

REGULATIONS

on the Organization and Operation of the Senate of Transilvania University of Braşov

I. Establishment of the Senate

Art.1 The University Senate stands for the academic community, and is the supreme management forum of Transilvania University of Braşov. The Senate has the function of deliberation, decision and control; and it provides the management of the University in compliance with the applicable legislation, with the principles of university autonomy, with the provisions of the University Charter, as well as with its own decisions.

Art.2 (1) The decisions of the Senate are binding on all executive, administrative bodies, and on the entire academic community.

(2) The academic, administrative and executive structures of the University are obliged to answer the interpellations and questions, at the request of the Senate, committees, or senators.

Art.3 The number and the procedure for electing the Senate members, as well as the duration of their term of office are regulated by the University Charter and, respectively, by the Methodology for the Organization and Conduct of the Elections at Transilvania University of Braşov.

Art.4 The newly elected University Senate meets on the day and at the time set through the convening document adopted by the Senate in office.

Art.5 (1) The constituent meeting of the newly elected Senate is chaired by the eldest senator, in his/her capacity as senior chairperson, assisted by the youngest senator who is a member of the academic teaching personnel, and by the youngest student senator, as secretaries.

(2) The impossibility of exercising their attributions, by one or several senators mentioned in para. (1), entails ipso jure their replacement with other senators who meet the same conditions, amongst the attending senators.

Art.6 (1) With a view to validating the terms of office, the University Senate chooses, in its first meeting, by a majority vote of the attending members, the Validation Commission, made up of 3 senators.

(2) Following the verification of each newly elected Senate member's declaration of incompatibility (hand-signed, registered with the Senate Secretariat, until the day and time of the meeting), the Validation Commission submits the senators' validation to the vote.

(3) A term of office is valid unless the senator concerned is in a situation of incompatibility stipulated in the applicable normative acts.

(4) The Senate can make decisions only by vote of the senators with a valid term of office.

(5) The Validation Commission presents its report to the plenum of the Senate in the constituent meeting and terminates its term of office, its role being taken over by the Preparatory Committee for the Senate Proceedings which will be elected.

II. Structure of the Senate

Art.7 (1) The President of the Senate is responsible for the way of performing the Senate attributions, according to the Charter of Transilvania University of Braşov and to other applicable statutory regulations.

(2) The working structures of the Senate are:

- a) specialized committees;
- b) special committees;
- c) Preparatory Committee for the Senate Proceedings;
- d) Senate Secretariat.

Art.8 (1) After the legal establishment of the Senate, under the chairmanship of the senior chairperson, the actual President of the Senate shall be elected.

(2) The proposals for the position of President can be made by any Senate member or by self-proposal.

(3) Any Senate member amongst the academic teaching personnel can run for the position of President.

Art.9 (1) The President is elected throughout the term of office of the Senate, by secret vote, with ballots on which all the proposed candidates' names and surnames are alphabetically inscribed.

(2) The candidate who obtained the vote of the simple majority of the attending senators shall be declared elected President of the Senate.

(3) Upon the Senate President's election, the activity of the senior chairperson ceases de jure.

Art.10 (1) The President of the Senate is responsible for the fulfilment of the Senate attributions, according to the Charter of Transilvania University of Braşov and to other applicable legal regulations.

(2) The President of the Senate has the following attributions:

- (a) to chair the Senate meetings, assisted by two other members appointed by him/her; the chairmanship of meeting proceedings can be delegated to a senator who is a member of the academic teaching personnel, appointed by the President;
- (b) to coordinate the activity of the Preparatory Committee for the Senate Proceedings;
- (c) to represent the Senate in the relations with the Executive Board;
- (d) to conclude the management contract, on behalf of the Senate, with the Rector of Transilvania University;
- (e) to transmit the Senate decisions to the executive management, and to follow up, through its specialized committees, the way of their implementation, adequately informing the Senate;
- (f) at the request and on behalf of the Senate, to invite representatives of the University's executive and administrative structures to the meetings of the Senate or its commissions, or to send them written interpellations from the Senate;
- (g) to represent the Senate in its relations with similar bodies of other higher education institutions in the country and abroad, and to conclude therewith conventions and protocols of cooperation in the academic field;
- (h) to confer the honorary titles awarded by the University Senate, according to the University Charter and to the internal regulations;
- (i) to perform any other activity devolving upon him/her in his/her capacity as the representative of the Senate.

Art.11 (1) In exercising his/her attributions, the President of the Senate shall behave apolitically, equidistantly and judiciously; (s)he shall promote academic deontology and ethics, as well as the University's interests, throughout the exercise of his/her term of office.

(2) The President may not be a member in any of the standing committees.

(3) The President shall preside over the committee meetings (s)he attends.

Art.12 (1) The Senate President's term of office ceases de jure upon request, retirement, or revocation.

(2) The President of the Senate may be removed from office by the Senate, in case of serious infringement or repeated infringements of his/her attributions.

(3) The revocation procedure can be initiated by at least one third of the senators, with submission of its written statement of reasons.

(4) The President's revocation shall be decided by the Senate, with the simple majority of its members.

Art.13 (1) The vacancy of the position of Senate President leads to conducting elections, within a maximum of 30 calendar days from the vacancy of this position.

(2) During the vacancy of the position of Senate President, the relevant attributions shall be taken over by a member established by the Senate by vote of the simple majority of the attending senators.

(3) In case of the Senate President's temporary unavailability, announced in writing, the interim is provided by a member of the Preparatory Committee for the Senate Proceedings, appointed by the majority of the committee members.

Art.14 (1) The normative activity by means of regulations and methodologies devolves upon the specialized committees, pursuant to these Regulations.

(2) The specialized committees of the Senate are:

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

Art.15 (1) The specialized committees of the Senate consist of 8 - 15 senators, including at least one student each.

(2) A senator can be part of only one specialized committee.

(3) Each committee shall elect their own chairperson and secretary, who will be validated by the Senate plenum.

Art.16 (1) The chairpersons and secretaries of the specialized committees shall be elected by secret vote over the term of office of the Senate, during their members' first meeting.

(2) The chairpersons of the committees convene and preside over their proceedings.

(3) Under exceptional circumstances, the committees may be also convened by the President of the Senate, in which case (s)he will chair their proceedings.

(4) The chairpersons and secretaries of the specialized committees may be removed from office either at their own request or at the request of at least one third of the committee members.

Art.17 (1) The competences, attributions and duties of the specialized committees are established by the President of the Senate, or directly by the plenum of the Senate.

(2) The standing committees are exclusively specialized working bodies of the Senate.

(3) The meetings of each committee are duly conducted in the presence of the simple majority of its members.

(4) The members of the committees are bound to participate in their meetings.

(5) Within the committees, the decisions shall be taken with the majority of the attending members.

Art.18 (1) While conducting their activity, the specialized committees are entitled to require relevant information, documentary and logistical support, from the executive and administrative management of the University, with the Senate President's endorsement.

(2) The committee chairpersons may invite representatives of the executive and/or administrative structures to their meetings.

Art.19 (1) In their activity, the specialized committees prepare reports and give endorsements which are subjected to the debates and approval of the Senate.

(2) The endorsements and reports of the standing committees shall be signed by their chairpersons. In case of separate opinions, these ones shall be appended.

(3) The endorsements and reports of the committees are presented in the plenum of the Senate by their chairpersons.

Art.20 (1) The special committees are of a temporary nature when they are established in order to settle special situations (committees for the analysis and control of executive activities) or of a permanent nature, such as, for instance, the Preparatory Committee for the Senate Proceedings.

(2) The special committees of a temporary nature are established at the initiative and request of the Senate President, of the Rector, or at least 1/3 of the Senate members.

(3) The attributions and duration of operation of any special committee are established by the Senate.

(4) The members of each committee shall elect a chairperson and a secretary over the period of operation.

(5) The activity of the special committee shall cease by preparing a report, presented and approved by the plenum of the Senate.

Art.21 (1) The Preparatory Committee for the Senate Proceedings has a permanent nature, and performs the function of Senate Secretariat, during its meetings and between its working meetings; it does not have a deliberative role on behalf of the Senate.

(2) The Preparatory Committee for the Senate Proceedings consists of 5 members, respectively:

- President of the Senate;
- 2 chairpersons of the Senate's specialized committees;
- a secretary (a Senate member amongst the academic teaching personnel);
- a student.

(3) The members of the Preparatory Committee for the Senate Proceedings are proposed by the Senate Chairpersons, and approved by the plenum of the Senate.

(4) The structure of the Committee is established at the beginning of each academic year.

(5) The attributions of the Committee are established by the President of the Senate and approved by the Senate.

Art.22 (1) The Senate Secretariat is the technical apparatus of the Senate, established with a view to supporting the activities conducted in the plenum of the Senate and in the committees; and it operates under the coordination of the secretary of the Preparatory Committee for the Senate Proceedings.

(2) The attributions of each member in the Senate Secretariat shall be established by the President of the Senate.

III. Operation of the Senate

Art. 23 (1) The Senate operates in plenum and by committees.

(2) The Senate holds ordinary meetings and extraordinary meetings which take place physically. In well-justified situations, the meetings of the Senate may also be organized online by decision of the President of the Senate, issued after consultation with the Preparatory Committee for the Senate Proceedings.

(3) Ordinary meetings are usually planned one day per month, and are convened by the Senate President, 5 days prior to the set date.

(4) The University Senate is convened by the President of the Senate, the Rector or at the request of at least one third of the University Senate members. By way of exception, for student issues, the University Senate may be convened at the request of the entire group of student representatives who are members of the University Senate.

(5) Extraordinary meetings are convened whenever necessary, by the Senate President, at the request of the Rector or of at least one third of the senators.

(6) The meeting quorum consists of 2/3 of all Senate members.

Art.24 (1) The senators' summoning materializes through an individual announcement via email or mobile applications by the President of the Senate.

- (2) The convening of the Senate meetings shall be transmitted to the Faculty Secretariats which are bound to send the information to all the senators within the faculty.
- (3) Once with the senators' convening, they shall be sent the agenda of the meeting and shall also be informed of the manner in which the meeting will be held.
- (4) The materials to be discussed within the meeting that makes the object of the convening, may be transmitted to each senator by email, and/or will be posted on the University's e-learning platform.
- (5) The agenda of the convened meeting may be supplemented with other points, subject to the approval of the majority of the attending senators, at any senator's request formulated at the beginning of the meeting.

Art.25 (1) The meetings of the Senate are public for all academic community members. Festive meetings are an exception thereto.

- (2) The meetings of the Senate may be attended, yet without the right to vote, by representatives of the Executive Board or other persons invited by the President of the Senate.
- (3) The draft agenda shall be submitted for approval to the plenum of the Senate, at the beginning of the meeting.
- (4) The meetings of the Senate are attended, yet without the right to vote, by a representative of the University Unions.
- (5) The position of the Executive Board, in response to the interpellations and questions addressed thereto, shall be expressed, as a rule, by the Rector of the University; or, in exceptional cases, by his/her representative, no later than the following meeting to the one in which they were formulated.

Art.26 (1) The meetings of the Senate shall be conducted in compliance with the academic deontology rules, providing the adequate framework to any senator's freely expressing his/her opinions.

- (2) The chairperson of the meeting gives the floor to any senator, but (s)he will not allow direct verbal exchange between senators. The right to reply is only granted by the chairperson of the meeting.
- (3) The chairperson of the meeting may limit the debates on a topic, in which case the senators who did not speak may send their written opinions to the secretariat of the meeting.
- (4) The Senate members may draft written amendments to the documents to be debated during the meeting, which will be sent to the Senate Secretariat at least two days before the meeting.

Art.27 (1) The vote exercised by the senators in the Senate meetings is direct and freely expressed, and it may be open or secret, physical or electronical, depending on how the meeting takes place.

- (2) The meetings of the Senate are usually adopted with the vote of the simple majority of the senators, under quorum conditions, unless qualified vote is expressly stipulated.
- (3) The chairperson of the meeting shall announce, before vote casting, the voting procedure.

Art.28 (1) For the Senate proceedings in plenum or by committees, minutes shall be made, in which the debates and decisions are synthetically recorded.

- (2) The plenary proceedings of the Senate may be recorded on data medium, and are archived at the Senate Secretariat.
- (3) The minutes are available for any Senate member, at the Secretary Office of the Senate.
- (4) Copies of the official documents of the Senate are only issued upon request, subject to the Senate President's approval.
- (5) The decisions of the Senate shall be published on the web page of the University.

Art. 29 (1) Under exceptional circumstances dictated by special procedures or by appropriate timing in issuing some decisions, the President of the Senate, with the endorsement of the relevant specialized committee, may give approval to proposals of the Executive Board, which will be subjected to debate and approval in the meeting of the first Senate.

- (2) The President may not approve proposals referring to:
 - the students' rights and obligations;
 - modification of the University patrimony or organization chart;

- the employees' labour relations.

IV. The senators' rights and obligations

Art.30 (1) The senators have the following rights and obligations:

- a) to attend the meetings of the Senate;
- b) to freely express their opinions on the issues submitted for analysis to the Senate;
- c) to participate by open or secret vote, as the case may be, in making decisions;
- d) to attend the meetings of the Senate bodies and structures in which they were elected;
- e) to propose to the Senate to bring up the issues they consider important for the University, for the academic community or for the Faculty which each of them represents;
- f) to interpellate the structures and bodies of the Senate, as well as the executive or administrative management of the University;
- g) to request the convening of the Senate, in extraordinary meeting, in compliance with these Regulations;
- h) to know the legislation in the field of higher education, as well as the specific legislation in their own field of activity.

(2) The aforementioned rights and obligations shall be exercised and, respectively, fulfilled in good faith and in a reasonable manner, in compliance with the academic deontology and ethics.

Art. 31 The senator status is lost by:

- a) resignation;
- b) election or appointment to a management position of the University, or to an executive position incompatible with the status of senator;
- c) termination of the labour relations as a titular member of the academic teaching personnel or the scientific research staff, based on an open-ended labour contract with the University;
- d) unjustified absence from more than half of the Senate meetings, during an academic year;
- e) application of a sanction for misconduct or infringements of the academic ethics, according to the legal provisions;
- f) termination of the student status within Transilvania University of Braşov, under the structure in which s/he was elected;
- g) the student is in the extension of the tuition period or in the complementary year.

Art. 32 (1) In case a member of the university teaching personnel has accumulated three unjustified absences from the Senate proceedings, the faculty concerned may be notified in writing thereof.

(2) The students who will have accumulated three unjustified absences may lose the facilities they benefit from in their position as members of the Senate, for a month.

(3) After each meeting, the Senate Secretariat announces the attendance on the intranet of the University.

V. Final provisions

Art. 33 The provisions of these Regulations are supplemented with the provisions of the applicable normative documents.

These Regulations were discussed and approved in the meeting of the Senate of Transilvania University of Braşov on 29.09.2023.

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