



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

Art. 1. Babeş-Bolyai University organizes and maintains undergraduate and master's degree programmes also located in other cities than Cluj-Napoca. These extensions operate according to National Education Law 1/2011 and Babeş-Bolyai University Charter.

Art. 2. Each programme operates within a faculty of UBB, under its professional and administrative supervision. 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**. A programme officer can only be in charge of one programme.

(2) The programme officer:

- Coordinates the activities of the programme (specialisation);
- Implements the curriculum in collaboration with the management of the faculty/department to which the specialisation pertains
- Collaborates with the head of department for the elaboration of staff establishment plans, under the supervision of the faculty management to which the specialisation pertains;
- Proposes proficient teachers for filling job vacancies;
- Proposes, together with the head of department, job opening announcements;
- Organizes the laboratories pertaining to the specialisation.

(3) The programme officer is subordinated to the Head of Department, the Faculty Council and the Faculty Dean. The programme officer is appointed by the dean of the faculty or by the vice-dean in charge of the line of study to which the respective programme pertains, at the proposal of the head of the department that runs the study programme.

Art. 5. (1) Each university extension within UBB has an **extension director**. If an extension runs only one programme, the programme officer will also be the extension director.

(2) The university extension director:

- Manages the educational and administrative activities and the provision of services to the economic and social environment within the extension; is responsible for the implementation of the University policy within the extension, cooperates and aligns with the deans of the faculties involved in the operation of the extension, with the services and secretariats of the University in all extension-related issues;
- Represents the extension, coordinates the activity of the Extension Council;
- Is responsible for seeking support from the local community in the field of infrastructure required by the activities of the extension;
- Is responsible for integrating the extension into the local/regional strategic structures;
- Ensures and is responsible for the collaboration with institutions and companies in the area;
- Seeks new extra-budgetary funds, sustains the formation and development of public-public and public-private partnerships in the local and regional environment.



(3) If an extension runs programmes from a single faculty, the extension director is subordinated to the head(s) of the department(s) and, respectively, the Faculty Council and the dean of the faculty.

(4) If an extension runs programmes from several faculties, the university extension director is subordinated to the Senate and the rector.

Art. 6. (1) If the extension runs several programmes from a single faculty or programmes from several faculties, the extension study programmes officer, the extension director, and the student representatives make up the **Extension Council**. The students' representatives, accounting for at least 25% of the Extension Council, are elected by the students enrolled at the extension, bachelor's and master's degree, full-time, according to the UBB Student Status and in line with the Regulation on the elections for management positions and structures of faculties.

(2) The Extension Council meets in ordinary sessions on a monthly basis and in special sessions as convened by the extension director or 1/3 of its members. The attributes of the Extension Council:

- Establishes the extension development strategy in line with the development strategy of the faculties and university;
- Ensures optimal conditions for the teaching and research programmes elaborated by the faculties;
- May propose new specialisations to the faculty;
- Coordinates the administrative activity of various specialisations in the extension.

Art. 7. (1) If an extension runs several programmes from a single faculty or programmes from several faculties, the university extension director is elected by universal, direct and secret ballot of all the members of the university extension - tenured teaching and research staff employed with an individual contract of indefinite duration and the main employment accounting for more than 50% of the teaching load in the extension. Only members of the extension or the teaching and research staff involved in the extension activity (with the main employment accounting for more than 50% of the teaching load in the extension) who are entitled to vote are eligible to apply for the position of extension director.

(2) The extension director may be removed from office by the University Senate by secret ballot, requested by the Extension Council or all Faculty Councils involved in the activity of the extension, by an absolute majority of the members of the Senate. The extension director, programme officer and head of department positions can be held concurrently.

Art. 8. The administrative staff of the extensions is subordinated to the general administrative directorate. At the local level the administrative staff is subordinated to the extension director. The secretariat personnel in each extension is adapted to the requirements dictated by the number of students. If an extension runs programmes managed by several faculties, it is recommended to organize a single secretariat subordinated to these faculties under the coordination of the extension director.

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

Art. 10. In order to deal with specific local issues, each extension elaborates, at the initiative of the extension director, its own operating regulation and signs protocols with the faculties involved.

Art. 11. Programme officers will be appointed after the appointment of the deans and vice-deans of the faculties, within 30 calendar days.

Art. 12. At extensions running programmes for only one faculty, extension directors will be appointed after the appointment of the deans and vice-deans of the faculties, within 30 calendar days. In this case also, only a person with the main employment accounting for more than 50% of the



teaching load in the extension is eligible to apply for the position of extension director. Faculties will submit to the Rector's office the appointments of the extension directors for validation by the Administration Council and by the Senate.

Art. 13. In the case of extensions running several programmes from a single faculty or programmes from several faculties, the elections for the extension director position will be held during the elections for the head of department position, according to the calendar approved by the Administration Council. (3) Elections are valid if a quorum of more than 50% of the voting members of the department is met during elections, the person who obtained the majority of votes being appointed head of department. The newly elected directors will be validated by the Administration Council and the Senate. The current extension directors are responsible for organizing the elections.

Art. 14. The students' representatives in the Extensions Council will be elected simultaneously with the students' representatives in the Faculty Council, according to the UBB Student Status and in line with the Regulation on the elections for the management positions and structures of faculties.

Art. 15. The present regulation was approved in the Senate meeting of July 22, 2019.