



Reference documents:

National Act no.1/2011

Charter of the George Emil Palade University of Medicine, Pharmacy, Science, and Technology of Târgu Mureș

REGULATION OF ORGANISATION AND FUNCTIONING OF THE ADMINISTRATIVE BOARD OF THE GEORGE EMIL PALADE UNIVERSITY OF MEDICINE, PHARMACY, SCIENCE, AND TECHNOLOGY OF TÂRGU MUREȘ

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Drafted by: Professor Azamfirei Leonard, PhD

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Chapter I. General dispositions

Art. 1.

(1) The Administrative Board is the operative management structure of the University.

(2) The Administrative Board is composed of the Rector, the Vice-Rectors and the General Administrative Director of the University, the Deans of the Faculties, one representative of the Romanian students and one representative of the Hungarian students.

(3) The Senate President has the status of permanent guest of the Administrative Board. In universities where the employees are organised in trade unions, a trade union representative also participates in the Administrative Board meetings, as an observer.

(4) The Administrative Board is chaired by the Rector.

Art. 2.

(1) One mandate of the Administrative Board is of 4 years.

(2) The mandate of a member of the Administrative Board, teaching staff or researcher is 4 years, with the possibility of renewal in another term of office.

(3) The mandate of a student member of the Administrative Board is established by the regulations for the appointment of student representatives, but it may not exceed 4 years. The term of office ends with the termination of the student status.

Art. 3.

1) The meeting for Administrative Board setting up is convened by the Rector within 10 working days from the validation by the Senate of the new Vice-Rectors and Deans.

(2) In the constitutive meeting, the Administrative Board establishes the current work programme and the deadlines for elaboration of the operational programme as well as the strategic plan of the University.

Chapter II. Organisation and operation of the Administrative Board

Art. 4.

(1) The Administrative Board works in weekly, ordinary meetings, convened by the Rector or by 1/3 of its members. If necessary, extraordinary meetings may be convened by the Rector. The convocation is sent by telephone, through the Rector's secretariat.



(2) A quorum of at least two thirds of the Administrative Board is necessary for a meeting to take place.

(3) If a member of the Administrative Board is absent on leave, with the Rector's consent, he may appoint a substitute, the next member lower in hierarchical order (vice dean, vice president of the students' league, etc.);

(4) The Administrative Board meetings are chaired by the Rector or, in his absence, by a Vice-Rector appointed by the Rector;

(5) Guests may also attend the meetings of the Administrative Board: teaching staff, auxiliary teaching staff, administrative staff, students or persons from outside the University, depending on the needs.

6. For urgent matters, the members of the Administrative Board may resort to consultation by electronic means, decisions being subsequently made during the next meeting of the Administrative Board.

Art. 5.

(1) The meetings of the Administrative Board are not public.

(2) The discussions from the meetings of the Administrative Board shall be recorded in the meeting minutes.

Art. 6.

(1) The Administrative Board adopts decisions by a simple majority of its members.

(2) The decisions of the Administrative Board are made public on the University website whenever they are of interest to the entire academic community, within a maximum of three working days from the date of their adoption, or they are sent in writing to the persons involved, whenever they have an individual character.

(3) The decisions of the Administrative Board have executory power in the University. When it comes to the Senate area of responsibility, decisions are discussed in the next sitting of the Senate.

(4) The members of the Administrative Board who are in conflict of interests on a certain topic, do not participate in the vote.

(5) The members of the Administrative Board benefit from the salary rights and management allowance provided by Appendix II, chap. I point A and art. 9 of the Framework Law no. 284/2010 regarding the unitary salary of the personnel paid from public funds, by Appendix 4 point 1 and Appendix 5, art. 2 point 4 of Law no. 63/2011 regarding the employment and remuneration in 2011 of the teaching and auxiliary teaching



staff in education, and art. II, paragraph 4 of Law no. 283/2011, these rights being subject to change according to new legislative provisions.

Art. 7. The Administrative Board has the following duties:

- 1) ensures the operative management and solves the current problems of the University;
- 2) ensures the connection between the University and the Ministry of Education, other bodies of the central and local administration, public and private institutions;
- 3) submits the proposals regarding the development of didactic, research and administrative activity of the University to the Senate, for analysis and decision, whenever the decision competence belongs to the Senate;
- 4) applies the Senate decisions and adopts decisions or measures that are required for the fulfillment of Senate decisions;
- 5) informs the academic community about its own decisions and about those of the Senate;
- 6) proposes medium- and long-term strategies to the Senate as well as policies on University areas of interest;
- 7) establishes the University budget in operational terms;
- 8) approves the budget implementation and the annual balance sheet;
- 9) approves the financial operations that exceed the ceilings established by the Senate;
- 10) manages the tangible and intangible assets of the University;
- 11) approves all the documents to be submitted to the Senate approval;
- 12) cooperates with the Senate committees for the accomplishment of their duties;
- 13) proposes the structure and composition of the University Ethics Committee;
- 14) approves the proposals for new study programmes and proposes their organisation to the Senate's approval;
- 15) formulates proposals to the Senate to cancel the study programmes that no longer fall within the University mission or that are academically and financially inefficient;
- 16) approves the procedures for carrying out certain activities on the basis of current regulations;
- 17) approves the proposals for competition on teaching and research vacancies and vacant positions from the other positions charts of the University;



18) proposes the establishment, reorganisation or termination of faculties / specializations, research centers or laboratories, and university clinics, to the Senate's approval;

19) submits to the Senate's approval, the proposals of the faculty councils regarding the requirements of entrance exams, curriculum, numerus clausus for the next academic year, and the methodology of the bachelor's examination, as well as any other proposals thereof, which are within the Senate competence;

20) submits to the Senate for approval the lists of positions and the proposals for the associated teaching staff;

21) announces publicly the competitions for didactic and research vacancies and positions from the other charts of the University, according to the law;

22) approves, under the conditions provided by law, the unpaid leave of the permanent teaching and research staff, as well as other requested unpaid leave;

23) approves the terms of substituting for missing teaching staff as proposed by the Departments and approved by the Faculty Councils;

24) in well-justified cases, it approves the interruption of the legal leave, in compliance with current legal provisions;

25) approves participation of the teaching staff to scientific events and approves the full or partial coverage of travel expenses and participation of the teaching and research staff of the University to scientific events organized abroad, within the limits of funds allocated from the budget or extra-budgetary funds, including scientific research contracts or sponsorships;

26) in accordance with the law, it makes proposals for disciplinary penalties of University staff for violating their duties under the individual employment contract, as well as for violating the rules of conduct, which harm the education and prestige interest of the institution, and proposes to the University Senate the committee members in charge with conducting disciplinary investigations;

27) establishes the material penalty of the teaching and research staff, auxiliary teaching staff, the management or guidance and control staff in education, according to the labor legislation; approves the imputation decisions, as well as other acts for recovery of the damages from the respective employee, except for the cases when, by law, this is provided otherwise;

28) approves the composition of committees for defence of doctoral theses and dissertations within the master's programmes;



29) proposes for approval to the Senate the fees for: exceeding the legal duration of instruction, admissions, enrollments, re-enrollments, resitting failed exams and other forms of verification which are beyond the curricular provisions;

30) approves discounts, exemptions or postponement of fee payments, in accordance with the fee regulations of the University;

31) based on the deans' / the Doctoral School director's agreement, it approves the students' applications for withdrawal, interruption, re-enrollment, and resumption of university studies;

32) proposes for Senate approval the specific criteria for granting student scholarships, as well as their amount;

33) approves the transfer of students within the University, from one faculty to another, or to / from other universities;

34) proposes for Senate approval the awards for the University employees;

35) approves fees for consulting or other activities;

36) approves the internal or external audit on departments, services, compartments or on certain areas of domestic University activity;

37) initiates creation of consortia and mergers with other universities and research-development institutes, which it then submits to the approval of the University Senate.

38) assigns specific tasks in order to solve current problems, according to competence and needs;

39) in exceptional circumstances, the Administrative Board can make decisions with immediate applicability and limited duration that would otherwise be within the competence of the Senate. These decisions can include setting deadlines or appointing membership in certain committees. These decisions will be validated during the first sitting of the Senate.

40) exercises all the other duties based on legal provisions and decisions of the University Senate.

41) The Administrative Board approves the internal regulations that are not within the strict competence of the Senate.



Chapter III. The Rector

Art. 8.

(1) The newly elected Rector concludes a management contract with the University Senate, including the criteria and indicators of managerial performance, the rights and obligations of the contractual parties.

(2) The Rector appoints the Vice-Rectors and establishes their fields of activity and duties.

(3) The Rector chairs the competition committee for the position of General Administrative Director and appoints the General Administrative Director, following the competition validation by the Senate.

(4) The Rector may maintain the former General Administrative Director, if the latter gives his written consent that he will support the Rector's managerial plan.

(5) The Rector organises the public competition for the positions of Dean of the Faculties.

Art. 9.

(1) The Rector performs the executive management of the University.

(2) The Rector is the legal representative of the University in relations with other universities from the country and abroad, with the central and local administration, with domestic and international institutions or bodies.

(3) The Rector is the credit authorizing officer of the University.

Art. 10.

(1) The Rector coordinates, guides, controls, and is responsible for the entire activity of the University, in accordance with the legal provisions and with the University Charter. In this respect, he is in charge with:

a) coordination of activities for defining and carrying out the mission and objectives of the University by the Administrative Board and by the Senate;

b) coordination and guidance of the University academic activity;

c) coordination and guidance of the University scientific research;

d) coordination of institutional university management;

e) coordination of the strategic development of the University;

f) coordination of the strategy of University structure, study programmes, research activity, and quality assurance.



(2) In carrying out his duties, the Rector shall issue decisions and instructions.

(3) The rector has to present a report on the state of the university in April of each year, which is a condition of public responsibility and which constitutes a condition for public funding.

(4) In carrying out his activity, the rector may delegate some of his duties to the vice-rectors or to other persons.

Art. 11. The Rector has the following duties:

1. performs the management and operative leadership of the University, based on the management contract;

2. negotiates and signs the institutional contract with the Ministry of Education, Research, Youth and Sports (MECTS);

3. proposes for approval to the Senate the structure and operating regulations of the University;

4. proposes the draft budget and the report on budget implementation to Senate approval;

5. establishes the general criteria for the distribution of resources so as to ensure the balance of revenues and expenditures;

6. annually, he makes public the academic offer, by declaration on his/her own responsibility, respecting the numerus clausus established by ARACIS evaluation;

7. The Rector is the chairman of the Admission Committee, being responsible for the proper organisation and conduct of the competition;

8. approves, through decision, the students' enrollment in and expulsion from the study programmes offered by the University;

9. together with the deans and department directors, the Rector is responsible for the proper conduct of the competitions for vacant positions;

10. issues the decisions for appointment of the teaching staff who participated in a competition for a vacant position;

11. appoints and dismisses the research-development staff, the didactic-auxiliary and administrative staff;

12. approves the temporary employment of the associated teaching staff, according to the current procedure;

13. issues the decision for granting the merit pay;



14. is responsible for the allocation of institutional resources to the best performing departments and may propose to the Senate the reorganisation or dissolution of non-performing departments;

15. approves the composition and structure of the University Ethics Committee proposed by the Administrative board, after its approval by the Senate.

16. enforces the decisions of the University Ethics Committee within 30 days of their establishment;

17. after approval by the Senate, the Rector signs the agreements and cooperation programmes of the University with other higher education and research institutions in the country and abroad;

18. signs the honorary university titles, after their approval by the Senate;

19. signs the diplomas, certificates and other study documents issued by the University;

20. ensures the general relationship with trade unions and student organizations, through their representatives;

21. may make proposals for disciplinary penalties/sanctions against staff and implement them;

22. appoints the department / compartment / service directors in his subordination;

23. may cancel a certificate or diploma if it has been obtained by fraud or breach of university ethics;

24. is the official spokesperson of the university, a duty that he may delegate under specific circumstances;

25. fulfills other duties established by the University Senate, in accordance with the management contract, the University Charter, and the legislation in force.

Chapter IV. The Vice-Rectors

Art. 12. The vice-rectors are responsible for the coordination of different activities / fields of the university, in accordance with the provisions of the University Charter and the strategy of organisation and functioning of the Administrative Board. The Rector designates by internal decision the activities / domains and responsibilities for each vice-rector, with the possibility to reallocate specific domains or cumulate others during his/her mandate.

Chapter V. The General Administrative Director

Art. 13. The General Administrative Director has the following duties:



1. Prepares the budget, assists the Rector in budget analyses, implementations, reports, and forecasts and cooperates with the Chief Accountant in budget implementation.
2. Ensures the rational use of premises and is in charge of security in university premises.
3. Makes proposals to the Rector or the Administrative Board, prior to decisions made by the academic authorities.
4. Makes logistical elaboration of administrative documents that will be submitted to the approval of the Senate.
5. Prepares the Rector's administrative decisions, in accordance with current legal provisions.
6. Makes decisions in his/her area of competence.
7. Controls the implementation of decisions by the subordinate administrative services.
8. Evaluates decision performance and reports to the Rector.
9. Follows and manages the human resource in the university.
10. Follows, together with the chief accountant, the current financial situation and the financial forecast.
11. Under the Rector's authority, he has control over all administrative and technical services (organisation, division of tasks, working methods).
12. He is responsible, in accordance with the law, for the lawfulness of decisions that are made by the administrative structures of the University.
13. He ensures the elaboration of the necessary administrative documentation for University functioning.
14. Based on the Rector's decision, he has the delegation of authorisation in decision-making for the field of university administration.
15. He participates in the strategic management of the University as a member of the management team.
16. Carries out the decisions made by the academic authorities of the University regarding its administration.
17. Ensures the implementation and administrative follow-up of the University policy in the fields of: finance, budget, personnel management, patrimony management, administrative management of continuous training, international relations and research.



18. Takes action to obtain additional funding resources, including through rental of available premises and provision of authorised services.

19. Initiates and carries out activities aimed at improving the efficiency of the University resource management.

20. Uses authorised and recognised methods to increase efficiency and streamline of resources.

21. Supervises and coordinates the activities of administrative structures.

22. Plans and implements systems for the evaluation and control of administrative activity and quality assurance management.

23. Pursues the interests of the University, its leaders and employees.

24. Is responsible for the knowledge and correct implementation of the legislation and regulations in force;

25. Establishes operational policies and work procedures for the departments that report to him.

26. is responsible for the elaboration or updating of the following regulations, methodologies and related working procedures, within 3 months from the establishment of the Administrative Board:

a. Regulation for organisation and operation of the university canteen and accommodation

b. Regulation on the organisation and operation of sports facilities

c. Regulation on organisation and operation of the printing house

d. Regulations for the organisation and operation of the Network, Communications and IT Office

e. Regulations for the organisation and operation of the Multimedia and Promotion Office

f. Regulations of University funding

g. Regulation of document circulation

h. Labor protection regulations

i. Regulation on the organisation and operation of the Biobase, Experimental Station and the Botanical Garden.

Chapter VI. The Deans. Students' representatives

Art. 14.

1. The deans carry out the tasks as stipulated by Education Act 1/2011 and by the University Charter.

2. They shall be responsible for drawing up or updating the following regulations, methodologies and related working procedures within 3 months of the establishment of the Administrative Board:



- a. Regulation of deanship operation
- b. Regulations for occupancy of teaching positions - together with the vice-rector responsible for didactic activity
- c. ECTS Regulation - together with the vice-rector responsible for the didactic activity
- d. Regulations for the organisation and conduct of the competition for admission to undergraduate studies - together with the vice-rector responsible for the didactic activity
- e. Regulations for organisation and conduct of the competition for admission to the master's degree - together with the vice-rector responsible for didactic activity
- f. The regulation for carrying out the didactic activity in undergraduate university studies - together with the vice-rector responsible for the didactic activity
- g. The regulation for carrying out the didactic activity in the cycle of master's studies - together with the vice-rector responsible for the didactic activity
- h. The regulations for bachelor's examination - together with the vice-rector responsible for the didactic activity
- i. The regulation for master's dissertation - together with the vice-rector responsible for the didactic activity
- j. Regulations for the organisation and functioning of the Study Documents Department - together with the vice-rector responsible for the didactic activity
- k. Regulation of organisation and functioning of the Foreign Students' Department - together with the vice-rector responsible for the didactic activity.

Art. 15.

1. The students represented in the Administrative Board have the right to opinion and vote similarly to the other members. They must be consulted for decisions regarding students.
2. They are responsible for the elaboration or updating, within 3 months from the establishment of the Administrative Board, of the University Code of the student's rights and obligations (acc. art. 213, paragraph 2, point g of the Education Act).



Chapter VII. Final dispositions

Art. 16. The current Regulation, as well as the subsequent amendments and updates, are adopted by the University Senate and are enforced starting with the date of its approval by the University Senate.

The Senate of the University of Medicine, Pharmacy, Science, and Technology of Târgu Mureș approved this regulation on October 23, 2018 and it becomes effective on October 24, 2018 .