



## **REGULATION**

### **for the organization and operation of the Research and Development Institute**

#### **CHAPTER I – General provisions**

**Art. 1.** The Research and Development Institute of Transilvania University of Braşov (ICDT) operates within Transilvania University of Braşov, as constituted in accordance with the National Education Law no. 1/2011 and Ministerial order no. 57/2002 on scientific research and technological development, with subsequent amendments and additions.

**Art. 2.** ICDT's aim is to carry out scientific research, technological development and innovation in the fields of excellence of Transilvania University of Braşov, while promoting sustainable development and interdisciplinary research.

**Art. 3.** ICDT is constituted by the decision of the Senate of Transilvania University of Braşov on February 17, 2011 and operates in accordance with the law, the provisions of the University Charter and the Regulation herein. Its activity is carried out in accordance with the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

**Art. 4.** ICDT operates within the Vice-Rectorate for scientific research and informatization and is located on 10 Institutului Street.

#### **CHAPTER II – Object of activity**

**Art. 5.** ICDT's object of activity includes:

**A. Research, development and innovation activities**, carried out through:

- a) the national research, development and innovation plan and other national programmes financed from the state budget.
- b) international funding programmes;
- c) partnerships with companies, industrial firms and other types of Romanian or international organizations;
- d) doctoral and post-doctoral research programmes;
- e) other funded scientific research activities carried out with legal entities or natural persons.

Within these programmes, the core activity of ICDT follows the scientific research strategy of Transilvania University of Braşov and consists of fundamental research, applied research, technological development and innovation in the field of sustainable development, while promoting interdisciplinary research.

The specific areas of scientific research carried out in the ICDT centres are defined in accordance with national and European research and development priorities and the national development strategy.



**B. Research and development-related activities**, consisting of:

1. Technical assistance, consultancy, expertise, scientific, technical and technological services provided to interested natural and/or legal persons;
2. Development of research and development programmes and strategies and participation in the development of the university's strategy in the field of research and development;
3. Participation in international research and development, consultancy and specialist technical assistance projects, representation in internal and international specialist organisations and councils;
4. Elaboration of perspective studies, forecasts, substantiation reports, design briefs, feasibility studies, analyses and documentations based on the competence of the scientific research centres of the institute;
5. National and international technical and scientific cooperation activities in the fields covered by ICDT;
6. Training and professional specialisation activities in its fields of activity: professional training at graduate, postgraduate, doctoral and post-doctoral levels, training and specialisation in the fields of competence and related fields for users of techniques, methods, instrumentation and software; teaching activities at the request of entities with scientific research activity in the fields covered by ICDT;
7. Editing specialized publications: editorial activity for the scientific journals of Transilvania University of Braşov, studies, reports, summaries, specialized literature, operation manuals, instruction sheets, catalogue sheets, advertising materials and other publications in its own fields of activity;
8. Activities regarding standardization, measurement, testing and quality certification of products intended for homologation and (micro)production or technological transfer, in the fields covered by its research centers;
9. Consulting activities in the field of intellectual property and other legal and heritage fields;
10. Assessing the quality of scientific research or the results of scientific research and technological development;
11. Computer Science, communications and databases in the fields of competence;
12. Promoting the principles of Open Science and the involvement of citizens in knowledge generation (Citizens Science);
13. Microproduction activities and services in specific fields;
14. Elaboration of procedures, quality and control standards for carrying out technical and economic activities;
15. Legal metrology services in the fields of competence;
16. The development and application of quality management programs by activity fields;
17. Equipping activities in specific fields;
18. Organizing and carrying out activities aimed at the exchange of technical-scientific information in specific fields (data exchange), congresses, symposia, publications, specialists' mutual working visits, summer schools, etc.

**Art. 6. (1)** Within the scope of its activities, ICDT may also be a partner in carrying out research and development activities in strategic and national defence areas or may carry out other related activities, with the approval of the University's Executive Board and with the endorsement of the state authority for research and development.

**(2)** Within the scope of its activities, ICDT may diversify its research - development - innovation services with the aim of exploiting its own resources and increasing the financial resources of the University, with the prior approval of its Executive Board.

**(3)** ICDT may carry out micro-production services or activities through University's various forms of association or public-private partnerships, in order to stimulate the exploitation of research results and may contribute to the creation of spin-off or start-up structures, for the exploitation of the results of its own scientific research or research carried out as part of a partnership, with the approval of the Executive Board.



### CHAPTER III – Coordinating, organizational and functional structure

**Art. 7.** The activity of the Institute is managed by ICDT's Coordinating Board, comprised of: the Vice-Rector for Scientific Research and Informatization of Transilvania University, ICDT's scientific research centres coordinators, The Director of ICDT, the Scientific Director of ICDT.

**Art. 8.** The main duties of the Coordinating Board are as follows:

- a) providing the necessary framework and tools to carry out specific activities;
- b) developing collaboration and partnership relations with economic agents, public institutions and other organisations in order to promote the exploitation of research results;
- c) making proposals pertaining to the university's participation in consortia with scientific research institutions or with entities that carry out scientific research in its fields of activity;
- d) proposing performance indicators for the annual evaluation of the research centres, in accordance with Transilvania University of Brasov's strategy;
- e) analysing the annual results obtained by ICDT'S scientific research centres, based on the reports of the research centres validated by the Department Council;
- f) analysing the requests for the establishment of new research centres and the dissolution of centres according to the operational procedure of the Quality Management System of the University.

**Art. 9** (1) The Coordination Board shall meet generally once a month or whenever necessary, when convoked by the Director of the ICDT, the Vice-Rector for Scientific Research and Informatization or at the request of at least half of its members.

(2) The meetings of the Coordination Board shall be chaired by the Director of ICDT or, in their absence, by its Scientific Director.

(3) The Coordinating Board shall conduct its activity in the presence of at least two thirds of its members.

(4) Decisions of the Coordinating Board shall be taken by a simple majority of the votes of the members that are present.

**Art. 10.** In the first trimester of each year, the Coordinating Board shall submit a report to the Executive Board of the University on the activities carried out in the previous year and on the programme of activities for the current year.

**Art. 11.** (1) The Director of ICDT shall be appointed by the Executive Board, from among ICDT's research centers members, at the proposal of the Vice-Rector for Scientific Research and Informatization.

(2) The appointment of the Director of ICDT is made for a maximum term of four years, by order of the Rector of Transilvania University of Brasov.

(3) The Director may not simultaneously hold the position of Research Center Coordinator.

**Art. 12.** The main duties and responsibilities of the Director of ICDT are as follows:

- a) to identify and attract sources of funding for ICDT;
- b) to further the collaborative relations of the ICDT with partners in the socio-economic environment and with research entities at a national and international level;
- c) to represent, personally or through a delegate, the interests of the ICDT when dealing with organisations and economic operators, as well as with individuals at home and abroad;
- d) to determine the tasks, competences and the mode of collaboration at the level of the ICDT centres, as well as their relations with third parties, dependent on the endorsement of the Coordinating Board;
- e) to make proposals for the University's Executive Board to modify the organisational and functional structure of the ICDT;
- f) to analyse, every six months, the degree of use of the infrastructure and premises of the ICDT based



on the reports of the coordinators of the research centres and to forward them to the Vice-Rectorate for Scientific Research and Informatization;

g) to contribute to the implementation of the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers;

h) to propose actions to optimise the use of ICDT's premises, by reallocating premises according to needs and degree of use;

i) to assume other duties within ICDT as delegated by the Coordinating Board or the University Executive Board.

**Art. 13.** (1) The Scientific Director of ICDT shall be appointed by the Executive Board, from among ICDT's research centers members, at the proposal of the Vice-Rector for Scientific Research and Informatization.

(2) The appointment of the Scientific Director of ICDT is made for a maximum term of four years, by order of the Rector of Transilvania University of Brasov.

(3) The Scientific Director may not simultaneously hold the position of Research Center Coordinator.

**Art. 14.** The main duties and responsibilities of the Scientific Director of ICDT are as follows:

a) to identify and attract sources of funding for the advancement of ICDT's activity;

b) to analyse the reports drawn up by the coordinators of the research centres and provide to the Coordinating Board updates on the scientific research activity of ICDT;

c) to support the dissemination and efficient exploitation of research results, at the request of research centers;

d) to organize training sessions for the development of project proposals applying for funding, at the request of the scientific research centers or the relevant vice-rector;

e) to assume other duties as delegated by the Coordinating Board.

**Art. 15.** (1) Within its structure, ICDT features scientific research centres. A scientific research centre is coordinated by a single department of Transilvania University of Brasov and has a well-defined disciplinary or interdisciplinary field of scientific research, its own human resources and infrastructure within ICDT.

(2) The human resource of a scientific research centre is comprised of: teaching staff, scientific researchers, doctoral students, post-doctoral scientific researchers and specialised technical staff. Scientific researches from other research entities in the country and abroad may work for limited periods in the ICDT centres on specific tasks, with the approval of the coordinator of the research centre. A person can only be part of one scientific research centre.

(3) A scientific research centre may be comprised of two or more research teams, which carry out scientific research activities in well-defined areas and topics.

**Art. 16.** (1) The coordinators of the research centres are elected by the members of the Departments to which the members of the centre belong, according to the Methodology for elections.

(2) The Bureau of the Scientific Research Centre shall consist in an odd number of members between three and seven. The Centre Coordinator and the coordinators of the research teams are ex officio members of the Bureau of the Centre. The Bureau of the Centre may also include a representative elected by doctoral students.

**Art. 17.** The main responsibilities of the Bureau of the Scientific Research Centre are as follows:

(a) to develop the Centre's research strategy and annual research and development programme in accordance with the Department's strategy. The research strategy of the Centre shall be approved by the Department Council;

b) to ensure the development of collaboration and partnership relations with economic agents, public institutions and other organisations in order to stimulate the exploitation of research results;



(c) to monitor the achievement of the objectives and performance indicators of the Research Centre.

**Art. 18.** The main responsibilities of the Coordinator of the research center are as follows:

- (a) to provide the framework for scientific research and development activities in accordance with the Centre's scientific focus and resources;
- (b) to elaborate the Center's annual plan of activities in accordance with the strategy of the Department to which it belongs and ensure the conditions for its implementation;
- c) to submit to the management of the ICDT and to the management of the department, every semester, a report on the scientific activity and the exploitation of the research and development results;
- d) to draw up and submit to the management of ICDT proposals for improving the Centre's activity;
- e) to manage the scientific research centre's infrastructure within the ICDT and, on an annual basis, to submit to the Coordination Board a report on its degree of use and integrity;
- f) to monitor the use of the scientific research facilities of the Centre within the ICDT, in accordance with the legal provisions and the contractual clauses of the projects in which Transilvania University of Brasov is involved.
- g) to monitor the use of equipment outside the ICDT, according to the research activities of the centres and in compliance with the operational procedure of the Quality Management System.
- h) to supervise the work of scientific researchers and ensure the implementation of the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

**Art. 19.** ICDT's structure may include other sub-units with no legal personality, services, sections, laboratories and other organisational structures necessary to achieve its object of activity.

**Art. 20.** A research team from Transilvania University of Brasov can acquire the status of Research Centre within the ICDT, subject to compliance with the operational procedure for setting up a Research Centre.

**Art. 21.** Depending on the specific activity, new specialized and/or interdisciplinary centres may be organized in collaboration with other units in the country or abroad, at the proposal of the Vice-Rector for Scientific Research and Informatization.

**Art. 22.** The closure of a research centre shall be carried out in compliance with the operational procedure of the Quality Management System.

**Art. 23.** (1) ICDT is the framework in which doctoral and postdoctoral programmes can be carried out in terms of subject matter and scientific content. ICDT collaborates with the Council for Doctoral Studies (CSUD) and the Interdisciplinary Doctoral School (SDI) for the smooth running of doctoral programmes, in order to achieve their formative and scientific objectives.

**Art 24.** (1) In order to achieve its specific objectives, ICDT may propose to the Executive Board that the university participate in research consortia, on a contractual basis, with other scientific research entities in the country and abroad: universities, research institutes, companies and firms, associations, agencies or public administration structures.

(2) ICDT may participate in regional, national and international research, development, innovation, technology transfer and knowledge structures, by concluding specific agreements, upon proposal of the Coordination Board of ICDT and with the approval of the Executive Board of the University.

**Art. 25.** The organisational structure of the ICDT is approved by the Executive Board based on the proposal of the Coordinating Board and is validated by the University Senate. It is established by the decision of the Rector and may include, depending on the case, persons with activities in the legal, marketing, human resources, financial-accounting, audit and financial control, information dissemination, public relations and media fields.



#### CHAPTER IV – Final provisions

**Art. 26.** Internal disputes of ICDT not resolved amicably shall be submitted for resolution according to the internal regulations of Transilvania University of Brasov.

**Art. 27.** Amendments and additions to these Regulations may be made at the proposal of the Executive Board or the Coordinating Council of the ICDT, in compliance with the legal regulations and with the approval of the Senate of Transilvania University of Brasov.

This Regulation was discussed and approved at the meeting of the Senate of Transilvania University of Brasov on May 22, 2023.

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