



UNIVERSITATEA
DE MEDICINĂ ȘI FARMACIE
VICTOR BABEȘ | TIMIȘOARA

Translation from Romanian



REGULATION GOVERNING THE ORGANIZATION AND OPERATION OF „VICTOR BABEȘ” UNIVERSITY OF MEDICINE AND PHARMACY OF TIMISOARA

Republished

	Title, First, middle and last name	Dated	Signature
Prepared by:	HR Manager, Sașa Mitrovici		
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Withdrawn as of:			



TITLE I

IDENTITY OF „VICTOR BABEȘ” UNIVERSITY OF MEDICINE AND PHARMACY OF TIMIȘOARA

Article 1

(1) „Victor Babeș” University of Medicine and Pharmacy of Timișoara (UMFVBT) is a non-profit validly incorporated legal entity of public interest, independent of ideologies, religions and political doctrines, advocating the tradition implying freedom of thoughts, academic freedom, recognition of human's fundamental rights and freedoms and following the principle of the rule of law.

(2) UMFVBT was set up based on Royal Decree no. 660/December 22, 1944 and the Law no. 361/1945, published in the Official Gazette no. 102 as of June 4, 1945.

Article 2

"Victor Babeș" University of Medicine and Pharmacy in Timișoara distinguishes itself by:

- a) Official name: "Victor Babeș" University of Medicine and Pharmacy of Timișoara
- b) Standard abbreviated name(s): UMFT, UMFVBT
- c) Website: www.umft.ro
- d) Fiscal code: 4269215
- e) UMFVBT's days
- f) The UMFVBT logo, according to Attachment 1 to this regulation

Article 3

The UMFVBT is based in Timisoara, Eftimie Murgu Square no. 2, postal code 300041, Timiș county, Romania.

Article 4

(1) UMFVBT is an university institutionally accredited by the Romanian Agency for Quality Assurance in Higher Education (ARACIS), holding the following degree: High reliability degree.

(2) UMFVBT is a university focussed on education and scientific research according to the classification of universities determined by the Association of European Universities and the Order of the Ministry of Education, Research, Youth and Sport no. 5262/2011.

(3) UMFVBT is a public education and research institution integrated into the state higher education network. UMFVBT operates on the basis of the Romanian Constitution, the applicable laws in the field of education and other legal statutory regulations in force in Romania and in the European Union.

Article 5

UMFVBT has its own budget, consisting of public funds and extra-budgetary funds (own revenues).

Article 6

UMFVBT has its own patrimony, which is managed according to the laws in force.

Article 7

UMFVBT is an apolitical public institution and therefore, setting up and operation of political parties and other political formations as well as actions of political propaganda, religious propaganda, discrimination and activities that breach the general rules of morality and health and safety at work are strictly prohibited in the academic area.

Article 8

Based on the provisions of the University Charter and the laws in force, in order to optimize and streamline the activities carried out by the structures within the UMFVBT, various regulations approved by the UMFVBT Senate have been drawn up.

TITLE II

UMFVBT MANAGEMENT SYSTEM

Article 9

(1) UMFVBT operates based on the University Charter, which reflects the options of the university community.

(2) The mission of "Victor Babeș" University of Medicine and Pharmacy of Timișoara consists of training and improvement of qualified and highly qualified human resources in the healthcare field both in the country and abroad, as well as the promotion of medical and pharmaceutical scientific research, using the best medical training methods, properly tailoring the professional profile in medical education and research to the increasing demands of the labor market. UMFVBT especially aims to permanently contribute to improving the population's health and quality of life.

(3) The management of UMFVBT is done under the form of academic management and administrative management.

(4) The general principles governing the management of UMFVBT are:

- a) The principle of university autonomy;
- b) The principle of participatory management;
- c) The principle of efficiency and effectiveness;



- d) The principle of performance-based motivation;
- e) The principle of knowledge-based management;
- f) The principle of providing an outlined international size of the academic education and the scientific research.

Article 10

Organizational component:

(1) From a procedural point of view, the UMFVBT carries out activities that may be correlated to the following areas:

- a) Initial training - bachelor's degree, master's degree and doctoral cycles;
- b) Continuing education - residency and postgraduate courses of training and continuous vocational development;
- c) Scientific research;
- d) Academic and administrative management;
- e) Relations with the economic-social, domestic and international environment;
- f) Quality of education.

(2) From a structural and organizational perspective, these main activities are carried out at the level of specific organizational components of education and scientific research and management, as follows:

A Organizational components of education and scientific research

- a) Faculties;
- b) Doctoral schools;
- c) Departments;
- d) Academic disciplines;
- e) Scientific research centers and laboratories.

B Technical-administrative organizational components:

- a) Directorates;
- b) Services;
- c) Offices;
- d) Departments;
- e) Offices.

C Student organizations

- a) The Society of Medical Students of Timișoara (SSMT);
- b) Timișoara Dental Students Association (TDSA);
- c) League of Pharmacist Students of Timișoara (LSFT).

TITLE III

MANAGEMENT AT THE UNIVERSITY LEVEL

Article. 11

(1) The management structures at university level are:

- a) The Senate;
- b) the Board of Directors;
- c) The specialized (permanent) commissions of the Senate;
- d) The Council for doctoral studies (CSUD);

(2) All hierarchical relations of the structures within the university are described by the Organizational Structure of UMFVBT, an integral part of this regulation.

Article. 12 The University Senate

(1) The University Senate guarantees academic freedom and university autonomy, it represents the university community and it is the highest decision-making and deliberation body at the university level.

(2) The Senate is set up and operates based on the provisions of the UMFVBT Charter.

(3) The main duties, powers and responsibilities of the University Senate are regulated by the UMFVBT Charter.

(4) The Senate is composed of 75% teaching and research staff and 25% student representatives, all members being elected by universal, direct and secret votes.

(5) The University Senate elects, based on secret votes, a Chairman who shall then lead the meetings of the Senate and who shall represent the Senate in its relation with the Rector.

(6) The Senate meets on a regular basis, in ordinary sessions, according to a calendar presented at the beginning of the academic year.

(7) The Senate may be called on, upon the request of the University Rector or upon the request of at least 1/3 of the members of the Senate.

(8) The Senate operates on the basis of its own regulations.

(9) The meeting of the Senate is statutory if at least 2/3 of the members attend the meeting. Decisions shall be taken by a simple majority of the personally attending members.



Article. 13 Board of Directors

- (1) The Board of Directors is chaired by the Rector; it provides the operative management of the university and, at the same time, it applies the decisions made by the University Senate.
- (2) The structure as well as the main duties, powers and responsibilities of the Board of Directors are regulated by the UMFVBT Charter.
- (3) The members of the Board of Directors are appointed by the Rector (Vice-Rectors) and they are selected following a public competition (Deans).
- (4) The members of the Board of Directors, with the exception of the Rector, are validated by the UMFVBT Senate.
- (5) The decisions of the Board of Directors are enforceable for the Councils of the faculties and the Departments Councils as well as for the administrative and economic services of the University, and for the students, as well.
- (6) The Board of Directors has the duty to determine the responsibilities of the subordinate staff and to submit the results of each and every subordinate structure for the annual approval.
- (7) The mandates of the Board of Directors cover 4 years, according to the management contract signed by the Rector with the University Senate.
8. The Board of Directors acts following its own rules of procedure.

Article 14

The management functions at university level are:

- a) Rector;
- b) Vice-rectors:
 - Vice-rector responsible for education / teaching affairs;
 - Vice-rector responsible for scientific research;
 - Vice-rector responsible for academic development;
 - Vice-rector responsible for social-administrative affairs;
 - Vice-rector responsible for postgraduate studies and residency;
 - Vice-Rector for International Relations;
- c) General Administrative Director;
- d) CSUD Director;
- e) Doctoral school director;

Article 15

- (1) The rector is the legal representative of UMFVBT in relation to all third parties, he/she provides the executive management and he/she also acts as the authorizing officer of the university.
- (2) The main duties, powers and responsibilities of the UMFVBT Rector are regulated by the Regulations of the Board of Directors and by the Management Contract signed with the UMFVBT Senate.
- (3) The Rector runs the UMFVBT Board of Directors and he/she may call on the UMFVBT Senate.
- (4) Given that IOSUD identifies itself with UMFVBT, the Rector is also the legal president of IOSUD.
- (5) On an annual basis, the Rector puts for the University Senate's consideration a draft budget and presents its execution together with the annual report on the University status, which is a public document, duly submitted to the Ministry of Education and Scientific Research.
- (6) The rector has in his/her direct subordination the following structures within UMFVBT:
 - a) The General Administrative Directorate;
 - b) The General Secretariat of the University;
 - c) Internal prevention and protection service;
 - d) Career Counseling and Guidance Center;
 - e) The Rector's Office.
 - f) The Legal Office;
 - g) Public Internal Audit Department;
 - h) Internal Management Control Department;
 - i) Data protection department;
 - j) Entrepreneurship Service, Website Administration and e-learning platforms;
 - k) Entrepreneurial Consulting Council
 - l) "Pius Brânzeu" Laparoscopy and Microsurgery Center.

Article 16



(1) Vice-rectors carry out the duties and obligations determined by the Rector, they are full members of the Board of Directors and they may be granted the signature right, undertaking thus the full personal responsibility.

2. Vice-Rectors shall have the following areas of competences:

- a) Vice-rector responsible for education / teaching affairs- undergraduate, master's degree and academic assessment programs;
- b) Vice-rector responsible for scientific research - scientific research and management of grants and projects within UMFVBT;
- c) Vice-rector responsible for academic development - academic development, marketing and academic partnerships;
- d) Vice-rector responsible for social-administrative affairs- relations with the economic-social environment, dealing with the social, administrative activity and the relations with students;
- e) Vice-Rector responsible for postgraduate and residency studies - postgraduate education and continuous education, including residency traineeships.
- f) Vice-rector responsible for international relations - inter-institutional international relations, education / teaching - related aspects involving foreign students

Article 17

(1) The vice-rector responsible for education / teaching affairs coordinates the activity of the faculties and he/she is subordinated to the Department of Evaluation and Assurance of Educational Quality (DEACE) and the Department of Accreditation and Curricular Development.

(2) DEACE has as its main purpose the implementation of strategies and policies in the field of quality and it is primarily concerned with ensuring the quality of education and related activities, in accordance with the vision, mission and policy of UMFVBT.

(3) The Accreditation and Curricular Development Department is directly subordinated to the Vice-Rector responsible for education affairs, it is responsible for curricular development and accreditation / re-accreditation of study programs within UMFVBT, and it also operates in accordance with its own organization and functioning regulations.

(4) The vice-rector responsible for education / teaching affairs has the following main duties:

- a) coordinates, guides, controls and he/she is responsible for the entire teaching activity within "Victor Babeș" University of Medicine and Pharmacy of Timișoara;
- b) acts as the chairman of the Central Admissions Commission, respectively of the Central Undergraduate Committee;
- c) coordinates the procedures aimed to: establishing the educational offer; setting the tuition fee; organization and carrying out the admission contests; organization and carrying out the bachelor's degree exams; preparation and release of study documents; he/she determines the operational policies and working procedures at the departmental levels;
- d) coordinates the university programs, the teaching activities, the preparation and the amendment of the regulations regarding: the undergraduate university studies; the master's degree studies, together with the deanships of the faculties; drafting and updating of curricula and syllabi; implementing the transferable credit system (ECTS);
- e) coordinates the management of human resources regarding: the preparation of the relevant job descriptions for the teaching staff; organizing and carrying out the relevant competitions for teaching positions; assessment of the extent of teaching activities, the need for teaching staff and the expenses contracted by each and every faculty;
- f) coordinates the Evaluation and Quality Assurance Commission at the university level and submits the evaluation reports to the Board of Directors and the University Senate;
- g) coordinates the activity involving any updates of the Charter throughout the term of his/her office;
- h) coordinates the subordinate services and departments, in accordance with the organizational chart of the university, duly approved by the University Senate;
- i) he/she is responsible for the dissemination and proper enforcement of the relevant laws and regulations applicable to the field he / she coordinates;
- j) determines the working procedures at the level of the activity for which he/she is responsible;
- k) other duties duly assigned by the Rector.

Article 18

(1). The Vice-Rector responsible for scientific research shall coordinate, guide, control and shall be responsible for all scientific research activity, he/she shall coordinate the evaluation of the scientific performance of the teaching and research staff and he/she shall report directly to the Research and Grants Management Department and the Dissemination Support Department the results of the scientific research.

(2) The Grants Research and Management Department is directly subordinated to the Vice-Rector responsible for scientific research, it is responsible for coordinating the entire scientific research activity of the University and it also operates in accordance with its own organization and functioning regulations.



(3) The Department in charge of assisting the dissemination of the scientific research results is directly subordinated to the Vice-Rector responsible for scientific research, it organizes the support framework in terms of collecting, managing and analyzing data related to scientific research activity in UMFVBT and it provides the necessary support for disseminating scientific research results, such as the necessary support for editing the manuscripts, language correction or checking the compliance of manuscripts with the requirements imposed by the journal to be put forth for publication. The Department in charge of assisting the dissemination of the scientific research results shall operate in accordance with its own rules of organization and operation.

(4). The Vice-Rector in charge of scientific research shall have the following main duties:

- a) coordinates, guides, controls and basically manages the entire scientific research activity;
- b) coordinates all national and cross-border scientific research contracts, as well as those involving European non-reimbursable funds;
- c) logistically supports the organization of student scientific sessions;
- d) submits, on an annual basis, to the Board of Directors, a report on the status of the scientific research within the university;
- e) proposes relevant awards for the outstanding results in scientific research;
- f) approves the financing of articles and the submission of grants;
- g) coordinates the evaluation of the scientific performances of the teaching and research staff;
- h) puts forth the development strategy of the university focussing on:
 - i. the research activity based on contracts or micro-production;
 - ii. the grant-based research activity;
 - iii. the international scientific research activity;
 - iv. the activity of publications in international journals;
 - v. the activity of obtaining patents for inventions and innovations;
 - vi. the coordination activity of the research / excellence centers;
- i) he/she is responsible for the preparation and amendment of the regulations governing the scientific research activity of the university;
- j) he/she is responsible for the knowledge and correct application of the laws and regulations regarding the field he / she coordinates;
- k) he/she is responsible for reporting the scientific activity to CNATDCU, CNFIS;
- l) he/she determines the work procedures at the level of the activity for which he/she is responsible.
- m) he/she coordinates the subordinated services and departments, in accordance with the organizational chart of the university and duly approved by the University Senate;
- n) Other duties delegated by the Rector.

Article 19

(1) The vice-rector responsible for the academic development; he/she coordinates the entire development activities of the academic community of UMFVBT and he/she is subordinated to the Marketing Service and the Development Department.

(2) The Marketing Service is directly subordinated to the Vice-Rector responsible for academic development, it is responsible for the application of the marketing strategy of the university and it operates in accordance with its own organization and operation regulations.

(3) The Development Department is directly subordinated to the Vice-Rector responsible for academic development and to the General Administrative Director, it is responsible for the management of e-learning platforms at the level of academic disciplines, he/she is responsible for and manages the collection of books within the UMFVBT, it is responsible for the inventory and the management of all university assets and it operates in accordance with its own rules on organization and operation.

(4) The vice-rector responsible for academic development has the following main duties assigned:

- a) coordinates, guides, controls and manages the university image and the entire activity of professional guidance, representation and international relations;
- b) promotes the university image by preparing and disseminating relevant materials in Romanian and other modern languages in the country and abroad;
- c) puts for consideration the conclusion of certain agreements involving academic and scientific cooperation with universities from the country and abroad as well as the preparation of the necessary documents and information for this purpose;
- d) analyzes relevant affiliation possibilities of the university to various national and international bodies in the field of medical and pharmaceutical scientific education and research;
- e) manages bilateral agreements concluded with partner universities from abroad;
- f) coordinates the draft of the documents required for the students and professors to travel abroad and monitors their activity reports upon return;
- g) coordinates the activity involving the award of honorary titles for personalities from Romania and abroad;
- h) provides the dissemination of information on domestic and international scientific events;
- i) coordinates the activity of the Marketing Service and the Development Department;



j) he/she is responsible for the information and the correct implementation of the laws and regulations applicable to the field he / she coordinates;

k) determines the working procedures at the level of the activity for which he/she is responsible;

l) coordinates the subordinate services and departments, in accordance with the organizational chart of the university, duly approved by the University Senate;

m) other duties assigned by the Rector.

Article 20

1. The Vice-Rector responsible for social and administrative matters shall coordinate the work of the General Administration Directorate and the Council for extracurricular activities.

(2) The Council for extracurricular student activities is directly subordinated to the Vice-Rector in charge of the social and administrative affairs and provides the legal support for the organization of all extracurricular activities of students: scientific, cultural and / or sports activities.

3. The Vice-Rector in charge of dealing with the Social and Administrative Affairs shall have the following main duties:

a) coordinates the social administrative activities of the university together with the General Administrative Director;

b) coordinates the activities related to the accommodation of students within the dormitories;

c) coordinates the activity related to the grant of scholarships, scholarships of excellence, scholarships of merit, study scholarships and social grants;

d) evaluates the status of the university's patrimony and puts forth the necessary measures;

e) coordinates the Center for counseling and career guidance of students;

f) provides the participation of the university students in study and research internship programs in the country and abroad;

g) he/she is responsible for the information and proper implementation of the laws and regulations regarding the field he / she coordinates;

h) determines the working procedures at the level of the activity for which he/she is responsible;

i) coordinates the subordinated services and departments, in accordance with the organizational chart of the university, approved by the University Senate;

j) other duties duly assigned by the Rector.

Article 21

(1) The vice-rector responsible for postgraduate and residency studies coordinates the proper development and organization of the residency competitions and the postgraduate programs / courses and he/she coordinates the Victor Babeș Publishing House.

(2) Victor Babeș Publishing House is directly subordinated to the Vice-Rector responsible for postgraduate and residency studies, and its activity consists in editing, typing and correcting manuscripts, graphics and bureaucratic papers, but also in advising authors on choosing the appropriate collections to register their own works duly prepared for printing. Victor Babeș Publishing House operates in accordance with its own organization and operation regulations.

(3). The Vice-Rector responsible for postgraduate and residency studies shall have the following main duties:

a) coordinates, guides, controls and manages the entire activity of postgraduate studies and residency;

b) participates in the implementing the university's strategy and in determining the university's objectives throughout his/her mandate;

c) organizes the medical education for residency training;

d) organizes the residency entry contest (bibliography, topics, questions);

e) he/she is the chairman of the zonal residency commission and he/she is responsible for the activity of this commission;

f) proposes the residency coordinators to be duly endorsed by the Board of Directors;

g) together with DSP and the Ministry of Health, he/she coordinates the examinations of specialist physicians and consultant physicians;

h) coordinates the residency-based specialization for foreign citizens;

i) determines proper collaborations with the Public Health Directorate, the College of Physicians and Pharmacists and the Ministry of Health;

j) he/she is responsible for the harmonization of the residency curriculum and for the implementation of the scale of obligatory maneuvers, procedures, diagnostic and therapeutic techniques;

k) he/she is responsible for the information and proper implementation of the laws and regulations regarding postgraduate education and residency;

l) determines the working procedures at the level of the activity for which he/she is responsible;

m) he/she is responsible for the development of education for each specialty of residency;

n) coordinates the subordinated services and departments, in accordance with the organizational chart of the university, duly approved by the University Senate;

o) other duties assigned by the Rector.



Article 22

1. The Vice-Rector responsible for International Relations shall coordinate the proper implementation and organization of the process of enrollment to university studies and residency of foreign students. The Vice-Rector coordinates the **Office of International Relations, the Development Directorate for Europe, the Development Directorate for Central Asia, the Development Directorate for Israel and Middle East, Development Directorate for the former Soviet Republics, the Alumni and Maghreb Development Directorate, the Erasmus + Development Directorate.**

(2) The Vice-Rector responsible for the International Relations has the following main duties:

- a) puts forth the conclusion of certain agreements of academic and scientific cooperation with universities from the country and abroad;
- b) analyzes the possibilities of affiliation of the University to the internal and international bodies in the field of education;
- c) manages the international trips of the teaching staff and the students and supervises their activity reports on their return home;
- d) coordinates and **manages the ERASMUS + program;**
- e) manages bilateral agreements concluded with partner universities from abroad;
- f) **works together with the Marketing Service in relation to the activity of awarding honorary titles for outstanding personalities from abroad;**
- g) he/she is responsible for the information and proper implementation of the incident laws and regulations in force;
- h) **provides the proper management of the admission process on the self-funded seats (using foreign currency) of the students from the European Union, EEA, the Swiss Confederation and any other third countries, as well as the admission of the Romanian everywhere;**
- i) **provides the management of the admission of foreign scholarship holders of the Romanian state;**
- j) contributes to the promotion of UMFVBT as a higher education institution on the international academic market by starting up, carrying out and implementing international marketing activities (**in collaboration with the Marketing Service**);
- k) determines the working procedures at the level of the activity for which he/she is responsible;
- l) coordinates the subordinate services and departments, in accordance with the organizational chart of the university, duly approved by the University Senate;
- m) **prepares the strategy of internationalization of the vice-rectorate, as an integral part of the institutional strategy;**
- n) **cooperates with other vice-rectorates in the process of international accreditation of the university;**
- o) other duties duly assigned by the Rector.

Article 23

(1) The General Administrative Director is directly subordinated to the Rector and he/she is a full member of the Board of Directors.

(2) The General Administrative Director may be appointed by the Rector to continue his / her activity for a new term, or the Rector may organize a competition for the election of a new Administrative General Director with the participation of a representative from the Ministry of Education and Research in the relevant examination board.

(3) The General Administrative Director is responsible for the subordinated structures organized as General Administrative Directorate.

(4). The General Administrative Director shall have the following main duties:

- controls the enforcement of decisions by the subordinate administrative services;
- cooperates with the Chief Accountant in the execution of the university budget;
- prepares the decisions of the rector on the administrative line;
- implements the decisions in its area of competence;
- participates in the strategic management of the university;
- coordinates the activities of administrative structures;
- pursues the management of the university's assets,
- monitors and manages the human resource within the university;
- plans and implements systems to evaluate and monitor the administrative activity;
- aims at drawing up and updating the working procedures for the administrative staff of the university;
- undertakes actions to obtain additional financial resources by procuring the university's own revenues deriving from leasing the available space and by providing authorized services;
- based on the rector's decision, he/she may delegate part or all his/her duties to another person over the time he/she is absent from the university;
- implements the decisions made by the university's academic authorities regarding the administration matters;
- guarantees the use of the locations and the security of the university area;
- he/she is responsible for the information and proper implementation of the laws and regulations regarding the field he / she coordinates;
- coordinates the subordinated services and departments, in accordance with the organizational chart of the university, duly approved by the University Senate;



- other tasks assigned by the Rector.

Article 24

- (1) The CSUD Director is a member of the Board of Directors and this position is assimilated to the position of Vice-Rector.
- (2) He/she is responsible for the field of doctoral university studies.
- (3) He/she is responsible for the information and proper implementation of the laws and regulations regarding the field he / she coordinates.
- (4) The CSUD Director coordinates the Doctoral School Office.
- (5). The CSUD Director shall have the following main duties:
 - a) Represents CSUD in relation to any entity in the country and abroad;
 - b) Presents for the CSUD approval:
 - i. regulations, methodologies and procedures regarding the organization and operation of Doctoral Schools;
 - ii. study contracts entered into by and between the doctoral students and IOSUD;
 - iii. the budget and the budget execution of IOSUD;
 - iv. enrollment and expulsion orders of doctoral students;
 - v. the annual activity reports of the Doctoral Schools;
 - vi. The position lists outlining the teaching and research staff affiliated to the Doctoral Schools;
 - vii. the CSUD annual report.
 - c) Coordinates the preparation of the annual activity report of CSUD and submits it to the UMFVBT Senate;
 - d) Responsible for the approval and endorsement of:
 - i. requests for interruption of doctoral studies (for good reasons and with the consent of the doctoral coordinator);
 - ii. applications for withdrawal from doctoral programs;
 - iii. grace periods for defending doctoral theses;
 - iv. monthly schedules for the doctoral students to receive the relevant scholarships.
 - e) He/she is responsible for the field of doctoral studies, according to the provisions of the Code of doctoral studies and the Institutional Regulation for the organization and carrying out the doctoral study programs;
 - f) Responsible for the preparation and any amendments brought to the regulations governing the activity of the Council of Doctoral Studies;
 - g) Responsible for the information and proper implementation of the laws and regulations regarding the field he / she coordinates;
 - h) determines the working procedures at the level of the activity for which he/she is responsible;
 - i) Coordinates the subordinated services and departments, in accordance with the organizational chart of the university, approved by the University Senate;
 - j) Other duties assigned by the Rector.

Article 25

The executive positions within the Organizational Structure, subordinated to the Rector, Vice-Rectors and the General Administrative Director are assessed on an annual basis to ensure the quality of university services and to analyze the proper manner to execute the management contracts undertaken by the Rector.

Article 26

The following departments are operating within the organizational structure of the University:

A. The Department of Evaluation and Assurance of Educational Quality (DEACE) is a University structure that operates according to the national regulations in the field and based on a proper organization and operation regulation.

(1) DEACE is subordinated to the Vice-Rector responsible for educational / didactic affairs and who submits, on a regular basis, to the Rector and the Board of Directors, relevant analyzes regarding the manner of carrying out the specific activities.

Duties:

- a) determines the indices of annual assessment of the teaching staff, the self-evaluation of the professors, the teach staff assessment by the students and the annual reporting of the didactic and scientific performances of the teaching staff;
- b) prepares relevant strategies, regulations and procedures for quality assurance regarding: starting up, monitoring and reviewing the study programs, procedures used to evaluate the learning outcomes, procedures used to periodically assess the quality of teachers' activity;
- c) puts forth relevant measures to improve the quality of teaching as well as the learning and evaluation programs and activities;



- d) involves students in quality assurance activities;
- e) participates in the activities of external evaluation of the quality of education that refer to the institutional capacity, the educational effectiveness, the quality management, the quality of the study programs that are provided;
- f) provides the transparency of quality assurance information;
- g) collaborates permanently with the Commissions for Evaluation and Assurance of Educational Quality (CEACE) on faculties;
- h) provides reasonable advices on the preparation of self-assessment reports of the study programs;
- i) manages the quality-related information and the documents of the System of Evaluation and Assurance of the Educational Quality within the University..

B. Doctoral schools are organizational structures that organize and carry out doctoral study programs.

(1) Within the structure of a higher education institution, a doctoral school has the same rank as that of a department and may organize research centers or laboratories that operate as revenue and expenditure units within the university.

(2) The doctoral school is run by a Director of the doctoral school and by the Doctoral School Council. The doctoral school director is assimilated to the department director, and the doctoral school council is assimilated to the department council.

(3) The doctoral school council has the following duties:

- a) preparation of the Regulations governing the doctoral school;
- b) making decisions regarding the grant or revocation of the membership of the doctoral school to certain doctoral coordinators;
- c) enrolment and expulsion of doctoral students, upon the proposal of doctoral coordinators, members of the doctoral school.

(5) The doctoral school director is appointed according to the Code of University Doctoral Studies and has the following duties:

- a) leads the meetings of the Doctoral School Council;
- b) implements the decisions made by the Doctoral School Council;
- c) approves the recognition of doctoral or scientific research internships carried out in the country or abroad;
- d) approves interruptions of doctoral studies in accordance with the laws and the regulation adopted by the Doctoral School Council;
- e) puts for the Doctoral School Council's consideration the approval of the doctoral training curriculum and the afferent research program;
- f) represents the Doctoral School in the relations with other structures of the University or with third parties;
- g) he/she is responsible for the information and proper implementation of the incident laws in force.

TITLE IV

MANAGEMENT AT THE FACULTY, DEPARTMENT AND DIRECTORATE LEVELS

Chapter 1. ACADEMIC MANAGEMENT

Article 27

(1) The faculty represents the functional unit that prepares and manages the applicable study programs. The faculty corresponds to one or more fields of science.

(2) The faculty is set up, organized or dissolved upon the proposal and based on the approval of the University Senate, under a valid decision of the Government.

(3) The program / programs of studies within the faculty is/ are subject to the quality assurance and accreditation requirements, according to the laws in force.

(4) Within UMFVBT, there are 3 faculties operating in the healthcare field:

- a) Faculty of Medicine;
- b) Faculty of Dentistry;
- c) Faculty of Pharmacy;

(5) The faculties are organized by departments. Within the faculties and departments, the research activity is carried out in research centers or laboratories.

(6) The faculty is represented by the Dean.

Article 28

(1) The faculty is deliberately run by the Faculty Council.

(2) The Faculty Council is composed of no more than 75% teachers and researchers and no less than 25% students.

(3) The term of office of the members of the Faculty Council covers 4 years.

(4) The Faculty Council ceases its activity and it is legally dissolved upon the expiry of the mandate, upon the dissolution of the Faculty or following the organisation of extraordinary elections, in accordance with the law.



- (5) The meetings of the Faculty Council are chaired by the Dean representing the Faculty.
- (6) The department director is a full member of the Faculty Council.
- (7) The representative of the Union or the representative / representatives of the employees, as the case may be, may participate in the meeting of the Faculty Council, as guests only when issues that require social dialogue are approached.
- (8) The duties of the Faculty Council are regulated by the UMFVBT Charter and the laws in force.

Article 29

- (1) The faculty is executively run by a dean and by vice-deans.
- (2) The dean represents the faculty in the relationship with third parties and he/she is responsible for its management and administration.
- (3) The Dean acts as the Chairman of the Faculty Council and he/she is a full member of the Board of Directors of UMFVBT.
- (4) The Dean is responsible for the management and administration of the Faculty, he/she represents the Faculty in relations with other faculties and third parties as well as with any national and international organizations.
- (5) The Dean is accountable to the University Senate, together with the directors of the departments and the Rector, for the proper organisation of the competitions for the vacant teaching-staff positions, provided that the standards of quality, university ethics and the legal provisions in force are strictly abided by.
- (6) The Dean's duties are regulated under the UMFVBT Charter and the laws in force and consist of:
 - a) proposes the structure, the Regulation of organization and operation of the Faculty for the valid approval to the Faculty Council;
 - b) monitors and he/she is responsible for the fulfillment of the clearly determined objectives regarding:
 - i. the academic and administrative structure of the Faculty;
 - ii. the educational offer and curricula for undergraduate and master's degree courses;
 - iii. regular accreditation of study programs and research centers, as appropriate;
 - c) implements the decisions made by the Rector, the Board of Directors, the University Senate and he/she is responsible for their fulfillment within the Faculty;
 - d) coordinates the entire teaching process at Faculty level;
 - e) upon the proposal of the heads of the academic discipline, revises the curricula of the study programs carried out within the Faculty;
 - f) verifies and signs the curricula, the job descriptions, the study contracts, the diploma supplements, the diplomas and the certificates, as well as any other documents regarding the current activity of the Faculty;
 - g) he/she is responsible for organizing the bachelor's degree and dissertation exams;
 - h) he/she may cancel the results of an examination or assessment under the provisions of the University Charter, when it is proved that such results were obtained fraudulently or in breach of the code of ethics and university deontology. In these cases, he/she may order the reorganization of the examination;
 - i) he/she compiles with and puts forth the approval of the Faculty Council, the individual job description for vice-deans and the department directors;
 - j) he/she fulfills any other duties determined by the Senate, the Board of Directors, the Rector or the Faculty Council.

(1) A faculty may have one or more Vice-Deans, depending on the number of departments and the size of its own university community. The duties of vice deans are determined by the dean and correspond to the following areas:

- a) continuing education and training;
- b) scientific research, development and innovation;
- c) the relationship with the students and the economic & social environment.

(2) The Vice-Dean may replace the Dean, upon his/her delegation or in his/her absence, in the relations with the University, with other faculties, institutions or bodies, as well as with the natural entities.

(3) The Vice-Dean fulfills any other duties decided by the Faculty Council or by the Dean of the Faculty, duties deriving from the internal regulations of UMFVBT and from the laws in force.

Article 30

- (1) The department is the functional academic unit that ensures the production, transmission and capitalization of knowledge in one or more specialized fields.
- (2) The departments are composed of closely related disciplines in terms of the content of teaching activities, study courses, the scientific research and the services that are being rendered.
- (3) The department is set up, operates, it is reorganized or dissolved, under decision of the University Senate, upon the proposal of the Faculty Council where it operates.



(4) The Department may have in its structure certain research centers, postgraduate schools, laboratories, consultancy centers that operate as income and expenditure units within the University in compliance with the laws in force.

(5) The deliberative management is provided by the Department Council, while the executive management is supplied by the Department Director.

(6) The repartition of departments and academic disciplines by faculties within the UMFVBT is as follows:

a) Faculty of Medicine:

1. Department I: Anatomy and Embryology.
 - 1.1. Discipline: Anatomy-Embryology.
2. Department II: Microscopic Morphology.
 - 2.1. Discipline: Histology
 - 2.2. Discipline: Morphopathology
 - 2.3. Discipline: Medical Genetic
 - 2.4. Discipline: Cellular and Molecular Biology
 - 2.5. Discipline: Communication
3. Department III: Functional Sciences
 - 3.1. Discipline: Physiology
 - 3.2. Discipline: Pathophysiology
 - 3.3. Discipline: Immunology, Allergology and Biology
 - 3.4. Discipline: Medical Biophysics
 - 3.5. Discipline: Medical Informatics and Biostatistics
 - 3.6. Discipline: Public Health and Health Management
4. Department IV: Biochemistry and Pharmacology
 - 4.1. Discipline: Biochemistry
 - 4.2. Discipline: Pharmacology
5. Department V: Internal Medicine I
 - 5.1. Discipline: Medical Semiology I
 - 5.2. Discipline: Medical Semiology II
 - 5.3. Occupational medicine
 - 5.4. Hematology
 - 5.5. Internal Medicine IV (CFR)
 - 5.6. Clinical skills
6. Department VI: Cardiology
 - 6.1. Outpatient internal medicine, cardiovascular prevention and recovery
 - 6.2. Cardiology II
 - 6.3. Cardiovascular Surgery
7. Department VII: Internal Medicine II
 - 7.1. Internal Medicine III
 - 7.2. Cardiology I
 - 7.3. Nephrology
 - 7.4. Endocrinology
 - 7.5. Gastroenterology
8. Department VIII: Neurosciences
 - 8.1. Neurology
 - 8.2. Neurosurgery
 - 8.3. Psychiatry
 - 8.4. Pedopsychiatry
 - 8.5. Psychology
 - 8.6. Forensic Medicine, Bioethics, Deontology and Medical Law
 - 8.7. Philosophy
9. Department IX: Surgery I
 - 9.1. Surgical Semiology I and Thoracic Surgery
 - 9.2. Surgical Semiology II
 - 9.3. Oncology
 - 9.4. E.N.T.
 - 9.5. Ophthalmology
 - 9.6. Emergency
10. Department X: Surgery II
 - 10.1. Surgery I
 - 10.2. Surgery II
 - 10.3. Surgery III (CFR)
 - 10.4. Surgical Emergencies



- 10.5. Microsurgery, Vascular Surgery and Scientific Research Methodology
- 10.6. Plastic Surgery
- 10.7. A.T.I.
- 11. Department XI: Pediatrics
 - 11.1. Pediatrics I
 - 11.2. Pediatrics II
 - 11.3. Pediatrics III
 - 11.4. Pediatric surgery
- 12. Department XII: Obstetrics-Gynaecology
 - 12.1. Obstetrics-Gynaecology I
 - 12.2. Obstetrics-Gynaecology II
 - 12.3. Obstetrics-Gynaecology III
 - 12.4. Neonatology and Childcare
- 13. Department XIII: Infectious Diseases
 - 13.1. Infectious Diseases I
 - 13.2. Infectious Diseases II
 - 13.3. Epidemiology
 - 13.4. Pneumology
 - 13.5. Parasitology
- 14. Department XIV: Microbiology
 - 14.1. Microbiology
 - 14.2. Hygiene
 - 14.3. Dermatology
- 15. Department XV: Orthopedics-Traumatology, Urology and Medical Imaging
 - 15.1. Orthopedics-Traumatology I
 - 15.2. Orthopedics-Traumatology II
 - 15.3. Orthopedics-Traumatology III
 - 15.4. Urology
 - 15.5. Radiology and Medical Imaging
- 16. Department XVI: Balneology, Medical Recovery and Rheumatology
 - 16.1. Medical Recovery
 - 16.2. Physical Medicine and Balneology
 - 16.3. Family Medicine
 - 16.4. Physical Education
 - 16.5. Modern languages and Romanian
- b) Faculty of Dentistry:
 - 1. Department I
 - 1.1. Preventive, Community Dentistry and Oral Health
 - 1.2. Management, Legislation and Communication in Dentistry
 - 1.3. Dental Materials Technology
 - 1.4. Oral Rehabilitation (Dental technique)
 - 1.5. Dental Prosthesis Technology (Dental technique)
 - 1.6. Propaedeutics and Dental Materials
 - 1.7. Oral Pathology
 - 1.8. Oro-Dental Diagnosis and Ergonomics
 - 1.9. Periodontology
 - 2. Department II
 - 2.1. Oro-Maxillofacial Surgery
 - 2.2. Dento-Alveolar Surgery
 - 2.3. Radiology and General and Dentomaxillary Medical Imaging
 - 2.4. Orthodontics
 - 2.5. Pedodontics
 - 2.6. Dento-Facial Aesthetics
 - 2.7. Oral Rehabilitation and Emergencies in Dentistry
 - 3. Department III
 - 3.1. Odontotherapy-Endodontics
 - 3.2. Prosthetic Dentistry
 - 3.3. Occlusion
 - 3.4. Prosthetic Rehabilitation and Implants
- c) Faculty of Pharmacy:
 - 1. Department I
 - 1.1. Pharmaceutical Botany



- 1.2. General and Inorganic Chemistry
- 1.3. Analytical Chemistry
- 1.4. Organic Chemistry
- 1.5. Pharmaceutical Physics
- 1.6. Physical Chemistry
- 1.7. Anatomy, Physiology, Pathophysiology
- 1.8. Drug analysis, Environmental and Food Chemistry, Laws, Management and Pharmaceutical Marketing

- 1.1. Dermato-Pharmacy and Cosmetology.

2. Department II

- 2.1. Pharmaceutical Technology
- 2.2. Pharmaceutical Chemistry, Pharmacology - Clinical Pharmacy
- 2.3. Pharmacognosy
- 2.4. Toxicology, Drug Industry and Pharmaceutical Biotechnology

Article 31

(1) The department council provides the completion of the managerial plan coordinated by the department director and it has 5 members, including the department director who is a full member of the department council.

a) Each discipline / group of related disciplines will have at least one representative in the department council.

b) The members of the department council are elected by universal, direct, secret, equal and free vote cast by all tenured teaching and research staff who are part of that particular department, in compliance with the principle of representativeness.

(2) The department council, assists the department director in the operative management and it is composed of the representatives of all component disciplines.

(3) The department council meets in regular meetings, the debates from the meetings are entered into relevant minutes, which are signed by all members of the department council and by the person who drafted the minutes and which are then archived.

(4) The department council has the following duties:

a) defines the mission, objectives and strategy of the department in accordance with the mission, objectives and strategy of the Faculty and / or the University;

b) is responsible for the harmonization of teaching and research activities at the level of the component disciplines;

c) performs the regular evaluation of the didactic, research and professional activities in the department and identified the relevant corrective measures;

d) compiles the function lists of the department in accordance with the procedures approved at University level;

e) may propose the modification of the curricula;

f) centralizes and submits for approval to the Faculty Council the proposals for putting up for competition the vacant teaching positions, filed at the level of the academic discipline;

g) make proposals to set up relevant commissions for the vacant teaching positions put up for competition;

h) approves the content of the topics and the bibliography required during the contests for filling in the vacant teaching positions;

i) centralizes and submits for approval to the Faculty Council, the proposals regarding the organization of postgraduate courses at the level of disciplines or at the level of the department;

j) selects the persons who are to be employed as associate professors for carrying out the hourly paid teaching activities within the department;

k) makes proposals for the endowment with didactic materials and equipment necessary for the disciplines within the department;

l) approves the setting up and operation of research units and laboratories;

m) makes proposals for starting up a series of income-generating activities;

n) may organize scientific events;

o) prepares an annual activity report;

p) informs the members of the department about the decisions adopted by the managerial structures of the University and the Faculty.

q) evaluates and approves the files of the candidates who apply to carry out hourly / cumulative teaching activities based on the proposals of the heads of the academic discipline and the Methodology for occupying and paying the reserved, vacant or temporarily vacant teaching positions by hourly / cumulative payment, under the legal provisions in force.

Article 32.



- (1) The department director provides the administration and the executive management at the department level. He/she is a member of the Faculty Council and he/she implements the decisions of the Faculty Council, the Board of Directors and the Senate.
- (2) The department director is elected by universal, direct and secret vote cast by all full members of the department, and he/she represents the department in relations with third parties.
- (3) The department director is directly responsible for:
 - a) job descriptions - checking the correctness of the preparation, centralization and forwarding thereof to the university managing board;
 - b) curricula - checking the implementation, updating and harmonization of the subject curricula;
 - c) research and quality management - evaluation and quality assurance of the educational and research process;
 - d) financial management at the department level - within the limits of the competencies established by the University Charter.
- (4) He/she proposes relevant job openings for the teaching positions, drawing up a report duly endorsed by the Department Council with jurisdiction over the vacant position.
- (5) Centralizes and submits for approval to the Faculty Council the list of selected persons to carry out teaching activities which are to be remunerated on an hourly basis.
- (6) Approves and guarantees the transmission of the monthly collective attendance sheets for the full-time teaching staff and for the associated teaching staff, as well as the Attendance Note;
- (7) He/she is responsible for the observance of the schedules afferent to the teaching activities.
- (8) Submits to the faculty management the requests of the department regarding investments, repairs and acquisitions.
- (9) Convenes and leads the meetings of the Department Council.
- (10) Fills in the individual professional evaluation form for the heads of disciplines.
- (11) Proposes disciplinary sanctions, in case of violations, according to the laws in force.
- (12) Responsible for the preparation and presentation of the annual report of the Department Council.

Article 33

- (1) The discipline is the basic structural and functional unit of the department organized within the Faculty.
- (2) The discipline represents a working group, composed of teaching staff and, as the case may be, auxiliary teaching and research staff,
- (3) At the level of the academic discipline, the following activities are carried out:
 - a) teaching activities: courses, practical works, internships, seminars for university and postgraduate studies, in accordance with curricula and the relevant job descriptions;
 - b) research activities, in accordance with research plans and contracts;
 - c) administrative activities, in accordance with the job description of each position;
 - d) clinical activities, where applicable.
- (4) Each discipline is responsible for the management of activities specific to one or more subjects outlined by the curriculum.
- (5) Each discipline is coordinated by a head of discipline.

Article 34

- (1) The head of discipline is accountable to the Department Director, the Faculty Council and the Dean for the quality of the entire activity of the discipline; furthermore, he/she is bound to implement the laws and decisions adopted by the Senate, the Board of Directors, the Faculty Council, the Department Council and the Department Director.
- (2) The capacity to act as a head of discipline does not represent a managerial function within the meaning of the Law no. 1/2011, updated.
- (3) The head of discipline is nominated in the meeting of the discipline team.
- (4) The tenured professor with the highest didactic degree within the discipline shall be nominated to act as the head of the discipline.
- (5) If within the discipline there are two or more professors with the highest degree, the head of the discipline shall be elected by the members of the discipline team, by universal, direct and secret vote, cast in the meeting of the discipline team, once every 4 years, in compliance with the provisions of the electoral regulations in force.
- (6) In the case of the department with a single discipline, the elected department director shall also fulfill the duties of the head of discipline.
- (7) The head of discipline is validated by the university senate and he/she is appointed by the decision of the rector.
- (8) The head of discipline has the following duties:
 - a) calls and leads the meetings of the discipline team, organizes, coordinates and controls the didactic, research and medical assistance activity and he/she is responsible for the quality thereof;
 - b) determines the duties of each and every professor of the discipline, enters such duties into the individual job description and oversees the proper discharge thereof;
 - c) assesses, on an annual basis, the activity of the discipline staff;
 - d) certifies the presence of the staff at work by drawing up the Collective Attendance Sheet for the full and associated teaching staff, as well as the Attendance Note;



- e) prepares, updates and proposes for approval purposes, to the Department Council, the relevant syllabi of the subjects managed by the discipline;
 - f) he/she is responsible for the harmonization, updating and implementation of the curriculum of the discipline taught in a certain study program, in all series and regardless of the language of instruction, as well as the editing of a unitary bibliographic material that is to be made available to students and used for preparation of the multiple-choice tests;
 - g) he/she is directly responsible for guiding the residents' activity, where applicable;
 - h) draws up the discipline's position lists in accordance with the procedures clearly defined at the University level and with the consultation of the members of the discipline;
 - i) proposes relevant contests for occupying the vacant teaching positions, in accordance with the discipline development strategy.
 - j) proposes the list of tenured teachers, which are of paramount importance for carrying out the teaching activity under the hourly payment regime, with their selection according to the hierarchy criteria set out by the Methodology for filling and paying reserved, vacant or temporarily vacant teaching positions, by hourly / cumulative payments, and in accordance with their proven teaching competence;
 - k) approves the bachelor's degree theses prepared at the level of the discipline;
 - l) coordinates the activity of student scientific circles at the level of the discipline;
 - m) presents, to the Faculty management, the discipline's requests regarding investments, repairs and acquisitions and he/she is responsible for the proper management of the material base of the discipline;
 - n) represents the discipline in the relations with other disciplines, the administrative structures and the hierarchically superior units;
 - o) fulfills any other duties that are assigned under the decisions of the hierarchically superior management structures.
- (9) The head of discipline, appointed under the decision of the rector according to the procedure provided by par. (4), may be revoked upon the proposal of the Department Director or upon the proposal of the Dean, with the approval of the Faculty Council and with the validation of the University Senate. The revocation is made by the decision of the rector.
- (10) The head of discipline, appointed under decision of the rector according to the procedure provided for by par. (5), may be revoked by the vote of at least two thirds of the voting members within the discipline. The vote is validated by the University Senate, and the revocation is completed under the rector's decision.

Chapter 2. ADMINISTRATIVE MANAGEMENT

Article 35

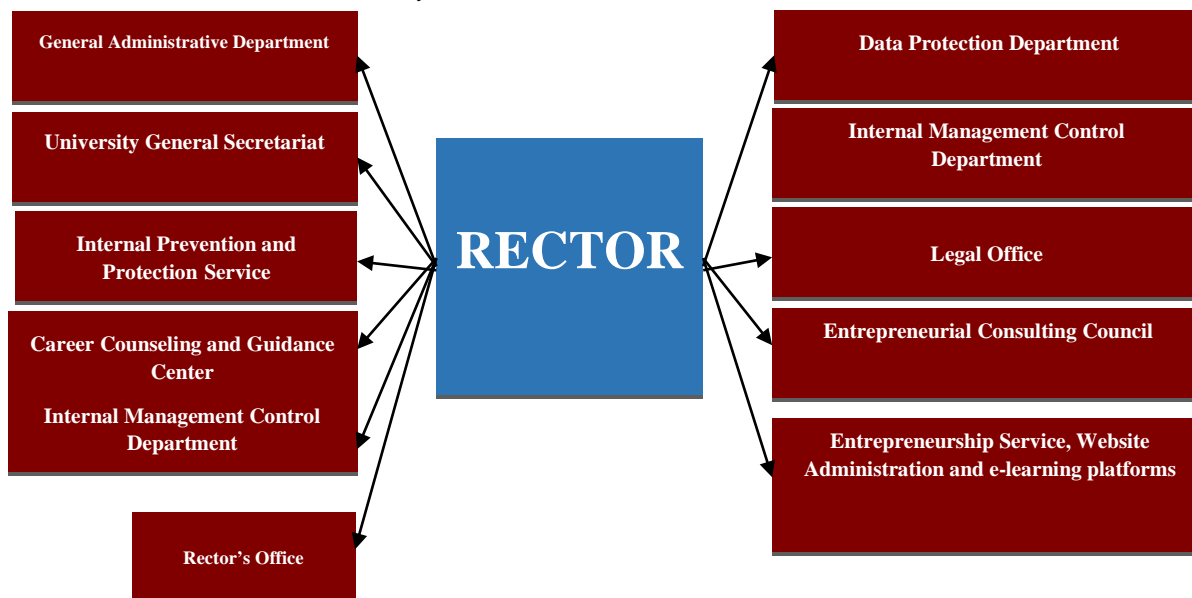
- (1) The general administrative director runs the administrative structure, he/she is directly subordinated to the Rector and he/she is a member of the Board of Directors.
- (2) The structural organization includes departments, services, offices, compartments and other forms of organizational structures.
3. The administrative organizational structures shall be responsible for carrying out the following joint activities:
- a) Preparation and drafting of proposals for substantiating the annual budget;
 - b) Monitoring the compliance of the budget with the approved limits;
 - c) Drafting of relevant proposals for substantiating the Annual Procurement Plan;
 - d) Preparation of documents regarding the organisation of public procurement procedures;
 - e) Implementation and development of internal / managerial control at the level of the organizational structure, as well as the risk management;
 - f) Preparation of regulatory documents specific to the coordinated field (regulations, methodologies) and drafting of documentations specific to the internal / managerial control system (operational procedures, risk register, self-assessment questionnaires, etc.);
 - g) Updating the web page of the department / directorate with information on the activities that have been carried out;
 - h) Preservation and transmission of the documents duly generated and owned to the UMFVBT Archive.
- (4) Each administrative structure is responsible for organizing and carrying out certain specific activities / processes. The activities / processes are analyzed, defined, delimited, grouped and assigned to the organizational structures by observing the provisions applicable to the internal / managerial control. In the case of transversal activities / processes, there shall be designated the relevant coordinating department (the department that organizes and controls the activity / process).
- (5) For each and every of these activities / processes, at the level of all organizational structures, the officers responsible for activities / processes shall be duly nominated. The officers in charge of activities / processes have, in addition to the specific duties afferent to the positions held, certain duties involving the analysis and improvement of that particular activity / process, preparation/ revision of the afferent operational procedure, duties regarding the risk management (identification, analysis, evaluation, control) and preparation of a risk -related ledger.
- (6) The nomination of the persons holding the duties specified by par. (5) is made under the decision of the Rector, upon the proposal of the leaders of the organizational structures directly subordinated to the Rector and to the General Administrative Director.

A. Organizational structures directly subordinated to the Rector:

- a) General Administrative Directorate



- b) Internal Prevention and Protection Service;
- c) Public Internal Audit Department;
- d) The Legal Office;
- e) Career Counseling and Guidance Center;
- f) The Rector's Office;
- g) Internal Management Control Department;
- h) Data Protection Department;
- i) Entrepreneurial Consulting Council;
- j) Entrepreneurship Service, Website Administration and e-learning platforms
- k) The General Secretariat of the University;



Art. 36 Internal Public Audit Department

(1) The public internal audit activity is carried out on the basis of an annual audit plan, prepared by the auditor, approved by the Rector of the University and by the Audit Service within MENCS; a copy of this document is submitted to the Audit Service of MENCS.

(2) The internal public audit is carried out and targets all activities carried out within UMFVBT, concerning the generation and use of public funds, as well as the administration of the public patrimony.

(3). The following shall be subject to audit, in particular:

- a) the quality of the financial management and the financial control systems, in accordance with the standards of legality, regularity, economy, efficiency and effectiveness;
- b) the budgetary and legal commitments from which derive, directly or indirectly, the payment obligations contracted from all sources of income of the University, including the community funds;
- c) payments undertaken via the budgetary and legal commitments, including those deriving from the Community funds;
- d) sale, pledge, concession or lease of assets deriving from the patrimony of UMFVBT;
- e) human resources management;
- f) the way in which the preventive financial control is organized and carried out;

(4) The Public Internal Audit Department has the following duties:

- a) Preparation of the draft of the annual public internal audit plan;
- b) Carrying out of public internal audit activities, in order to assess whether the financial management and control systems are transparent and comply with the rules of legality, regularity, economy, efficiency and effectiveness;
- c) Informing MECȘ about the recommendations which have not been adopted by the Rector, as well as about the consequences of such actions;
- d) Preparation of regular reports on the findings, conclusions and recommendations resulting from this audit activities;
- e) Drafting of annual reports regarding the public internal audit activity;
- f) Informing the Rector where certain irregularities or possible damages are identified;

(5) The audit activity is completed by audit reports, which are subject to the approval of the Rector and the endorsement of the Senate.

(6) The results of the audit activity are presented annually to the Audit Service of MECȘ, via annual reports or upon the request of this Service.

Article. 37

- 1) The legal office fulfills specific duties via the Legal Adviser subordinated to the Rector.



(2) While carrying out his/her legal activity, the Legal Adviser fulfills the following duties:

- a) ensures the representation of the legitimate interests of the University before the courts;
- b) grants the legality notice for the actions expressly provided by law, issued by the University;
- c) provides legal advice and assistance, upon the request of departments, services, offices, functional departments within the University;
- d) ensures the specialized consultancy regarding the organization of public auctions;
- e) approves the legality of the contracts that involve relevant funds deriving from the University budget (procurement contracts, service contracts, rental contracts, contracts with electricity, water, gas suppliers, etc.);
- f) approves the competition files for filling the vacant teaching positions;
- g) institutes legal actions for the recovery of the University's receivables;
- h) transmission of the enforceable title obtained under the court decisions in order to carry out the debt recovery procedure at the Financial-Accounting Service.

Article 38

1. The Career Counseling and Guidance Center shall be administratively subordinated to the Rector, it shall be run by a Director and shall have the following duties assigned:

- a) information, guidance and counseling of high school senior students by offering the following services:
 - 1) educational and vocational counseling;
 - 2) counseling and psychological evaluation;
 - 3) career counseling;
 - 4) preparation of materials for information, guidance and counseling purposes.
- b) actions related to increasing the degree of insertion on the labor market of university students and graduates, by providing the following services:
 - 1) employment portfolio preparation sessions, simulating the employment interviews;
 - 2) organizing company presentations;
 - 3) training sessions for the development of students' transversal competencies;
 - 4) performing regular studies and analyzes on university dropout, integrating graduates into the labor market, the impact of counseling and career guidance services, as well as proposing measures to improve such aspects;
 - 5) preparation and implementation of specific tools in order to monitor the insertion onto the labor market;
 - 6) participation in activities organized by students.
- c) informing and advising students on the educational and occupational routes available within the university curriculum, the system of transferable credits at university level, in accordance with the National Register of Qualifications in Higher Education and the National Qualifications Framework, via specific means such as presentation sessions, like "open days", educational fairs, thematic visits, etc .;
- d) informing and advising students on educational and occupational routes within higher education institutions, for higher education cycles.

Article 39

(1) The Rector's Office has the following duties:

- a) manages the business correspondence addressed to the managing board of the university;
- b) provides the interface between the Rector, vice-rectors and other services within UMFVBT and other universities and institutions;
- c) schedules and organizes the hearings.

Article 40

The main duties of the Internal Management Control Department are as follows:

- a) provides the methodological support to implement, in a unitary way, the standards of the internal managerial control system at the level of each organizational structure within the university;
- b) prepares the documentation on the internal managerial control system at a centralized level, based on the documents generated to that effect by all university structures;
- c) facilitates the preparation of the Program for the Development of the University Managerial Control System, a program which includes: objectives, actions, responsibilities, deadlines and other measures necessary for the development of the managerial control system, in accordance with legal regulations and objectives outlined by the Rector's Managerial Plan;
- d) provides the methodological guidance, coordination and supervision in order to put into practice the Development Program, as well as concerning the implementation of the Internal Control Standards, at the level of all structural components;
- e) supports the activities intended to improve the operational working procedures, prepared by each organizational structure of UMFVBT;
- f) methodologically prepares the managerial policy of the University in the field of the internal / managerial control system, with emphasis on the System Procedures regarding the risk management and the management of the internal / managerial control system and reviews these procedures when required;
- g) drafts the relevant system procedures regarding the implementation of internal control standards;



h) coordinates the self-assessment activity focused on the degree of implementation of the internal managerial control system at the level of the structural components, in order to make sure that the risk management and control processes within the University are adequate;

i) i) analyzes the results obtained via self-assessment at the level of the structural components and provides methodological guidance for the proper implementation of the managerial control system at their level, when appropriate;

j) provides the permanent supervision of the Internal Managerial Control System in order to evaluate its effectiveness and efficiency over time;

k) analyzes the problems that have been identified, informs and proposes reliable solution to the University managerial board;

l) conducts trainings at the level of all managerial positions, in relation to the legal requirements regarding the implementation of SCIM;

m) makes proposals regarding the professional training in the field of internal managerial control;

n) institutes internal control activities, in order to properly identify and evaluate any new risks occurring as a result of carrying out the activities within the University;

initiates control actions, following the notifications received or upon the express request of the Rector.

Article 41

The main duties of the Data Protection Department are as follows:

a) Coordinates all activities specific to the processing of personal data for university employees;

b) guarantees the protection of personal data on processing thereof taking into account the data of the subject's data in relation to the function he/she performs in the community and in an equitable balance compared to other fundamental rights, in accordance with the principle of proportionality;

c) analyzes whether a natural person is subject to pseudonymization, he/she is identifiable, by taking into account a series of means such as individualization, which it is likely and reasonably, to use either the operator or another person, for the purpose of direct or indirect identification of that particular natural entity;

d) makes sure that a statement of consent has been provided in advance by the operator, in an intelligible and easily accessible form, using clear and simple language, without abusive clauses, which the person has signed and the operator may prove it;

e) makes sure that the transfer of personal data, where appropriate, is carried out for a legitimate interest;

f) makes sure that the processing of personal data for purposes other than the purposes for which the personal data was originally collected should only be permitted where the processing is compatible with the purposes for which the personal data was originally collected;

g) makes sure that in order to determine whether the purpose of further processing is compatible with the purpose for which the personal data was originally collected, the controller, after fulfilling all the requirements concerning the lawfulness of the initial processing, shall take into account, inter alia, any link between those purposes and the purposes of the intended further processing, within the context in which the personal data was collected, in particular the reasonable expectations of the data subjects;

h) advises the operator on the performance of an impact analysis on the protection of personal data and supervises such execution;

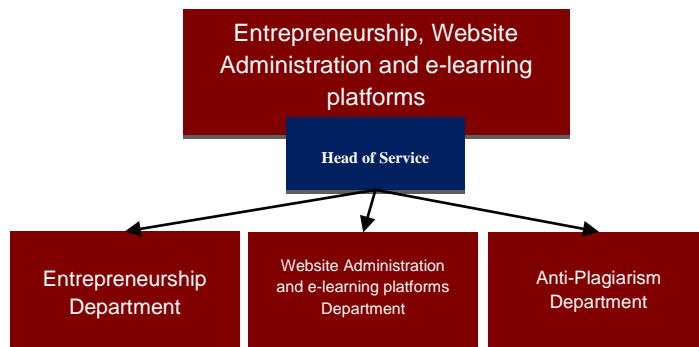
i) cooperates with the Supervisory Authority and liaises with it;

Article 42

The mission of the Entrepreneurial Advisory Council is to provide, upon request, advice to academic disciplines in order to promote possible entrepreneurial initiatives, such as start-ups, as well as to provide advice to both students and academia on the management of medical enterprises.

Article 43

(1) The Entrepreneurship, Website Administration and e-learning platforms service is directly subordinated to the Rector, it is composed of the following structures: The Website Administration and e-learning platforms Department; Entrepreneurship Department; The Anti-Plagiarism Department and it operates in accordance with its own rules of organization and operation.



(2) The main duties of the Entrepreneurship Service, Website Administration and e-learning platforms are:



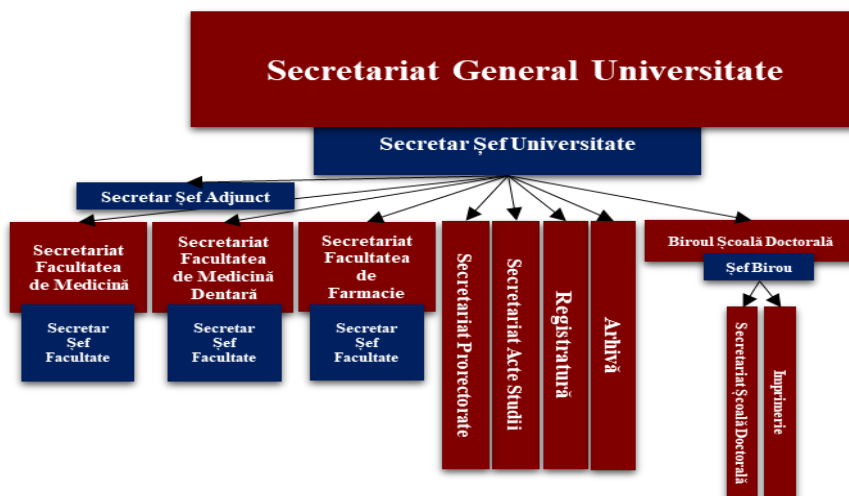
- a) Centralization of the necessary information for updating the website and uploading such information onto the university website
 - b) Preparation of standard formats to forward relevant documents for updating the information posted on the university's website.
 - c) Providing technical support by e-mail or telephone assistance for the transmission of information in electronic format by the responsible persons
 - d) Direct collaboration with the site developer to settle technical issues.
 - e) Administration of information and admission sessions: admission.UMFVBT.ro; admere-masterat.UMFVBT.ro; doctoral admission.UMFVBT.ro; admission.UMFVBT.org
 - f) Administration and support of e-learning platforms (Moodle); Moodle platform management, student mode (assistance): creating new accounts, enrolling in the cohort or assigning to series and groups, changing login data (email, user, password), all being completed only upon the request of students or the platform administrator; Moodle platform management, teacher mode (assistance): creating new accounts, assigning to series and groups, changing login data (email, user, password), changes made at the request of teachers
 - g) Supporting the learning process via digitization and simplifying the communication process between the student and the teacher
 - h) Providing information support to complementary university structures.
 - i) It supports the university with possible solutions for identifying relevant market opportunities in order to be able to set up companies / legal entities, where UMFVBT is the sole partner, for a substantial contribution to increasing its own income and creating new jobs.
 - j) Identifying the possibilities of entrepreneurial development on the segments of the university activity and on complementary segments via collaborations with other universities and economic agents (Ex: UPT, UVT, medical companies, technical-medical companies, economic-medical companies, etc.)
 - k) Anti-plagiarism verification of: bachelor's degree theses, dissertation papers, doctoral theses, scientific articles, books published by "Victor Babeș" Publishing House, advertising materials that represent the image of the university at the national and international level, and the transmission of the author's similarity report
 - l) Encouraging and supporting lifelong learning of members of the academic community, who work with digital platforms of different types: e-learning, schooling, statistics, research, etc.
 - m) Collection and processing of statistical data from the specific activity of the University and permanent improvement of the structure of the internal database and regular updating of data
 - n) Management of data transmitted to the RMU database;
 - o) posts, onto the University website, the updated and useful information to all people concerned in relation to the activity of UMFVBT;
- website: content optimization and stimulation, upgrading in terms of the website structure;

a) Article 44

(1) The internal prevention and protection service operates in the filed of implementing the relevant legal provisions regarding health and safety at work.

(2). The internal prevention and protection service has the following main duties assigned:

- a) provides on-the-job training (upon employment) and regular training of all university employees;
 - b) organizes and monitors the OHS and civil protection activities within the University, according to the regulations in force;
 - c) carries out the identification of hazards and the risk assessment for each component of the work system, (i.e. the operating party, the workload, the means of work / work equipment and the work environment per each and every position/ workstation);
 - d) prepares, monitors and updates the applicable prevention and protection plan;
 - e) together with the managers in charge, prepares its own instructions for filling in and / or implementing the safety and health regulations at work, taking into account the particularities of the activities, the positions / workstations, and provides their dissemination after having been previously approved by the management;
 - f) submits proposals regarding the duties and responsibilities in the field of safety and health at work, which are incumbent on the employees, corresponding to their positions;
 - g) assesses the manner in which the employees have familiarized themselves and implement the measures provided for by the prevention and protection plan, the service's own instructions, as well as of the duties and responsibilities incumbent on them in the field of occupational safety and health clearly specified by the relevant job descriptions;
 - h) prepares the relevant topics for all training stages, determining, by means of written formal notes, the frequency of adequate training for each particular position, by releasing its own instructions, providing, at the same time, accurate information and training of the employees in the field of occupational safety and health and checking whether the employees have understood and properly apply the information they have been given;
 - i) prepares the training-testing program at the university level;
- in order to draw up the action plan in case of serious and imminent danger, works together with the organizational structures operating at the university level;



- b) keeps records of high and specific risk areas;
- c) together with direct managers, identifies the areas that require the presence of OHS signalling, determining the type of signaling required and the location thereof, according to the laws in force on the minimum requirements for occupational safety and / or health signs;
- d) organizes and conducts internal controls at work, and informs the employer, via written formal notes, on the deficiencies it has found and the measures it puts forth to cure such deficiencies;
- e) works together with the Technical Directorate on the record of work equipments and the monitors the regular inspections and, if necessary, the regular testing of the equipments to be performed by competent engineers, according to the legal provisions in force;
- f) identifies the personal protective equipment requires for the workstations and prepares the internal equipment checklist, according to the legal provisions in force;
- g) monitors the proper maintenance, handling and storage of personal protective equipment and the replacement thereof upon the expiry of the clearly determined deadlines, as well as where other circumstances provided for by the laws in force occur;
- h) participates in the investigation of various events occurred within the university premises;
- i) prepares reports on the work accidents incurred by university employees;
- j) monitors the implementation of the measures ordered by the labor inspectors, on the occasion of the control visits and the investigation of the events;
- k) works together with the designated employees and / or the employees' representatives, the occupational medicine doctor, in order to coordinate the prevention and protection measures;
- l) works together with the designated employees / internal services / external services of other employers, where several employers carry out their activity within the university premises;
- m) monitors whether the warning plan, the protection and prevention plan and the evacuation plan have been properly updated;
- n) provides the interface / connection with the external occupational medicine service;
- o) provides the annual performance of the occupational medicine controls in collaboration with the external occupational medicine service.

Article. 45

The general secretariat of the university carries out activities regarding the implementation of the UMFVBT's own decisions and the legal provisions concerning the organization of the following: the educational process, the admission contest, the final exams and the release of diplomas and other study documents.

Article 46

(1) The General Secretariat is run by the University Chief Secretary and it coordinates the following structures: Secretariat of the Faculty of Medicine, Secretariat of the Faculty of Dentistry, Secretariat of the Faculty of Pharmacy, Secretariat of Vice-Rectors, Secretariat of Study Documents, Registry, Archive and Doctoral School Office (which is also subordinated to the CSUD Director). It also operates in accordance with its own rules of organization and operation.

(2) The University General Secretariat, via its subordinate organizational structures, has the following duties:

- a) receives, registers, distributes and forwards the correspondence of the University, via the registry;



- b) classifies, files and keeps the University archive;
- c) draws up, verifies, registers and issues diplomas, certificates and transcripts, in strict compliance with legal regulations;
- d) guarantees the observance of the legal provisions regarding the organization of the admission contest and the studies completion exams;
- e) centralizes the proposals of the Faculties for the improvement of the curricula and the relevant syllabi and submits them to be duly approved by the University Senate;
- f) carries out the entire secretarial activity required for the meetings of the Board of Directors and the Senate, drafts the decisions of these bodies and supervises the enforcement thereof;
- g) deals with the completion of the relevant measures regarding the travel of the teaching staff and the students abroad;
- h) coordinates the activity of the Faculties' secretariats in terms of the preparation of the relevant papers required for the grant of scholarships;
- i) analyzes and makes proposals to settle various student issues (enrolment, transfers, study interruptions, expulsions, scholarships, etc.);
- j) coordinates, guides and controls the faculties secretariats with a view to the completion of the technical secretarial works;
- k) provides information to students and third parties regarding the current activity.

Article 47

The Chief Secretary of the University has the following duties assigned:

- a) keeps the university seal;
- b) coordinates the activity of the University General Secretariat, the secretariats of the faculties, the secretariat of the Doctoral School, the secretariat of the Vice-rectorates and the secretariat of study documents;
- c) coordinates the activity of the University Registry;
- d) coordinates the activity of the University Archive;
- e) administratively coordinates the activity of the University Printing House;
- f) makes sure that the activities he/she is coordinating do strictly comply with the legal provisions in force;
- g) monitors the proper observance of the legal provisions in force regarding the organization and carrying out the admission contests, the studies completion exams and the residency contests, as well as the supply of the necessary resources for these exams and contests to be properly organized and carried out;
- h) verifies, countersigns and submits to the university management the papers and documents prepared by the subordinate structures;
- i) represents the university in terms of any secretarial matters as well as in relation to the Ministry of Education and Research or other institutions;
- j) informs the public, the students and the teaching staff about the activity of the General Secretariat;
- k) provides the secretariat of the University Board of Directors and the University Senate and monitors the implementation of the strategic decisions that have been made;
- l) participates in the meetings of the Senate and the Board of Directors;
- m) coordinates the activity of keeping, recording and releasing the study documents (diplomas, certificates, attestations, school situations, diploma supplements, etc.);
- n) verifies and countersigns for compliance purposes, the study documents officially received from the relevant overseas organisations;
- o) submits the measures intended to streamline the activity of the subordinated departments to be duly approved by the university management;
- p) prepares/ updates the applicable job descriptions for the subordinate employees and oversees the professional progress of the subordinates, taking care of the constant improvement of their qualification and performances;

Article 48

In relation to the Ministry of Education and Research, the University Chief Secretary is responsible for:

- a) the communication of the proposals related to the total number of student places for all types and forms of education and the formal notification of the results of the admission contest(s);
- b) forwarding the result of the final exams;
- c) forwarding the underlying records and reviewing the institutional contract on the basic financing;
- d) is responsible for other requests filed by the Ministry of Education and Research;
- e) in relation to the General Directorate of Statistics, receiving and forwarding the relevant statistical data regarding the students from / to the Faculties.;



B. Organizational structures duly subordinated to vice-rectors and the University Senate

Article 49

(1) The Accreditation and Curricular Development Department is directly subordinated to the Vice-Rector responsible for education / teaching affairs; it is responsible for the curricular development and the accreditation / re-accreditation of study programs within UMFVBT, and it operates in accordance with its own organization and operation regulations.

(2) The main duties assigned to the Accreditation and Curricular Development Department are as follows:

- monitors the legislative changes regarding the curricula and the curricular structure and proposes amendments/ updates to the faculty management whenever such actions are required;
- follows the needs for accreditation / regular re-accreditation of study programs;
- prepares the entire necessary documentation for the accreditation / re-accreditation of the study programs according to the documentation requested by the internal or external evaluators;
- prepares and manages the entire documentation on the accreditation of the new study programs;
- carries out market studies regarding the possibility of setting up new study programs available for the bachelor's degree and the master's degree cycles;
- puts forth the foundation of new study programs.

Article 50

(1) The Research and Grants Management Department is directly subordinated to the Vice-Rector in charge of scientific research; it is responsible for the coordination of the entire scientific research activity of the University and operates in accordance with its own organization and operation regulations.

(2) The major duties assigned to the Department of Research and Grant Management are as follows:

- identifies the opportunities to participate in grant competitions and regularly informs the Board of Directors to that effect;
- proposes national and international scientific cooperation agreements;
- provides the operative information of the faculties and gives specialized consultancy services for the preparation of competitive research projects at national and international levels;
- manages the University's research grants and contracts;
- drafts regular syntheses incorporating the research results;
- coordinates the evaluation of scientific research within the University and makes proposals related to highlights and awards;
- coordinates the remuneration of the staff involved in research projects / contracts.

Article 51

1. The Assistance Department for the Dissemination of the Scientific Research Results is directly subordinated to the Vice-Rector in charge of the scientific research and operates in accordance with its own organization and operation rules.

(2) The major duties assigned to the Assistance Department for the Dissemination of the Scientific Research Results are as follows:

- organizes the assistance framework in relation to collection, management and analysis of data related to scientific research activity conducted within the university;
- provides the necessary assistance framework for the dissemination of the scientific research results;
- provides assistance in editing the manuscripts, linguistic correction or verifying the compliance of manuscripts with the requirements of the journal to be proposed for publication.

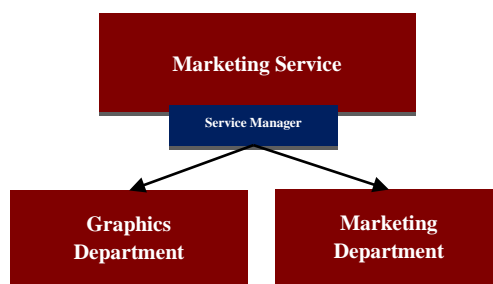
Article 52

(1) The Research Department 1 - "Pius Brânzeu" Laparoscopy and Microsurgery Center and the Research Department 2 - ATU Interdisciplinary Research Center are subordinated to both the Vice Rector in charge of the scientific research and the University Board of Directors.

(2) The departments outlined by par. (1) carry out specific scientific research activities and are managed by a director / coordinator.

Article 53

(1) The Marketing Service is directly subordinated to the Vice-Rector in charge of the academic development; it is responsible for the proper implementation of the university's marketing strategy and it operates in accordance with its own organization and functioning regulations.





(2) The major duties assigned to the Marketing Service are as follows:

- a) provides access to information of public interest (as provided for by art. 5 of the Romanian Law no. 544/2001) which is communicated as formal written notes (posted onto the notice board, as brochures) or electronic notes (CDs, website);
- b) collects and selects the information deriving from the University in order to create, update and fill in the database related to it, to optimize both the interpersonal and the intra- and inter-institutional communication;
- c) drafts the monthly newsletter that includes useful and well-structured information about the most important news and events that take place within the institution;
- d) supports the organization of events such as: awarding the titles of Doctor Honoris Causa and other academic titles, regional, national, international conferences, book launches, concerts, openings, sports events, reception of guests of honor, fairs (educational, job etc.);
- e) promptly and completely provides any information of public interest regarding the activity of the institution to the media representatives;
- f) provides the dissemination of press releases, press briefings, organises press conferences, interviews or briefings, previously endorsed by the Rector or by a Rector's delegate;
- g) builds trusting and stimulating relationships as well as beneficial relationships between the University and the media;
- h) promotes the UMFVBT projects and the UMFVBT educational programs at national and international levels;
- i) supports the process of generation of University presentation materials - folders, posters, greeting cards, invitations, diplomas, leaflets, CDs and other advertising materials, depending on the event;
- j) facilitates the graphic design and the drafting of the content of the accompanying information for the University's promotional materials or, as the case may be, provides assistance to the component structures of the university (faculties, departments, etc.);
- k) supports the organization of book launches / presentations, planned by University representatives;
- l) participates in the preparation of materials and assists the actions for the promotion of the educational offer and the events organised in the field of scientific research.

Article 54

(1) The Development Department is directly subordinated to both the Vice-Rector in charge of the academic development and the General Administrative Director. The Development Department coordinates the Development Unit, the Heritage Unit and the Library Office and operates in accordance with its own organization and operation regulations.

(2) The major duties assigned to the Development Department are as follows:

- a) identifies the facilities that may improve the material patrimony of UMFVBT;
- b) identifies the partnership opportunities and approves the partnership contracts concluded between the UMFVBT and the enterprises aiming to obtain relevant sponsorships and financing;
- c) is responsible for the inventory and management of the university's patrimony;
- d) organizes and coordinates the activity involving the annual inventory of the UMFVBT patrimony;
- e) providing the proper management of the fixed assets and the inventory items held by the University, monitoring the actual availability of the assets to the places of use and of the movement thereof;
- f) is responsible for the management of e-learning platforms at the level of disciplines;
- g) is responsible for ensuring and managing the book collections within the UMFVBT;
- h) ensures the functionality of the Library's computer programs;
- i) responsible for the issuance of library cards to students;
- j) identifies solutions to improve the activity of the library and the inventory of the material patrimony of UMFVBT;
- k) by means of the Department Director, acts as the chairman of the Cassation Board;
- l) monitors the scrapping and capitalization of the scrapped inventory objects, as well as their registration in the accounting records.

Article 55

(1) The Council for student extra-curricular activities is directly subordinated to the Vice-Rector in charge of social-administrative affairs and facilitates the organization of the entire extra-curricular activities of students: scientific, cultural and / or sports activities and events.

Article 56

(1) The International Relations Office is run by a Unit Manager, it is subordinated to the Vice-Rector for International Relations and has the following structures: International Relations Office and Community Programs Office, which operates at departmental level.



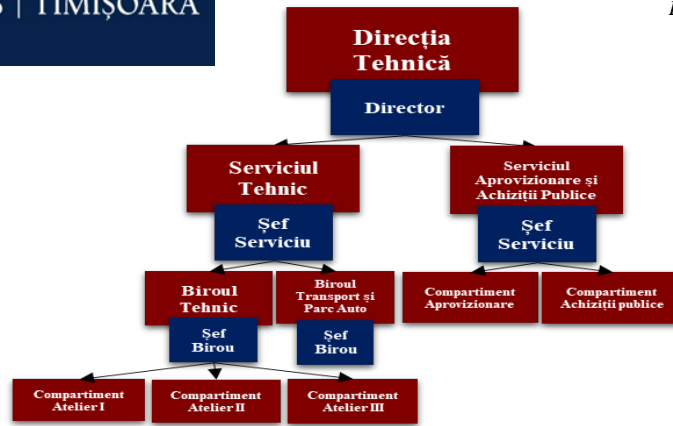


- (2) The major duties assigned to the International Relations Office are as follows:
- a) initiates and coordinates activities designed to promote the University image within the Romanian and international academic system;
 - (3) b) initiates the conclusion of certain agreements involving academic and scientific cooperation with universities from the country and abroad;
 - c) analyzes the possibilities of affiliation of the University to the internal and international bodies operating in the field of education;
 - d) drafts the documents needed by the students and the teaching staff to travel abroad and monitors the activity reports upon their return;
 - e) coordinates and **manages the ERASMUS + program**;
 - f) manages bilateral agreements concluded with partner universities from abroad;
 - g) **coordinates the activity of granting honorary titles for foreign personalities, together with the Marketing Service**;
 - h) is responsible for the information and proper implementation of the incident laws in force;
 - i) **provides the proper management of the admission process on the self-funded seats (using foreign currency) of the students from the European Union, EEA, the Swiss Confederation and any other third countries, as well as the admission of the Romanian everywhere**;
 - j) **provides the management of the admission of foreign scholarship holders of the Romanian state**;
 - k) **facilitates the transmission of documents to the National Center for Recognition and Equivalence of Diplomas within the Ministry of Education and Research in order for the latter to recognize the study documents for enrolment, according to the regulations in force**;
 - l) **facilitates the transmission of documents to the General Directorate for International Relations and European Affairs within the Ministry of Education and Research in order to issue letters of acceptance for studies for student enrolment purposes, according to the regulations in force**;
 - m) **facilitates the transmission of documents to the Department of Romanians Everywhere within the Ministry of Education and Research in order to issue registration notices for Romanians everywhere, who are acting as scholarship holders of the Romanian state, according to the regulations in force**;
 - n) provides the development and implementation of the University Internationalization Strategy regarding the international cooperation with institutions **from and outside the community area**;
 - o) develops, disseminates and supports the implementation of methodologies for admission to studies within UMFVBT of foreign students, by categories: candidates from the European Union countries, the European Economic Area, the Swiss Confederation and candidates from other countries of the European Union, candidates who are Romanian nationals or Romanian citizens residing abroad;
 - p) supports the participation of **UMFVBT** in projects for the internationalization of higher education at national and international level and implements projects aimed at developing the international size of UMFVBT regarding certain categories of students, services provided to international students or certain funding opportunities for international cooperation;
 - q) **provides the collaboration and communication of UMFVBT with the Ministry of Education and Research - the General Directorate for International Relations and European Affairs, Ministry of Foreign Affairs, Immigration Service of Timiș County, General Inspectorate for Immigration, Department for Relations with Romanians Everywhere within the Ministry of Education and Research, National Center for the Recognition and Equivalence of Diplomas within the Ministry of Education and Research, the Ministry of Internal Affairs, etc.;**
 - r) contributes to the promotion of **UMFVBT** as a higher education institution on the international academic market by initiating, developing and implementing international marketing activities;
 - s) fosters the participation of UMFVBT in international fairs for study offers in higher education (**in collaboration with the Marketing Service**);
 - t) supports the recruitment of foreign students and advises foreign citizens who wish to attend university studies within UMFVBT and liaises with those prospective candidates as of the moment of their application for studies at UMFVBT, until the effective enrolment;
 - u) coordinates and streamlines the process of preparing the business travels abroad for the UMFVBT employees;
 - v) prepares various reports and statistics in connection with the activities carried out and keeps the corresponding databases;
 - w) prepares and releases various justifying documents (certificates) requested by the foreign citizens studying at **UMFVBT** in order to obtain the residence permits or the study visas;
 - x) fosters the development and implementation of the **UMFVBT** Internationalization Strategy regarding the programs financed under the community funds;
 - y) implements the annual institutional applications of UMFT to finance the mobility projects involving the students, the teaching and administrative staff (**ERASMUS +, EEA Financial Mechanism**)

Article 57

(1) The Secretary Office of the Senate Chairman has the following duties:

- a) manages the business correspondence addressed to the University Senate;
- b) provides the interface between the Senate, the Senate Chairman and the other positions and structures within both the UMFVBT and other universities and institutions;



c) schedules and plans the consultations.

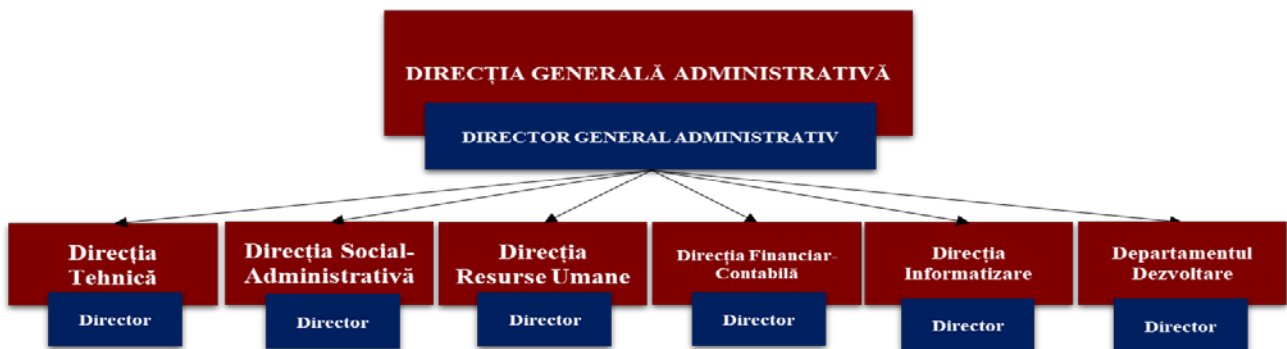
C. Organizational structures subordinated to the General Administrative Director

Article 58

(1) The General Administrative Directorate is organized according to the UMFVBT Organization Chart which is an integral part of this regulation. The General Administrative Directorate is hierarchically subordinated to the Rector.

(2) The Administrative Structure is organized as follows:

- a) Technical Directorate;
- b) Social-Administrative Directorate;
- c) Human Resources Department;
- d) Financial-Accounting Department;
- e) IT Department;
- f) Development Unit.



(3) The General Administrative Directorate discharges its duties and pursues the achievement of the objectives via the General Administrative Director, the Chief Accountant, the Directors and the Heads of units and offices.

(4) The General Administrative Director is responsible for the proper administrative and financial-accounting operation of UMFVBT.

(5) The General Administrative Director has the following major duties assigned:

- a) coordinates the preparation of the annual public procurement and investment programs, as well as the value estimation of such programs in order for the programs to be endorsed and submitted to the Ministry of Education and Research;
- b) coordinates the preparation of the UMFVBT awarding documentation for the relevant public procurements, making sure that all legal phases are duly completed;
- c) coordinates the organization and management of drafting, scheduling and completing new investments; at the same time, coordinates a series of works involving the consolidation, the capital repairs and assurance of safety in terms of the operation of all educational and accommodation areas;
- d) coordinates the completion of all legal steps afferent to the endorsement of technical documents and puts forth for approval the entire technical documentations for investments; oversees the way the investment program is carried out at the University level;
- e) coordinates the planning of the activity involving the preparation of the documentations needed for the tabulation of the University buildings (constructions and lands);
- f) coordinates the preparation and evaluation of the files afferent to the buildings that are to be subject to the capital repair works, manages the process of drafting the relevant documentations and oversees the annual schedule of capital repairs involving the University buildings (assigned for various purposes: education, accommodation, etc.);
- g) supervises, coordinates and organizes the capital repair works in accordance with the approved execution schedules, within the limits of the funds assigned by the Ministry of Education and Research or from the University's own funds;



- h) monitors and inspects the execution of investment works, consolidations, etc .;
- i) coordinates the process involving the procurement of the endorsement and re-endorsement of the operation permits (sanitary, fire, environment) for all UMFVBT premises;
- j) controls and oversees the regular status of dormitories and takes measures to repair the flaws identified via the specialized departments of the University;
- k) coordinates the organization and follow-up of the labor protection and civil protection activity within the University, according to the regulations in force;
- l) using the specialized services operating at UMFVBT level, oversees the the collection, storage and disposal of the biological waste via the specialized services, as well as the other wastes collected in compliance with the legal provisions, on the agreed dates/ terms;
- m) coordinates the HR activity.

Article 59

- (1) The Technical Directorate is subordinated to the General Administrative Director and it is run by a Director.
- (2) The Technical Directorate has in its structure the Procurement and Public Procurement Service, run by a Head of Service and the Technical Service (Technical Office and Transport and Car Park Office).
- (3). The major duties of the Technical Directorate are as follows:
 - a) prepares and submits the yearly program of public procurements and investments, as well as their value estimation in view of their approval and transmission to the Ministry of Education and Research, to be duly approved by the approval of the Board of Directors;
 - b) draws up and submits the annual public procurement program, based on the programs of the Faculties and the approved budget, to be duly approved;
 - c) drafts the UMFVBT awarding documents for the public procurements, making sure that all legal phases provided by the law have been duly completed;
 - d) organizes and coordinates the preparation, scheduling and implementation of new investments, consolidation and repair works and guarantees the safety in the operation of all educational and accommodation areas;
 - e) completes all legal steps required for the approval of technical specifications and submits, for approval and endorsement purposes, the relevant technical documentation for investments; follows up the manner in which the investment program is completed at the University level;
 - f) checks the proposals of Faculties regarding the endowment with machinery and equipments (analyzing the administrative aspects / content) and adds such proposals to the list of investments-to be forwarded to the Ministry of Education and Research;
 - g) undertakes the responsibility for the operative transmission of the annual lists outlining the fulfilments afferent to the investment objectives according to the contractual terms, to the Ministry of Education and Research;
 - h) organizes the activity involving the preparation of the relevant documentations regarding the registration of the University buildings (constructions and lands) to the relevant Land Registry;
 - i) prepares and evaluates the files afferent to the buildings that are to be subject to the capital repair works, manages the process of drafting the relevant documentations and oversees the annual schedule of capital repairs involving the University buildings (assigned for various purposes: education, accommodation, etc.);
 - j) supervises, coordinates and organizes the capital repair works in accordance with the approved execution schedules, within the limits of the funds assigned by the Ministry of Education and Research or from the University's own funds;
 - k) during the cold season, it provides the permanent technical service for the thermal power plants, the commissioning and supervision of boilers;
 - l) prepares the relevant documentation in order to enter into the relevant service contracts for computers, copiers, printers, internet, etc.;
 - m) completes all legal steps related to the procurement of maintenance resources, supplies, consumables and spare parts for thermal power plants and the machines and devices within the UMFVBT;
 - n) prepares the relevant technical specifications;
 - o) analyzes the necessity, the opportunity, the efficiency and the possibility of completing, from a technical point of view, the works / services requested by the structures / staff employed with relevant competences to that effect;
 - p) processes specific documents such as: minutes of reception, order of commencement of works, minutes of the working sessions involving the contractors, and the like, provided by the applicable regulations;
 - q) monitors and prepares relevant reports on the activities carried out on the sites related to the approved investment objectives or the current works;
 - r) informs the hierarchically superior structures about the proposed technical solutions, corresponding to the requests submitted and / or derived from the specific legislation;
 - s) completes the transport activities of its own staff, teaching staff and students, based on the approvals previously given by the UMFVBT management;
 - t) completes the transport activities of its own staff, teaching staff and students, based on the approvals previously given by the UMFVBT management;;
 - u) fills in the schedules regarding the planning / completion of all current / unforeseen repairs of the motor vehicles that are part of the University's vehicle fleet;



- v) oversees the conclusion of relevant insurance policies for motor vehicles and / or other policies related to the transport activities;
- w) completes the legal steps to obtain all approvals / authorizations necessary for transportation purposes using the vehicles pertaining to the University vehicle fleet;
- x) manages the fuel vouchers.

Article 60

- (1) The Social-Administrative Directorate is subordinated to the General Administrative Director and it is run by a Director.
- (2) The structure of the Social-Administrative Directorate includes the Social-Administrative Unit, run by a Unit Manager and the PSI Unit, also run by a Unit Manager.
- (3) The major duties of the Social-Administrative Directorate are:
 - a) cleaning of all university areas, such as the educational and accommodation premises, alleys and access roads from/to the university campus;
 - b) responsible for providing the protection of the objectives, assets, values as well as for the protection of individuals within the UMFVBT;
 - c) procures the endorsement and re-endorsement of the operating permits (sanitary, fire, environment) for all UMFVBT areas;
 - d) equipping the University with the necessary equipment for fire protection, preparing the evacuation plan(s) in case of fires or in case of other Acts of God;
 - e) provides the necessary logistics for the repatriation of students to the student dormitories and the collection of the dormitory fees throughout the academic year;
 - f) prepares legal documents in order to wire the scholarships and grants awarded to students, doctoral students, and the settlement of RATT subscriptions;
 - g) controls and monitors the regular status of the dormitories and takes measures to provide the relevant equipment, products and consumable materials; takes the necessary steps to cure any defects employing the specialized departments of the University;
 - h) using the specialized services operating at UMFVBT level, oversees the the collection, storage and disposal of the biological waste via the specialized services, as well as the other wastes collected in compliance with the legal provisions, on the agreed dates/ terms;
 - i) draws up the necessary documentation for the payment of utilities;
 - j) draws up security plans for all UMFVBT objectives;
 - k) draws up the rental contracts for all the students accommodated to the UMFVBT dormitories;
 - l) implements all regulatory and statutory documents in force thin terms of fire protection;
 - m) coordinates the activity within the university laundry;



- n) keeps the records and manages and proper organization of the regular events: the admission sessions, the bachelor's degree examination sessions, the sessions of the residency contests, meetings of the UMFVBT graduates / students, etc.;
- (o) submits, in due time, the reports including the statistical data on students to the Ministry of Education and Research.

Article. 61

- (1) The Human Resources Department is subordinated to the General Administrative Director being run by a Director. The HR Department's main objective consists in the management of human resources, as well as the calculation and grant of salary rights, for the entire staff duly employed by the University.
- (2) The components of the Human Resources Department are: Payroll and Human Resources Unit, run by a Unit Manager and the Unit for Professional Evaluation and Competitions .
- (3) The major duties assigned to the Human Resources Department are the following:
 - a) implementation of the legal provisions governing: the appointment, promotion and evaluation of individual professional performances, professional training, imposing disciplinary sanctions, termination of the employment agreements entered into at the UMFVBT level;
 - b) upon the request of the University management, takes the relevant steps to amend and/or modify the Organizational Chart / Organizational Structure, the list of positions of the auxiliary teaching staff and the operational staff and the number of employees, according to the legal provisions in force;



- c) draws up reports on the proposal for imposing disciplinary sanctions upon the employees, based on the reports submitted by the employees' the direct superior(s) regarding the formal written warnings, in compliance with the legal provisions in force;
- d) prepares, in collaboration with the specialized departments, the managing boards of the faculties, the administrative department and with the other functional departments, the yearly proposals concerning the lists of positions and submits such lists to the University managing boards, to be duly approved.
- e) responds to the current operative requests, filed by the UMFVBT Rector, in connection with the personnel and salary policies;
- f) participates in the process of preparation and updating of certain documents (University Charter, ROF, etc.) that also address policy issues in the field of human resources;
- g) prepares and updates the internal Regulations of the University;
- h) informs the managements of the faculties, the academic and functional departments in relation to the legal provisions and the internal decisions regarding the remuneration, responsibilities and evaluation of the university personnel;
- i) collaborates with the managements of the faculties and specialized departments to review the available possibilities to evaluate the staff and to promote the meritorious employees to higher positions, granting merit gradations or imposing various sanctions;
- j) preparation and distribution of specific information to employees and other departments / faculties;
- k) manages the vacancies for teaching and research positions;
- l) manages the collective bargaining agreement at unit level;
- m) manages the process of evaluation of individual professional performances..

(4) The Payroll and Human Resources Service is composed of the Payroll Office run by a Unit Manager (Hourly Payment and Research Payroll Department and Payroll Department) and the Human Resources Office headed by a Head of Office. The duties of the Payroll and Human Resources Service are similar to the duties of the Payroll Office and the Human Resources Office.

(5) The major duties of the Payroll Office are the following:

- a) prepares the documentations and operatively and accurately forwards the data requested by the Financial-Accounting Service regarding the staff remuneration and the calculus of the financial duties of UMFVBT to the state budget, the social and health security funds;
- b) prepares and submits to the Rector: analyzes, statements and reports regarding the personnel and the salary policies;
- c) draws up statistical, monthly, quarterly and annual statements requested by the relevant ministry and the Statistics Directorate;
- d) specifies the annual need for funds regarding the personnel expenses and the distribution thereof on financing lines;
- e) centralizes and checks the operative evidentiary documents required to calculate the monthly salary entitlements of the University employees;
- f) draws up the payroll statements for the teaching staff, the auxiliary teaching staff, the non-teaching and research staff, as well as for doctoral students;
- g) keeps the records and makes the payments of the salary entitlements to the university employees and collaborators, the salary for the basic activities, research, the hourly rates and / or the rates based on the fixed-term contracts, the charges for the doctoral, admission boards, the annual leave and medical leave pays;
- h) calculates the deductions on the payrolls of the University entire staff;
- i) draws up and submits the monthly statements for the health insurance funds, at the Pension funds;
- j) draws up and keeps records of the fixed-term / continuous employment contracts of the employees operating in the scientific research activity, duly organized by the University research department, the specialized departments or the national programs.

(6) The major duties of the Human Resources Office are as follows:

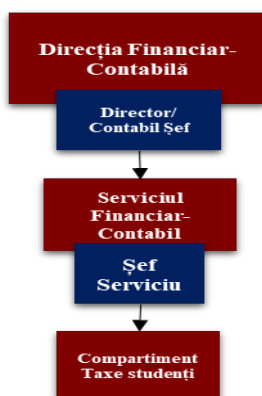
- a) carries out all operations regarding the mobility of teaching and non-teaching staff, respectively: organizes competitions for positions, employment, promotion, transfer and retirement of employees, termination of employment contracts;
- b) organizes and keeps records of the teaching, didactic-auxiliary and non-teaching positions and the employment documents / files for each and every employee;
- c) manages the requests asking to impose disciplinary sanctions and the requests to provide consultancy services during the disciplinary investigation, and subsequently implements the sanctioning decisions issued by the University management;
- d) keeps records, provides the operative completion and the transmission via the REVISAL software, the changes brought to the Individual Employment Contracts of each and every employee, based on relevant addendums and / or decisions released, to ITM Timiș;
- e) when preparing the relevant employment agreements and whenever it is required, requests the job descriptions afferent to each and every employee from the direct superiors of the organizational structures;
- f) issues, upon the request of either the employees or the law enforcement bodies, the documents regarding the professional status and salary entitlements of the employee;
- g) liaises with the Pension House and the County Agency for Employment and draws up the documentation required by the applicable law in the relations with these institutions;
- h) keeps records of the sanctioned personnel;



- i) performs the operations involving filing and submission the files of the former employees who have terminated the contractual relations with the University, to the University archive;
- j) prepares and implements the human resources policies, following their approval by the UMFVBT management;
- k) analiza posturilor și identificarea direcțiilor și nevoilor de dezvoltare a personalului;
- l) elaborarea și implementarea de sisteme de evaluare și dezvoltare profesională precum și analiza rezultatelor acestora;
- m) crearea, dezvoltarea și implementarea unor sisteme de motivare a personalului;
- n) pregătirea și distribuirea de informații specifice către angajați și către alte departamente/facultăți;
- o) pregătirea și distribuirea de informații specifice către angajați și către alte departamente/facultăți;

Article. 62

(1) The Financial-Accounting Department is a functional-administrative structure, subordinated to the General Administrative Director, run by a Director / Chief Accountant. It coordinates the Financial-Accounting Service also run by a Unit Manager..



(2) The main objective is to provide the organization and the proper performance of the financial-accounting activity within the University, in accordance with the legal provisions in force.

(3) The duties of the Financial-Accounting Directorate are the following:

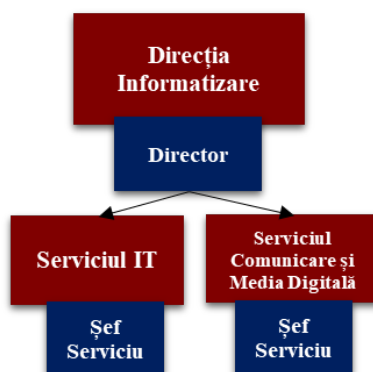
- a) performs economic analyzes and makes proposals in order to substantiate the draft of the annual budget of revenues and expenditures;
- b) draws up the revenue and expenditure budget on the basis of the approved budgetary thresholds and submits the draft to the chief authorizing officer;
- c) receives the approved annual budget and informs the University faculties, departments, general administrative directorate, services, etc. about the indicators approved within the budget in order to update the Annual Public Procurement Program;
- d) performs economic analyzes and makes proposals in order to substantiate and elaborate the rectifications of the revenue and expenditure budget;
- e) organizes the preparation of the relevant schedules of payments and expenses for the budgetary and self-financed activity;
- f) is responsible for the use of budgetary credits within the limits of the amounts provided for and the destinations approved for expenses, in strict accordance with the budgetary classification (by chapters: staff expenditure, material expenditure, transfers, capital expenditure and based on relevant chapters, articles);
- g) provides the transfer, on time and in the amount provided by the applicable law, of the amounts that constitute obligations towards the state budget, the social security budget, the health insurance fund, as well as the obligations towards other legal or natural entities; draws up and sends the specific monthly statements to certify these obligations;
- h) monitors the use of revenues from extra-budgetary sources (sponsorships, donations) according to the approved destinations;
- i) organizes the accounting records of the contracts financed under the European funds, the research projects, the investments, the equipments purchased using the state budget;
- j) monitors and verifies the payments and receipts involving cash and/or the University Accounts, in accordance with the relevant supporting documents, as well as the status of the available amounts in the bank accounts opened by UMFVBT;
- k) organizes the accounting activity, in accordance with the legal provisions in force;
- l) responsible for the correct and timely execution of accounting records;
- m) draws up and verifies the monthly trial balance;
- n) prepares the accounting notes and the account sheets; analyzes and tracks account balances;
- o) oversees the completion of the settling operations with the debtors and creditors;
- p) organizes and performs the accounting operations regarding the patrimony records, its administration and inventory activity;
- q) analyzes the proposals regarding the decommissioning of the fixed assets and the classification or downgrading of other endowments and resources, according to the proposals filed by the officers in charge;
- r) organizes the accounting records of the budgetary credits and the university's own revenues;
- s) organizes the quantitative-value record of the material assets, the inventory assets and the fixed assets effectively owned and makes the relevant inventory of such assets, in accordance with the legal provisions in force;

- t) prepares the own balance sheet, the execution account and the breakdown of the expenses as per the structure of the budgetary classification; drafts all statements attached to the quarterly and annual statements;
- u) fulfills any other accounting and financial duties ordered by the University Management.

Article. 63

(1) The IT Department is subordinated to the General Administrative Director and is run by a Director. The IT Department's activity is chiefly focused on management of the infrastructure and the IT network of UMFVBT, as well as the management of the activity of UMFVBT on social networks.

(2) The IT Department consists of the IT Unit led by a Unit Manager and the Communication and Digital Media Unit run by a Unit Manager.



(3) The major duties assigned to the **IT Department** are:

- a) administration and security of the central communication nodes; coordinates the administration of the communication servers provided within faculties / departments and the UMFVBT campus;
- b) provides reliable access to Internet services and Internet for all teachers, students and UMFVBT staff;
- c) provides the functionality (administration of servers and applications) of the computer programs currently used in the administration sector;
- d) makes proposals to the UMFVBT management, regarding the observance of the applicable standards, the good practices and the efficient management of the communication equipments, the information technology and the communications, considering their reliability in terms of exploitation, maintenance, upgrade;
- e) management of the troubleshooting activities involving the computers, printers, video projectors and all other active network equipments;
- f) provides the administration of the servers for the computer systems dedicated to the educational process and academic research / collaboration projects concluded on behalf of the University and jointly completed by several faculties;
- g) provides the administration of WEB servers;
- h) monitors the development of service contracts with third parties for computing equipment and ICT infrastructure;
- i) fosters the development of the IT infrastructure within the UMFVBT;
- j) provides the maintenance works for the access control system in the UMFVBT buildings;
- k) provides the maintenance works for the surveillance system in the UMFVBT buildings;
- l) completes the following actions and steps:
 - i. draws up the delivery-reception documents for the assets and their transmission, according to the provisions in force;
 - ii. implements the public procurement procedures, differentiated depending on the value of assets and the procurement time (products, services or works);
 - iii. obtains the annual certificate of registration of the electronic procurement system and the regular organization of electronic auctions;
 - iv. receives and releases to/from the warehouse, the materials needed by the faculties, departments, services, etc., based on the documents previously approved by the officers in charge;
 - v. preparation and regular submission of payment documents to the Financial-Accounting Service, having obligatorily attached the reception documents, the consumption vouchers, the approval reports;
 - vi. reaching the appropriate conditions for carrying out the activity for the students of the University and for the teaching staff, auxiliary teaching staff and non-teaching staff, regarding the internet services..

(4) The major duties of the Communication and Digital Media Unit are:

- a) managing the UMFT eBook platform and providing support for the proper exploitation thereof;
- b) dissemination of information regarding UMFT eBook in the online environment / social networks;
- c) coordinating the activity of putting up relevant shows at TeleUniversitatea Timișoara and broadcasting such shows in the online medium;
- d) daily presentation of the press reviews;
- e) managing the information that is published / displayed on the university's social networks;
- f) managing the official page of the university on the social networks, i.e. Facebook, Instagram LinkedIn, Youtube;
- g) publishing the content (schedules, information, news, events, curiosities, etc.) on social networks;



- h) publishing the content received from the administrator of the UMFT website on social networks;
- i) produces the press review that includes a selection of useful news in the field of education published by the local and national media;
- j) upgrading, maintenance and monitoring the digital marketing platforms and the strategies developed in the online environment: Facebook, Instagram, LinkedIn, Youtube;
- k) provides the dissemination of press releases, press briefings, planning and holding of press conferences, interviews or briefings, based on the approval of either the Rector or a officer duly assigned by the Rector;
- l) implementation of strategies and programs for communication, building and consolidation of the university image.

TITLE V FINAL PROVISIONS

Article 64

The duties, powers and responsibilities of each and every employee within UMFVBT are included in the job descriptions; they are prepared under the responsibility of the General Administrative Director / directors or the units/offices managers and are subject to the final approval of the University Rector.

Article 65

The directors of departments, directors of the administrative structures, the department directors and the unit managers shall take the necessary measures to make sure that the entire staff of the University is properly informed and complies with the provisions of this Regulation.

Article 66

- (1) The entire organizational structures within the UMFVBT are organized and operate based on their own Organization and Operations Regulations which are duly approved by the Board of Directors and the Senate of the UMFVBT.
- (2) All organizational structures of UMFVBT shall draw up / update their own Regulations of organization and operation and shall submit such regulations to be duly approved by the Board of Directors and the University Senate.
- (3) The legal department, based on the decision under which the University Senate approves the amendment and completion of this regulation, asks the organizational structures to prepare / update their own Regulations.
- (4) The legal department is responsible for the centralization and endorsement of the regulations for the organization and operation of the organizational structures.

Article 67

This regulation has been endorsed by the Legal Department in terms of legality and correlation with the provisions of the Charter of "Victor Babeș" University of Medicine and Pharmacy of Timișoara, as well as with the provisions of the internal regulations of the university

Article 68

Attachment no. 1 - UMFVBT Logo

Attachment no. 2 - The educational organizational structure of UMFVBT

Attachment no. 3 - Technical-Administrative organizational structure of UMFVBT

Article 69

All amendments and completions brought to this regulation shall be approved by the UMFVBT Senate.

The amendment and republishing of this regulation was approved during the meeting of the University Senate held on _____, under the Senate Decision no. _____

RECTOR,
Prof. dr. Octavian-Marius Crețu, Ph.D.

Endorsed by the Legal Dept.,
Legal Advisor, Codrina Mihaela Levai

The undersigned Popescu-Rotaru Loredana-Maria, certified translator by The Ministry of Justice, with license no. 8401 / 2003, do certify the accuracy of this translation, from ROMANIAN into ENGLISH.


POPESCU ROTARU
MARIA LOREDANA
Aut.MJ8401/2003
Traducător limba engleză