



## **REGULATIONS**

### **of the Specialized Committees of the Senate of Transilvania University of Braşov**

#### **General provisions**

The Regulations on the Specialized Committees of the University Senate are drafted in accordance with the Law of Higher Education no. 199/2023, with subsequent amendments, the Charter of Transilvania University of Braşov, and with art. 7 of the Regulation on the Organization and Operation of the Senate of Transilvania University of Braşov.

**Art. 1** The specialized committees 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 committees operate permanently during the mandate of the Senate.

**Art. 2** The specialized committees of the Senate are:

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

#### **Organization and functioning of the specialized committees**

**Art. 3 (1)** Each senate committee is composed of minimum 7 but no more than 20 senators, at least one of whom must be a student senator. Depending on their professional competences and their own option, each senator announces in writing the Senate secretariat within at most 15 days from the legal constituent meeting of the Senate for a new mandate, with respect to the specialized committee of which s/he wishes to be a part, which is an option valid for the entire term of office.

(2) All senators (academic teaching personnel, students) must be part of a committee, except for the President of the Senate. A senator can be part of only one specialized committee. The places in the specialized committee are filled according to the first-come principle, and if the maximum number of senators for a committee is exceeded, the Senate secretariat communicates to the unassigned members the committees that do not have the structures filled to the maximum number of places, in order for them to express a new option in writing, within the previously stipulated time limit.

(3) The committee is presided by a chairperson and a secretary, elected through secret ballot by the committee members at the first meeting convened for all committees by the President of the Senate and validated by the Senate in the next meeting after the elections.

(4) The term of office of the committee's chairperson and secretary coincides with that of the Senate.

(5) The chairperson, respectively the secretary of the specialized committee may be revoked from office at the request of at least one third of the committee members. The chairperson, respectively the secretary of the committee may resign from the position held within the specialized committee, by letter of resignation addressed personally to the President of the Senate. The removal from office or the resignation, as the case may be, will produce legal effects from the date of validation by the Senate of the new elections held at the committee level for the position of chairperson or secretary, as appropriate. In the exceptional situation in which the chairperson or the secretary of the specialized committee ceases his/her labour relations with the University through death, retirement, etc., according to the legislation in force, from the date of their termination until the date of validation by the Senate of the new elections held at committee level for the position of chairperson or secretary, as the case may be, the interim for the position of chairperson will be ensured by its oldest member, respectively for the position of secretary by its youngest member.

**Art. 4 (1)** Starting with the meeting of the University Senate in May up to the end of September of the same calendar year, in turn, each specialized committee of the Senate will present an annual report for the monitoring and control of the activities established according to art. 6 hereof.

(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 committees will be archived at the secretariat of the Senate and may be consulted by any member of the Senate during their term of office, upon approval by the President of the Senate.

#### **Duties and Competencies**

**Art. 5 (1)** The competences, duties and tasks of the specialized committees, other than those mentioned in art. 6 hereof 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 committees of the Senate ensure the examination and debate, as well as monitor the compliance with the legal framework for the conduct of the activities within the University.

(3) The committees update the regulations and methodologies according to the legislative changes that appear, as well as according to the newly emerging situations, except for those regulations or methodologies that must be adopted during each academic year.

#### **Art. 6 Duties of the specialized committees:**

##### **6.1 Duties of the Didactic Committee:**

- 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 for the Senate to make its decisions;
- b) to issue the report on the situation of each study programme, the situation of the institution's personnel and the situation of the vacancies mentioned in the Rector's annual report, in order for the report to be validated in the plenum of the Senate;
- c) to endorse the opportunity to set up study programmes;
- d) to debate, endorse and update the Regulations on the Students' Professional Activity and the calendar of the educational activities specific to the academic semesters;
- e) to debate, endorse and update the methodologies for the organization and conduct of the admission competition at Transilvania University of Braşov in the bachelor's and master's degree courses of study;
- f) to debate, endorse and update the methodologies for organizing and conducting the final exams of the academic studies;
- g) to debate, endorse and update the methodologies for the occupation of teaching positions;

- h) to debate, endorse and update the methodologies for the maintenance of the tenure after reaching the retirement age;
- i) to debate, endorse and update the methodology for the teaching personnel's hourly payment;
- j) to debate, endorse and update the methodologies for the recognition and equivalence of the studies or study periods conducted in the country or abroad;
- k) to debate, endorse and update the annually promoted master's degree programmes in the accredited field;
- l) to monitor the teaching activity within the University;
- m) to submit the drafted reports for debate and approval by the Senate;
- n) to endorse other didactic issues transmitted by the University Senate;
- o) to initiate, update, modify, debate and endorse regulations, methodologies and other documents related to the didactic activity.

### **6.2 Duties of the Scientific Committee:**

- a) to debate, endorse 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 for the Senate to make its decisions;
- b) to issue the report on the results of the research activities mentioned in the Rector's annual report, in order for the report to be validated in the plenum of the Senate;
- c) to debate, endorse and update the regulations and methodologies for the scientific research activity conducted by the teaching or research personnel (tenured or whose activity is financed from research project budgets), through research master's degree and doctoral programmes;
- d) to debate, endorse and update the Methodology for the admission to doctoral studies in full-time and part-time forms of education for a fee, both on state-financed places and on tuition fee-paying places;
- e) to debate, endorse and update the Methodology for the professional qualifications obtained in another state and which allow the holder of those qualifications to have access and practice the same profession within the university;
- f) to debate, endorse and update the Regulations on the organization, conduct and completion of the process of obtaining the habilitation certificate within the university;
- g) to debate, endorse and update the Methodology for the occupation of the research positions;
- h) to debate, endorse and update the criteria for the granting of the merit pay;
- i) to debate, endorse and update the Internal methodology for the evaluation of the doctoral supervisors;
- j) to submit the drafted reports for debate and approval by the Senate;
- k) to monitor the scientific activity in the university;
- l) to endorse other didactic issues transmitted by the University Senate;
- m) to initiate, update, modify, debate and endorse regulations, methodologies and other documents related to the scientific activity and computerization.

### **6.3 Duties of the Committee for Quality Assurance and International Relations:**

- a) to debate, endorse and update the projects of the Executive Board or of the members of the Senate regarding the University's internationalization and quality evaluation activity, in order for the Senate to make its decisions;
- b) to issue the report on the situation of the quality assurance for the activities within the University mentioned in the Rector's annual report, in order for the report to be validated in the plenum of the Senate;
- c) to debate, endorse and update the University's specific methodologies for the periodic evaluation of the professional results and performances of the teaching personnel within Transilvania University of Braşov;

- d) to present the Annual report on internal quality evaluation in the plenum of the Senate;
- e) to monitor the strengthening of an international-collaboration culture, through activities of promotion, support and development of the institutional cooperation with international organizations;
- f) to debate, endorse and update the methodologies that establish the framework for conducting the initiation, approval, monitoring and periodic evaluation of the bachelor's and master's degree programmes within Transilvania University of Braşov, at full-time, part-time and distance learning forms;
- g) to endorse and monitor the compliance with the legal framework for the recognition of the periods of study or practical placement carried out by the students within the mobilities through the Erasmus+ programme;
- h) to submit the drafted reports for debate and approval by the Senate;
- i) to endorse other issues transmitted by the University Senate;
- j) to initiate, update, modify, debate and endorse regulations, methodologies and other documents related to the field of quality and international relations.

#### **6.4 Duties of the Committee for the Students' Rights and Obligations:**

- a) to debate, endorse and update the projects of the Executive Board or of the members of the Senate regarding the students' rights and obligations, in order for the Senate to make its decisions;
- b) to issue the report on the situation of the professional insertion of the graduates from previous classes, mentioned in the Rector's annual report, in order for the report to be validated in the plenum of the Senate;
- c) to ensure and monitor the compliance with the legal framework for the rights and obligations of the students who attend the study programmes of Transilvania University of Braşov;
- d) to examine, debate and update the regulations for the students, the general framework for organizing and conducting the students' practice in the bachelor's/master's/doctoral degree courses of study, the granting of scholarships and other forms of material support, the organization and operation of student dormitories, the organization and conduct of the activity for student organizations, in order to draft specific reports and notices;
- e) to debate and endorse the situations/problems regarding the students' rights and obligations;
- f) to examine, debate and update the Regulations of the Student Entrepreneurial Society within Transilvania University of Braşov and the methodology for applying these Regulations;
- g) to examine, debate and update the Regulations of the ALUMNI Office within Transilvania University of Braşov;
- h) to examine, debate and update the Regulations of the Centre for Career Guidance and Counselling within Transilvania University of Braşov;
- i) to examine, debate and update the Regulations of the Student Restaurant-Canteens;
- j) to submit the drafted reports for debate and approval by the Senate;
- k) to endorse other didactic issues transmitted by the University Senate;
- l) to initiate, update, modify, debate and endorse regulations, methodologies and other documents related to the students' rights and obligations

#### **6.5 Duties of the Budget-Finance Committee:**

- a) to debate, endorse and update the projects of the Executive Board or of the members of the Senate regarding the financial and budgetary issues, in order for the Senate to make its decisions;
- b) to issue the report on the financial situation of the university, on funding sources and types of expenses, mentioned in the Rector's annual report, in order for the report to be validated in the plenum of the Senate;
- c) to endorse the annual draft budgets and their execution;
- d) to submit the drafted reports for debate and approval by the Senate.

## **6.6 Duties of the Legal Committee:**

- a) to debate and approve the University Charter;
- b) to issue the report on the situation of the compliance with the university ethics and deontology and with the ethics of the research activities, as well as to analyse the implementation of the annual operational plan for the previous calendar year contained in the Rector's annual report, with a view to the Senate making its decisions;
- c) to debate and endorse the Senate Regulations;
- d) to debate and endorse the Regulations of the specialized committees of the Senate;
- e) to debate and endorse the internal regulations;
- f) to debate and endorse the University's organization chart;
- g) to debate, endorse and update the regulations and methodologies regarding the elections at the university level;
- h) to debate, endorse and update the organization and operation of the Committee of Academic Ethics and Professional Deontology;
- i) to debate, endorse and update the Code of ethics for social and humanistic scientific research;
- j) to debate, endorse and update the regulations of the committees for the analysis of disciplinary infringements;
- k) to debate, endorse and update the regulations on the organization and operation of the University's deliberative bodies;
- l) to debate, endorse and update the Regulations on the Protection of Individuals with regard to the Processing of Personal Data;
- m) to debate, endorse and update the Regulations of Seniors' Club;
- n) to debate, endorse and update the regulations on the University's Heritage;
- o) to submit the drafted reports for debate and approval by the Senate;
- p) to initiate, update, modify, debate and endorse regulations, methodologies and other documents related to the University's organization and internal functioning and the legal issues.

### **Art. 7** The duties of the chairperson of the Senate's specialized committee are:

- a) to convene the plenum of the committee in working meetings;
- b) to propose the agenda of the meetings;
- c) to chair the meetings of the committee;
- d) to sign the reports and notices of the committee;
- e) to present the reports made by the committee in the plenum of the Senate;
- f) to invite the representatives of the University's executive and administrative structures to the meetings;
- g) to ensure the democratic framework of the debates in the committee;
- h) in the event that the chairperson of the committee does not attend a meeting, s/he may delegate his/her duties to another member of the committee of which s/he is a member, the latter having the right to exercise the duties provided for in art. 7, within the limits of the delegation received.

### **Art. 8 (1)** The duties of the secretary of the Senate's specialized committee are:

- a) to draft the minutes of the committee meetings;
- b) to receive documents from the Executive Board, from members of the Senate, of other departments, as well as from any member of the academic community and which are registered at the Senate secretariat;
- c) to issue the documents prepared by the committee to the Senate secretariat and to the President of the Senate.

(2) The secretary of the committee may request the support of the Senate secretariat to in order to fulfil these duties.

**Art. 9 (1)** The meetings of the committee are convened and presided by its chairperson.

(2) The meetings of the committee may be convened at the request of at least half of its members.

(3) The frequency of the meetings is established by the consensus of the committee members.

(4) In exceptional situations, the committee meetings may be convened by the President of the Senate. These meetings are chaired by the President of the Senate.

**Art. 10 (1)** The members of the committee are summoned by announcement on the group email address and/or over the telephone, by the chairperson of the committee, by its secretary or by the Senate secretariat.

(2) Once with the convening of the senators, the proposal for the agenda of the meeting will be sent to them, too.

(3) The materials to be debated in the meeting for which the convocation is made may be sent to each senator by email or via the e-learning platform.

**Art. 11 (1)** The quorum of the meeting is 2/3 of the total committee members.

(2) The agenda is adopted by open majority vote of the attendees at the beginning of each meeting.

(3) The participation of the committee members in its meetings is mandatory. The members who are absent with a reason will justify their absence before the meeting or, in exceptional cases, as soon as this becomes possible.

(4) By way of exception, the meetings may also take place online, through the e-learning platform.

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

(2) The committees debate the projects and draw up the analysis report, as a rule, within 15 calendar days from the date of their receipt, unless the President of the Senate establishes, depending on the factual situation, a shorter time limit reported in the plenum of the Senate.

(3) The committees can formulate amendments to the projects and documents submitted for endorsement, which they propose to the plenum of the Senate.

**Art. 13 (1)** The reports and notices of the committees are approved by open vote of their members.

(2) The notices and reports must meet the agreement of the majority of the members attending the meeting.

(3) If the quorum for holding the meeting 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, it will be considered rejected; the resumption of the committee's debate on the issues thus rejected is possible only after their revision.

(5) In special cases, at the proposal of the committee members and upon approval by the majority of the attending members, the vote may also be secret.

(6) In case of different opinions from that expressed by the majority of those who voted, they will be attached to the final report/opinion, being also presented in the plenum of the Senate.

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

(2) The minutes of the meeting will be signed by the secretary of the committee who drew them up and are archived together with the other documents at the secretariat of the Senate. In exceptional situations, the

minutes can be drawn up and signed by another member appointed by majority vote of the members attending the meeting of the specialized committee.

**Art. 15** Representatives of the executive and/or administrative structures may participate in the meetings, at the invitation of the chairperson, as a result of the proposals coming from the committee members. The guest attendees 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 committee members occurs on the group address of each committee, which includes the institutional email addresses given by the senators.

(2) In order to analyse and prepare some documents, committee members may work individually using the group address as a means of communication.

(3) The reports and notices of the committees are approved only in the plenary session of the committees.

**Art. 18** In conducting their activity, the specialized committees have the right to request, upon endorsement by the President of the Senate, relevant information, documentary and logistical support from the executive and administrative management of the University.

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

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