

Regulation of obtaining the Habilitation Degree within “Dunărea de Jos University” of Galați (IOSUD-UDJG)

Section I.

Regulatory Framework and terminology

Art. no. 1. The regulatory framework of the current regulation is supported by the following items:

- a. Law of National Education no. 1/2011 (art. 166, 217 and 300), with all its subsequent amendments and changes;
- b. Code of Doctoral University Studies (Government Decree no. 681 of 29 June 2011);
- c. Order of the Ministry of Education, Research, Youth and Sports no. 5644/2012 regarding the organization and operation measures of the National Council for Attesting Titles, Diplomas and Certificates (CNATDCU) with all its subsequent amendments and changes;
- d. Order of the Ministry of Education, Research, Youth and Sports no. 6560/2012 on approving the national minimum standards and educational criteria for research degree awards with all its subsequent amendments and changes;
- e. Government Decree no. 26/2015 regarding the organization and operation of the Ministry of National Education;
- f. Order of the Minister of Education and Scientific Research no. 3121/2015 on obtaining the habilitation degree.

Art. no. 2. The abbreviations used in this regulation have the following meaning set out by the documents mentioned above in Art. no. 1: MECS - Ministry of National Education and Scientific Research, CNATDCU - National Council for Attesting Titles, Diplomas and Certificates, IOSUD – Institution Organizing Doctoral Studies, CSUD – Council for Doctoral Studies, CSD – Board of Doctoral Studies, CA – Board of Directors

Section II.

General Provisions

Art. no. 3. The habilitation degree ascertains that a candidate has proven the ability to supervise PhD dissertations.

Art. no. 4. The habilitation thesis demonstrates a candidate’s performance in teaching and research skills.

Art. no. 5. The Habilitation Degree is granted by order of the Minister of Education and Scientific Research, at the proposal of the National Council for Attesting Titles, Diplomas and Certificates (CNATDCU).

Art. no. 6. (1.) A habilitation degree completion certificate will be awarded after the public defense of the habilitation thesis within the institution organizing doctoral studies (IOSUD), in the chosen field of research. (2.) “Dunărea de Jos” University of Galați as the institution which organizes doctoral studies (IOSUD - UDJG) arranges the public session for the defense of the habilitation thesis in view of obtaining the habilitation degree.

Art. no. 7. For the admission to the process of the habilitation degree, the candidate must meet the minimum standards which are identical with the minimum requirements for university professor established by the National Council for Attesting Titles, Diplomas and Certificates (CNATDCU) and approved by order of the Minister of Education and Scientific Research.

Section III.

Habilitation thesis. Habilitation file. Habilitation board

Art. no. 8. (1.) The habilitation thesis presents: a. in a concise and documented way the candidate’s main original findings as a result of solid scientific, didactic, sporting, artistic research, after completing the PhD degree in the field selected for habilitation, demonstrating the evolution of the academic, scientific and professional career as well as the main trends in the international context of significant and relevant scientific research in the candidate’s chosen

field;

b. the candidate's ability to lead and motivate research teams, to organize and manage didactic activities, to explain and facilitate learning and research.

(2.) The habilitation thesis will be at least 40 pages long (without annexes) and will follow the guidelines set out in Annex 1. Five most relevant reprints will be included in Annex 1.

(3.) The theses will be indexed on series corresponding to the doctoral fields chosen for habilitation.

(4.) The candidate may choose to write the habilitation thesis in Romanian, accompanied by an abstract in English or in any other official international language, in which case the abstract will be in Romanian.

Art. no. 9.

(1.) The file for habilitation will include the following documents:

- a. application for admission approved by the Rector (Annex 2);
- b. list of compliance with the minimum standards, in accordance with the criteria set out by the National Council for Attesting Titles, Diplomas and Certificates (CNATDCU) for the candidate's chosen field (printed paper and (*pdf) file on the CD);
- c. a selection of the most relevant publications written in the chosen field of research (at least 5 publications in electronic format on CD);
- d. CV (Europass format) and the publication list signed by the candidate (printed paper and (*pdf) file on the CD);
- e. The affidavit testifying the compliance with minimum standards set out by the National Council for Attesting Titles, Diplomas and Certificates - CNATDCU) and approved by order of the Order of the Ministry of Education and Scientific Research and the authenticity of research articles;
- f. Certified copy of the doctoral degree and if applicable, the certified copy of the certificate of recognition;
- g. Personal identification documents: copy of the identity card and of the document which shows proof of the name change (if different from the one on the identity card);
- h. The habilitation thesis (printed and electronic copy);
- i. Certified translation of the documents required in section "f" if they are not written in Romanian or English.

Art. no. 10.

(1.) The board that will assess the habilitation thesis consists of three members, who are renowned specialists in the candidate's chosen field for doctoral studies and PhD supervisors.

(2.) At least two members of the board must not be full-time employees (professors or researchers) of "Dunărea de Jos University" of Galați or of the candidate's institution, if they are distinct.

(3.) The habilitation board that will be sent for approval by the Ministry of Education and Scientific Research, is appointed by the Council for Doctoral Studies, based on a list of suggestions made by the Board of Doctoral Studies dealing with the candidate's chosen field for habilitation, after a joint committee of the Council for Doctoral Studies and the Board of Doctoral Studies has checked the candidate's habilitation file and has established that all requirements have been met. When appointing the members of the habilitation board, the avoidance of the conflict of interests and incompatibilities must be taken into account (in accordance with the Law 1/2011) and of appointing two specialists from the same department.

Section IV.

Initiating the habilitation procedure

Art. no. 11.

The habilitation file shall be submitted to the university registry for registration by the secretary of the Doctoral School of "Dunărea de Jos University" of Galați.

Art. no. 12.

(1.) With the rector's approval a joint committee of the Council for Doctoral Studies and the Board of Directors is appointed, consisting of PhD supervisors, selected from the list compiled by the Board of Doctoral Studies and the Board of Directors, who will assess if the enrolled candidates meet the habilitation requirements. This joint committee has one year-mandate.

(2.) This joint committee of the Council for Doctoral Studies and the Board of Directors checks if the candidate has fulfilled the minimum criteria, which are identical to those required for professorship, corresponding to the candidate's research field (Annex 3).

(3.) If the candidate fulfils at least the minimum standards, based on the conclusion from Annex 3, signed by the above-mentioned committee (1. and 2.), the Board of Doctoral Studies shall start the procedure of appointing the habilitation commission.

If the joint committee decides that the candidate has not fulfilled the minimum criteria for habilitation in the chosen research field, if appropriate,. In case the committee establishes that the minimum standards are still not fulfilled, after analysing the new information, the Council for Doctoral Studies decides not to submit the habilitation commission proposal to the National Council for Attesting Titles, Diplomas and Certificates (CNATDCU) and to terminate the habilitation procedure. Based on this decision, "Dunărea de Jos University" of Galați informs the candidate that the application for habilitation has been rejected. The habilitation procedure can be resumed if a new application for habilitation is submitted.

Art. no. 13.

(1.) For the candidates who have met the habilitation requirements, the Board of Doctoral Studies, upon request of Council for Doctoral Studies, submits via university registry a list of 5 or 6 renowned specialists in the candidate's chosen field of research (from the candidate's country of origin or from other countries, maximum one person). The list of specialists is compiled by absolute majority direct vote (50%+1) of the Board of Doctoral Studies.

(2.) Based on the proposals put forward by the Board of Doctoral Studies, the Council for Doctoral Studies establishes the list comprising the three names of the habilitation commission by direct vote of absolute majority (50%+1) of its members. This proposal is submitted to the management of "Dunărea de Jos University" of Galați in order to be sent for approval by the Minister of Education and Scientific Research.

(3.) The Institution Organizing Doctoral Studies of "Dunărea de Jos University" of Galați submits to the Ministry of National Education and Scientific Research - National Council for Attesting Titles, Diplomas and Certificates the proposals regarding the members of the habilitation commission who will assess the habilitation thesis, after the habilitation file and the abstract of the habilitation thesis were published on the website of "Dunărea de Jos University" of Galați.

(4.) The National Council for Attesting Titles, Diplomas and Certificates appoints the habilitation commission mentioned in art. no.10, point (1.) through the specialized commission corresponding to the chosen field of research.

(5.) After the National Council for Attesting Titles, Diplomas and Certificates appoints the specialized commission for the defence of the habilitation thesis, it will be published on the university website.

Section V. Implementing Habilitation procedure and the habilitation degree

Art. no. 14.

(1.) After receiving the notification of approval of the specialized commission for the defence of the habilitation thesis by the National Council for Attesting Titles, Diplomas and Certificates, the Institution Organizing Doctoral Studies (IOSUD) of "Dunărea de Jos University" of Galați organizes the public defence of the habilitation thesis.

(2.) The Institution Organizing Doctoral Studies (IOSUD) of "Dunărea de Jos University" of Galați verifies the candidate's for completeness.

(3.) The Institution Organizing Doctoral Studies (IOSUD) of "Dunărea de Jos University" of Galați shall publish on the university website, in Doctoral Studies/Habilitation section the following documents:

- a. CV and publications list;
- b. the affidavit testifying the compliance with minimum standards;
- c. abstract of the habilitation thesis;

d. the members of the specialized commission for the defence of the habilitation thesis.

(4.) After the National Council for Attesting Titles, Diplomas and Certificates approves the the habilitation commission, the Office of Doctoral Studies/Habilitation shall contact the members of the habilitation commission and submit them the thesis and the file in electronic format.

(5.) the date, time and place for the public defence of the habilitation thesis shall be published on university website, in the announcement section, at least 10 days before the date of the public defence.

Art. no. 15.

The habilitation commission verifies the candidate's file before the public defence of the thesis and is entitled to request more research papers or other documents relevant to the candidate's research activity or academic studies.

Art. no. 16.

(1.) As a rule, the habilitation thesis shall be defended at a public discussion in Romanian. On request and if the habilitation commission approves, the thesis can be defended in English or in other international language in which it was written.

(2.) The public defence of the habilitation thesis shall be run by the chairman of the habilitation commission elected by vote by the members of the commission. The public defense shall take place as follows:

- the candidate shall deliver a 45-50 minute-presentation of the thesis and career development;
- the public defense of the thesis is followed by the question section, which is mandatory;
- the question section may last one hour, each member of the habilitation commission is expected to ask at least one question, moreover research and career development - related questions may be addressed by the audience as well, to which the candidate is obliged to provide answers.

(3.) After the public defense of the thesis, the habilitation commission draws up the evaluation report (Annex 4) which includes the acceptance or rejection of the habilitation thesis as well as the reasons for the decision.

Art. no. 17.

The Institution Organizing Doctoral Studies (IOSUD) of "Dunărea de Jos University" of Galați shall submit the candidate's file and the evaluation report mentioned in art. no. 16 point (3.) to the Ministry of National Education and Scientific Research for analysis and decision.

Art. no. 18.

The Ministry of National Education and Scientific Research verifies conformity of the file in compliance with art no. 9 and 17. In case of missing elements from the file the Ministry of National Education and Scientific Research shall request its completion. If the organizing institution does not send the requested documents within 5 working days, the candidate's file is returned.

Art. no. 19.

The habilitation commission appointed by the National Council for Attesting Titles, Diplomas and Certificates (CNATDCU) analyses the habilitation file and submits it to the General Council by the National Council for Attesting Titles, Diplomas and Certificates (CNATDCU) and makes a decision based on which the habilitation degree is awarded or not.

Art. no. 20.

The General Council by the National Council for Attesting Titles, Diplomas and Certificates (CNATDCU) based on decision upheld by the habilitation commission, analyses and validates whether the habilitation degree is granted or not, as the case may be. The candidate can contest the decision to the National Council for Attesting Titles, Diplomas and Certificates (CNATDCU) and shall receive a response within the time period set.

Art. no. 21.

(1.) Based on the decision of validation made by the General Council by the National Council for Attesting Titles, Diplomas and Certificates (CNATDCU) to award the habilitation degree, the Ministry of National Education and Scientific Research issues a habilitation certificate for each candidate.

(2.) The order mentioned in paragraph 1 is the habilitation certificate.

(3.) After the General Council by the National Council for Attesting Titles, Diplomas and Certificates (CNATDCU) acknowledges receipt of the order mentioned in paragraph 1, the Institution Organizing Doctoral Studies of “Dunărea de Jos University” of Galați (IOSUD-UDJG) shall notify the candidate.

(4.) If the General Council by the National Council for Attesting Titles, Diplomas and Certificates (CNATDCU) decides not to grant the habilitation degree, the Ministry of National Education and Scientific Research submits this decision to the Institution Organizing Doctoral Studies of “Dunărea de Jos University” of Galați (IOSUD-UDJG) and remits the file. The candidate shall be informed of the decision by “Dunărea de Jos University” of Galați

Section VI

Final Provisions

Art. no. 22.

After issuing the order mentioned in art. no. 17, point (1.), the Ministry of National Education and Scientific Research, records the habilitation file, except for the habilitation thesis in printed version, which submitted to the Institution Organizing Doctoral Studies of “Dunărea de Jos University” of Galați (IOSUD-UDJG).

Art. no. 23.

(1.) The Institution Organizing Doctoral Studies of “Dunărea de Jos University” of Galați (IOSUD-UDJG) charges a fee for the public defence of the habilitation thesis, which will cover the reimbursement of expenses incurred by the habilitation commission members’ on transport, hotel accommodation and per diem.

(2.) The amount of the fee is established by the University Senate and in accordance with the proposals put forward by the Board of Directors.

Approved by the members of Council for Doctoral Studies of “Dunărea de Jos University” of Galați on March, 11, 2015.

Approved by the Board of Directors on April, 29, 2015 and by the University Senate on May, 14, 2015.