

Documents necessary to obtain signatory rights

- I. Documents necessary to obtain signatory rights (according to Directive 2005/36/EC of Law 184/2001 re-published and of the O.A.R- Order of Architects in Romania- rules of organisation and function)

Regarding all applicants,

- Application to request signatory right (see Annex);
- Copy of Identity Card or Passport;
- Certified copy of the certificate of professional competency or of the evidence of qualification, which allows you to be an Architect and is attesting the professional experience of the respective person (e.g.: diploma or other documents);
- Criminal record;
- Short CV, 1-2 pages;

Regarding the intern architects,

- Certified copies of the work permit or labour contract/s;
- Certificate issued by the attending architect to state your working experience;
- Recommendation/ recommendations of the attending architect/s; proof of completing the internship from OAR (of which the intern is member).

Regarding the Architects citizens of EU, member/non-members of professional organizations similar of OAR, it is necessary they present a Certificate according to Directive 2005/36/EC regarding recognition of the professional qualifications, issued by the competent authorities of the respective European state (Chambers, Orders, and Associations etc. of Architects). The certificate must be in its original version, have a certified translation and to attest:

- The right of the applicant to carry out his/her profession of Architect in the country he/she belongs to;
- The fact that the applicant holds the evidences of formal qualification or other documents to prove the professional qualification according to the criteria of the European legislation regarding the architecture field and to prove he/she completed the internship;
- The proof regarding his/her respectability or the proof that can suspend, limit or forbid carrying out a profession by someone who made a professional error or a felony;

This document must be presented no later than three months since its issue by the responsible authority of the state the applicant is registered into.

The signatory rights is obtained under the circumstances of presenting the request file containing all the documents listed above along with the works portfolio and the participation to an interview with the National Committee for Granting Signatory Right.

The Architects belonging the European Union, European Economic Area and the Swiss Confederation, that have signatory right in the mentioned states and apply to automatically be granted signatory right, do not have to participate to the interview and to present his/her works portfolio.

The Architects belonging the European Union, European Economic Area and the Swiss Confederation, that don't have signatory right or other similar document in the mentioned states must acquire signatory right within Romania, under the same circumstances as the Romanian citizens.

The circumstances under which the holders of Architect professional qualification, citizens of other states besides the ones mentioned in Art. 5 of Law 184/2001 re-published (EU citizens, a.n), referred to as non-member states, can carry out their profession within the Romanian country, can apply for signatory right and can require the registration in the Index of Romanian Architects. The circumstances for this shall be determined based on reciprocity, based on conventions signed between Romania and the countries of origin of the applicant citizens, in compliance with at least the minimum conditions of training for the profession of Architect, provided by Directive 2005/36/EC (Art. 12, Law 184/2001 re-published).

Taxes: 230 lei for interview or file and portfolio analysis.

Bank account detail: Ordinul Arhitecților din România (Order of Architects in Romania, t.n), fiscal no. 14083510

Banca Română pentru Dezvoltare- Academiei Branch

Lei account: RO80BRDE410SV21208234100,

Euro account: cont în euro: RO31BRDE410SV18573724100,

Dollar account RO07BRDE410SV33056304100.

For the Euro and Dollar payments, the SWIFT CODE is BRDEROBU.

The provisions for creating the works portfolios and conducting the interview are the following.

II. PROJECT PORTFOLIOS

The project portfolio necessary to obtain the signatory right must contain a number of at least 3 works, over which the intern had a relevant contribution, having any Architecture object as a theme, in the design stage DTAC (technical documentation to obtain the building permit)- as excerpt of the Technical Execution project (PT), submitted to obtain the building permit.

Each of the 3 (or more) works will be submitted as an A4 or A3 folder-book, on paper (the work boards can also have a larger dimension, but must be folded until the A4 or A3 dimension). The projects performed in other countries must be projects submitted in the respective countries in order to obtain the building permit, must be signed and stamped by the company and must be drafted with a level of complexity similar to the one used in Romania.

For each project, the following must be mainly presented: the technical brief, the main boards- site plan, layout drawing, building plan (basement, ground-floor, mezzanine, floor, current floor, loft, rooftop, etc.) sections, facade- secondary/optional, details and photographs.

Restoration projects shall be accepted in the portfolio only if the intervention implies new substantial construction works, for example: restructuration, additions, loft conversions etc. And not only projects that imply minor construction works (renderings, paint jobs, etc).

The project portfolios will be presented according to the appropriate regulations regarding architectural design and according to the current Romanian legislation (see Law 50/1991 re-published, regarding authorisation of construction works, Law 10/1995 regarding the quality in construction works, Law 114/1996 regarding housing, rules, standards etc.). The main boards and the details shall be written in the drawing title block in the field `Made by` (project leader is the attending architect) or field `Drawn by` and they must have the stamp of the design company. For interns, is mandatory to have on the boards, besides their own signature, the signature of the attending architect and his/her stamp that certifies the signatory right.

The participation of the architects to projects outside Romanian borders can also be confirmed by a list signed by the attending architect, signed by the company.

The project portfolios of all applicants for the signatory right will be returned to the applicants at the end of each application session. In justified cases, CNADS (National Committee for Granting Signatory Right) may order the retention of certain portfolios for a further analysis.

III. THE INTERVIEW

1. ORGANIZED/HELD BY: 3 committees consisting in 4/5 members;
2. DURATION OF THE INTERVIEW: 30 min/applicant;
3. CONTENT OF THE INTERVIEW:
 - 3.1 Board presentation- through summary boards of a significant project chosen by the applicant. The boards must be chosen among the 3 projects selected for the interview in accordance with the current regulations, and given to the committee for analysis. The presentation must include the following:
 - a. The goals of the architect and the ways they have been accomplished by him/her, under the guidance of the mentor, during the process of completing the projects.

These goals refer to: documentation, the theme of the initial design, bidding, negotiation, concept composition, negotiation of the concept with the client, consultation with specialists, preparing the final design, the design for specialists, illustration of the design and evaluation of the costs, preparing the project for the DTAC design stage as part of PT.

b. The responsibilities of the signatory right architect.

As the project leader, the signatory right architect must fully assume the requirements imposed by the current legislation (Law 350/2001, Law 50/1991 updated 2014 version, Law 10/1995 updated and enacted in 2015, Architect Code of Ethics/2011) and by the technical norms of the design process. The responsibilities also refer to the management of the design process from an organisational, professional, legal, financial etc. point of view.

3.2 If some of the requirements presented above will not be part of the applicant's presentation, they will be part of the questions for the interview with the committee.

Minimum bibliography for the interview:

- Architect Code of Ethics/Nov. 2011- OAR Website.
- Architect Goals/2014- OAR Website
- Law 350/2001
- Law 50/1991 updated 2014 version
- Law 10/1995 updated and enacted in 2015

The signatory right granting sessions take place in March, June, September and December.

National Committee for Granting Signatory Right