

**APPROVED,
with the changes
of the U.B. Senate meeting.
of 19.03.2025**

**Methodology regarding the automatic recognition
by the Institution Organising Doctoral Studies – University of Bucharest
of the Doctoral Diploma and the title of Doctor of science or in a professional field, obtained abroad**

Art. 1.

Romanian citizens, citizens of other member states of the European Union, of the European Economic Area and of the Swiss Confederation, as well as citizens of third countries who have obtained a doctoral degree and a doctorate in science or in a professional field abroad have the possibility to submit applications to the Institution Organising Doctoral Studies – University of Bucharest (**I.O.D.S. – U.B.**) in order to obtain the automatic recognition of the Doctoral Diploma and the title of Doctor of science or in a professional field, obtained abroad.

Art. 2.

I.O.D.S. – U.B. automatically recognises the Doctoral Diploma and the title of Doctor of science or in a professional field, obtained at:

- a) accredited Higher Education Institutions from a member state of the European Union, the European Economic Area and the Swiss Confederation;
- b) accredited Higher Education Institutions from third countries, included in the list of the most prestigious Higher Education Institutions in the world, according to the provisions of the Order of the Minister of Education on the approval of the list of prestigious universities in other states;
- c) accredited Higher Education Institutions, on the basis of an international convention on mutual recognition, concluded at intergovernmental level;

- d) accredited Higher Education Institutions in states other than those provided for in paragraph (a) or (b).

Art. 3.

- (1) I.O.D.S. – U.B. recognises the Doctoral Diploma and the title of Doctor of science or in a professional field obtained abroad for one of the following purposes:
 - (a) enrolment in postdoctoral programmes;
 - (b) obtaining the habilitation certificate;
 - (c) occupying a teaching or research position;
 - (d) participation in programmes and projects financed through European and international funds
 - (e) for other purposes related to teaching and research activities within the U.B.
- (2) If the recognition of the Doctoral Diploma and the title of Doctor obtained abroad is requested for purposes other than those provided for in paragraph (1), the recognition shall be made by the National Center for the Recognition and Equivalence of Diplomas (C.N.R.E.D.), in compliance with the rules provided for in the ministerial order.
- (3) If a doctoral school is not organised within the U.B. in the field for which the recognition of the Doctoral Diploma and the scientific title of Doctor is requested, it can be obtained from another institution organising doctoral studies accredited in that field.

Art. 4.

- (1) The file for the recognition of the Doctoral Diploma and the scientific title of Doctor obtained abroad must contain the following documents:
 - a) application for the recognition, signed by the applicant;
 - b) identity document and proof of name change (if applicable) – in copy;
 - c) the Doctoral Diploma, including any other document attesting to the attribution of the title of Doctor;
 - d) CV, list of publications and scientific contributions, signed by the applicant, in a single document;
 - e) The doctoral thesis, accompanied by an abstract in English, in PDF format.
- (2) The file provided for in paragraph (1) is physically submitted, at the Doctorate, Habilitation and Integrity Service (S.D.A.I.) headquartered at the U.B. Rectorate, Panduri Road no. 90, 3rd floor, room 304, during working hours, electronically on the birou@doctorat.unibuc.ro e-mail address, or electronically through the Electronic Single Point of Contact (PCUe).
- (3) If the S.D.A.I. finds that the file provided for in paragraph (1) is incomplete, shall inform the candidate about the documents missing from the file, as follows:
 - (i) at the time of submission of the file, if it is submitted in physical format, respectively

- (ii) no later than the next working day following the submission of the application file, if the file is submitted through the Electronic Single Point of Contact (PCUe).
- (4) In the situation provided for in paragraph (3), the applicant has the obligation to complete the file within no more than two working days from the date of being notified by the S.D.A.I. regarding missing elements.
- (5) Failure to comply with the obligation provided for in paragraph (4) leads to the non-registration of the file.
- (6) If the I.O.D.S. – U.B. notifies the existence of any suspicions regarding the authenticity of the study documents, it notifies the competent bodies.

Art. 5.

The study documents subject to recognition are authenticated with the Hague Apostille for the states that are parties to the Hague Apostille Convention, and for the other states the study documents are super-legalized or accompanied by the certificate of authenticity issued by the competent authorities of the country of origin. The exemption from apostille or superlegalization is allowed under the law, for persons who benefit from a form of international protection on the territory of Romania, in accordance with the provisions of an international treaty to which Romania is a party or when the study documents can be verified in online databases of the issuing institutions or the authorities of the home state.

Art. 6.

- (1) The file provided for in art. 4 shall be sent to the doctoral school in the field for which recognition is requested within two (2) working days from the date of its registration by the S.D.A.I.
- (2) The Council of the Doctoral School (C.S.D.) provided for in paragraph (1) analyses the file from a scientific point of view, referring to the national and international quality standards in the field, and submits to the S.D.A.I., within five (5) working days from its receipt, its resolution regarding the approval or rejection of the request for recognition of the Doctoral Diploma and the title of Doctor.
- (3) The resolution of the doctoral school, approved by the Rector, is communicated by the S.D.A.I. within five (5) working days from the date of its transmission to the S.D.A.I. i) the holder, by e-mail.

Art. 7.

- (1) Applicants whose application for recognition of the Doctoral Diploma and the scientific title of Doctor has been rejected may send an appeal against the resolution of the Council of the Doctoral School (C.S.D.) within ten (10) working days from the receipt of the notification provided for in art. 6, paragraph (3).
- (2) The appeal shall be sent by e-mail to birou@doctorat.unibuc.ro.

Art. 8.

- (1) The appeal is resolved by a committee appointed by the Rector at the proposal of the director of the C.S.U.D. within 5 (five) working days from its receipt.

- (2) The appeals committee provided for in paragraph (1) is composed of 3 members, including its president, specialists in the field for which the recognition of the Doctoral Diploma and the scientific title of Doctor, or in a related field is requested, in the situation where within the C.S.U.D. there are not enough specialists in the field for which the recognition of the Doctoral Diploma and the scientific title of Doctor are requested.
- (3) The persons who were involved in the file evaluation procedure provided for in art. 6 paragraph (2) may not be part of the appeals committee.
- (4) The appeal shall be resolved within five (5) working days from its registration.
- (5) The applicants will be informed within 2 (two) working days from the date of the resolution of the appeal by the S.D.A.I. regarding the decision of the appeals committee.

Art. 9.

- (1) In case of loss, destruction or damage to the recognition document, the S.D.A.I. shall issue, upon request, a copy of the original of the recognition decision.
- (2) In order to issue a copy of the original, the holder sends a request in writing, even by e-mail to the e-mail address birou@doctorat.unibuc.ro accompanied by:
 - a) the identity document (copy);
 - b) proof of payment of the fee, according to the legal norms in force;
 - c) statement on one's own responsibility regarding the falling under one of the situations referred to in paragraph (1)

Art. 10.

This Methodology is adopted on the basis of O.M.E. no. 7234/10.10.2024 published in the Official Gazette no. 1033 of 15.10.2024, approved by the U.B. Senate on 18.12.2024 and amended in the meeting of the U.B. Senate on 19.03.2025.

Rector

Professor Marian PREDA,

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

Endorsed,
RECTOR

.....

DIRECTOR OF THE DOCTORAL SCHOOL

☐ YES

☐ NO

APPLICATION FORM

on the automatic recognition of the Doctoral Diploma and the title of Doctor

Distinguished Rector,

The undersigned¹, holder of the position of
....., at the, hereby request the automatic recognition
of the Doctoral Diploma and the title of Doctor obtained at*
..... in the field² of
....., by the Doctoral School³

I mention that automatic recognition is necessary for my⁴

I hereby declare on my own responsibility and under the sanctions of the law that the information
presented in this application and in the recognition file corresponds to reality.

Date:

Signature:

**I mention that the institution is on the List of prestigious universities in other states approved by the relevant
ministry and updated periodically.*

¹ The initial(s) of the father or mother, as the case may be, shall also be mentioned.

² The field of doctoral studies shall be mentioned according to the nomenclature of doctoral fields and programmes of university studies and the structure of Higher Education Institutions, approved by Government decision.

³ The doctoral school where recognition is sought shall be mentioned.

⁴ It shall also be mentioned under which of the situations provided for in paragraph 3 (1), letters a, b, c, d or e, the request falls.

DECISION no. _____ of _____

Considering the provisions of Law no. 199/2023 on Higher Education, as subsequently amended and supplemented,

Taking into account the provisions of the Order of the Minister of Education no. 3020/2024 for the approval of *the Framework Regulation on doctoral studies*, with subsequent amendments and completions,

Considering *the Regulation on the organisation and conduct of doctoral study programmes in the University of Bucharest*, approved by the Senate of the University of Bucharest in the meeting of **July 17, 2024**, with subsequent amendments and completions;

Taking into account the provisions of the Order of the Minister of Education no. 7234/10.10.2024 for the approval of *the Methodology for the recognition of the Doctoral Diploma and the title of Doctor of science or in a professional field obtained abroad*,

Considering *the Methodology regarding the automatic recognition by the Organising Institution of Doctoral Studies – University of Bucharest of the Doctoral Diploma and the title of Doctor of science or in a professional field, obtained abroad, art.3*, approved by the Senate of the University of Bucharest in the meeting of **December 18, 2024**, with subsequent amendments and completions,

Having regard to the endorsement of the Council for Doctoral Studies,

RECTOR OF THE UNIVERSITY OF BUCHAREST

DECIDES:

Art. 1 The Doctoral Diploma and the title of Doctor obtained by Mrs. / Mr.
obtained at, Republic, in the field of doctoral studies

Art. 2 The Secretariat Directorate, the Human Resources Directorate and the Doctoral School will carry out this Decision.

R E C T O R,

Professor Marian PREDA