), awarded by the examination committee.

B.2. Criterion II, the funding application, and Criterion III, the interview

These are assessed within the examination by the examination committee and are not subject to self-assessment. The minimum threshold is 80 points (mark 8.00) for each of them.

The final score shall be the average of the scores obtained under Criteria I to III. The minimum final score for success is 80 points, provided that the candidate has obtained under each of Criteria 1 to 3 a score at least equal to the minimum threshold.

The rule requiring thresholds to be exceeded by at least 50% applies exclusively to the minimum standards in Table 1, set out in section A.3. It does not apply to the thresholds of Criteria I to III.

DECLARATION ON OWN RESPONSIBILITY

I, the undersigned,, a candidate in the promotion examination for the award of the professional grade of Scientific Researcher Grade III, declare on my own responsibility, being aware of Article 326 of Law no. 286/2009 on the Criminal Code concerning false statements, that the data entered in this sheet are true and complete and that I meet the conditions for entering the examination laid down in ANNEX 1, section B.1.

<i>Date</i>	<i>Surname and forename of the candidate</i>	<i>Signature</i>
.....		

ANNEX 5

ASSESSMENT SHEET

drawn up by the member of the examination committee, pursuant to Article 13(b) of the Methodological Norms approved by Government Decision no. 1569/2024, for the promotion examination for the professional grade of CS I

Candidate		Professional grade held	CS II
Grade for which the examination is organised	CS I	Examination approved by the meeting of the Board of Directors	Minutes no..... of
Member of the examination committee		Capacity on the committee	President / Member
Professional grade / teaching title		Affiliation	INCDC ECOIND /

I. VERIFICATION OF COMPLIANCE WITH THE MINIMUM CONDITIONS

No.	Minimum condition	Document verified	Met YES / NO
1	Holds a doctoral degree	Doctoral degree certificate no. of	
2	Is an employee of INCDC ECOIND under an open-ended individual employment contract	Individual employment contract no. of	
3	Has not been sanctioned, in the three years preceding entry, for a serious breach of good conduct in RDI activity	Declaration on own responsibility, in the dossier	
4	The examination dossier is complete, in accordance with Article 8 of the Regulation	The examination dossier	

II. VERIFICATION OF COMPLIANCE WITH THE MINIMUM STANDARDS AND AWARD OF THE SCORE

To be completed on the basis of the verification sheet submitted by the candidate (ANNEX 2.1) and of the portfolio of works. The column "Value established by the committee member" represents the score awarded against each quantitative threshold, pursuant to Article 13(b) of Government Decision no. 1569/2024.

No.	Minimum standard	Minimum quantitative threshold	Minimum quantitative threshold increased by 50%	Value declared by the candidate	Value established by the committee member	Minimum threshold met YES / NO	Increased threshold met YES / NO
1	Total number of articles published in ISI-rated journals (NT)	NT $\geq$ 25	NT $\geq$ 38				
2	Number of articles in ISI-rated journals in which the candidate is principal author, first author or corresponding author (NP) Of which, works published in journals with an impact factor greater than 1 (IF > 1)	NP $\geq$ 10 $\geq$ 6 works	NP $\geq$ 15 $\geq$ 9 works				
3	Cumulative impact factor (CIF)	CIF $\geq$ 20	CIF $\geq$ 30				
4	Total number of citations in the Scopus or ISI Web of Science databases, excluding self-citations (NC)	NC $\geq$ 100	NC $\geq$ 150				
A	All four basic minimum standards are met				YES / NO		
B	Number of minimum standards in respect of which the minimum quantitative threshold increased by 50% is met (required: at least 3 out of 4, that is, two thirds)				 out of 4		

The minimum standards are not aggregated into a total score and do not offset one another. Exceeding one threshold cannot make up for the failure to meet another, pursuant to Article 2(9) of Government Decision no. 1569/2024.

III. VERIFICATION OF COMPLIANCE WITH THE ADDITIONAL STANDARDS OF INCD ECOIND

As at the date on which this sheet is drawn up, INCD ECOIND has not established any additional standards of its own for the professional grade of CS I, in accordance with Article 5(2) of the Regulation.

IV. CONCLUSIONS

No.	Conclusion	YES / NO
1	The candidate meets the minimum conditions set out in section II	
2	The candidate meets all the basic minimum standards set out in section III	
3	The candidate exceeds by at least 50% at least two thirds of the minimum quantitative thresholds, that is, at least 3 out of 4	
4	The candidate meets the conditions laid down in Article 13(10) of Law no. 183/2024 for the award of the professional grade of CS I	

Observations:

.....

<i>Date</i>	<i>Surname and forename of the committee member</i>	<i>Signature</i>
.....		

ANNEX 6

ASSESSMENT SHEET

drawn up by the member of the examination committee, pursuant to Article 13(b) of the Methodological Norms approved by Government Decision no. 1569/2024, for the promotion examination for the professional grade of CS II

Candidate		Professional grade held	CS III
Grade for which the examination is organised	CS II	Examination approved by the meeting of the Board of Directors	Minutes no..... of
Member of the examination committee		Capacity on the committee	President / Member
Professional grade / teaching title		Affiliation	INCD ECOIND /

I. VERIFICATION OF COMPLIANCE WITH THE MINIMUM CONDITIONS

No.	Minimum condition	Document verified	Met YES / NO
1	Holds a doctoral degree	Doctoral degree certificate no. of	
2	Is an employee of INCD ECOIND under an open-ended individual employment contract	Individual employment contract no. of	
3	Has not been sanctioned, in the three years preceding entry, for a serious breach of good conduct in RDI activity	Declaration on own responsibility, in the dossier	
4	The examination dossier is complete, in accordance with Article 8 of the Regulation	The examination dossier	

II. VERIFICATION OF COMPLIANCE WITH THE MINIMUM STANDARDS AND AWARD OF THE SCORE

To be completed on the basis of the verification sheet submitted by the candidate (ANNEX 2.2) and of the portfolio of works. The column "Value established by the committee member" represents the score awarded against each quantitative threshold, pursuant to Article 13(b) of Government Decision no. 1569/2024.

No.	Minimum standard	Minimum quantitative threshold	Minimum quantitative threshold increased by 50%	Value declared by the candidate	Value established by the committee member	Minimum threshold met YES / NO	Increased threshold met YES / NO
1	Total number of articles published in ISI-rated journals (NT)	NT $\geq$ 15	NT $\geq$ 23				
2	Number of articles in ISI-rated journals in which the candidate is principal author, first author or corresponding author (NP) Of which, works published in journals with an impact factor greater than 1 (IF > 1)	NP $\geq$ 6 $\geq$ 4 works	NP $\geq$ 9 $\geq$ 6 works				
3	Cumulative impact factor (CIF)	CIF $\geq$ 12	CIF $\geq$ 18				
4	Total number of citations in the Scopus or ISI Web of Science databases, excluding self-citations (NC)	NC $\geq$ 60	NC $\geq$ 90				
A	All four basic minimum standards are met				YES / NO		
B	Number of minimum standards in respect of which the minimum quantitative threshold increased by 50% is met (required: at least 3 out of 4, that is, two thirds)				 out of 4		

The minimum standards are not aggregated into a total score and do not offset one another. Exceeding one threshold cannot make up for the failure to meet another, pursuant to Article 2(9) of Government Decision no. 1569/2024.

III. VERIFICATION OF COMPLIANCE WITH THE ADDITIONAL STANDARDS OF INCD ECOIND

As at the date on which this sheet is drawn up, INCD ECOIND has not established any additional standards of its own for the professional grade of CS II, in accordance with Article 5(2) of the Regulation.

IV. CONCLUSIONS

No.	Conclusion	YES / NO
1	The candidate meets the minimum conditions set out in section I	
2	The candidate meets all the basic minimum standards set out in section II	
3	The candidate exceeds by at least 50% at least two thirds of the minimum quantitative thresholds, that is, at least 3 out of 4	

4	The candidate meets the conditions laid down in Article 13(10) of Law no. 183/2024 for the award of the professional grade of CS II	
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Observations:

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<i>Date</i>	<i>Surname and forename of the committee member</i>	<i>Signature</i>
.....		

ANNEX 7

ASSESSMENT SHEET

drawn up by the member of the examination committee, pursuant to Article 13(b) of the Methodological Norms approved by Government Decision no. 1569/2024 and Article 15 of the Regulation, for the promotion examination for the professional grade of CS III

Candidate		Professional grade held	CS
Grade for which the examination is organised	CS III	Examination approved by the meeting of the Board of Directors	Minutes no..... of
Member of the examination committee		Capacity on the committee	President / Member
Professional grade / teaching title		Affiliation	INCD ECOIND /

II. VERIFICATION OF THE CONDITIONS FOR ENTERING THE EXAMINATION (section B.1 of ANNEX 1)

Failure to meet any of the conditions below shall result in the candidate being declared unsuccessful, without the assessment provided for in section III being carried out, in accordance with Article 15(1)(d) of the Regulation.

II.1. General conditions

No.	Minimum condition	Document verified	Met YES / NO
1	Holds a doctoral degree	Doctoral degree certificate no. of	
2	Is an employee of INCD ECOIND under an open-ended individual employment contract	Individual employment contract no. of	
3	Has not been sanctioned, in the three years preceding entry, for a serious breach of good conduct in RDI activity	Declaration on own responsibility, in the dossier	
4	The examination dossier is complete, in accordance with Article 8 of the Regulation	The examination dossier	

II.2. Appraisal by the head of the unit (eliminary, not scored)

No.	Minimum threshold laid down in ANNEX 1	Document verified	Met YES / NO
1	At least the rating "Good" obtained over the last four years of professional activity or since the date of recruitment	Appraisal by the head of the unit / annual assessment sheets	

II.3. Compliance with the minimum standards (Table 1 of ANNEX 1)

No.	Minimum standard	Minimum quantitative threshold (points)	Threshold exceeded (at least 50%)	Score established	Threshold exceeded by 50% YES / NO
1	Contribution to the delivery of national research projects	3 points	at least 4.5 points		
2	Participation in international / European / structural projects	4.75 points	at least 7.125 points		
3	Project proposals	0.175 points	at least 0.263 points		
4	Results obtained in research activity	1.2 points	at least 1.8 points		
5	Scientific publications	8.75 / 4.10 points (principal author / co-author)	at least 13.125 / 6.15 points		
6	Innovation activity	9.30 / 4.65 points (principal author / co-author)	at least 13.95 / 6.975 points		
7	Presentations at scientific events	0.60 / 0.205 points (principal author / co-author)	at least 0.9 / 0.308 points		
8	Professional development	3.5 points	at least 5.25 points		
9	Membership of scientific committees, prizes obtained	0.9 / 0.8 points	at least 1.35 / 1.2 points		
a)	Number of minimum standards in respect of which the minimum quantitative threshold is exceeded by at least 50% (required: at least 6 out of 9, that is, two thirds)			 out of 9	
b)	The remaining minimum standards are met at least at the level of the minimum quantitative threshold			YES / NO	

II. ASSESSMENT WITHIN THE EXAMINATION (section B.2 of ANNEX 1)

II.1. Criterion I, examination of the dossier and assessment of professional activity

No.	Minimum threshold laid down in ANNEX 1	Established by the committee member	Threshold met YES / NO	Documents verified
1	Research activity: two research projects or two topics/activities within research projects in the capacity of project manager/project officer/topic officer/activity officer, or two environmental studies in the capacity of study officer			
2	Scientific contribution: three published articles, of which at least one article published in an ISI-rated journal or one patent granted			
3	Scientific contribution: four presentations published in the proceedings of national / international scientific events			
4	Scientific contribution: at least four works published in the capacity of principal author			
	SCORE AWARDED UNDER CRITERION I (minimum threshold: 80 points, mark 8.00, corresponding to cumulative fulfilment of the above thresholds)			

II.2. Criterion II, the funding application

Subject of assessment	Minimum threshold	Score awarded (max. 100)	Mark awarded
A funding application drawn up in accordance with the information package of the PNCDI, Programme 5.7, Sub-programme 5.7.1, Experimental Demonstration Project (PED), in Romanian or English	80 points (mark 8.00)		

II.3. Criterion III, the interview

Subject of assessment	Minimum threshold	Score awarded
Assessment of the candidate's professional activity, with reference to the funding application drawn up, to their activity in their field of specialisation and to the general activity of the institute	80 points (mark 8.00)	

III. FINAL SCORE

Criterion	Minimum threshold	Score awarded
Criterion 1, examination of the dossier and assessment of professional activity	80 points	
Criterion 2, the funding application	80 points	
Criterion 3, the interview	80 points	
FINAL SCORE (arithmetic mean of the scores under Criteria I to III)	at least 80 points	

IV. CONCLUSIONS

No.	Conclusion	YES / NO
1	The candidate meets the general conditions laid down in section II.1	
2	Condition 1, which is eliminatory, is met / Appraisal by the head of the unit	
3	Condition 2 is met cumulatively as regards requirements (a) and (b) / Compliance with the minimum standards (Table 1 of ANNEX 1)	
4	Under each of Criteria I, II and III the candidate obtained a score at least equal to the minimum threshold	
5	The final score is at least 80 points	
6	The candidate meets the conditions for the award of the professional grade of CS III	

Observations:

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Note: the scores awarded are not aggregated into a total score and do not offset one another. The rule requiring thresholds to be exceeded by at least 50% applies exclusively to the minimum standards in section II.3.

Date	Surname and forename of the committee member	Signature
.....		

Document drawn up by each member of the examination committee

ASSESSMENT REPORT

on the promotion examination for the award of the professional grade of CS III, CS II or CS I
*drawn up pursuant to Article 14(1) of the Methodological Norms approved by Government Decision no.
1569/2024 and
Article 16(1) of the internal examination regulation of INCĐ ECOIND*

I, the undersigned, professional grade/teaching
title.....atappointed by Decision of the Director
General of INCĐ ECOIND no.of, as a member of the examination committee
for promotion to the professional grade of Scientific Researcher, having examined the
examination dossier submitted by the candidate, have established the following:

**Compliance with the minimum standards and, where applicable, with the institute's own standards, in
accordance with the assessment sheet completed:**

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Assessment of the candidate's previous scientific activity

- The relevance and impact of the scientific results,
- The ability to mentor early-career researchers,
- The ability to transfer researchers' knowledge and results to the social and economic environment and to disseminate those results,
- Willingness to work as part of a team and the effectiveness of scientific collaborations,
- Experience in coordinating research and development projects

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Assessment of the application dossier and of compliance with the conditions

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Other observations

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Conclusions

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The candidate meets / does not meet the conditions laid down in Article 13(10) of Law no. 183/2024 for the award of the professional grade applied for.

I PROPOSE that the professional grade of Scientific Researcher be awarded / not be awarded to the candidate.

VOTE: IN FAVOUR / AGAINST.

This assessment report, together with the completed assessment sheet, forms the basis of the report on the examination drawn up by the president of the examination committee.

Date

Signature

ANNEX 9

Candidate's application to enter the examination

Registered under no. of

Approved,

Director General of INCD ECOIND

Dear Director General,

I, the undersigned,.....employed by INCD ECOIND, within the Department/Laboratory/Branch, holding the professional grade of, e-mail address, mobile telephone:, holder of identity card series, number, hereby request your approval to take part in the examination for the award of the professional grade of, in accordance with Article 13(10) and (11) and Article 19(2) of Law no. 183/2024, the Methodological Norms approved by Government Decision no. 1569/2024 and the internal examination regulation of INCD ECOIND.

I confirm that the minimum criteria for promotion are met, namely:

- I am employed on a full-time basis and for an indefinite period by INCD ECOIND;
- I hold a doctoral degree in the field of.....;
- in the three years preceding entry to the promotion examination, I have not been sanctioned for a serious breach of good conduct in RDI activity as referred to in Article 52(8) of Law no. 183/2024.
- the minimum professional performance standards established for the grade immediately above are met;
- I meet the conditions as to education, experience and scientific/professional results laid down in the regulations in force.

I request promotion from the grade of CS..... to the grade of CS, following the promotion examination organised in accordance with the internal examination regulation of INCD ECOIND.

Fundamental field: Energy, environment and climate change (CCCDI Commission 2); subordinate field: Environmental Engineering. Commission no. 18 (CNATDCU).

Should anything be proved to the contrary of the above declarations, I shall bear the consequences in accordance with the legislation in force.

I have taken note that the announcement concerning the organisation of the promotion examination, together with the timetable, is displayed at the headquarters of INCD ECOIND and published at the website address: www.incdecoind.ro.

I attach hereto the examination dossier.

Candidate's signature

Date

Endorsed,

Legal Adviser

Endorsed

Human Resources Department

ANNEX 10

Candidate's declaration

DECLARATION ON OWN RESPONSIBILITY

annex to the application to enter the examination

The application shall be handwritten.

The surname, father's initial and forename shall be written in capital letters

I, the undersigned,....., an employee of INCD ECOIND, holding the professional grade of CS I/CS II, born on, permanently resident in, street, no... .., county of, personal identification number, identity card series, no....., being aware of Article 326 of the Criminal Code*, concerning false statements, hereby declare on my own responsibility that the documents and data in the dossier submitted for the promotion examination for the award of the professional grade ofCS I / CS II, organised within INCD ECOIND, present my own achievements and activities.

I take note that, should this not be the case, I shall bear the consequences of making a false statement, in accordance with the legislation in force.

I confirm that the announcement concerning the organisation of the promotion examination was published on at the headquarters of INCD ECOIND and at the website address www.incdecoind.ro.

Date

Signature

Note:

****ARTICLE 326 - False statements***

"A false declaration made to one of the persons referred to in Article 175 or to a body in which such a person carries out their duties, with a view to producing a legal consequence for oneself or for another, where, under the law or in the circumstances, the declaration made serves to produce that consequence, is punishable by imprisonment of between three months and two years or by a fine."

DECLARATION

as to the absence of breaches of good conduct in RDI activity

I, the undersigned, resident in
..... street no. block flat
..... district holder of identity card series no. personal identification
number declare on my own responsibility that in the three years preceding
entry to the examination for promotion to the professional grade of I have not committed any
of the serious breaches of good conduct in RDI activity referred to in Article 52(8) of Law no. 183/2024
on the status of research, development and innovation personnel.

Date,

Signature

.....

.....

**DECLARATION OF CONSENT TO THE PROCESSING
OF PERSONAL DATA, UNDER REGULATION (EU) 2016 / 679**

I, the undersigned,.....resident in
.....born on in the locality
of.....county ofholder of identity card series....., no.
..... issued on bypersonal identification number.....in my
capacity as a participant in the promotion examination for the professional grade of, organised by INCD
ECOIND, hereby declare that I consent to the use and processing of my personal data by INCD ECOIND, with
its registered office in Bucharest, 71-73 Drumul Podu Dâmboviței, District 6, and by the Ministry of Education
and Research, with its registered office in Bucharest, 21-25 Mendeleev Street, District 1, including their
disclosure, where necessary, to other bodies (CCCDI and others).

I have been informed of the provisions of Regulation no. 679 of 27 April 2016 on the protection of
natural persons with regard to the processing of personal data and on the free movement of such data, and
repealing Directive 95/46/EC (General Data Protection Regulation), adopted by the European Parliament and
the Council of the European Union, namely:

The right of access, under which a person has the right to obtain confirmation from INCD ECOIND
as to whether or not it is processing their personal data and, if so, access to that data and to information on how
it is processed.

The right to data portability concerns the right to receive personal data in a structured, commonly
used format and the right to have that data transmitted directly to another controller, where this is technically
feasible.

The right to object concerns the right to object to the processing of personal data.

The right to rectification concerns the correction, without undue delay, of inaccurate personal data.

The right to erasure (the "right to be forgotten") means the right to request that my personal
data be erased, without undue delay, where one of the following grounds applies: the data is no longer
necessary for the purposes for which it was collected or processed; I withdraw my consent and there is
no other legal basis for the processing.

The right to restriction of processing may be exercised where I contest the accuracy of the data,
for a period enabling the institution to verify its accuracy; or where the processing is unlawful and I
oppose the erasure of the personal data, requesting instead the restriction.

I have been informed that my refusal to provide the personal data required and requested by INCD ECOIND
and by the Ministry of Education and Research makes it impossible to establish the relationship concerning
promotion, and that this is not attributable to the aforementioned institution.

Should the personal data provided be incorrect or undergo changes (change of residence, civil status, e-mail
address and the like), I undertake, where applicable, to inform INCD ECOIND in writing and in good time.

I have also been informed that this data will be treated as confidential, in accordance with Regulation (EU)
2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons
with regard to the processing of personal data.

Date

Signature

DECLARATION

(assessor)

*as to the absence of conflicts of interest, pursuant to Article 9 of the Methodological Norms approved by Government
Decision no. 1569/2024 and Article 11 of the Regulation*

I, the undersigned,, professional grade/teaching title, being involved in the promotion examination procedure for the award of the professional grade of, organised within INCD ECOIND, in respect of the candidate, in the capacity of, confirm that I have taken note of the provisions of the normative acts in force concerning conflicts of interest affecting persons involved in the examination procedure and, subject to Article 326 of Law no. 286/2009 on the Criminal Code concerning false statements, declare on my own responsibility that I am not in such a situation.

Date

Signature

Note:

ARTICLE 326 - False statements: "A false declaration made to one of the persons referred to in Article 175 or to a body in which such a person carries out their duties, with a view to producing a legal consequence for oneself or for another, where, under the law or in the circumstances, the declaration made serves to produce that consequence, is punishable by imprisonment of between three months and two years or by a fine."

Procedural steps for creating hyperlinks to the supporting documents listed in the index

(applicable where an examination is organised for promotion to the professional grades of CS I and CS II)

1. Preparing the files

The index and all supporting documents shall be copied into a single folder, **on a USB medium**. The documents shall be named in accordance with the numbering in the index. **The USB medium shall be submitted with the examination dossier under a registration number.**

2. Inserting the hyperlinks

- a) select in the index the text that is to contain the hyperlink;
- b) from the Insert menu, select the Link command, or press Ctrl and K simultaneously;
- c) in the Insert Hyperlink window, select the document to be linked to;
- d) confirm with OK.

3. Checking

- a) each hyperlink shall be checked by holding down Ctrl and clicking on the text;
- b) once the index has been saved in PDF format, all hyperlinks shall be checked again to confirm that they work;
- c) the check shall be carried out by the candidate before the dossier is submitted.

Note. Hyperlinks to local files retain the full path to the document. In order for the links to continue to work on another computer, the index and the supporting documents shall be kept together in the same folder, and its structure shall not be changed after the hyperlinks have been inserted.

Cover of the examination dossier

**NATIONAL RESEARCH AND DEVELOPMENT INSTITUTE
FOR INDUSTRIAL ECOLOGY – ECOIND**

**EXAMINATION DOSSIER
for
the award of the professional grade of
SCIENTIFIC RESEARCHER, Grade**

Field of specialisation: **ENVIRONMENTAL ENGINEERING / COMMISSION 18**

Energy, environment and climate change (CCCDI Commission 2)

CANDIDATE

(Surname and forename, professional grade held)

Model supplement to the sheet for verifying compliance with the minimum standards – CS I, CS II

No.	Document (identification details: title, authors, DOI link, WOS)	Journal (name, volume, issue, pages), Year of publication of the document	Authorship capacity (First author / Corresponding author / Co-author)	IF according to Journal Citation Reports 2025	No. of authors	Resulting IF	No. of citations Web of Science / Scopus (excluding self- citations)
Type of document: Article / Patent / ISI Proceedings							
1 A _{ISI1}							No. (C ₁ – C _x)
2 A _{ISI2}							
3 A _{ISI3}							
Type of document: Article / Patent / ISI Proceedings							
1 B _{I1}							
2 I S I P ₁							
3							
TOTAL:						Total IF:	Total citations:
Total NP: value obtained listing entries 1 (A _{ISI1}),.....x(A _{ISIx})							
Total NP with IF>1: value obtained listing entries 1 (A _{ISI1}),.....x(A _{ISIx})							

Instructions for completion:

- the first row of the table shall be repeated on each page;
- documents A_{ISI1}, A_{ISIx}, B_{I1}, and ISI P₁ shall appear in the portfolio of works, in the order set out in the self-assessment sheet;
- citations shall be numbered from 1 to the maximum number, specifying how many relate to each article. In addition, citations shall be numbered from 1 to x (the first article), the first citation for article 2 then beginning with x+1. Citations shall be numbered in this way until the maximum number of citations, corresponding to the total number of citations, is reached. The numbers allocated to citations (with reference to the associated articles) shall be retained in the portfolio of works, in the order set out in the self-assessment sheet;
- the articles may be listed in the table in chronological order (year of publication) or in reverse order;
- a screenshot from WOS shall be inserted showing the number of citations for the articles in the assessment sheet. Care should be taken to ensure that there is no discrepancy between the total value in the table and that shown in WOS.
- the citations associated with the articles shall be set out in list form, so as to correspond to the data in the self-assessment sheet and to the portfolio of works.
- **each page of the document shall be signed and dated.**