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1. PURPOSE

This procedure represents the methodology on the recognition of the study documents for bachelor's degree/master's degree obtained abroad by Romanian or foreign candidates in order to be employed on the positions and the professional degrees in IFIN-HH.

2. SCOPE

This procedure is applied Romanian or foreign candidates selected after the interview for participation in the competition for employment on the positions and the professional degrees in IFIN-HH, namely:

- 1st Degree Research Scientist – CS I;
- 2nd Degree Research Scientist – CS II;
- 3rd Degree Research Scientist – CS III;
- Scientific Researcher - CS;
- Engineer/Physicist.





Recognition process is conducted by the National Centre for Recognition and Equivalence of Diplomas and can be run by IFIN-HH by persons designated by the legal representative of IFIN-HH, based on a empowerment form code **FPO-IFIN-03-01** given by the candidate.


Note:

¹⁾ ***Also, this procedure is applicable for the recognition of the study documents for bachelor's degree/master's degree, obtained abroad by Romanian or foreign candidates selected after the interview for employment on the positions and the professional degrees within the ELI-NP Project, namely:***

- ***1st Degree Research Scientist – CS I;***
- ***2nd Degree Research Scientist – CS II;***
- ***3rd Degree Research Scientist – CS III;***
- ***Scientific Researcher - CS;***
- ***Engineer/Physicist.***

3. REFERENCE DOCUMENTS

-  Order of the Minister of National Education and Scientific Research no. 6121 of 20 December 2016 on approving the Methodology for the Recognition of Study Documents for Bachelor's Degree, Master's Degree or Postgraduate Degree, issued by accredited higher education institutions abroad.
-  Order of the Minister of National Education and Scientific Research no. 5825 of 07 December 2016 on approving the List of Prestigious Universities from other states.
-  Order of the Minister of Education, Research and Youth no. 4022 of 14 May 2008 on approving the Rules of Organisation and Functioning of the National Centre for Recognition and Equivalence of Diplomas and the Methodology for the Recognition and Equivalence of Diplomas, Certificates and Scientific Titles, with further amendments.
-  Law no. 319 of 8 July 2003 on the Status of Research & Development Personnel, with further amendments and supplements.

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🇷🇴 National Education Law no. 1 of 18 January 2011, with further amendments and supplements.

4. DEFINITIONS AND ABBREVIATIONS

4.1 Definitions

🇷🇴 **ELI-NP Project** – investment objective "ELI-NP Research Infrastructure (Extreme Light Infrastructure – Nuclear Physics)".

🇷🇴 **Recognition** – consists in evaluating and establishing the level, field and/or specialization of the document of studies obtained abroad by relating to the Romanian system, which may end with the release of a certificate. The certificate of recognition confers on the holder the right to continue his/her studies and/or access on the labour market, under the conditions of the law.

4.2 ABBREVIATIONS

CNRED – National Centre for Recognition and Equivalence of Diplomas

MENCS – Ministry of National Education and Scientific Research

CJRU – Legal and Human Resources Compartment

AC – Quality Assurance

5. RESPONSIBILITIES

5.1 Director General

🇷🇴 Approves this procedure and any revision thereof.

🇷🇴 Ensures the technical and organisational measures necessary to carry out the recognition process.

5.2 Head of CJRU

🇷🇴 Endorses this procedure and any revision thereof.

5.3 Human Resources Office Coordinator

🇷🇴 Verifies this procedure and any revision thereof.

5.4 Head of QA Compartment

🇷🇴 Elaborates this procedure and revises it whenever necessary.

5.5 Human Resources Inspector

🇷🇴 Complies with the provisions of this procedure.

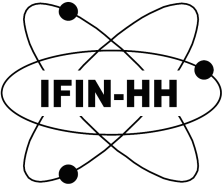
🇷🇴 Carries out the activities mentioned in this procedure in Chap. 7.2.

6. PREREQUISITES

The technical and organisational measures for the intermediation of the recognition process performed by the National Centre for Recognition and Equivalence of Diplomas are ensured.

7. DESCRIPTION OF THE PROCEDURE

The recognition of the study documents for Bachelor's Degree/Master's Degree is performed by CNRED.

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7.1 Content of the Recognition Folder

The folder shall be submitted personally or by proxy at the Human Resources Office or by mail to the address indicated on <http://www.ifin.ro/about/contact/> and it should contain:

- Request of recognition required by CNRED (standard form), made available by IFIN-HH;
- Empowerment to carry out the recognition procedure, form code **FPO-IFIN-03-01**;
- Copy of the identity document/passport;
- Proof of name change (if applicable), in copy and legalized translation in original into Romanian/English;
- Bachelor's diploma/master's diploma in copy authenticated^{*)}, for Romanian, English, French, Spanish, Italian or in copy authenticated^{*)} and legalized translation into Romanian/English for the other foreign languages;
- Other documents, if applicable.

^{*)} The study documents subject to recognition must be authenticated with the Hague Apostille for the states which are parties to the Convention regarding the elimination of the requirement for supralegalization of foreign official documents, adopted in Hague on 5 October 1961, to which Romania adhered through Government Ordinance no. 66/1999, adopted by Law no. 52/2000, with further amendments, and for the other states the study documents must be supralegalized or accompanied by the authenticity certificate issued by the competent authorities in the country of origin. The exemption from apostille or superlegalization is permitted under the law, under an international treaty to which Romania is party or based on reciprocity.

7.2 Recognition Process

The Human Resources Inspector verifies the documents in the recognition folder submitted and registers the application with CNRED only when the folder is complete.

When noticing that the folder does not contain all the documents specified in this procedure under Chap.7.1, the applicant is notified that the application does not fulfil the conditions to be registered and is bound to complete the folder accordingly.

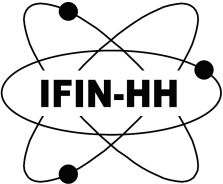
The complete recognition folders, according to the Order of the Minister of National Education and Scientific Research no. 6121 of 20 December 2016, shall be submitted by the representative of IFIN-HH (Human Resources Inspector), through empowerment at the Registry of MENCS, directly or via postal services.

The period for solving the folders is maximum 30 working days after registration of the complete folder with CNRED.

The period for solving the folders stipulated above may be extended in justified cases, the applicant being informed in this respect, in writing, via postal services or electronic mail.

In case CNRED finds that the folder does not contain all the documents stipulated in Chap.7.1 it shall notify the applicant in writing, via postal services or electronic mail.

When CNRED acknowledges the presence of any suspicions regarding the authenticity of the study documents, it shall inform in writing the General Legal Directorate of MENCS in order to transmit the notification to the habilitated bodies.

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The certificate of recognition of studies shall be released to the representative of IFIN-HH (Human Resources Inspector), who is bound to register it in the Register of Records form code **FPO-IFIN-03-02**.

7.3 Challenging the Recognition Decision

The CNRED decision may be challenged once, within 45 working days after acknowledgement.

CNRED shall rule on those requested within 60 working days. The period for solving the complaint may be extended in justified cases, the applicant being informed in writing, via postal services or electronic mail.

7.4. Final Provisions



When the evaluation of the recognition folder does not result in the Certificate of Recognition being issued, the applicant shall be informed and he/she shall not be employed at IFIN-HH.

8. ACCEPTANCE CRITERIA


All records mentioned in Chap.9.1 must be correct, complete and in accordance with the requirements of this procedures.

9. RECORDS. FORMS/ANNEXES



9.1 RECORDS

-  Empowerment, form code **FPO-IFIN-03-01**.
-  Certificates of Recognition/Attestations.

These records are kept in original in the Human Resources Office in the personnel folders, then they are archived according to the archiving list.

-  The register of records Certificates of Recognition/Attestations, form code **FPO-IFIN-03-02**, has a permanent nature and is kept by the Human Resources Inspector until completed, then it is archived.

9.2 FORMS/ANNEXES

-  Form code **FPO-IFIN-03-01** – Empowerment.
-  Form code **FPO-IFIN-03-02** – Register of Records Certificates of Recognition/Attestations.