



**REGULATIONS
OF ORGANIZATION AND FUNCTIONING OF FACULTY OF
DENTAL MEDICINE
WITHIN
UNIVERSITY OF MEDICINE AND PHARMACY "VICTOR
BABEȘ" TIMISOARA
TERM OF OFFICE 2024- 2029**

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Chapter I. GENERAL PROVISIONS

Art. 1.

The present regulations is prepared in under following document reference:

a) Legislation primary:

- Law education higher 199/2023;

b) regulation internal:

- Charter university of Medicine and Pharmacy "Victor" Babeş" from Timișoara;
- Code of ethics and professional deontology of the "Victor Babeş " University of Medicine and Pharmacy in Timișoara;
- Organization and functioning regulations of the "Victor Babeş" University of Medicine and Pharmacy in Timișoara;
- Regulation internal of university of Medicine and Pharmacy "Victor" Babeş" from Timisoara;

Art. 2.

(1) The Faculty of Dental Medicine (FMD) within the "Victor Babeş" University of Medicine and Pharmacy of Timișoara (UMFVBT) is a non-profit entity of public interest, independent of ideologies, religions and political doctrines, attached to the tradition of free thought, academic freedom, recognition of fundamental human rights and freedoms and the principle of the rule of law.

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

(3) Faculty of Medicine Dental working (that Faculty of Dentistry initial) FROM year 1963. FMD operates according to the Higher Education Law 199/2023, the University Charter, the regulations and decisions approved and issued of Senate and Rector UMF "Victor" Babeş" Timișoara, the internal regulations, the strategic and operational plan of the dean's office and the nomenclature in force approved by the ANC: Qualification code L30301001020. The decision-making activities of the Dean and the Faculty Council are based on the legal provisions in force.

Art. 3.

The Faculty of Dental Medicine within the "Victor Babeş" University of Medicine and Pharmacy in Timișoara is individualized through:

- Name official: Faculty of Medicine Dental, from the university of Medicine and "Victor Babeş" Pharmacy in Timișoara
- designations abbreviations usual: FMD from UMFVBT (UMFT)
- Page of Internet: https://www.umft.ro/ro/facultati/fmd_facultatea-de-medicina-dentara/
- E-mail: stoma@umft.ro

Article 4.

The headquarters of FMD within UMFVBT is *Eftimie Murgu Square no. 2, postal code 300041, Timișoara, Timiș County, Romania.*

The Faculty of Dental Medicine is the second largest in the "Victor Babeş" University of Medicine and Pharmacy Timișoara, with 3 locations for specialized university departments/clinics: B-dul. Revoluției 1989, No. 9 – main building of the Faculty of Dental Medicine, Splaiul T. Vladimirescu, no. 14

(Preventive, Community and Oral Health Dental Medicine Clinic and Oral Pathology Clinic) and Bd. Take Ionescu no. 5 (Oral-Maxillofacial Surgery Clinic, Dento-Alveolar Surgery Clinic and Anesthesia and Sedation in Dental Medicine).

Art. 5.

FMD of UMFVBT is apolitical and are ban in area university creation and the functioning of parties and other political formations, political propaganda actions, religious propaganda, discrimination, as well as activities that violate general rules of morality and health and safety at work.

Chapter II. STRUCTURE AND ORGANIZATION

Art. 6.

- (1) FMD of UMFVBT working on base Charter University, what reflect university community options.
- (2) Mission Faculty of Medicine Dental from the university of Medicine and Pharmacy "Victor Babeș" from Timișoara is the training and improvement of qualified and highly qualified human resources in the health field in the country and abroad, as well as the promotion of medical and medical-dental scientific research, using the best training methods, with the adaptation to the labor market of the professional profile in education and research and, above all, it aims to permanently contribute to the improvement of the oral and dental health status and the quality of life of the population.
- (3) The FMD management of UMFVBT is exercised as **academic management** and **administrative management**.
- (4) General principles which are governing the management FMD of UMFVBT are:
 - a) Principle of autonomy university;
 - b) Principle of management participatory;
 - c) Principle of effectiveness and effectiveness;
 - d) Principle of motivation based on performance;
 - e) Principle of management based on knowledge;
 - f) Principle of insurance given size of international education research.

Art. 7.

Organizational components:

- (1) From a procedural point of view, in the FMD within the UMFVBT, activities are carried out that can be correlated to the following areas:
 - a) Initial formation– cycles of studied university of license and master's degree provided merged, undergraduate, master's and doctoral university study cycles;
 - b) Continue formation – residency and courses graduate of education and development continuous professional development;
 - c) Scientific research;
 - d) Academic and administrative management;
 - e) Relations with environment of economic and social, internal and international;
 - f) Educational quality
- (2) **Organizational-structural**, these activity main it exercise to the some specific

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organizational components of education and scientific research and management, as follows:

A. components organizational of education and research scientifically

- a) Faculties;
- b) Doctoral Schools;
- c) Departments;
- d) Subdivisions of departments
- e) Center methodology and of research, unity of CDI, of provision services, of production, consulting, expertise, design, institutes, laboratories.

B. organizations students

Timișoara Dental Students Association (TDSA);

II.A. FUNCTIONAL STRUCTURE

Art. 8. FACULTY

- (1) The faculty represents the organizational structure at which teaching activity is carried out within the study programs, as well as related research activity.
- (2) The faculty is the functional unit that develops and manages study programs. The faculty corresponds to one or more fields of science, arts or sports.
- (3) Any faculty is established, organized or dissolved upon the proposal of the Board of Directors, with the approval of the University Senate, by Government decision regarding the structure of higher education institutions, initiated annually by the Ministry of Education.
- (4) A faculty may include one or more departments, doctoral schools, postgraduate schools and university extensions that are responsible for organizing study programs by types and cycles of university studies.
- (5) The organization and operation of the faculties of UMFVBT is carried out in accordance with the provisions stipulated in the Organization and Functioning Regulations of UMFVBT, the Internal Regulations of UMFVBT and the Organization and Functioning Regulations of the Faculties.
- (6) The university study program(s) at the faculty are subject to quality assurance and accreditation requirements, according to the legislation in force.
- (7) The education system within FMD is student-centered, taking place according to the Bologna process in three cycles, in which learning activity is quantified in credits (ECTS), calculated according to the ECTS Guide.
- (8) The FMD of UMFVBT operates in the field of *Health*. Within the Faculty of Dental Medicine, several bachelor's and master's degree programs are offered jointly, bachelor's and master's degree programs **accredited** and/or **authorized** by ARACIS to operate.
- (9) For each study program within the FMD there is a program coordinator. The coordinator of a study program can be the dean of the faculty, a vice-dean or any other professional full professor of UMFVBT, with the rank of university professor or associate professor and with special skills in the program field.

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- (10) The combined bachelor's and master's degree programs offered within the FMD are:
- **Dental Medicine** (6 years of study, full-time, 360 credits, maximum number of students that can be enrolled/year of study – 150)
 - **Dentistry in English** (6 years of study, full-time education, full-time, 360 credits, maximum number of students that can be enrolled/year of study – 75).
- (11) Programs of studied university of license which working in The FMD framework is:
- **Dental Technology** (3 years of study, full-time, 180 credits, maximum number of students that can be enrolled/year of study – 70)
 - **Assistance of Dental Prophylaxis** (3 years of study, full-time, 180 credits, maximum number of students that can be enrolled/year of study – 40)
- (12) Within the Faculty of Dental Medicine, there is also a nationally and internationally accredited master's degree program - Lasers in Dental Medicine - EMDOLA (2 years of study, full-time education, 120 credits, maximum number of students that can be enrolled/year study – 14).
- (13) The faculty is organized into departments. Within the faculty and departments, research activity is carried out in research centers or laboratories.
- (14) Faculty is representative of **Dean**.
- (15) **Faculty is led deliberative of Council Faculty**.
- (16) **Faculty is -led executive** of a dean and vice-deans.

Art. 9.

Objectives of the Faculty of Dental Medicine

- (1) *The main objective of the Faculty of Dental Medicine is: to ensure the quality of medical education in accordance with the accredited academic evaluation criteria and standards, provided by law, which has strong practical emphasis.*
- (2) *General objectives are focused on:*
- Adaptation continues to plans education to the standards Nation and international;
 - Continuous harmonization of the curriculum with that of some Faculties of Dental Medicine in Europe, in accordance with ECTS requirements, with the need to increase the number of individual study hours and with the focus on practical activities;
 - ensuring of a activity teaching quality, starting from to admittance to license;
 - Analysis and effectiveness inserts in professional A graduates;
 - Ensuring internal and external student mobility through partnership agreements with faculties from home and abroad;
 - Establishing efficient collaboration with faculties and research institutions in the country and abroad.
 - Developing and supporting research, creating partnerships with other university and research centers, materializing and disseminating the results obtained by publishing articles in journals with high scientific value
 - Multidisciplinary collaboration between different medical and dental specialties, collaboration in the field of biomaterials and modern technologies, to increase the national and international visibility of the faculty

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Art. 10.

DEPARTMENT

- (1) The department is the functional academic unit that ensures the production, transmission and valorization of knowledge in one or more specialized fields.
- (2) Departments represent the organizational structures within faculties that may include structural subdivisions with disciplines (subjects) that are close or complementary in terms of teaching and/or research activities, respectively the services provided.
- (3) The department is established, established, organized, organized, divided, divided, pooled or is abolished by decision of the University Senate, at the proposal of the Dean, with the approval of the Council of the faculty in which he/she works and the approval of the Board of Directors.
- (4) The department may organize research centers or laboratories that function as revenue and expenditure units within UMFVBT.
- (5) The organization and functioning of the departments of the UMFVBT faculties are done in accordance with the provisions stipulated in the Organization and Functioning Regulations of UMFVBT, the Internal Regulations of UMFVBT and, respectively, the Organization and Functioning Regulations of the faculties.
- (6) **Deliberative management** is ensured by **the Department Council**, and **executive management** by **the Department Director**.

Art. 11 .

There are three departments within the Faculty of Dental Medicine. The division of departments and university chairs/clinics within the Faculty of Dental Medicine of UMFVBT is as follows:

1. *Department I*

- 1.1. Clinic of Diagnostic oro-dental and ergonomics
- 1.2. Clinic of Dentofacial aesthetics
- 1.3. Department academic Professional legislation in dental medicine
- 1.4. Department academic Management and communication in dental medicine
- 1.5. Clinic of Preventive, community and oral health
- 1.6. Clinic of Oral Pathology
- 1.7. Department of Prostheses technology and dental materials
- 1.8. Clinic of Oral Rehabilitation (Technique dental- educational program)
- 1.9. Department Technology of materials and devices in dental medicine
- 1.10. Department of Prosthesis technology (Dental Technique educational program)

2. *Department II*

- 2.1. Clinic of Dentoalveolar surgery
- 2.2. Clinic of Oral and maxillo- facial surgery
- 2.3. Clinic of Orthodontics I
- 2.4. Clinic of Orthodontics II
- 2.5. Clinic of Pedodontics
- 2.6. Clinic of Radiology and medical imaging, general and dento-maxillary imaging
- 2.7. Clinic of Oral Rehabilitation and dental emergency

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3. **Department III**

- 3.1. Occlusology
- 3.2. Clinic of Odontotherapy- Endodontics
- 3.3. Clinic of Periodontology
- 3.4. Clinic of Dental prosthetics
- 3.5. Clinic of and Implant-prosthodontics rehabilitation

Art. 12.

DEPARTMENTS SUBDIVISIONS (university clinics and departments)

(1) Department's subdivisions represent the structural and functional units of departments within which it held activity of teaching and of research related to a discipline (subjects) or a group of related disciplines (subjects) and in which a work team composed of from personal teaching and, after case, personal teaching auxiliary and of research and administrative.

(2) Subdivision of the Department represents a criterion for organizing the staffing table. each subdivision is delimited separately in the staffing table.

(3) Subdivisions departments are of two types:

a) University's Clinics - in the which it carries out activity teaching and of research related a clinical discipline (subjects) or a group of related clinical disciplines (subjects) and the location of the activity is a healthcare unit with beds and/or dental units and the activity involves interaction with the patient or, in his/her absence, with dedicated phantoms;

b) University's Departments - within which teaching and research activities related to a subject are carried out courses (matters) clinical / pre / nonclinical or a group of courses (matters) clinical /preclinical/non-clinical related and the location of the activity is not a healthcare facility with beds and/or units/phantoms or the activity does not involve interaction with the patient.

(4) Quality of coordinating of subdivisions departments listed to paragraph (4) will bore the title of head of the university clinic, respectively head of the university department.

(5) The subdivision department it held the following activities:

- a) activity didactic: courses, work practical, internships, seminars for studies university and postgraduate, in accordance with the curricula and job descriptions;
- b) activity of research, in conformity with plans and contracts research;
- c) activity administrative, in conformity with sheet job of each functions;
- d) activity clinical, where is the case.

II.B. ORGANIZATIONAL STRUCTURE

Art. 13.

FACULTY COUNCIL

(1) The Faculty Council represents the decision-making and deliberative body of the faculty and is led by the Dean of the Faculty of Dental Medicine.

Article 14

(1) Attributions of the Faculty Council are regulated by the Dean of UMFVBT and legislation in force.

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(2) The Faculty Council has the following duties:

- a) approve, to the proposal the dean, structure, organization and the functioning of the faculty;
- b) approve programs of studied managed by the faculty;
- c) controls the activity of the dean and approves his annual reports on the general condition of the faculty, quality assurance and compliance with university ethics and deontology at the faculty level;
- d) performs other duties, established by the university charter or approved by the university senate and in accordance with the legislation in force, in accordance with the organizational regulation and functioning of the Council of the Faculty of Dental Medicine (CFMD).
- e) defined the mission, objectives and strategist of development a faculty;
- f) confirms the dean's proposals setting or abolishing the subdivisions of departments and a department, as and structure them;
- g) approve programs of studied managed by the faculty;
- h) approves proposals for new study programs and proposes to the board of directors the abolition of those that no longer fit into the university's mission or that are academically and financially inefficient;
- i) approves the job descriptions of the teaching and research staff within the faculty departments and submits them to the university senate for approval;
- j) analyzes the opportunity to modify the staffing levels proposed by some subdivisions of departments or departments, when this is justified by the strategic interests of the faculty;
- k) approves the dean's annual proposals regarding tuition figures and study programs;
- l) decides, upon the proposal of the department director, to increase the teaching norm of teaching staff who do not carry out scientific research activities or their equivalent, as well as, in exceptional cases, to reduce the minimum teaching norm and supplement it with scientific research activities, under the terms of the law;
- m) analyzes and submits to the board of directors, for approval, the curricula of university study programs;
- n) approves the evaluation and reevaluation committees of the teaching and scientific activity of the faculty's teaching and research staff;
- o) approves the departments' proposals for competitive recruitment of teaching and research positions and approves the committee's competition for the position posts didactic;
- p) analyzes the opportunity to modify the positions proposed by the departments for competition, in accordance with the faculty's development strategy, respectively the opportunity to modify compound committees of competition propitious of level of department;
- q) confirms results election done to department level faculty;
- r) advises candidates for the selection competition for the position of dean, according to the law;
- s) confirms engagement specialists with value scientifically recognized in miscellaneous domains, from country or from abroad, as teaching staff or invited researchers with associate status, under the terms of the law;
- t) approve annually, the offers of courses graduate propitious of council's departments;

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- u) approves the request for employment of auxiliary teaching staff formulated by the department management;
- v) approves the organization of the Faculty's scientific events and measures to support student scientific events
- w) proposes to the Rector of the university the dismissal of the faculty dean, when he/she finds that he/she has violated the legal provisions in force and the Code of Ethics and Professional Deontology;
- x) sets sanctions disciplinary given in his/her competence by law;
- y) drafts and adopts exits and policies on areas of interest of faculty;
- z) performs other duties approved by the University Senate in accordance with the legislation in force.

Art. 15.

DEAN

- (1) dean represents the faculty, ensures and responds of management and its leadership.
- (2) The Dean chairs the meetings of the Faculty Council and implements the decisions of the Rector, the Board of Directors and the University Senate.
- (3) dean is selected by public competition organized within the faculty by The Rector of UMFVBT, whose results are validated by the University Senate.
- (4) dean has the following duties:
 - a) does the management and faculty management;
 - b) designates vice-deans and empowers them;
 - c) is responsible for the faculty's human resources policy, as well as the selection, periodic evaluation and training of faculty staff, according to the law;
 - d) ensures the smooth conduct of competitions for teaching and research positions at the faculty in accordance with the law;
 - e) approves the duties of the teaching and research staff, as well as of the auxiliary and non-teaching teaching staff, established in the individual job description;
 - f) sign acts of studied issued of UMFVBT for faculty graduates;
 - g) propose council faculty practice of disciplinary council, conformable laws, and put to implement disciplinary sanctions, under the terms of the law;
 - h) cancel assessment results obtained in mode fraudulently or by violations of the provisions of the Code of Ethics and Professional Conduct;
 - i) maybe propose/modify commission exam;
 - j) presents annually to the Faculty Council, in February, a report on the state of faculty, made public on the UMFVBT website;
 - k) follow and respond of fulfilling the established objectives regarding:
 - structures academic and administration A faculty;
 - offers education and plans of education to cycles of studied university Bachelor's and Master's degrees offered combined, Bachelor's and Master's university studies;

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- accreditation regular a program of study and A centers of research, after case
- l) at the proposal of the heads of departments/university clinics, reviews the curricula of the study programs in the Faculty;
- m) analyze, check and sign plans of education, MEMBER of functions;
- n) sign contracts of studies, records matriculation, catalogs, diplomas and graduates' diploma supplements, as well as any other documents regarding the current activity of the Faculty;
- o) proposes the enrollment and expulsion of students, in accordance with the university regulations;
- p) respond of organizing exams of license and dissertation;
- q) compiles and proposes for approval to the Faculty Council the individual job description for vice-deans and department directors;
- r) Presents annual reports Council of administration;
- s) meets other powers established of by Council of Administration and University Senate.

Art. 16.

VICE-DEANS

(1) The Vice-Dean is a member of the faculty community who has an employment contract with UMFVBT, appointed by the Dean based on the Dean's written agreement to support the Dean's management plan. The decision to appoint Vice-Deans appointed by the Dean is issued by the Rector of UMFVBT.

(2) Each faculty will have a Vice-Dean responsible for the accreditation of study programs, responsibilities that will be established in the job description.

(3) In addition to the provisions of paragraph (2), the number of Vice-Deans at each faculty is established as follows: one Vice-Dean for every 100 teaching and research staff. When establishing the number of Vice-Deans, the number of teaching and research staff exceeding 100 requires the appointment of a new Vice-Dean.

(4) Faculty of Medicine Dental has 3 Vice-Deans.

Article 17.

(1) Powers of the Vice Dean are established by the Dean through the sheet the post, after as follows:

- Vice Dean responsive with accreditation programs studies. Responsibilities:
 - ensures, together with the dean, the smooth running of activities regarding the initiation, monitoring, periodic evaluation and accreditation of study programs within the Faculty of Dental Medicine
 - organization programs studied university of license and of master's degree;
 - assist dean to leadership executive of the faculty;
 - monitoring the preparation of schedules, the smooth running of admission, license, and job filling competitions;
 - supporting dean in the development plans of education;
 - ensuring good conduct A activity of research scientific;
 - responsibility for student activity and the processes of evaluating the quality of teaching by students;

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- supporting the Dean to the coordination conduct the teaching process to level by Faculty;
- fulfilling the duties assigned to it by decisions of the hierarchically superior management structures;
- replacing the dean, upon delegation or in his absence, in relations with the University, with other faculties, institutions or bodies, as well as with individuals.
- Vice Dean responsive with strategist financial, development and maintaining heritage Responsibilities:
 - assist dean to leadership executive of the faculty;
 - is responsible for financial strategy, social issues and the development and maintenance of heritage;
 - respond of development, organization and maintenance BASE materials;
 - involvement in relations cooperation national, International, inclusive relationship with alumni;
 - collaboration with environment socio-economic, cultural, artistic and sport;
 - fulfilling the duties assigned to it by decisions of the hierarchically superior management structures;
 - replacing the dean, upon delegation or in his absence, in relations with the University, with other faculties, institutions or bodies, as well as with individuals
- Vice Dean responsive with strategist of development and training a community university. Responsibilities:
 - assist dean to leadership executive of the faculty;
 - monitoring the preparation of schedules, the smooth running of admission, license, and job filling competitions;
 - contribution to development strategy and training of the university community,
 - ensuring compliance Rulemaking institutional with the provisions link applicable,
 - supporting dean to coordination activity clinical teaching;
 - the relationship with authorities and institutions public;
 - fulfilling the duties assigned to it by decisions of the hierarchically superior management structures;
 - replacing the dean, upon delegation or in his absence, in relations with the University, with other faculties, institutions or bodies, as well as with individuals.

Article 18.

DEANS/TUTORS OF YEAR

- (1) Within the Faculty of Medicine Dental each program of studied has one dean/tutor each of Responsible for evaluating students' summer practical activities and supporting students in various professional, social, and personal issues, as appropriate.

Article 19.

STANDING COMMITTEES

- (1) At the Faculty of Dental Medicine level, in accordance with ARACIS requirements, permanent committees have been established, whose activity is coordinated by the dean and vice-deans.

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- (2) The standing committees operate based on their own regulations, methodologies and operational procedures, are proposed by the Dean, approved by the Council of the Faculty of Dental Medicine (CFMD) and validated by the University Senate.
- (3) commissions permanent from the Faculty of Medicine Dental are:
- Commission of assessment and Insurance A Quality A Faculty of Medicine Dental (CEAC) ;
 - Commission of Accreditation and Development Curricular (CADC);
 - Commission of Coordination A activity clinical and Residency (CCACR);
 - Commission Scientific (CS);
 - Commission of grant (CB).

Art. 20.

DEPARTMENT COUNCIL

- (1) Council department ensure leadership operative a department under coordination To the department director.
- (2) Council department has the following duties:
- Drafts and adopt exit and policies on areas of interest of the department;
 - Drafts the plan annual of research scientific/creative university of the department;
 - propose council faculty MODs in structure the department;
 - prepares the proposal for the positions of the teaching and research staff within the department, under the coordination of the department director, in consultation with its members, and submits them to the Faculty Council for approval;
 - approves the proposals of the department director regarding the increase in the teaching norm of teaching staff who do not carry out scientific research/university creation activities or equivalent thereto, as well as, in exceptional cases, the reduction of the minimum teaching norm and its completion with scientific research activities, under the terms of the law;
 - initiates Motions of removal at the competition a posts teaching and of research;
 - approves the employment of specialists with recognized scientific and professional value in the field from the country or abroad, as teaching staff or invited researchers with associate status, under the terms of the law;
 - initiates proposals for the evaluation and reevaluation committees of the teaching and scientific activity of the department's teaching and research staff;
 - performs other duties approved by the University Senate and in accordance with the legislation in force.
- (3) Council department is compound from 5 members, selected from teachers teaching and of The department's head is an ex officio member of the department's Council.
- (4) The members of the Department Council are elected by universal, direct, secret, equal and freely expressed vote of all full-time teaching and research staff in the department.
- (5) Council department is validated of to the Senate university conformable laws.
- (6) mandate Council members department is of 5 years.

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Art. 21.

THE DIRECTOR OF DEPARTMENT

- (1) The Department Director performs the management and operational leadership of the department, being assisted in the exercise of his/her function by the Department Council.
- (2) The director of department responds of plans of education, of member of functions, research and quality management, as well as the financial management of the department.
- (3) The director of department has the following duties:
 - a) is responsible for the development of the staff list of teaching and research staff and its implementation in force;
 - b) Sets powers personnel teaching and of research, as and of auxiliary teaching staff and non-didactic teaching, established in the individual job description;
 - c) do what development proposals and implementation in curriculum;
 - d) respond of coordination activity of scientific research A States the department;
 - e) respond of quality assurance and of management financial to level by department;
 - f) respond of policy of department's human resource and of selection, motivation, periodic evaluation and training of department staff, according to the law;
 - g) respond of self-department's assessment, according to the law;
 - h) is responsible for the smooth running of competitions for teaching and research positions within the department.
- (4) Department's Director is elected from among the members of the department, through universal, direct, secret, equal and freely expressed vote of all full-time teaching and research staff of the department.
- (5) Following the validation of the election results by the University Senate, the Department Director is appointed by decision of the Rector of UMFVBT.

Article 22.

HEAD CLINIC UNIVERSITY/DEPARTMENTS UNIVERSITY

- (1) The head of the university clinic / university department is responsible to the Department Director, the Faculty Council and the Dean for the quality of the entire activity of the subdivision. of the department and is obliged to implement the legislation and decisions of the Senate, the Board of Directors, the Faculty Council, the Department Council and the Department Director.
- (2) The position of head of the university clinic / university department is not a management position within the meaning of the legal provisions in force.
- (3) In the case of a department with only one subdivision, the elected department director will also perform the duties of the head of the department subdivision.
- (4) head Clinic university/Department university has the following responsibilities:
 - a) Convenes and chairs the meetings of the department's subdivision staff, organizes, coordinates and controls the teaching, research and medical assistance activity and is responsible for their quality;
 - b) Establishes the duties of each teaching staff member of the department's subdivision, records them in the job description and monitors their achievement;
 - c) Assessing annual activity of academic staff from the department's subdivision ;
 - d) Attests the presence of staff at the workplace, by drawing up the Collective Attendance Sheet for full-time and associate teaching staff, as well as the Attendance Note;
 - e) Develops, updates and proposes for approval to the Department Council the analytical programs of the subjects managed by the department's subdivision;

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- f) Respond of harmonization, update and curriculum implementation - site course taught to a certain one program of study, to all series and indifferent of language of teaching, such as and of edit a unitary bibliographic material that will be made available to students and, respectively, used for the development of the grid tests;
- g) Respond direct by the guidance activity residents, where is the case;
- h) Prepares the department subdivision's staff lists in accordance with the procedures established at the University level and in consultation with the department subdivision members;
- i) Proposes the opening of teaching positions to competition, in accordance with the development strategy of the department's subdivision;
- j) Proposes the list of priority tenured teachers for carrying out paid teaching activities with hour, with Select their right criteria of ranking stated in the procedure approved in in this sense and in accordance with their proven teaching competence;
- k) Presents to the Faculty management the department's subdivision requests regarding investments, repairs and acquisitions and responds of good management of the material basis of the department's subdivision;
- l) Represents the department's subdivision in relations with the organizational structures within UMFVBT;
- m) Performs any other duties assigned to him by decisions of the hierarchically superior management structures.

Chapter III. FINAL ROVISIONS

Art. 42

This regulation has been approved by the Legal Office regarding the legality and correlation with the provisions of the Charter of the "Victor Babeș" University of Medicine and Pharmacy in Timișoara, as well as with the provisions of the university's internal regulations.

Art. 41

Any amendment and addition to these regulations shall be approved by the Council of the Faculty of Dental Medicine and approved by the Senate of UMFVBT.

Art. 42

These Regulations were approved by the Faculty Council on 29.05.2024 and will enter into force on the date of its approval by the Decision of the University Senate, subsequently being published on the University's website, www.umft.ro

DEAN,

Professor, PhD. Habil. Meda-Lavinia Negruțiu

Signature handwritten is applied on variant original A DOCUMENT which it keep in archive SENATE university. The present act has the same legal force as the original document.

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