



MINISTRY OF NATIONAL EDUCATION  
**University POLITEHNICA of Bucharest**

Splaiul Independenței no. 313, 060042 Bucharest, ROMANIA  
Tel: +4021 318 10 00; Fax: +4021 318 10 01  
[www.pub.ro](http://www.pub.ro)

## **METHODOLOGY**

### **for organizing and performing the habilitation procedure in UPB**

Art. 1. The present methodology legalises the organization of habilitation theses defence in UPB after finalisation of the legal procedure of documents submission to CNATDCU by the candidates, the verification of the documents, and the publication of the nomination decision of members of the habilitation juries by CNATDCU.

Art. 2. The Secretariat of the Doctorate Academic Studies Council (CSUD) releases the nomination decisions of the members of the juries signed by the Rector and issues the orders for the payment of the habilitation fee by the candidate.

Art. 3. The value of the habilitation fee is approved by the UPB Senate following the proposal of CSUD, based on a justified cost account.

Art. 4. Sending the nomination decisions to the members of the juries is done after the payment of the habilitation fee by the candidate.

Art. 5. The CSUD Secretariat plans the date of habilitation thesis defence in agreement with all the jury's members and initiates the setup of the documents for reimbursing the expenses made by the members of the habilitation juries during their participation at the habilitation thesis defence.

Art. 6. After the presentation of the habilitation thesis, the President of the habilitation jury transmits to the CSUD Secretariat the report documents in conformity with the requirements of the Ministry of National Education. The documents are sent to CNATDCU for validation.

Art. 7. After the CSUD Secretariat receives the decision of the ministry confirming that the candidate has obtained the habilitation diploma, CSUD considers the assignment of the habilitated persons to the doctoral schools of UPB and formulates a proposal in this respect to the Senate.

Art. 8. The Senate of UPB approves the inclusion of habilitated persons in the doctoral schools. The decision of the Senate is sent to CNATDCU by the CSUD Secretariat.