



## **METHODOLOGY**

### **for the recognition at Transilvania University of Braşov of the doctor's degree and title in sciences or in a professional field, obtained abroad**

This methodology regulates the recognition at Transilvania University of Braşov of the doctor's degree and title in sciences or in a professional field, obtained abroad, in accordance with:

- Law of Higher Education no. 199/2023, as subsequently amended and supplemented;
- Framework-regulations on the Doctoral Studies, approved through the Order of the Minister of Education (OME) no. 3020/2024;
- Methodology for the Recognition of the Doctor's Degree and Title in Sciences or in a Professional Field, obtained abroad, approved through OME no. 7234/2024;
- Charter of Transilvania University of Braşov;
- Regulations on the Organization and Conduct of the Doctoral and Postdoctoral Studies at Transilvania University of Braşov.

#### **General provisions**

**Art. 1.** Transilvania University of Braşov (UNITBV) recognises the doctor's degree and title in sciences or in a professional field, obtained at:

- (a) accredited higher-education institutions in a member state of the European Union, of the European Economic Area and of the Swiss Confederation;
- (b) accredited higher-education institutions outside of the countries referred to in lett. (a), included in the list with prestigious universities of other states, as approved and updated by order of the relevant minister;
- (c) accredited higher-education institutions which are the object of an international convention of mutual recognition, concluded at intergovernmental level;
- (d) accredited higher-education institutions of other states than the ones referred to in lett. (a)-(c); in such a case, the recognition of the doctor's degree/title is conditional on the fulfilment of the quality standards imposed on a doctoral thesis at national level (inclusively as regards the content of the doctoral thesis).

**Art. 2.** With regard to a programme of doctoral studies organised jointly or en cotutelle by accredited higher-education institutions both in Romania and abroad, complete with the issuance of a diploma by each institution, the diploma of Doctor issued by the institution abroad is not subject to the procedure of recognition, as the diploma issued by the Romanian higher-education institution gives all the related rights on the Romanian territory.

**Art. 3.** In view of the recognition of the doctor's degree and title in sciences or in a professional field, UNITBV collaborates with the National Centre for Recognition and Equivalence of Diplomas (CNRED), and respectively, the National Council for Attestation of Academic Degrees, Diplomas and Certificates (CNATDCU), and annually sends to CNRED a centralised situation of the applications for recognition and issued decisions. If the

international intergovernmental convention referred to in Art. 1 lett. (c) requires, for recognition, the fulfilment of the national procedures for the attestation of the doctor's titles applicable to the Romanian citizens, the files are transmitted to CNRED, to be forwarded to CNATDCU for evaluation. Based on the decision of CNATDCU, the University issues the decision of recognition or non-recognition, as appropriate.

**Art. 4.** The doctor's degree and title are recognised by UNITBV with a view to registering for postgraduate programmes, to obtaining the habilitation, to filling a teaching or research position within UNITBV, to participating in programmes and projects financed from European and international funds, or for other purposes aimed at the teaching and research activity within UNITBV.

**Art. 5.** The rights conferred by the doctor's degree and title recognised within UNITBV are exercised in compliance with the applicable laws and the University's regulations.

**Art. 6.** The recognition of the doctor's degree and title by UNITBV, in accordance herewith, is valid and produces legal effects only within UNITBV.

**Art. 7.** In the framework of UNITBV, the files for the recognition of the doctor's diploma and of the doctor's title in sciences or in a professional field are evaluated by a 3-member committee, with the University's secretary in chief being a lawful member therein, together with the coordinator of the doctoral field which the recognition is applied for (or the coordinator of a doctoral field under the same general field of study as the field which the recognition is applied for) and a doctoral supervisor in engineering or non-engineering fields, as the case may be, who is a member in the Council of the Interdisciplinary Doctoral School (C-SDI) or the Council for Doctoral Studies (CSUD), at the proposal of the Director of SDI, depending on every application for recognition separately. If the institution that issued the doctor's diploma/title is among the ones mentioned in Art. 1 lett. (d), the internal evaluation committee is supplemented with two doctoral supervisors in the pursued field (or the same general field of study as the field which the recognition is applied for), proposed by the Director of SDI. The committee thus formed is approved by the Council for Doctoral Studies (CSUD) of IOSUD-UNITBV.

**Art. 8.** With a view to analysing the files for the recognition of the doctor's degree and title in sciences or in a professional field, a processing fee annually set by the University Senate will be charged, which also includes the postage for the correspondence with the applicants.

### **Recognition procedure**

**Art. 9.** With a view to having his/her doctor's degree and title in sciences or in a professional field recognised, the applicant lodges with UNITBV's Registry Office the recognition file, which must include the following documents:

a) the application for the recognition of the doctor's degree and title in sciences or in a professional field, drafted according to the model in Appendix 1, and signed by the applicant. The application must include all the applicant's contact (mailing) information for communication during the process of recognition, with the applicant taking responsibility for the correctness of the declared data. Failure to settle the application cannot be imputed to the University if the applicant does not follow up on the incoming correspondence or does not comply with the requests regarding the recognition file, in due time;

b) the identity document (in copy, with the applicant's handwritten mention regarding the conformity with the original) and, where appropriate, the proof of name change in relation to the name on the study documents (in a copy certified as per the original by the Doctoral School officer, respectively, copy and legalised translation, as the case may be);

c) the doctor's diploma obtained at one of the accredited higher-education institutions mentioned in Art. 1 hereof (in a copy certified as per the original by the Doctoral School officer if the diploma is in an international

language - English, German, French, Spanish, respectively, copy and legalised translation for other foreign languages) accompanied, where necessary, by a document from the institution that issued the relevant study document, which mentions the field of doctoral studies in which the applicant obtained the doctor's degree and title (this document is not required if the doctoral field is specified in the doctor's diploma);

d) the abstract of the doctoral thesis and the doctoral thesis in electronic format, or the link to the address of the website where the abstract/thesis is displayed, in an international language (the link will be provided in the application for the recognition of the doctor's diploma);

e) curriculum vitae which includes details on the doctoral stage conducted abroad;

f) the list of scientific publications and contributions, assumed by the applicant's signature;

g) the receipt attesting to the payment of the fee for processing the file on the recognition of the doctor's degree and title.

The recognition file may also be submitted in electronic format, through the electronic single point of contact (PCUe), in which case the applicant will upload (in addition to the documents mentioned in Art. 9) a statement of responsibility regarding the authenticity and correspondence between the digital and original documents, according to the model displayed on the website of SDI.

**Art. 10.** The doctor's diplomas subject to recognition will be authenticated with the Hague Apostille for the states that are parties to the Hague Apostille Convention; whereas for the other states, the documents will be over-legalised or accompanied by the certificate of authenticity issued by the relevant authorities in the country of origin. The exemption from the apostille or over-legalization is allowed under the law for the persons benefiting from a form of international protection on the Romanian territory, according to the provisions of an international treaty to which Romania is a party, or when the study documents can be verified in the online databases of the issuing institutions or authorities in the country of origin. In the event of suspicions regarding the authenticity of the study documents, UNITBV will notify the relevant authorities.

**Art. 11.** The recognition file is directed to SDI, which performs the following operations:

(1) verifies whether the file contains all the documents indicated in Art. 9 – in relation to Art. 10;

(2) communicates to the applicant, electronically and/or by traditional mail, the documents that have not been submitted, if the file is incomplete, within 10 days of receipt of the file from the University's Registry Office. The file shall be completed within 20 days of SDI sending the notification, and the documents will be lodged to this end with the University's Registry Office. Failure to complete the file in due time will rightfully lead to the rejection of the file based on the notification issued by SDI. In the event of file rejection, the applicant or his/her representative with a power of attorney has the right to pick up the submitted documents, by filling out an application within 3 months of file submission, or to request that the documents in the file be sent to him/her by traditional mail, in which case the postage is borne by the applicant at the destination, as it is not about expenditure covered by the processing fee. The failure to pick up the file within the prescribed period deprives the applicant of the right to request the documents and entitles the university to destroy them;

(3) sends the complete file to the evaluation committee referred to in Art. 7 hereof.

**Art. 12.** The evaluation committee analyses the applicant's file within 45 days of its submission (including the documents requested for completion, as applicable). The time limit for settlement may be extended by decision of the evaluation committee 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 the failure of settlement within the aforementioned time limit.

**Art. 13.** With a view to evaluating the doctor's degree and title in sciences or in a professional field, the specialised internal evaluation committee acts as follows:

- (1) verifies the status of the higher-education institution that issued the documents subject to recognition and the doctoral study programme in which the applicant obtained the doctor's degree and title. In the event of doubts about the authenticity and lawfulness of the documents in the file, these documents will be sent to CNRED in electronic format, for verification, as the ascertainment of CNRED is compulsory;
- (2) verifies the fulfilment of the quality standards imposed on a doctoral thesis at the national level, if the institution that issued the doctor's diploma/title is among the ones mentioned in Art. 1 lett. (d);
- (3) rejects the file if the institution that issued the doctor's diploma does not come under the categories mentioned in Art. 1 lett. (a)-(c) hereof, and the quality standards imposed on a doctoral thesis at the national level are not met;
- (4) gives a justified decision on the application for the recognition of the doctor's diploma and title, which it sends to the university management. The decision of the evaluation committee is adopted by a majority vote of at least two-thirds of the committee members' total number;

**Art. 14.** The document attesting to the doctor's degree and title in sciences or in a professional field is issued a) to the holder, b) to a notarially authorised person, c) in digital format, with electronic signature, as regards the files submitted online via PCUe, d) by courier or postal services, as appropriate.

**Art. 15.** In the event of a decision not to recognise the doctor's degree and title, the applicant will also be notified of the reasoned decision made by the evaluation committee, and s/he may appeal it within 30 days of acknowledgement of its receipt. The appeal shall be in writing, justified, registered and lodged with the Registry Office of Transilvania University of Braşov.

**Art. 16.** The applicant's appeal will be analysed and settled by the Council for Doctoral Studies (CSUD) of IOSUD- UNITBV within 30 days of its registration with the University. The decision of CSUD on the appeal is irrevocable at the level of Transilvania University of Braşov and is communicated to the applicant to his/her mailing address.

This Methodology was discussed and approved in the meeting of the Senate of Transilvania University of Braşov on 20.11.2024.

Prof. Eng. Mircea Horia Țierean, PhD  
President of the University Senate



**APPLICATION**  
**to Transilvania University of Braşov for the recognition of the doctor's degree and title in sciences or in a**  
**professional field**

1. Personal data

Name and surname: .....

Mailing address: .....

Email: .....

Telephone:.....

2. I hereby apply for the recognition of the doctor's degree and title in the field of doctoral studies  
..... (to provide the similar or equivalent field in Romania, included in the  
List of doctoral study fields valid on the application submission date)

3. The accredited higher-education institution abroad where the doctor's diploma was obtained:  
.....

The field of doctoral studies in which the doctor's title was obtained abroad .....

4. The web address of the site where the abstract/the doctoral thesis, in an international language, is  
displayed (unless the abstract of the thesis is included in the recognition file):  
.....

5. I declare on my own responsibility that the documents included in the file reflect the reality.

Date .....

Applicant's signature .....