



Information about the job application contest for the position of
„Associate Professor”

Department of Fundamental Sciences and Humanities,
Position no. **5** in the job title list
Faculty of Navigation and Naval Transport
Constanta Maritime University

a.) Description of the role

The job is a full-time position in the Department of Fundamental Sciences and Humanities, Faculty of Navigation and Naval Transport, Constanta Maritime University

Academic subjects in the curriculum:

- Maritime English 3; Maritime English 4;
- English 3; English 4;
- English (I,II), English (III,IV)
- Maritime English Commercial Correspondence.

b) Tasks / Activities associated with the role

Teaching Load: Related duties /activities

No.	Type of Activity	Number of conventional hours
1.	Teaching Activities	4 hrs./week
2.	Supervision of Seminar, Labs, and Projects	4 hrs./week
3.	Guidance for the elaboration of the Bachelor thesis	4 hrs./week
4.	Guidance for the elaboration of the Master thesis	2 hrs./week
5.	Guidance for the elaboration of the doctoral thesis	—

6.	Other practical teaching and research activities included in the curricula	2 hrs /week
7.	Conducting educational, artistic or sporting activities	—
8.	Assessment Activities	2 hrs./week
9.	Tutoring, counseling, guidance of student scientific groups, of students within the European Credit Transfer System	2 hrs./week
10.	Participation in education-oriented boards and commissions	2 hrs./week
11.	Self-Study	2 hrs./week

Research Load

No.	Type of Activity	Number of conventional hours
1.	Research Activities	10 hrs./week

c.) Minimum wage for classification

No.	Position	Level of education	Years of academic seniority	Teaching staff remuneration scale - 2021					
				Basic remuneration - lei					
				Level					
				0	1	2	3	4	5
		Postgraduate	>25 years	6,561	7,053	7,406	7,776	7,971	8,170
		Postgraduate	20-25 years	5,956	6,403	6,723	7,059	7,236	7,415
		Postgraduate	15-20 years	5,338	5,738	6,025	6,325	6,483	6,631
		Postgraduate	10-15 years	4,973	5,346	5,614	5,895	6,029	6,166
		Postgraduate	5-10 years	4,620	4,966	5,215	5,476	5,599	5,726
		Postgraduate	3-5 years	4,485	4,821	5,035	5,261	5,379	5,499

d.) Calendar of the job application contest

- The application period shall run 45 days after the publication date in the Legal Gazette
- The contest takes place in no more than 45 days after the application period.
- The higher education institution announces on its website the contest date, time and place at least 5 working days before the contest.

CALENDAR OF THE JOB APPLICATION CONTEST FOR OCCUPYING TEACHING VACANCIES IN THE 1st SEMESTER, ACADEMIC YEAR 2021/2022

Submission of candidate files and verification thereof	24 November 2022-8January 2022
Contest and posting of results	25 January-3 February 2022
Faculty Board Session for approval of contest reports	10 February 2023
Senate Session for validation of the contest	10 February 2023

e.) Job Application Contest Procedures

In order to enter the competition for a teaching and research position, the candidate prepares a file containing at least the following documents:

- (a) the application form for the competition, signed by the candidate, which includes an affidavit concerning the truthfulness of the information given in the application file;
- b) a proposal for the development of the candidate's academic career both in terms of teaching, in the case of teaching posts, and in terms of scientific research activities; the proposal must be drawn up by the candidate, must not exceed 10 pages and is one of the main criteria for deciding between candidates.
- c) the candidate's curriculum vitae in printed and electronic format;
- d) list of the candidate's work in printed and electronic format;
- e) the verification form of the fulfilment of the university's standards for the competition, completed and signed by the candidate
- f) documents relating to the doctoral degree: certified copy of the doctoral degree and, if the original doctoral degree is not recognized in Romania, the certificate of recognition or equivalence thereof;
- g) a summary, in Romanian and in an international language, of the doctoral thesis, on a maximum of one page for each language;
- h) an affidavit by the candidate indicating the situations of incompatibility provided for by Law no. 1/2011 in which he/she would find him/herself in case of winning the competition or the absence of such situations of incompatibility;
- i) copies of other diplomas demonstrating the candidate's studies
- j) copy of identity card or, if the candidate does not have an identity card, passport or other identity document issued in an equivalent identity purpose;
- k) if the candidate has changed their name, copies of documents certifying the name change - marriage certificate or proof of name change;
- l) maximum 10 publications, patents and other papers of the candidate, in electronic format, selected by them and considered to be most relevant for their professional achievements.
- m) at least three letters of recommendation on the candidate's professional qualities, written by personalities in the fields of the job's disciplines, from education and research institutions in the country or abroad, including their contact address.

Curriculum vitae of the candidate must include:

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

The full list of papers of the candidate will be structured as follows:

- a) List of more than 10 papers of the candidate to be most relevant for his professional achievements, which are included in the electronical file and can be found in other types of works under this article;
- b) The doctoral thesis or theses;
- c) Patents and other industrial property titles;
- d) Books and chapters in books;
- e) Articles/studies extensively published in international scientific journals in the main stream;
- f) In extenso publication, the main works published in international specialized conferences;
- g) other works and scientific contributions, as appropriate, in the field of artistic creation.

The candidate's professional skills are assessed by the competition committee on the basis of the competition file and, additionally, through one or more competition tests, including lectures, courses or similar, according to the university's own methodology. For all permanent positions, *at least one competition test is a compulsory public lecture of at least 45 minutes in which the candidate presents his/her most significant previous professional achievements and his/her academic career development plan.* This test must also include a question session with the panel and the public. The University will announce on the competition website the date, time and place of this test at least 5 working days before the test.

Stages of the contest:

Stage I - Assessment of the competition file (evaluation of the documents submitted in the file in terms of compliance with legal standards)

Stage II - Public lecture on the candidate's teaching activity to date and a proposal for the development of the candidate's academic career both in terms of teaching and scientific research activities; Professional competences.

f.) The candidate file must contain at least the following documents:

- a) the application form for the competition, signed by the candidate, which includes an affidavit concerning the truthfulness of the information given in the application file;

- b) a proposal for the development of the candidate's academic career both in terms of teaching, in the case of teaching posts, and in terms of scientific research activities; the proposal must be drawn up by the candidate, must not exceed 10 pages and is one of the main criteria for deciding between candidates.
- c) the candidate's curriculum vitae in printed and electronic format;
- d) list of the candidate's work in printed and electronic format;
- e) The verification form of the fulfilment of the university's standards for the competition, completed and signed by the candidate
- f) Documents relating to the doctoral degree: certified copy of the doctoral degree and, if the original doctoral degree is not recognized in Romania, the certificate of recognition or equivalence thereof.
- g) Summary of the thesis in Romanian and a foreign language, or, where applicable, habilitation thesis on no more than one page for each language;
- h) The candidate's affidavit indicating incompatibility situations stipulated by Law no. 1/2011 as they are for winning the competition or lack of such situations of incompatibility;
- i) copies of other diplomas attesting to the candidate's studies;
- j) a copy of the identity card or, if the candidate does not have an identity card, of the passport or other identity document issued for a purpose equivalent to the identity card or passport;
- k) if the candidate has changed his/her name, copies of documents proving the change of name - marriage certificate or proof of change of name;
- l) a maximum of 10 publications, patents or other works of the candidate, in electronic format, selected by the candidate and considered to be the most relevant to his/her professional achievements;
- m) at least three letters of recommendation on the candidate's professional qualities, written by personalities in the fields of the job's disciplines, from education and research institutions in the country or abroad, including their contact address.

g.) Contest Topics

Maritime English 3

No.	Contents
1.	Taking a Pilot Aboard <ul style="list-style-type: none">- Basic communication features- IMO-SMCP Phrases related to Pilotage
2.	Passing Through Narrows and Canals <ul style="list-style-type: none">- Canals and Channels of the World- COLREG Rules related to overtaking- Definitions of basic terms: underway, disabled, not under command..
3.	Anchoring <ul style="list-style-type: none">- anchoring gear- deck fittings- commands related to anchoring
4.	Mooring <ul style="list-style-type: none">- mooring ropes and lines- types of mooring- mooring lexical field- commands related to moorage
5.	Towing <ul style="list-style-type: none">- tugs and their purpose- towing lexical- The International Medical Guide for Ships- commands related to towage
6.	Medical Inspection of the Ship <ul style="list-style-type: none">- Bill of Health- Certificate of Free Pratique- Body parts and organs- Describing and identifying a health condition

Bibliography

1. Kluijven, van, P. The International Maritime Language Programme. An English Course for Students at Maritime Colleges and for on-board training: Presentations, Texts, Tasks and Projects (2nd ed.). - SMCP included. CD-ROM Alkmaar, Alk & Heijnen Publishers, 2005
2. Blakey, T.N. English For Maritime Studies. 2nd ed. Hemel Hempstead, Prentice Hall International (UK) Ltd, 1987 (ISBN 0 13 281379 3)
3. Logie, Vivers, Nisbet Marlins Study Pack 2 (book and two audio cassettes). Edinburgh, Marlins, 1998 (ISBN 09531748 1 6)
4. Murphy, R. Essential Grammar In Use. 1st ed. Cambridge, Cambridge University Press, 1990 (ISBN 0 521 35770 5)

Maritime English 4

No.	Contents
1.	Communication at Sea <ul style="list-style-type: none">- Introduction- Glossary
2.	Standard Maritime Communication Phrases <ul style="list-style-type: none">- SMCPs related to maneuvers- introduction of standard vocabulary for seafarers by IMO- terms in maritime context
3.	The Global Maritime Distress and Safety System (GMDSS) <ul style="list-style-type: none">- GMDSS areas- GMDSS equipment- safety procedures
4.	VHF Communication – Distress, Urgency, Safety <ul style="list-style-type: none">- sending messages- internal versus external communication
5.	Search and Rescue <ul style="list-style-type: none">- SAR parties- accidents at sea- SAR operation
6.	Routine Communication <ul style="list-style-type: none">- routine alerts- voice communication

Bibliography

- 1 Kluijven, van, P. The International Maritime Language Programme. An English Course for Students at Maritime Colleges and for on-board training: Presentations, Texts, Tasks and Projects (2nd ed.). - SMCP included. CD-ROM Alkmaar, Alk & Heijnen Publishers, 2005
- 2 Blakey, T.N. English For Maritime Studies. 2nd ed. Hemel Hempstead, Prentice Hall International (UK) Ltd, 1987 (ISBN 0 13 281379 3)
- 3 Logie, Vivers, Nisbet Marlins Study Pack 2 (book and two audio cassettes). Edinburgh, Marlins, 1998 (ISBN 09531748 1 6)
- 4 Murphy, R. Essential Grammar In Use. 1st ed. Cambridge, Cambridge University Press, 1990 (ISBN 0 521 35770 5)

English 3

No.	Contents
1.	Teamwork <ul style="list-style-type: none">- What is Teamwork and How does it Work?- Working in a Multinational Environment- Important Features of Teamwork

2.	Interviews <ul style="list-style-type: none"> - Presentation techniques - Using technical language (jargon) - Writing e-mails
3.	Recruitment <ul style="list-style-type: none"> - how to present oneself - recruitment process approach - connectors and linking phrases used in discourse
4.	Managing Conflicts <ul style="list-style-type: none"> - Diagnosing causes - Suggesting solutions - Reporting damage/faults - mediators and solvers
5.	Management Ethics <ul style="list-style-type: none"> - Describing professional deontology - Describing contemporary processes

Bibliography

- 1 Gruia, George, A Concise English Grammar. Ed. Grupus, Bucuresti.
- 2 Marcheteau, Michel; Berman, Jean-Pierre; Savio, Michel, Engleza comerciala in 40 de lectii. Ed. Niculescu, Bucuresti, 2003.
- 3 Murdoch-Stern, Serena, Engleza pentru calatoriile de afaceri. Ed. Teora, 2006.
- 4 Brookers, Michael; Horner, David, Business English. Ed. Teora, 1997.
- 5 Mascull, Bill, Business Vocabulary in Use: Intermediate Book with Answers and Enhanced ebook Self-Study and Classroom Use 3rd Edition, Cambridge 2017
- 6 Bibicescu, G., Farca, E., *Corespondență Maritimă Engleză*, Editura Științifică și Enciclopedică, București, 1976
- 7 Speller, J., Miłosz-Bartczak, J., *Academic English for Engineers*, Lodz University of Technology 2017

English 4

No.	Contents
1.	Employment – CVs, Letters of intent <ul style="list-style-type: none"> - Description of reasons why you fit the job - Sampling of personal achievements - strengths and weaknesses
2.	Scholarships – Application forms <ul style="list-style-type: none"> - useful language for application letters - how to fill in an application form - templates and standard phrases

3.	Global communication <ul style="list-style-type: none"> - cyber security - communication registers - social media language - abbreviations and acronyms
4.	Registers: Levels of Formality <ul style="list-style-type: none"> - formal versus informal - standard phrases used in the bodies of commercial letters - connectors and linkers
5.	Speaking vs. Writing in Technical English <ul style="list-style-type: none"> - shipping terminology - abbreviations used in commercial correspondence
6.	Telephone Manners <ul style="list-style-type: none"> - telephone conversations fillers, linkers and connectors - standard phrases in telephone communication

Bibliography

- 1 Gruia, George, A Concise English Grammar. Ed. Grupus, Bucuresti.
- 2 Marcheteau, Michel; Berman, Jean-Pierre; Savio, Michel, Engleza comerciala in 40 de lectii. Ed. Niculescu, Bucuresti, 2003.
- 3 Murdoch-Stern, Serena, Engleza pentru calatoriile de afaceri. Ed. Teora, 2006.
- 4 Brookers, Michael; Horner, David, Business English. Ed. Teora, 1997.
- 5 Mascull, Bill, Business Vocabulary in Use: Intermediate Book with Answers and Enhanced ebook Self-Study and Classroom Use 3rd Edition, Cambridge 2017
- 6 Bibicescu, G., Farca, E., *Correspondență Maritimă Engleză*, Editura Științifică și Enciclopedică, București, 1976

English (I, II)

Nr.	Conținutul
1.	Mathematical Models <ul style="list-style-type: none"> - physical representation of mathematical concepts - bioinformatics - IT and biology
2.	Programming <ul style="list-style-type: none"> - algorithms - specialized terminology - major types of programming languages
3.	Newton's Laws of Motion <ul style="list-style-type: none"> - biography and inventions - laws of motion, physics vocabulary - physics symbols and their pronunciation

4.	Data Communication Devices <ul style="list-style-type: none"> - types of communications devices - dial-up modems, digital modems, wireless modems - routers, hubs and switches
5.	Input Devices <ul style="list-style-type: none"> - equipment used to provide data - Keyboard, Mouse, Joystick, Light Pen, Track Ball, Scanner - hardware versus software devices

Bibliografie

- 1 Bonamy, David, English for Technical Students, volume 1 and 2, Longman, 1992
- 2 Dănilă, Viorica, Engleza tehnică și dicționar de termeni și expresii, București, 1995
- 3 Lambert Valerie and Elaine Murray, Everyday Technical English, Longman, 2003
- 4 Swan, Michael, Practical English Usage. International Student's Edition, Oxford University Press, 2003
- 5 Vince, Michael, Advanced Language Practice, Macmillan
- 6 Heinemann, 1994
- 7 www.bbc.uk; www.newscientist.com; www.panda.org; www.wikipedia.com

English (III, IV)

Nr.	Conținutul
1.	Electrical Apparatus <ul style="list-style-type: none"> - Overhead lines and underground cables - Conductors
2.	Electrical Generators <ul style="list-style-type: none"> - dynamos - mechanical energy - power generators
3.	On Mathematics <ul style="list-style-type: none"> - math terms - English pronunciation of math symbols
4.	Analog Computers <ul style="list-style-type: none"> - types of analog computers - analog versus digital
5.	Data Communication Devices <ul style="list-style-type: none"> - Data communications equipment (DCE) - internal versus internal clock signals - DTE and DCE connectors - data carriers

Bibliografie

- 8 Bonamy, David, English for Technical Students, volume 1 and 2, Longman, 1992
- 9 Dănilă, Viorica, Engleza tehnică și dicționar de termeni și expresii, București, 1995
- 10 Lambert Valerie and Elaine Murray, Everyday Technical English, Longman, 2003
- 11 Swan, Michael, Practical English Usage. International Student's Edition, Oxford University Press, 2003
- 12 Vince, Michael, Advanced Language Practice, Macmillan Heinemann, 1994
- 13 www.bbc.uk; www.newscientist.com; www.panda.org; www.wikipedia.com

Maritime English Commercial Correspondence

No.	Contents
1.	General commercial correspondence <ul style="list-style-type: none"> - Notices of readiness - Loading and discharging under charter party - How to draw a time sheet
2.	Routine Correspondence <ul style="list-style-type: none"> - Letter to the agent asking for... - Master's protest - Ordering fresh water, bunker, provisions, spare parts - Letter informing the agent about... - Master's instructions to the agent - Master's notification to Shipper;
3.	Shipping documents <ul style="list-style-type: none"> - Carriage and the pertaining terminology - Types of bills of lading - Sea waybills and electronic data interchange (EDI)
4.	Sea Protests <ul style="list-style-type: none"> - Sea protest for bad weather - Sea protest for boisterous weather. Vessel forced to get assistance of tugboat - Letters of indemnity - Letters of guarantee
5.	Disputes in the Sea Trade. Risks and perils <ul style="list-style-type: none"> - Settlement of disputes - Marine insurance claims - Loss of, and damage to the goods - Collision and procedures in case of collision
6.	General average <ul style="list-style-type: none"> - Main principles - Damage to cargo - Fire - Jettison - Handling damage

Bibliography

- 14 Ashley, A., *Oxford Handbook of Commercial Correspondence*, Oxford University Press, 2003
- 15 Baughen, S., *Summerskill on Laytime*, 6th edition, Sweet & Maxwell Ltd, 2017
- 16 Bibicescu, G., *Transportul de mărfuri pe mare în comerțul internațional*, Editura Sport Turism, București, 1986
- 17 Bibicescu, G., Farca, E., *Corespondență Maritimă Engleză*, Editura Științifică și Enciclopedică, București, 1976
- 18 Goodacre, J. Kenneth, A.C.I.I., *Marine Insurance Claims*, London, Witherby & Co. Ltd., 1974
- 19 Pepper, G. M., *Thomas' Stowage: The Properties and Stowage of Cargoes*, 9th edition, Brown, Son & Ferguson, 2021
- 20 Summerskill, M. B., *Laytime*, 2nd edition, Stevens & Sons Limited, London, 1973
- 21 Thomas, R. E., *STOWAGE: The Properties and Stowage of Cargo*, Brown, Son & Ferguson, Ltd., Nautical Publishers, 1971
- 22 Todd, P., *Modern Bills of Lading*, William Collins Sons & Co. Ltd, 1986
- 23 Wilford, Michael; Coghlin, Terence; Healy, Nicholas J., Jr., *Time Charters*, London, Lloyd's of London Press Ltd., 1978
- 24 Wilson, J. F., *Carriage of Goods by Sea*, Pearson Education, 2008
- 25 *** British Shipping Laws, Volume 7, *The Law of General Average and the York-Antwerp Rules*, 10th edition, London, Stevens & Sons, 1975
- 26 *** UNIDROIT International Institute for the Unification of Private Law, *UNIDROIT Principles on International Commercial Contracts*, 2010

h.) The application for the contest will be submitted to the address specified in the header.

Dean,
Professor Costel STANCA, EngD

Head of Department,
Senior Lecturer Dănuț ARGINTARU, Ph.D.