



**CHARTER OF  
BABES-BOLYAI UNIVERSITY**

**Cluj-Napoca  
2014**

## **PREAMBLE**

The present University Charter is based on the Romanian Constitution, National Education Law No. 1/2011 as well as on all other regulations in the field of national education and scientific research. Elaboration of this document is done taking into consideration international documents in the field.

The Charter was conceived with a fixed component and a flexible component in order to be ensured a durable life, as well as to ensure its further amendment in line with the law changes and academic strategy. The general regulations of UBB Charter give its stable component. Special regulations that can vary according to legislative modifications or upon the decision of the university are included in distinct documents as annexes, constituting the flexible component of the present Charter.

Decisions to modify annexes are adopted by the Senate of the Babes-Bolyai University of Cluj-Napoca upon proposal of the Administration Council or on its own initiative. Should alterations occur to these documents they will be replaced while keeping the number of the annex. The academic community shall be kept up to date regarding any such changes affecting the content of the annexes.

## HISTORICAL GUIDELINES

The roots of the Babes-Bolyai University can be historically traced back to the 16<sup>th</sup> century when several higher education institutions were established in Cluj. The most representative of them was established in 1581 when, by royal decree issued in Vilnius by Stefan Báthory, a major Jesuit college was established with the status of academy (university), comprising three faculties - theology, philosophy and law - with teaching in Latin. Graduates received the established academic titles - *baccalaureus*, *magister* and *doctor* - according to the model of the "academies in Italy, France, Spain and Germany". The first rector was the Polish academic Jacob Wujek, and the spiritual patron of the institution was the Italian Antonio Possevino, who created, in addition to the college, a seminary for priests.

In the 17th and 18th century, the institution (under different names and ranks) continued to exist, with interruptions and great difficulties, always maintaining the spirit of knowledge in Cluj. In 1872, the modern university was re-established in the capital of Transylvania and beginning with 1881 was named Francis Joseph, with teaching in Hungarian. It was replaced in 1919 with the Romanian university named Vasile Pârvan (who had set the programmatic development of the institution by his inaugural lecture entitled "The duty of our lives") *National University of Dacia Superior*, became, beginning with 1927, *University King Ferdinand I*.

After its exile (1940-1945) to Sibiu and Timișoara imposed by the the cession of Northern Transylvania to Hungary, in Cluj there were two universities between 1945 and 1959, a Romanian university named *Victor Babeș* and a Hungarian university named Bolyai, which were then reunited in the Babeș-Bolyai University, with teaching in Romanian and Hungarian.

After the fall of communism, the University of Cluj underwent a process of re-establishment under the auspices of European democracy and local traditions of peaceful coexistence. Nowadays, having the longest academic tradition in Romania Babeș-Bolyai University is the only multicultural institution in the country with teaching in three languages - Romanian, Hungarian and German - and with numerous programmes in foreign languages. Babeș-Bolyai University is dedicated to teaching, education and research into community magistrate and disciples, valuing the century-old tradition, perpetuating national and universal values towards excellence achieved elite European and world spirit.

## **Chapter I. JURIDICAL STATUS AND IDENTIFYING ELEMENTS**

**Art. 1.** The University of Cluj was founded in 1919, received the recognition of legal personality in 1924 (Annex no. 1) and is now known as the Babes-Bolyai University from Cluj-Napoca (hereinafter: "University" or "UBB"), being organized under that name since 1959.

**Art. 2.** (1) Babes-Bolyai University in Cluj-Napoca is a state institution of higher education, part of the national higher education system in Romania.

(2) Babes-Bolyai University in Cluj-Napoca is a public institution, it has legal personality and it is apolitical.

**Art. 3.** Babes-Bolyai University in Cluj-Napoca is identified by the following elements:

a) Name: **Babeş-Bolyai University in Cluj-Napoca**;

b) University headquarters: No 1, Mihail Kogalniceanu Street, zip code 400084, Cluj-Napoca, Cluj County, Romania;

c) logo, seal, flag and ceremonial attire (cap, gown, Rector's collar and markings of the president of the Senate) are established by the University Senate. (**Annexes no. 2, 3, 4**);

d) trademark: **UBB CLUJ** (**Annex no. 5**);

In all official documents where Babes-Bolyai University from Cluj-Napoca is referred to and where, out of space considerations, the name must be abbreviated, it will be: Babes-Bolyai University, UBB CLUJ or, in internal documents, UBB;

e) the **University Anniversary** is celebrated annually on November 3, under the slogan: *The duty of our lives*.

**Art. 4.** UBB academic guidelines are: *Traditio Nostra Unacum Europae Virtutibus Splendet* in Latin, respectively *Tradition and Excellence* in Romanian.

## **Chapter II. VISION. IDEAL**

**Art. 5.** UBB assumes the complex role of ensuring proficient education, innovative scientific research of leading position both nationally and internationally as well as platforms offering specialized services to the community. In this way, the University constitutes for the academic community the institutional frame enabling in a participatory and democratic way, with competence, responsibility, honesty and courage solutions for permanent changes in the society and the complex issues of the world today.

**Art. 6.** As a state institution of higher education of public interest UBB aims to promote specific cultural components in the local, regional, national and international community. Within the current context, these components are:

- a) a culture for action based on systematic knowledge and innovation;
- b) a culture for permanent and innovative learning;
- c) multiculturalism, inter-cultural and inter-confessional dialogue;
- d) a culture for scientific and technological, organizational and civil competence;
- e) a culture for personal and moral development;
- f) a culture for proactive attitude and participation;
- g) a culture for integration in diversity and globalization, in terms of identity and mutual respect.

### **Chapter III. MISSION**

**Art. 7.** (1) UBB is a comprehensive university of advanced research and education, which aims to prepare young people for the contemporary society and for the future.

(2) Respecting the three aspects of the modern university - education, research and services to the community - the overall mission of the University is to generate and transfer knowledge. The UBB mission is reflected in the following:

- a) ensures the creation of knowledge through an intensive research process;
- b) offers training to students and researchers, active and responsible citizens, promoting education and research in line with the demands of a values-based and knowledge-based society, through initial training, continuous education and integration in the circuit of universal values;
- c) provides a framework for multicultural, multilingual and interfaith interference to carry out teaching on equal terms in Romanian, Hungarian, German as well as in international languages;
- d)** contributes to the local, regional and national development from a social, economic, cultural, political point of view through involvement in line with the needs of the community.

**Art. 8.** In undertaking its mission, UBB is considering:

- a) establishing a strategic management and an efficient planning process;
- b) comprehensive and balanced development of UBB;
- c) ensuring democracy, collective participation and transparency,
- d) efficient and reasoned decision making;
- e) employing the quality principle - both in the UBB activity and in the evaluation of this activity.

### **Chapter IV. VALUES, GENERAL GUIDELINES AND STRATEGIC ELEMENTS**

#### **4.1. Values**

**Art. 9.** Respecting existing cultural and axiomatic differences in the academic, social and economic environment, the University incorporates and promotes the following core values:

- a) freedom of thought and expression,
- b) seeking and promoting truth,
- c) integrity,
- d) equity,
- e) social responsibility,
- f) respect for diversity,
- g) inter-cultural cooperation.

## **4.2. General guidelines and strategic elements**

### **4.2.1 General guidelines**

**Art. 10. (1)** UBB has set as its starting point the legal principles governing higher education and lifelong learning as follows:

- a) the principle of university autonomy,
- b) the principle of freedom of thought and expression, as well as independence from ideologies and any kind of dogma;
- c) the principle of fairness
- d) the quality principle
- e) the relevance principle
- f) the effectiveness principle
- g) the principle of decentralization
- h) the principle of accountability
- i) the principles of multiculturalism and multilingualism
- j) the principle of promoting international cooperation in education and research;
- k) the principle of taking responsibility, promoting and preserving national identity and cultural values belonging to the Romanian people;
- l) the principle of ensuring equal opportunities;
- m) the principle of transparency
- n) the principle of social inclusion;
- o) the principle of organizing religious education according to the specific requirements of each recognized religion;
- p) basing any decisions on the principle of dialogue and consulting as well as on the principle of respecting the student's right to freedom of opinion and expression as a direct beneficiary of the education system;
- q) the principle of peer solidarity;
- r) the principle of representativeness and proportionality at management level.

**(2)** Each of the above principles are reflected in the text of the UBB Charter and should be reflected in all activities conducted in UBB, without exception.

#### 4.2.2 Academic autonomy

**Art. 11.** (1) University autonomy is guaranteed by the *Constitution of Romania* and is recognized by law as the fundamental principle of the national higher education system.

(2) University autonomy lies at the basis of the university functioning and refers to UBB legal capacity to organize and conduct its activity in an independent manner, with the related obligation of taking public accountability. The university autonomy entitles the university community to establish its specific mission, institutional strategy, structure, activities, organization and operation, management of its material and human resources, complying with the legislation in force. Autonomy is ensured by UBB decision-making bodies based on UBB's own regulations, adopted under the law.

(3) University autonomy is exerted in the institution, faculties, departments and institutes through their specific decision-making bodies, according to their responsibilities in line with the law, the UBB Charter and internal regulations of UBB.

(4) Academic autonomy consists of:

- a) establishing the *Charter* regulating the organization and functioning of UBB;
- b) freedom of research, artistic activity and transfer of knowledge;
- c) adopting its own human resources policy in accordance with international quality standards and practices;
- d) adopting its own requirements in the criteria for granting didactic, scientific, research and honorary titles;
- e) independence in attracting and managing extra-budgetary funds;
- f) implementing and improving its own structures;
- g) establishing and adopting research programs;
- h) developing regulations for student accommodation and for granting scholarships, regulations for study and student examination, admission and graduation;
- i) freedom of publishing scientific publications and operation of its own publishing houses;
- j) establishing and changing leadership according to legal procedures;
- k) employing a human resources policy completely under the jurisdiction of UBB in line with international practices of university autonomy;
- l) organizing scientific, cultural and sports activities, as well as establishing forms of cooperation with other institutions;
- m) management of financial resources and properties of the University, respecting their destination.

(5) UBB shares the ideals of related international documents: *Declaration of Rights and Duties Inherent in Academic Freedom (Siena, 1982)*; *The Lima Declaration on Academic Freedom and Autonomy of Institutions of Higher Education (1988)*; *The Magna Charta of European Universities (Bologna, 1988)*; *The Dar es Salaam Declaration (1990)*; *The Kampala Declaration (1990)*.

### **4.2.3 Principles of organization and operation**

**Art. 12.** (1) UBB follows the tradition of free thinking, academic freedom, recognition of basic human rights and freedoms, political pluralism, democratic values, ethics, transparency of activity and decisions as well as the principles of the rule of law, representativeness and proportionality.

(2) The academic community is open, without discrimination, to Romanian and foreign citizens who hold the corresponding certificates.

(3) Members of the university community have freedom of conscience and expression. They exercise their functions without discrimination or repression. Both the universal values promoted by UBB and the advancement of knowledge involve free interactions, mutual listening to points of views and argumentative dialogue. The right to petition is guaranteed.

(4) The academic space is not a ground for confrontation between political parties, religious organizations and NGOs.

**Art. 13.** The academic space is free and inviolable. UBB management structures (Senate, Administration Council) may regulate access according to university autonomy and applicable legal provisions.

**Art. 14.** The academic community is constantly informed on teaching and research, decisions of management structures and development undertakings through classical and modern means of information.

**Art. 15.** (1) UBB has a multicultural character.

(2) UBB promotes, on equal terms, teaching in Romanian, Hungarian, German and other foreign languages as well as the interaction of cultures.

(3) In teaching, research, publication and communication in and between universities the Romanian, Hungarian, German and international foreign languages can be used, excluding official documents. Specializations with teaching in minority languages and international foreign languages are approved by the Senate. (Annex no. 6, Annex no. 7, Annex no. 8).

**Art. 16.** UBB is concerned with the internationalization of the curricula, cooperation, students and staff. UBB has committed to provide studies in international languages. (Annex 9).

**Art. 17.** UBB respects and promotes freedom of national and international mobility of students, teachers and researchers.

**Art. 18.** (1) Scientific research forms the basis for teaching.

(2) Its own research activity, validated by scientific publications, patents and/ or innovative



products and services is the fundamental criterion for assessing academic qualification.

(3) In UBB principles of ethics and moral values underlying scientific activity and its dissemination are respected in research.

**Art. 19.** (1) The UBB management and development are based on the *Strategic plan for development and annual operational programs*. (**Annex no. 10**)

(2) The faculties, lines of study, departments, extensions develop strategic plans and annual programs which contain objectives in line with the multicultural structure of UBB. They also provide for measures of control and evaluation.

(3) Quality assurance mechanisms are introduced in all academic administrative and management activities, education and research.

**Art. 20.** (1) Access to the UBB academic community through teaching positions, teaching-auxiliary, research, administrative and technical positions is acquired on a competitive basis.

(2) Filling in UBB positions is made taking into consideration the human resources policy and financial sustainability of the position.

**Art. 21.** (1) The academic authority is granted solely on the basis of academic teaching and scientific performance and managerial competence.

(2) The governing bodies designated democratically represent the members of the academic community, regardless of their ethnicity and confession. Any member of the academic community has the right to participate, under the law, in the management of academic activities.

**Art. 22.** (1) UBB promotes student-centred education.

(2) Students from all forms of education are partners in the joint action of training competitive specialists. Representation of students in the UBB Senate and faculties Councils at a rate of minimum 25% is guaranteed. The students' opinion, individual or expressed by their representatives or through surveys conducted by validated methodologies, is one of the means of self-control, evaluation and improvement of academic activity.

**Art. 23.** Drafting of the curricula takes into account the criteria of performance universities, so that after initiation in the fundamentals of the field, the study can gain a research character. They adapt to benchmarks accepted by the European Union and are exposed to external evaluations. The European Credit Transfer System (ECTS) applies. (**Annex no. 11**) -

**Art. 24.** In addition to subjects included in the core specialisation, students may choose subjects taught in the respective faculty and in other faculties. Students may pursue multiple specialisations.

**Art. 25.** Evaluation of scientific and teaching performance of university structures (faculties,

departments, extensions, research groups, etc.) shall be done in accordance with the standards and indicators of quality in higher education and by considering the usual practices in the international academic environment.

**Art. 26.** Results of UBB activity will be public. The faculties, departments, extensions, institutes and research centres present annual reports. The Rector, vice-rectors for lines of study and deans disclose publicly each year the activity outcomes and programs of action.

**Art. 27.** (1) The faculties, extensions, departments, research units, service or production units have autonomy in managing financial and material resources within the regulations set at national level and at University level.

(2) UBB will obtain and use extra-budgetary resources according to its own decisions, exercising the financial component of university autonomy.

(3) UBB will organize and manage, alone or in cooperation with other legal persons, centres for human resources training, units of research and production, as well as units of services or consultancy.

**Art. 28.** UBB promotes partnerships with other universities, developing the international academic cooperation. UBB assumes its role in the economic and social environment, promoting the public-private partnership and social responsibility.

**Art. 29.** UBB respects in decision-making the principle of consultation of the social partners, legally constituted unions and student organizations.

## **Chapter V. STRUCTURE, ORGANIZATION AND MANAGEMENT POSITIONS. DUTIES AND COMPETENCES. HOLDING MANAGEMENT POSITIONS IN UBB**

**Art. 30.** UBB operates under the law, according to the regulations issued for its application, based on the UBB Charter, the *Internal Regulation (Annex no. 12)*, as well as on other documents adopted at UBB.

### **5.1. University**

**Art. 31.** (1) UBB has and can create in its structure faculties, departments, institutes or any other establishments serving the specific activities of the institution.

(2) The UBB structure includes also student homes and other university accommodation, cafeterias, and training or recreational bases of UBB.

**Art. 32.** (1) UBB provides education on three lines of study - Romanian, Hungarian, German - each headed by a vice-rector, in the coordination of the university management. In UBB, a line of study is the form of organization of the teaching process in faculties and departments, which is conducted in the Romanian, Hungarian, German languages of study, as required by law. At faculty level, a line of study is the organization of the line's departments of the respective faculty, or, where there are no departments, is the form including the teachers in that line of study. In a faculty there can be one or more lines of study.

(2) In all lines of study full training is ensured in all three cycles and postgraduate studies in Romanian, Hungarian and German.

(3) The line of studies has autonomy in organizing educational activities, in human resources policy, in financial management and inter-university cooperation in accordance with the principle of autonomy within the faculty it belongs to. The lines of studies will be represented in the governing bodies, academic and administrative bodies of UBB, through the faculty they belong to. The lines of studies operate according to their own regulations, approved by the Council of the line of study, validated by the Faculty Council and the UBB Senate. The regulations establish the procedures for electing the governing bodies of the line of studies at all levels, the relationships with faculties and UBB management and representation in the UBB Senate.

**Art. 33.** (1) The structure of university in faculties, departments and lines of study is decided by the UBB Senate upon proposal of the Administration Council, with the advisory opinion of the faculty council concerned.

Reorganization of faculties, their establishment and termination shall be made upon the proposal of the Administration Council, only if it meets the vote of at least 2/3 of the UBB Senate members and with the advisory opinion of the faculties involved, being carried out in accordance with the legal provisions.

**Art. 34.** By law, the management structures are as follows:

- a) the Senate and the Administration Council at university level;
- b) the Faculty Council;
- c) the Department Council;
- d) the Scientific Council for the independent research units.

**Art. 35.** (1) The UBB Senate, Faculty Council and the Department Council are constituted through elections based on universal, direct and secret suffrage, involving all tenured teachers and researchers within the University and all students. The participation of the latter lies in choosing their own representatives in the respective bodies.

(2) Any tenured teacher or researcher with individual employment contract of indefinite duration may run for election for the Department Council, the Faculty Council and the University Senate

as a member of their faculty. Membership in the Senate is not conditional on membership in the faculty council.

(3) Appointment in the structures and management positions of UBB ensures representation of all educational and research structures (faculties, departments, extensions, research units, etc.). The multicultural profile of UBB is ensured at the level of management of UBB departments and faculties, of the UBB Senate, and of the vice rectors team through appropriate representation of lines of study, according to the principle of proportionality. The UBB Senate further elaborates the methodology, conditions and procedure of filling management positions and appointment in the governing structures through the *Regulation concerning the election for the management positions and structures of UBB (Annex no. 13)*, in accordance with the law.

(4) Where the holder of a management position, for any reason that does not justify the suspension or dismissal, cannot exercise his function for more than two months, the interim is ensured by a person appointed by the person in question, according to the hierarchy of management positions, with the approval of the management structure corresponding to the level of the position. The interim is ensured in the same manner also in the case of vacancy of the management position.

(5) In case of a position vacancy in the management structures and functions, a new appointment will be ensured according to the corresponding methods within three months of the vacancy.

### **5.1.1 UBB Senate**

**Art. 36.** (1) The UBB Senate is established and operates as an UBB management structure based on the principles of academic freedom, university autonomy, transparency, representativeness and proportionality.

The UBB Senate is the main forum for decision and deliberation at university level, constituted on the basis of representativeness of faculties and lines of study in accordance with the *Regulation concerning the election for the management positions and structures of UBB*. (Annex no. 13)

(2) The faculty management and the Administration Council have a joint responsibility to ensure representativeness at the level of lines of study.

**Art. 37.** The UBB Senate is composed of teaching and research staff in proportion of maximum 75% and minimum 25% students.

(2) The structure, organization, duties and operation of the UBB Senate are established by the *Rules of organization and operation of the UBB Senate* (Annex no. 14), according to the law.

(3) The total number of UBB Senate members must be odd and cannot exceed the proportion calculated for the entire university, of 1 senator to minimum 500 students. In the allocation of seats for the UBB Senate, the representation per faculty is determined by the primary criterion of number of teachers. Given the complexity of the institution, along with the number of teachers, a comprehensive set of indicators will be considered, alternatively, based in particular on the

number of students attracted by faculty programs, by the prestige and the international relevance of the curricula.

(4) Seats in the University Senate are filled only through elections. UBB Senate members are appointed by universal, direct and secret ballot by the tenured teachers and researchers, namely by students at the level of each faculty.

(5) The term of office, the number of mandates, duties, loss of the senator position, and other aspects pertaining to the UBB Senate are regulated in detail by the *Rules of organization and operation of the UBB Senate*. (Annex no. 14)

(6) In case of student senators, the duration and number of mandates, the election procedures, and other related aspects are provided in the *UBB student status*.(Annex no. 25)

**Art. 38.** (1) The activities undertaken by members of the Senate in this quality is taken into consideration in the annual evaluation of teachers' activities.

(2) In the UBB Senate structures there are responsibilities that require a permanent activity (UBB Senate Office) and responsibilities that require periodic activities (working committees).

**Art. 39.** The main responsibilities of the UBB Senate:

- a) develops, adopts, revises or repeals the UBB Charter, codes and regulations that are related to it, following the debate with the academic community;
- b) adopts the Regulation on the election in management positions and structures;
- c) concludes the management contract with the UBB Rector;
- d) approves the development strategy;
- e) approves and modifies the internal structure of UBB at the UBB Rector's proposal;
- f) approves the scheduling, organization, development and improvement of the entire educational process;
- g) approves the programs of study and postgraduate education with a view to their accreditation;
- h) adopts the criteria for assessing the academic and professional performance of staff and students;
- i) approves the UBB financial strategy;
- j) approves the draft budget proposed by the Administration Council and the budget implementation;
- k) adopts its own methodologies for competition and data validation for teaching and research staff positions;
- l) approves the human resources policy of UBB;
- m) approves the criteria for assessment of teaching and research activities;
- n) grants the teaching and scientific titles and approves the proposals for integration of PhD advisors into doctoral schools;
- o) approves the strategy of scientific research;

- p) approves the cooperation programs with other institutions of higher education and research in the country and abroad;
- q) validates the mandates of the heads of departments;
- r) monitors the activity of the Rector, faculties and administrative services;
- s) approves the criteria for granting study and research scholarships;
- t) approves UBB participation in university consortia;
- t) approves the participation of UBB in the establishment of associations, foundations or companies;
- u) regulates the use of its own logos and symbols;
- x) approves the granting of honorary degrees: *Doctor Honoris Causa* (the highest title of UBB); *Professor Honoris Causa*; *Honorary Senator* of UBB; *Professor Emeritus*.
- y) approves and adopts other documents or fulfils other tasks within the jurisdiction of the Senate, as the highest authority of UBB, in line with the laws in force, with the present Charter, the Rules of organization and operation of the UBB Senate as well as other legal documents.

**Art. 40.** The establishment or abolition by the UBB Senate or by faculties of specialisations, departments, faculties, programs related to lines of study can be done by the advisory opinion of the respective lines of study, represented by the groups of lines of study in the UBB Senate or faculties.

**Art. 41.** The UBB Senate takes decisions by a simple majority of the members present. The Quorum of UBB Senate meetings is 2/3 of the Senate members.

**Art. 42.** (1) Where a decision of a line of studies at a faculty is disproved by the Faculty Council at the request of the line's Council, it will be subject to discussion in the UBB Senate, according to its procedures.

(2) The decisions of the line of studies can be denied by the UBB Senate with a 2/3 majority of the members present.

(3) If the 2/3 majority is not obtained, the chair of the meeting proceeds to vote on approving the decision of the line of studies, according to the procedures of the UBB Senate.

(4) If a simple majority required for the approval of the decision of the line of studies is not met, UBB Senate appoints a joint commission. It is composed of an equal number of representatives from each line of studies that is required to submit to the UBB Senate a solution accepted by all the members of the Committee. The UBB Senate applies the solution presented by the Committee.

**Art. 43.** The UBB Senate may decide for a secret vote also in situations other than those expressly provided by law.

**Art. 44.** (1) In the works of the UBB Senate the rector and vice-rectors of UBB are permanently

invited, without voting rights.

(2) Other persons may participate in the works of the UBB Senate in accordance with the legal provisions and the Rules of organization and operation of the UBB Senate, the present Charter, as well as by invitation from the President of the UBB Senate.

**Art. 45.** A member of the UBB Senate may be suspended at the written proposal of 1/3 of the senators; suspension is carried out with the vote of 2/3 of the Senate members. Within 1 month a revocation referendum is held in the faculty the senator belongs to. In order to revoke a senator it is required a simple majority of the tenured teachers present for the vote without a quorum requirement. If this majority is not met the Senator retains his position.

#### **5.1.1.1. The president of the UBB Senate**

**Art. 46.** (1) The president of the Senate chairs the UBB Senate. The President chairs the meetings of the UBB Senate, ensuring the conformity of the meetings with the laws and internal rules of UBB.

(2) The president of the UBB Senate represents the UBB Senate in relation with the rector and with the other operational and executive management positions at all levels and in all structures of UBB.

(3) The president of the UBB Senate coordinates the specialized committees of the Senate and works with them, chairing the academic Strategy Committee.

(4) Based on the proposals of the UBB Senate Committees, the president is entitled to formulate proposals for resolutions with a view to respecting and promoting the rights and interests of the academic staff and students.

(5) The President may propose that the UBB Senate requests by public voting reports from the Rector in order to discuss and monitor the activity of the UBB executive management.

(6) The president of the UBB Senate has the duty to stay informed about the activity of the UBB management and to collaborate with it with a view to representing the best interests of the academic staff and students in the activity of UBB and to promote university autonomy.

(7) The president of the UBB Senate should be a person with a strong national and international profile, with competitive skills, values and vision in the domestic and European academic environment.

**Art. 47.** (1) The president of the UBB Senate is elected by secret ballot of the teachers who are members of the UBB Senate.

(2) The election of the president of the UBB Senate is carried out during the meeting following the meeting for establishing a newly elected Senate. The constitutive session is led by the eldest member of the newly elected UBB Senate.

(3) During the meeting establishing the UBB Senate, senators make motivated proposals for candidates for the position of president of the UBB Senate.

(4) In order to ensure merit and representativeness of candidates, each proposal is considered eligible only if it is publicly endorsed in writing prior to the meeting for election by at least seven members of the UBB Senate, excluding the proposed member. A member of the UBB Senate can endorse a single candidate. At least two candidates must be publicly endorsed.

(5) At least one week before the meeting date of the election, each candidate who met eligibility will publicly announce, required by the Rector, a draft for UBB Senate representation, supported by a *Curriculum vitae*.

(6) The president of the UBB Senate is elected by secret ballot from the eligible candidates who have made their project public.

(7) The president of the Senate may be dismissed by the UBB Senate upon the written proposal of at least one third of the Senate members, by secret ballot, by a qualified majority of two thirds of the members of the Senate.

#### **5.1.1.2. UBB Senate Functional Structures**

**Art. 48.** The UBB Senate functional structures are:

- a) the Senate Office;
- b) Groups of the lines of study;
- c) the Senate Committees.

**Art. 49.** The **Senate Office** includes the president of the Senate, vice presidents and a representative of the senator students.

**Art. 50.** (1) In the UBB Senate lines of study groups are constituted with the responsibilities for preparation and implementation of decisions concerning the respective lines.

(2) The lines of study groups are chaired by the vice-presidents of the Senate, elected by the senators of the respective line of study. These, together with the President of the Senate, represent in the Senate the three lines of study in the University.

(3) Vice presidents of the UBB Senate have also the duty of coordinating and monitoring the activities of a group of committees in accordance with specific areas of responsibility.

(4) One of the members of the Senate Office substitutes the President of the Senate whenever the latter is not present or is unable to perform his duty.

**Art. 51.** (1) The operation of the lines of study groups is regulated by rules of organization and functioning of each of them.

(2) The lines of study groups prepare the decisions affecting them and subject them to approval of the Senate.

**Art. 52.** (1) The UBB Senate shall establish at the beginning of each term specialized committees which approve the draft decisions and monitor the activity of the rector and of the Administration Council.



(2) Membership in the committees is proposed by the President of the Senate and is approved by the Senate.

(3) Between the specialized committees of the UBB Senate and UBB vice-rectors there is a permanent relationship of communication and cooperation on specific areas of responsibility.

**Art. 53.** (1) The UBB Senate assesses each year through specialized committees of the Senate and analysis and foresight bodies, on the basis of the *Annual operational plan*, forms of study (departments, specializations, curricula, research units), researchers activity from the point of view of its relevance against the latest developments in science, literature, philosophy, art, technology and the changes in the qualifications market.

(2) The monitoring and assessment reports are periodically submitted and discussed in the UBB Senate, which takes action accordingly.

### **5.1.1.3. The Great Senate and the Honorary Senators Group**

**Art. 54.** (1) The Great Senate of UBB consists of the UBB Senate and the Honorary Senators Group.

(2) The Honorary Senators Group is an advisory body established at the initiative of the Rector's Office, endorsed by the Administration Council and approved by the UBB Senate.

(3) The Honorary Senators Group includes the persons who have been granted the title of *Honorary Senator*.

(4) the Honorary Senators Group can include personalities from the economic, academic, cultural, diplomatic, religious, professional and non-governmental organizations environment, and former rectors of UBB.

(5) The *Honorary Senator* quality can be granted to an organization, public institution, public or private company; in this case it is exercised through a representative appointed by the respective legal entity.

(6) The Honorary Senators Group may make suggestions on the overall strategy of UBB and may propose measures to improve its relations with the society, the local community and with other national and international bodies.

(7) The structure, organization and operation of the Honorary Senators Group are established by its own regulation by the UBB Senate, in accordance with the law. (Annex no. 15)

### **5.1.2 Administration Council. Academic management executive positions**

**Art. 55.** (1) The Administration Council of UBB consists of a rector, vice-rectors, deans, chief administrative executive and the students prefect.

(2) The Administration Council ensures the management and operational administration of the institution.

**Art. 56.** (1) The Administration Council operates on its own regulation approved by the UBB Senate.

(2) In the works of the Administration Council the president and the vice presidents of the UBB Senate are permanently invited, without voting rights. In the works of the Administration Council other persons may attend according to the legal provisions, the present Charter and also by invitation addressed by the Rector ex officio or upon the request of the person demonstrating a legitimate interest.

**Art. 57.** Main duties of the Administration Council:

- a) proposes the draft budget;
- b) ensures the employment of financial resources and the budgetary implementation;
- c) approves the proposals for opening the teaching and research positions vacancies;
- d) approves the proposals for new study programs and submits to the UBB Senate measures for the study programs that are academically and financially inefficient;
- e) proposes the amount of tuition fees and other fees charged in UBB;
- f) collaborates with the UBB Senate in developing strategies and policies in the areas of interest;
- g) other duties established by law and by decisions of the UBB Senate.

**Art. 58.** (1) Decisions of the Administration Council are binding on departments, lines of study, faculties, university extensions, research and service institutes.

(2) Decisions of the Administration Council must be founded on the national legislation and the strategies, policies and rulings of the University Senate

(3) Decisions of the Administration Council can be invalidated by the UBB Senate at the proposal of the specialized committees of the UBB Senate.

**Art. 59.** Academic Administration of UBB is based on the principles of representativeness and proportionality.

**Art. 60.** (1) According to the law, the executive management positions are:

- a) the rector, vice-rectors, general administrative manager -  
at UBB level;
- b) the dean, vice-deans - at faculty level;
- c) head of department - at department level.

(2) One person can not simultaneously fill two or several management positions. The prohibition of overlapping concerns the academic executive management positions and the quality of UBB senator. Filling in UBB any of the positions or qualities referred to in the previous sentence is incompatible with holding high office in a political party, as well as holding public office or public appointment at any level. Within 15 days from the occurrence of incompatibility under the previous sentence, the person concerned is obliged to opt for one of the positions. Failure to opt

for one position within the given term will attract termination of management position in UBB, with the consequent vacancy of the position.

#### **5.1.2.1. Rector**

**Art. 61.** (1) The executive and operative management of UBB is carried out by the Rector of UBB on the basis of contracts concluded under the law with the UBB Senate and the line Ministry.

(2) The rector legally represents UBB in relation to third parties, other universities in the country and abroad, with the central and local government, national and international institutions and bodies.

(3) The rector is the authorizing officer of UBB.

(4) As the head executive in UBB the Rector makes decisions, passes resolutions and instructs on matters within his competence.

(5) The Rector has the following duties:

a) performs the management and operative management of the university, based on the management contract;

b) negotiates and signs the institutional contract with the line Ministry;

c) concludes the management contract with the university senate;

d) submits for approval to the university senate the structure and operating regulations of the university;

e) submits for approval to the university senate the draft budget and the report on budget implementation;

f) presents for validation to the UBB Senate a report on the implementation of the budget, a draft budget and the report on the state of UBB in April each year.

g) heads the Administration Council;

h) performs other duties established by the UBB Senate, under the management contract, UBB Charter and the legislation in force.

(6) The rector is responsible for defending the integrity and multicultural structure of UBB.

(7) The rector submits for approval to the UBB Senate draft decisions on the structure, operation and UBB strategy in order to fulfil the mission and roles assumed by him.

(8) In performing his duties, the rector is accountable to the academic community and to the UBB Senate.

(9) The rector submits reports for validation to the UBB Senate. The rector's annual report is a component of public accountability and is a fundamental condition for accessing public funding.

(10) In performing its duties the UBB Senate may request from the rector other reports also. Rector's reports are public documents.

(11) The rector appoints and dismisses from office according to law the teaching and research staff, the support staff and the technical and administrative staff.

(12) The rector rules the registration and expulsion of students according to the law and internal

rules of UBB. Addressing complaints filed by candidates for admission and by graduate students during the graduation examinations falls to be determined by the Rector or vice rector in line, who will take the final decision based on the report prepared by the teachers involved, having regard to the opinion of the dean at the faculty in question.

(13) The rector coordinates the activity of carrying out the decisions of the UBB Senate.

(14) The rector chairs the meetings of the Administration Council, of the Bureau of the Administration Council and of the Rector's Office.

(15) The rector chairs the academic meetings in which he participates at any level in UBB, except for the cases when his attendance is considered part of the protocol pertaining to his position.

(16) Exercising the prerogative of representing UBB through signature can be delegated to the vice-rectors. In case of absence for a period exceeding one month, the rector designates a replacement in the person of a vice-rector.

**Art. 62.** (1) Appointment in the position of rector is done, according to law, by universal, direct and secret ballot of all tenured teachers and researchers (with individual work contract of indefinite duration) of UBB, as well as of student representatives in the UBB Senate and the Faculties Councils.

(2) Candidates for the rector position shall submit a management program, curriculum vitae and a list of publications one month prior to the election date. These will be posted on the UBB website and notice board.

(3) The rector may be dismissed for reasons stipulated in the management contract by the UBB Senate upon the written proposal of at least one third of the Senate members, by secret ballot, by a qualified majority of two thirds of the members of the UBB Senate. Within one month of the suspension a referendum is held in the University for the dismissal of the Rector. This can be done by a simple majority of the valid votes without a quorum requirement.

(4) One person may hold the position of Rector of UBB for a maximum of two terms. Exercising the interim for the rector position is not considered in counting the mandates.

#### **5.1.2.2. Vice-rectors**

**Art. 63.** (1) The confirmed rector appoints the vice-rectors after consulting the UBB Senate on the team of vice-rectors.

(2) The vote of the UBB Senate is secret, advisory and views each vice-rector.

(3) The Rector is the only one who has the option to continue with the initially proposed team or to amend it in order to improve the level of confidence from the UBB Senate.

(4) Vice-rectors are selected from the prestigious personalities of the academic environment and should reflect the structure of the domains pursued by UBB.

(5) The rector may at any time revoke and replace a rector, having the obligation to consult the UBB Senate in order to ensure transparency of academic management. The secret vote of the Senate is advisory only.

**Art. 64.** (1) The number of vice-rectors is established by the rector elected and confirmed, in compliance with the proportion of a vice-rector to at least 7,000 students. Vice-rectors for the Hungarian and German lines of study are appointed by the rector at the proposal of teachers belonging to the respective line.

(2) Teachers belonging to the line of studies must propose at least three candidates. If the rector himself comes from one of the lines, either Hungarian or German, then he represents the respective line of studies.

**Art. 65.** (1) Vice-rectors exercise their operative and institutional strategy powers on specific domains based on the delegation of power given by the Rector according to the law. In the Rector's decision for appointing the vice-rectors the specific domain in the responsibility of each vice-rector is determined. Vice-rectors from the Hungarian and German lines of study will be responsible with the representation of the interests of the respective lines of study.

(2) Vice-rectors deputize for the Rector with his approval, for the national or international representation of UBB.

**Art. 66.** According to the law the Organizing Institution of Doctoral Studies (IOSUD) is managed by the *Council for doctoral studies* (CSUD), whose duties are provided for by law.

**Art. 67.** (1) The Council for doctoral studies is managed by a director.

(2) The position of director of the Council for doctoral studies is assimilated by the position of vice-rector.

## **5.2. Faculty. Faculty Council**

**Art. 68.** (1) The faculty is the functional unit which develops and manages all study programs.

(2) A Faculty may include in its structure several departments, lines of study (Romanian, Hungarian, German), doctoral schools, postgraduate schools and academic extensions, institutes, libraries, laboratories, research units, technical workshops, which are responsible for organizing the study programs on the types of cycles of studies and academic studies according to the powers established by the existing regulations.

(3) A Faculty holds autonomy in the scientific, teaching, financial, administrative area, under existing regulations.

(4) A Faculty manages its funds from the state budget and funds from extra-budgetary resources consisting of income from own interests, donations, rents, sponsorships and fees imposed under the law on natural and legal persons, either Romanian or foreign, or from other sources,

configuring its own policy for structure and personnel, as well as its own scientific contribution policy.

**Art. 69.** (1) Each faculty elaborates its own *Rules of organization and operation* and Rules of elections.

(2) The Faculties of Theology (Orthodox, Roman Catholic and Greek Catholic) are organized as faculties with double subordination: a canonical-dogmatic subordination to the bishop under whose patronage it stands and a curricular-institutional-administrative subordination to UBB.

**Art. 70.** (1) Each faculty is managed by the *Faculty Council* on the basis of its own Rules of organization and operation.

(2) The **Faculty Council** is composed of teaching and research staff in proportion of maximum 75% and minimum 25% students.

(3) The operative management of the Faculty is ensured by the dean and the vice-deans.

**Art. 71.** (1) Faculty Council members are appointed by universal, direct and secret ballot by all tenured teaching and research staff, respectively by the faculty students.

(2) The Council includes representatives for all sections, departments, lines of study and research units. In its composition the Council takes into account the faculty structure along lines of study, in accordance with the multicultural structure of UBB.

(3) If at the faculty level there is no distinct department for a line of studies, the dean, vice-dean or another member of the Council can be the head of the line of studies, upon a proposal from the respective line, according to specific rules. (**Annexes no. 6, 7 and 8**)

(4) The dean leads the works of the Faculty Council.

**Art. 72.** The Faculty Council meets monthly in regular sessions, according to the schedule established at the beginning of each academic semester and in extraordinary sessions when summoned by the dean or at the request of at least one third of the members of the Faculty Council.

**Art. 73.** (1) The Faculty Council has the following duties:

a) approves the faculty development strategy in line with the development strategy of UBB, teaching and scientific programs;

b) proposes the faculty structure and approves the candidates for the dean position of the faculty;

c) monitors the activity of the dean and approves its annual reports on the general state of the faculty, quality assurance and compliance with university ethics at faculty level;

d) determines the number of students on specializations and programs of study, establishes the admissions methods, according to proposals made by departments;

e) proposes specializations for undergraduate, master's and doctoral level submitted by

departments;

f) approves the staff establishment plan for the teaching, research and technical-administrative staff;

g) approves the competition committees for the teaching positions,

h) proposes the establishment of autonomous research or service units in accordance with the law and the UBB Charter, establishes rules for the operation of these units and approves the research staff and scientific degrees.

(2) The Faculty Council applies the funding principles and rules set by the UBB Senate; approves the general budget of the faculty and departments; applies the principles of payment for the teaching, research, and technical-administrative staff.

(3) The Faculty Council establishes the destination and amount of expenses. The Council can correct the budget in different chapters during the year also.

(4) The Faculty Council can distribute the Faculty budget between departments.

(5) The Faculty Council establishes the number of fellowships programs and lines of study.

(6) The Faculty Council establishes the international academic cooperation strategy, proposes international academic cooperation agreements that must be supported by the constitutive units of the faculty.

(7) The Faculty Council approves the department proposals for granting the titles of *Doctor Honoris Causa of the University*, *Honorary Senator of the University*, *Professor Honoris Causa* and *Professor Emeritus*.

(8) The Faculty Council can propose annually the continuation of activity for the retired teachers, in accordance with existing regulations.

### **5.2.1 Dean**

**Art. 74.** (1) The dean represents the faculty, ensures the management of the faculty organizing its activity, conceives the strategic and sustainable development of the faculty and applies the decisions of the rector, of the Administration Council and of the UBB Senate at faculty level.

(2) The competences and responsibilities of the dean pertaining to the financial autonomy, involve managing and implementing the faculty budget as part of the UBB budget. In implementing the decisions of the Faculty Council related to establishing the budget and the budget implementation at the level of departments and faculty, the dean shall coordinate the administration of departments by their heads, with the aim and obligation to pursue the sustainable achievement of objectives and interests of the whole faculty. The Faculty Council resolves any misunderstandings or conflicts of competence regarding the administration of the dean and heads of departments.

(3) The dean of the faculty proposes registration and expulsion of faculty students.

(4) The dean concludes agreements with other faculties, signs the transcripts of records, diplomas and certificates.

(5) The dean solves the appeals filed by the examined students based on the report submitted by the teachers involved. The results of an examination or assessment may be annulled by the dean

of the faculty only when it is proven that they were obtained fraudulently or that they violated the Code of Ethics and professional conduct. (Annex no. 20).

(6) The dean is responsible to the rector, the Faculty Council and the UBB Senate.

(7) The dean submits an annual report to the Faculty Council on the status of the faculty, quality assurance and compliance with the academic ethics at faculty level.

**Art. 75.** (1) The dean position is filled by appointment by the Rector of UBB, based on a public competition held by the rector.

(2) Teachers and researchers from the country and abroad can enter the competition, according to the provisions established in the *Regulation on the election for the management positions and structures of UBB*. (**Annex no. 13**)

(3) Candidates who received a positive opinion in the plenary hearing of the Faculty Council are eligible to participate in the public competition. The Faculty Council is required to approve at least 2 candidates through direct and secret ballot, by a simple majority of those present, provided a minimum quorum of 2/3 of the Council members is met.

(4) The rector designates the person who will hold the position of dean through a resolution setting out the ground on which is based, after following a competition procedure established by the *Regulation on the election for the management positions and structures of UBB*, adopted by the UBB Senate. (Annex no. 13)

(5) The dean must have intact moral and professional reputation and must be a recognized personality in the field.

**Art. 76.** The dean can be removed from office by the Rector of UBB, if there are reasonable grounds, following consultation with the Faculty Council and an advisory vote in the Senate.

### **5.2.2 Vice-deans**

**Art. 77.** 1) Depending on the number of teachers and students in the faculty, the dean is supported and assisted in the exercise of his prerogatives by vice-deans.

(2) The vice-deans exercise their powers of management on specific areas of activity in the faculty, within and on the basis of the duties delegated by the dean, in accordance with the *Rules of organization and operation of the faculty*.

(3) Where faculties contain several lines of study, a vice-dean will be responsible with the lines of studies unrepresented by the dean. The vice-dean responsible with the lines will be chosen by the dean of the three candidates to the vice-dean position nominated by teachers belonging to the respective line/ lines of studies.

(4) Vice-deans are accountable to the Faculty Council and to the dean.

**Art. 78.** (1) After his appointment by the rector, the dean shall appoint the vice-deans in consultation with the Faculty Council. The dean may appoint between one to five vice-deans



depending on the number of students and lines of study.

(2) The dean may at any time revoke and replace a vice-dean, having the obligation to motivate his decision in order to ensure transparency of academic management.

### **5.3. Department**

**Art. 79.** The department is the basic academic unit of UBB, which brings together and manages one or more fields of study or specialization programs and is responsible for their operation in terms of university autonomy.

**Art. 80.** (1) A department is established according to study and research programs in a faculty or interdisciplinary in several faculties, complying with the financial sustainability and academic performance criteria.

(2) The personnel of a line of study organized in a distinct department elaborates the rules of organization and management of the department, specifying the composition, powers and relations with senior management bodies, the structures of the department and their duties.

(3) The establishment of a department must consider:

- a) quality assurance for the teaching process and competitiveness in the teaching, research and technological aspects;
- b) the necessary infrastructure for the teaching, research and support staff;
- c) its own secretariat;
- d) to be able to offer study programs at all levels;
- e) speciality library.

(4) Departments are usually allocated to a tenured faculty. Transversal and multidisciplinary departments are organized within a faculty with the highest amount of contribution to the structure of the department or within structures such as an institute for advanced study in science and technology, under the Rector's Office, analogous to the faculty.

**Art. 81.** (1) Teachers from a line of studies in a faculty or in several faculties may be organized into departments.

(2) Teachers from a line of study may constitute a department together with the other lines of study in the faculty.

(3) Persons belonging to lines of study can opt for integration into any department of the faculty, only during the process of organization/ reorganization of departments.

**Art. 82.** (1) A department organizes and manages one or more fields of study or specialization programs. A department may establish centres or laboratories, which operate as separate units with their own budget within UBB.

(2) Depending on the specifics of teaching and research departments can create research groups or other types of units, through cooperation with other entities.

**Art. 83.** The academic structure of a department comprises:

- a) the plenary department;
- b) the department staff;
- c) the department council;
- d) the head of department;

**Art. 84.** (1) The plenary department includes all teachers and/ or researchers employed by individual employment contract of indefinite or definite duration, who are members of the department.

(2) The department staff include all teachers and/ or researchers employed by individual employment contract of indefinite duration.

(3) Researchers who are members of a department can only decide on matters concerning research, not the teaching.

(4) The department staff may invalidate by vote a decision taken by the Department Council or by the head of department.

**Art. 85.** (1) The Department Council, of which the director of the department is a full member, is in charge of the operational coordination of the department.

(2) The Department Council consists of 3 to 7 members, according to the rules for representativeness and regulation for the organization and operation of the department, complying with the representativeness of the study programs or specialization programs.

**Art. 86.** (1) Decisions of departments are submitted for approval to the Faculty Council when the law or the UBB regulations provides for this procedure.

(2) For major issues, the Department can approach the higher forums of the Faculty Council.

**Art. 87.** (1) Members of the Department Council are elected by direct and secret ballot.

(2) A Department Council member may be removed upon the proposal of the head of department or of a third of the members of the department, by a majority vote of its members.

### **5.3.1. Head of department**

**Art. 88.** The operative management of the department is ensured by the head of department.

**Art. 89.** (1) The head of the department is responsible for the curricula, the establishment plans, ensures specialists for all teaching positions, makes proposals to external collaborators, proposes to the Faculty Council the number of seats for admission, proposes new specializations, sees to the proper equipment of teaching and research areas, suggests cooperation with departments in the same profile in other universities.

(2) The head of department is responsible for the management of research, quality and financial management, according to the budget allocation established at faculty level.

(3) Specific duties and hierarchical relations of the head of department will be established in the Regulation of the department.

(4) The head of the department meets in plenary at least once every six months in an ordinary meeting, where he presents the state of the department and the activity of that semester. It also meets the plenary department whenever it is required by the teaching, research programs, and financial academic management.

**Art. 90.** (1) Head of department may propose termination of contractual relationships with the department members as provided by law.

(2) The offer of employment or termination of contractual work relationships must be approved by the Faculty Council and validated by the University Senate.

(3) The head of department makes proposals for granting awards and distinctions to department members.

**Art. 91.** (1) Only voting members of the department are eligible to run for the position of head of department.

(2) The head of department must be a member of the department, must hold a doctorate and must be an established personality in the field.

(3) The organization of elections is valid if a quorum of at least 2/3 of the voting members of the department participate in elections, the person who obtains the majority of votes being appointed head of department.

(4) Heads of departments are elected by universal, direct and secret ballot of the tenured department staff.

**Art. 92.** (1) The head of department may be removed from office if s/he does not fulfil the obligations arising from the position occupied and assumed in the management program and in any other situations provided by law.

(2) Dismissal from the position of head of department is done by the Senate by secret ballot at the written proposal of at least 1/2 of the department members, with the approval of the Faculty Council.

#### **5.4. University extension**

**Art. 93.** (1) A university extension is organized by assignment to at least one faculty.

(2) The functioning of an extension is established by the *Operating regulation of university extensions*. (Annex no. 16)

(3) Directors of extensions are elected by the teachers of the respective extension and extension related researchers.

(4) The principles of multicultural organization and functioning of UBB, in lines of study in Romanian, Hungarian and German apply also to the university extensions.

## **5.5. UBB Secretariats**

**Art. 94.** The secretarial activity in UBB is conducted by the General Secretariat of UBB, the Secretariat of the Senate, Secretariats of faculties and Secretariats of extensions.

**Art. 95.** (1) The *General Secretariat* of UBB is organized according to the Romanian, Hungarian and German lines of study with distinct staff, in line with the *Organizational chart*. (Annex no. 17)

(2) The General Secretariat of UBB includes rooms and offices. They operate by rules elaborated by the Administration Council and are subject to the line vice-rectors in respect to their activity, respectively the Rector as to their organization.

**Art. 96.** The *Secretariat of the Senate* serves the activity of the UBB Senate, subordinates to the president of the UBB Senate and to the General Secretary of UBB.

**Art. 97.** The *Secretariats of faculties, departments and territorial extensions* are organized, as appropriate, on the Romanian, Hungarian, German lines of study, with distinct staff, according to the organizational chart.

**Art. 98.** (1) All the secretarial staff in UBB is employed by competition, a prerequisite for all positions being competent knowledge of a foreign language and computer use.

(2) Depending on the budget and extra-budgetary resources available, departments can hire full-time department secretaries.

(3) The Secretary of the department subordinates to the head of department and chief secretary of the faculty.

**Art. 99.** The General secretary of UBB, the secretary of the Senate and chief secretaries of faculties form the *Secretarial College* that meets regularly and provides coordination of the secretarial activity.

## **5.6. General Secretary of the University**

**Art. 100.** (1) The Rector's Office Secretariat is headed by a general secretary (chief secretary) of UBB (according to the nomenclature used in the applicable legislation). The general secretary subordinates to the Rector. Duties of the general secretary/ chief secretary UBB are:

a) coordinating the secretarial activity of the Rector's office, Dean's offices and extensions;

- b) chairs the meetings of the Secretarial College;
  - c) represents UBB in the secretarial activity in relation with the services of the line ministry or with other institutions;
  - d) ensures compliance with legal provisions in the secretarial activity;
  - e) presents the rector with necessary documents and data for making decisions;
  - f) attends meetings of the Rector's office, Administration Council and the Senate;
  - g) receives documents from outside UBB and traces tasks to different compartments on behalf of the Rector's office;
  - h) puts together task sheets for the personnel of the subordinate compartments;
  - i) submits to the rector for approval measures to improve the activity of the Secretariat.
- (2) The general secretary is in charge of deputy general secretaries representing lines of study other than that to which the general secretary belongs.

### **5.7. Chief Secretary for the Faculty**

**Art. 101.** (1) The faculty secretariat is headed by the chief secretary, with similar responsibilities to the general secretary.

(2) the lines of study will be represented in the faculty secretariat by their own secretaries.

### **5.8. UBB directorates, structures and services**

**Art. 102.** Administrative and technical-economic activities of UBB, legal, international cooperation and other non-teaching activities are provided by UBB directorates, structures and services, according to the organizational chart. (Annex no. 18)

**Art. 103.** (1) Depending on the dynamics of institutional development, the UBB Senate may decide to establish new directorates and services as well as to reorganize them.

(2) Services are led by heads of services and are coordinated by the Rector's office, respectively by the chief administrative director.

(3) The administrative staff of the extensions is subordinated to the extension director.

(4) All executive positions are filled by open competition.

### **5.9. Chief administrative director:**

**Art. 104.** (1) The chief administrative director is the economic and administrative manager of the University and as a member of the management team retains overall responsibility for the efficiency of the administrative departments.

(2) Its jurisdiction includes coordination of activity of such services; capitalization, preservation, development and enrichment of heritage; aggregation and streamlining of capital and investments; balancing the budget; promoting a policy of attracting extra-budgetary resources, investment and

efficient use of resources; conservation of material resources of the University, repairs, construction, maintenance; development of own transport fleet; meeting social problems, identifying new sources of extra-budgetary funding.

(3) The chief administrative director is accountable to the Rector and the Senate.

(4) The chief administrative director, deputy chief directors, chiefs of directorates and heads of services and administrative offices may not hold these positions together with leading academic positions and qualities defined in art. 49 and art. 60 of this Charter.

### **5.10. Chief Administrator for the Faculty**

**Art. 105.** (1) The Faculty chief administrator is responsible for the proper administrative and financial functioning of the faculty, under the authority of the Faculty Council and answers directly to the dean and the chief administrative director, according to the regulation of the faculty.

(2) The Faculty chief administrator is required to initiate and carry out activities aimed at streamlining the management of faculty heritage and resources and obtaining additional resources from extra-budgetary funding.

(3) With the consent of the Faculty Council the chief administrator position can be cumulative with that of chief secretary.

## **Chapter VI. HUMAN RESOURCES**

Art. 106 Under the law, the *academic community* includes students, teachers and research staff and auxiliary teaching and research staff.

**Art. 107.** (1) Human Resources Policy is part of the university autonomy in accordance with the policies of the European Union.

(2) In order to meet the necessary personnel quality requirements for a university of advanced research and education the principles of recruitment and organization of human resources are provided in the *Human Resources Policy* of UBB.

(3) The employment policy for teaching and research positions takes into consideration the principle of professional sovereignty and competence, scientific and educational excellence and moral rules of conduct.

### **6.1. Teaching and research staff**

**Art. 108.** (1) The teaching and research positions in UBB are provided by law.

(2) The teaching and research positions shall be filled by open competition, based on the needs and financial resources in accordance with the *Methodology for filling teaching positions in UBB*, and are subject to equivalence according to the law. (Annex no. 19)

**Art. 109.** Departments can employ, under the title of associate teacher and/ or researcher, personalities of science, national and international culture, specialists in order to increase the quality of teaching and research.

**Art. 110.** (1) Maintaining a teaching or research position is subject to scientific and teaching performance, as well as academic behaviour, and individual unconditional attachment to the values of the institution specified in Art. 4, 1 of this Charter.

(2) Teaching positions are reserved for publicly-appointed office holders, under the law, throughout the duration of holding public office. These persons can cumulate the specified functions with teaching or research positions, but not with management positions.

(3) Positions of the teaching and research staff performing related activities abroad are retained under contracts, agreements or governmental or inter-university conventions.

**Art. 111.** (1) Assessment of teachers activity is carried at intervals not exceeding five years, including by the students.

(2) The research activity is part of the academic norm.

(3) The employees who for three consecutive years have no scientific contributions can no longer retain their teaching or research positions.

**Art. 112.** The academic activity of teachers is evaluated at the end of the taught subject, based on specific methodology.

**Art. 113.** UBB may provide, under the law, one sabbatical semester or year, depending on the financial resources of the department or of the faculty in question. The obligations of the beneficiary of these rights are determined by internal rules of UBB.

**Art. 114.** (1) Based on the proposal of the Department Council, with the assent of the Faculty Council which includes the teacher, depending on the financial situation of the department and faculty concerned, the UBB Senate may decide to continue the activity of a teacher or researcher that meets the criteria adopted by the Senate after reaching retirement age.

(2) Continuation of activity is possible for professors who are members of the Romanian Academy, European academies of science and for university teachers who meet the criteria of scientific, teaching, professional performance, established by decision of the Senate.

**Art. 115.** (1) During their employment, teachers and researchers are bound by a loyalty obligation to the university, which involves a loyalty and non-competition obligation.

(2) Performing activities in other universities or research institutions without the approval of the UBB Senate, without the approval of the Administration Council of UBB constitutes a serious disciplinary misconduct or, where appropriate, ethical breach. The provision does not apply to universities and institutes that are part of consortia where UBB is a member, or to those with which UBB has concluded permissive terms agreements in relation to the aforementioned situations.

**Art. 116.** Policies of academic ethics, deviations from ethics and academic conduct and from conduct in scientific research are provided in the *Code of ethics and professional academic conduct* approved by the University Senate. (Annex no. 20)

## **6.2. Technical and administrative staff and support staff**

**Art. 117.** (1) The technical and administrative staff consists of UBB employees who ensure proper development of teaching or research activities. Employment and remuneration of this personnel shall be done under the law, through the the administrative-economic directorate. (Annex no. 21)

(2) The teaching support staff of faculties, departments, university extensions, institutes and research centres includes specialized personnel with higher education studies, which provides support to carry out properly the activity of teaching, research, relations with students and with the economic and social environment. Departments and faculties may employ additional support teaching and administrative staff, as dictated by the needs of good activities and additional financial resources available.

## **Chapter VII. ACADEMIC STUDIES**

**Art. 118.** (1) Babes-Bolyai University provides education at all levels of university qualification: bachelor's, master's, doctoral degree, according to the law and to its own regulations.

(2) Bachelor's and master's degree studies fall under the *Regulation regarding the professional activity of students* (UBB undergraduate and master's level based on the credits transfer system) approved by the UBB Senate. (Annex no. 11)

(3) The organization of studies at doctoral level falls under the *Babes-Bolyai University Regulation on the organization and functioning of doctoral studies*. (Annex no. 22)

**Art. 119.** UBB organizes upskilling courses, redeployment, professional conversion, postgraduate and continuing education courses under the law.

**Art. 120.** The curricula adapts to functional performance criteria of universities and correlates with the research activity of departments and the requirements of the labour market.



**Art. 121.** UBB applies, in evaluating student work, the *European Credit Transfer System (ECTS)*, which is governed by *Specific regulations*.)

**Art. 122.** UBB *language policy* applies internationally agreed upon principles. (Annex no. 9)

**Art. 123.** Competence in at least one major international language is conditional to admission to all master's and doctoral programs and to applying for teaching and research job openings.

**Art. 124.** Psycho-pedagogic and methodical training are provided according to legal regulations.

**Art. 125.** (1) Doctoral studies are organized and coordinated by the *Institute for Doctoral Studies (IOSUD)* under the laws and the regulations approved by the UBB Senate. (Annex no. 22)

(2) These studies are organized in doctoral schools through doctoral studies programs.

(3) Doctoral theses can be written in Romanian, Hungarian, German or in another international foreign language.

(4) Each doctoral school is run by a Board, which chooses the director of the doctoral school.

**Art. 126.** Doctoral studies can also be organized as joint doctorates, in which case the doctoral student works under the guidance of two doctoral advisors, based on an intra-university and inter-university agreement.

**Art. 127.** (1) Continuing education and lifelong learning are important issues on the UBB agenda.

(2) Continuing education, distance learning and part-time learning are organized through the *Centre for continuing education, distance learning and part-time learning (CFCIDFR)*, whose operation is governed by its own regulation. (Annex no. 23)

**Art. 128.** Within CFCIDFR, continuing professional development of university teachers, supported by proficient research in academic psycho-pedagogy and didactics can be achieved through the *Centre for Innovation in Teaching and Learning (CIPI)*. (Annex no. 24)

## **Chapter VIII. STUDENTS**

**Art. 129.** (1) According to the principle of university autonomy, admission is organized based on regulations approved by the UBB Senate, at least 6 months before the admission exam.

(2) Admission is organized on lines of study as required by law.

**Art. 130.** (1) The *Learning Agreement* is concluded under the law between student and the Rector of UBB at the beginning of each cycle of studies.

(2) The *Annual study contract* is the document concluded between the student and the Rector of UBB by which the student enrolls in mandatory, elective and optional courses.

**Art. 131.** (1) UBB promotes an objective assessment of students focused on knowledge and skills acquired during the activities of the semester.

(2) The assessment is part of the educational process and is essential in the training process.

**Art. 132.** By passing a course, i.e. by obtaining the minimum mark of 5 (five) or "pass", students obtain the number of credits allocated to that course by the curriculum.

**Art. 133.** Fraud or attempted fraud in exams is punishable by expulsion.

**Art. 134.** Students enrolled in performance sports or artistic activities, those who participated in UBB programs of international mobility and other international mobility, as well as students who have a serious medical condition have the possibility to ask for an "open session".

**Art. 135.** UBB accepts transferred students from other universities established by the UBB Senate, upon the proposal of the Faculty Councils.

**Art. 136.** (1) Students are represented in all decision-making and consultative structures of the university.

(2) Student representatives from the UBB Senate, elected by universal, direct and secret ballot, are included in the *Students Council*.

(3) The election method and duties of student representatives are stipulated in the *Babes-Bolyai University Student Status*. (**Annex no. 25**)

**Art. 137.** (1) UBB *Students Council* is the only official entity representing students from UBB, operating under its own rules of organization and operation.

(2) UBB Students Council consists of *student senators* and *chancellor students*, representing all faculties, lines of study, doctoral students. The total student representatives (of group, series, year and in the faculty council) make up the *Extended council of students*.

(3) The activity of UBB Students Council involves promoting the rights and interests of students from an academic, institutional, and extra-curricular point of view.

(4) UBB Students Council is involved in drafting regulations and cooperates with the Rector, the Senate and legally constituted student organizations in UBB regarding the activity and life of UBB students. (**Annex no. 25**)

(5) The structure, organization, duties and operation of the UBB Students Council are established by the *Regulation on organization and operation of the Babes-Bolyai University Students Council* in accordance with the provisions of the law and of the Student Status. (in Annex no. 26)

**Art. 138.** The *Student Status* develops and details the rights, freedoms and obligations of students, based on the provisions of the Code of student rights and obligations. The Student Status is approved by the UBB Senate.

**Art. 139.** (1) UBB supports student performance and research.

(2) UBB supports, depending on resources, volunteering, educational, scientific, artistic and sporting activities of students.

**Art. 140.** Student scholarships are granted in accordance with the *Scholarships Regulation*. (Annex no. 27)-

**Art. 141.** The student homes are units owned and used by UBB. Their operation is governed by the Accommodation Regulation. (Annex no. 28)

**Art. 142.** Student homes operation is based on the *Rules of organization and operation of student homes*. (Annex no. 29)

**Art. 143.** UBB technical service is responsible for equipping and repairing student homes, within the funds allocated by the Administration Council.

**Art. 144.** Educational and research bases provide accommodation for UBB staff and students undergoing specialized training, and for the research staff and students from other educational institutions, subject to availability, on a reciprocal basis.

**Art. 145.** Restaurants and Cafeterias are UBB units with their own rules of operation.

**Art. 146.** The organization, administration and operation of the entire teaching activity in the field of amateur and performance student sports takes place in the "Dr. Iuliu Hațieganu" sports park as well as in other places as imposed by the specific educational activities (sports halls from other buildings of UBB or other institutions, swimming pools, ski slopes, etc.).

**Art. 147.** Coordination of all activities organized in the sports facilities is the responsibility of the General Administrative Directorate (DGA) through the head of the competent structure.

**Art. 148.** (1) Use of sports facilities is charged for activities, with the exception of teaching.

(2) UBB sports bases can be used by UBB staff and students in terms of discounted fees.

(3) Rental of sports facilities, posting advertising, use by third parties of other sports facilities in the sports park are possible on the basis of a contract signed by the Rector or his delegates.

## **Chapter IX. SCIENTIFIC RESEARCH**

### **9.1. Scientific research**

**Art. 149.** Babes-Bolyai University is a comprehensive university of advanced research and education. According to its mission, scientific research is a fundamental component in the activity of UBB.

**Art. 150.** Research, development and innovation in the UBB include:

- a) research (basic and applied);
- b) development (generating innovative prototype products and services);
- c) innovation and implementation in the socio-economic environment of innovative services and products.

**Art. 151.** (1) The *Babes-Bolyai University strategy in scientific research* and the research priorities are adopted by the UBB Senate once every four years, upon the proposal of the Administration Council of UBB. The research strategy takes into account the existing scientific potential, the strategic priorities of UBB and directions of development nationally and internationally. (Annex no. 30)

(2) UBB promotes and supports excellence, interdisciplinarity and competitiveness in scientific research.

**Art. 152.** (1) The objectives for the scientific research and the means of achieving these objectives in order to reach a level of excellence are established in the *Strategic plan for the Babes-Bolyai University scientific research*. (**Annex no. 31**)

(2) The strategic plan for research is developed by the Rector on the proposal of the *Scientific Council of UBB* and the management of research programs, projects and results is provided by the specialized service of UBB.

**Art. 153.** Scientific research constitutes a criterion for eligibility and ranking in the competition for teaching and research positions, as well as the fundamental criterion in the periodic evaluation of teachers and researchers.

**Art. 154.** (1) Students participate, under the coordination of teachers and researchers, in the research activity of departments or research units.

(2) Students involved in research activities are supported by the allocation of certain amounts from research projects, through national and international scholarships.

**Art. 155.** (1) UBB applies the international criteria for evaluating scientific research, proficient research standards appropriate to each domain.

(2) UBB promotes scientific cooperation in national and international programs.

**Art. 156.** The revenue resulting from the scientific research is used to develop the research infrastructure and remuneration of the personnel involved.

**Art. 157.** Research units staff involved in research activities in autonomous units (institutes, laboratories, centres) has, within available resources, autonomy and personal responsibility in public acquisitions and management of human resources required for carrying out projects in accordance with internal UBB regulations and national regulations.

**Art. 158.** UBB supports teachers and researchers with relevant scientific activity by appropriate salary incentive according to scientific achievements, by study or research grants to universities in the country or abroad.

**Art. 159.** In UBB equivalence of teaching and research positions is ensured, financially also, depending on the existing resources of the departments and research units to which these positions belong.

## **9.2. The University in the system of scientific research**

**Art. 160.** The scientific research is connected, thematically and in terms of evaluation, to the European and international system.

**Art. 161.** UBB participates to national and international scientific competitions, to the elaboration and publishing of papers of national and global relevance, to the scientific defence of publications and to national and international scientific exchanges.

**Art. 162.** UBB organizes scientific events (conferences, symposia, national and international congresses) and facilitates contacts in order to promote research.

**Art. 163.** The UBB departments, faculties and the Rector's office produce an annual record of research results, a database of publications whose authors are members of the academic community.

## **9.3. Research Units**

**Art. 164.** (1) Scientific research in UBB is conducted independently or in research units (collectives/ laboratories, centres, institutes).

(2) Research units can be constituted for limited periods, depending on the budget, funding sources, scientific needs.

(3) Research units have their own budget, approved at the beginning of the year or during the financial year, depending on financial resources. Research units can be financed from the UBB budget or can function through self-funding. In order to finance their research activity, departments, faculties, autonomous research units may be associated with organizations, institutions, research centres, enterprises in the country and abroad on the basis of agreements or contracts.

**Art. 165.** (1) Research units are organized with the approval of the UBB Senate after obtaining the approval of the Scientific Council of UBB and the Administration Council, in the subordination of departments, faculties or the Rector. They may be composed of teachers, researchers, students and technical staff employed on temporary or permanent basis contracts.

(2) The research units are mainly engaged in research, but they can also assume teaching activities.

(3) The research units develop research projects, conduct research activities, capitalize research results through reports, publications, patents and organize scientific meetings.

**Art. 166.** The heads of research units (director for institute or centre, head of work collective, laboratory chief) are appointed according to the regulations and are confirmed by the Scientific Council or by the Faculty Council, depending on affiliation.

**Art. 167.** Research institutes subordinated to the Rector are represented in the Senate by the director of the respective unit.

**Art. 168.** All research units are subject to an assessment for re-accreditation every four years.

#### **9.4. Units for consultancy, technological transfer, production, and services**

**Art. 169.** (1) In UBB units for consultancy, technology transfer, micro-production and services can operate. They bring together academics, researchers, students and non-teaching staff.

(2) These units support their activity through self-financing.

(3) The units referred to in paragraph (1) shall be organized with the approval of the UBB Senate and can form a work collective, laboratory, centre or institute.

**Art. 170.** The management structures, the configuration and accreditation of units referred to in art. 169 comply with the procedures imposed on the research units in UBB.

**Art. 171.** UBB may be associated with consulting, production and services companies to realize the potential and the results of its own research, without causing damage to the UBB image or finances. UBB can contribute to the establishment of the social capital of such companies.

### **9.5. The post-doctoral research system**

**Art. 172.** (1) Advanced Research Post-doctoral Programs are programs for people who have earned a doctoral degree no more than 5 years prior to the admission to the post-doctoral program and want to further their research.

(2) These programs have a minimum duration of one year and may be financed by public institutions or by economic operators.

(3) They are carried out in a doctoral school based on the research plan proposed by the post-doctoral researcher and approved by the doctoral school.

(4) Admission to post-doctoral programs is based on the methodology developed by the host institution in accordance with the current legislation.

(5) Post-doctoral researchers may be employed by UBB on a limited period contract, usually as scientific researchers or scientific researchers 3rd degree, but also in higher research positions, depending on the fulfilment of the required conditions.

## **Chapter X. QUALITY ASSURANCE**

**Art. 173.** UBB employs an explicit and systematic action in order to ensure quality and thereby to increase the attractiveness and competitiveness of UBB. This action is part of a proficient education and covers the following areas:

- a) development of the quality management system in UBB, of its evaluation and audit criteria and methodology with the aim of improving activities;
- b) setting explicit UBB objectives for quality assurance through strategies and operational plans;
- c) internal and external evaluation and accreditation of study programs;
- d) evaluation of academic staff by students, colleagues, departments management and UBB management, in terms of qualifications and professional competence as well as teaching skills; the presence of feedback in relation to employers and adaptation of programs in relation to labour market requirements;
- e) systematic tracking of graduates insertion in the labour market;
- f) the presence of a continuous feedback in the relationship with students and the readiness to take suggestions, proposals, and criticism from students;
- g) infrastructure quality assurance in terms of education facilities, libraries, laboratories, sports and leisure facilities and student hostels;
- h) systematic audit of the use of human and material resources;

- i) increasing competitiveness in scientific research according to international criteria for evaluation of scientific production;
- j) the extent to which UBB generates innovation in science, technology, culture, art, society organization, etc.

Art. 174. (1) Progress in these directions is continuously monitored through specific structures created at the level of UBB, faculties and departments. Quality assurance in the context of globalization of higher education is a major objective for UBB. Therefore, quality is and should be the responsibility and concern of each teacher, researcher, student or member of the administrative and technical staff of the institution. Quality assurance is organized by the specific structure of UBB created for this purpose and described in the *Quality Manual*. (Annex no. 32)

(2) Academic authority is granted solely on the basis of scientific performance, teaching and managerial competence. The governing bodies designated democratically represent the members of the academic community, regardless of their ethnicity and confession. Any member of the academic community has the right to participate in the management of academic activities.

## **Chapter XI. FINANCING**

### **11.1. University budget and implementation of budget**

**Art. 175.** (1) UBB financing comes from:

- a) funds allocated from the state budget, based on the contract signed with the line ministry;
- b) extra-budgetary revenues;
- c) other sources, according to the law.

(2) All grant funds of UBB are considered its own revenues. Funds are constituted in accounts at the State Treasury and commercial banks.

(3) Based on university autonomy, UBB fully disposes of income from foreign students schooling.

**Art. 176.** Faculties, departments, institutes and their establishments manage resources in such a way as to ensure differentiated remuneration of teaching, research and support staff, as well as covering material consumption necessary for the organization and development of teaching and research process and its administration. Faculties, departments and their units cover their travel expenses from the same financing.

**Art. 177.** Financing staff costs takes into account the legislation and the decisions of the UBB Senate on the general principles of payroll in UBB.

**Art. 178.** Annual budgetary implementation of UBB is made public.



## **11.2. State budget allocated funds**

**Art. 179.** The budgetary resources allocated on a contract basis include:

- a) core funding;
- b) complementary funding;
- c) additional funding;
- d) achieving investment objectives;
- e) institutional development (amounts allocated on a competitive basis);
- f) inclusion (amounts allocated on a competitive basis);
- g) scholarships and other funds for social protection of students.

## **11.3. Extra-budgetary resources**

**Art. 180.** UBB achieves extra-budgetary revenue from:

- a) scientific research contracts of faculties, departments, institutes, centres, research laboratories;
- b) European-funded contracts;
- c) income from renting spaces or transmission of use of other property of the University;
- d) sponsorships and donations from various foundations, businesses and individuals Romanian or foreign, in full transparency and without any risk to prejudice UBB;
- e) revenue from the supply of services offered by UBB units;
- f) revenue from the cost of student dormitories;
- g) revenue from consultancy and expertise activities;
- h) fees for admission, tuition and graduation of studies, university fees, fees charged by centres and institutes according to law and to decisions of UBB Senate;
- i) administrative fees; their nature and amount shall be established by decision of the UBB Senate.

**Art. 181.** Tuition fees are determined based on the real costs, in line with the core funding granted to a budgeted student.

**Art. 182.** Administration fees should be established taking into consideration the level of expenses incurred by the additional work provided by the UBB personnel.

**Art. 183.** (1) Fees indicated in the art. 180 paragraph c), f), i) are established, amended or abolished by the UBB Senate, at the proposal of the Administration Council, in accordance with the legislation and apply only beginning with the academic year following that in which they were established or modified, with the exception of new fees adopted as immediately applicable.

(2) Upon imposition of any fees the destination of thus obtained resources will be indicated. Administrative fees and fees for rental of premises may change during the academic year,

depending on the economic situation, based on a reasoned proposal of the Administration Council of UBB.

#### **11.4. Financing investments and repairs**

**Art. 184.** (1) Babes-Bolyai University ensures, within existing funds, execution of investment works and equipping of the faculties and other facilities with equipment, machinery and furniture needed for teaching at quality standards.

(2) Faculties must contribute their share to related investments.

(3) The distribution of funds per unit is based on criteria established by the UBB Senate.

#### **11.5. Rentals**

**Art. 185.** (1) Renting available assets of UBB can be done only under the law.

(2) Without affecting the education and research process, UBB can hire on contract basis, according to the law, temporarily available spaces, including classrooms and seminar rooms for occasional events without disruption of the teaching and research activities.

### **Chapter XII. COMPUTERIZATION AND COMMUNICATION**

**Art. 186.** Babes-Bolyai University ensures through a specific administrative structure the implementation of modern education and communication technologies in teaching and research, computerization of the secretarial activities and of the administrative and financial-accounting activities.

**Art. 187.** The organization, activity and management of information communications technology (ICT) offered to users within UBB are specified in the Rules of Organization and Operation of the Directorate for Information Technology and Communications (**Annex no. 33**). The objectives of the ICT development policy are:

Implementation of information systems for the automation of teaching, research and administrative processes in faculties and departments in order to increase activity efficiency in a global system of academic management;

Ensuring proficient communications through a feasible access to the Internet services for all UBB teachers, students and staff and a continuous modernization of the Intranet and Internet facilities offered by the UBB communications network - UBBNet;

Providing high standard ICT facilities for the UBB students, teachers and employees with a view to accessing and processing the relevant information for each category of UBB users;

Providing accessible and effective electronic services of information on the UBB academic programmes and educational facilities dedicated to the public community.

**Art. 188.** (1) The website is an essential component of the UBB communications system and is available at <http://www.ubbcluj.ro/>

All faculties, departments and other compartments of the University create their own websites and official page in the [ubbcluj.ro](http://ubbcluj.ro) domain, constantly updating their contents.

Teachers can create and maintain their own pages in the [ubbcluj.ro](http://ubbcluj.ro) domain.

UBB provides staff and students an e-mail account in order to improve internal communication, and official and professional communication with other institutions.

**Art. 189.** UBB communication with the public and the media is achieved mainly through a specific structure created for this purpose.

## **Chapter XIII.**

### **PATRIMONY**

**Art. 190.** (1) UBB owns its own patrimony which it manages according to law.

UBB ownership of assets in its property is real, as applicable, property right or dismemberments of the property right (use, usufruct, easement and surface rights) under the Civil code, the right of use acquired by rental, lease, loan and the like, or administration rights under the law.

**Art. 191.** The academic premises of UBB include

all buildings, territories, experimental teaching resorts, institutes/ research centres, botanical garden, university home, university campuses, sports park, as well as related facilities used by UBB, regardless of the legal title under which it uses them.

**Art. 192.** (1) By decision of the Senate, UBB may establish, alone or through association, businesses, foundations and associations in order to increase the performance of the institution in the teaching and research activity for the development of services meant for the community and economic environment, and to streamline management of patrimony.

When setting up companies, foundations and associations, UBB can contribute exclusively with cash, patents and other industrial property rights.

UBB cannot bring contribution to the capital or assets of another entity, own real rights, rights of management or use of buildings in their patrimony.

With the approval of the UBB Senate, by contract, UBB may grant the right of management and use of assets in property of companies or associations where it is a partner or shareholder, or foundations where it is a founder.

The right to use and administration of public property cannot be considered as UBB contribution to the share capital of a company, foundation or association.

**Art. 193.** (1) Any alienation of immovable and/ or movable assets to the detriment of UBB is prohibited as well as diversion of academic activities to benefit others than the UBB.

(2) Decisions on capitalization of real estate and movable cultural patrimony are adopted with the approval of the UBB Senate, at the proposal of the Administration Council.

#### **13.1.**

#### **Structure and use of premises and land**

**Art. 194.** (1) UBB owns spaces for teaching and research, administrative and accommodation spaces and spaces for meal preparation and eating as well as sports facilities and sports grounds. Faculty deans and heads of services are responsible for how they use the spaces available in their subunits.

**Art. 195.** UBB owns its teaching spaces.

The Rector's office may decide on the joint use of these spaces by faculties.

Faculties can make spaces available to each other for temporary use.

**Art. 196.** Departments, research units and faculties are stimulated to obtain teaching spaces.

The teaching space thus obtained remains available to and can be used by the department or faculty that acquired it.

**Art. 197.** The UBB Senate can assign to auditoriums, classrooms or laboratories names of pre-eminent scientific figures.

The proposals for assignment of names and motivation of these proposals are made by the Faculty councils.

### **13.2. Hotel network**

**Art. 198.** The UBB hotel network is used to encourage national and international exchanges.

**Art. 199.** (1) UBB may, by contract, grant the right to manage and use facilities, terrains, spaces for hotel and restaurant purpose which it owns, with the Senate approval.

Companies, associations or foundations in which UBB has the status of associate, shareholder or founder take precedence.

The spaces destined for teaching cannot be the subject of such contracts and they can only be rented by professional, economic or civil society partners for distinct activities established from case to case.

### **13.3. Facilities**

**Art. 200.** (1) Laboratories are part of the facilities of a unit.

Departments and research units deal with setting up and equipping high performance laboratories for teaching and research and with obtaining funding for this purpose.

The head of department/ research unit is responsible for the equipment of laboratories; the dean is responsible for teaching and research equipment facilities with multi- and inter-departmental destination.

**Art. 201.** (1) The unified policy for laboratories equipment is accomplished by the rector responsible with their equipment.

Sources of funding for the laboratories and faculties equipment will be budgetary and extra-budgetary (grants, research contracts, service contracts, grants from foundations, donations).

**Art. 202.** (1) Equipment and machinery of laboratories and workshops can be used to provide services to the community.

Equipment obtained by specialists and departments from extra-budgetary resources are inventoried and used with the consent of the collective which obtained the resources under the Regulation of research strategic infrastructure operation.

**(Annex no. 34)**

## **Chapter XIV. INTERNATIONAL RELATIONS**

**Art. 203.** Values of knowledge and culture are universal.

UBB integrates in the global circuit of scientific, cultural and educational circuit.

**Art. 204.** (1) The UBB curriculum assumes the internationalization process.

(2) UBB organizes its activities so that it can display values that it holds and produces, and so that students, teachers, researchers and administrative staff can benefit from the advantages of European integration.

**Art. 205.** Forms of international cooperation adopted by UBB are: participation in international programs; cooperation agreements with other universities; participation in international competitions for obtaining research grants, study and improvement scholarships; affiliations to international scientific societies; participation in international scientific meetings; establishment of libraries and lectureships; inviting specialists from other countries; exchanges of students and specialists, etc.

**Art. 206.** The Centre for International Cooperation, directly subordinated to the UBB Rector and to the line vice rector, coordinates and participates in the international activities of UBB.

Committees for international cooperation of the faculty councils operate at faculty level.

**Art. 207.** (1) UBB uses European assistance programs and European collaboration programs.

Financing is employed on programs selected of the faculties initiated programs.

(2) Each UBB department ensures international cooperation.

**Art. 208.** International inter-university cooperation is a way to ensure competitive specializations, promote UBB values, acquire access to proficient equipment and access high-profile research programs.

**Art. 209.** Recognition and equivalence of exams passed by students in other universities is done according to their own regulation (Annex no. 11) and other inter-university agreements.

**Art. 210.** Faculties and departments are encouraged to develop masters programs through international cooperation.

**Art. 211.** UBB accepts as members of the doctoral committee, at any time of the process of doctoral preparation, specialists from partner universities abroad, provided they meet the criteria regulated by the related Romanian legislation.

**Art. 212.** (1) Mobility must consider the possibility of effectively extending cooperation with clear benefits for the respective faculty, perceptible results in the organization and its performance.

(2) Mobility of specialists under bilateral agreements have priority for funding

**Art. 213.** Formation of joint research units is encouraged and supported, including financially, by accessing specific national and international resources.

**Art. 214.** Participation in international cooperation and international scientific prestige constitutes the criteria for assessing the output of departments and research units activity.

**Art. 215.** UBB aims to systematically build and expand language skills of community members in order to attract students from other countries and international scientific cooperation.

**Art. 216.** Publication of specialized studies and volumes in international languages, in publishing houses and foreign publications, is considered a benchmark for evaluating the activity of internationalization.

**Art. 217.** (1) UBB organizes summer schools with international participation in various fields in a system of scholarships granted by the line Ministry, through bilateral exchanges and on a fee basis.

(2) Romanian culture and civilization course will focus on its integration in the European context and on Romanian language teaching.

**Art. 218.** UBB organizes summer/ fall/ winter/ spring schools in different fields together with partner institutions.

**Art. 219.** UBB participates and acts as a member in activities of regional university associations.

**Art. 220.** (1) UBB develops a network of foreign lectureships and its own lectureships in partner universities.

A lectureship means teaching at least one full semester, completed with exams.

(2) Foreign lectureships from UBB are organized on the basis of government cultural agreements according to international cooperation programs of UBB or faculties, based on employments operated by faculties.

(3) UBB is concerned with re-establishing Romanian language, literature and civilization lectureships at partner universities and the opening of new lectureships.

(4) Installation of lectureships is based on the provisions of governmental agreements, the provisions of international cooperation agreements of the faculties, individual call of a specialist or department and they must meet the requirements formulated by the partner institution.

**Art. 221.** (1) Throughout the duration of lectureship the UBB position is maintained.

Answering a lectureship abroad does not entail any financial obligation towards UBB.

#### **14.1. Cultural Centres and International Libraries**

**Art. 222.** UBB encourages and supports the organization and activities of cultural centres and libraries representing countries with which it cooperates substantially.

**Art. 223.** The cultural centres and international libraries are autonomous and organized based on the cooperation between UBB and cultural services of the representatives of the respective countries in Romania.

**Art. 224.** UBB offers, to the possible extent, spaces and technical facilities, also assuming the utility charges.

**Art. 225.** Cultural centres and libraries are led by a Council, which is headed by a director who is usually a lecturer of that country in office at UBB or a university teacher.

### **Chapter XV.**

#### **THE RIGHT OF ASSOCIATION.**

## **ESTABLISHMENT OF NEW LEGAL ENTITIES**

**Art. 226.** The main objectives of joint ventures or mergers with other institutions of higher education are:

- a) the outcome of the association or merger must be a much more competitive institution of advanced research and education;
- b) a more effective operation of the units within a domain, regardless of the institution they belong to;
- c) distribution of levels of study consistent with the criterion of the "most competitive units";
- d) establishment of a common administrative and economic direction for these units;
- e) establishment of TV, radio, press, image, quality, etc. concerted services.

**Art. 227.** UBB can initiate mergers with other universities in Romania and other countries to increase the number of students, to develop the material base of the University, enhance the quality of education and research, promote innovation and technological development, interdisciplinary research, and to increase employers income and ensure optimal conditions for students.

**Art. 228.** (1) In UBB, employees and students may establish non-profit associations under the law.

(2) Employees may establish trade unions, complying with the legal provisions in force.

(3) Non-profit associations and union organizations can participate in the establishment of unions, federations, confederations etc., and can join them under the law, both at home and abroad.

**Art. 229.** Teachers and students can create professional associations in their capacity at UBB.

**Art. 230.** In order to increase performance of the teaching, research and consultancy activities, UBB may, under the law, participate in the establishment of university consortia and work within them.

**Art. 231.** (1) The UBB "Alumni" Association aims, first of all, to cultivate the spirit of belonging to the academic community of UBB.

In addition, the association aims to improve the graduates employability opportunities, promote the UBB image and attract extra-budgetary resources.

The "Alumni" Association operates according to the Status of "Alumni" Graduates Association.

(2) Within UBB there are operating structures managing its relationship with the Alumni, with the business environment and there are counselling centres for students and graduates.

### **15.1. Establishing associations and foundations**

**Art. 232.** Foundations and associations should contribute to increasing performance and should not adversely affect the teaching, research and consultancy activities.

**Art. 233.** Foundations and other legal entities established by UBB may establish relations of cooperation, receive sponsorship, organize activities, conduct programs with similar institutions or with institutions that share a similar object of activity, both domestic or foreign.

**Art. 234.** (1) Foundations established by UBB are legal entities and autonomous bodies.  
(2) The Management Board of a foundation involves, according to the statutes, members of the academic community, representatives of sponsors, of institutions of culture or of non-governmental organizations with which the foundation collaborates.

**Art. 235.** In case of dissolution of a foundation or any other legal entity established by UBB, their patrimony will be passed in the management of other structures of UBB.

**Art. 236.** (1) The structures of the university can obtain sponsorship for their activities, directly or through legal persons established by UBB.

(2) The funding thus obtained represents extra-budgetary resources available to departments, faculties, UBB, allocated according to the destination established by the funding provider.

## **Chapter XVI. DISTINCTIONS**

**Art. 237.** Babes-Bolyai University grants annual awards and/ or diplomas to the employed personnel, for outstanding achievements.

**(Annex no. 35)**

**Art. 238.** The title of Doctor Honoris Causa is awarded to leading personalities from domains of science, culture, art, whose work is well-known and appreciated worldwide.

**Art. 239.** The Professor Honoris Causa title is granted to people who have supported and can support UBB, and to domestic and international personalities.

**Art. 240.** The quality of Honorary Senator of UBB can be attributed to personalities involved in social, scientific, artistic, sporting, economic or regional, national or international political life, who have supported or have the ability to continue to support UBB.

**Art. 241.** The honorary title of Professor emeritus for teaching and research excellence is granted to teachers who have reached retirement age and meet the conditions established by the UBB Senate for granting this title.

**Art. 242.** The UBB Medal is awarded to personalities who have brought fundamental contributions of historical significance to the development of the scientific life of UBB and to the international affirmation of the institution, as well as to personalities who have contributed substantially to enhancing the prestige of UBB in the world.

## **Chapter XVII. TRANSITIONAL AND FINAL PROVISIONS**

### **17.1. Using UBB symbols**

**Art. 243.** (1) The use or association of the name of the Babes-Bolyai University of Cluj-Napoca with various activities outside the academic environment or for printing UBB distinctive symbols



on various other occasions than those organized by UBB, on various objects, documents etc. is permitted only with the approval of the Administration Council.

The objects on which UBB symbols are printed may be marketed only with the prior approval of the Administration Council.

### **17.2. The general procedure for adopting and amending the UBB Charter**

**Art. 244.** UBB Charter is adopted, after being discussed in the academic community, by the UBB Senate by open vote by absolute majority in the presence of at least 2/3 of Senate members.

**Art. 245.** (1) The proposal to amend the UBB Charter is possible at the initiative of 1/3 of the UBB Senate members, at the initiative of the UBB Rector or of at least 5 faculties, and follows the procedure used in adopting it.

Any proposal to modify or amend the Charter is officially registered with the Secretariat of the UBB Senate and the General Registry of UBB.

Amendment of regulations in the Annexes to the UBB Charter no longer needs a positive resolution of the line Ministry when these changes are imposed by laws or by their periodical updating according to the original provisions of the UBB Charter.

(4) The Annexes are an integral part of the UBB Charter, completing its actual text.

**Art. 246.** The present Charter comes into operation after it is sanctioned by the UBB Senate.

### **17.3. Advertising**

**Art. 247.** Once adopted by the UBB Senate, the UBB Charter is posted on the website of the Babes-Bolyai University of Cluj-Napoca and informing of the academic community is ensured in this respect through faculties, departments, university extensions, research and services units, etc. Once adopted, the UBB Charter shall be translated into Hungarian, German, English, and French in order to be sent to partner universities, international universities associations, international forums and institutions interested in the matter.

(3) Based on the UBB Charter, faculties, university extensions, departments, research and service units develop and update their own organization and operating regulations.

Final Statement:

Amending the UBB Charter was approved in the UBB Senate meeting of November 3, with 109 cast votes, of which:

109 in favour, 0 against, 0 abstentions.

## **ANNEXES**

### **Annex no. 1.**

Law for recognition of the legal entity of the University of Cluj, published in the Official Monitor No. 243 of November 2, 1924.

### **Annex no. 2**

Certificate of registration of the Babes-Bolyai University of Cluj-Napoca logo with OSIM

### **Annex no. 3**

UBB flag - description and photo

**Annex no. 4**

Ceremonial attire

- a) Cap, gown and Rector's collar - description and photo
- b) Gown and markings of the president of the Senate - description and photo
- c) Gowns of vice-rectors - description and photo
- d) Gowns of deans - description and photo
- e) Gowns of members of the Senate - description and photo

**Annex no. 5**

Certificate of registration of the Babes-Bolyai University of Cluj-Napoca mark with OSIM:

**Annex no. 6**

Rules of organization and operation of the Romanian line of study of UBB

**Annex no. 7**

Rules of organization and operation of the Hungarian line of study of UBB

**Annex no. 8**

Rules of organization and operation of the German line of study of UBB

**Annex no. 9**

UBB language policy

**Annex no. 10**

Strategic plan for development

**Annex no. 11**

Regulation regarding the professional activity of students (undergraduate and graduate level)  
Babes Bolyai University based on the European Credit Transfer System (ECTS)

**Annex no. 12**

UBB internal regulation

**Annex no. 13**

Regulation on the election for the management positions and structures of the Babes-Bolyai University of Cluj-Napoca

**Annex no. 14**

Rules of organization and operation of the UBB Senate

**Annex no. 15**

Rules of organization and operation of the Grand Senate of the Babes-Bolyai University  
Cluj-Napoca

**Annex no. 16**

Operating regulation of university extensions

**Annex no. 17**

Organizational chart of the General Secretariat of UBB

**Annex no. 18**

Organizational chart of UBB directorates, structures and services

**Annex no. 19**

Methodology for filling teaching positions in UBB

**Annex no. 20**

Code of ethics and professional academic conduct

**Annex no. 21**

Methodology for employment, evaluation and remuneration of the technical administrative personnel of UBB

**Annex no. 22**

Babes-Bolyai University Regulation on the organization and operation of doctoral studies

**Annex no. 23**

Regulation on the operation of the Centre for continuing education and distance learning - part-time - CFCID-FR

**Annex no. 24**

Status of Centre for Innovation in Teaching and Learning - CIPI

**Annex no. 25**

Babes-Bolyai University Student Status

**Annex no. 26**

Regulation on the organization and operation of the UBB Students Council

**Annex no. 27**

Scholarships regulation

**Annex no. 28**

Rules of accommodation in UBB student homes

**Annex no. 29**

Rules of organization and operation of student homes

**Annex no. 30**

Babes-Bolyai University strategy in scientific research

**Annex no. 31**

Strategic plan for the Babes-Bolyai University scientific research

**Annex no. 32**

UBB manual on quality.

**Annex no. 33**

Rules of organization and operation of the Directorate for Information and Communication Technology

**Annex no. 34**

Regulation of research strategic infrastructure operation

**Annex no. 35**

Criteria for granting UBB diplomas, awards and titles