



METHODOLOGY

on the automatic recognition within Transilvania University of Brasov of the status of doctoral supervisor or habilitation obtained in higher education institutions accredited abroad

This methodology regulates the automatic recognition within Transilvania University of Brasov of the status of doctoral supervisor or habilitation obtained in higher education institutions accredited abroad, according to:

- The Higher Education Law no. 199/2023 with subsequent amendments and additions;
- The Framework Regulation on doctoral studies, approved by the Order of the Minister of Education no. 3020/2024, with subsequent amendments and additions;
- The Methodology on the automatic recognition of the status of doctoral supervisor granted by accredited higher education institutions abroad, approved by the Order of the Minister of Education no. 5956/2024;
- The Charter of Transilvania University of Braşov;
- The Regulation concerning doctoral and postdoctoral programmes at Transilvania University of Braşov.

General provisions

Art. 1 The status of doctoral supervisor or the habilitation granted by accredited higher education institutions or research-development centres from European Union Member States, from the European Economic Area, from the Swiss Confederation of prestigious universities in other states mentioned on the List of prestigious universities from other states approved/updated by order of the competent minister, is recognized automatically by IOSUD-Transilvania University of Braşov (IOSUD-UNITBV).

Art. 2 The status of doctoral supervisor or the habilitation granted by foreign accredited higher-education institutions or research-development centres, other than those mentioned by Art. 1 shall be recognized only in accordance with an international agreement of mutual recognition.

Art. 3 The procedure for the automatic recognition of the status of doctoral supervisor or of the habilitation applies to Romanian citizens, to the citizens of EU Member States, of the European Economic Area, of the Swiss Confederation and to the citizens of Third Countries, that gained legal right to supervise doctoral theses in higher-education institutions or research-development centres accredited abroad.

Art. 4 The status of doctoral supervisor or the habilitation granted by 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. If IOSUD-UNITBV lacks in their structure the field for which recognition is requested, by exception, to establish such doctoral field, the recognition is done in the scientific branch that comprises such field, provided by the classification of domains and university study programmes and the structure of higher-education institutions, approved by Government Decision.



Art. 5 The rights deriving from the status of doctoral supervisor at IOSUD-UNITBV are exercised in accordance with the legislation in force and the University regulations.

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

Art. 7 In the process of recognizing the status 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 Statuss, Diplomas and Certificates (CNATDCU).

Art. 8 Within IOSUD-UNITBV, the files for the recognition of the status of doctoral supervisor or of the habilitation are evaluated by internal evaluation committees formed at the level of SDI in accordance with the Regulation on obtaining the habilitation certificate at Transilvania University of Braşov.

Art. 9 For the analysis of the files for the recognition of the status of doctoral supervisor or of the habilitation, a processing fee set annually by the University Senate shall be charged, which shall also include the postage for the correspondence with the applicants.

The recognition procedure

Art.10 For the recognition of the status of doctoral supervisor or of the habilitation, the applicant shall register the file for recognition at the registry office of Transilvania University of Braşov. The file must include the following documents:

a) the application for the recognition of the status of doctoral supervisor or of the habilitation, drafted according to the model in Appendix 1, and signed by the applicant. The application shall include all of the applicant's contact (correspondence) details for communication purposes during the recognition process, and the applicant shall assume responsibility for the accuracy 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 on the requests related to the file for recognition in due time;

b) the identity document (plain 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 (certified true copy made by the person assigned within the Doctoral School, or copy and notarized translation, as applicable);

c) the doctoral diploma granted in Romania (certified true copy made by the person assigned within the Doctoral School) or by one of the accredited higher-education institutions mentioned by Art. 1 (certified true copy made by the person assigned within the Doctoral School, if the diploma is in an international language – English, German, French, Spanish, Italian, or plain copy and notarized translation for other foreign languages), or the certificate of recognition issued by CNRED of the doctoral diploma awarded by other accredited higher-education institutions from abroad (certified true copy made by the person assigned within the Doctoral School, accompanied by a copy of the doctoral diploma);

d) the diploma / certificate attesting the status of doctoral supervisor or the habilitation, issued by an institution that falls under the categories mentioned by Art. 1, or Art. 2 of this methodology, which shall specify clearly the field of doctoral studies in which the applicant obtained the status of doctoral supervisor or the habilitation (certified true copy made by the person assigned within the Doctoral School if the diploma is in an international language – English, German, French, Spanish, Italian, or copy and notarized translation for other foreign languages);



e) curriculum vitae, including details concerning the previous activity as doctoral supervisor (if applicable);

f) the list of scientific papers and contributions, signed by the applicant;

g) receipt attesting the payment of the processing fee for the file for the recognition of the status of doctoral supervisor or of the habilitation.

The file for the recognition of the status of doctoral supervisor or the habilitation can be submitted in electronic format, through the electronic single point of contact (PCUe), in which case the applicant will also submit an affidavit regarding the authenticity and the equivalence between the digital and original documents, according to the online model on the SDI website.

Art. 11 The file for recognition shall be addressed to SDI, which shall take the following steps:

(1) check whether the file contains all the documents mentioned in Art. 10;

(2) communicate 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 office. The file shall be completed within a maximum of 20 days from the date of transmission by SDI of the notification, the missing documents shall be submitted at the University registry office. Failure to complete the file in due time shall rightfully lead to the dismissal of the file based on the notification issued by SDI. In the event of file dismissal, the applicant or his/her representative holding a power of attorney shall have the right to recover the submitted documents, by filling out 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 to him/her by mail, in which case the postage shall be borne by the applicant at destination, as this is not included in the processing fee. Failure to recover the file within the stipulated term shall lead to the applicant's loss of the right to request the documents, and entitle the University to destroy them;

(3) send the complete file to the coordinator of the doctoral field, who, in his/her turn, shall send to SDI the proposal of the internal evaluation committee (according to Art. 8 of this methodology).

Art. 12 The internal evaluation committee shall examine the applicant's file within a maximum of 45 days from the date of submission of the complete file (including the missing documents, as the case may be). The decision may be postponed by the evaluation committee if it is necessary to verify the authenticity of the documents in the file and / or the status of the issuing university. The applicant shall be informed in writing of the reasons for postponing the decision.

Art. 13 With a view to evaluating the file for the recognition of the status of doctoral supervisor or of the habilitation, the internal evaluation committee shall act as follows:

(1) verify the status of the higher-education institution that issued the documents subject to recognition, and the doctoral study programme for which the applicant requests the recognition of the status of doctoral supervisor or of the habilitation. In case of doubts about the authenticity and legality of the documents on file, these documents are sent to CNRED in electronic format, for verification, the decision of CNRED shall be mandatory;

(2) dismiss the file if the institution issuing the document certifying the status of doctoral supervisor or the habilitation does not fall within the requirements mentioned by Art. 1 and Art. 2 of this methodology, or if the field of doctoral studies in which the status of doctoral supervisor or the habilitation status were granted does not correspond / is not equivalent to a field among those authorized / accredited within the Interdisciplinary Doctoral School of IOSUD-UNITBV, respectively the field in question is not new, in the process of being established, in accordance with the ones mentioned in Art. 4 of this methodology;

(3) issue an informed decision concerning the application for the recognition of the status of doctoral supervisor or of the habilitation, which shall be sent to the management of SDI.

**Art. 14**

The certificate attesting the recognition of the status of doctoral supervisor or of the habilitation is issued by the Rector of Transilvania University of Braşov, specifying the field of doctoral studies in accordance with the classification of fields and specializations/study programmes and the structure of IOSUD-UNITBV, in compliance with the legal provisions. The certificate is sent to the applicant at the correspondence address indicated in the recognition application.

Art. 15 In the event of a decision not to recognize the status of doctoral supervisor or the habilitation, the applicant shall also be notified of the informed decision of the evaluation committee, and may appeal it within 30 days from the date of the acknowledgement of receipt of the decision. The appeal is formulated in writing, justified, registered and submitted to the Registry Office of Transilvania University of Braşov.

Art. 16 The applicant's appeal shall be analyzed and settled by the Council for Doctoral Studies (CSUD) of IOSUD-UNITBV within 30 days at most 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 sent to the applicant by mail to the correspondence address indicated in the application for recognition.

Art. 17 The recognition by IOSUD-UNITBV of the status of doctoral supervisor or of the habilitation does not automatically confer the right to supervise doctoral theses within IOSUD-UNITBV. The status of doctoral supervisor within the Interdisciplinary Doctoral School is obtained by undergoing the internal procedures and regulations in force at the date of submitting the application.

This Methodology was discussed and approved in the meeting of the Senate of Transilvania University of Braşov on 25.02.2026.

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



Application to IOSUD – Transilvania University of Brasov for the automatic recognition of doctoral supervision or habilitation

1. Personal details

Surname and first name:

Institutional affiliation:

Mailing address:

E-mail:

Phone no.:

2. I hereby request the recognition of my status as doctoral supervisor / habilitation in the doctoral Field

(please state the doctoral field authorized / accredited within the Interdisciplinary Doctoral School of IOSUD – Transilvania University of Brasov, similar or equivalent to the doctoral field in which the status of doctoral supervisor/habilitation was obtained abroad)

3. The higher education institution accredited abroad, where the status of doctoral supervisor/habilitation was obtained:

4. Doctoral field in which the status of doctoral supervisor/habilitation was obtained:

5. Year of obtaining the status of doctoral supervisor/habilitation:

6. Document that attests the status of doctoral supervisor/habilitation: *diploma / certificate*, number....., date of issue

7. I hereby take it upon myself to declare that the documets enclosed are true and correct.

Date

Applicant's signature