

## **METHODOLOGY**

### **on the automatic recognition at Transilvania University of Braşov of the quality of doctoral supervisor or of the habilitation obtained in accredited higher-education institutions abroad**

This methodology regulates the automatic recognition at Transilvania University of Braşov of the quality of doctoral supervisor or of the habilitation obtained in accredited higher education institutions 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. 5921/2016 for approval of the Methodology on the automatic recognition by higher-education institutions, respectively by the institutions organizing doctoral studies in Romania, of the quality of doctoral supervisor obtained in accredited higher-education institutions abroad;
- Charter of Transilvania University of Braşov;
- Regulation for the organization and conduct of doctoral and postdoctoral studies at Transilvania University of Braşov.

#### **General provisions**

**Art. 1** The quality of doctoral supervisor or the habilitation obtained in accredited higher-education institutions of the Member States of the European Union, of the European Economic Area, of the Swiss Confederation, and in prestigious universities of other states included in the List of prestigious universities of other states, approved / updated by order of the relevant minister, is automatically recognized by IOSUD-Transilvania University of Braşov (IOSUD-UNITBV).

**Art. 2** The quality of doctoral supervisor or the habilitation obtained in accredited higher education institutions from abroad, other than those mentioned in Art. 1, is recognized only in accordance with an international agreement of mutual recognition, concluded at intergovernmental or interuniversity level.

**Art. 3** The procedure for the automatic recognition of the quality of doctoral supervisor or of the habilitation applies to Romanian citizens, to the citizens of Member States of the European Union, the European Economic Area, the Swiss Confederation and to the citizens of third countries.

**Art. 4** The quality of doctoral supervisor or the habilitation obtained in the institutions mentioned in Art. 1 and Art. 2 is recognized by IOSUD-UNITBV only for the doctoral fields authorized / accredited to operate within the Interdisciplinary Doctoral School (SDI) of IOSUD-UNITBV.



**Art. 5** The rights conferred by the quality of doctoral supervisor in IOSUD-UNITBV are exercised in accordance with the legislation in force and the university's regulations.

**Art. 6** The recognition of the quality of doctoral supervisor or of the habilitation by IOSUD-UNITBV, according to this methodology, is valid and produces legal effects only at Transilvania University of Braşov.

**Art. 7** In the process of recognizing the quality of doctoral supervisor or the habilitation, IOSUD-UNITBV can consult the National Centre for Recognition and Equivalence of Diplomas (CNRED) and the National Council for Attesting Titles, Diplomas and Certificates (CNATDCU).

**Art. 8** Within IOSUD-UNITBV, the files for the recognition of the quality of doctoral supervisor or of the habilitation are evaluated by the internal evaluation commissions for granting the habilitation certificate set up at SDI (according to the Regulation on obtaining the habilitation certificate at Transilvania University of Braşov), depending on the field: Commission I - for the fundamental field of engineering sciences or Commission II - for fundamental fields mathematics and natural sciences, biological and biomedical sciences, social sciences, humanities and arts, sports science and physical education.

**Art. 9** For the analysis of the files for the recognition of the quality of doctoral supervisor or of the habilitation, a processing fee established annually by the University Senate will be charged, which also includes the postal fees for the correspondence with the applicants.

### **The recognition procedure**

**Art. 10** In view of the recognition of the quality of doctoral supervisor or of the habilitation, the applicant needs to register the recognition file at the registry of Transilvania University of Braşov. The file must include the following documents:

a) the application for the recognition of the quality of doctoral supervisor or of the habilitation, drafted according to the model in Appendix 1 and signed by the applicant. The application must include all his/her contact (correspondence) details for communication purposes during the recognition process, the applicant assuming the correctness of the declared data. 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 related to the recognition file 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 the name change if different from the name on the study documents (in certified copy, respectively legalized copy and translation, as applicable);

c) the doctoral diploma obtained in Romania (in legalized copy) or at one of the accredited higher-education institutions mentioned in Art. 1 (in certified copy and translation), respectively the certificate of recognition issued by CNRED of the doctoral diploma obtained at other accredited higher-education institutions abroad (certificate in certified copy, accompanied by the doctoral diploma in copy);

d) the diploma / certificate attesting the quality of doctoral supervisor or the habilitation, issued by an institution that falls under Art. 1 or Art. 2 of the methodology, where the field of doctoral studies in which the applicant obtained the doctoral supervision or habilitation must be clearly mentioned (in certified copy and translation);

e) curriculum vitae, including details on the previous doctoral supervision activity (if applicable);

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 quality of doctoral supervisor or of the habilitation.

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



- (1) verifies whether the file contains all the documents mentioned in 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 receipt of the file from the university registry. The file shall be completed in a maximum of 20 days from the date of transmission by SDI of the notification, the documents being submitted at the university registry for the purpose of completion. 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 the event of file rejection, 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 submission of the file, or to request that the documents in the file be sent by mail, has the right 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 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 specialized internal evaluation commission (as the case may be, Commission I or Commission II, according to Art. 8 of the methodology).

**Art. 12** The specialized internal 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 the case may be). 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 file for the recognition of the quality of doctoral supervisor or of the habilitation, 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 quality of doctoral supervisor or habilitation. 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 document certifying the quality of doctoral supervisor or the habilitation does not fall within the requirements mentioned in Art. 1 and Art. 2 of the methodology, respectively if the field of doctoral studies in which the quality of doctoral supervisor or the habilitation were obtained does not correspond to a field among those authorized / accredited to operate within the Interdisciplinary Doctoral School of IOSUD-UNITBV;
- (3) pronounces a motivated decision regarding the application for recognition of the quality of doctoral supervisor or of the habilitation, 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 quality of doctoral supervisor or the habilitation, 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 quality of doctoral supervisor or the habilitation, 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) of 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 recognition by IOSUD-UNITBV of the quality of doctoral supervisor or of the habilitation does not automatically confer the right to supervise doctorates in IOSUD-UNITBV. The quality of doctoral supervisor within the Interdisciplinary Doctoral School is obtained by passing through the internal procedures and regulations, in force at the date of application.

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 IOSUD-Transilvania University of Braşov for the automatic recognition of the quality of doctoral supervisor or habilitation**

1. Personal data

Surname and forename: .....

Postal address: .....

E-mail: .....

Telephone: .....

2. I hereby request the recognition of the quality of doctoral supervisor / of the habilitation in the field of doctoral studies.....

(please mention one of the fields of doctoral studies that are authorized / accredited to operate within the Interdisciplinary Doctoral School of IOSUD-Transilvania University of Braşov)

3. Accredited higher-education institution from abroad in which the quality of doctoral supervisor / the habilitation was obtained: .....

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

Date .....

Applicant's signature .....