



METHODOLOGY

FOR THE RECOGNITION OF THE PhD DIPLOMA AND OF PhD IN SCIENCE OR A PROFESSIONAL FIELD OBTAINED 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 the PhD diploma and PhD in Science or a professional field issued 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 title and occupying a didactic position in the Romanian higher education system is carried out following the legal regulations in force.

CHAPTER 2. LEGISLATIVE FRAMEWORK

Art.4.

- The Romanian Law for National Education no. 1/2011, including subsequent amendments and additions,
- 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, and its subsequent amendments,
- 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,
- 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,
- Romanian Government Resolution no. 26/12 January 2017, regarding the organization and functioning of the competent Ministry,
- The order of the Romanian Minister for Education and Scientific Research no. 5923/ 16 December 2016.

CHAPTER 3. ADDRESSABILITY

Art.5. UTCN recognises the PhD diploma and PhD in Science or a professional field issued by:

- a) accredited higher education or research and development institutions from a Member State of the European Union, the European Economic Area, and the Swiss Confederation,
- b) accredited higher education or research and development institutions included on the List of prestigious universities in other states, approved by Order of the competent minister, periodically updated,
- c) accredited higher education or research and development institutions which are the object of an international convention of mutual recognition concluded at an intergovernmental or inter-university level.

Art.6. UTCN has a permanent collaboration with CNRED with a view to the recognition of diplomas mentioned in Article 5 and sends a half-yearly centralised situation containing the applications for



recognition.

Art.7. The recognition is performed by IOSUD-UTCN, respecting the present Methodology approved at the level of the university, so that the applicant can enrol in postgraduate programmes, obtain the habilitation, occupy a didactic or research position in the UTCN.

CHAPTER 4. THE CONTENT OF THE FILE

Art.8. The file for the recognition by UTCN of the PhD diploma issued abroad includes:

- Application for recognition (Annex 1),
- A copy of the identity card and the proof for the change of the surname copy and legalised translation (if applicable),
- The PhD diploma translated and legalised, together with a document from the issuing institution containing the name of the doctoral field in which the applicant has obtained the diploma and PhD title (this document is not necessary if the PhD diploma already contains the doctoral field),
- The summary of the PhD thesis or link to the website where the summary/thesis is posted, in an internationally-spoken language (the link will be mentioned in the Application for recognition of the PhD diploma).

Art.9. The PhD diplomas subject of the recognition shall be authenticated by the Hague Apostille for the member states of the Hague Apostille Convention, and the documents issued by the other states shall be super-legalised or accompanied by an authentication certificate issued by competent authorities of the country of origin. The exemption from the Apostille or super-legalisation is allowed respecting the law, or an international treaty to which Romania is a part of, or based on reciprocity.

Art.10. If IOSUD-UTCN has any doubt as to the authenticity of the documents of study, they shall refer the matter to the concerned authorities.

Art.11. 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, and the applicant is held responsible for the correctness of the information declared. In the event the application is not approved, this cannot be imputed to the University if the applicant does not verify the correspondence, or the applicant fails to comply in time to the requests for its completion or correction

CHAPTER 5. LEGAL EFFECTS

Art.12. The recognition of the PhD diploma and PhD in Science or a professional field by IOSUD-UTCN, according to the present Methodology, is valid and produces legal effects at the level of UTCN.

CHAPTER 6. DEADLINES AND RESPONSIBILITIES IN THE CASE OF RECOGNITION BY UTCN

Art.13. The IOSUD-UTCN Secretariat shall verify the recognition file of the PhD diploma and PhD in Science, issued by the institutions mentioned in Article 5, in 10 working days from the date of registration in the UTCN.

Art.14. 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.

Art.15. 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 diploma and of PhD in Science, IOSUD – UTCN answers in 5 working days after receiving the Report of the Doctoral School.



TECHNICAL UNIVERSITY
OF CLUJ-NAPOCA, ROMANIA

- Art.16.** The decision of recognition/non-recognition is issued after the reference of the final solution given by the management of the Technical University of Cluj-Napoca. In the event of a decision non-recognition of the PhD diploma and PhD in Science, the applicant will receive the resolution of the evaluation committee, with its motivation.
- Art.17.** The appeals to the non-recognition of the PhD diploma and PhD in Science 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 3 specialists in the domain of the applicant.
- Art.18.** The response to the appeals to the non-recognition of the PhD diploma and PhD in Science by IOSUD-UTCN will be communicated in 5 calendar days by the IOSUD-UTCN management board.
- Art.19.** If, during the process of 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.
- Art.20.** The Recognition Certificate of the PhD diploma and PhD in Science is issued to the holder, to a person empowered by the notary, or, it will be sent by postal services if the applicant makes a written request.

CHAPTER 7. FINAL PROVISIONS

Article 21 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.

Approval of the
Legal Office

Rector
Prof. Vasile ȚOPA, PhD,
Eng.



APPLICATION

For the attention of

The IOSUD - Technical University of Cluj-Napoca management board

Personal information

SURNAME and first name:

Telephone number:

E-mail:

I request your approval for the recognition of the PhD diploma and of PhD in Science, in the domain of doctoral studies. (Mention one of the domains of doctoral studies laid down by the legislation in force in Romania).

The purpose of the recognition of the PhD diploma and PhD in Science is for:

- ☐ Obtaining the habilitation
- ☐ Obtaining a didactic position in UTCN
- ☐ Obtaining a research position in UTCN
- ☐ Applying for postgraduate programmes

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

Date

Signature of the applicant