



Reference documents:

National Education Act No. 1/05.01.2011

Regulation of Organisation and Functioning of the UMFST G.E. Palade of Tg. Mures

Internal Regulation of the UMFST G.E. Palade of Tg. Mures

Labor Code – Law No. 53/2003, updated

REGULATION ON THE ORGANISATION AND FUNCTIONING OF THE SOCIAL ADMINISTRATIVE SERVICE

Regulation Code: UMFST-REG-51 Edition 02

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Chapter I. General provisions

Art. 1. The Social Administrative Service is organised and operates based on the organisational chart approved by the University Senate Decision and of the present Regulation of organisation and functioning, being subordinated to the General Administrative Director.

Art. 2. The Social Administrative Service contributes to the management of the university in accordance with the legal provisions, with the decisions of the University Senate, the Administrative Board and the Rector's decisions.

Art. 3. The Social Administrative Service is responsible for fulfilling the strategic decisions and current activity, taken by the administrative management, in accordance with the legal provisions.

Art. 4. The activity within the Social Administrative Service is organised and carried out according to the provisions of the present regulation.

Chapter II. Organising the activity within the Social Administrative Service

Art. 5. The Social Administrative Service is managed by a head of service and includes the following compartments:

- a. student scholarships and services compartment
 - scholarships and other forms of social assistance for students
- b. real-estate patrimony compartment
 - patrimony administration, inventories, scrapping, rentals
 - administration of faculties within the UMPHST G.E. Palade Tg. Mures
 - telephone exchange
- c accommodation compartment
 - administration of dormitories (C1, C1C, C2, C3, C4, C5)
 - administration of accommodation, other than dormitories
- d. sports complex compartment composed of: “Anton Pongracz” Gym, Polyvalent Hall, “Salus Per Aquam” Recovery and Training Center, tennis courts, mini-football fields.

Art. 6. The Social Administrative Service has the following main competencies:

Scholarships, other forms of social assistance for students

- coordination, organisation, payment of scholarships for undergraduate students, master students, doctoral students and resident doctors,
- nominal record of the scholarship students,
- calculation of scholarship amounts according to the structure of the academic year,
- issuing payrolls for granting scholarships and other forms of social assistance, with data entry – PIN (Personal Identification Number), account number, year of study, specialisation, type of scholarship, scholarship amount
- issuing payrolls to settle the value of transport tickets,
- participates together with the Financial Accounting Service in planning the payment date of: scholarships, other forms of social assistance and the settlement of the value of transport season tickets,
- issuing, upon request, the certificates for scholarship students,
- checking and endorsing the students' liquidation notice



- Accommodation in student dormitories

- coordinating, organising, carrying out the accommodation of students in dormitories, issuing dormitory cards,
- registration, verification and validation of student applications, submitted on the online accommodation platform, for their accommodation in student dormitories and their presentation to the accommodation board
- elaboration of the documentation regarding the establishment of dormitory taxes
- distribution and record of students in the dormitory,
- monitoring and carrying out monthly closures on the collection of dormitory fees,
- issuing, upon request, the dormitory certificates

Patrimony management

- evidence, issuing, tracking and payment planning of monthly invoices from suppliers for specific activities,
- organising, supervising and carrying out the decommissioning and scrapping of fixed assets and inventory items, as well as scrapping of other tangible property,
- recording, issuing and following up the transfer between administrations of fixed assets and inventory items,
- recording, issuing and following up the documents for renting the premises,
- recording, issuing and following up documents for the selective collection of waste (paper, glass, PVC, toners, chemicals, cooking oil, etc.) and household waste

Administration of the UMFST G.E. Palade Tg. Mures

- carries out administrative and management activities; the subordinate staff ensures the cleaning in the educational spaces (classrooms, laboratories and offices, etc.), the common places (sanitary groups, access routes, etc.)
- participates in the activities of organisation of events within the academic community, such as: simulation of the entrance exam, admission exams, Opening ceremony of the academic year, Graduation ceremony, residency exams, conferences, symposia, congresses, doctorates, University Days, etc.

Student dormitory administration

- managing accommodation and registration in the Real Estate Book of accommodated students,
- issuing of residence visas- temporary residence visas,
- recording, tracking and collecting dormitory fees,
- managing, checking and disposal of dormitory assets,
- monitoring of cleaning, rodent control, pestcontrol, disinfection and selective waste collection,
- finding and repairing malfunctions in the dormitory,
- decommissioning of students and maintaining specific records,
- obtaining and maintaining a sanitary operating license

Administration of accommodation, other than dormitories

- administrative and management activities, the subordinate staff ensures the cleaning in the spaces of the “Alma Mater” Complex and the accommodation space on Republicii Street - accommodation spaces (rooms), fitness room, aerobics room, sauna, toilets, locker rooms, offices, etc.
- washing activities of textile items coming from Accommodation, Swimming Pool and Micro canteen



- obtaining and maintaining a sanitary licence,
- collecting accommodation fees, issuing the documents necessary for depositing the collected amounts at the university cashier's office

Telephone exchange

- the service and security of the telephone exchange, as well as the secrecy of conversations whose listening or interception is prohibited,
- receiving calls and directing them to the university's internal numbers,
- ensuring the continuity of the telephone exchange operation

Sports facility

- administrative and management activities; the subordinate staff ensures the cleaning in the university sports facility
- recording and monitoring the results of water analysis reports, concentrations of free residual chlorine, periodicity of water recovery and disinfection of the tanks, as well as the method of disinfection of the tanks, including the disinfectants used,
- ensuring the permanent operation of the existing lighting, heating and ventilation installations of the gyms, to be maintained in a permanent state of operation, periodically reviewed and operated within the parameters which they were designed and executed.
- monitoring and participating in planning the gym schedule so that the sports activity of the students, the sports activity of the members of the University Sports Club do not overlap; when free, the gyms and sports fields are open for rent,
 - collecting the rental fees of the sports facility, ensuring the deposit of the amounts at the cashier's office or at the guard post.

Chapter III. Final provisions

Art. 7. The compliance with the provisions of the present Regulation of organisation and functioning, completed with the attributions and tasks provided in the Job Description, constitutes the service task for all the personnel within the Social Administrative Service.

The Administrative Board of the George Emil Palade University of Medicine, Pharmacy, Science and Technology of Târgu Mureș approved the current regulation on September 9, 2019 and it enters into force on September 10, 2019.