

APPROVED,
(with the amendments in the Senate meeting
of 18.03.2026)

CSUD PROJECT,
2026-03-04
ELECTRONIC VOTE 6-9 March 2026

UNIVERSITY OF BUCHAREST

METHODOLOGY

**on the organisation and conduct of the process of obtaining the habilitation certificate at the
University of Bucharest**

Chapter I - General Provisions

Art. 1

The Methodology on the organisation and conduct of the process of obtaining the habilitation certificate at the University of Bucharest (hereinafter, the Methodology) is adopted Law no. 199/2023 on Higher Education, as subsequently amended and supplemented, of the Framework Regulation on Doctoral University Studies, approved by O.M.E. no. 3020/2024 with subsequent amendments and completions and of O.M.E. no. 3998/2024 for the approval of the Methodology for granting the habilitation certificate, with subsequent amendments and completions.

Art. 2

(1) Habilitation is the certification of a person's ability to coordinate doctoral students within doctoral study programmes, acquired as a result of the process of obtaining the habilitation certificate. The habilitation certificate is granted by order of the Minister of Education, at the proposal of the Institution Organising Doctoral Studies – the University of Bucharest (hereinafter I.O.S.U.D.-U.B.), with the approval of the National Commission for the Attestation of University Titles, Diplomas and Certificates (C.N.A.T.D.C.U.).

(2) The doctoral supervisors are the persons who have obtained the right to supervise doctoral theses according to the previous legislation, as well as the persons who acquire the habilitation certificate and are affiliated to a doctoral school within the I.O.S.U.D.-U.B., based on the regulations in force.

Art. 3

Only persons who have a doctoral degree and who meet the standards established by the I.O.S.U.D.-U.B. and approved by the University Senate can register for obtaining the habilitation certificate. The standards of the I.O.S.U.D.-U.B. may not derogate from the national minimum

standards defined in art. 156 paragraph (1) of Law no. 199/2023 on Higher Education, with subsequent amendments and completions, and approved by order of the Minister of Education. I.O.S.U.D.-U.B. Standards are equal to or higher than the national minimum standards.

Art. 4

- (1) The habilitation process shall take place in two successive stages: the first shall take place within the I.O.S.U.D.-U.B., and the second shall take place at the level of the Ministry of Education.
- (2) For the second stage, the process of obtaining the habilitation certificate is supported by an IT system, hereinafter referred to as the platform, provided by the Ministry of Education (M.E.).

Art. 5

- (1) The habilitation exam consists of the public defense of the habilitation thesis before a specialised committee, hereinafter referred to as the habilitation committee, appointed by the Council for Doctoral University Studies (C.S.U.D.), within the I.O.S.U.D.-U.B., at the proposal of the doctoral school.
- (2) The habilitation thesis reveals the candidate's teaching and research capacities and performances by presenting in a documented manner the professional achievements obtained after the conferral of the title of Doctor of Science, which proves the originality and relevance of the academic, scientific and professional contributions and which anticipates an independent development of the future research and/or university career, as well as the ability to guide young researchers in the field.
- (3) The public defense of the habilitation thesis in order to obtain the habilitation certificate shall be carried out only within the I.O.S.U.D.-U.B., in the field requested by the candidate.
- (4) I.O.S.U.D.-U.B. organises the defense of the habilitation thesis in public session, for the fields of doctoral studies provisionally authorised or accredited at the time of submission of the habilitation file.

Chapter II – Stage 1: The habilitation at the level of I.O.S.U.D.-U.B.

Art. 6

- (1) The candidate's file, in printed and electronic format, shall be submitted to the Doctorate, Habilitation and Integrity Service of the U.B. (hereinafter S.D.A.I.) which verifies the content of the file (Annex no. 1 and Annex no. 2) from an administrative point of view, before its registration. The verification will concern the existence in the file of the documents provided in Annex no.1. In case of uncertainties about the submitted documents, the S.D.A.I. secretariat may ask the candidate for clarifications and additional documents.
- (2) The candidate's file shall be submitted, electronically, to the doctoral school in the field for which the habilitation is requested, in order to verify the fulfilment of the national minimum standards.
- (3) The Council of the Doctoral School shall verify the fulfilment of the minimum standards at national level, prepare and submit a written verification report to the S.D.A.I. within a maximum of 30 calendar days. The report also specifies whether the requested field is compatible with the field of the Doctoral Diploma and with the previous scientific activity.
- (4) If the minimum standards are not met, the doctoral school council shall take note of this situation and return the electronic file to the S.D.A.I., together with the written verification report regarding the unmet standard or criterion. If the incompatibility between the requested field and the field of the Doctoral Diploma/previous scientific activity is found, the written notification will contain

concrete arguments that demonstrate this state of facts. In both situations, the candidate's request is rejected and the S.D.A.I. sends him/her a copy of the report prepared by the Council of the Doctoral School.

(5) In case of rejection for the reasons mentioned in point (4), the candidate may submit an appeal to the CSUD, within a maximum of 3 working days from the receipt of the notification.

(6) The CSUD shall analyse the appeal, issue the response and communicates it, electronically, to the candidate and to the Director of the doctoral school.

(7) If the candidate's file is validated by the Council of the Doctoral School by signing the application for submission of the file (Annex no.2) and the favourable approval of the Form for the fulfilment of the minimum standards, it shall propose the membership structure of the specialised committee. The Council of the Doctoral School informs the S.D.A.I. electronically about the validation and membership structure of the committee (including the other elements detailed in art. (7)).

Art. 7

(1) For the structure of the habilitation committee, the proposals must include 3 (three) nominations for the quality of full member of the committee and 2 (two) nominations for the quality of alternate member, taking into account the situations of incompatibility or conflict of interest, according to the legislation in force. At least two of the members of the committee must carry out, on the date of appointment, their activity outside the I.O.S.U.D.-U.B. which organises the process of obtaining the habilitation certificate.

(2) The persons proposed for the quality of members of the committee (full and alternate) must be active doctoral supervisors, reputed specialists, with concerns and contributions relevant to the issue of the habilitation thesis and must meet the internal standards of the University of Bucharest and those of the doctoral school. Of those proposed, only one can be, by exception and in well-justified cases, affiliated to an institution other than the universities of advanced research abroad or in the country or other than the Institutes of the Romanian Academy¹.

(3). The Council of the Doctoral School shall submit the proposal regarding the membership structure of the committee to the e-mail address birou@doctorat.unibuc.ro, accompanied by the minimum standards verification sheet, endorsed in the Council of the Doctoral School and signed by the Director of the Doctoral School and the CVs (updated, dated and signed) of the proposed members, which shall contain, in addition to the name and surname, at least the e-mail address and the institution where they carry out their activity, as well as the declaration of each proposed member regarding the absence of situations of incompatibility/conflict of interest (according to the model contained in Annex no. 3).

(4) On the basis of these nominations, the C.S.U.D. shall appoint the habilitation committee comprising 3 full members and 2 alternate members.

Art. 8

(1) After the appointment of the specialised committee for the evaluation of the habilitation thesis, the S.D.A.I. shall notify the doctoral school in order to plan and organise, within **a maximum of 90 days** from the date of this communication, the public defense. After consulting the candidate and the members of the committee, the Director of the doctoral school sets the date and place of the defense and notifies the S.D.A.I. by e-mail the date, time and place of the public defence.

¹ For the purposes of this methodology, 'affiliate' means tenured or associate staff, as well as those who have fixed-term contractual relationships with a higher education or research institution.

(2) S.D.A.I. shall post on doctorat.unibuc.ro website the information provided by O.M.E. no. 3998/2024, art. 13, including the date, time and place of the performance. The documents that will be posted on the University's website are: curriculum vitae, list of works, verification sheet on the fulfilment of the minimum standards, summary of the habilitation thesis and the composition of the specialised committee for the evaluation of the habilitation thesis.

(3) At the time of establishing the date of public defense of the habilitation thesis, the candidate must submit the proof of payment of the habilitation fee for its public defense set by the University or the approval of the fee exemption by the Rector.

(4) If the members of the committee do not agree on the organisation of the defense, they shall draw up and sign a joint report, by which they recommend the non-organisation of the defense of the habilitation thesis in the form submitted. The Director of the doctoral school sends this negative report to S.D.A.I. and will notify the candidate of the decision taken.

(5) At least 15 days before the public defense, the habilitation thesis shall be submitted to the library of the faculty to which the doctoral school belongs. The notifications received in writing, by registry or by e-mail at the address of the secretariat of the doctoral school, are communicated to the members of the specialised committee for the evaluation of the habilitation thesis before the defense is carried out.

Art. 9

(1) The defense shall take place during a public session before the habilitation committee. Within the defense, the member who is institutionally affiliated to the University of Bucharest also fulfills the duties of president of the committee and ensures the proper conduct of the public defense. If none of the members of the specialised committee for the evaluation of the habilitation thesis is institutionally affiliated to the U.B., the members present of the committee shall designate from among themselves a chairman of the committee.

(2) If, for good reasons, only one member of the committee announces his unavailability to be physically present at the defense, the defense of the thesis may also take place with his participation by videoconference, with the agreement of the candidate and the other members of the committee. In this case, the audio/video recording of the defense is mandatory and is attached to the habilitation file.

(3) The specialised committee for the evaluation of the habilitation thesis shall draw up the Evaluation Report (Annex no. 4), which includes the proposal to accept or reject the habilitation thesis, as well as the reasoned motivation of the decision taken, according to the attached model. The report of the habilitation commission shall be signed by all members of the habilitation commission, including by electronic means (if applicable).

(4) After the public defense of the habilitation thesis, the secretariat of the doctoral school shall send to S.D.A.I./ C.S.U.D. the report completed and signed by the habilitation committee. The member who participated via videoconference will send an e-mail confirming his/her vote, and the electronic record of the entire public defence will be attached to the written Report.

(5) If the reasoned resolution of the habilitation committee is rejecting the habilitation thesis, within 3 working days, the C.S.U.D. shall communicate to the candidate the report of the habilitation committee.

(6) Within 5 working days from the receipt of the rejection resolution by the habilitation committee, the candidate may submit an Appeal (according to Annex no. 5) which will be submitted for resolution, electronically, to the Council of the Doctoral School within which the public defense took place.

- (7) Within 5 working days, the Council of the Doctoral School shall transmit to the C.S.U.D. the final resolution on the habilitation thesis (Annex no. 6) to be submitted to the candidate.
- (8) The resolution of admission or rejection of the habilitation thesis pronounced by the habilitation committee in its report, together with the file submitted by the candidate and the decision of the Council of the Doctoral School regarding the appeal of the rejection resolution, where applicable, shall be transmitted by the C.S.U.D., in electronic format, to the university Senate, for validation.
- (9) The resolution of admission or rejection, after validation by the university Senate, shall be posted on the website of doctorat.unibuc.ro.

Chapter III – Stage 2: The habilitation at the level of the Ministry of Education

Art. 10

- (1) In the event that the resolution of the habilitation committee is to admit the habilitation thesis and it is validated by the U.B. Senate, S.D.A.I. shall transmit to the C.N.A.T.D.C.U. the file of the habilitation thesis, in order to carry out the habilitation process at the level of the Ministry of Education.
- (2) The S.D.A.I. shall verify the candidate's habilitation file (Annex no.5) and upload it to the platform dedicated to the habilitation process, in order to carry out the internal procedures established at the level of the Ministry of Education and the C.N.A.T.D.C.U.
- (3) All the documents that make up the candidate's habilitation file bear the signature/approval of the persons designated by the I.O.S.U.D.-U.B.
- (4) After the communication by the Ministry of Education of the ministerial order granting the habilitation certificate, I.O.S.U.D.-U.B. sends it to the candidate within a maximum of 15 days.
- (5) If the C.N.A.T.D.C.U.'s proposal is not to grant the habilitation certificate, within a maximum of 15 days, the platform shall notify the decision to the I.O.S.U.D.-U.B., together with the synthetic Evaluation Report, and the S.D.A.I. shall communicate the decision of the C.N.A.T.D.C.U. to the candidate within 5 days from registration.
- (6) The candidate has 30 days from the date of communication regarding the non-granting of the habilitation certificate for the drawing up and registration of the appeal regarding the decision of the C.N.A.T.D.C.U.
- (7) The candidate's appeal, submitted to the S.D.A.I., shall be registered and uploaded to the platform dedicated to the habilitation process by the I.O.S.U.D.-U.B. within a maximum of 5 days of registration.
- (8) If the decision of the C.N.A.T.D.C.U. regarding the resolution of the appeal is to grant the certificate of habilitation, this decision represents the opinion for the issuance of the minister's order.
- (9) If the decision of the C.N.A.T.D.C.U. remains not to grant the certificate of habilitation, the platform shall notify the I.O.S.U.D.-U.B. and the synthetic report of analysis of the appeal. I.O.S.U.D.-U.B. communicates to the candidate the decision of the C.N.A.T.D.C.U. and the synthetic report of analysis of the appeal within 5 days.

Chapter IV – Final Provisions

Art. 11

- (1) After the issuance of the order, the habilitation file in printed format shall be archived by the I.O.S.U.D.-U.B., on a permanent basis.

- (2) I.O.S.U.D.-U.B. It updates two documents monthly, on its own website:
- (a) a document containing the persons who were granted the habilitation certificate through the institutional procedures of the I.O.S.U.D.-U.B.;
 - (b) a document containing the persons with the right to supervise doctorates within the I.O.S.U.D.-U.B., mentioning the legislation on the basis of which this right was acquired.

RECTOR,

PROFESSOR DR. MARIAN PREDA

V.B./A.C./M.M./ 2 ex.

Annex: Clarifications regarding the financial operations related to habilitations at the U.B.

The related bureaucratic and financial operations will be carried out by the doctoral schools, the administrators of the faculties and the specialised services of the U.B.

For habilitation committees, the rules, procedures, and payment levels provided by the regulations in force of the U.B. for doctoral committees shall apply.

LIST OF DOCUMENTS

Documents* in the file of Mrs. / Mr.

drawn up in order to obtain the certificate of habilitation according to **O.M.E. no. 3998/2024**,

with subsequent amendments and additions

- **Standard application form for the habilitation** – filled in with the full name in accordance with the identity card;
- **The form regarding the meeting of the minimum standards**, signed by the candidate;
- **Portfolio of scientific papers** considered relevant by the candidate, developed in the specific field of doctoral research; relevant scientific papers, minimum 5 and maximum 10 (in electronic format) and **their List**, signed by the candidate;
- **Curriculum vitae**, signed by the candidate;
- **List of scientific papers**, signed by the candidate;
- **Doctoral Diploma or Certificate of recognition or Certificate of equivalence of the Doctoral Diploma obtained abroad** – certified copy of the original (certification of conformity with the original is made by the SDAI);
- **Personal identification documents, in simple copy**: identity card, proof of name change, if the name written on the Diploma no longer coincides with the name on the identity document;
- **Habilitation thesis**, in double-sided printed format (2 copies) and in electronic format;
- **Abstract of the habilitation thesis** (if the habilitation thesis is written in Romanian, the abstract will be written in English. If the habilitation thesis is written in a language of wide international circulation, the abstract will be written in Romanian);
- **Statement on one's own responsibility regarding the fulfillment of the minimum standards** established by C.N.A.T.D.C.U. and approved by order of the Minister of Education and the originality of the scientific papers in the list of papers;
- **In electronic format on the e-mail address birou@doctorat.unibuc.ro OR in a drive created by the candidate with an access link to the e-mail address birou@doctorat.unibuc.ro** – 1. Minimum standards fulfillment sheet, 2. portfolio of scientific papers considered relevant by the candidate, developed in the field of PhD, 3. Curriculum vitae, 4. list of works, 5. Doctoral Diploma, 6. personal identification documents, 7. the habilitation thesis and 8. the summary of the habilitation thesis;

- **Proof of payment of the habilitation fee for the verification of the file and the minimum standards** set by the university or the approval of the fee exemption by the Rector in accordance with the Methodology regarding the organisation and conduct of the process of obtaining the habilitation certificate at the University of Bucharest, at the time of submitting the habilitation file.

*Note: In case the documents are not written in Romanian or English, they will be accompanied by the authorised translation into Romanian.

Endorsed
RECTOR

.....

DIRECTOR OF THE DOCTORAL SCHOOL

.....

MEETS MINIMUM STANDARDS

YES

NO

REQUEST FORM

for the public defense of the habilitation thesis

Distinguished Rector,

.....

The undersigned², holder of the
....., having the position of, hereby request
the defense of the habilitation thesis in the field of doctoral
studies³

I request that the habilitation procedure in the field of to be carried out
within⁴ the framework of , delivered in
.....⁵

I declare on my own responsibility that the information presented in this application and in the
habilitation file corresponds to reality.

Date

Signature

² The initial(s) of the father or mother, as the case may be, will also be mentioned.

³ The field of doctoral studies will be mentioned.

⁴ The doctoral school where the habilitation process is to be carried out will be mentioned.

⁵ The language in which the public defense of the habilitation thesis is desired will be mentioned.

GDPR ANNEX

INFORMATION ON THE CONFIDENTIALITY OF PERSONAL DATA

According to EU Regulation 679/2016 on the protection of natural persons with regard to the processing of personal data, the University of Bucharest is a data controller.

Personal information in regard to identity, contact, education, professional experience, etc. is provided to the University of Bucharest by a candidate for the management of the habilitation file organised by the faculties of the University of Bucharest. You are obliged to provide this personal data for the fulfilment of the aforementioned purpose, and refusal to provide this data may lead to difficulties or impossibility of completing the habilitation process.

The information is lawfully processed in accordance with: Law no. 199/2023 on Higher Education, as subsequently amended and supplemented, of O.M.E. no. 3998/2024 for the approval of the Methodology for granting the habilitation certificate, with subsequent amendments and completions and the Methodology regarding the organisation and conduct of the process of obtaining the habilitation certificate at the University of Bucharest, with the given amendments and completions. tag.

From the point of view of Regulation (EU) 679/2016, the processing of personal data fulfils one of the following conditions: the processing is necessary for the performance of a contract to which the data subject is a party; the processing is necessary for the performance of a legal obligation incumbent on the controller, or the processing is necessary for the performance of a task which serves a public interest or which results from the exercise of official authority vested by the controller.

The information collected about you is kept in written form and/or in electronic form. We ensure that the information we hold is kept in secure locations, with an adequate level of security and with access allowed only to authorised personnel.

To the extent permitted by data protection law, in order to fulfil our contractual and legal obligations, we transmit your personal data to national authorities, service providers, etc. At this time, the recipients of personal information are: Ministry of Education and Research, C.N.A.T.D.C.U. / U.E.F.I.S.C.D.I., ARACIS etc.

If you wish to make a request under EU Regulation 679/2016, in order for us to respond to you in an effective way, you will need to provide us with information on the basis of which to establish your identity and information on the data you request.

Detailed information on the data processing carried out in the case of teaching staff is available on the website of the University of Bucharest at www.unibuc.ro/protectia-datelor/

**Statement on one's responsibility
on situations of conflict of interest
provided by O.M. no.3998/2024**

The undersigned, , Prof. Dr. / Assoc. Prof. Dr. / Scientific Researcher I / Scientific Researcher II, tenured doctoral supervisor at, appointed **full/alternate member in the habilitation** committee, declare on my own responsibility that I am not and will not be in any of the situations of conflict of interest provided by O.M.E.C. no.3998/2024, art.11: "The person involved in the evaluation procedure, in the situation of the existence of a personal interest, is in a situation of conflict of interest, in cases where:

- a) is a spouse, relative or relative up to and including the third degree;
- b) has benefited in the last 3 years prior to the habilitation or is currently benefiting from benefits of any nature from the person undergoing the habilitation procedure."

Date:

Signature:

UNIVERSITY OF BUCHAREST
Faculty
Doctoral School

REPORT OF THE HABILITATION COMMITTEE
on the date of

NAME and Surname of the candidate:

.....

Title of the habilitation thesis / main research directions:

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

Field of doctoral studies

(in which the quality of doctoral supervisor is to be conferred)

Name of the Institution Organising Doctoral Studies (I.O.S.U.D.)/ To the Doctoral Organising Institution (I.O.D.S) where the public defense of the habilitation thesis takes place:
University of Bucharest

Strengths of the habilitation thesis:

- 1.
- 2.
- 3.

Weaknesses of the habilitation thesis:

- 1.
- 2.
- 3.

The result of the vote/observations/conclusions of the habilitation committee shall be motivated as follows:

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.....
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.....

(continue on the verso – if necessary)

HABILITATION COMMITTEE

Name and surname	Signature⁶
1.	
2.	
3.	

⁶ If a professor / S.R. participates online, he/she will fill in and send his/her vote (standard form below) to the director of the doctoral school, and next to the signature the mention “**online vote**” will be specified

ONLINE PARTICIPATION VOTING (WHERE APPLICABLE)

To the President of the Habilitation Committee,

Distinguished President,

The undersigned,, from the University of, appointed member of the habilitation committee of Mrs. / Mr., confirm that I participated online in the public defense of the habilitation thesis⁷, scheduled for

I declare that I vote for the granting / not granting of the habilitation in the field of doctoral studies to Mrs. / Mr.

Date:

Signature:

⁷ In accordance with *the Methodology regarding the organization and conduct of the process of obtaining the habilitation certificate at the University of Bucharest approved by the Senate of the University of Bucharest on July 17, 2024, with subsequent amendments and completions.*

APPEAL

The undersigned, tenured professor at, having the position of, hereby request the reconsideration of the file/thesis of habilitation in the field of⁸

I appeal the decision of rejecting the habilitation thesis:

I am aware that the decision of the appeals committee is final.

Date:

Signature:

⁸ The field of doctoral studies will be mentioned.

HEADER FACULTY / DOCTORAL SCHOOL

Mrs. / Mr.

The Council of the Doctoral School, which met on the date of , analysed the appeal filed by tenured professor at , regarding the re-analysis of the habilitation file/thesis in the field of doctoral studies

The Council of the Doctoral School specifies the following:

-

Accordingly, the CSD

- rejects the appeal
- accepts the appeal

Director of the Doctoral School,