



## **Decision no. 64/19.05.2025 Regarding the Amendment of the Regulations of Babeş-Bolyai University on the Organization and Conduct of the Habilitation Process and the Co-option of Doctoral Supervisors**

Having regard to the decision of the Administrative Council of Babeş-Bolyai University of Cluj - Napoca No. 5827/05.05.2025,

Taking into consideration the favorable opinion and amendments of the Commission for Regulations and Legal Matters, and of the Commission for Scientific Research,

Pursuant to article 37, letter e), of the Charter of Babeş-Bolyai University of Cluj - Napoca.

### **The Senate of Babeş-Bolyai University, Having convened in session on 19<sup>th</sup> May, 2025, Hereby decides:**

**Art. I.** The amendment of *Regulations of Babeş-Bolyai University on the organization and conduct of the habilitation process and the co-option of doctoral supervisors*, as subsequently amended and supplemented, is hereby approved, as follows:

**1. After article 1, letter b), letter b<sup>1</sup>) is introduced, with the following content:**

b<sup>1</sup>) ORDER No. 3537/2025 amending order No. 3998/2024 of 12<sup>th</sup> March 2024;

...

2. Article 7, paragraphs (8), (9), (10), (11), (12), and (13) are amended and shall have the following content:

(8) In the event that the reasoned resolution of the Habilitation Committee is one of rejection of the habilitation thesis, within 5 days, the Habilitation Office shall communicate the report of the habilitation committee to the candidate.

(9) In the situation in which the candidate holds elements that may demonstrate a procedural defect regarding the application of the present regulations (including the fulfillment of standards), the candidate has the possibility to formulate and register an appeal with the Registry of Babeş-



Bolyai University, within 15 days from the communication of the resolution by which the habilitation thesis was not admitted.

(10) The Resolution of admission or rejection of the habilitation thesis issued by the Habilitation Committee, together with the file submitted by the candidate and any appeal formulated, shall be transmitted by CDUS to the University Senate.

(11) After receiving the file, the Senate Bureau requests from the Scientific Council of the University the issuance of a consultative opinion regarding the fulfillment of the NCCATDCU habilitation standards and of the additional standards at IDUS level.

(12) In the course of the procedure for the settlement of the appeal, the University Senate:

a. If the senate identifies procedural defects in the defense process at any of the three stages, it shall order the procedure to be resumed from the stage at which the defects were detected. The re-defense of the thesis shall take place as promptly as possible and in any case within 90 days from the senate's decision.

b. If no procedural defects are found, the Senate shall reject the appeal and confirm the resolution of the habilitation committee. Any subsequent re-registration for habilitation at Babeș-Bolyai university may not occur earlier than one year after the invalidated defense.

(13) If the resolution of the habilitation committee was one of admission of the habilitation thesis, the Senate may decide invalidation only if it finds procedural defects or failure to meet the standards.

**3. Article 10, paragraph (7) is amended and shall have the following content:**

(7) The Platform notifies the Technical Secretariat, the members of the NCCATDCU Council, and the Chair of the NCCATDCU Specialty Committee regarding the uploading of the appeal to the platform. At NCCATDCU level, a procedure of analysis and validation/invalidation is carried out, as described in the annex to order no. 3998/2024, and supplemented by order no. 3537/2025.



**4. Article 11, paragraphs (1) and (2) are amended and shall have the following content:**

(1) For the purpose of co-optation into a BBU Doctoral School, the candidate shall address an application to the respective Doctoral School, together with the following documents:

1. proof of holding the habilitation certificate or, as the case may be, of holding the status of doctoral supervisor;
2. proof of fulfillment of the minimal professional conditions and standards established in the regulations of each doctoral school, approved by the Council for Doctoral University Studies (CDUS), and published on the website of the Institute for Doctoral University Studies;
3. for candidates from other universities or institutes in Romania, the opinion of the Administrative/Scientific Council, and the approval of the University Senate at which they are tenured/employed, in order to supervise doctorates at BBU, in accordance with article 212, paragraph 2, of law no. 199/2023;
4. the candidate's curriculum vitae, in Europass format.
5. the list of interdisciplinary research themes, where the doctoral school assumes an interdisciplinary thematic focus.

(2) The Doctoral School Council analyzes the candidate's application and rules on it by secret ballot. If a tenured supervisor from a national institution not belonging to the consortia of which Babeş-Bolyai University (BBU) is a member is to be co-opted, the decision of the Doctoral School council must be accompanied by a justification explaining the necessity of the co-optation.

**5. After article 11, paragraph (2), paragraph (2<sup>1</sup>) is introduced with the following content:**

(2<sup>1</sup>) In the case of a favorable decision by the Doctoral School Council, the consultative opinion of the Faculty Council shall also be requested. The decision to grant membership in the Doctoral School as a doctoral supervisor (based on the minutes of the Council Meeting), together with the documents mentioned above, shall be transmitted to the Institute for Doctoral University Studies.

**6. Article 11, paragraphs (3) and (4) are amended and shall have the following content:**



(3) The Institute for Doctoral University Studies forwards the file to the Council for Doctoral University Studies (CDUS) for endorsement.

(4) The co-optation decision, accompanied by the opinions of the Faculty Council, CDUS, and the Administrative Council, shall be transmitted to the BBU Senate for validation.

**Art. II.** The regulations, with the amendments and completions adopted through this decision, shall be republished.

President,  
Prof. Florin STRETEANU, PhD.

Secretary,  
Anca GHINGHELI



**Amended and republished by decision no. 64/19.05.2025**

**REGULATIONS OF BABEŞ-BOLYAI UNIVERSITY**

**ON**

**THE ORGANIZATION AND CONDUCT OF THE HABILITATION**

**PROCESS**

**AND THE**

**CO-OPTION OF DOCTORAL SUPERVISORS**



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## *1. Preamble*

### **Article 1**

These regulations are based on the following documents:

- a) The Higher Education Law no. 199/2023;
- b) Order no. 3998/2024 of 12<sup>th</sup> march 2024 for the approval of the Methodology for Granting the Habilitation Certificate;
- c) Order no. 3537/2025 amending Order no. 3998/2024 of 12<sup>th</sup> March 2024;
- d) Order no. 3020/2024 of 8<sup>th</sup> January 2024 for the approval of the Framework Regulations Regarding University Doctoral Studies;
- e) Order no. 3692/2024 of 1<sup>st</sup> February 2024 regarding the list of nationally recognized programs for determining the degree of similarity in final study papers;
- f) Order no. 3693/2024 of 1<sup>st</sup> February 2024 for the approval of the Framework Methodology Regarding the Organization of Admission to higher education in short-cycle, Bachelor's, Master's, and Doctoral study programs;
- g) The BBU regulations on the conduct of Doctoral Studies;
- h) The BBU Charter;
- i) Other applicable legislative provisions in force.

## **2. General Provisions**

### **Article 2 - Legal Framework**

- (1) IDUS is the higher education institution that has legally acquired the right to organize doctoral study programs. Babeş-Bolyai University is an institution organizing doctoral studies, and is referred to in these regulations as IDUS-BBU.
- (2) Habilitation represents the certification of a person's capacity to supervise doctoral research.
- (3) Persons eligible to serve as doctoral supervisors include those who obtained the right to supervise doctorates prior to the entry into force of the Higher Education Law No. 199/2023, with subsequent amendments and completions, as well as those who obtain the Habilitation Certificate, and become



members of a Doctoral School within an institution organizing Doctoral Studies, based on an individual employment contract.

(4) Only persons holding a doctoral degree, and meeting the standards established by IDUS, and approved by the University Senate may apply for the Habilitation Certificate.

(5) IDUS standards may not derogate from the national minimum standards defined in Article 156, paragraph (1) of the Higher Education Law No. 199/2023, with subsequent amendments and completions, and approved by order of the Minister of Education. IDUS standards shall be equal to or higher than the national minimum standards.

### **Article 3 - Definitions and Organizational Framework**

(1) The Habilitation Certificate is granted by order of the Minister of Education, at the proposal of IDUS, with the opinion of the National Council for the Certification of University Titles, Diplomas and Certificates, hereinafter referred to as NCCATDCU, in accordance with the provisions of Article 69 (6) of Law No. 199/2023.

(2) The Habilitation Process is carried out in two stages:

- a) the first, at the level of an institution organizing doctoral studies (IDUS),
- b) the second, at the level of the Ministry of Education.

(3) The Habilitation Thesis demonstrates the candidate's teaching and research abilities and performance. The thesis presents, in a documented manner, the professional achievements obtained after the awarding of the doctoral degree, which demonstrate the originality and relevance of academic, scientific, and professional contributions, and which anticipate an independent development of the candidate's future research and/or academic career. The Habilitation Thesis is not a scientific work in itself, and there is no reason for it to be analyzed using similarity detection software.

(4) The Habilitation Thesis presents, in a concise and documented manner:

- a) the main original scientific results published or patented, or other professional achievements made public by the candidate in scientific, teaching, sports, or artistic activities, following the awarding of the doctoral degree, within the relevant doctoral field. The thesis indicates the development of the academic,



scientific, and professional career, as well as its main directions of advancement, in the global context of significant and current scientific achievements in the author's field of specialization;

b) The candidate's individual capacity to coordinate research teams, organize and manage teaching activities, and facilitate learning and research;

(5) The candidate may choose to write the Habilitation Thesis in Romanian or in another official language of BBU, in which case it shall be accompanied by an abstract in English, or in another official language of the European Union, provided that the University can ensure the formation of the Habilitation Committee, in which case the Thesis shall be accompanied by an abstract in Romanian.

(6) In the event that the Habilitation Thesis is written in any language other than Romanian, it shall be accompanied by an abstract in Romanian.

(7) The Habilitation Examination consists of the public defense of the Habilitation Thesis before a specialized committee, hereinafter referred to as the Habilitation Committee, appointed by the Council for Doctoral University Studies (CDUS) within IDUS-BBU.

(8) The public defense of the Habilitation Thesis for obtaining the Habilitation Certificate may take place only within and with the agreement of a Doctoral School of IDUS-BBU, in the field requested by the candidate, in which the candidate has made significant scientific contributions.

(9) For the purposes of the Habilitation Process, the Habilitation Office of IDUS-BBU is responsible for preparing the Habilitation File. This file shall have both a printed and an electronic/digital component. The term "File" shall continue to be used to refer to it.

### **3. Defense of the Thesis Within IDUS BBU**

#### **Article 4**

(1) IDUS-BBU organizes Habilitation within the Doctoral Schools and in the Doctoral Fields for which accreditation exists. The procedures for Habilitation are organized by the Habilitation Office.

(2) The application for taking the Habilitation Examination is submitted to IDUS BBU. For the registration of the application for the Habilitation Examination, the candidate shall submit to the Habilitation Office within the IDUS of BBU the Habilitation File, including the Habilitation Thesis and



all supporting documents. The documents together with the Habilitation Thesis constitute the Habilitation File.

3) The printed documents shall be in A4 format. The digital file shall contain only .pdf files saved on a widely used medium (compact disc CD/DVD, USB memory).

(4) IDUS-BBU, through the Habilitation Office, after the administrative verification of the file, organizes at the Doctoral School and in the field requested by the candidate the following activities:

- a) verification of compliance with the standards established by IDUS-BBU in accordance with Article 2, paragraphs 4 and 5;
- b) defense of the Habilitation Thesis.

### 3.1. Stage of Verification of Compliance with Standards

#### Article 5

(1) For the initiation of the stage of verification of compliance with standards, the candidate shall submit (to IDUS) the following documents:

- a) The standard application form for the defense of the Habilitation Thesis;
- b) The IDUS-BBU standards compliance sheets for the relevant field, signed by the candidate with handwritten signatures both on the summary sheet and at the end of the full sheet;
- c) The list of works;
- d) The portfolio of scientific works considered relevant by the candidate, developed in the relevant Doctoral Field. This shall include a minimum of 5 and a maximum of 10 relevant scientific works, which are submitted in the digital/electronic file;
- e) The doctoral diploma obtained from an institution in Romania, or the recognition or equivalence certificate of a doctoral diploma obtained abroad, either in a legalized copy or in a simple copy, on which the candidate declares it to be compliant with the original;
- f) The candidate's CV;
- g) Personal identification documents, in simple copy: identity card, proof of name change if the name on the doctoral diploma does not match the one on the identity card;



- h) The Habilitation Thesis;
- i) The abstract of the Habilitation Thesis. The Thesis and abstract shall be prepared in accordance with Article 3, paragraph 5;
- j) If any documents in the candidate's file are not written in Romanian or English, a certified translation into Romanian shall be attached to the file;
- (2) The digital/electronic file shall contain separate files, only in .pdf format, grouped into folders/directories. Each file shall include all pages of the corresponding printed document and shall not contain pages from other documents. The folder structure shall follow the requirements for uploading electronic documents on the BBU website and on electronic platforms managed by BBU and the Ministry. Electronic documents shall also be submitted in accordance with the same requirements. Additional specific information shall be publicly available on the BBU website dedicated to the Habilitation Process to inform candidates.
- (3) According to Article 3 of the Order of the Minister of Education and Research No. 4206 of 6<sup>th</sup> May 2020, and the Emergency Ordinance of the Government of Romania No. 38 of 30.03.2020, the qualified electronic signature (in accordance with Law 455/2001) may be used for signing any digital document related to Habilitation through BBU.
- (4) After administrative verification of the file, it, together with the Habilitation Thesis, shall be transmitted by the Habilitation Office, through the Registry, to the leadership of the designated Doctoral School for analysis of compliance with standards.
- (5) The Doctoral School Council analyzes the file and proposes to the Rector of BBU, within 15 days of receiving the file, the appointment of three specialists in the relevant field, usually members of the Doctoral School, specialists in the field, who are not in situations of incompatibility with the candidate, in accordance with Article 6, paragraph 2.
- (6) Verification of compliance with the minimum requirements is performed by the three specialists within 10 calendar days from the notification of their appointment. They shall also sign a declaration of compliance with the regulations regarding incompatibility.



- (7) They shall prepare the conformity opinion and submit it to the Director of the Doctoral School for communication to the Habilitation Office of IDUS.
- (8) After verification of the file, if the conformity opinion contains favorable conclusions, the Doctoral School Council where the Thesis is to be defended proposes the composition of the Habilitation Committee.
- (9) If the opinion is negative, it shall specify the non-compliances identified as well as recommendations for their resolution, and it shall be transmitted to the Habilitation Office. The Habilitation Office shall inform the candidate of the content of the negative opinion within 5 days of receipt. The candidate shall have 30 days from the date of communication to appeal the rejection of the Habilitation application to the Habilitation Office, submitting supporting documents and correcting the identified non-compliances or updating the documents. Updates submitted to the Habilitation Office shall be forwarded to the Doctoral School Council for re-verification. If the non-compliances cannot be corrected within this period, the candidate is advised to submit a new Habilitation File, no earlier than the following academic year.
- (10) The complete file, together with the documents listed above, shall be returned to IDUS
- (11) The inclusion of false information in the Habilitation application files constitutes a violation of ethics and professional conduct in the communication, publication, dissemination, and popularization of scientific work, in accordance with the provisions of Article 168, paragraph (2), letter c) of the Higher Education Law No. 199/2023, with subsequent amendments and completions.

### **3.2 Organization of the Habilitation Thesis Defense**

#### **Article 6**

- (1) If the conformity opinion is favorable, the Doctoral School proposes to CDUS a Habilitation Committee composed of 3 permanent members and 2 substitute members, specialists of renown in the Doctoral Field of the candidate, who hold the status of doctoral supervisor in the country or abroad and are not in a situation of conflict of interest, as stated in Article 170 of Law No. 199/2023 and in Article 11 of the Annex to OM No. 3998/2024.



(2) The proposal of the members of the Habilitation Committee shall be made so as to respect the following:

a) At least 2 of the permanent members of the Habilitation Committee and at least 1 substitute member shall carry out their activity outside IDUS-BBU, which organizes the Habilitation process, and also outside the institution of the candidate, if these are distinct;

b) At least 2 of the permanent members of the Habilitation Committee and at least 1 substitute member shall not be tenured faculty or principal researchers at Babeş-Bolyai University or at the institution from which the candidate comes. It is recommended that they come from universities participating in the “*Universitaria*” Consortium, the Cluj Universities Union, the EUTOPIA alliance, The Guild consortium, legally constituted consortia in fields/specializations to which the faculties of BBU belong, or prestigious universities abroad. Participation of a member not from such institutions must be justified in writing;

c) They must not be in a situation of conflict of interest with the person involved in the evaluation procedure. Situations considered as a personal interest include:

- being a spouse, in-law, or relative up to the third degree inclusive;
- having received, in the last 3 years prior to the evaluation, or currently receiving, any benefits of any nature from the evaluated person.

(3) The proposal regarding the composition of the Habilitation Committee shall be accompanied by the CVs of the proposed members, in digital and printed format, as well as their declarations of acceptance and of compliance with the incompatibility regulations, signed by each of them.

(4) The Habilitation Office forwards the candidate’s file to CDUS for acceptance of the public defense of the Habilitation Thesis and for the appointment by CDUS of the Habilitation Committee.

(5) The Habilitation Office communicates to the Director of the Doctoral School and to the candidate, within 5 days of receipt, the CDUS decision regarding the acceptance of the public defense and the composition of the appointed Habilitation Committee. The Habilitation File shall be completed with the following documents:

a) the application for the appointment of the Habilitation Committee, approved by CDUS at the proposal of the Doctoral School;



- b) the CVs of the members appointed by CDUS for the Habilitation Committee;
  - c) the agreement of the appointed members;
  - d) certified translations into Romanian, if the candidate's documents are not in Romanian or English;
  - e) a copy certified as true to the original of the payment receipt of the Habilitation fee.
- (6) As a rule, within a maximum of 90 days from the appointment of the Habilitation Committee by CDUS, the public defense of the Habilitation Thesis shall take place.
- (7) Before announcing the date for the public defense of the Habilitation Thesis, the Habilitation Committee shall review the Habilitation File provided by the Doctoral School and may request from the candidate additional scientific works or other documents relevant to the candidate's activity.
- (8) If elements are found that prevent the organization of the Habilitation Exam, any member of the Committee shall inform the Committee President appointed by the Rector of BBU. The President shall inform the Director of the Doctoral School and the Habilitation Office, who shall promptly communicate to the candidate the elements proposed for revision and update.
- (9) If the time required for the review requested by the Habilitation Committee does not allow the defense to take place within the 90 days specified in Article 12 of the Annex to OM No. 3998/2024, the Habilitation File shall be closed and the candidate may submit a new Habilitation File no earlier than the following academic year.

### **3.3 Habilitation Thesis Defense**

#### **Article 7**

- (1) If the Habilitation Committee has not identified inconsistencies in the Habilitation File, the public defense of the Habilitation Thesis shall take place within a maximum of 90 days from the appointment of the Committee by CDUS, within the Doctoral School requested, which has granted its approval.
- (2) For the proper conduct of the Habilitation Exam, the Rector of BBU appoints a President of the Habilitation Committee, who is a faculty member proposed by the Doctoral School. This President has no voting right in the Committee and has the following responsibilities:
- a) maintaining communication with the candidate and the Committee;



- b) receiving the Habilitation File and transmitting it to the Committee members;
  - c) setting, together with the Committee and the candidate, a date for the defense;
  - d) designating the room for the public defense (a room with a minimum of 40 seats);
  - e) communicating to the Habilitation Office the information necessary to post on the BBU website at <http://doctorat.BBUcluj.ro/ro/sustinerea-publica-atezelor-de-abilitare>;
  - f) on the day of the public defense, receiving Committee members, conducting the defense session, and assisting the Committee in drafting the evaluation report;
  - g) after the defense, submitting to the Habilitation Office two original copies of the Committee's evaluation report, signed by all permanent members, together with the file and Habilitation Thesis.
- (3) If any permanent member of the Committee is unable to perform their duties, they shall be replaced by one of the 2 substitute members.
- (4) All permanent members of the Committee participate in the public defense session. In the event of an unforeseen event occurring less than 24 hours before the scheduled defense, at most one member of the Committee may participate online. Likewise, at most one member may participate online in justified cases: inability to travel to BBU if the member is not a tenured employee, states of emergency or alert, or situations restricting movement (disasters, quarantined areas, medical restrictions, etc.).
- (5) The Habilitation Office publishes on the dedicated institutional website, at least until the completion of the Habilitation process and the granting or refusal of the Habilitation Certificate, the following documents and information: curriculum vitae, list of works, standard compliance sheet, abstract of the Habilitation Thesis, and the composition of the Habilitation Committee. The date, time, and location of the defense shall also be posted.
- (6) The public defense of the Habilitation Thesis before the Committee includes the following stages:
- a) introductory speech by the appointed President of the Habilitation Committee (presentation of the candidate and the 3 Committee members participating in the exam);
  - b) presentation of the Thesis by the candidate;
  - c) comments, observations, suggestions, and questions from the Committee; candidate's responses;



- d) questions and observations from the public; candidate's responses;
  - e) Committee deliberation and announcement of the adopted resolution.
- (7) After the public defense, the Committee drafts a written resolution to accept or reject the Habilitation Thesis, accompanied by a reasoned justification. The resolution, in the form of a written evaluation report, is signed by each permanent member of the Committee. It is included in the candidate's file and added to the information on the defense already published on the BBU website.
- (8) If the Committee's motivated resolution is to reject the Habilitation Thesis, within 5 days, the Habilitation Office shall communicate the Committee's report to the candidate.
- (9) Where the candidate possesses elements that may demonstrate a procedural defect regarding the application of the present Regulation (including regarding compliance with standards), they may formulate and register an appeal at the BBU Registry within 15 days from the communication of the resolution by which the Habilitation Thesis was not accepted.
- (10) The resolution to accept or reject the Habilitation Thesis, issued by the Habilitation Committee, together with the submitted file and any appeal, is transmitted by CDUS to the University Senate.
- (11) Upon receipt of the file, the Senate Office requests that the University Scientific Council issue an advisory opinion on compliance with NCCATDCU Habilitation Standards and additional IDUS standards.
- (12) In the procedure for resolving the appeal, the University Senate:
- a) If procedural defects are found in the defense procedure at any of the 3 stages, shall order the resumption of the procedure from the stage where the defects were identified. The re-defense shall take place as soon as possible and without exceeding 90 days from the Senate decision;
  - b) If no procedural defects are found, the Senate rejects the appeal and validates the Committee's resolution. Any subsequent re-application for Habilitation at Babeş-Bolyai University may not take place earlier than 1 year after the invalidated defense.
- (13) If the Committee's resolution was to accept the Habilitation Thesis, the Senate may invalidate it only if procedural defects or non-compliance with standards are found.



(14) The Habilitation Office communicates the Senate decision to the candidate and the Doctoral School in accordance with the preceding paragraphs.

(15) The candidate's file is completed with the Committee's report and, in case of acceptance, with the IDUS-BBU letter regarding transmission of the electronic file for evaluation by NCCATDCU.

### **3.4 Habilitation Fee**

#### **Article 8**

(1) To cover the costs of organizing and defending Habilitation Theses, candidates shall pay a fee in the amount established annually by the BBU Senate. The fee amount is available in the BBU Senate resolution regarding fees for the respective year.

Links: <https://senat.UBBcluj.ro/ro/> and <http://www.UBBcluj.ro>; This fee may be paid by the candidate from personal resources or by the faculty, from the resources of the Doctoral School, or from extrabudgetary resources.

(2) From the collected sums, the following expenses shall be covered:

a) transport of the members of the Habilitation Committee (reimbursed by the faculty from the fee paid by the candidate);

b) accommodation of the Habilitation Committee members at the university hotel (up to two nights);

c) honorarium for the Habilitation Committee members – 1,000 lei total expenses for each of the 3 members of the Committee (reimbursed by the faculty from the fee paid by the candidate).

(3) Under Law No. 199/2023, Articles 10 and 11, considering that reimbursements are made by the faculty within which the organizing Doctoral School operates, the Doctoral School shall take the necessary steps for the reimbursement of transport, honoraria, and accommodation of Committee members, in accordance with documents requested from the social service/hotel administration/DGA.



## 4. Habilitation Process at the Ministry of Education

### 4.1 Uploading the Habilitation File to the Ministry's Dedicated Platform

#### Article 9

- (1) The Habilitation Office uploads the candidate's Habilitation File to the Ministry of Education (ME) platform dedicated to the Habilitation process and is responsible for the correctness of the uploaded data. By electronic signature, it assumes responsibility for the conformity of the electronic documents with the original documents included in the candidate's file, including the conformity of the electronic documents with the printed versions.
- (2) The platform notifies the Technical Secretariat, established at the Ministry of Education through the specialized department managing the relationship with NCCATDCU, regarding the upload by IDUS of the candidate's file, which is electronically signed by the designated person from the Habilitation Office and contains the Habilitation Committee's resolution with the proposal to validate/approve the Habilitation Thesis.
- (3) All documents that constitute the candidate's Habilitation File shall bear the signature/opinion of the designated persons from the Habilitation Office.
- (4) The Technical Secretariat shall verify the composition of the candidate's electronic file from an administrative perspective, within a maximum of 15 days, and is obliged to notify the institutions that submitted the files of any registration errors or missing documents.
- (5) The Habilitation Office shall complete the Habilitation File within a maximum of 5 days from the notification.

### 4.2 Evaluation of the habilitation file by NCCATDCU and granting/non-granting of the Habilitation Certificate

#### Article 10

- (1) At the level of NCCATDCU, a procedure for analysis and validation/invalidity is carried out as described in the Annex to OM No. 3998/2024. NCCATDCU shall issue a decision regarding the granting or refusal of the Habilitation Certificate.



- (2) Based on NCCATDCU's decision to grant the Habilitation Certificate, which represents the opinion for issuing the order, the Technical Secretariat shall initiate the issuance of the Minister of Education's order granting the Habilitation Certificate.
- (3) The Technical Secretariat shall send the Minister of Education's order granting the Habilitation Certificate to the IDUS where the Habilitation was defended, with the obligation that this institution communicates it to the candidate within 15 days.
- (4) If NCCATDCU's proposal is to refuse the Habilitation Certificate, the platform notifies IDUS of NCCATDCU's decision and provides a summary evaluation report within a maximum of 15 days. The IDUS-BBU Habilitation Office communicates NCCATDCU's decision and the summary evaluation report to the candidate within 5 days of notification.
- (5) The candidate has 30 days from the date of communication to submit an appeal regarding NCCATDCU's decision. This appeal is registered at the BBU Registry and submitted by the candidate to the Habilitation Office.
- (6) The appeal shall be uploaded to the platform by the Habilitation Office within a maximum of 5 days from registration.
- (7) The platform notifies the Technical Secretariat, NCCATDCU Council members, and the Chair of the NCCATDCU Specialized Committee regarding the upload of the appeal. At the level of NCCATDCU, an analysis and validation/invalidity procedure is carried out as described in the Annex to OM No. 3998/2024, supplemented by OM No. 3537/2025.
- (8) If NCCATDCU's decision regarding the appeal is to grant the Habilitation Certificate, this decision represents the opinion for issuing the Minister's order.
- (9) If NCCATDCU's decision is to refuse the Habilitation Certificate, the platform notifies IDUS of NCCATDCU's decision and the summary analysis report of the appeal. IDUS BBU, through the Habilitation Office, communicates NCCATDCU's decision and the summary analysis report of the appeal to the candidate within 5 days.



## **5. Co-optation into a Doctoral School at BBU**

### **Article 11**

(1) For cooptation into a doctoral school at BBU, the candidate shall submit a request to the respective Doctoral School, together with the following documents:

1. Proof of holding the Habilitation Certificate or, as applicable, of holding the status of Doctoral Supervisor;
2. Proof of fulfilling the minimum professional conditions and standards established in the regulations of each Doctoral School, approved by the Council for Doctoral University Studies (CDUS) and published on the website of the Institute for Doctoral University Studies;
3. For candidates from other universities or institutes in Romania, the opinion of the administration/scientific council and the agreement of the university senate where they are tenured/employed, permitting them to supervise doctorates at BBU, in accordance with Article 212, paragraph 2 of Law No. 199/2023;
4. The candidate's CV, in Europass format;
5. A list of interdisciplinary research topics, if the Doctoral School assumes an interdisciplinary research theme.

(2) The Doctoral School Council shall analyze the candidate's request and decide on it by secret vote. If the option is chosen to co-opt a tenured supervisor from an institution in the country that is not a member of the consortia of which Babeş-Bolyai University is part, the decision of the Doctoral School Council shall be accompanied by a justification regarding the necessity of the co-optation.

(21) In the case of a favorable decision by the Doctoral School Council, the consultative opinion of the Faculty Council shall also be requested. The decision to grant membership in the Doctoral School as a Doctoral Supervisor (based on the minutes of the Council meeting), together with the above documents, shall be transmitted to the Institute for Doctoral University Studies.

(3) The Institute for Doctoral University Studies (IDUS) forwards the file to the Council for Doctoral University Studies (CDUS) for endorsement.



(4) The co-optation decision, accompanied by the opinions of the Faculty Council, CDUS, and University Administration Council, shall be submitted to the BBU Senate for validation.

## **6. Final and Transitional Provisions**

### **Article 12**

The collection and processing of data related to the obtaining of the Habilitation Certificate, through the platform, shall be carried out for the purpose of:

- a) organizing and conducting the process of obtaining the Habilitation Certificate;
- b) processing for statistical purposes, scientific research, or other purposes, at the request of the Ministry of Education, in accordance with legal provisions.

### **Article 13**

In the case of rejection of the file at any of the above stages that take place at BBU, the candidate shall be notified of this decision in writing. The candidate may submit a new file for evaluation starting with the following academic year.

### **Article 14**

The Doctoral Schools within BBU shall include in their own regulations, explicitly and transparently, the specific requirements regarding habilitation, as well as for the acceptance of new Doctoral Supervisors in the Doctoral School, in accordance with the law. These requirements, both for habilitation and for co-optation of new supervisors, must be approved by CDUS and made public on the website <http://doctorat.UBBcluj.ro> immediately after approval.

### **Article 15**

The Habilitation Department within IDUS – BBU shall prepare the forms to be used in the application of this Regulation.

### **Article 16**

In situations of force majeure (state of siege, alert, national or local emergency, natural disasters, etc.), during the suspension of face-to-face activities (determined by any official decisions of the authorities),



both the defense of the habilitation thesis and the co-optation process may take place online, in compliance with the applicable regulations.

The defense of the habilitation thesis via videoconference shall be carried out using the University platform, or other online platforms for which the Doctoral School/Organizing Faculty holds a paid license or which are freely accessible. Members of the Habilitation Committee and the candidate shall receive a link to join the session, which shall be recorded and archived. In the case of such defenses, personal data protection shall be ensured, and consent for recording the defense shall be obtained from participants. The public shall be informed of the recording and shall assume responsibility if they remain in the videoconference.

#### **Article 17**

This Regulation enters into force on the date of its approval by the BBU Senate. At the same date, any other internal regulation (within BBU) contrary to this Regulation shall be repealed.

### **7. Addenda Description**

#### **A. Template of documents required for the habilitation file:**

Standard application form, summary sheet of standard fulfillment, full summary sheet, list of works, portfolio list, conformity opinion, proposal for Habilitation Committee from the Doctoral School, declarations regarding incompatibility situations, evaluation report of the Habilitation Committee, co-optation opinion by the Doctoral School, consent declaration regarding personal data processing (GDPR), and the declaration regarding the authenticity and correspondence between digital and printed documents in the file submitted by the candidate.

#### **B. Online Defense Procedure**

1. The files for candidacy for habilitation, containing the materials described in this Regulation, shall be submitted to the University Registry. Candidates may also send the files using postal or courier services that provide confirmation of receipt, in which case they shall use the



correspondence/contact address specified at the bottom of the Internet page <https://www.UBBcluj.ro/>.

2. The standard application form, a copy of the identity card, the sheet of fulfillment of minimal standards, curriculum vitae, and list of works shall be sent by e-mail in .pdf format to the address corresponding to the Habilitation Department, noted at the bottom of the Internet page <https://doctorat.UBBcluj.ro/ro/despre-institutul-de-studii-doctorale/>. The habilitation thesis and the thesis summary shall also be sent in digital format. All pages of each document mentioned above must be included in a single .pdf file.
3. The digital documents shall be accompanied by scanned versions of the consent declaration regarding the processing of personal data for the purpose of obtaining the habilitation certificate (GDPR) and the declaration regarding the authenticity and correspondence between the digital and printed documents in the habilitation file submitted by the candidate. The printed file shall also be accompanied by the original declarations, signed by hand.
4. The digital documents in the habilitation file, together with those prepared by the Habilitation Office, shall be communicated by the Habilitation Department to the electronic correspondence address of the director of the targeted Doctoral School. In this way, the evaluation procedure of the file begins.
5. For sending the documents prepared and scanned by the Doctoral School, the director or, as appropriate, the secretary of the Doctoral School shall correspond by e-mail with the Habilitation Department of IDUS-BBU. When the situation allows, the corresponding documents in .pdf format shall also be sent between departments in their original printed format.
6. The public defense of the habilitation thesis shall be organized by the Doctoral School using online videoconferencing tools according to Article 16, and details about the platform/tool used, as well as the generated link, shall be announced publicly to ensure public access to the defense session. The candidate and all members of the Habilitation Committee participate online in the public defense session, together with the President of the Committee appointed by the BBU



- Rector. The President mediates the discussion and ensures the proper conduct of the public defense; they are not a member of the Habilitation Committee and have no voting rights.
7. The public defense session shall be recorded, and the recording shall be included in the habilitation file to verify all administrative aspects that must be observed (the defense took place at the scheduled date, time, and location, the presence of Committee members, questions, answers). Prior consent for recording shall be obtained from all participants.
  8. The report of the Habilitation Committee shall be communicated by the President of the Committee to the Habilitation Department in a legible scanned format as a .pdf file by e-mail. The document corresponding to the digital image shall be sent to the Habilitation Department in its original printed format within 30 days from the public defense.
  9. Incomplete files may continue the habilitation procedure as soon as the missing or temporarily unavailable documents are completed and submitted to the Habilitation Department of the Rectorate.
  10. Faculties shall provide logistical and technical support to the Doctoral Schools for the execution of the online defense procedure.
  11. When signing any digital document, including the Habilitation Committee Report, a qualified electronic signature (compliant with Law 455/2001) may be used.