

Methodology regarding the Recognition by WUT of Doctoral Degrees and Diplomas Awarded by Accredited Foreign Institutions of Higher Education

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Legal notice:	Legal Adviser Nadia TOPAI	Signature
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CHAPTER I PURPOSE AND REFERENCE DOCUMENTS

Art. 1. This methodology is associated with specific regulations and internal regulations of the WUT.

Art. 2. The purpose of this methodology is to regulate the recognition at the level of the West University of Timisoara (WUT) of the doctoral degree and doctoral degree in science or in a professional field, obtained abroad, for the purpose of enrolment in postgraduate programs, obtaining a habilitation, occupying a teaching or research position within the WUT.

Art.3. The recognition of doctoral degrees and doctoral degrees in science or in a professional field, obtained abroad, is carried out on the basis of the *Order of the Minister of National Education and Scientific Research no. 5923/2016 for the approval of the Methodology for the recognition of doctoral degrees and doctoral degrees in science or in a professional field, obtained abroad.*

CHAPTER II

Organization of the evaluation process of recognition applications at the West University of Timisoara

Art.4. IOSUD-WUT is an accredited institution of higher education according to the legal norms and in this capacity it recognizes the doctoral degree and the title of doctor of science or in a professional field, obtained at:

- accredited higher education or research and development institutions from a Member State of the European Union, the European Economic Area and the Swiss Confederation;
- accredited higher education or research and development institutions included in the *List of prestigious universities in other states, approved by Order of the Minister of National Education and Scientific Research No 5825/2016*, periodically updated;
- accredited higher education or research and development institutions covered by an international convention on mutual recognition concluded at intergovernmental or inter-university level.

The National Centre for the Recognition and Equivalence of Diplomas (C.N.R.R.E.D.) recognizes the doctoral degree and the doctoral degree in science or in a professional field, obtained at accredited higher education or research and development institutions abroad, other than those referred to in Article 4.

Art. 6. The file for the recognition of the doctoral degree obtained abroad shall be submitted to the Doctoral Studies Office with the registration number at the WUT Registrar's Office and shall include:

- application for recognition submitted by the applicant on his/her own behalf (Annex 1);
- identity document - copy and proof of change of name - copy and notarized translation (if applicable) accompanied by the original documents to be signed in the original by the WUT Legal Office;
- PhD degree in copy and notarized translation into Romanian;
- PhD thesis in electronic version.

Art. 7. The study documents subject to recognition are authenticated with the Hague Apostille for the States which are parties to the Hague Apostille Convention, and for the other States the study documents are authenticated or accompanied by the Certificate of Authenticity issued by the competent authorities of the country of origin.

Art. 8. The committee that evaluates the application for recognition and pronounces the decision on the application for recognition, hereinafter referred to as the Evaluation Committee, is composed of 5 members: the director of the doctoral school in the field of the thesis submitted for recognition, a member of the doctoral school, specialized in the subject of the doctoral thesis, the chief secretary of the WUT, a representative of the Doctoral Studies Office, a representative of the WUT Information and Documentation Resource Center. The evaluation committee is appointed by decision of the Director of the CSUD (Annex 2).

Art. 9. The Evaluation Committee will draw up an Evaluation Report containing the decision on the application for recognition. The deadline for the resolution of the application for

recognition is 10 working days from the date of submission of the application to the Doctoral Studies Office of the WUT (Annex 3).

Art. 10. On the basis of the Report elaborated by the Evaluation Committee, the decision of recognition or non-recognition is issued by IOSUD-WUT and will be sent to the applicant (Annex 4).

Art. 11. The decision issued by the IOSUD-WUT may be appealed within 2 working days from its transmission to the applicant. The appeal shall be submitted to the General Registry of the WUT and shall be resolved by the Appeals Settlement Committee. It is composed of 3 persons appointed by the Director of the WUT CSUD, full professors and members of the WUT doctoral schools, other than those who constituted the Evaluation Committee. The decision of the Appeals Committee is final (Annex 5).

Art.12. In case of loss, destruction or damage of the recognition decision, the WUT shall issue a duplicate upon request. The request shall be made in writing and shall be accompanied by the following documents: copy of the diploma that has been recognized, copy of the identity document, proof of payment of a fee established annually by WUT Senate Decision in case of loss, destruction or damage to the diploma issued by the WUT, notarial statement on the fact that the diploma falls into one of the above situations: loss, destruction, damage.

Art.13. In case the Dossier Evaluation Committee raises suspicions regarding the authenticity of the study documents, it shall address the WUT Legal Office, which shall refer the matter to the competent bodies.

Art. 14. In the case of a study program jointly organized by accredited higher education institutions from Romania and from abroad, finalized with the issuance of a diploma by each institution, the diploma issued by the foreign institution is not subject to the recognition procedure, the diploma issued by the Romanian higher education institution conferring all rights.

Art. 15. IOSUD-WUTUT, through the Doctoral Studies Office, permanently collaborates with C.N.R.R.E.D. and sends to this institution a centralized situation of the recognition requests every semester.

Art.16. The recognition by IOSUD-WUT of the doctoral degree and the title of doctor in science or in a professional field is valid and has legal effects only at the level of this higher education institution.

CHAPTER III

Final provision

Art. 17. This Methodology was approved in the WUT Senate meeting of January 19, 2017.

West University of Timisoara
Approved
Rector,
Prof. Dr. Marilen-Gabriel PIRTEA

ANNEX 1

REQUEST-TIP
for recognition of the doctor's degree and doctor's title
in science or a professional field

Mr. Rector,

The undersigned,, residing at, with, serial, no., telephone, e-mail, I hereby apply for the recognition of my doctoral degree obtained abroad, in the field of.

I request the recognition of my diploma and doctoral degree in the field of, within IOSUD - West University of Timisoara, in order to.....

I hereby declare that the information given in this application and in the file is true and correct to the best of my knowledge.

Data,

Signature,

ANNEX 2

DECISION

No. from

In accordance with the Order of the Minister of National Education and Scientific Research No. 5923/2016 for the approval of the Methodology for the recognition of doctoral degrees and doctoral degrees in science or in a professional field obtained abroad and the Methodology for the recognition within the WUT of doctoral degrees and doctoral degrees in science or in a professional field obtained abroad

***Council for Doctoral Studies
from the West University of Timisoara***

DECIDES

The Evaluation Committee for the recognition of the doctoral degree and the doctoral diploma is approved

in science / in a professional field

for the lady/man

PhD in

The Commission will have the following composition:

1.
2.
3.
4.
5.

CSUD Director,
Prof. Dr. Dana PETCU

ANNEX 3

EVALUATION REPORT

No.

drafted as a result of debates on the recognition of the title of doctor and doctoral degree

of Mrs/Mr,

in the field of

On Mrs/ Mr submitted to the Office of Doctoral Studies of IOSUD-WUT the application for the recognition of the title of doctor and the degree of doctor, with registration number, in the field

The members of the evaluation committee, appointed by CSUD-WUT Decision No from are:

- 1.
- 2.
- 3.
- 4.
- 5.

and found the following

.....
.....
.....

Following the debate, the evaluation committee decided, following an open vote as follows:

to recognize / to not recognize

the PhD degree and title doctor of science:

No. crt.	Name and surname	Position on committee	Vote	Signature
1			For	
			Against	
2			For	
			Against	
3			For	
			Against	
4			For	
			Against	
			For	

5			Against	
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ANNEX 4

DECISION

No. from

In accordance with the *Order of the Minister of National Education and Scientific Research No. 5923/2016 for the approval of the Methodology for the recognition of doctoral degrees and doctoral degrees in science or in a professional field obtained abroad and the Methodology for the recognition within the WUT of doctoral degrees and doctoral degrees in science or in a professional field obtained abroad*

and on the basis of *Evaluation Report No*

***Council for Doctoral Studies
from the West University of Timisoara***

DECIDES

recognition/non-recognition of the doctoral degree and doctoral diploma

of Ms/Mrs

PhD in

CSUD Director,

Prof. Dana PETCU, PhD

ANNEX 5

DECISION

No. from

In accordance with the Order of the Minister of National Education and Scientific Research No. 5923/2016 for the approval of the Methodology for the recognition of doctoral degrees and doctoral degrees in science or in a professional field obtained abroad and the Methodology for the recognition within the WUT of doctoral degrees and doctoral degrees in science or in a professional field obtained abroad

***Council for Doctoral Studies
from the West University of Timisoara***

DECIDES

The Commission for the settlement of appeals against the recognition of the title of doctor and the doctoral degree is approved

for Ms/Mrs

PhD in

The Committee is made up of the following members:

1.
2.
3.

CSUD Director,
Prof. Dana PETCU, PhD