



The list of documents required for obtaining the Habilitation Certificate

The file of the habilitated applicant for obtaining the habilitation certificate will include at least the following documents:

- a) application for submitting the habilitation file to the Doctoral School;
- b) application form for the habilitation public defence, approved by the Rector;
- c) Minimum standards compliance list (printed + PDF on CD);
- d) Portfolio of relevant scientific papers, completed in the desired doctoral field (minimum 5 papers in electronic format on CD);
- e) Curriculum vitae (Europass template) and the list of publications, signed by the candidate (printed+ PDF on CD);
- f) Candidate's affidavit concerning the compliance with the minimum standards established by CNATDCU and approved by the Order of the Education and Scientific Research Ministry and the original character of the scientific papers included in the list of publications;
- g) certified copy of the doctoral degree and, if applicable, certified copy of the certificate for recognition of achievement;
- h) personal identification documents, simple copy: identity card, proof of name change if the name on the diploma is no longer the same with the one on the identity card;

- i) Abstract of the habilitation thesis (printed + PDF on CD);
- j) Members of the habilitation commission;
- k) Annex including the proposal of the habilitation committee and the supporting documents as mentioned in the table (Excel and PDF format on CD);
- l) CD with all the documents of the file;
- m) habilitation thesis printed and in electronic format;
- n) proof of candidate's tenure from the university where he/she works.

If the documents referred to under letter g) are not written in Romanian or English, they will be accompanied by a certified Romanian translation.



**INSTITUȚIA ORGANIZATOARE DE STUDII UNIVERSITARE DE DOCTORAT
IOSUD-UTCN**

Observations:

1. Before submitting the file to the IOSUD secretariat, a meeting of the candidate with the CSUD Director will be set up in order to verify the file and the standards;
2. The file will be submitted in 2 copies;
3. Items a) to k) will be presented in a plastic rail folder, where all documents will be perforated and filed page by page, without paper folders, separators, bookcases, etc. (all printed recto-verso; for point d) – the "portfolio of scientific papers" will be presented as a list / synthesis, and in full on the CD;
4. Point m) - the "habilitation thesis" - submitted separately - can be presented in a plastic rail folder, perforated and filed page by page or spiralled or in another synthetic form, without thick covers (printed recto-verso);
5. The public defence of the habilitation thesis will be announced by the candidate via an e-mail to everyone@utcluj.ro, no more than 5 days before the scheduled defence date - shall be sent by the applicant.