

Methodology for Organising and Conducting the Process of Obtaining the Habilitation Certificate at Dunarea de Jos University of Galati (IOSUD - UDJG)

CHAPTER I

Legal framework and terminology

Art. 1

The legal framework for this methodology is provided by:

- a) Higher Education Act No. 199/2023, as amended and supplemented.
- b) Order of the Minister of Education No. 3020/2024 approving the Framework Regulation on doctoral studies, including subsequent amendments and additions.
- c) Order of the Minister of Education No. 3999/2024 approving the Methodology for granting the habilitation certificate.
- d) Order of the Minister of Education No. 6072/2023 approving transitional measures applicable at the level of the national pre-university and higher education system, as subsequently amended.
- e) Order of the Minister of Education and Research No. 3019/2025 approving the minimum national standards required and mandatory for conferring the title of associate professor and professor in higher education, as well as the certificate of habilitation.

Art. 2

The abbreviations used in this methodology have the following meanings, as defined in the documents referred to in Article 1:

MEC – Ministry of Education and Research

CNATDCU – National Council for the Accreditation of University Degrees, Diplomas, and Certificates

UEFISCDI – Executive Unit for Financing Higher Education, Research, Development, and Innovation

IOSUD – Institution Organising Doctoral Studies

CSUD – Council for Doctoral Studies

CSD – Doctoral School Council

CA – Administration Board

CHAPTER II

General provisions

Art. 3

- (1) Habilitation represents the certification of a person's ability to supervise doctoral studies.
- (2) Persons who obtained the right to supervise doctoral studies prior to the date of entry into force of Law No. 199/2023 on higher education, as subsequently amended and supplemented, may be doctoral supervisors, as well as persons who obtain the certificate of qualification and become members of doctoral schools within the institution organizing doctoral studies - "Dunarea de Jos" University of Galati, hereinafter referred to as IOSUD–UDJG, based on an individual employment

contract.

(3) Only persons holding a doctoral degree and meeting the standards established by IOSUD–UDJG, which are approved by the University Senate, may apply for the habilitation certificate. The IOSUD – UDJG standards align with the minimum national standards set out in Article 156(1) of the Higher Education Law No. 199/2023, as amended and supplemented, and are approved by the Minister of Education.

Starting with the 2025-2026 academic year, the Doctoral School of Economic Sciences will implement the standards approved by the Order of the Minister of Education and Research No. 3019 of 13 January 2025, which will take effect from the 2026-2027 academic year.

Art. 4

The certificate of qualification is granted by order of the Minister of Education and Research, upon the proposal of IOSUD–UDJG and with the approval of CNATDCU.

Art. 5

The accreditation process takes place in two stages: the first at the level of the institution organising doctoral studies, IOSUD–UDJG, and the second at the level of the Ministry of Education and Research.

Art. 6

The habilitation thesis underscores the candidate's teaching and research capabilities and accomplishments. It details documented professional achievements acquired subsequent to the conferral of the doctorate, demonstrating the originality and significance of the candidate's academic, scientific, and professional contributions. Additionally, it anticipates the candidate's capacity for independent development in future research and/or academic pursuits.

Art. 7

The habilitation examination consists of the public defence of the habilitation thesis before a specialised committee, hereinafter referred to as the habilitation committee, appointed by the CSUD, within the IOSUD–UDJG.

Art. 8

The public defence of the habilitation thesis, necessary to obtain the habilitation certificate, shall be conducted solely within IOSUD–UDJG, in the field requested by the candidate.

Art. 9

(1) The process of obtaining the habilitation certificate is facilitated by a digital system, hereinafter called the platform, provided by the MEC.

(2) The platform is overseen by MEC via UEFISCDI and facilitates the exchange of information in electronic format as part of the process of obtaining the habilitation certificate.

(3) The collection and processing of data related to obtaining the habilitation certificate through the platform shall be conducted for the following purpose:

- a) organising and conducting the process of obtaining the habilitation certificate.
- b) processing for statistical, scientific research, or other purposes, at the request of the MEC, in accordance with legal provisions.

CHAPTER III

The habilitation process at IOSUD - UDJG

SECTION 1

Habilitation thesis, habilitation file, and composition of the habilitation committee

Art. 10

(1) The habilitation thesis shall present in a concise and documented manner:

a) the main original scientific results published/patented or professional achievements made public by the candidate in scientific research, teaching, sports, artistic creation, after being awarded the doctoral degree, in the relevant doctoral field. The thesis outlines the evolution of the author's academic, scientific, and professional career, as well as its main directions of development, in the global context of significant and current scientific achievements in the author's field of specialisation.

b) the candidate's individual ability to coordinate research teams, organise and manage teaching activities, explain and facilitate learning and research.

(2) The candidate may choose to write the habilitation thesis in Romanian, in which case it shall be accompanied by a summary in English, or in another official language of the European Union, in which case it shall be accompanied by a summary in Romanian.

(3) The habilitation thesis shall have a minimum of 40 pages (excluding Annexes) and shall have the structure presented in Annex 1.

(4) Theses shall be indexed in series corresponding to the doctoral fields in which the habilitation was obtained.

Art. 11

(1) The application to take the qualification exam is submitted to IOSUD–UDJG (*Annex 2*). To register for the habilitation exam, the candidate submits the habilitation file to IOSUD–UDJG.

(2) In order to carry out the process of obtaining the habilitation certificate, IOSUD–UDJG is required to compile the candidate's file in printed and electronic formats.

(3) The candidate's file, compiled by IOSUD–UDJG in both paper and electronic format, shall include at least the following documents:

a) The IOSUD - UDJG standards fulfilment form provided for in Article 3(3), completed by the candidate and approved by the doctoral school and IOSUD–UDJG, in the field requested by the candidate.

b) The candidate's CV.

c) List of publications.

d) A list of scientific papers considered relevant by the candidate, written in the field of the doctorate in question, with a minimum of 5 and a maximum of 10; the relevant scientific papers are uploaded in full to the platform.

e) Doctoral degree or certificate of recognition or equivalence of doctoral degree obtained abroad, in a copy certified as true to the original.

f) Personal identification documents, in simple copy: identity card, proof of name change, if the name on the doctoral diploma no longer matches that on the identity card.

g) Habilitation thesis.

h) Abstract of the habilitation thesis.

i) The composition of the habilitation committee, approved by IOSUD–UDJG, at the proposal of the doctoral school.

j) CVs of members appointed by IOSUD–UDJG for the habilitation committee.

k) Certified translation into Romanian, if the documents in the candidate's file are not written in Romanian or English.

l) The report of the habilitation committee with the proposal to accept the habilitation thesis.

m) IOSUD - UDJG address regarding the transmission of the electronic file for evaluation at the CNATDCU level.

(4) The inclusion of false information in application files for habilitation constitutes a breach of the rules of ethics and professional conduct in scientific communication, publication, dissemination, and popularisation, in accordance with the provisions of Article 168, paragraph (2), letter c) of the Higher Education Law No. 199/2023, as subsequently amended and supplemented.

In this regard, the file shall also contain a sworn statement in accordance with the template in Annex 4.

- (5) When compiling the candidate's habilitation file, IOSUD–UDJG creates the candidate's profile, including the field of doctoral studies targeted for obtaining the habilitation certificate.
- (6) IOSUD – UDJG, through the doctoral school in the field requested by the candidate, verifies the candidate's file and compliance with the standards set by IOSUD–UDJG.

The verification of the habilitation file at the IOSUD-UDJG level is conducted in accordance with the provisions of this methodology concerning the organisation and conduct of the process of obtaining the habilitation certificate, encompassing the following stages:

- a) For each application submitted, the Director of CSUD, upon the recommendation of the Director of the Doctoral School involved, shall appoint three evaluators from the field requested for habilitation or, where appropriate, from related fields.
- b) The three evaluators review the candidate's file and verify compliance with the standards established by IOSUD–UDJG within a maximum of 30 calendar days from the date of assignment, after which they each prepare a detailed report.
- c) If the candidate meets at least the minimum standards, based on the conclusions of the three verification reports, IOSUD–UDJG initiates the process for appointing the habilitation committee. At the request of the CSUD, the CSD sends, through the university registry, a list of five distinguished specialists in the field of doctoral studies for which habilitation is requested (three permanent members and two alternates), from Romania or abroad (maximum one person). The list of specialists is determined by direct vote (50%+1) of the absolute majority of CSD members. Members appointed from the doctoral school who have verified compliance with the standards and prepared evaluation reports may not serve on the habilitation committee. Based on the proposals received from the CSD, the CSUD, by a direct vote (50%+1) of the absolute majority of its members, establishes the list of the five members of the habilitation committee.
- d) If the Commission determines that the candidate does not meet the standards set by IOSUD–UDJG for habilitation in the doctoral field they have chosen, it may, if appropriate, request additional information from the candidate. If, after reviewing this new information, it is found that the standards have not been met, CSUD issues a decision to suspend the habilitation process. Following this decision by the CSUD, the IOSUD–UDJG informs the candidate that their application has been rejected. The process may be restarted at least one year after the CSUD's decision was communicated, through a new application and a new file submitted by the candidate.

Art. 12

- (1) The habilitation committee appointed by CSUD–UDJG consists of three full members and two alternate members, renowned specialists in the candidate's field of doctoral study, who are doctoral supervisors in Romania or abroad and are not in a situation of conflict of interest, in accordance with Article 13.
- (2) If any of the full members of the habilitation committee are unable to perform their duties, they shall be replaced by one of the two alternate members.
- (3) At least two of the full members of the habilitation committee and at least one alternate member shall work outside IOSUD–UDJG and outside the institution from which the candidate comes, if these are distinct.
- (4) All full members of the habilitation committee shall participate in the public meeting for the defence of the habilitation thesis.

By way of exception to the provisions of paragraph (4), in duly justified cases, no more than one member of the habilitation committee may participate online.

Art. 13

Persons involved in the evaluation procedure and persons in the following situations are in a conflict of interest and will not be able to participate in the habilitation committee:

- a) is a spouse, relative, or relative up to and including the second degree.
- b) has benefited in the last three years prior to the evaluation or currently receives advantages of any kind from the person being evaluated.

SECTION 2

Public defence of the habilitation thesis

Art. 14

IOSUD - UDJG shall organise the public defence of the habilitation thesis within a maximum of 90 days from the appointment of the habilitation committee. To this end, the candidate shall submit to the doctoral secretariat a request for the date of the public defence of the habilitation thesis (Annex 5) at least 15 calendar days before the scheduled date.

Art. 15

IOSUD - UDJG publishes, on the institution's official website, at least until the completion of the process of obtaining the habilitation certificate and granting/not granting the habilitation certificate, the following documents and information about the candidate:

- a) the checklist regarding compliance with minimum standards, which has been approved by IOSUD - UDJG.
- b) curriculum vitae.
- c) list of publications.
- d) summary of the habilitation thesis.
- e) the composition of the habilitation committee.
- f) the date, time, and place of the habilitation thesis defence.

Art. 16

- (1) (1) The habilitation thesis shall be defended in Romanian or in an official language of the European Union, during a public session.
- (2) The public defense of the habilitation thesis takes place before the habilitation commission, as follows:
 - a) Prior to the start of the public defense session, the members of the committee mutually agree on the chairperson of the committee. As a rule, this is the committee member who is affiliated with IOSUD –UDJG.
 - b) A representative of the IOSUD-UDJG management hands over the candidate's file and 3 copies of the evaluation report form of the habilitation committee to the committee chair.
 - c) The public session for the defense of the habilitation thesis is opened by a representative of the IOSUD-UDJG management. Then, he gives the floor to the president of the committee.
 - d) The chairperson of the committee introduces the committee members, the candidate (brief CV), the title of the habilitation thesis, and the field for which the candidate is seeking habilitation.
 - e) The president gives the floor to the candidate for the presentation of the thesis and the career development plan.
 - f) The candidate presents, usually within 30 minutes, the thesis and the career development and evolution plan.
 - g) After the presentation, the chairperson invites the committee members and participants in the public meeting to ask questions to the candidate. The questions will address both the content of the thesis and aspects of the candidate's career development and evolution plan.
 - h) The president invites the committee members to express their views regarding the candidate's scientific activity, the content and quality of the thesis presentation, as well as the career development and evolution plan.

- i) The commission withdraws for deliberations, the completion and signing of the evaluation report in 3 copies (Annex 3) and the minutes of the public meeting.
- j) After the deliberations are concluded, the commission returns to the plenary session, and the president announces the result of the deliberations.
- k) The president gives the floor to the candidate.
- l) After the public session concludes, the chairperson of the committee hands over the candidate's complete file, the evaluation report of the habilitation committee, and the minutes prepared during the public defense to the representative of the IOSUD-UDJG management.

Art. 17

- (1) After the public defense, the habilitation committee adopts a resolution to accept or reject the habilitation thesis, accompanied by a reasoned justification of the decision made. The resolution is endorsed by the handwritten signature/electronic means of each member of the habilitation committee, included in the candidate's file, and uploaded to the official IOSUD – UDJG website (<https://www.ugal.ro/studii/doctorat/abilitate/dosare-de-abilitare>).
- (2) The resolution of admission or rejection of the habilitation thesis, pronounced by the habilitation committee, along with the file submitted by the candidate, is transmitted by CSUD to the university senate for validation.
- (3) In the event that the motivated resolution of the habilitation committee is to reject the habilitation thesis, within 5 days from the validation of the resolution by the university senate, IOSUD - UDJG shall communicate the report of the habilitation committee to the candidate.
- (4) In the event that the candidate contests the decision to reject the habilitation thesis, IOSUD - UDJG proposes a committee to resolve the complaint filed by the candidate.

Art. 18

If the habilitation commission's resolution is the admission of the habilitation thesis and it is validated by the university senate, the higher education institution, through IOSUD – UDJG, sends the habilitation thesis file to CNATDCU for the purpose of carrying out the habilitation process at the ME level.

CHAPTER IV

The accreditation process at the Ministry of Education and Research

SECTION 1

Uploading the habilitation file

Art. 19

- (1) IOSUD – UDJG uploads the candidate's habilitation file to the platform dedicated to the habilitation process.
- (2) IOSUD -UDJG is responsible for the accuracy of the uploaded data. By the electronic signature, IOSUD – UDJG assumes responsibility for the conformity with the original of the documents included in the candidate's electronic file, including the conformity of the documents in electronic format with those in printed format.
- (3) The platform notifies the Technical Secretariat established at the MEC level, through the specialized directorate that manages the relationship with CNATDCU, regarding the upload by IOSUD - UDJG of the candidate's file, which is electronically signed by the person designated by IOSUD - UDJG and contains the resolution of the habilitation committee with the proposal for validation/admission of the habilitation thesis.
- (4) All documents that make up the candidate's habilitation file bear the signature/approval of the persons designated by IOSUD.

(5) The technical secretariat verifies the administrative structure of the candidate's electronic file, uploaded by IOSUD - UDJG on the platform, within a maximum of 15 days, and is obligated to notify the institutions that submitted the files of any registration errors or missing documents. IOSUD - UDJG completes the habilitation file within a maximum of 5 days from notification.

SECTION 2

Evaluation of the habilitation file by CNATDCU and granting/not granting of the habilitation certificate

Art. 20

- (1) After the administrative validation of the file by the Technical Secretariat, the platform notifies the president of the CNATDCU specialized committee assigned to the field indicated by IOSUD.
- (2) The decision of the CNATDCU Council regarding the granting/denial of the habilitation certificate is adopted under quorum conditions, through the direct vote of the members expressed on the platform, in accordance with the provisions of the CNATDCU organization and operating regulations.

Art. 21

- (1) Upon completion of the vote, the platform generates the CNATDCU decision regarding the granting/denial of the habilitation certificate. The CNATDCU decision is a common document for the respective session, signed by the CNATDCU president, including by electronic means, and re-uploaded to the platform.
- (2) The decision of the CNATDCU president regarding the granting of the habilitation certificate represents the advisory opinion for the issuance of the minister's order.
- (3) The platform notifies the Technical Secretariat regarding the CNATDCU Decision on granting the habilitation certificate.

Art. 22

- (1) Based on the CNATDCU Decision to grant the habilitation certificate, which represents the advisory opinion for issuing the order, the Technical Secretariat initiates the issuance of the Minister of Education's order regarding the granting of the habilitation certificate.
- (2) The technical secretariat transmits the order of the Minister of Education regarding the granting of the habilitation certificate to IOSUD - UDJG where the habilitation was defended, with the obligation for this institution to communicate it to the candidate within 15 days.
- (3) UEFISCDI completes the number and date of the Minister of Education's order regarding the granting of the habilitation certificate in the platform.

Art. 23

In the event that the CNATDCU proposal is to deny the habilitation certificate, the platform notifies IOSUD - UDJG regarding the CNATDCU decision and the synthetic evaluation report within a maximum of 15 days. IOSUD - UDJG communicates the CNATDCU decision and the synthetic evaluation report to the candidate within 5 days.

Art. 24

The candidate has 30 days from the date of notification to file a procedural complaint.

Art. 25

- (1) The complaint is registered and uploaded to the platform by IOSUD – UDJG within a maximum of 5 days from registration.
- (2) The platform notifies the Technical Secretariat, the members of the CNATDCU Council, and the president of the CNATDCU regarding the uploading of the complaint to the platform.

Art. 26

(1) The CNATDCU decision regarding the resolution of the appeal is signed by the CNATDCU president, including by electronic means, and uploaded to the platform.

(2) If the CNATDCU decision regarding the resolution of the contestation is the granting of the habilitation certificate, this decision represents the advisory opinion for the issuance of the minister's order.

(3) The platform notifies the Technical Secretariat regarding the CNATDCU Decision on granting the habilitation certificate.

(4) In the event that the CNATDCU decision is to deny the habilitation certificate, the platform notifies IOSUD - UDJG regarding the CNATDCU decision and the summary report of the appeal analysis. IOSUD communicates the CNATDCU decision and the synthetic report on the analysis of the appeal to the candidate within 5 days.

CHAPTER V

Final provisions

Art. 27

After the issuance of the order, the habilitation file, in printed format, is archived by IOSUD - UDJG, on a permanent basis, while the electronic format of the file remains on the platform, on a permanent basis.

Art. 28

IOSUD - UDJG and the Technical Secretariat update two documents monthly on their official website:

- a) a document that includes the individuals authorized through the institutional efforts of IOSUD - UDJG;
- b) a document that includes the individuals authorized to supervise doctoral theses within IOSUD - UDJG, mentioning the legislation under which this right was acquired.

Art. 29.

The personal data of individuals involved in the empowerment process are processed within the IT platform, in compliance with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation).

STRUCTURE OF THE HABILITATION THESIS

The text of the habilitation thesis will generally be written in TNR 12 font, with 1.5-line spacing and using the last custom page layout settings, and it will have the following structure:

Outer cover customised with UDJG insignia (format/file provided by the doctoral secretariat).

The cover page of the habilitation thesis shall be written in the same language as the habilitation thesis and shall include the full name of the UDJG, Habilitation Thesis, Field of Habilitation, Candidate's Name, Teaching/Scientific Position, year of defence, and series of the habilitation thesis. It shall include the title of the habilitation thesis in Romanian and in English or in another official language of the European Union.

The inside cover (first page) shall include the UDJG letterhead, the habilitation thesis, the title of the habilitation thesis (in Romanian and English or another official language of the European Union), the author's name, the author's affiliation (if other than UDJG), the habilitation committee, Field of habilitation, Galati/year of defence, Habilitation thesis series.

Abbreviations

Contents (in Romanian)

Contents (in English or another widely used international language)

- A. Abstract** (minimum 4,000 characters, maximum 6,000 characters, 2-3 pages), presenting a summary of the habilitation thesis. The abstract shall be written in English or another official language of the European Union, as well as in Romanian.
- B. Professional career (minimum 40 pages, excluding appendices)**
 - B1.** This section presents the scientific and professional achievements following the doctoral degree, relating them to the current state of the field, citing other authors (section B. 3.) and the author's own published or patented scientific results, and ending with conclusions.
 - B.2. Plans for career development and advancement include scientific (B2.1) research areas to be developed, academic (B2.2) teaching areas or practical applications, and courses of action (B2.3) designed to implement these plans.
 - B.3 Bibliographic references
- C. Annexes**

The thesis will have a customised cover with the UDJG insignia.



IOSUD - “DUNAREA DE JOS” UNIVERSITY OF GALATI

APPROVED,
Director CSUD

APPROVED

Director of Doctoral School _____

Professor, PhD. _____

COMPLIANCE WITH MINIMUM STANDARDS

YES

NO

**STANDARD APPLICATION FORM
to defend the habilitation thesis**

I, the undersigned, (First and Last Name)
tenured professor at (Faculty/Department).....
hereby request to defend my habilitation thesis in the field of doctoral
studies.....

I request that the habilitation procedure in the field
of..... be held at “Dunarea de Jos” University in
Galati.

I hereby declare, under my own responsibility, that the information provided in this application and
in the habilitation file is true and accurate.

I would like to write my thesis in (language).....and defend it in.....

Date

Signature, _____



(IOSUD-UDJG)

EVALUATION REPORT OF THE HABILITATION COMMITTEE

as of.....

Candidate's first and last name:

Title of habilitation thesis/main research areas:

.....

Field of doctoral studies:.....

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

Name of the Institution Organising Doctoral Studies (IOSUD):

“Dunarea de Jos” University of Galati

Strengths of the habilitation thesis:

- 1.
- 2.
- 3.

Weaknesses of the habilitation thesis:

- 1.
- 2.
- 3.

The habilitation thesis is ACCEPTED/REJECTED.

Reasons for the decision:

.....

.....

.....

.....

HABILITATION COMMITTEE

First name, Last name

Signature,

1.
2.
3.

.....

.....

.....



“DUNAREA DE JOS” UNIVERSITY OF GALATI

STATEMENT ON ONE'S OWN RESPONSIBILITY

I, the undersigned ,
..... ,
associate/full professor at the University ,
Faculty ,
Department ,
having the teaching position of ,
residing in..... ,
address..... ,
holder of ID card/passport series....., number ,
issued by....., on the date ,
e-mail address ,
landline/mobile..... ,
candidate for obtaining the certificate of habilitation in the field
of.....

I declare, on my own responsibility, aware of the provisions of the Criminal Code regarding false statements, that I meet the minimum standards required and mandatory for granting the status of doctoral supervisor and the habilitation certificate, as of the date of submitting the file and the habilitation thesis, and that the scientific achievements listed are original, and their content belongs entirely to me.

Date.....

LAST NAME, First name

.....

Signature,

.....



“DUNAREA DE JOS” UNIVERSITY OF GALATI

Doctoral School _____

**Approved
Rector,**

TO THE RECTOR,

The undersigned _____,

tenured employee at the University/Institution _____,

Faculty _____,

Department _____,

holding the office of _____,

I kindly request the approval for the public defense of the habilitation thesis:

(title in Romanian) _____

(title in English) _____

on the date _____, time _____, in room _____,

building _____, address _____,

in the habilitation field _____.

The habilitation thesis is written in the _____ language, and will be defended
in the _____ language.

Date _____

Surname and name,

.....

Signature,

.....

Contact data of the members of the habilitation commission:

Member 1: e-mail _____; telephone _____;

Member 2: e-mail _____; telephone _____;

Member 3: e-mail _____; telephone _____;

The application is submitted to the Doctoral Secretariat at least 15 calendar days prior to the data scheduled for the defence of the habilitation thesis.