



## Operating Regulation of the University Extensions of Babeş-Bolyai University Cluj-Napoca

- Approved by the Senate in the meeting of April 18, 2016 -

Art. 1. Babeş-Bolyai University organizes and maintains undergraduate and master's study programmes also in locations outside Cluj-Napoca. These extensions function according to National Education Law 1/2011 and Babeş-Bolyai University Charter.

Art. 2. Each programme functions within a faculty of UBB under its professional and administrative guidance. Each programme in the extensions must be financially sustainable.

Art. 3. The study programmes in the extensions undergo the same authorization and accreditation process as any other UBB programme. Each geographical location and each language of teaching for a programme must receive a separate authorization and accreditation.

Art. 4. (1) Each programme in the extensions is coordinated by a **programme officer**. One person can only be in charge with one programme.

(2) The programme officer:

- coordinates the activities of the programme (specialisations);
- implements the curriculum in collaboration with the management of faculty/ department with which the specialisation is affiliated.
- collaborates with the head of department for the elaboration of staff establishment plans under the guidance of the management of the faculty with which the specialisation is affiliated;
- makes suggestions for filling vacancies with competent teachers;
- proposes competitions for vacant positions together with the head of department;
- organizes laboratories related to the specialisation.

(3) The programme officer answers to the head of department, chair of faculty Council, and Dean of the Faculty. The programme officer is appointed by the dean or the vice-dean responsible with the line of study of the programme in question.

Art. 5. (1) Each academic extension of UBB has a **director of extension**. If an extension functions within a single programme, the programme officer is also the director of the extension.

(2) The director of university extension:

- coordinates educational and administrative activities and activities providing services to economic and social environment that runs within the extension; is responsible for implementing the University policy in the extension, cooperates and works in line with the dean's office of the faculties involved in the operation of the extension, and with University services and secretariats in all issues related to the extension;
- represents the extension, coordinates the activity of the Extension Council;
- is responsible for ensuring support from the local community in the field of necessary infrastructure for carrying out the activity of the extension;
- is responsible for integrating the extension in strategic local/ regional structures;
- ensures and answers for collaboration with institutions and companies in the area;
- supports the attraction of new extra budgetary resources, the realization and development of public-public and public-private partnerships in the local and regional environment.

(3) If an extension has only programmes from a single faculty, the director of extension is subordinate to the director/directors of department/s, respectively, of the Faculty Council and the Faculty Dean.

(4) If the extension has programmes from several faculties, the director of the university extension answers to the Senate and to the rector.

Art. 6. (1) If the extension has programmes from several faculties, the person responsible with the extension programmes of study together with the extension director and the student representatives form the **Extension Council**. Student representatives, minimum 25% of the Extension Council, are elected by full time undergraduate and master's level students enrolled in the extension, under the Statute of UBB students and the Regulation regarding the election in management positions and structures of faculties.

(2) The Extension Council meets monthly in regular sessions and in special sessions convened by the director of extension or by 1/3 of its members. The Extension Council is in charge with:

- establishing the strategy of extension development in line with the development strategy of the faculties and of the university;
- ensures optimal conditions for the purpose of education and research programmes developed by universities;
- may propose to faculty the creation of new specialisations;
- coordinates the administrative work of the various extension specialisations.

Art. 7. (1) If the extension runs several programmes, the director of the university extension is elected by universal, direct and secret vote of all members of the university extension - tenured teachers and researchers with contract of indefinite duration, whose teaching load is over 50% in the extension. Only extension members or teachers and researchers appointed by councils of faculties involved in the extension (whose teaching load is over 50% in the extension) entitled to vote are eligible to run for the position of director of extension. Elections are held valid if more than 1/2 of the voting members of the university extension attend the elections, being chosen the person who obtains the majority of votes.

(2) The extension director may be removed from public office by the University Senate by secret ballot, upon proposal of the extension Council or of all Faculties Councils involved in the activity of the extension, with an absolute majority of the Senate members. The positions of Extension director, programme officer and department director are not incompatible.

Art. 8. Extensions have their administrative staff, subordinated to the administrative general direction. Locally the administrative staff subordinates to the director of extension. A secretariat operates at the level of each extension, with a staff adapted to the needs determined by the number of students. If the extension runs programmes managed by several faculties, it is recommended to organize one secretariat which subordinates to these faculties under the management of the extension director.

Art. 9. The administrative expenses are supported by the faculties running the extension programmes in proportion to the number of students in these programmes.

Art. 10. In order to solve specific local issues each extension develops, upon the initiative of the extension director, its own operating regulations and signs protocols with faculties involved.

Art. 11. Nomination of programme officers and election of extension directors will take place after the appointment of deans and vice-deans at faculties, within 45 days. Faculties will inform the Rector's office of the programme officers appointments and the current extension directors will hold elections for the director position (where applicable), based on the schedule approved by the Administration Council.

Art. 12. This Regulation was approved in the Senate meeting of April 18, 2016.