



## METHODOLOGY

regarding the recognition in “Dunarea de Jos” University of Galati of the PhD diploma and the doctoral degree in science or in a professional field obtained abroad

### LEGISLATIVE FRAMEWORK

The present methodology is elaborated according to the:

- National Education Law no. 1/2011 with subsequent amendments and completions;
- Ordinance of the Ministry of National Education and Scientific Research no. 3. 482/2016 regarding the approval of the Regulation of organization and functioning for the National Council for Titles, Diplomas and Certificates;
- Ordinance of the Ministry of National Education and Scientific Research, no. 5825/7, December 2016, regarding the approval of the List of prestigious universities from other states;
- Government Emergency Ordinance no. 41/2016 establishing simple measures at the level of central public administration and for amending and completing some normative acts;
- Government Resolution no. 26 from 12 January 2017 regarding the organization and functioning of the ministry;
- Ordinance of the Ministry of National Education and Scientific Research no 5923/16 December 2016;
- “Dunarea de Jos” University of Galati Charter (DJUG);
- Regulation for organizing and conducting doctoral and postdoctoral studies within “Dunarea de Jos” University of Galati.

### LEGAL PROVISIONS

**Art. 1.** This methodology determines the procedure for recognizing by the Organizing Institution of University Doctoral Studies – “Dunarea de Jos” University of Galati the PhD diploma and the doctoral degree in science or in a professional field obtained abroad.

**Art. 2.** This methodology respects the principle of legality, university autonomy, transparency, responsibility, ethical and deontological norms in force.

**Art. 3.** DJUG recognizes the PhD diploma and the doctoral degree in science or in a professional field obtained in:

- a) accredited institutions of higher education or research – development from an European Union member state, from the European Economic Area and from the Swiss Confederation;
- b) accredited institutions of higher education or research – development included in the List of prestigious universities from other states, approved / updated periodically by the minister’s order;
- c) accredited institutions of higher education or research – development which are involved in an international agreement of mutual recognition, signed at intergovernmental or interuniversity level.

**Art. 4.** DJUG permanently collaborates with the National Center for Recognition and Equivalence of Diplomas and sends every semester a centralized situation of the requests for recognition.

**Art. 5.** The recognition by DJUG of the PhD diploma and the doctoral degree in science or in a professional field obtained abroad is made with the purpose for enrolling at post university programs, for obtaining habilitation, to fill up a didactic or research position within DJUG.

**Art. 6.** Executing the rights given by the PhD degree in sciences and filling up a didactic position in the



Romanian higher education system is carried out according to the legal norms in force.

## RECOGNITION PROCEDURE

**Art. 7.** In order to recognize the PhD diploma and the doctoral degree in science or in a professional field, the applicant submits to the DJUG registry the file with the following documents:

- application for recognition, according to the model – Annex 1. In the application for recognition it will be mandatory to mention all the contact details (mail) of the applicant, necessary for communicating during the recognition process. The applicant is responsible for the accuracy of the declared data. Failure to resolve the request cannot be imputed to the university if the applicant does not keep track of the correspondence received or does not respond to the requests regarding the recognition file;
- ID card – copy – and if it is the case, proof of changing the name – legal copy or copy and legal translation;
- PhD diploma obtained at one of the accredited universities mentioned at Art. 3 of this methodology, translated and legalised, with, in case it is necessary, a document issued by the institution issuing the study document, which will mention the name of the field of doctoral studies in which the applicant obtained the diploma and the doctoral degree if the doctoral field is not indicated in the PhD diploma;
- abstract of the doctoral thesis or the website where the abstract is uploaded in an international language (in the application for recognition of the PhD diploma the website will be mentioned);
- curriculum vitae in which to mention the period of the doctoral internship abroad;
- list of articles and scientific contributions signed by the applicant;
- receipt of paying the file processing fee for recognizing the diploma and doctoral degree.

**Art. 8.** The PhD diploma submitted for recognition must be endorsed with the Hague Apostille, for states which are part of the Hague Convention Apostille and for the other states will be superlegalized or have an authenticity certificate issued by the competent authorities of the country of origin. Exemption from apostilation or superlegalization is permitted under the law, of an international treaty to which Romania is part of or based on reciprocity. In case the Organizing Institution of University Doctoral Studies – “Dunarea de Jos” University of Galati notices the existence of some suspicions regarding the authenticity of the study documents, DJUG will notify the authorities.

**Art. 9.** The recognition file of the PhD diploma and the doctoral degree in science or in a professional field obtained abroad will be verified by the Organizing Institution of University Doctoral Studies – “Dunarea de Jos” University of Galati secretariat. The time period for verifying and requesting the documents, in case the file is not complete and does not respect the conditions mentioned at Art. 7, is 10 days since the registration of the applicant's application. Completing the file will be done in maximum 20 days since the issuing the notification to the applicant by the Organizing Institution of University Doctoral Studies – “Dunarea de Jos” University of Galati secretariat. The documents requested for completing the file will be submitted at the university's registry. Failure to complete within the mentioned period will result in rejecting the recognition file. In case of file rejection, the applicant or its representative with a mandate has the right to pick up the submitted documents by filling in a request within a maximum of 3 months since the submission of the file. If the recognition file has not been picked up within the deadline, the applicant loses the right to request it again.

**Art. 10.** The Council for Doctoral Studies determines a committee of three evaluators from the applicant's doctoral field who will evaluate the file within at least 45 days since submitting the entire file. The date for solving can be extended by the evaluation committee's decision in case it is necessary to verify the authenticity of the documents and / or the status of the issuing university. The applicant will be informed by e-mail regarding the failure to resolve within the aforementioned term.



**Art. 11.** The evaluation committee's tasks determined by the Council for Doctoral Studies are:

- to verify the status of the higher education institution which issued the documents for recognition and the doctoral study program for which the applicant obtained the diploma and the doctoral degree. In case there are doubts regarding the authenticity and the legal status about the submitted documents, these will be sent online to the National Center for Recognition and Equivalence of Diplomas to be checked, this being mandatory.
- to reject the file in case the issuing institution does not fit into the categories mentioned at Art. 3 from the methodology;
- to compile a detailed evaluation report regarding the recognition / non-recognition of the diploma and of the doctoral degree in science or in a professional field obtained abroad. The evaluation report will be forwarded to the Council for Doctoral Studies for approval and it shall be adopted by a vote of at least two thirds of the total number of the members of the council.

## FINAL DECISIONS

**Art. 12.** The decision of recognition or non-recognition of the PhD diploma and the doctoral degree in science or in a professional field obtained abroad is issued by the rector of “Dunarea de Jos” University of Galati according to the legal norms. The applicant will receive the decision by post mail at the address mentioned in the application.

**Art. 13.** The decision of non-recognition of the PhD diploma and the doctoral degree in science or in a professional field obtained abroad will be sent to the applicant with the detailed decision of the Council for Doctoral Studies. The applicant's appeal for the non-recognition decision will be submitted at “Dunarea de Jos” University of Galati registry within 30 days since the date of confirmation by post of receipt of documents.

**Art. 14.** The applicant's appeal will be analysed and solved by an appeal committee formed of experts in the applicant's doctoral field, determined by the Council for Doctoral Studies, within 30 days since the registration date. The committee's decision will be discussed and approved by the Council for Doctoral Studies, the council's decision being irrevocable at the level of “Dunarea de Jos” University of Galati. The applicant will receive the decision by post mail at the address mentioned in the application.

**Art. 15.** The recognition certificate for the diploma and doctoral degree is issued to the holder, to a person with a mandate or it is send by mail to the applicant if there is a written request.

Approval of the Legal Office  
Jurist Dragoș Alexandru OPREANU

President of the Senate  
Professor Lucian Puiu GEORGESCU, PhD



## APPLICATION

### for recognizing the PhD diploma and doctoral degree in science or in a professional field obtained abroad

To the  
Executive Board of the Organizing Institution of University Doctoral Studies - “Dunarea de Jos”  
University of Galati

1. Personal information

- Name and surname: .....
- Postal address: .....
- Telephone: .....
- E-mail: .....

2. I request the recognition of the PhD diploma and doctoral degree in the field of:  
.....

3. The accredited university from abroad where the PhD diploma was obtained:  
.....

4. The website where the abstract/PhD thesis, in an international language, is uploaded:  
.....

5. The purpose of recognizing the PhD diploma and doctoral degree obtained abroad:

- obtaining the habilitation
- filling up a didactic position at “Dunarea de Jos” University of Galati
- filling up a research position at “Dunarea de Jos” University of Galati
- enrolling at post university programs
- other (detailed description)

**I hereby declare on my own responsibility that the documents included in the file are real.**

Date .....

Applicant's signature .....