

REGULATIONS

on the organization and operation of the deliberative bodies of the university: Executive Board, Faculty Councils and Department Councils

Chapter I. The structure, organization and operation of the Executive Board

Art. 1 (1) The Executive Board of UNITBV ensures the executive management of the university and implements the decisions of the UNITBV Senate.

(2) The Executive Board is led by the Rector of UNITBV, in accordance with its attributions provided for in the Law of Higher Education (Law no. 199/2023), with the subsequent modifications and completions.

(3) The Executive Board carries out its activity in accordance with the provisions of the Law of Higher Education (Law no. 199/2023) and of the Charter of Transilvania University of Braşov.

Art. 2 (1) The Executive Board of UNITBV has the following composition:

- Rector of the University;
- Vice-Rectors of the University;
- Director of the Council for Doctoral Studies;
- Deans of the faculties;
- General Administrative Manager;
- the student representative in the Executive Board.

(2) The quality of member of the Executive Board starts on occupying one of the positions as per par. (1) and ceases when the member ceases to occupy the respective position.

(3) The student representative in the Executive Board is appointed by students' election, according to the legislation in force and to the University's own regulations.

(4) The meetings of the Executive Board are not public. A representative of the University Union and a representative of the Senate may participate in the meetings of the Executive Board, as permanent guests, with no right to vote.

(5) At the Rector's request, any person from inside or outside the university can participate in the meetings of the Executive Board, with no right to vote.

Art. 3 The decisions of the Executive Board are binding and enforceable for departments, faculties, research units and services, as well as for the entire university community from the date of their publication on the institution's website.

Art. 4 (1) The Executive Board convenes in ordinary meetings twice a month at the Rector's notification, or in extraordinary meetings, whenever necessary.

(2) The presence of the full members of the Executive Board at the board meetings is mandatory. In exceptional cases, the full member of the Executive Board who is unable to attend the meeting for objective reasons will be represented by an empowered representative of the structure to which s/he belongs.

(3) The meetings of the Executive Board are chaired by the Rector. In the absence of the Rector, the meetings of the Executive Board are convened and chaired by the vice-rector delegated for this purpose by the Rector.

4) At the beginning of each meeting of the Executive Board, the draft agenda is submitted for approval to the members of the board.

Art. 5 (1) Between the meetings of the Executive Board, in exceptional situations, as well as during the holidays, the executive management of the University is ensured by the Executive Board Bureau.

(2) The Executive Board Bureau consists of: Rector, Vice-Rectors, General Administrative Manager and the student representative in the Executive Board.

Art. 6 (1) The quorum for a meeting of the Executive Board and of the Executive Board Bureau is 2/3 of the total members with voting rights.

(2) By way of exception from the provisions of art. 6 para. (1), in cases of emergency, the meetings of the Executive Board may be held in the virtual space, and the decisions are made by electronic means. In this case, the members of the Executive Board are notified of the time limit until which members can exercise their vote electronically, as well as of the way in which the vote is expressed. In the case of decisions taken by electronic vote, the attendance quorum is determined at the close of the voting session, based on the number of persons who voted until the close of the voting session.

(3) By way of exception from the provisions of art. 6 para. (1), in cases of emergency, the meetings of the Executive Board Bureau may be held remotely, its members expressing their right to vote by electronic means. Considering the specifics of the voting by electronic means, the votes communicated within a maximum of 12 hours from the time of simultaneous transmission of the convocation by electronic means, but no later than 24:00 of the day on which the communication was transmitted, will be considered valid.

(4) The decisions of the Executive Board are adopted by vote of the majority of the present members. In case the meetings of the Executive Board Bureau are held remotely, the decisions are adopted with 50% +1 of the number of votes expressed by electronic means by its members, according to the provisions of art. 6 para. 2.

(5) The decisions of the Executive Board Bureau produce legal effects from the date of their adoption and shall be submitted for approval to the Executive Board in its first meeting.

(6) The decisions of the Executive Board are public on the website of the University and are transmitted in electronic format to the entire academic community via the intranet page

(7) The decisions of the Executive Board Bureau which are included in the Appendix to the Decision of the Executive Board, are brought to the knowledge of the academic community.

(8) All the decisions of the Executive Board and of the Executive Board Bureau are recorded in the minutes of the meeting. In the case of remotely held meetings, the decisions voted by electronic means will be recorded in the register of minutes with the attachment of evidence on the conduct of the remote meeting and of the voting exercised by electronic means. The office of the Vice-Rector for public relations is in charge with archiving and managing the minutes.

Chapter II. The structure, organization and operation of the Faculty Councils

Art. 7 (1) The Faculty Council represents the decisional and deliberative body of the faculty.

(2) The Faculty Council is appointed according to the legal provisions in force.

(3) The duties of the Faculty Council are provided for in the Law of Higher Education (Law no. 199/2023), with the subsequent modifications and completions.

(4) The Faculty Council includes representatives from all faculty departments and student representatives.

(5) The membership of the Faculty Council is maximum 75% teaching and research personnel, and minimum 25% students. The representatives of the teaching and research personnel in the Faculty Council are elected by universal, direct and secret vote of all tenured teaching and research personnel in the faculty departments, and the student representatives are elected through universal, direct and secret vote by the faculty students.

(5) The number of Faculty Council members elected by the teaching and research personnel is the one provided for in the Methodology for the organization and conduct of the elections in Transilvania University of Braşov.

(7) At the request of the Faculty's Dean, any person from inside or outside the faculty may participate in the meetings of the Faculty Council.

Art. 8 (1) The Faculty Council convenes in ordinary meetings, once a month, at the notification of the dean, or in extraordinary meetings, whenever necessary.

(2) The presence of the legal members of the Faculty Council who have the right to vote is also mandatory in the council meetings.

(3) The meetings of the Faculty Council are chaired by the Dean of the Faculty. In the absence of the Dean, the meetings of the Faculty Council are convened and chaired by the Vice-Dean delegated for this purpose by the Dean.

(4) In duly justified cases, the meetings of the Faculty Council may also be organized online, by Dean's decision.

(5) At the beginning of each meeting of the Faculty Council, the draft agenda is submitted for approval to the council members. This draft agenda is communicated to the members of the Faculty Council by the Dean or the delegate Vice-Dean who will lead the meeting, as the case may be, at least 3 working days before the date established for the meeting of the council. The members of the Faculty Council may propose additions to it, which are also subject to the approval of the Council members.

Art. 9 (1) Between the meetings of the Faculty Council, in exceptional situations, as well as during the holidays, the executive management of the faculty is ensured by the Dean of the faculty or by the Vice-Dean delegated for this purpose, if the Dean is unable to exercise it for objective reasons, all in due accordance with the legal provisions in force.

(2) In such a situation, the Dean or Vice-Dean, as the case may be, has the possibility to consult the other Vice-Deans of the Faculty, as well as the Directors of the Departments.

Art. 10 (1) The quorum for a meeting of the Faculty Council is 2/3 of the total number of members with voting rights.

(2) In exceptional situations, the member of the Faculty Council who is unable to participate in the convened meeting for objective reasons will empower another full member elected in the Faculty Council to which s/he belongs to vote on his/her behalf as well. The proxy shall be made in writing, without further formalities, and with a handwritten signature. An attending council member may be empowered to vote at a meeting by only one absent person.

(3) The decisions of the Faculty Council are adopted with the vote of the majority of the present members.

(4) The decisions adopted by the Dean or Vice-Dean, as the case may be, under the conditions specified in art. 9 hereof, produce legal effects from the date of their adoption. They shall be submitted for approval to the Faculty Council at its very first meeting after.

(5) The decisions of the Faculty Council, as well as those adopted under the conditions of art. 9 hereof by the Dean or Vice-Dean, as the case may be, shall be brought to the knowledge of the academic community at faculty level.

(6) All the decisions of the Faculty Council, as well as those adopted by the Dean or Vice-Dean under the conditions of art. 9 hereof, are recorded in the minutes of the meeting.

(7) The decisions of the Faculty Council are public on the website of the faculty.

Chapter III. The structure, organization and operation of the Department Councils

Art. 11 (1) The Department Council is the decisional and deliberative body of the department.

(2) The Department Council is appointed according to the legal provisions in force.

(3) The duties of the Department Council are provided for in the Law of Higher Education (Law no. 199/2023), with the subsequent modifications and completions.

(4) The number of members in the Department Council elected by the teaching and research personnel is the one provided for in the Methodology for the organization and conduct of the elections within Transilvania University of Braşov.

(5) At the request of the Director of Department, any person from inside or outside the faculty may participate in the meetings of the Department Council.

Art. 12 (1) The Department Council meets when convened by the Director of Department.

(2) The presence of the rightful members of the Department Council who have the right to vote is also mandatory in the council meetings.

(3)) The quorum for a meeting of the Department Council is 2/3 of the total number of members with voting rights.

(4) The meetings of the Department Council are chaired by the Director of Department. In his/her absence, the meetings of the Department Council are convened and chaired by a member of the Department Council delegated for this purpose by the Director of Department.

(5) In duly justified cases, the meetings of the Department Council may also be organized online, by decision of the Director of Department.

(6) At the beginning of each meeting of the Department Council, the draft agenda is submitted for approval to the council members. The members of the Department Council may propose additions to it, which are also subject to the approval of the council members.

(7) The decisions of the Department Council are adopted with the vote of the majority of the present members.

(8) All the decisions of the Department Council are recorded in the minutes of the meeting.

(9) The decisions of the Department Council are transmitted to the department members.

These Regulations were discussed and approved in the meeting of the Senate of Transilvania University of Braşov on 13.03.2024.

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