

METHODOLOGY

on the recognition at Transilvania University of Braşov of the doctor's degree and diploma in sciences or in a professional field, obtained abroad

This methodology regulates the recognition at Transilvania University of Braşov of the doctor's degree and diploma in sciences or in a professional field, obtained abroad, in accordance with:

- National Education Law no. 1/2011, with subsequent amendments;
- Code of Doctoral Studies, approved by GD no. 681/2011, with subsequent completions and amendments;
- MENCS Order no. 5923/2016 for the approval of the Methodology on the recognition of doctor's degree diploma and title in science or in a professional field, obtained abroad;
- Charter of Transilvania University of Braşov;
- Regulations on the organization and conduct of the doctoral and postdoctoral studies at Transilvania University of Braşov.

General provisions

Art. 1. Transilvania University of Braşov (UNITBV) recognizes the doctor's degree and diploma in sciences or in a professional field, obtained at:

- a) accredited institutions of higher education or research and development in a Member State of the European Union, of the European Economic Area and of the Swiss Confederation;
- b) accredited institutions of higher education or research and development included in the List of prestigious universities in other states as approved and updated by order of the relevant minister;
- c) accredited institutions of higher education or research and development which are subject to an international agreement of mutual recognition, concluded at intergovernmental or interuniversity level.

Art. 2. In the case of a doctoral programme jointly organized by accredited higher-education institutions in Romania and abroad, completed with the issuance of a diploma by each institution, the doctoral diploma issued by the institution abroad is not subject to the recognition procedure, as the diploma issued by the Romanian higher-education institution confers all due rights.

Art. 3. In view of the recognition of the doctor's degree and diploma in sciences or in a professional field, UNITBV collaborates with the National Centre for Recognition and Equivalence of Diplomas (CNRED) and sends, through the Interdisciplinary Doctoral School (SDI), to CNRED a centralized situation of the applications for recognition and their status every semester.

Art. 4. The doctor's degree and diploma in sciences or in a professional field are recognized by UNITBV with a view to registering for the postgraduate programmes, to obtaining the habilitation, to filling a teaching or research position within UNITBV.

Art. 5. The rights conferred by the doctor's degree and diploma recognized at UNITBV are exercised in accordance with the legislation in force and the regulations of the university.

Art. 6. The recognition of the doctor's degree and diploma by UNITBV, according to this methodology, is valid and produces legal effects only at the level of UNITBV.

Art. 7. Within UNITBV, the files for the recognition of the doctor's degree and diploma in sciences or in a professional field are evaluated by a commission composed of 3 members, the chief secretary of the university being a rightful member, together with 2 doctoral supervisors in engineering or non-engineering fields, as the case may be, who have the quality of members in the Council of the Interdisciplinary Doctoral School (C-SDI), proposed by the director of SDI according to each application for recognition separately. The commission thus formed is approved by the Council for Doctoral Studies (CSUD) of IOSUD- UNITBV.

Art. 8. With a view to analysing the files for the recognition of the doctor's degree and diploma in sciences or in a professional field, a processing fee set annually by the University Senate will be charged, which also includes postage for correspondence with applicants.

Recognition procedure

Art. 9. In view of the recognition of the doctor's degree and diploma in sciences or in a professional field, the applicant registers at the UNITBV registry office the file for recognition, which must include the following documents:

a) the application for the recognition of the doctor's degree and diploma in sciences or in a professional field, drafted according to the model in Appendix 1 and signed by the applicant. The application must include all the applicant's contact (correspondence) details for communication purposes during the recognition process, the applicant assuming the correctness of the declared data. The failure to resolve the application cannot be imputed to the university if the applicant does not check the correspondence received or does not act upon the requests regarding the file for recognition, in due time;

b) the identity document (in copy with the applicant's handwritten mention regarding the conformity with the original) and, if applicable, the proof of name change if different from the name on the study documents (in certified copy, respectively certified copy and translation, as applicable);

c) the doctor's diploma obtained at one of the accredited higher-education institutions mentioned in Art. 1 of the methodology (in certified copy and translation accompanied, if necessary, by a document from the institution issuing the study certificate, which specifies the field of doctoral studies in which the applicant obtained the doctoral degree and diploma (this document is not required if the doctoral field is mentioned in the doctoral diploma);

d) the abstract of the doctoral thesis and the doctoral thesis in electronic format or the link to the address of the website where the abstract / thesis is posted, in an international language (the link will be specified in the application for the recognition of the doctor's diploma);

e) curriculum vitae, including details on the doctoral stage conducted abroad;

f) the list of scientific papers and contributions, assumed by the applicant's signature;

g) receipt attesting the payment of the fee for processing the file for the recognition of the doctor's degree and diploma.

Art. 10. The doctor's diplomas subject to recognition will be authenticated with the Hague Apostille for the States that are parties to the Hague Apostille Convention; whereas for the other States, the documents will be over-legalized or accompanied by the certificate of authenticity issued by the relevant authorities in the country of origin. The exemption from apostille or over-legalization is allowed under the law, of an international treaty to

which Romania is a party or on the basis of reciprocity. In the event of suspicions regarding the authenticity of the study documents, UNITBV will notify the relevant authorities (CNRED and / or CNATDCU).

Art. 11. The file for recognition is directed to SDI, which performs the following operations:

- (1) verifies whether the file contains all the documents indicated in Art. 9 – in relation to Art. 10;
- (2) communicates to the applicant, electronically and / or by direct mail, the documents that have not been submitted, if the file is incomplete, within a maximum of 10 days from the date on which the file has been received from the university registry. The file shall be completed within a maximum of 20 days from the date on which the notification has been sent by SDI, the documents being submitted for the purpose of completion at the university registry. Failure to complete the file in due time will rightfully lead to the rejection of the file based on the notification issued by SDI. In case of rejection of the file, the applicant or his/her representative with a power of attorney has the right to pick up the submitted documents, by completing an application within a maximum of 3 months from the date of file submission, or to request that the documents in the file be sent to him/her by mail, in which case the postage is borne by the applicant at the destination, as extra costs, not included in the processing fee. Failure to pick up the file within the stipulated time will deprive the applicant of the right to request the documents and gives the university the right to destroy them;
- (3) sends the complete file to the evaluation commission mentioned in Art. 7 in the methodology.

Art. 12. The evaluation commission examines the applicant's file within a maximum of 45 days from the date of submission of the complete file (including the documents requested for completion, as applicable). The time limit for settlement may be extended by the decision of the evaluation commission in cases where it is necessary to verify the authenticity of the documents in the file and / or the status of the issuing university. The applicant will be informed in writing of the reasons for non-settlement within the aforementioned time limit.

Art. 13. With a view to evaluating the doctor's degree and diploma in sciences or in a professional field, the specialized internal evaluation commission proceeds as follows:

- (1) verifies the status of the higher-education institution that issued the documents subject to recognition and the doctoral study programme in which the applicant requests the recognition of the doctor's degree and diploma. In the event of doubts about the authenticity and legality of the issued documents in the file, these documents are sent to CNRED in electronic format, for verification, the ascertainment of CNRED being mandatory;
- (2) rejects the file if the institution issuing the doctor's diploma does not fall within the requirements mentioned in Art. 1 of this methodology;
- (3) pronounces a motivated decision regarding the application for recognition of the doctor's degree and diploma, which it sends to the university management. The decision of the evaluation commission must be adopted by a majority of at least two-thirds of the total number of members in the commission.

Art. 14. The decision to recognize or not to recognize the doctor's degree and diploma in sciences or in a professional field, substantiated by the decision of the evaluation commission, as referred to in Art. 13 of this methodology, is issued by the Rector of Transilvania University of Braşov, according to the legal norms. The decision is communicated to the applicant by direct mail to the mailing address indicated in the application for recognition.

Art. 15. In the event of a decision not to recognize the doctor's degree and diploma, the applicant shall also be notified of the reasoned decision of the evaluation commission, and s/he may lodge an appeal within 30 days from the date of acknowledgement of receipt of the decision. The appeal is formulated in writing, justified, registered and submitted to the registry of Transilvania University of Braşov.

Art. 16. The appeal filed by the applicant will be analysed and resolved by the Council for Doctoral Studies (CSUD) din IOSUD- UNITBV within a maximum of 30 days from the date of registration at the university. The CSUD

decision on the appeal is irrevocable at the level of Transilvania University of Braşov and is communicated to the applicant by mail to the correspondence address indicated.

Art. 17. The certificate of recognition of the doctor's degree and diploma in sciences or in a professional field is issued either to the holder, or to a person with a power of attorney, or - at the applicant's written request - is sent by postal services.

This Methodology was discussed and approved in the meeting of the Senate of Transilvania University of Braşov on 15.02.2017.

Prof. Dr. Eng. Mircea Horia ȚIEREAN
President of the Senate of Transilvania University of Braşov



APPLICATION
to Transilvania University of Braşov for the recognition of the doctor's degree and diploma in sciences or in a
professional field

1. Personal data

Surname and forename:

Postal address:

E-mail:

Telephone:

2. I hereby request the recognition of the doctor's degree and diploma in the field of doctoral studies

.....

3. The accredited higher education institution abroad where the doctor's diploma was obtained:

.....

4. The web address of the site where the abstract /doctoral thesis, in an international language (unless the abstract of the thesis is included in the file for recognition):

5. I declare under my sole responsibility that the documents included in the file correspond to the facts.

Date

Applicant's signature

No. /
(number and date of issuance)

CERTIFICATE OF RECOGNITION

This is to certify that the doctor's diploma series no, granted to Mrs. / Mr
..... by, in, on
....., is recognized as doctor's degree and diploma in the field of.....

This certificate is valid and produces legal effects only at the level of Transilvania University of Braşov.

Rector,
Prof. Dr. Eng. Ioan Vasile ABRUDAN

Director of the Interdisciplinary Doctoral School,
Prof. Dr. Chem. Maria Cristina TIMAR