

 UNIVERSITATEA DE MEDICINĂ ȘI FARMACIE „VICTOR BABEȘ” DIN TIMIȘOARA	SYSTEM PROCEDURE	4th Edition
	Document Flow at the “Victor Babeș” University of Medicine and Pharmacy in Timișoara,	Date of Procedure Approval: June 29, 2022
		Revision 1
		Date of approval of Revision 1: June 24, 2026
	Code: UMFVBT-PS-DSGU/25/2022	Page1 of 27
		Copy No.

Approved,

Rector,
Prof. Octavian Marius Crețu, Ph.D.

SYSTEM PROCEDURE REGARDING DOCUMENT FLOW WITHIN THE “VICTOR BABEȘ” UNIVERSITY OF MEDICINE AND PHARMACY IN TIMIȘOARA

1. List of persons responsible for drafting, reviewing, and approving the edition or, as applicable, the revision within the edition of the procedure

	Details regarding the responsible parties/the operation	First and last name	Position	Date	Signature
	1	2	3	4	5
1.1.1	Drafted (Rev. 1)	Miriam Cătană	Chief University Secretary	June 12, 2026	
		Daniela Simona Birtea, B.A.	Head of Human Resources	May 27, 2026	
1.1.2.	Verified	Sașa Mitrovici	Director of Human Resources	June 15, 2026	
1.2.1	Approved	Prof. Andrei Motoc, Ph.D.	Chair of the SCIM Monitoring Committee	June 15, 2026	
1.2.2.	Approved	Prof. Ioana Ioniță, Ph.D.	Chair of the Senate’s Standing Committee for the Revision of	June 24, 2026	

 UNIVERSITATEA DE MEDICINĂ ȘI FARMACIE „VICTOR BABEȘ” DIN TIMIȘOARA	SYSTEM PROCEDURE		4th Edition
	Document Flow at the “Victor Babeș” University of Medicine and Pharmacy in Timișoara,		Date of Procedure Approval: June 29, 2022
			Revision 1
			Date of approval of Revision 1: June 24, 2026
	Code: UMFVBT-PS-DSGU/25/2022		Page2 of 27
			Copy No.

			Regulations and the University Charter		
1.3.1.	Approved	Prof. Octavian Marius Crețu, Ph.D.	Rector (Council of Administration)	June 16, 2026	
1.3.2.	Approved	Prof. Marius Craina, Ph.D.	President of the Senate (University Senate)	June 24, 2026	

2. Status of Editions and Revisions Within Editions of the Operational Procedure

	Edition or, as applicable, revision within the edition	Revised component	Method of Revision	Effective date of the provisions of the edition or revision of the edition
	1	2	3	4
2.1.	First Edition	x	x	x
2.2.	Revision 1	x	x	x
2.3.	Second Edition	The entire procedure	HCA, HS	February 22, 2018
2.4.	Revision 1			
2.5.	3rd Edition	The entire procedure	HCA, HS	May 27, 2020
2.6.	Revision 1	Sections 8.3.1.5, 8.3.2.2, 8.3.2.5, 8.4.1, 8.5.5, 8.5.12, 8.6.1, Annex 1, Annex 2, Annex 3	HCA, HS	March 31, 2021
2.7.	4th Edition	Entire procedure	HCA No. 14/13331/June 21, 2022, H.S. No. 170/14151/June 29, 2022	June 29, 2022
2.8.	Revision 1	Addition of subsections 8.4.7 and 8.4.8 to section 8.4, Addition to Article 8.5.2 Additions to Annexes No. 2, No. 6, and No. 10,	HCA No. 14/11550/June 2, 2026, and HCA No. 15/13040/June 16, 2026 HS No. 167/13840/June 24, 2026	

 UNIVERSITATEA DE MEDICINĂ ȘI FARMACIE „VICTOR BABEȘ” DIN TIMIȘOARA	SYSTEM PROCEDURE		4th Edition
	Document Flow at the “Victor Babeș” University of Medicine and Pharmacy in Timișoara,		Date of Procedure Approval: June 29, 2022
			Revision 1
			Date of approval of Revision 1: June 24, 2026
	Code: UMFVBT-PS-DSGU/25/2022		Page3 of 27
			Copy No.

		Amendment and addition to Section 8.4.3.1		
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3. List of persons to whom the edition or, as applicable, the revision within the edition of the operational procedure is distributed

	Purpose of distribution	Copy No.	Department	Position	First and last name	Date Received	Signature
	1	2	3	4	5	6	7
3.1.	Application	1.	Rector's Office	Rector	Prof. Dr. Octavian-Marius Crețu		
3.2.	Application	2.	Office of the Vice Rector	Vice Rector	All Vice Rectors		
3.3.	Application	3.	University Senate	President of the Senate	Prof. Dr. Marius Craina		
3.4.	Application	4.	Faculty of Medicine	Dean	Prof. Romulus-Bogdan Timar, Ph.D.		
3.5.	Application	5.	Faculty of Dentistry	Dean	Prof. Dr. Meda-Lavinia Negruțiu		
3.6.	Application	6.	Faculty of Pharmacy	Dean	Prof. Dr. Codruța-Marinela Șoica		
3.7.	Application	7.	CSUD	Director CSUD	Prof. Cristina-Adriana Dehelean, Ph.D.		
3.8.	Application		Faculty of Medicine	All department heads			
3.9.	Application		School of Dental Medicine	All department heads			
3.10.	Implementation		School of Pharmacy	All department heads			
3.11.	Implementation		Rector's Office	All heads of units directly to the Rector or Vice Rectors			

 UNIVERSITATEA DE MEDICINĂ ȘI FARMACIE „VICTOR BABEȘ” DIN TIMIȘOARA	SYSTEM PROCEDURE		4th Edition
	Document Flow at the “Victor Babeș” University of Medicine and Pharmacy in Timișoara,		Date of Procedure Approval: June 29, 2022
			Revision 1
			Date of approval of Revision 1: June 24, 2026
	Code: UMFVBT-PS-DSGU/25/2022		Page4 of 27
			Copy No.

3.12.	application		General Administrative Directorate	Director General Administrative	Prof. Filip Fiat		
3.13.	Implementation		General Administrative Directorate	All heads of units directly reporting to the General Administrative Director			
3.14.	Implementation		University General Secretariat	Chief University Secretary	Miriam Cătană		
3.15.	Application		Secretariat Medicine	Chief Secretary	Ramona Davidaș		
3.16.	Application		Dental Medicine Secretariat	Chief Secretary	Daniela Aurora Tănase		
3.17.	Application		Pharmacy Secretariat	Chief Secretary	Adelina Larisa Ștefan		
3.18.	Application		General Registry of UMFVBT	Secretary	Lia Santa		
3.19.	Application		Personal Data Protection Department	Personal Data Protection Officer	Cristian Andrei Grigoriu		
3.20.	Enforcement + Audit		Internal Public Audit Department	Auditor	Dobrișan Dumitru		
3.21.	Application + Archiving		Archive	Archivist	Roxana-Isabela Popescu		
3.22.	Application		SCIM Monitoring Committee	Chair of the Monitoring Committee	Prof. Dr. Andrei Motoc		
3.23.	Archiving		SCIM Monitoring Committee	Secretary of the Monitoring Committee			

4. Purpose of the Operational Procedure

 UNIVERSITATEA DE MEDICINĂ ȘI FARMACIE „VICTOR BABEȘ” DIN TIMIȘOARA	SYSTEM PROCEDURE	4th Edition
	Document Flow at the “Victor Babeș” University of Medicine and Pharmacy in Timișoara,	Date of Procedure Approval: June 29, 2022
		Revision 1
		Date of approval of Revision 1: June 24, 2026
	Code: UMFVBT-PS-DSGU/25/2022	Page 5 of 27
		Copy No.

- 4.1.** The purpose of this operational procedure is to establish a general and unified framework for receiving, registering, and maintaining records of all incoming documents, documents prepared for internal use, and outgoing documents, as well as for their classification for archiving, at the level of UMFVBT and each department within its organizational structure;
- 4.2.** It establishes the procedures for managing the flow of documents between the UMFVBT Registry and the specific departments of UMFVBT, through designated personnel responsible for this area;
- 4.3.** Ensures the availability of documentation necessary for carrying out operations;
- 4.4.** Supports the audit and/or other authorized bodies in their auditing and/or control activities, and supports the manager in decision-making.

5. Scope of the Operational Procedure

- 5.1.** This procedure covers the receipt, registration, management, release, and filing for archiving of documents produced and/or managed by UMFVBT;
- 5.2.** This procedure applies to all organizational units within UMFVBT;
- 5.3.** The main activities involved in implementing this procedure are: receiving and registering documents, forwarding documents for processing, their release, and their filing for archiving;
- 5.4.** All university departments are involved in the implementation of this procedure.

6. Reference documents (regulations) applicable to the procedural activity

6.1. International regulations, international standards:

- *SR EN ISO 9001:2015 “Quality Management Systems. Requirements”;*
- *SR EN ISO 9000:2015 “Quality management systems. Fundamental principles and vocabulary”;*
- *SR EN ISO 9004:2010, “Leading an organization toward sustainable success. A quality management approach.”*

6.2. Primary legislation:

- *Order of the Secretary General of the Government No. 600/2018 approving the code of internal/managerial control for public entities;*
- *Government Ordinance No. 27/2002 on the regulation of the activity of resolving petitions;*
- *Law No. 233/2002 approving Government Ordinance No. 27/2002 on the regulation of petition resolution activities;*
- *Law No. 544/2001 on free access to information of public interest;*
- *Government Decision No. 123/2002 approving the Methodological Rules for the Implementation of Law No. 544/2001 on free access to information of public interest;*
- *Law No. 16/1996 on National Archives, as subsequently amended and supplemented;*
- *Law No. 135/2007 on the Archiving of Documents in Electronic Form.*
- *Instructions on archival activities for document creators and holders, approved by the management of the National Archives through Order No. 217 of May 23, 1996*

6.3. Secondary legislation:

- *National Education Law No. 1/2011, as subsequently amended and supplemented;*

 UNIVERSITATEA DE MEDICINĂ ȘI FARMACIE „VICTOR BABEȘ” DIN TIMIȘOARA	SYSTEM PROCEDURE	4th Edition
	Document Flow at the “Victor Babeș” University of Medicine and Pharmacy in Timișoara,	Date of Procedure Approval: June 29, 2022
		Revision 1
		Date of approval of Revision 1: June 24, 2026
	Code: UMFVBT-PS-DSGU/25/2022	Page6 of 27
		Copy No.

- Charter of the “Victor Babeș” University of Medicine and Pharmacy in Timișoara;
- Internal Regulations of the “Victor Babeș” University of Medicine and Pharmacy in Timișoara;
- Organizational and Operational Regulations of UMFVBT;

7. Definitions and Abbreviations of Terms Used in the Operational Procedure

7.1. Definitions of Terms

No.	Term	Definition and/or, if applicable, the document defining the term
1.	System procedure	Describes a process or activity carried out at the level of the public entity that applies to most or all departments within a public entity.
2.	Edition of a Procedure	The current version of the procedure; the edition of a procedure changes when three revisions of that procedure have already been made or when changes to the procedure's structure exceed 50% of the content of the previous revision The initial or updated version, as applicable, of an operational procedure, approved and distributed
3.	Revision within an edition	The action of modifying, adding, or deleting information, data, or components of an edition of a procedure; such changes typically involve less than 50% of the procedure's content. The actions of modifying, adding, deleting, or similar actions, as applicable, to one or more components of an edition of the operational procedure; such actions have been approved and distributed
4.	Department/unit	The internal structure of a public entity consisting of individuals, organizational subdivisions, and relationships, arranged in such a way as to ensure the organizational framework necessary for achieving public management objectives (the public entity's organizational chart)—general directorate, directorate, department, service, office, committees, including institutions or structures without legal personality that are subordinate to, coordinated by, or under the authority of the entity.
5.	Head of the unit/structure	Rector, Vice Rector, CSUD Director, DRI Director, General Director, Director, Dean, Service Chief, Chief Secretary, Office Chief, Head of Department
	Activity	The totality of duties of a specific nature that give rise to work processes characterized by a high degree of uniformity and similarity.

 UNIVERSITATEA DE MEDICINĂ ȘI FARMACIE „VICTOR BABEȘ” DIN TIMIȘOARA	SYSTEM PROCEDURE	4th Edition
	Document Flow at the “Victor Babeș” University of Medicine and Pharmacy in Timișoara,	Date of Procedure Approval: June 29, 2022
		Revision 1
		Date of approval of Revision 1: June 24, 2026
	Code: UMFVBT-PS-DSGU/25/2022	Page7 of 27
		Copy No.

	Duty	A set of tasks of the same type, necessary for carrying out a specific activity or part thereof, which are performed periodically or continuously and which require specialized knowledge to achieve a specific objective.
	Process diagram	A logical diagram using graphical symbols that represents the stages and steps involved in carrying out a process or activity.
6.	Petition	A request, complaint, report, or proposal submitted in writing or via email that a citizen or a legally established organization may address to central and local public authorities and institutions, as well as to decentralized public services of ministries and other central bodies, national companies and corporations, commercial entities of county or local interest, as well as autonomous public utilities, hereinafter referred to as public authorities and institutions;
7.	Document	A document that certifies, establishes, or anticipates a fact; confers a right; or acknowledges an obligation—namely, a written or printed text, inscription, or other evidence serving to establish a current or past factual occurrence any document, written or printed text, generated or managed directly by an individual, a department, a service, and/or a division within UMFVBT;
8.	Document Flow	the path that documents follow from the moment they are issued or received by the institution until they are archived;

7.2. Abbreviations of Terms

No.	Abbreviation	Term Abbreviated
1.	O.P.	Operational Procedure
2.	E	Development
3.	V	Verification
4.	A	Approval
5.	App.	Application
6.	Ah.	Archiving
7.	UMFVBT	“Victor Babeș” University of Medicine and Pharmacy in Timișoara

8. Description of the Operational Procedure

 UNIVERSITATEA DE MEDICINĂ ȘI FARMACIE „VICTOR BABEȘ” DIN TIMIȘOARA	SYSTEM PROCEDURE	4th Edition
	Document Flow at the “Victor Babeș” University of Medicine and Pharmacy in Timișoara,	Date of Procedure Approval: June 29, 2022
		Revision 1
		Date of approval of Revision 1: June 24, 2026
	Code: UMFVBT-PS-DSGU/25/2022	Page 8 of 27
		Copy No.

8.1. General Information

8.1.1. Within UMFVBT, registered, transmitted, processed, dispatched, and filed for archiving correspondence pertains to the following categories of documents:

- **External documents**—received by UMFVBT from institutions, legal entities, or individuals, or sent by UMFVBT to institutions, legal entities, or individuals (letters, offers, contracts, invoices, account statements, notices, certificates, etc.);
- **Internal documents**—issued by UMFVBT’s organizational units and circulated within the university (internal memos, regulations, resolutions, procedures, decisions, primary documents regarding the university’s activities, etc.).

8.1.2. Correspondence addressed to UMFVBT—whether sent by mail, courier service, or delivered directly by citizens—as well as all documents prepared by the university’s own organizational units, are recorded in **the General Register** of Incoming and Outgoing Documents and the Record of Current Documents and Petitions.

8.1.3. At the level of the university’s organizational units, it is mandatory to maintain a separate register of incoming and outgoing documents and records, in accordance with the template provided in Annex No. 5, in which documents intended for internal circulation, as well as those prepared in the exercise of managerial duties by the head of the organizational unit, shall be recorded.

8.1.4. The General Registry of UMFVBT is located in the main building of the “Victor Babeș” University of Medicine and Pharmacy in Timișoara, at the following address: 2 Eftimie Murgu Square, Timișoara, Timiș County, ground floor, room 1.

8.1.5. The working hours of the UMFVBT General Registry are as follows: Monday through Friday, from 7:30 a.m. to 3:30 p.m. In exceptional circumstances, the UMFVBT General Registry may also operate on legal holidays or days declared non-working days, or beyond normal working hours; such special schedules are approved by a resolution of the Board of Directors and compensated with corresponding time off, in accordance with the law. In the event of emergencies, exceptions to the working hours will be made for the registration of the relevant documents.

8.1.6. The scope of responsibilities of the UMFVBT General Registry primarily includes the following:

- receiving and registering documents and petitions;
- forwarding and distributing documents within the university, based on the subject or content of the document, or to other institutions or individuals whose area of responsibility covers the issues addressed in the documents;
- maintains records of documents and petitions distributed to the various departments within UMFVBT;
- prepares the necessary documentation and ensures the dispatch, via the Military Post, the Romanian Post, or courier services, of all correspondence from the departments within UMFVBT;

8.1.7. The following documents are maintained in hard copy format within the UMFVBT General Registry:

- General Register of Incoming and Outgoing Documents and Record of Current Documents and Petitions (Annex No. 4);
- Register—registered letters—standard form (Annex No. 14);
- List of unclassified letters—standard form (Annex No. 15);
- Correspondence log (Appendix No. 16).

8.2. Receipt and Registration of Internal and External Documents

8.2.1. Through the General Registry, every document received or created within the institution is registered with a unique registration number in a general register, ensuring that the number is not repeated.

 UNIVERSITATEA DE MEDICINĂ ȘI FARMACIE „VICTOR BABEȘ” DIN TIMIȘOARA	SYSTEM PROCEDURE	4th Edition
	Document Flow at the “Victor Babeș” University of Medicine and Pharmacy in Timișoara,	Date of Procedure Approval: June 29, 2022
		Revision 1
		Date of approval of Revision 1: June 24, 2026
	Code: UMFVBT-PS-DSGU/25/2022	Page9 of 27
		Copy No.

8.2.2. Documents may be received by mail, fax, courier, directly from petitioners, by email, or at the following email address: registratura@umft.ro

8.2.3. In the case of requests or other documents submitted directly by petitioners or students, the registration number is provided to them on the spot.

8.2.4. Documents and petitions that do not specify the sender’s/petitioner’s identifying information (first and last name, company name, home address, or mailing address) are considered anonymous. These will not be considered and will be filed with the notation “filed.”

8.2.5. Document registration begins on January 1 and ends on December 31 of each year.

8.2.6. All documents will be registered on the day they are received, chronologically, in the order in which they are received.

8.2.7. The following are prohibited:

- backdating unregistered documents;
- registering documents or petitions over the phone;
- the circulation of unregistered documents.

8.2.8. If a document is sent directly to an organizational unit within UMFVBT—electronically, in hard copy, or by fax—that unit is required to register it on the same day it is received with the General Registry, which will assign a registration number to the document.

8.2.9. **Internal** documents circulating among the organizational units within UMFVBT must be registered at the UMFVBT General Registry, just like other documents, in the incoming-outgoing register, with the name and code of the organizational unit from which the document originates noted in the “incoming” section.

8.2.10. Letters, documents, and petitions addressed to UMFVBT by the same petitioner or the same institution via multiple forms of communication (email, mail, fax, etc.), on different calendar dates and concerning the same subject, will be assigned the same registration number; the date each individual document was received will be noted, and the petitioner/institution will receive a single response that must address all petitions/documents received on the same subject.

8.2.11. In the case of documents containing personal or confidential information, the Registry will stamp the envelope with the registration number, after which they will be distributed to the departments/individuals to whom they are addressed for opening and assignment. Subsequently, the General Registry will enter the necessary data into the register.

8.2.12. When registering documents in the Incoming-Outgoing Register within the General Registry of UMFVBT, the following information must be specified:

Incoming section:

- registration number;
- date of registration;
- sender/issuer of the document;
- document number and date, information regarding the sender/issuer;
- number of pages in the document;
- number of attachments;
- summary of the document’s content;
- the department to which it was assigned, including the reference number/recipient;
- notes/comments.

Outgoing section:

- the department to which it was assigned/the recipient;
- date of dispatch;

 UNIVERSITATEA DE MEDICINĂ ȘI FARMACIE „VICTOR BABEȘ” DIN TIMIȘOARA	SYSTEM PROCEDURE	4th Edition
	Document Flow at the “Victor Babeș” University of Medicine and Pharmacy in Timișoara,	Date of Procedure Approval: June 29, 2022
		Revision 1
		Date of approval of Revision 1: June 24, 2026
	Code: UMFVBT-PS-DSGU/25/2022	Page 10 of 27
		Copy No.

- the recipient of the document;
- number of pages in the document;
- number of attachments;
- the document’s registration number, to which any comments are attached.

8.3. External Document Workflow

8.3.1. Analysis of Document Content and Distribution

8.3.1.1. After documents are received and registered, they are forwarded by the General Registry, on the same day or no later than 9:00 a.m. on the day following their registration, to the institution’s management or, as appropriate, to the departments/units/divisions to which they are addressed.

8.3.1.2. Documents addressed to the university administration shall be delivered by the General Registry Office twice a day, at 8:30 a.m. and 12:30 p.m., to the Rector’s Office.

8.3.1.3. Letters and documents registered and forwarded to the university administration shall be reviewed and distributed by the Rector, together with the Chief Secretary of the university, as appropriate, through the institution’s Registry Office, to the relevant individuals or units based on their jurisdiction for resolution, with the resolution noted at the top of each document.

8.3.1.4. All correspondence, with the resolution noted on the document, is collected by the General Registry and distributed or handed over to the departments/units/individuals in the order indicated in the resolution.

8.3.1.5. The General Registry distributes correspondence to each department/unit using the **alphanumeric** code of the department/unit, established for each **organizational structure**, in accordance with Annex No. 2, by entering it in the upper right corner of each document, based on a correspondence log that specifies the person, date, and documents delivered, with no cross-outs or erasures permitted. Receipt is confirmed by signature after verification.

8.3.1.6. If a document has been incorrectly routed and registered with another organizational unit within UMFVBT, that unit is required to return the document to the UMFVBT General Registry on the day of receipt, or no later than 9:00 a.m. the following day.

8.3.1.7. If this deadline is not met, the organizational unit that received the misrouted document assumes responsibility for resolving the matter.

8.3.1.8. If the issues raised in the petition or document require a more thorough investigation, the head of the organizational unit may extend the deadline for resolving the petition, in accordance with applicable legal provisions.

8.3.2. Resolving and Dispatching External Documents

8.3.2.1. The organizational unit with jurisdiction over the document shall draft the response in accordance with applicable legal provisions, adhering to the deadline for drafting and dispatching the response to the petition or document.

8.3.2.2. The response shall be drafted on university letterhead by all organizational units within UMFVBT, in accordance with the templates provided in Annex 1.

8.3.2.3. In order to draft the response to the document, the heads of departments/units/services may assign the document to their subordinates based on their areas of expertise, along with instructions regarding the optimal approach and the deadline for resolution, in accordance with legal provisions.

 UNIVERSITATEA DE MEDICINĂ ȘI FARMACIE „VICTOR BABEȘ” DIN TIMIȘOARA	SYSTEM PROCEDURE	4th Edition
	Document Flow at the “Victor Babeș” University of Medicine and Pharmacy in Timișoara,	Date of Procedure Approval: June 29, 2022
		Revision 1
		Date of approval of Revision 1: June 24, 2026
	Code: UMFVBT-PS-DSGU/25/2022	Page 11 of 27
		Copy No.

8.3.2.4. Responses, signed by the responsible person in a management position and/or the person drafting the response, along with the original document, shall be submitted for signature and approval through the chain of command, in two copies.

8.3.2.5. The responses shall bear the acronym of the unit drafting the response and the registration number of the original document from the General Registry’s Incoming-Outgoing Register, with the letter “R” appended to the end of the registration number, along with the date on which the response was drafted and sent.”

8.3.2.6. After the correspondence is signed by the authorized person(s), it is submitted to the General Registry for dispatch.

8.3.2.7. The staff at the General Registry complete the “outgoing” columns in the register, after which they affix the official stamp over the signature of the institution’s head, if applicable, on the document being sent.

8.3.2.8. A copy of the dispatched document is returned to the service/department/unit that prepared it, which retains it until the matter is definitively resolved and the entire file is closed.

8.3.2.9. The responses are sent in original form by mail, military mail, or courier service, or are delivered directly to the petitioner, as appropriate, against a signed receipt.

8.3.2.10. Responses shall be sent by email only when:

- the petitioner requests it;
- the petition was submitted via email, does not contain identifying information, and its subject matter refers to a theoretical issue;
- the petition was submitted via email and the petitioner resides outside the territory of Romania.

8.3.2.11. Each organizational unit that participated in the resolution of a document or petition is required to archive all resulting documents, namely:

- the correspondence/documents/petitions;
- the response provided;
- redirect and notification letters.

8.3.2.12. After a document has been resolved, the records are filed by subject within the relevant department and retained until they are transferred to the university archives, in accordance with the university’s archival classification system.

8.4. Internal Document Workflow

8.4.1. All documents prepared by the university’s own organizational units and intended for internal circulation are recorded both in a separate incoming-outgoing and document tracking register—in paper or electronic format—and in the General Register of Incoming and Outgoing Documents and Current Documents and Petitions. The registration number shall take the form of **the organizational unit’s acronym – internal registry number/general registry number/date**.

8.4.2. The circulation of internal documents, during the drafting stage, is organized in accordance with the general rules for the circulation of outgoing documents, and during the execution (use) stage, in accordance with the rules for incoming documents.

8.4.3. The following organizational units will maintain registers other than the one specified in section 8.4.1. (incoming–outgoing register and document tracking register), in which documents that no longer require registration with the UMFVBT General Registry are recorded, as follows:

8.4.3.1. *The Human Resources Department* will maintain:

- A register for addenda to individual employment contracts (Appendix No. 8);

 UNIVERSITATEA DE MEDICINĂ ȘI FARMACIE „VICTOR BABEȘ” DIN TIMIȘOARA	SYSTEM PROCEDURE	4th Edition
	Document Flow at the “Victor Babeș” University of Medicine and Pharmacy in Timișoara,	Date of Procedure Approval: June 29, 2022
		Revision 1
		Date of approval of Revision 1: June 24, 2026
	Code: UMFVBT-PS-DSGU/25/2022	Page 12 of 27
		Copy No.

- An incoming–outgoing register for tracking documents issued by the Human Resources Department: certificates, letters, and various requests;
- A general employee registry: for fixed-term individual employment contracts and for individual employment contracts concluded for an indefinite term (Annex No. 9);
- A register of decisions issued regarding the termination of individual employment contracts, suspensions, and the termination of suspensions of individual employment contracts; decisions appointing individuals to positions following the completion of competitive selection processes for filling vacant or temporarily vacant positions; decisions appointing committees for competitive selection processes to fill vacant or temporarily vacant positions or committees for promotion examinations;
- A register of disciplinary sanctions;
- A register of competition files for fixed-term positions (Annex No. 10);
- Register of competition files for positions advertised for indefinite terms (Annex No. 11);
- A register of examination files for promotion in the teaching career (Annex 21 - Code: UMFVBT-MET/DRU/26/2024 – 21 of the Methodology for Promotion in the Teaching Career).

8.4.3.2. The University’s General Secretariat will maintain:

- Registers of University Senate meetings, as follows.
 - a. A register of meeting minutes, in hard copy;
 - b. A register of resolutions, in electronic format – Annex No. 6.
- Records of the meetings of the Board of Trustees, as follows:
 - a. A register of minutes, in hard copy;
 - b. Register of decisions, in electronic format – Annex No. 7

8.4.4. *The General Administrative Directorate* shall maintain a register in which necessity reports are recorded in hard copy. (Annex No. 12)

8.4.5. *The Legal Office* will maintain a register of the Rector’s decisions, in hard copy (Appendix No. 13).

8.4.6. *The Academic Records Office* will maintain a register of academic records in hard copy (Annex No. 17).

8.4.7. *The deans’ offices* will maintain a Register of Department Council Resolutions in electronic format (Appendix No. 6).

8.4.8. *The departments* will maintain a Register of Department Council Decisions in electronic format (Appendix No. 6)

8.5. Types of Internal Documents and Their Workflow

8.5.1. Documents requiring approval by the Board of Directors or the University Senate:

- They are submitted to the UMFVBT General Registry, bearing the issuer’s signature and stamp (if applicable);
- The UMFVBT General Registry forwards the document(s) to the relevant vice-rector or organizational units, as appropriate, for review;
- The relevant vice-rector or organizational unit records the document(s) in its own register of current documents; After a favorable or unfavorable opinion has been issued, the relevant vice-rector or organizational unit enters the document’s issuance date in its own register and forwards it, through the General Registry, to the University’s General Secretariat for recording and submission to the Board of Trustees and/or the University Senate for review and approval.

8.5.2. Resolutions of the Board of Trustees/Resolutions of the University Senate/Faculty Council/Department Council

 UNIVERSITATEA DE MEDICINĂ ȘI FARMACIE „VICTOR BABEȘ” DIN TIMIȘOARA	SYSTEM PROCEDURE	4th Edition
	Document Flow at the “Victor Babeș” University of Medicine and Pharmacy in Timișoara,	Date of Procedure Approval: June 29, 2022
		Revision 1
		Date of approval of Revision 1: June 24, 2026
	Code: UMFVBT-PS-DSGU/25/2022	Page 13 of 27
		Copy No.

- Documents such as Board of Trustees Resolutions and University Senate Resolutions, after being recorded in the special registers (Resolution Register No./Meeting Minutes No. in the General Incoming-Outgoing Register/date of the meeting), are forwarded in copy to the organizational units on the distribution list through the General Registry.
- Documents such as Faculty Council Resolutions are recorded in the special register of Faculty Council Resolutions (No. in the Register of Resolutions/No. Meeting Minutes No. in the General Incoming-Outgoing Register/Date of the Meeting) shall be forwarded in copy to the organizational units on the distribution list or to those that have requested them, via the General Registry, accompanied by a cover letter registered in accordance with this procedure.
- Documents such as Department Council Resolutions are recorded in the special register of Department Council Resolutions (No. in the Register of Resolutions/No. Minutes of the Meeting from the Incoming-Outgoing Register/date of the meeting) are forwarded, in copy, to the organizational units through the General Registry, accompanied by a cover letter registered in accordance with this procedure.
- The originals are retained and archived in accordance with the university’s Archival Classification System.

8.5.3. *Decisions of the Rector*

- They are drawn up in two original copies, registered in the special register, and forwarded through the General Registry as follows: one original to the person or organizational unit concerned, and a copy to the other persons or departments on the distribution list. One original is retained and archived at the Legal Office, in accordance with the university’s archival classification system.

8.5.4. *Requirement Reports*

- Requirement reports, completed and signed by the applicant, are submitted to the General Administrative Directorate;
- After registration in the special register, depending on the type of report (purchase/repair), the General Administrative Directorate ensures that approvals and/or signatures are obtained from the Director General, the Financial and Accounting Service, the Office of the Vice Rector for Research, as applicable, and the Rector.
- The request for procurement will be implemented by the Technical Department, depending on the type of request;
- The request for the purchase of a product or service in foreign currency or lei, based on the investment list, shall be forwarded to the University’s General Secretariat for recording and submission to the Board of Directors for approval.
- The justification report requesting reimbursement of publication fees for scientific articles, in foreign currency, will be forwarded to the Vice Rector’s Office for Scientific Research or the CSUD, as applicable, for review and record-keeping, as applicable, in accordance with internal regulations (decisions of the Board of Trustees and the Senate, which establish the monetary limits and conditions necessary for reimbursement) and shall not be submitted to the Board of Trustees for approval.

8.5.5. *Requests for vacation leave, requests for unpaid leave, and other requests for paid or unpaid days off:*

- They must be submitted to the UMFVBT General Registrar’s Office, bearing the signatures of the applicant, the person acting on the applicant’s behalf (if applicable), and the immediate supervisor (as per the application form);
- The UMFVBT General Registry forwards them to the Dean’s Office for the Dean’s approval;
- The Faculty Dean’s Office forwards them to the Human Resources Department for review;
- The Human Resources Department forwards them to the University General Secretariat for recording and submission to the Board of Trustees for approval, if applicable.

 UNIVERSITATEA DE MEDICINĂ ȘI FARMACIE „VICTOR BABEȘ” DIN TIMIȘOARA	SYSTEM PROCEDURE	4th Edition
	Document Flow at the “Victor Babeș” University of Medicine and Pharmacy in Timișoara,	Date of Procedure Approval: June 29, 2022
		Revision 1
		Date of approval of Revision 1: June 24, 2026
	Code: UMFVBT-PS-DSGU/25/2022	Page 14 of 27
		Copy No.

8.5.6. Request for business travel:

8.5.7. *Travel requests for which reimbursement of expenses (transportation, lodging, per diem) is sought:*

- The applicant submits the request to the UMFVBT General Registry for registration, after obtaining signatures from the substitute, the head of the discipline, and the department director, as well as approvals from the Financial and Accounting Service, the Research and Grant Management Department, and the International Relations Department.
- The UMFVBT General Registry forwards the request to the Faculty Dean’s Office for approval and sends a copy to the Human Resources Directorate for preliminary record-keeping;
- After obtaining the necessary approvals, the UMFVBT General Registry forwards the travel request to the University’s General Secretariat for recording and submission to the Board of Directors for approval;
- After approval by the Board of Directors, the UMFVBT General Registry forwards the travel request to the Human Resources Department for processing.

8.5.8. *Travel requests for which reimbursement of expenses (transportation, lodging, per diem) **is not requested:***

- The applicant submits the request to the UMFVBT General Registry for registration, after obtaining signatures from the substitute, the head of the discipline, and the department director;
- The UMFVBT General Registry forwards the request to the Faculty Dean’s Office for approval and sends a copy to the Human Resources Department for preliminary record-keeping;

8.5.9. *Requests related to teaching activities:*

- The applicant submits the request to the UMFVBT General Registry, along with the necessary approvals (head of discipline, department director, as applicable);
- The UMFVBT General Registry forwards the request to the Dean’s Office for resolution;

8.5.10. *Requests related to administrative matters (employee certificates, documents from the personnel file, other supporting documents):*

- The request is submitted to the UMFVBT General Registry;
- The university’s Registrar’s Office forwards the request to the Human Resources Department, which will process the request within the timeframes stipulated by applicable law.

8.5.11. *Research contracts, annexes to research contracts, addenda to research contracts, etc.*

- All documentation is submitted to the Research and Grant Management Department for review;
- The Research and Grant Management Department forwards the documentation to the Rector’s Office for approval or, if applicable, to the University’s General Secretariat for recording and submission to the Board of Trustees for approval, in accordance with the document registration procedure.

8.5.12. *Applications to open vacant contract positions for competition:*

- These are submitted to the UMFVBT General Registry, along with the approval of the immediate supervisor and the necessary documentation;
- The UMFVBT General Registry forwards all documentation to the Human Resources Department for review;
- The Human Resources Department forwards the documentation to the General Administrative Director and the Rector for review and approval;
- After obtaining the endorsement and approval, the Human Resources Department processes the document.

8.5.13. *Other requests, statements, or petitions related to professional activities at UMFVBT*

- shall be submitted to the UMFVBT General Registry:

 UNIVERSITATEA DE MEDICINĂ ȘI FARMACIE „VICTOR BABEȘ” DIN TIMIȘOARA	SYSTEM PROCEDURE	4th Edition
	Document Flow at the “Victor Babeș” University of Medicine and Pharmacy in Timișoara,	Date of Procedure Approval: June 29, 2022
		Revision 1
		Date of approval of Revision 1: June 24, 2026
	Code: UMFVBT-PS-DSGU/25/2022	Page 15 of 27
		Copy No.

- The UMFVBT General Registry forwards the documentation to the relevant department for resolution.

8.5.14. Regulations, methodologies, and procedures developed at the university level

8.5.14.1. All regulations, methodologies, system procedures, and other similar documents, approved by the Board of Trustees and the University Senate, shall have an identification number (code) determined according to the following algorithm: the university’s acronym followed by the corresponding abbreviation for regulation (REG), methodology (MET), system procedure (PS), or the related document (RAP, COD, GHID, PLAN), the organizational structure(s) to which the individuals nominated for drafting belong, as listed in Annex 2 (as applicable), and a set of digits representing the serial number/year of the document’s drafting, edition, or revision (e.g., UMFVBT-REG-PD-DSGU-01/2021).

8.5.14.2. The responsibility for assigning codes to approved documents and entering them into the Registry of Regulations, Methodologies, Standard Operating Procedures (SOPs), and similar documents, as well as for disseminating the document by posting on the UMFVBT website, lies with the University General Secretariat, which also retains the third original copy.

8.6. Final Provisions

8.6.1. Each organizational unit within UMFVBT is required to register documents in accordance with this procedure.

8.6.2. Petitions shall be submitted only to the UMFVBT General Registry, for the purpose of establishing a tracking and resolution process within the timeframes and under the conditions established by law.

9. Responsibilities and Accountabilities in the Conduct of Activities

No.	Department (position)/action (operation)	Human resources involved
1.	Registration of documents with the General Registry of UMFVBT	Staff of the UMFVBT Registry Office
2.	Distribution of documents	Staff of the UMFVBT General Registry
3.	Processing of Documents	All UMFVBT staff
4.	Sending documents by mail, military mail, or courier services	Staff of the UMFVBT General Registry Office
5.	Sending Documents by Fax or Email	Rector’s Office
6.	Archiving of documents within the departments that issue responses to registered documents	Staff responsible for drafting the document
7.	Archiving of documents within the UMFVBT Archives	Staff of the UMFVBT Archives

10. Attachments, registrations, archiving

Appendix No.	Name of the appendix	Prepared by	Approved by	Number of copies	Distribution	Archiving	Other details
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 UNIVERSITATEA DE MEDICINĂ ȘI FARMACIE „VICTOR BABEȘ” DIN TIMIȘOARA	SYSTEM PROCEDURE	4th Edition
	Document Flow at the “Victor Babeș” University of Medicine and Pharmacy in Timișoara,	Date of Procedure Approval: June 29, 2022
		Revision 1
		Date of approval of Revision 1: June 24, 2026
	Code: UMFVBT-PS-DSGU/25/2022	Page 16 of 27
		Copy No.

						Location	Period	
0	1	2	3	4	5	6	7	8
1.	Header template + background image	Communications and Digital Media Service	Board of Directors and Senate	1	All Departments	Archive	10 Years	
2.	Acronyms/Designations of UMFVBT's Organizational Structures	Human Resources Department	Board of Directors and Senate	1	All Departments	Archives	10 years	
3.	Cover Template: Regulations, Methodologies, and Procedures	Senate Standing Committee for the Revision of Regulations and the University Charter	Board of Trustees and Senate	1	All Departments	Archive	10 years	
4.	Template: General Register of Incoming and Outgoing Documents and Record-Keeping for Current Documents and Petitions	General Registry of UMFVBT	Board of Directors and Senate	1	General Registry of UMFVBT	Archive	10 Years	
5.	Template for the Document Incoming and Outgoing Register within the University's Organizational Structures	University General Secretariat Human Resources Department	Board of Trustees and Senate	1	All Departments	Archives	10 years	
6.	Template: Register of University Senate Resolutions	General Secretariat of the University	Board of Trustees and Senate	1	Office of the Senate President	Archive	p	
7.	Template for the Register of Decisions of the Board of Directors/Faculty Council/Department Council	University General Secretariat / Faculty Deans' Offices / Departments	Board of Directors / Faculty Deans'	1	General Secretariat / Faculty Deans' Offices / Departments	Archive	p	

 UNIVERSITATEA DE MEDICINĂ ȘI FARMACIE „VICTOR BABEȘ” DIN TIMIȘOARA	SYSTEM PROCEDURE		4th Edition
	Document Flow at the “Victor Babeș” University of Medicine and Pharmacy in Timișoara,		Date of Procedure Approval: June 29, 2022
			Revision 1
			Date of approval of Revision 1: June 24, 2026
	Code: UMFVBT-PS-DSGU/25/2022		Page17 of 27
Copy No.			

Appendix No.	Name of the appendix	Prepared by	Approved by	Number of copies	Distribution	Archiving		Other details
						Location	Period	
			Offices / Departments					
8.	Template for the Register of Addenda to Individual Employment Contracts	Human Resources Department	Board of Directors and Senate	1	Human Resources Department	Archive	p	
9.	General Employee Registry Template	Human Resources Department	Board of Directors and Senate	1	Human Resources Department	Archive	p	
10.	Template for the Registry of Applications for Fixed-Term Positions;	Human Resources Department	Board of Directors and Senate	1	Human Resources Department	Archive	p	
11.	Template for the Registry of Applications for Openings for Indefinite-Term Positions	Human Resources Department	Board of Directors and Senate	1	Human Resources Department	Archive	p	
12.	Template for the Register of Requests for Necessity	General Administrative Directorate	Board of Directors and Senate	1	General Administrative Directorate	Archive	p	
13.	Template: Register of the Rector's Decisions	Legal Office	Board of Trustees and Senate	1	Legal Office	Archive	p	
14.	Register – Registered Letters –	Registry			Registry			

 UNIVERSITATEA DE MEDICINĂ ȘI FARMACIE „VICTOR BABEȘ” DIN TIMIȘOARA	SYSTEM PROCEDURE		4th Edition
	Document Flow at the “Victor Babeș” University of Medicine and Pharmacy in Timișoara,		Date of Procedure Approval: June 29, 2022
			Revision 1
			Date of approval of Revision 1: June 24, 2026
	Code: UMFVBT-PS-DSGU/25/2022		Page 18 of 27
			Copy No.

Appendix No.	Name of the appendix	Prepared by	Approved by	Number of copies	Distribution	Archiving		Other details
						Location	Period	
	Standard Form							
15.	Inventory – Unclassified Letters	Records Management			Registry			
16.	Correspondence Log	Records Office			Records Office			
17.	Template: Single Register for Tracking Forms and Issuing Academic Records	Academic Records Office	Academic Council and Senate	1	Academic Records Office	Archive	P	

11. Table of Contents

Structural Component Number	Name of the component within the procedure	Page
1.	Cover Page/List of Persons Responsible for Drafting, Reviewing, and Approving the Procedure	1
2.	Change Log Form	2
3.	Distribution/Circulation Form	2
4.	Purpose of the Procedure	4
5.	Scope	5
6.	Reference Documents	5
7.	Definitions and Abbreviations	5
8.	Procedure Description	7

 UNIVERSITATEA DE MEDICINĂ ȘI FARMACIE „VICTOR BABEȘ” DIN TIMIȘOARA	SYSTEM PROCEDURE	4th Edition
	Document Flow at the “Victor Babeș” University of Medicine and Pharmacy in Timișoara,	Date of Procedure Approval: June 29, 2022
		Revision 1
	Code: UMFVBT-PS-DSGU/25/2022	Date of approval of Revision 1: June 24, 2026
		Page 19 of 27
		Copy No.

9.	Responsibilities	14
10.	Appendices	15
11.	Table of Contents	17

Appendix No. 1, Code: UMFVBT-PS-DSGU/25/2022-01



UNIVERSITATEA
DE MEDICINĂ ȘI FARMACIE
„VICTOR BABEȘ” DIN TIMIȘOARA

 UNIVERSITATEA DE MEDICINĂ ȘI FARMACIE „VICTOR BABEȘ” DIN TIMIȘOARA	SYSTEM PROCEDURE	4th Edition
	Document Flow at the “Victor Babeș” University of Medicine and Pharmacy in Timișoara,	Date of Procedure Approval: June 29, 2022
		Revision 1
		Date of approval of Revision 1: June 24, 2026
	Code: UMFVBT-PS-DSGU/25/2022	Page 20 of 27
		Copy No.

GENERAL SECRETARIAT OF THE UNIVERSITY*

2 Eftimie Murgu Square, 300041, Timișoara, Romania

Tel: +40256204117; Fax: +40256490626

Email: secretarsef@umft.ro

www.umft.ro

* Contact information may vary depending on the name of the unit preparing the document

Appendix No. 2, Code: UMFVBT-PS-DSGU/25/2022-02

Acronyms/Designations of UMFVBT organizational units to be used when issuing documents/correspondence:

- Rector/Rector's Office – **RUMFT**;
- University Senate - **SUMFT**;
- Vice Rector for Teaching - **PD**;
- Vice Rector's Office for Scientific Research - **PCS**;
- Vice Rector's Office for Graduate Studies and Residency Programs - **PPR**;
- Office of the Vice Rector for Social and Administrative Affairs – **PSA**
- Vice Rector's Office for Academic Development – **PDA**;
- Vice Rector's Office for International Relations – **PRI**
- Faculty of Medicine, including the Secretariat of the Faculty of Medicine – **DFM**;
- Faculty of Dental Medicine, including the Secretariat of the Faculty of Dental Medicine – **DFMD**;
- Faculty of Pharmacy, including the Secretariat of the Faculty of Pharmacy - **DFP**;
- Faculty of Nursing, including the Secretariat of the Faculty of Nursing - **DFAM**;
- Council for Doctoral Studies, including the Doctoral School Office (**CSUD**);
- General Administrative Directorate - **DGA**;
- Social and Administrative Directorate - **DSA**;
- Technical Directorate - **DT**;
- Human Resources Directorate - **DRU**;
- University General Secretariat Directorate - **DSGU**;
- Financial and Accounting Directorate – **DFC**;

 UNIVERSITATEA DE MEDICINĂ ȘI FARMACIE „VICTOR BABEȘ” DIN TIMIȘOARA	SYSTEM PROCEDURE	4th Edition
	Document Flow at the “Victor Babeș” University of Medicine and Pharmacy in Timișoara,	Date of Procedure Approval: June 29, 2022
		Revision 1
		Date of approval of Revision 1: June 24, 2026
	Code: UMFVBT-PS-DSGU/25/2022	Page 21 of 27
		Copy No.

- Development Department - **DZV**;
- Research and Grant Management Department - **DCMG**;
- Marketing Service - **MRK**;
- Entrepreneurship, Website Administration, and E-Learning Platforms Service - **AAPE**;
- Department for the Dissemination of Scientific Research Results – **DSCS**;
- Department of Accreditation and Curriculum Development - **DADC**;
- Department of Educational Evaluation and Quality Assurance - **DEACE**
- Legal Office - **OJ**;
- Library Service - **BBL**;
- PSI Service - **PSI**;
- IT Directorate - **DIT**;
- Supply and Public Procurement Service - **SAAP**;
- Internal Prevention and Protection Service - **SIPP**;
- Academic Records Office - **SAS**;
- Archives - **ARH**;
- Career Counseling and Guidance Center - **CCOC**;
- Internal Public Audit Unit - **API**;
- Data Protection Unit - **CPD**;
- Internal Management Control Department - **CIM**;
- Victor Babeș Publishing House - **EVB**;
- Faculty of Nursing, including the Secretariat of the Faculty of Nursing - **DFAM**;
- Departments within the Faculty of Medicine – **M-I, M-II, M-III, ..., M-XVI**;
- Departments within the Faculty of Dentistry – **MD-I, MD-II, MD-III**;
- Departments within the Faculty of Pharmacy – **F-I, F-II**;
- Departments within the Faculty of Nursing – **AM-I**.

Appendix 3 – Cover Page Template for Regulations/Methodology - Code: UMFVBT-PS-DSGU/25/2022-03



UNIVERSITATEA
DE MEDICINĂ ȘI FARMACIE
„VICTOR BABEȘ” DIN TIMIȘOARA

Regulation Code: UMFVBT-REG.....
Annex to H.S. No.
Approved by Academic Council Resolution No.
Amendment and supplement, Annex to H.S. No.
Amendments and additions approved by H.C.A. No.

 UNIVERSITATEA DE MEDICINĂ ȘI FARMACIE „VICTOR BABEȘ” DIN TIMIȘOARA	SYSTEM PROCEDURE	4th Edition
	Document Flow at the “Victor Babeș” University of Medicine and Pharmacy in Timișoara,	Date of Procedure Approval: June 29, 2022
		Revision 1
		Date of approval of Revision 1: June 24, 2026
	Code: UMFVBT-PS-DSGU/25/2022	Page22 of 27
		Copy No.

REGULATION/METHODOLOGY CONCERNING

.....

WITHIN THE “VICTOR BABEȘ” UNIVERSITY OF MEDICINE AND PHARMACY IN TIMIȘOARA

	Position, First and Last Name	Date	Signature
Prepared:			
Completed/amended/republished			
Approved by the Legal Office			
Approved by the Senate Standing Committee for the Revision of Regulations and the University Charter			
Effective Date:			
Date of withdrawal:			

CHAPTER I.

Art. 1

 UNIVERSITATEA DE MEDICINĂ ȘI FARMACIE „VICTOR BABEȘ” DIN TIMIȘOARA	SYSTEM PROCEDURE	4th Edition
	Document Flow at the “Victor Babeș” University of Medicine and Pharmacy in Timișoara,	Date of Procedure Approval: June 29, 2022
		Revision 1
		Date of approval of Revision 1: June 24, 2026
	Code: UMFVBT-PS-DSGU/25/2022	Page 23 of 27
		Copy No.

The Senate of the “Victor Babeș” University of Medicine and Pharmacy in Timișoara approved these Regulations/Guidelines at its meeting on, the date on which they take effect.

Rector,

Prof. Octavian Marius Crețu, Ph.D.

The handwritten signature is affixed to the original version of the document, which is kept in the University Senate's archives. This document has the same legal force as the original.

Annex No. 4, Code: UMFVBT-PS-DSGU/25/2022-04

General Register of Incoming and Outgoing Documents and Record of Current Documents and Petitions												
INCOMING								OUTGOING				
Reg. No.	Date of Registration	Sender/Issuer	Sender/Issuer's Registration No. and Date	Page No.	No. of Annexes	Brief summary of the document	Department to which the document was assigned	Date of dispatch	Recipient	Page No.	Number of attachments	Registration number to which the document is linked and any comments

Annex No. 5, Code: UMFVBT-PS-DSGU/25/2022-05

Template: Register of Incoming and Outgoing Documents within the University's Organizational Structures

No.	Date	Document registration	Source of the document	Brief summary of the document	Date of Issue	Department to which the	Notes
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 UNIVERSITATEA DE MEDICINĂ ȘI FARMACIE „VICTOR BABEȘ” DIN TIMIȘOARA	SYSTEM PROCEDURE	4th Edition
	Document Flow at the “Victor Babeș” University of Medicine and Pharmacy in Timișoara,	Date of Procedure Approval: June 29, 2022
		Revision 1
		Date of approval of Revision 1: June 24, 2026
	Code: UMFVBT-PS-DSGU/25/2022	Page 24 of 27
		Copy No.

		number in the University's General Register				document was assigned	

Appendix No. 6, Code: UMFVBT-PS-DSGU/25/2022-06

Template for the Register of Decisions of the Board of Directors/Faculty Council/Department Council

No.	Resolution No./Date of the Meeting	Content of the Decision

Appendix No. 7, Code: UMFVBT-PS-DSGU/25/2022-07

Template for the Register of Decisions of the University Senate

No.	Date of the Meeting	Type of Meeting (O/E)	No. of attendees/ guests	Agenda	Decision Number	Content of the resolution

Appendix No. 8, Code: UMFVBT-PS-DSGU/25/2022-08

Template for the Record Register of Addenda to Individual Employment Contracts

Registration No./Date	Type of Addendum (which element of the Individual Employment Contract is being amended)	Number of the Individual Employment Contract being amended	Person(s) to whom it is addressed

Annex No. 9, Code: UMFVBT-PS-DSGU/25/2022-09

General Employee Record Register Template

Employee ID No. (CIM No.) /Date	Employee's first and last name	Individual Employment Contract			
		Start Date	Date of termination of	Position/Salary	Addenda

 UNIVERSITATEA DE MEDICINĂ ȘI FARMACIE „VICTOR BABEȘ” DIN TIMIȘOARA	SYSTEM PROCEDURE		4th Edition
	Document Flow at the “Victor Babeș” University of Medicine and Pharmacy in Timișoara,		Date of Procedure Approval: June 29, 2022
			Revision 1
	Code: UMFVBT-PS-DSGU/25/2022		Date of approval of Revision 1: June 24, 2026
			Page 25 of 27
			Copy No.

			employment (Decision No./Date)		

Appendix No. 10, Code: UMFVBT-PS-DSGU/25/2022-10

Template for the Registry of Applications for Fixed-Term Positions

No.	DRU Registration Number and Date	First and Last Name	Position and role for which the candidate is applying	Discipline, Department, Faculty

Appendix No. 11, Code: UMFVBT-PS-DSGU/25/2022-11

Template for the Registry of Application Files for Openings for Indefinite-Term Positions

No.	DRU Registration Number and Date	First and Last Name	Position and role for which the candidate is applying	Discipline, Department, Faculty	Number of files/binders	Total number of pages	Candidate's signature

Appendix 21 - Code: UMFVBT-MET/DRU/26/2024 - 21

**REGISTER OF EXAMINATION FILES
FOR PROMOTION IN THE TEACHING CAREER**

No.	DRU Registration Number and Date	FIRST AND LAST NAME	Position and role for which the candidate is applying	Department, Faculty	Number of files/binders	Total number of pages	Candidate's signature

 UNIVERSITATEA DE MEDICINĂ ȘI FARMACIE „VICTOR BABEȘ” DIN TIMIȘOARA	SYSTEM PROCEDURE	4th Edition
	Document Flow at the “Victor Babeș” University of Medicine and Pharmacy in Timișoara,	Date of Procedure Approval: June 29, 2022
		Revision 1
		Date of approval of Revision 1: June 24, 2026
	Code: UMFVBT-PS-DSGU/25/2022	Page 26 of 27
		Copy No.

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Appendix No. 12, Code: UMFVBT-PS-DSGU/25/2022-12

Template for the Register of Necessity Reports

Reg. No.	Date of Registration	Source of the document	Brief summary of the document	Document Destination

Appendix No. 13, Code: UMFVBT-PS-DSGU/25/2022-13

Template: Rector's Decisions Register

Reg. No.	Date of Registration	Source of the document	Brief summary of the document	Department to which the document was assigned

Appendix No. 14, Code: UMFVBT-PS-DSGU/25/2022-14

Register – Registered Letters – Standard Form

Institution

Headquarters

List of Mail Orders

Submitted in writing
Invoice No. dated submitted
At the PTTR office
Day Month Year

No.	Name or title of the recipient	City	Purpose of the payment	Special Instructions	Amount	Fees	Presentation numbers
					Weight	lei	
0	1	2	3	4	5	6	7

Appendix No. 15, Code: UMFVBT-PS-DSGU/25/2022-15

List - Unclassified Letters

.....

Sender

Recipient

Invoice No.

 UNIVERSITATEA DE MEDICINĂ ȘI FARMACIE „VICTOR BABEȘ” DIN TIMIȘOARA	SYSTEM PROCEDURE		4th Edition
	Document Flow at the “Victor Babeș” University of Medicine and Pharmacy in Timișoara,		Date of Procedure Approval: June 29, 2022
			Revision 1
	Code: UMFVBT-PS-DSGU/25/2022		Date of approval of Revision 1: June 24, 2026
			Page27 of 27
Copy No.			

Day, Month, Year

Item No.	Sender	Recipient	Mail registration number and number of attachments	Signature	Time

Attachment No. 16, Code: UMFVBT-PS-DSGU/25/2022-16

Correspondence Log

Date of document delivery Year Day Month	Document number	Recipient or department to which the document is delivered	Signature upon receipt

Appendix No. 17, Code: UMFVBT-PS-DSGU/25/2022-17

Template: Single Register for Tracking Forms and Issuing Academic Documents

No. No.	Series and number of the academic document form	NAME AND SURNAME OF THE HOLDER	Place and Date of Birth	Parents' first names	Year and session of the final exam (graduation, diploma, bachelor's degree, etc.)	Higher education institution where the final exam was held	Field of study, major, etc.	Grade on the final exam	Date the academic transcript was issued	Person issuing the academic transcript	Signature of the recipient of the academic transcript	Notes	No.
										First and last name	Signature		

The handwritten signature is affixed to the original version of the document, which is kept in the University Senate's archives. This document has the same legal force as the original.