



REGULATIONS

of the Specialized Commissions of the Senate of Transilvania University of Braşov

General provisions

The Regulations of the specialized commissions of the University Senate are conceived in accordance with the National Education Law no. 1/2011, with subsequent completions and modifications, the Charter of Transilvania University of Braşov and art. 7 of the Regulations on the organization and operation of the Senate of Transilvania University of Braşov.

Art. 1 The specialized commissions of the Senate control the activity of the executive management of Transilvania University of Braşov, respectively of the Rector and of the Executive Board. The specialized commissions operate permanently during the mandate of the Senate.

Art. 2 The specialized commissions of the Senate are:

- a) The Didactic Commission;
- b) The Scientific Commission;
- c) The Commission for Quality Assurance and International Relations;
- d) The Commission for the Rights and Obligations of the Students;
- e) The Budget-Finance Commission;
- f) The Legal Commission;

Organization and operation of the specialized commissions

Art. 3 (1) Each specialized commission consists of at least 7, but not more than 20 senators, of which at least one member must be a student-senator. Depending on their professional competencies and their own option, each senator announces the Senate secretariat regarding the specialized commission which he wishes to be part of, an option valid for the entire mandate. This announcement must be done in writing, within 30 days from the legal constitution of the Senate for a new mandate.

(2) A senator can be part of only a specialized commission. The places in the specialized commissions are taken according to the first-come principle, and if the maximum number of senators for a commission is exceeded, the Senate secretariat communicates to the unallocated members the commissions that do not have the structures occupied to the maximum number of places. These senators can express a new option in writing within the previously provided deadline.

(3) The commission is chaired by a president and a secretary, elected by secret ballot by the members of the commission at the first meeting convened for all commissions by the president of the Senate and validated by the Senate in the next session after the elections.

(4) The term of office of the chairman and secretary of the commission coincides with that of the Senate.

(5) The chairman and /or the secretary of the commission may be revoked from office at their own request or at the request of at least one third of the members of the commission; the revocation takes effect on the date of validation by the Senate of the new elections.

Art. 4 (1) Starting with the meeting of the university Senate in May, in turn, each specialized commission of the Senate will present an annual report for the monitoring and control of the activities established according to article 6 of the Regulations.

(2) These reports will be discussed in the university Senate, being the basis for the resolutions and /or possible decisions of the University Senate.

(3) The annual reports of the commissions shall be filed in the secretariat of the Senate and may be consulted by any member of the Senate during their term of office, with the consent of the President of the Senate.

Duties and competencies

Art. 5 (1) The competencies, duties and tasks of the specialized commissions, other than those mentioned in article 6 of the Regulations, are established in an exceptional manner, as the case may be, by the President of the Senate or directly by the plenum of the Senate.

(2) The specialized commissions of the Senate ensure the examination and debate and they monitor the observance of the legal framework in as far as the development of the activities in the University is concerned.

(3) The commissions update the regulations and methodologies depending on the legislative changes that appear, as well as depending on the newly appeared situations, except for those regulations / methodologies that must be adopted for each academic year.

Art. 6 The duties of the specialized commissions:

6.1 Duties of the Didactic Commission:

- a) to debate, approve and update the projects of the Executive Board or of the members of the Senate regarding the didactic activity in order to make the decisions;
- b) to issue the report on the situation of each study programme, the situation of the institution's staff, and the situation of the vacancies mentioned in the Rector's annual report in order to validate the report in the plenum of the senate;
- c) to approve the opportunity to establish new study programmes;
- d) to debate, approve and update the Regulations of the professional activity of the students and the calendar of the educational activities specific to the academic semesters;
- e) to debate, approve and update the methodologies regarding the organization and conduct of the entrance examination at Transilvania University of Braşov for the undergraduate and master's degree cycles;
- f) to debate, approve and update the methodologies for organizing and conducting the final exams of the university studies;
- g) to debate, approve and update the methodologies regarding the hiring for the teaching positions;
- h) to debate, approve and update the methodologies regarding the maintenance of the tenure after reaching the retirement age;
- i) to debate, approve and update the methodologies regarding the hourly payment methodologies for the teaching staff;
- j) to debate, approve and update the methodologies specific to the University, for the recognition and equivalence of studies or periods of study conducted in the country or abroad;
- k) to debate, approve and update the master's degree programmes organized annually, for the accredited fields;
- l) to monitor the teaching activity in the University;
- m) to debate and approve the reports prepared by the Senate;
- n) to approve other didactic issues transmitted by the University Senate;

o) to initiate proposals to modify some decisions, operating regulations, methodologies, other documents related to the didactic field;

6.2 The duties of the Scientific Commission:

a) to debate, approve and update the projects of the Executive Board or of the members of the Senate regarding the activity of scientific research and computerization in order to make the decisions;

b) to issue the report on the results of the research activities contained in the annual report of the Rector in order to validate the report in the plenum of the Senate;

c) to debate, approve and update the regulations and methodologies related to the scientific research activity that is carried out by the teaching or research staff (tenured or with activity financed from the budgets of the research projects), by means of research master's degree programmes and doctoral programmes;

d) to debate, approve and update the methodology of admission to doctoral studies for attending and fee-paying at distance learning education forms for both state-financed places, and tuition fee places;

e) to debate, approve and update the methodologies referring to the professional qualifications obtained in another state and which allow the holders of the respective qualifications to have access to and have the same profession in the University;

f) to debate, approve and update the Regulations referring to the organization, conducting and completion of the process of obtaining the habilitation certificate in the University;

g) to debate, approve and update the methodologies related to the observance of the university ethics and of the ethics of the research activities.

h) to debate, approve and update the methodologies regarding the hiring for the research positions;

i) to debate, approve and update the criteria for awarding performance bonus;

j) to debate, approve and update the methodologies related to the evaluation of doctoral supervisors;

k) to debate and approve the reports prepared by the Senate;

l) to monitor the research activity in the University;

m) to approve other didactic issues transmitted by the University Senate;

n) to initiate proposals to modify some decisions, operating regulations, methodologies, other documents related to the scientific research field and computerization;

6.3 The duties of the Commission for Quality Assurance and International Relations

a) to debate, approve and update the projects of the Executive Board or of the members of the Senate regarding the University's internationalization activity and the evaluation of the quality in order to make the decisions;

b) to issue the report on the situation of the quality assurance activities in the University contained in the annual report of the Rector in order to validate the report in the plenum of the Senate;

c) to debate, approve and update the methodologies of the University regarding the periodic evaluation of the results and professional performances of the teaching staff of Transilvania University of Brasov;

d) to present in the plenum of the Senate the Annual Report regarding the internal quality evaluation;

e) to monitor the activity of consolidating a culture of international collaboration, by activities of promotion, support and development of international cooperation with international organizations;

f) to debate, approve and update the methodologies which establish the framework for the periodical process of initiating, approving, monitoring and evaluating the undergraduate and master's degree programmes at Transilvania University of Braşov, the full-time, part-time and distance learning studies;

g) to approve and monitor the observance of the legal framework regarding the recognition of the study or practice periods carried out by the students, when enrolled in mobilities in the Erasmus + programme;

h) to have the Senate debate and approve the prepared reports;

i) to approve other problems raised by the University Senate;

j) to initiate proposals to modify some decisions, operating regulations, methodologies, other documents related to quality assurance and international relations;

6.4 The duties of the Commission for the Rights and Obligations of the Students

- a) to debate, approve and update the projects of the Executive Board or of the members of the Senate regarding the students' rights and obligations in order to make the decisions;
- b) to issue the report on the situation of the professional insertion of graduates from previous classes contained in the annual report of the Rector in order to validate the report in the plenum of the Senate;
- c) to ensure and monitor the observance of the legal framework regarding the rights and obligations of the students attending the study programmes of Transilvania University of Braşov;
- d) to analyze, debate and update the regulations for the students, the general framework for organizing and carrying out student practice for the undergraduate, master's and doctoral degree cycles, awarding scholarships and other forms of material support, managing and operating student dormitories, organizing and conducting the activity of student organizations in order to draw up specific reports and approvals;
- e) to debate and approve the situations / problems regarding students' rights and obligations;
- f) to analyze, debate and update the regulations regarding the Student Entrepreneurial Society of Transilvania University of Braşov and the methodologies for applying these regulations;
- g) to analyze, debate and update the regulations regarding the ALUMNI office at Transilvania University of Braşov;
- h) to analyze, debate and update the regulations regarding the Centre for Career Guidance and Counselling at Transilvania University of Braşov;
- i) to analyze, debate and update the regulations regarding the student Restaurant-Cafeteria;
- j) to have the Senate debate and approve the prepared reports;
- k) to approve other issues transmitted by the University Senate;
- l) to initiate proposals to modify some decisions, operating regulations, methodologies, other documents related to the students' rights and obligations;

6.5 The duties of the Budget-Finance Commission

- a) to debate, approve and update the projects of the Executive Board or of the members of the Senate regarding the financial and budgetary problems in order to make the decisions;
- b) to issue the report on the financial situation of the University, by funding sources and types of expenses contained in the annual report of the Rector in order to validate the report in the plenum of the Senate;
- c) to approve the annual draft budgets and their execution;
- d) to have the Senate debate and approve the prepared reports;

6.6 The duties of the Legal Commission

- a) to debate and approve the University Charter;
- b) to issue the report on the situation of the observation of the university ethics and the ethics of research activities contained in the annual report of the Rector in order to validate the report in the plenum of the Senate;
- c) to debate and approve the Regulations of the Senate;
- d) to debate, approve and update the regulations and methodologies regarding the elections at university level;
- e) to debate, approve and update the regulations regarding the Commission of Academic Ethics and Professional Deontology;
- f) to debate, approve and update the Code of Ethics in Social and Humanistic Sciences;
- g) to debate, approve and update the regulations of the commissions for the analysis of disciplinary deeds;
- h) to debate, approve and update the regulations of the deliberative bodies of the University;

- i) to debate, approve and update the regulations regarding the processing of personal data and the free circulation of these data;
- j) to debate, approve and update the regulations referring to the Seniors' Club;
- k) to debate, approve and update the regulations and documents referring to the University patrimony;
- l) to have the Senate debate and approve the prepared reports;

Art. 7 The duties of the chairs of the specialized commissions of the senate are:

- a) to convene the plenum of the commission in working meetings;
- b) to propose the agenda of the meetings;
- c) to chair the meetings of the commission;
- d) to sign the reports and notices of the commission;
- e) to present in the plenum of the Senate the reports devised by the commission;
- f) to invite the representatives of the executive and administrative structures of the University to the meetings;
- g) to ensure a democratic framework of the debates in the commission;

Art. 8 The duties of the secretary of the specialized commissions of the senate are:

- a) to draw up the minutes of the committee meetings;
- b) to receive documents from the Executive Board, members of the Senate, other departments, as well as from any member of the academic community which are registered at the secretariat of the senate;
- c) to release the documents issued by the commission to the secretariat of the Senate and to the President of the Senate;
- d) the secretary of the commission may request the support of the Senate secretariat for the fulfillment of these duties;

Art. 9 (1) The meetings of the commissions are convened and chaired by its president;

- (2) Meetings of the commissions may be convened at the request of at least half of its members;
- (3) The periodicity of the meetings is established by the consensus of the members of the commissions;
- (4) In exceptional situations, the meetings of the commissions may be convened by the president of the senate. These meetings are chaired by the President of the Senate;

Art. 10 (1) The convocation of the members of the commissions is made by announcement on the group e-mail address and / or by telephone, by the president of the commission, by its secretary or by the secretariat of the Senate;

- (2) Once the senators are convened, the proposal for the agenda of the meeting will be sent to them, too;
- (3) The materials to be debated during the meeting for which the convocation is made can be sent to each senator by e-mail;

Art. 11 (1) The meetings of the specialized commissions of the senate take place in the presence of the simple majority of its members;

- (2) The agenda is adopted by open vote, with a simple majority of those present, at the beginning of each meeting;
- (3) The participation of the members of the commissions in their meetings is mandatory. Members who are absent motivated will justify their absence before the meeting or, in exceptional cases, as soon as this becomes possible.

Art. 12 (1) The specialized commissions of the Senate have the obligation to debate and approve, as the case may be, depending on the specialty of each one, projects sent by the Executive Board or by other departments of the University.

(2) The commissions debate projects and draw up the analysis report, usually, within 15 calendar days from the date of their receipt, if the President of the Senate does not indicate a shorter term in the plenum session of the Senate, depending on the factual situation.

(3) The commissions can formulate amendments to the projects and documents subject to the approval proposed by the plenum of the Senate;

Art. 13 (1) The reports, the notices of the commissions are approved by the open vote of its members.

(2) Notices and reports must meet the agreement of the simple majority of the members present at the meeting.

(3) If the quorum for approving a decision is not met, the meeting is rescheduled.

(4) If the quorum is met, but the majority vote for the approval of a decision is not obtained, the vote is considered negative, the resumption in the debate of the commission of the issues thus rejected being possible after their revision.

(5) In special cases, at the proposal of the members of the commission and with the approval of the simple majority of the present members, the vote may be secret.

(6) In case of separate opinions, they will be annexed to the final report /notice, being presented in the plenum of the Senate.

Art. 14 (1) The debates and decisions made in the meetings of the commission are recorded in the minutes.

(2) The minutes of the meeting will be signed by the secretary of the commission, exceptionally by another appointed member, who drew it and they are archived together with the rest of the documents at the secretariat of the Senate.

Art. 15 The meetings can be attended, at the invitation of the president, as a result of the proposals coming from the members of the commission, by representatives of the executive and / or administrative structures. The invited persons do not have the right to vote and will not be present at the time of voting.

Art. 16 Committee meetings are not public.

Art. 17 (1) The communication between the members of the commissions occurs via the group e-mail address of each commission, which includes the institutional e-mail addresses communicated by the senators.

(2) For the analysis and drafting of some documents, the members of the commissions may work individually using the group address as a means of communication.

(3) The reports and notices of the commissions are approved only in the plenum of the commissions.

Art. 18 In carrying out their activity, the specialized commissions have the right to request, with the approval of the President of the Senate, the executive and administrative management of the University, relevant information, documentary and logistical support.

These Regulations were debated and approved in the meeting of the Senate of Transilvania University of Braşov on March 23rd, 2020.

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