



REGULATIONS on Obtaining the Certificate of Habilitation

Preamble

These Regulations establish the way of organising, conducting and completing the process of obtaining the certificate of habilitation within Transilvania University of Braşov.

Habilitation is the certification of a person's ability to supervise doctoral theses. The habilitation thesis highlights the candidate's teaching and research skills and performance. The thesis presents in a documented manner the professional achievements obtained after the conferral of the degree of Doctor of Science, which proves the originality and relevance of the academic, scientific and professional contributions, and which anticipates an independent development of his/her future research and/or academic career.

The provisions of these Regulations comply with the requirements established by the Law of Higher Education no. 199/2023, as subsequently amended and supplemented, OME no. 3020/2024 for the approval of the Framework Regulations on Doctoral Studies, and OME no. 3998/2024 for the approval of the Methodology for the Conferral of the Habilitation Certificate.

Art. 1 (1) Transilvania University of Braşov (UNITBV) organises doctoral studies within the Organising Institution for Doctoral University Studies – Transilvania University of Braşov (IOSUD-UNITBV).

(2) The doctoral study programmes are organised and conducted within IOSUD-UNITBV through the Interdisciplinary Doctoral School (SDI).

(3) The procedure for obtaining the certificate of habilitation can be followed in IOSUD-UNITBV only in the case of the doctoral fields which have approval (accreditation/authorization) of operation within SDI.

(4) The entire process of obtaining the certificate of habilitation shall take place in compliance with the rules of academic ethics and deontology, as regards both the candidate and the candidate's evaluation.

Art. 2 (1) Only the persons who have the doctoral degree and who meet the standards established by IOSUD-UNITBV may register with a view to obtaining the certificate of habilitation, as follows:

- the fulfillment of the necessary and mandatory minimal national standards developed by CNATDCU and approved by order of the Minister of Education.

(2) The habilitation thesis, the habilitation file and the structure of the Habilitation Committee are in accordance with the provisions of OME no. 3998/2024.

(3) The University Senate establishes the amount of the habilitation fee at the proposal of the Executive Board. The tenured academic personnel of UNITBV can benefit from discounts or exemptions from the habilitation fee, with the approval of the Executive Board.

Art. 3 (1) SDI ensures the conduct of the habilitation procedure in accordance with the legal requirements and with the provisions of these Regulations.

(2) IOSUD-UNITBV will publish all relevant information regarding the procedure for obtaining the certificate

of habilitation on the website of UNITBV, as well as through other means of information (brochures, leaflets, posters, etc.). This information mainly refers to: Regulations on Obtaining the Certificate of Habilitation; the content of the habilitation file; the procedure for public defence of the habilitation thesis; the habilitation fee.

Art. 4 (1) IOSUD-UNITBV, through the Interdisciplinary Doctoral School (SDI), establishes internal evaluation committees for each habilitation file, which are proposed by the coordinator of the doctoral field where the candidate wants to obtain the habilitation, and which are appointed by decision of the Director of SDI.

(2) The internal evaluation committees are made up of 3 (three) doctoral supervisors in the field pursued by the candidate (or, if this is not possible, in closely related doctoral fields, preferably assigned to the same CNATDCU specialized committee), who must meet the standards established by IOSUD-UNITBV for the conferral of the habilitation certificate, specific to the field in which they have the right to supervise doctorates, and who must not be in the conflict of interest situations referred to in the applicable legislation on the candidate's evaluation.

Art. 5 (1) In order to register in the process for obtaining the certificate of habilitation, the candidate submits to the SDI secretariat the habilitation file, in printed and electronic format (CD/DVD/USB with PDF files, named in accordance with the SDI model), in the structure specified by OME no. 3998/2024, which includes the following documents (the models provided by SDI and posted on the website of UNITBV will be used for drafting the documents under lett. a, b, e, f, i, j, k):

- a) opis of the documents in the file;
- b) standard application for the defence of the habilitation;
- c) the check sheet concerning the fulfillment of the standards established by IOSUD-UNITBV for the conferral of the habilitation certificate in the pursued doctoral field (according to Art. 2 para. (1) of these Regulations); the sheet must contain the evidence for identifying/ verifying the declared contributions (through active web links);
- d) the list with a portfolio of 5 - 10 scientific papers considered relevant by the candidate, published in the pursued doctoral field; the papers in extenso will only be submitted in electronic format (PDF);
- e) curriculum vitae;
- f) the list of scientific papers and the candidate's statutory statement about the originality of the papers included in the list;
- g) the diploma of Doctor, in a copy made and certified at SDI as according to the original; and, if applicable, the certificate of recognition/ equivalence of the doctoral degree obtained abroad, in a copy according to the original, made and certified at SDI;
- h) personal identification documents, in simple copy: identity card and, if applicable, the proof of name change in relation to the name on the study documents;
- i) the thesis of habilitation, having the content according to OME no. 3998/2024, drafted in Romanian or in another official language of the European Union;
- j) the abstract of the habilitation thesis, written in English (if the thesis is written in Romanian) or in Romanian (if the thesis is written in another official language of the European Union);
- k) the candidate's statutory statement about the compliance with the rules of ethics and deontology in his/her activity, according to the Charter of UNITBV. Any lack of compliance with these rules of ethics and professional deontology is ascertained by CSUD-UNITBV following a complaint or ex officio complaint, and entails the suspension of the habilitation procedure until the definitive settlement of the alleged encroachments on these rules. The candidate will be informed of this suspension.

(2) If the documents in the candidate's file are not written in Romanian or English, their authorised translation into Romanian is required.

(3) SDI verifies whether the habilitation file is complete, and when this condition is ensured, the file is sent to

the Internal Evaluation Committee (established according to Art. 4 hereof).

(4) SDI, with the logistical support of IOSUD-UNITBV, ensures the publication on the University's portal (intranet) of the following documents: the candidate's CV, the list of papers, the check sheet concerning the fulfillment of the standards established by IOSUD-UNITBV for the conferral of the habilitation certificate, the habilitation thesis, the abstract of the habilitation thesis.

(5) The Internal Evaluation Committee examines the candidate's file within 30 days from the date of appointment of the committee (except for any possible periods of legal leave). They verify whether the habilitation thesis and the thesis abstract are written according to the SDI models, and, respectively whether the requirements regarding the structure of the habilitation thesis (according to OME no. 3998/2024) and the standards established by IOSUD-UNITBV for the conferral of the habilitation certificate in the pursued doctoral field are met. The Internal Evaluation Committee will also verify the correct classification of the scientific research results and activities, and will evaluate the quality and coherence of the candidate's scientific activity in accordance with the specificity of the doctoral field.

(6) The Internal Evaluation Committee may request the candidate to revise the way of drafting the habilitation thesis or the abstract in order to be in line with the SDI models and the structural requirements established by OME no. 3998/2024, as the case may be, as well as to provide additional information with a view to verifying the fulfillment of the standards established by IOSUD-UNITBV for the conferral of the habilitation certificate. In such a case, the time limit of settlement might be extended and the University shall not be charged with any failure to comply with the time limit referred to in para. (5).

(7) The Internal Evaluation Committee draws up the Report of the Internal Evaluation Committee (according to the template provided by SDI), in which it pronounces a reasoned decision on the fulfillment or non-fulfillment of the conditions for continuing the process of obtaining the habilitation certificate, based on the provisions of para. (5), a decision which C-SDI presents at the first meeting of the Council, for validation.

(8) If the Internal Evaluation Committee considers that the conditions for continuing the process of obtaining the habilitation certificate are not met, following the validation of the decision by C-SDI, the habilitation process will be suspended, and the candidate will be informed of this decision. The candidate may file an appeal within 30 days from the date on which the decision of C-SDI was communicated. The appeal will be formulated in writing, will be reasoned, registered and submitted to the University's Registry Office.

(9) The appeal filed by the candidate will be analysed and settled by CSUD-UNITBV within a maximum of 30 days from of its registration with the University. The decision of CSUD-UNITBV on the appeal is irrevocable at the level of the University and is communicated to C-SDI and the candidate.

(10) In the event of failure to comply with the conditions for continuing the habilitation process, the candidate may no longer formulate a new application for habilitation at IOSUD-UNITBV for one year from the date of communication of the decision.

(11) If the Internal Evaluation Committee considers that the conditions for continuing the process of obtaining the habilitation certificate are met, respectively if CSUD-UNITBV admits the appeal filed by the candidate, the Internal Evaluation Committee proposes, on reasoned grounds, the structure of the specialized committee for the evaluation of the habilitation thesis, hereinafter referred to as the Habilitation Committee.

(12) The Habilitation Committee consists of 3 (three) full members and 2 (two) alternate members, specialists from different universities/ institutions in the country and/or abroad. A full member and an alternate member may be from Transilvania University of Braşov or from the institution which the candidate comes from, if they are distinct.

(13) Each member of the Habilitation Committee (full or alternate) must cumulatively meet the following requirements:

- a) to hold the status of doctoral supervisor in the doctoral field pursued by the candidate;
- b) to meet the standards established by IOSUD-UNITBV for the conferral of the habilitation certificate;
- c) to have at least one doctoral student with the confirmed degree of Doctor (only if the institution from which s/he comes has been organising doctoral studies in that field for at least 4 years);
- d) not to have coordinated theses invalidated by the CNATDCU or the relevant structure in the country of origin;
- e) not to be in the conflict of interest situations referred to in the applicable legislation on the candidate's evaluation.

(14) The reasoned exceptions to the above-mentioned requirements, as the case may be, are approved by CSUD-UNITBV, based on a report drawn up by the Internal Evaluation Committee/ specialized faculty, prior to the validation of the proposal for committee, according to the provisions of para. (17).

(15) In order to propose the members of the Habilitation Committee (full and alternate), the Internal Evaluation Committee confers with the faculty which the pursued doctoral field falls within (the proposed specialists' contact details will be provided - affiliation, full address, email, phone number).

(16) The Internal Evaluation Committee, through the SDI secretariat, requests the agreement of the proposed members in the Habilitation Committee; and their consent, expressed via email (in Romanian or English, as the case may be), will be accompanied by an updated CV and a statutory statement about the fulfillment of the requirements specified in para. (13), with distinct reference to each requirement.

(17) The proposal for Habilitation Committee is validated by C-SDI and approved by CSUD-UNITBV. In the event that C-SDI or CSUD-UNITBV, as the case may be, partially or totally invalidate the proposal for Habilitation Committee, on reasoned grounds, the procedure will be resumed from para. (15), with the proposal of new members.

(18) The Internal Evaluation Committee also proposes the chairperson and the secretary of the meeting for the public defence of the habilitation thesis, who must express their agreement in this regard. The chairperson of the meeting may be the dean of the UNITBV faculty which the doctoral field pursued by the candidate falls within, the coordinator of the doctoral field, or a doctoral supervisor who is a member of CSUD-UNITBV or C-SDI. The secretary of the meeting may be one of the vice-deans of that faculty. The chairperson and/or the secretary of the meeting may be replaced upon request, on reasonable grounds, in which case new proposals will be made.

(19) The public defence of the habilitation thesis will be organised within a maximum of 90 days from the appointment of the Habilitation Committee, based on the approval of CSUD-UNITBV.

(20) The SDI secretariat ensures the publication of the following documents on the website of UNITBV: the candidate's CV, the list of publications, the check sheet concerning the fulfillment of the standards established by IOSUD-UNITBV for the conferral of the habilitation certificate, the habilitation thesis, the abstract of the habilitation thesis, the structure of the Habilitation Committee, the date, time and place for the public defence of the habilitation thesis, as well as the language in which the habilitation thesis will be defended (Romanian or an official language of the European Union).

Art. 6 (1) The SDI secretariat sends a copy of the habilitation file to the members of the Habilitation Committee for the purposes of examination.

(2) Until the scheduling of the public defence, the Habilitation Committee may request from the candidate scientific papers or other documents relevant for his/her activity.

(3) The chairperson of the public defence meeting will formulate a proposal for the date, time and place of organization of the meeting, after conferring with the members of the Habilitation Committee, in agreement with the candidate. The proposal will be sent to the SDI secretariat (in electronic format - email) with a view to making the announcement on the public defence meeting.

- (4) The announcement on the public defence meeting will be made public by display on the website of UNITBV at least 7 days before the date on which the defence is scheduled.
- (5) The candidate pays the equivalent value of the habilitation fee after IOSUD-UNITBV notifies him/her about the date of public defence of the habilitation thesis, and includes in the file the fee payment receipt or the proof document for online payment, if applicable.
- (6) The public defence meeting shall take place in the presence of all full members of the Habilitation Committee. By way of exception, in well-justified cases (e.g. medical reasons, impossibility of travel), a committee member's participation via video conferencing system might be accepted.
- (7) If any of the full members of the Habilitation Committee is unable to exercise his/her duties, s/he will be replaced by one of the alternate members, provided that at least 2 (two) of the members of the Habilitation Committee conduct their activity outside of IOSUD-UNITBV or the institution which the candidate comes from, if they are distinct.
- (8) In special situations, established according to the legal regulations in force, the habilitation thesis may also be defended online, via a dedicated electronic platform of the University (e.g. e-learning). The chairperson and the secretary of the meeting for the defence of the habilitation thesis, proposed according to Art. 5 para. (18), will take the necessary measures to ensure the smooth conduct of the online session on the electronic platform, with the support of the Doctoral School and the IT Office. The access link to the online meeting will be published on the website of SDI, in the habilitation thesis section, at least two days before the defence. The online version will be fully recorded and archived by IOSUD-UNITBV.
- (9) The public (or online, as the case may be) defence meeting will include: the candidate's presentation of his/her habilitation thesis, the Habilitation Committee members' presentation of their assessments, and a session of questions and answers. Each committee specialist will ask questions to the candidate. The questions and answers will be included in the evaluation report drawn up by the Habilitation Committee. After deliberations, the chairperson of the public defence meeting will present the result proposed by the Habilitation Committee. The secretary of the meeting will draft a report on the conduct of the meeting.
- (10) Following the public (or online, as the case may be) presentation, the Habilitation Committee will draw up an evaluation report (respectively an online evaluation report, as the case may be), which includes the proposal for acceptance or rejection of the habilitation thesis, as well as the grounds of the decision. The report will be hand-signed (respectively electronically signed, as the case may be) by the committee members.
- (11) Within a maximum of 10 days, the secretary of the committee will submit to SDI the minutes of the public defence meeting and the evaluation report of the Habilitation Committee (respectively the minutes and the report drawn up during the online defence will be communicated).
- (12) The report of admission or rejection regarding the habilitation thesis, made by the Habilitation Committee, together with the candidate's file, will be sent to the University Senate, for validation.
- (13) If the Habilitation Committee, following the public defence, proposes the rejection of the habilitation thesis, within 5 days from the validation of the resolution by the University Senate, SDI will send the evaluation report to the candidate, and s/he may file an appeal against the procedure within 30 days from the date of communication of the decision. The appeal will be formulated in writing, will be reasoned, registered and submitted to the Registry Office of Transilvania University of Braşov.
- (14) The appeal filed by the candidate will be analysed and settled by CSUD within 30 days from the date of its registration with the University. The decision of CSUD on the appeal is irrevocable at the level of the University and is communicated to the candidate.
- (15) In the event that the resolution of the Habilitation Committee is to admit the habilitation thesis and it is validated by the University Senate, IOSUD-UNITBV will send the candidate's file to CNATDCU (by uploading

it on the platform dedicated to the habilitation process), for the further conduct of the habilitation process at the level of the Ministry of Education. All the documents that make up the habilitation file will be electronically signed by the Doctoral School officer appointed by the Director of SDI.

(16) After receiving the decision on the conferral of the habilitation certificate from the relevant ministry, SDI will bring it to the candidate's attention within 15 days. The habilitation file is archived by IOSUD-UNITBV in printed format, on a permanent basis, and the electronic format of the file remains on the platform, also on a permanent basis.

(17) In case the proposal of CNATDCU is not to grant the habilitation certificate, the decision and the synthetic evaluation report will be communicated to the candidate by SDI within 5 days from the receipt of the notification via the dedicated CNATDCU platform. The candidate has 30 days from the date of communication to file an appeal against the decision of CNATDCU, which is registered and uploaded on the platform by SDI within a maximum of 5 days from its registration.

(17) In case of invalidation, the candidate may no longer submit a new habilitation application to IOSUD-UNITBV for one year from the date of communication of the decision.

Art. 7 (1) The standard application form for the defence of the habilitation is an integral part of these Regulations (Appendix 1).

(2) SDI drafts and posts on the website of UNITBV, in the habilitation section, the forms for the decision to appoint the Internal Evaluation Committee, the report of the Internal Evaluation Committee, the proposal of the Internal Evaluation Committee for the structure of the Habilitation Committee, the announcement on the meeting for the public defence of the habilitation thesis, the report of the Habilitation Committee, and the minutes of the meeting for the public defence of the habilitation thesis.

Art. 8 (1) These Regulations are valid starting from the date of approval by the University Senate.

(2) These Regulations are lawfully supplemented by the applicable legislation and by the decisions of the University Senate.

(3) Obtaining the certificate of habilitation does not automatically confer the right to supervise doctorates in IOSUD-UNITBV. The status of doctoral supervisor within the Interdisciplinary Doctoral School is obtained by following the internal procedures and regulations in force at the time of the request.

These Regulations were discussed and approved in the meeting of the Senate of Transilvania University of Braşov on 29.05.2024.

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





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Appendix 1

ENDORSED
RECTOR

Prof. Dr. Ioan Vasile ABRUDAN, PhD

Mr. Rector

I, the undersigned, tenured at
....., filling the position of, hereby request the
defence of the habilitation thesis in the field of doctoral studies

I call for the habilitation procedure in the fieldto take place within IOSUD -
Transilvania University of Braşov.

I declare to the best of my knowledge and belief that the information presented herein and in the habilitation
file corresponds to reality.

I am aware that in case of rejection of the habilitation file, regardless of the reason and the level at which the
rejection occurs (Internal Evaluation Committee within SDI, Habilitation Committee or CNATDCU) I may no
longer submit a new file to IOSUD-UNITBV for one year from the date of communication of the rejection
decision.

Date

Signature