



METHODOLOGY

for the recognition of PhD supervisor capacity obtained in accredited higher education institutions from abroad by the Technical University of Cluj-Napoca

CHAPTER 1 GENERAL PROVISIONS

Art.1. The present Methodology established the manner through which IOSUD-UTCN recognises automatically the PhD supervisor capacity and the habilitation, obtained in accredited higher education institutions abroad.

Art.2. The present Methodology respects the principles of legality, university autonomy, transparency, responsibility, ethics and professional rules in force.

Art.3. The exercise of the rights conferred by the PhD supervisor capacity and occupying a didactic position in the Romanian higher education system is carried out in accordance with the legal regulations in force.

CHAPTER 2 LEGISLATIVE FRAMEWORK

Art.4.

- Article 166 and 216, alin. (2) letter f) of the Romanian Law for National Education no. 1/2011, including subsequent amendments and additions,
- The Romanian Law no. 200/2004 regarding the recognition of diplomas and qualifications for the regulated professions in Romania, including subsequent amendments and additions,
- the Romanian Government Decision No. 681/2011 regarding the approval of the Code of doctoral studies,
- The Order of the Romanian Minister for Education and Scientific Research, no. 5825/7 December 2016, approving the list of prestigious universities in other states,
- The order of the Romanian Minister for Education and Scientific Research no 3.482/2016 approving the Regulation on the organization and functioning of the National Council for Attesting Titles, Diplomas and Certificates (hereinafter referred to as CNATDCU), and its subsequent amendments,
- Romanian Government Emergency Ordinance no. 41/2016 on the establishment of simplification measures at the level of central public administration and for the amendment and completion of certain regulatory acts,
- The order of the Romanian Minister for Education and Scientific Research no. 5921/2016.

CHAPTER 3 ADDRESSABILITY

Art.5. The PhD supervisor capacity or the habilitation obtained from accredited higher education institutions in the Member States of the European Union, the European Economic Area, and the Swiss Confederation and from the prestigious universities from other countries provided for in the List of prestigious universities in other states, approved by Order of the competent Minister and updated periodically, is automatically recognised by the higher education institutions, respectively the organizing institutions of Doctoral Studies in Romania.



Art.6. The PhD supervisor capacity or the habilitation obtained from accredited higher education institutions from abroad, other than those mentioned in Art.5, is recognised only based on an international convention of mutual recognition, concluded at an intergovernmental or inter-university level.

Art.7. The provisions of the present procedure are applied to the Romanian citizens, to citizens of member states of the European Union, of the European Economic Area and the Swiss Confederation, and citizens of third countries.

CHAPTER 4 THE CONTENT OF THE FILE

Art.8. For the recognition of the PhD supervisor capacity or the habilitation, the applicant shall submit the recognition file at the IOSUD-UTCN Secretariat. The file will contain the following:

- Application for recognition drafted according to the template (Annex 1),
- A copy of the identity card and the proof for the change of the surname - copy and legalised translation (if applicable),
- A true copy of the PhD diploma, if the document is issued in Romania or by one of the accredited higher education institutions mentioned in Article 5, respectively the Recognition Certificate issued by CNRED, if the document is issued in other accredited higher education institutions from abroad. The diplomas which are not issued in the Romanian language will be accompanied by a legalised translation,
- Diploma/Certificate attesting to the PhD supervisor capacity or the habilitation, issued by the institutions referred to in Article 5 and Article 6, legalised translation,
- Curriculum vitae of the applicant in Romanian or English, which shall include details of the previous PhD supervising activity (as appropriate),
- The list of articles published by the applicant in Romanian or English.

Art.9. The Technical University of Cluj-Napoca, in its capacity of Organizing Institution of Doctoral Studies, can request other documents or pieces of information, depending on the criteria established by the Doctoral Schools.

Art.10. The application for recognition shall mandatorily contain all contact details (correspondence details) of the applicant, in the view of communication during the process of recognition. The applicant is held responsible for ensuring the correctness of the data in the file and sending any additional explanations required by the university. In the event the application is not approved, this cannot be imputed to the university if the file is non-compliant and/or the applicant fails to comply in time to the requests for its completion or correction.

CHAPTER 5 LEGAL EFFECTS

Art.11. The recognition of the PhD supervisor capacity or the habilitation by IOSUD-UTCN, following the present Methodology, is valid and produces legal effects only at the level of the Technical University of Cluj-Napoca.

CHAPTER 6 DEADLINES AND RESPONSIBILITIES

Art.12. The IOSUD-UTCN Secretariat shall verify the recognition file of the PhD supervisor capacity or the habilitation, issued by accredited higher education institutions from abroad, in 10 working days from the date of registration in the UTCN.

Art.13. The Doctoral School Council, to which the doctoral field of the applicant is assigned to, shall evaluate and issue an Acceptance/Non-acceptance Report in 20 working days from the date of registration.

Art.14. Being an institution incorporated under public law, as per legal regulations in the national system of research and development, after the Doctoral School Council, to which the doctoral field of the



applicant is assigned to, presents the final solution as to the recognition/non-recognition of the PhD supervisor capacity or the habilitation, IOSUD – UTCN answers in 5 working days after receiving the Report of the Doctoral School.

Art.15. The decision of recognition/non-recognition is issued after the reference of the final solution given by the Rector of the Technical University of Cluj-Napoca.

Art.16. The appeals to the non-recognition of the PhD supervisor capacity or the habilitation by IOSUD-UTCN will be submitted in 15 calendar days after receiving the Decision. The committee for the analysis of appeals will be proposed by the CSUD director and will be composed of 2 specialists in the domain of the applicant.

Art.17. The response to the appeals to the non-recognition of the PhD supervisor capacity or the habilitation by IOSUD-UTCN will be communicated in 5 calendar days by the IOSUD-UTCN management board.

Art.18. If, during the process of PhD supervisor capacity or habilitation recognition, IOSUD-UTCN considers necessary to consult with the bodies of the competent ministry the deadlines set out in the present Methodology will be extended accordingly.

CHAPTER 7

FINAL PROVISIONS

Art.19. This regulation was approved in the meeting of the Administration Council Board on 07.02.2017 and in the meeting of the University Senate on _____ 2017.

Rector
Prof. Vasile ȚOPA, PhD, Eng.

Approval of the Legal
Office

APPLICATION FORM

For the attention of

The IOSUD - Technical University of Cluj-Napoca management board

Personal information

SURNAME and first name:

Telephone number:

E-mail:

Request your approval for the recognition of the PhD supervisor capacity or the habilitation, in the domain of doctoral studies. (Mention one of the domains of doctoral studies laid down by the legislation in force in Romania, for which the Technical University of Cluj-Napoca received accreditation).

I hereby declare on my responsibility that the documents included in the file correspond to the reality.

Date

Signature of the applicant