

METHODOLOGY

on the recognition within Transilvania University of Braşov of academic teaching positions obtained in accredited higher-education institutions abroad

This methodology regulates the recognition within Transilvania University of Braşov of academic teaching positions obtained in accredited higher-education institutions abroad, in accordance with:

- National Education Law no. 1/2011, with subsequent amendments;
- Law 200/2004 on the recognition of diplomas and qualifications for regulated professions in Romania, with subsequent amendments;
- MENCS Order no. 5922/2016 for the approval of the Methodology on the recognition of academic teaching positions obtained in accredited higher-education institutions abroad;
- Charter of Transilvania University of Braşov.

General provisions

Art. 1. Transilvania University of Braşov (UNITBV) recognizes academic teaching positions 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 view of the recognition of the teaching positions obtained abroad, UNITBV collaborates with the National Centre for Recognition and Equivalence of Diplomas (CNRED) and sends a centralized situation of the applications for recognition of their status to CNRED every semester.

Art. 3. The teaching positions obtained abroad are recognised by UNITBV for the purpose of the employment on the vacancies in the staffing schedule of UNITBV, on an hourly payment basis.

Art. 4. The recognition of the teaching positions obtained abroad according to this methodology is valid and produces legal effects only at UNITBV.

Art. 5. Within UNITBV, the files for the recognition of the teaching positions are evaluated by CRID (Information and Documentation Resource Centre).

Art. 6. In view analysing the files for the recognition of teaching positions, a processing fee set annually by the University Senate will be charged, which also includes postage for correspondence with applicants.

Recognition procedure

Art. 7. In view of the recognition of the academic teaching positions obtained in accredited higher-education institutions abroad, the applicant registers the file for recognition at the UNITBV registry office. The file must include the following documents:

a) the application for the recognition of the academic teaching position obtained in an accredited higher-education institution abroad, 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 doctoral degree 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 list of scientific papers and contributions, assumed by the applicant through his/her signature;

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

f) proof of the teaching position, issued by the institutions mentioned in Art. 1 (a-c);

g) receipt attesting the payment of the fee for processing the file for the recognition of the teaching position.

Art. 8. The file for recognition is directed to CRID, which performs the following operations:

(1) verifies whether the file contains all the documents indicated in Art. 7;

(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 CRID, 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 CRID. 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;

Art. 9. The evaluation commission established by CRID examines the applicant's file within a maximum of 45 days from the date on which the complete file has been submitted (including the documents requested for completion, §). 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. 10. With a view to evaluating the file, the evaluation commission proceeds as follows:

(1) verifies the status of the higher-education institution that issued the documents subject to recognition. In the event of doubts about the authenticity and legality of the issued documents in the file, these documents will be sent to CNRED in electronic format, for verification, as the ascertainment of CNRED is compulsory;

(2) rejects the file if the institution issuing the evidence does not fall within the categories mentioned in Art. 1 of the methodology;

Art. 11. The decision of recognition (Appendix 2) or non-recognition of the teaching position obtained abroad, substantiated by the decision of the evaluation commission, as referred to in Art. 9-10 of this methodology is issued by the Rector of Transilvania University of Braşov, according to the legal norms. The decision shall be communicated to the applicant by direct mail to the correspondence address indicated in the application for recognition.

Art. 12. In the event of a decision not to recognize the teaching position obtained abroad, the applicant shall 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 shall be formulated in writing, justified, registered and submitted to the registry of Transilvania University of Braşov.

Art. 13. The appeal filed by the applicant will be analysed and resolved by the Executive Board (CA) of UNITBV, within a maximum of 30 days from the date of registration at the university. The decision of the Executive Board on the appeal is irrevocable at Transilvania University of Braşov and is communicated to the applicant by direct mail to the his/her correspondence address.

Art. 14. The decision to recognize the academic teaching position obtained abroad is issued either to the holder, or to a person holding a power of attorney, or is sent by postal services at the applicant's written request.

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 academic teaching positions obtained abroad

1. Personal data

Surname and forename:

Postal address:

E-mail:

Telephone:

2. I hereby request the recognition of the academic teaching position of.....

3. The accredited higher education institution abroad where the teaching position was obtained:
.....

4. The web address of the site where the applicant's affiliation can be verified:
.....

5. I hereby declare 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 teaching position of _____, granted to Mrs. / Mr.
_____ by _____ on _____, is recognized
by Transilvania University of Braşov, with a view to the holder's filling a vacant teaching position of the same
level or a lower one, on an hourly payment basis.

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

Rector,

Prof. Dr. Eng. Ioan Vasile ABRUDAN