Annex 14

Regulation on UAV’s organization and functioning

Title I

General Dispositions

Art. 1 “Aurel Vlaicu” University from Arad (UAV) is a public (state) higher education and research institution.
Art. 2 UAV is non-political, promotes higher education and research as public assets.
Art. 3 UAV functions as a state higher education institution, in accordance with Romanian legislation, with UAV’s charter and with the other regulatory documents referring to the higher education and scientific research.
Art. 4 UAV acquired legal personality through the Decision of the Romanian Government no. 567/1990 (initially under the name of Higher Education Establishment) and functions under this name from 04.10.1991 under the Regulation of the Education and Science Ministry no. 4894/1991.
Art. 5 UAV has its own budget, from the allocations of the Line Ministry and from its own sources.
Art. 6 UAV is organized and functions independently of any ideological and political interferences.
Art. 7 UAV can set up all by itself or through association, commercial societies, foundations or associations to contribute to the improvement of the managerial, educational and scientific research performances.
Art. 8 UAV is on the European System of the Higher Education, formed in 2005.
Art. 9 UAV has its own patrimony, that it manages according to the current legislation.

Title II

The Management System of UAV

Art. 10 Generalities

UAV functions according to the University Charter, which reflects the options of the academic community. The mission of UAV consists of the preparation of the future graduates through the course of the education programs (academic, postgraduate, master degree, doctor’s degree, refresher courses etc.) as well as scientific research.

For this UAV promotes the education and research at standards of international excellence, through:

- Offering of a large spectrum of creative and provocative university courses to integrate the results of the scientific research and to contribute to the development of the intellectual capital of the students;
- Realizing some academic international partnerships with elite universities;
- Integrating the research centers in European networks of excellence and the realization of fundamental and applied researches, generator of knowledge;
- Assuring a valuable teaching staff and a performing academic management;
- Harmonization and promotion of scientific, cultural and ethical values in the regional, national and international community;

For the evolution of some activities meant to contribute to the realization of the mission and objectives of the University, this can associate with other universities,
institutions or economic agents from country or abroad, constituting structures of activity of common interest, within the law 287/24.06.2004 (The Law of university associations), with the approval of the University Senate. The University can co-operate with governmental and nongovernmental organisms, at a local, national and international level with the approval of the University Senate.

The organizing principles of a higher education institution are the following: university autonomy, the equality in rights and indiscrimination of the academic community members, the electivity of all the positions of the academic leadership, academic co-fraternity, the promotion of the general humanistic values of science, art and culture in the social life, the freedom of choosing the type and level of university training, free access, in the legal and regulatory conditions, at the higher education. The general principles that govern the UAV management are:

- The principle of university autonomy.
- The principle of participative management.
- The principle of efficiency and efficacy.
- The principle of motivation based on performances.
- The principle of management based on knowledge.
- The principle of assuring of a pronounced international dimension of education and university research.

**Art. 11 Organizing Component**

Activities unroll in UAV which can be attributed to the following domains:

- Initial formation – the cycle of university studies of Bachelor’s degree and Master’s degree;
- Ongoing formation – post university courses of specialization and perfection, professional master’s degree, doctor’s degree;
- Scientific research;
- Academic and administrative management;
- The relations with the business environment;
- The quality of education.

Structurally-Organizationally, these main activities are found at the level of organizational divisions’ management education and research specifically as follows:

**Organizational subdivisions of education and research:**

- Faculties;
- Departments;
- Doctoral School;
- Institutes, departments of scientific research.

**Organizational subdivisions providing specialized service:**

- Departments;
- Directions;
- Office.
Auxiliary organizational subdivisions.
The aspects governing the establishment and modernization of organizational components are:
- principle of objectives’ supremacy;
- unit of decision and action;
- principle of management’s everlasting;
- principle of near execution management;
- principle of correspondence between the nature of the position and characteristics of the person responsible (for the position);
- principle of collective construction;
- principle of organizational flexibility;
- principle of communication’s economy;
- principle of efficiency and effectiveness;
- principle of optimum option;
- principle of organizational system’s representation

Art. 12 Management of quality
To increase the effectiveness of quality management teaching, research and administrative services is imperative to improve the organization of the University in accordance with the principles of total quality management (TQM). The main objectives of “Aurel Vlaicu” University of Arad in this respect are:
- evaluation of education in terms of quality (institutional assessment, evaluation activities, staff evaluation) for internal audit annual;
- self-evaluation of teaching and research specializations, with the objectives: quality graduate training, curricula and research quality, teaching and non-teaching quality in terms of students;
- adapting organizational structures responsible for the quality of the faculties, departments, chairs the new European guidelines education development (Bologna Declaration);
- improvement work valued analysis tool (forms, evaluation, questionnaires) for updating of the database, with on quality, organized as a specialization;
- designing and initiating internal and external auditing procedures that will guide the development of quality assurance manual;
• developing a quality assurance manual under the new conditions imposed by European standards provided for reference documents of European higher education;

• external audit conducted by ARACIS and the European specialized bodies in accordance with international principles and standards for certification institutions in terms of quality.

Title III

Superior level management

Art. 13 Academic management

A. The Senate

• The Senate is the most important deliberative body of the UAV Management
• The Senate is constituted and operates under the law and University Charter

Main duties, powers and responsibilities incumbent upon the Senate refer illustratively to:

  o guarantees academic freedom and university autonomy;
  o elaborates and adopts, after discussion with the university community, the University Charter;
  o approves the institutional development strategic plan and the operational plans, on a proposal from of the rector;
  o approves, on a proposal from of the rector and in compliance with current legislation, the structure, the organization and the functioning of the university;
  o approves the budget and the budget implementation;
  o elaborates and approves The Quality Assurance Code and The Code of ethics and professional deontology of the university;
  o approves The university Code of student rights and responsibilities, respecting the stipulations of the university Code of student rights and responsibilities;
  o concludes the management contract with the rector;
  o controls the activity of the rector and of the board of directors through specialized committees;
  o validates the public contests for functions in the Administration Board/board of directors;
  o approves the results of the public contests in order to hire the teaching and the research staff;
  o approves, on a proposition from the rector, the sanctioning of the staff with poor professional performances, based on its own methodology and on the current legislation;
approves the proposition from the board of directors/administration board, the regulations and methodologies relating to:
  - the admission, the organizing, the development and the completion of university and post university study programs;
  - the attribution of titles and the occupancy of didactic and research positions;
- confers membership into the academic community;
- reduces or exempts from the payment of fees;
- recognizes and equates the studies and the periods of study in the country or abroad;
- evaluates periodically the results and the performances of the teaching and researching staff in the university;
- quantifies in conventional hours the teaching various activities stipulated in the didactic norms, according to the law;
- the organization and functioning of academic structures;
- other aspects of professional and scientific activity;
- in case of dismissal of the chancellor by the ministry, the Senate designates a vice-chancellor who represents the university and becomes responsible of the university budget and credits and is in charge with the designation of a new chancellor, all in accordance to the law;
- approves the establishment, the functioning, the division, the merger and the dissolution of its own educational and research structures;
- approves ways in which can take place actions of internal and international cooperation;
- approves the establishment, alone or through partnership, of companies, foundations and associations, and the granting, by contract, of the rights of management and use of patrimonial assets;
- approves annually, with at least 3 months before the start of the academic year, the structure of the academic year, the regulation regarding students' professional activity and also the calendar of educational activities appropriate to the academic semesters of study;
- approves the curricula of university study programs;
- approves the chancellor's power to nullify certificates or diplomas, when it turns out that they were obtained by fraudulent means or by violating the Code of ethics and university professional ethics;
- approves annually bachelor study programs and double specializations that the UAV offers, all in accordance to the law;
- approves annually, within accredited or temporarily authorized domains for university master degree, the study curricula;
- approves, in special circumstances, on a proposition from the doctoral supervisor and in the limit of available funds, to extend the duration of university doctoral study program with 1-2 years;
- approves the functions of teaching and research staff and the number of positions for auxiliary teaching and research staff;
B. The Administration Board

The Administration Board of “Aurel Vlaicu” University from Arad displays its activity under the settlement of the national education Law nr. 1/2011, with the ulterior modifications and completions and with the stipulations of the university “Aurel Vlaicu” Charter.

The Administration Board ensures the operative management of the university and applies the strategic decisions of the Senate.

The Administration Board of “Aurel Vlaicu” University consists of: chancellor, vice-chancellor, dean, the general administrative director and the assignee of students.

Main attributions, powers and responsibilities of the Administration Board are:

- implements the university autonomy and provides the conditions to exercise the academic freedom;
- proposes to the university senate the establishment, the organization, the division, the merger and the dissolution of its own educational and research structures;
proposes to the university senate strategies and policies on fields of interest of the university;

elaborates and submits for approval to the senate the rules and methodologies relating to:

- the admission, the organizing, the development and the completion of undergraduate and postgraduate study programs;
- the attribution of titles and the occupancy of didactic and research positions;
- the attribution of membership into the academic community;
- the reduction or exemption from the payment of fees;
- the recognition and validation of the studies and the periods of study in the country or abroad;
- the periodical evaluation of the results and the performances of the teaching and researching staff in the university;
- the quantification in conventional hours of the teaching various activities stipulated in the didactic norms, according to the law;
- the organization and functioning of academic structures;
- other aspects of professional and scientific activity;

analyzes and submits to the senate propositions for new study programs and formulates propositions to the university senate to eliminate those study programs that no longer fit into the mission of the university or are ineffective academically and financially;

proposes to the senate the establishment of companies, foundations and associations, and the granting, by contract, of the rights of use and management of the patrimonial asset;

proposes to the senate, until June of each year, the structure of the academic year, the regulations related to the students' professional activity and the specific educational activities calendar for the academic semesters of study;

analyzes and submits to the University’s senate all the learning and studying programs in order to be approved;

analyzes and submits every year to the University’s senate all the BA programs provided by UAV (“Aurel Vlaicu” University), also for double-degrees;

analyzes and submits for approval to the University’s senate all the promoted studying programs, in all certified domains or in those temporary certified for the Master degrees;

in special cases, with the resolution of the PhD leader and in concordance with the available funds, ranks to the University’s senate in order to be approved, the extension of the PhD studying term with 1-2 years;

submits for consideration to the University’s senate all the studying structures and their dimensions in strict adherence to the laws and to the standards of quality;

analyzes and submits for approval to the University’s senate the staffing schedule for the teaching and researching staff and the number of positions (jobs) for the teaching and researching staff;

approves the offer for the teaching and researching staff job positions;

submits in order to be approved by the University’s senate the way that indicates how the inner and the international cooperation can run;
• submits in order to be approved by the University’s senate all teaching and researching in other academic and research organizations performed by our teaching staff;
• submits in order to be approved by the University’s senate the offer regarding the sabbatical year;
• sets the holiday period for each staff member according to law;
• designs and submits in order to be approved by the University’s senate the methodology of penalty imposing for the low performance teaching staff;
• approves the chancellor (Head of the University) resolutions regarding the recurrence of the complete medical exam for the employees.
• designs the operational budget and approves its and the balance sheet fulfillment;
• sets the deputy dean number for each college according to the number of sections and in accordance with their academic dimension;
• designs the Academic Code of the Students’ Rights and Obligations in strict adherence to the Student’s Rights and Obligations Code;
• organizes the contest for the Line Manager position;
• submits in order to be approved by the University’s senate the structure of the Academic Ethical commission;
• suggests the senate the enlargement (increasing) by bylaw the minimum of the weekly full-time in accordance with the standards of quality;
• approves by the end of each year the chancellor report regarding the turnover (overhead???) for the research grants and the report of the expenses.
• approves the unpaid holiday requests of the teaching staff that intend to get further internal or external specialization;
• Other activities set by

C. The Academic Council

The Academic Council is formed of 5-7 members, led by a president chosen by the senate due to secret vote. The Academic Council is chaired/led by the President of the Academic Council.

1. The Academic Council confers advice to the senate by elaboration of notes, reports, analysis and proposals regarding all the senate’s issues subjects of debates, such as:

   a.) short, medium and long-term strategy projects of the University and the implementation of the strategy after the senate’s approval;

   b.) projects for a better administration (running) of the University’s heritage;
c.) projects for the University’s strengthening (reinforcement) relationship towards to the economical, social, administrative medium and to similar academic institutions from the country and from outside it, with national and international organizations;

d.) projects regarding the proceedings in order to assure an optimal proportion between the theoretical and the practical activities, designed to support the graduates professional integration (inclusion);

e.) projects regarding (sustaining) the strategy for the augmentation of the University’s prestige and the growing of its national and international visibility;

f.) any other activity for which the senate requests reference.

2. The Academic Council confers on request advice also to the Board of Governors, Council for Academic and PhD Studies and to the College Councils;

3. The Academic Council is legitimized by the senate in accordance with the President’s proposal;

4. The constituency, structuring and competency of the Academic Council and of its president (head) are detailed in the Academic Council Regulation approved by the senate.

D. The Rector

1. The rector is appointed by one of the following proceedings:

   a.) due to a public contest according to the new approved methodology by the new-elected senate, in strict adherence to the law;

   b.) due to universally (global), direct and secret voting of all members of the researching and teaching staff and of the students’ representatives in the senate and in the College Councils;

2. The modality of the rector’s assignment, from those stipulated in Art. 1 above, will be set 6 month earlier than each assignment by universally (global), direct and secret voting of all members of the researching and teaching staff and of the students’ representatives in the senate and in the College Councils;

3. Pursuant to the referendum staged for the appraisal of the Rector’s assignment means, it was established, by a majority vote, that the Rector’s mandate from 2012 to 2016 will be chosen by universal suffrage, free and confidential of each and every of the University's teaching and researching staff and also of the students’ representatives from the Senate and the college’s councils.
4. The Rector represents the University in rapport with the Ministry of Education, Research, Youth and Sports.

5. The Rector issues (releases) resolutions in order to accomplish his duties.

6. If the Rector is absent, all his duties are accomplished by a named person.

7. The Rector is the official UAV representative in relationship with third parties, runs (does) the executive management and is the main credit release authority of the University;

8. The Rector is assigned by the academic community by the approved approach by universal suffrage, free and confidential of each and every of the University's teaching and researching staff and also of the students' representatives from the Senate and the college’s councils.

9. The Rector’s mandate length is of four years and this may be renewed at the most once, pursuant to a new elective process or to a new public competition.

10. A person cannot be Rector of the University longer than 8 years, no matter when the mandates were in progress and unconcerned of their interruptions;

11. The validated Rector by the art. 88 foreseen in the election procedure is validated by the order of the Ministry of Education, according to the law;

12. The validated Rector will sign an institutional contract with the Ministry.

13. The validated Rector will sign a management contract with the academic senate which includes performances managing markers, the right and the duties of the parties.

The Rector has following duties:

1. He/She realizes the management and the operative leading of the University;

2. Leads the Board of Directors;

3. He/She submits to the University’s senate in order to be approved the structure and the settlements regarding the functioning/operating of UAV.

4. He/She organizes the public competition for “dean” selection and issues the designation of them;

5. He/She organizes contests for teaching positions;

6. He/She proposes in order to be approved by the University’s senate the budget projection and the budget accomplishment;
7. He/She is responsible for the right management of the inheritance and for the right financial management of UAV;

8. He/She assigns resources to the University, prior to the high-performance departments and structures;

9. He/She proposes to the University’s senate after an internal analysis the reorganization or the liquidation of those departments which are non-performance without affecting the students.

10. He/She signs official papers, diplomas, notes, financial reports, diplomas issued by UAV.

11. He/She issues the decisions regarding the students’ matriculation numbers;

12. He/She issues decisions regarding the employment, penalization, modification or activity suspension for the entire staff;

13. He/She repeals with the senate’s approval each diploma or certificate if it is proved that the paper has been obtained due to deceitful ways or by violation of the academic ethical code;

14. He/She approves the duties of the auxiliary and non-didactical staff established by the job description;

15. He/She assures the proper progress of the position contest in accordance with the academic quality standards, ethical standards and in strict adherence to the effective law.

16. adopts the structure and the constituent of the committee of university ethics proposed by the managing board and approved by the Senate;

17. proposes to the Administrative Body to repeat the complete medical exam by the employees in professional unfitness situations of psycho behavioral nature;

18. assures the conditions to apply the articles of Internal Regulations, the Code of university Ethics and Deontology, and also the other internal regulations of UAV;

19. presides the competition commission to designate the administrative general manager and it names him in legal conditions;

20. presents in front of the university Senate, reports about the accomplishment of the mission and of the strategic objectives;

21. performs other duties settled by the university senate, in accordance with the management contract and the legislation;
22. by virtue of public liability, the rector:

- presents to the University Governing Council, in March of each year, the university status report;
- makes public its decisions and those of the Administrative Body;
- makes public, by affidavit, the annual supply of university schooling, in accordance with the law;

The Rector may be dismissed by the university Senate when it is ascertained one of the following deviations:

- he does not meet the management performance indicators assumed by contract and he does not respect the other specific obligations in the management contract concluded with the university Senate;
- violates the laws and the standards of academic ethics;
- prejudices the interests of UAV;
- it is one of the situations of incompatibility provided by law for the position of rector;

The Rector may be revoked also by the resort manager under the law, after consulting the university Senate;

E. Pro-rectors

Pro-rector is a member of university community of UAV, named by the rector consulting the university Senate, and executes duties and obligations established by the rector by written decision after he has expressed written consent of executive support of his managerial plan;

The office term is four years and it may be renewed no more than two times.

A pro-rector may be dismissed by the rector, with the approval of the university Senate, when he does not fulfill the duties contained in the decision to appoint, violates the law and the rules of university ethics, it is in one of the incompatibilities provided by law and it brings prejudice to UAV interests;

In the “Aurel Vlaicu” University from Arad the pro-rectors are three in number and each of them coordinates one of the following areas: quality and educational process, scientific research, international relations and transparency.
The pro-rectors assure the current research in the areas they have in competence, and they make the contact with the faculties and other educational structures in these areas.

The pro-rectors are responsible regarding their activities, in front of the Rector and the Senate.

1. The pro-rector on the quality and the educational process

The pro-rector in charge with the quality and educational process has the following duties:

a) coordinates the educational process;
b) develops the quality manual;
c) prepares an internal and international quality audit program;
d) the development of the quality measurement and insurance system at the university level and his implementations on the faculties and departments level;
e) the development of a set of internal procedures to assure the quality, precise and easy to apply, for all the faculties and departments;
f) the creation of specialized structures to ensure the quality at all levels and to establish responsibilities to each structure;
g) the change of institutional culture so as self evaluation quality to become component of organizational culture;
h) improve standards of learning;
i) enlargement of evaluation products (graduates, scientific research);
j) coordinates:

- the application in “Aurel Vlaicu” University from Arad of a credit transfer system (ECTS), including approaches to modify the regulation ECTS from university;
- the library;
- the publisher;
- “Aurel Vlaicu” University press;
- website;
- the schedule preparation;

k) Other duties that he has in charge by the rector or by the Senate;

2. The pro-rector on scientific research

The pro-rector in charge with the scientific research has the following duties:
• responds in drafting a regulation on the activity of scientific research in the University and makes approaches for his improvement or updating;
• supervises and participates at scientific research on national and international level;
• maintains and develops scientific relations of the University on national and international level;
• keeps track of the scientific research on the entire university level;
• ensures the organization and operation of a database on teachers’ situation and published papers;
• collaborates with the deans and department directors to fulfill tasks submitted by the rector, it directs and controls the activity of scientific secretaries at the entire university level;
• is concerned with the approval and submission of grant proposals, FP7 PHARE projects, scientific research contracts;
• supervises the activities of Tempus, Socrates/Erasmus programs responsible.
• approves trips abroad in the interest of research;
• supervises and directs the activity of research centers established in the University;
• indication of new levels of collaboration in and out of the European space;
• takes part of the foreign relations committee;
• coordinates activities related to the organization in the university of different national and international scientific events;
• annual analyzes and presents the Senate and Administrative Body briefings on scientific research activity from the University, with proposals for improvement;
• other duties charged with by the Rector and the Senate;

3. The pro-rector on international relations and transparency

The pro-rector charged with international relations has the following duties:

• elaborates programs and projects on international relations of the university;
• identifies new partners on international collaboration;
• coordinates and elaborates new measures on
• elaborates the database of the university on international partnerships (programs, projects, mobilities etc.)
• other duties charged with by the Rector and the Senate;

Art. 14 ADMINISTRATIVE MANAGEMENT
1. **Administrative general manager**

   The administrative general manager leads the administrative structure and he is responsible for economic and financial management of UAV.

   The position is occupied through competition organized by the Administrative Body of UAV. The president of the competition commission is the rector. In the competition commission takes part, mandatory, a MECTS representative. The competition is validated by the university senate.

   The appointment of administrative general manager is made by the rector under his written agreement of executive management support plan of the rector.

   The administrative general manager may be dismissed by the rector, after consulting the administration board, when he does not fulfill the tasks contained in the decision to appoint, violates the law and university ethics rules and brings damage to the UAV interests.

2. **Chief Financial Officer**

   The Chief Financial Officer is subordinated to the Senate, The Board of Directors and to the Rector and he accounts to these for his achievements. The responsibilities of the Chief Financial Officer and of the financial – bookkeeping segment are statutory. The organization and the responsibilities of the financial – bookkeeping segment will be established according to the regulations of the University.

   Among the accountabilities of the financial – bookkeeping segment we distinguish:

   - it insures the elaboration of all the income agenda and costs of the University, in addition to the process of collecting and payment of taxes either cash or by bank account
   - it updates the accountancy and compiles cash flows
   - it executes the demanded tasks, as operative measurements, as a sequel of financial control
   - it performs the payment of scholarships, the clearing of commutation tickets and other additions for the students
   - it performs the payment of salaries and the clearing of various amounts for the employees
   - it ensures the maintenance of the financial – bookkeeping archives
   - it collects taxes from the students and keeps their account
   - the chief accountant insures preventive financial check-up
   - the chief accountant is the representative at auction committees
   - it complies with the legislative enactments which regulate its activity
   - other legally set responsibilities
3. The Chief of Human Resources – Payment Department

The Chief of Human Resources – Payment Department reports to the Senate, The Board of Directors and to the Rector for its activity. The Human Resources – Payment Department executes all the formalities and compiles all the documents regarding employment, functioning and ceasing of the complete activity of the employees, payment, filling and keeping the general registry of payment inventory, promotions, sanctions, transfers, cleavage of labor contracts, retirement etc. The Human Resources – Payment Department executes all the activities regarding the employees of “Aurel Vlaicu” University.

The responsibilities of The Human Resources – Payment Department will be detailed in the Operating code regulations of the University.


The responsibilities, organizing and proper functioning of the Department are set by the Senate, according to legal dispositions.

Patterns of petitions and requests under legal consent will be made public on the website of “Aurel Vlaicu” University by the public relations segment.

Individuals who enable the informing activity and solving of petitions will publicly confess in front of the Senate for their activities.

5. The Secretariat of the Rectorship

The staff is employed by contest and the requirements for employment are the knowledge of a foreign language and computerized skills and abilities.

The Secretariat of the Rectorship has the following responsibilities:

1. Receives, tapes and distributes resolutions, sends University mail;
2. Daily displays the map of the latest correspondence to the leading position;
3. Elaborates the correspondence of the University, issues certificates, sets the correspondence of the Honorific President and of the Rector and of the prorector;
4. Classifies and holds the archive of the University;
5. Coordinates the secretariats of all the faculties;
6. Institutionally executes all the work regarding preliminary examination, the learning process, collegiate issues, practice, scholarships;
7. The Chief Secretary receives, registers and issues inventory of documents of all categories;
8. The Chief Secretary has the obligation to perform “certificates under the original documents” concerning the work of the secretariat;
9. Shares the Faculties, Departments, administrative branches, human resources – payment and bookkeeping segments the decisions of the Chancellor, of the Senate and of the Board of Directors;
10. Shares the assessors all the decisions of the Chancellor, of the Senate and of the Board of Directors in addition to ministerial Directives and documents of the Office of Education, of Research and Sports;
11. Shares the decisions of the Chancellor, of the Senate and of the Board of Directors to all the individuals specified in these documents;
12. Attends to the Protocol in the University;
13. Informs the public;
14. Comes into the line of all the imposed obligations;
15. Compiles legations;
16. Compiles the official reports of the University;
17. Grants hearings to the University leaders;
18. Shares the faculties the dispositions of the Rector;
19. Share the faculties events in the University (such as meetings and festivites);
20. Any other obligations legally set by the Senate of the University or of the Board of Directors.

The Secretariat of the Rectorship is led by the Chief Secretary of the University.

The Chief Secretary has the following attributions:

1. He coordinates the secretarial activity in the University, faculties and departments;
2. He ensures the respecting of legal dispositions concerning secretarial activity;
3. He represents the University in relation with the Office of Education, Research, Sports and other institutions;
4. He provides the Rector the Senate, the Board of Directors and the prorectors with the necessary documents for decision making;
5. He sends tasks sent by the Rector, the Senate, the Board of Directors and the prorectors to all the departments;
6. He fills in personnel specifications and requirements of the employees of the secretariat of the University, of the faculties and of the archive;
7. He sets the structure of the year of study;
8. He issues reports and statistics demanded by the Office of Education, Research, Sports and other institutions or by the University Senate;
9. He issues the decisions of the Rector;
10. He issues the decisions of matriculation, rematriculation, school expulsion and transfer and he communicates them to the faculties;  
11. He is responsible; for the University archive;  
12. He sets the order for standard documents to SC ROMDIDACTIC SA for the study papers as well as other standard documents;  
13. He recommends personnel for filling in documentation and supervises their work;  
14. He recommends the person to issue the study papers and to apply the embossed stamp;  
15. He regularly sets meetings with the personnel of the secretariat of the University;  
16. He sets the assessment regulation for the staff of the secretariat which is in accordance with the Board of Directors. This set of regulation is the basis of the frequent examination of the personnel;  
17. Any other accountability set by the Rector, the Senate or the Board of Directors;  
18. He supervises the requests for admission in the final examination and obtaining of a Bachelor Degree.

The Chief Secretary of the University is coordinated by the prorector managing the process of study.

The Chief Secretary reports his activity to the Rector, the Senate and the Board of Directors.

Title IV

MIDDLE AND LOWER LEVEL MANAGEMENT

Art. 15 ACADEMIC MANAGEMENT

1. THE UNIVERSITY

The university is the main functional unit including teaching staff, students and secretarial and administrative staff.

The university consists of specialties, departments, laboratories and research units.

The university is run by The University Board.
The university benefits from academic freedom in teaching and science, according to the Carta and the applicable law.

The establishment or the dissolution of a university is made by government decision, at the Senate proposal, following the self assessment and accreditation procedure provided by law. The establishment or the dissolution of other university structures is made at the recommendation of The University Board, with Senate approval.

**The University Board**

The University Board is the decision-making and deliberative body of the university.

The University Board is composed at the rate of maximum 75% of teaching and research staff representatives and the minimum of 25% student representatives.

The teaching and research staff representatives are elected by direct and secret universal suffrage of the whole teaching and research staff representatives of the university.

The student representatives are elected by direct and secret universal suffrage of all students enrolled in study programs at the university.

The teaching and research staff representatives can be members of the University Board as long as they hold a permanent position at the university.

The student representatives can be members of the University Board as long as they keep their status at the date of their election.

The newly elected University Board is validated by a simple majority senate.

The University Board meetings are chaired by the dean.

The University Board meets in regular session, quarterly and in extraordinary sessions.

The University Board decisions are made by the majority vote of members’ present if their number is at least two-thirds of the total membership.

All members of the University Board have equal right to vote.

For its proper functioning, The University Board can constitute specialised committees.

The University Board has the following responsibilities:

- elaborates and adopts strategies and policies on areas of interest of the university;
approves, at the dean’s recommendation, the structure, organization and functioning of the university;
approves the study programs managed by the university;
approves proposals for new programs of study and formulates proposals to the Administrative Board of completion of those study programs that are no longer fit into the mission of the university or are academic and financial ineffective;
analyses annually and submits for approval to the Administrative Board, the study programs offered, within the accredited or provisionally authorized areas for university masters;
analyses and submits to the Administrative Board the university curricula programs;
controls the activity of the dean, the vice deans and the directors of departments and approves the annual reports on the general condition of the university, quality assurance and academic ethics on university and departments levels;
validates the election results conducted in the departments of the university;
approves a student the completion of a two-year study in one year, under the law;
approves the functions of the teaching and research staff within the departments of the university and submits them to the Administrative Board;
decides, at the recommendation of the director’s department, the increase of the teaching workload for those who are not engaged in scientific research or their equivalent, and, in extraordinary cases, the reduction of the minimum teaching workload and supplementing it with activities that involves scientific research, under the law;
approves the proposals of the departments of drawing out at contest the teaching and research positions;
approves hiring professionals with recognized scientific value in a specific area, through inventions, innovations, awards, scientific publications, in the country or abroad, as teachers or associate invited lecturers;
approves the assessment and reassessment committees;
approves minimum 2 candidates for the selection contest on the position of the dean of the university, under the law;
revokes the consent given for the position of dean of university, when ascertains the violation by the dean of the legal provisions and the Code of ethics and university professional ethics;
establishes the disciplinary penalties provided by Art. 312 paragraph (2) letter a) and b) of law nr. 1/2011;
other activities determined by the senate of the university.

The Dean

The Dean is a member of the University Board, represents the university and is responsible for its management.

The Dean is selected through public contest organized by the new rector and validated by the senate of the university.
The Dean appointed by the rector’s decision becomes a full member of the AVU Administrative Board during his term of office.

The Dean has the following responsibilities:

- chairs the University Board meetings;
- applies the decisions of the senate of the university, the Administrative Board’s, the rector’s and the University Board’s;
- appoints vice deans and establishes their responsibilities;
- is responsible for the selection, employment, periodic assessment, formation, motivation and ceasing employment contracts of university’s personnel, under the law;
- is responsible for the smooth running of the vacancy competitions, respecting the quality standards, academic ethics and applicable law;
- signs documents, diplomas and certificates on university’s activity, according to the law, being responsible for these;
- proposes and implements the disciplinary penalties determined by the University Board or the ethics committee, under the law;
- decides the cancellation of the results of an exam or another type of assessment if it turns out that they were obtained fraudulently or in violation of the Code of ethics and academic ethics;
- presents annually to the University Board, in February, a report on the university’s status;
- presents annually and whenever necessary reports to the Administrative Board;
- requires to the departments’ directors of the university the presentation in council of the annual reports after they have been debated by the department members;
- discloses his decisions and the ones of the University Board.

The Dean can be dismissed by the rector, after consulting the University Board, when it is ascertained at least one of the following deviations:

- does not fulfill the management performance indicators and does not respect other obligations specified in the assignment decision;
- violates the laws and university ethics rules;
- brings prejudice to AVU’s interests;
- his notice has been withdrawn by the University Board.

A university may have up to a maximum of two vice deans depending on the number of departments and the size of their university community.

The vice deans are determined by the deans.

2. **I.O.S.U.D.**

IOSUD within “Aurel Vlaicu” University is organised and operates under the law Nr. 1/2011, of the PhD Code and its own regulation, approved by the AVU Senate.
IOSUD is led by the Council for university doctoral studies, respectively by the director of this council. The function of director of The council for doctoral studies is assimilated/related/assigned to the function of vice-chancellor. The procedure of nomination of the Director for the doctoral studies is established by the Code of doctoral studies. The board/council of the doctoral school is established by/through a universal (secret and direct) vote, of the leaders of the doctorate from the doctoral school.

The organization and operation of doctoral studies represent the higher cycle of university studies (third cycle Bologna) whose finality/goal is the development of the knowledge through original scientific research and it has two components:

- The program of training based on advanced university studies;
- The program of scientific research.

The doctoral programs are organized on scientific research domains and are working as a Doctoral school. Every doctoral school elaborates its own regulations according to the working law, undergoing a debate and later is approved by the IOSUD council and the UAV senate.

The Doctoral school allows equal access for the candidates to the university/university doctoral studies. For this the procedures, criteria and conditions of election of the candidates had been made, taking into account:
- prior graduated studies, which can’t be below the level of a Master’s degree or equal.
- professional experiences gained through activities done before.
- linguistic competence in international languages.

Inside of UAV Arad, the Doctoral School consists of all the doctoral leaders from the institution and from other institutions in collaboration with UAV.

The Doctoral School is led by a director, that has the didactic function of teacher, doctoral leader, and a Council made from doctoral leaders representing the doctoral domains/fields.

The attributions of the Doctoral schools council are the following:

- The coordination of the entire doctoral activity.
- The assurance and adaptation of the UAV’s doctoral studies level to the highest quality level according to the active law.

The coordination of the activities done within the university doctoral studies is assured by the director of the doctoral school, who has the following attributions:
- Sets the strategic plan of the doctoral school.
- Organizes and supervises the process of admission to the doctorate.
- Organizes and supervises the process of the activities within the two students training programs.
- Assures the connection between the Doctoral school and the IOSUD administration-UAV Arad.
- Sets the curriculum in collaboration with other doctoral leaders within the Doctoral school.
- Prepares/draws the (state of) functions of the universitary doctoral programs.

Controls and signs the timesheets of the students-PHD students, tugs, from full time learning/education.
- Signs the doctoral studies contract and the individual study programs of the PHD students.

The scientific PHD leader is named by the Minister of Education, research, Youth and sport according to the active law.
A PHD scientific leader can simultaneously guide, during the PHD studies, a maximum of 8 students, (Romanians and foreign students).
The guiding activity of the students – PHD students in the research program is included in the didactic norm, or in the research of the leader, according to the active law.
In the case of the interdisciplinary doctoral student, the guiding of the research program can be done by two PHD scientific leaders, the normalization is done proportionally with the guiding activity of each PHD scientific leader.
A PHD scientific leader that has retired at 65 years can receive new students to guide them-doctoral students only in co-tutelle/ collaboration with a PHD leader that isn’t meeting the retirement age during the doctoral activity period, till the age of 70 according to the active law.
In charge with the quality of the PHD are the Board of IOSUD UAV Arad, the directors of the doctoral schools, the scientific PHD leader and the Doctoral student.
The universitary PHD studies are subjected to a periodical intern and extern evaluation at least every 5 years.
The object of the internal evaluation within the PHD schools is represented by the following elements:
- the results of the research undertaken by the PHD leaders and students-doctoral students, materialized in publications, patents, the participation at conferences, symposiums and scientific congress
- Collaborations with the PHD leaders affiliated to other institutions
- The monitoring indicators of the PHD study programs.
- The compatibility of the PHD universitary study programs with the description of the qualification registered in RNCIS.

The external evaluation of the universitary PHD study programs is made according to the law, through ARACIS or by other Quality assurance agency from Romania or from another country, registered in EQAR and CNCS.
The duration of the PHD Studies cycle is 3 years. In particular situations, righteous/legitimate, and according to the conditions mentioned in the law, its duration can be extended to 2 years- without the possibility to extend the period of the advanced universitary training program more than 1 year- with the approval of the University’s senate.
The budgetary funding doesn’t exceed 3 years, and any other extension / prolongation is entering a tax regime.
The modalities of extending the PHD duration and/or the interruption/ discontinuation are mentioned in the doctoral school’s rules.
The doctorate/PHD is conducted on the basis of a PHD studies contract concluded between the doctoral student, the PHD scientific leader and IOSUD UAV Arad. In this contract, are stipulated the rights and the obligations of each part involved in the universitary PHD study cycle so that the quality requirements are met.

The contract model is approved by the management of IOSUD UAV Arad according to the stipulations/requirements of the organization and operation regulation of the PHD studies and according to the active law.

The universitary PHD studies contract is concluded for each phase of the PHD studies, respectively the phase of advanced universitary training and the research phase.

The person that is accepted at the doctorate has the status of student – PHD student, beginning with the registration in the PHD studies cycle until the public presentation of the PHD thesis-quality assimilated to the one of research assistant during the period of advanced universitary training program and to the one of scientific researcher during the period of scientific research.

The students, PHD students that meet all the study and research requirements stipulated in the contract and successfully support their PHD thesis according to the law/regulations, receive the title of Doctor.

The PHD student expelled for not meeting the requirements specified in the universitary PHD studies cycle loses the status of PHD student and if he was a stipendiary he loses the scholarship.

The candidates that were expelled from the universitary PHD studies have the right to register themselves to a new admission contest only on places/positions that require a tax no matter the learning form.

The admission under the PHD school is made according to the regulation.

The validation of the results of the admission contest to the doctorate is done by the University’s Rector, and the registration/ matriculation of the accepted candidates is also done by the rector’s decision before the beginning of the universitary year.

In the case of a Scientific PHD, the PHD thesis must prove the advanced scientific knowledge of the approached theme, to contain authenticity elements in the development and the solving of the subject and also scientific validation methods.

The PHD thesis can be edited in romanian or in an international language, according to the stipulations/regulations of the contract of PHD studies. The PHD thesis contains around 200 pages.

UAV Arad saves/has the right to determine/set and modify the taxes related to/associated with the PHD activity, according to the law.

The rules of organization and operation of the PHD Studies can be completed/supplemented at the recommendation of the doctoral school, according to the decisions of the Senate and to the active law.

C) The Department

The department is the functional academic array/unit that assures the production, transmission and capitalization of the knowledge in one or more fields.

A department may consist of laboratories or centers, artistic workshops, postgraduate schools and universitary extensions.
The department establishes, organizes, divides, fuses or dissolves through the decision of the university senate, at the proposition of the faculty/faculties council in which functions.

The department can organize centers or research laboratories which function as unities of incomes and expenses within the university.

The department is led by a manager helped by a counsel.

The department counsel is a deliberative organism, chosen through universal, direct and secret vote of the research teaching staff occupant in the respective department and helps the department manager in realizing the management and the operative leadership of the department.

The organization and the functioning of the department establish through approved regulations by the university senate.

The department manager assures the operative leadership of the department.

The department manager is chosen through universal direct and secret vote of the research teaching staff in the respective department.

The department manager is validated by the faculty counsel or by the university senate, with simple majority.

The department manager has the following attributions:

- Elaborates the staff establishment according to the legal framework and is responsible for the accomplishment of the tasks;
- Contributes to the elaboration and implementation of the curriculum plans;
- Coordinates the research activity from the department;
- Is responsible for the quality management and for the financial management of the resources brought by the department;
- Is responsible for the selection, employment, periodical evaluation, formation, motivation and ceasing the contracts of employment of the department personnel according to the law;
- Assures the periodical auto evaluation of the department, for its classification according to the law;
- Is responsible for the good evolution of the contests for occupying a position, in terms of quality norms, university ethics and current legislation;
- Suggests the faculty counsel the increasing of the personnel teacher workload who don’t do scientific research activities, also, in some exception cases, diminishing the minimum teacher workload and adding some scientific research activities according to the law;
- Participates in establishing the general, specialized and transversal competences associated with the study programs; the disciples found in the coordination of the department contribute to their curriculum;

The department manager can be revoked, through universal, direct and secret vote of all the teaching and research staff occupant of the department, at the proposition of the Senate, of the Administration Counsel, of the rector or the dean, when one of the following situations is established:

- overran the dispositions of the ethical and deontological professional university code regarding the conflict of interests;
- Is in one of the situations of incompatibility stipulated by the current legal norms and by the ethical and deontological professional university code;
• Overran his duties, is spite of his occupied function, regarding the performance standards in the didactic and research activity of the department.

The departments with technical-administrative character (e.g. DPPRI, UAV – IT) are run by a director, named by the Senate, at the proposition of the Administration Counsel. The attributions of this director are established by the Senate.

D) Technological and Business Incubator “UAV – IT Incubator” is a department without judicial personality within “Aurel Vlaicu” University from Arad, set up according to H.G. nr. 406/2003.

“UAV – IT Incubator” has financial autonomy, having its own budget of incomes and expenses approved by the Senate within the budget of incomes and expenses of “Aurel Vlaicu” University. The budget of incomes and expenses of “UAV – IT Incubator” will unwind through the account of “Aurel Vlaicu” University.

“UAV – IT Incubator” is run by a Director named by the Senate at the proposition of the Administration Counsel. The Director of “UAV – IT Incubator” is revoked by the Senate in the cases stipulated by the Charter or by the Organizing Principles of the Technological and Business Incubator “UAV – IT Incubator”.

The Director of “UAV – IT Incubator” can be revoked also, in urgent cases, well motivated, during the summer holiday, can be revoked by the Administration Counsel, in the terms stipulated by the Charter or by the Organizing Principles of the Technological and Business Incubator “UAV – IT Incubator”.

The Director of “UAV – IT Incubator” presents annually to the Senate and the Administration Counsel activity reports.

The attributions of the Director of “UAV – IT Incubator” are stipulated in the Organizing Principles of the Technological and Business Incubator “UAV – IT Incubator”. The Senate of “Aurel Vlaicu” University can modify or complete these attributions every time is necessary for the good evolution of “UAV – IT Incubator” activity.

E) Scientific research units

UAV can organize research units at the level of the teaching staff, faculties or of the institution. Research units are teams and laboratories, centers, departments or institutions. They organize at the proposition of the teaching staff, departments, faculty counsels or of the Administration Counsel.

Research units rejoin teaching staff and researchers; the students can be drawn in the research activity. The students who participate in the scientific research activity can obtain scholarships. Research personnel run preponderant scientific research activities, but can participate in didactic activities.

The leaders of the units are: the chief of the team or laboratory and, respectively, director for the center, department or institutions. They are named or designated according to a contest, following the current regulations and are confirmed by the Faculty Counsel and by the Senate.

The research centers and institutes are accredited institutionally by the Senate and can apply for national and international recognition.

ART.16 Administrative Management
1. Internal Public Audit Bureau

The activity of the Internal Public Audit Compartment unfolds according to the dispositions of the Law nr. 672/2002 regarding internal public audit, with the modifications and the further completions, of the Order of the public financial minister nr. 38/2003 for the approval of the general Norms regarding the organization and the exertion of the internal public audit activity in the structure of the Research and Education Ministry and in the units found in its subordination or coordination, approved through the Order nr. 5281/2003.

Internal Public Audit Compartment unfolds its activity under the direct subordination of the rector. The attributions of the Internal Public Audit Compartment are, illustrative, the following:

- The elaboration of the annual plan project of internal public audit;
- The effectuation of the activity of internal public audit, for evaluating if the financial management and control systems are transparent and are according to the legal, regularity, economical, efficiency and efficacy norms.
- Informs about the recommendations dissimilated by the entity leader, as well as about their consequences.
- Reports periodically about the acknowledgements, conclusions and recommendations resulted from its audit activities.
- Elaborates annual reports regarding the internal public audit activity.
- In the case of the identification of some irregularities or possible prejudices, reports immediately to the leader of the public entity and to the internal control structure.
- Accomplishes any other attributions from the domain of activity entrusted by the University rector.

Internal Public Audit exerts on all the activities developed in a public entity, regarding the formation and the usage of public funds as well as of the administration of public patrimony.

For exerting its attributions, Internal Public Audit Compartment has access or can ask for all the useful and probative data and information (including those in electronic format) that it considers relevant for the purpose and the objectives of the internal public audit mission.

2 Corporate Legal

Judicial Counselor has the following attributions (illustrative):

- Represents UAV on the basis of the delegation given by the institution leadership and defends the rights and its interests in front of the law court and of some other jurisdiction organs, as well as in the relations with other organisms, with natural or legal persons.
- Elaborates/drafts all the specific papers for sustaining, in any courts, the legal interests of the institution.
- Exerts the remedies of law against the unfounded and illegal sentences.
- Approves, legally, judicial acts producing judicial effects to which the institution belongs to.
- Approves, legally, any measures which suppose the patrimonial responsibility of the institution or to affect its rights or the personnel’s rights within it.
- Provides judicial assistance to the other functional compartments of UAV. Approves the following types of judicial acts:
  - Public acquisitions contracts
  - The decisions regarding: employment or personnel promotion; giving the merit pay; temporarily nomination of the execution personnel on leading positions; according another salary rights;

3. Public Acquisitions Office
The Public Acquisitions Office is subordinated to the general administrative director and has, illustrative, the following attributions:
- Asks all the dean’s offices, departments, services and compartments from the University, the demand for works, services and products with the justification of their necessity and opportunity, proposed for the calendar year;
- On the basis of centralizing the demand for works, services and products that it proposes to the approval of the leader of the contractor authority; the annual plan of public acquisitions approved by the University leadership is transmitted to the Public Finance Ministry – The Unity for the Public Acquisitions Control;
- Updates the annual plan of public acquisitions every time is necessary and it presents it to the approval of the leader of the contractor authority;
- Keeps evidence of the fundamental notes compiled and sent to the Public Acquisitions Bureau;
- Assures the inventory, on CPV codes, of all the products, services and acquired works;
- Estimates the value of the public acquisition contract on the basis of calculation and integrating all the payable sums for fulfilling the respective contract, without the value added tax, taking into consideration any forms of options and, as long as they can be anticipated at the moment of estimation, any possible supplementations or rises of the value of the contract on the basis of the calculations made by the specialty compartments and according to the current legal regulations;
- Together with the General Administrative Direction, respectively, the Accounting-Financial Direction, identifies the financial sources through which the necessary funds are assured regarding the fulfillment of the public acquisition contract;
- According to the estimated value of the public acquisition contract, the Public Acquisitions Bureau proposes the University leadership the procedure of public acquisition;
- On the basis of the approval of the public acquisition procedure the Public Acquisitions Bureau elaborates the documentation of attribution; within the documentation of attribution it is specified any request, criterion, regulation and other necessary information for assuring the candidate correct, complete and precise information regarding the way of application of the attribution procedure; the documentation of attribution will comprehend the criteria of qualification, selection and attribution as well as the technical specifications of the products, services and works;
• Forwards the documentation of attribution drawn up for the University leadership for approval;
• After the elaboration, the completion and the approval of the public documentation of attribution in SEAP, and in the Official Journal of European Union the participation, intention announcements or of the participation invitations;
• Proposes the University leadership the establishment of the evaluation commission of offers;
• During the period between the date publication of the participation announcement/participation invitation and the deadline for the deposition of offers, it will assure for any economic operator the possibility of obtaining the documentation of attribution and will answer within legal terms to all the solicitations of clarification regarding the stipulations of the documentation of attribution;
• At the date, the hour and the place indicated in the announcement/invitation participation, presents to the evaluation commission of the offers of the documentation of attribution, verifies at the University Registry the offers and the fact that all the offers were presented to the evaluation commission of the offers;
• Participates like the members of the evaluation commission of the offers in analyzing, verifying and evaluating the offers, so that the establishment of the winning offer by the evaluation commission not to be vitiated by disaccords and doubts;
• falls on that before taking over the specified attributions, within the evaluation process, the members of the evaluation commission to sign a statutory declaration, a confidential declaration, impartiality and availability through which it engages in respecting the current legal stipulations;
• informs the candidates and the suppliers about the decisions referring to the attribution of the public acquisition contract;
• draws up the public acquisition contract and publishes in SEAP the attribution announcement;
• draws up the public acquisition file for every attributed contract
• draws up the necessary documents regarding the realization of a direct acquisition;
• tracks the sequence of public acquisition contracts respectively the work realization, service delivery and products delivery;
• Transmits towards to the National Authority for the Regulation and the Public Acquisition Monitoring the annual report regarding the attributed contracts in the previous year;
• Assures the drawing up and obtaining the approval of the Sport, Youth, Research and Education Ministry of the equipment lists with fixed means;
• Elaborates different solicited situations by the University leadership or by other structures;
• draws up and keeps the public acquisitions files and it puts them at the disposal of the interested people or institutions, for consulting, in the case in
which this thing is solicited, on condition that the information from these files not to be reveled only in the situation in which this thing is permitted.

4. Investments Bureau

The public acquisitions bureau is subordinated to the general administrative director and has, illustrative, the following attributions:

- Obtaining the notices, the contracts, the certificates and the authorizations imposed by the current legislation for the start of the construction works;
- Elaboration of the drafting themes for the investment objectives whose drafting is about to be bid;
- Solicits the necessary funds in the investment lists, for the start of the drafting and execution works of the projects;
- Draws up the necessity accounts regarding the organization of the drafting bid;
- Participates in the bid commission for the drafting and the execution of the works;
- Verifies and tracks the drafting realization of the technical-economical documentations, accepting them for payment only if they correspond to the technical and quality conditions and if they correspond to standards, norms and legislation.
- Monitors the drafting works: the works denomination, the drafting stage, the assurance of notices, agreements, contracts, value, additional papers, drafting deadlines, projector, physical stages and payments procurement.
- Participates in verifying and accepting the drafting documents together with the members of the verifying and accepting commission if they entirely correspond to the stipulations from the drafting theme and the field reality.
- In the case of noticing some project deficiencies, it demands the draftsman the solution of the nonconformities and the release of building site commands, for assuring a good quality in constructions.
- Proposes the annual works at the administrative buildings of “Aurel Vlaicu” University from Arad and programs the realization of the investments, consolidations, rehabilitations, capital repairs, facilities and drafting services.
- Draws up pre-tender estimates of current repairs at buildings on the basis of pre-measures.
- Establishes the nature and the category of necessary repairs at buildings.
- Draws up the investment lists and it updates them every time it is necessary and it forwards them to the main credit release authority for approval.
- Organizes and participates in the handing-receiving the location to the constructor for the construction works.
- Monitors for the Ministry the execution of the investment works, capital repairs and rehabilitations of the University patrimony.
- Fills in the data sheet of the investment, of the capital repair works and of the rehabilitation works.
• deals with the organization of the acceptance upon completion of work after
the constructor notification of the acceptance upon completion of work and
the final acceptance, according to the current legislation.
• draws up the annex at the Acceptance Certificate at the completion of work
for the unfinished works.
• draws up the protocol for the termination of the objections in due time.
• distributes the Acceptance Certificate at the contractor, draftsman, Department
of Economics, the issuer of the building permit, investment bureau and to the
other members from the inspection board.
• deals with the drawing up of the Technical Charter of the construction
together with the work contractor, site supervisor and draftsman.
• draws up purchase requisitions and substantiation notes regarding the
completions of works proposed in the annual investment program for
objectives of investments, capital repairs, consolidations and rehabilitations,
objectives comprised in the University strategic operational plan.
• communicates the issuer of the building permit with at least 15 days before
the beginning of work completion.
• informs the State Inspectorate for Constructions about the beginning of works
with at least 15 days.

• They monitor and appraise both quantitative and qualitative the fulfillment of the
workings in conformity with the execution agreement, project, conditions and
technical regulations of the contract by qualified/authorized inspectors according to
both the type and the importance of the work;
• They monitor the material and labour stages of the works which have to be in
conformity with the state of affairs/situation advanced by the civil engineer/chief
designer in order to be discounted;
• They monitor the usage and the workover conduct, according to the current regulation
of the buildings pertaining to the University;
• They monitor the usage and the workover conduct, according to the current regulation
of the buildings pertaining to the University;
• They attend the reception held to celebrate the completion of the workings,
respectively the final/closing reception, due to their membership in the Board
Reception;
• They attain the provisions stipulated by the Board Reception and monitor the
appraisal of the duties foreseen both for the chief designer and the civil engineer for
the carried-out workings;
• They keep a record of the real estate patrimony, built area, smallholding and their
distribution each and every users; their legal situation
• They set out the state of affairs and references to MECTS regarding the monitoring of
the account settlement concerning the objectives of new investments, and further
down other investment expenses too;
• They set out the trimensual references regarding the investments towards the
Statistical Institute;
• They carry out the workings’ inventory in the process of execution, unfinished or
suspended, being authorized, according to the on-site ascertainment, to make the
following mentions about each object: the name of the object and the value suitably
determined for the execution stage of the workings in conformity with the advanced
costs from the actual reference material (expense estimate) and depending on the quantity of the work done at the moment of the inventory

- They keep a record of both the costs required for the carried-out works and for those left over in the ongoing execution investments;
- They monitor the abidance of the terms of the contract and the accurate/ precise calculation of the quality assurance, and for the contracts which are ongoing with a smaller quality assurance than the one stipulated in the agreement, recalculate and withhold it up to the fixation of the sum which had to be retained or revise the respective article of the agreement through an additional clause/ article.

5. Department of Social Administration

The Department of Social Administration is subordinated to the Chief Executive Officer and a selection of the tasks taken on by it is as follows:

- To release and monitor documents certifying the circumscription to the standards foreseen by the law for the investment works on going; major overhauls, consolidation works, current repairs, with tertiary parties or under the University’s administration;
- To coordinate and lead the UAV’s labourer staff;
- To collaborate with the supplier of the utilities, for the purpose of signing and carrying on contracts;
- To assure the logistics activities;
- To release the usage/ consumption rate of goods on consumable categories (school supplies, hygienic and sanitary conditions, cleanliness) according to the number of students, space, number of the persons (teaching and administrative staff) and to monitor them;
- To coordinate the UAV’s transport/ haulage activities;
- To assure the optimal conditions/ provisions of the teaching activities from UAV regarding the cleansing process, the labour and the occupational safety and health protection, as well as the regulatory standards of fire prevention and extinction activities.

6. Human Resources and Payment Department

Human Resources and Payment Department takes on certain duties, competencies and responsibilities such as:

- To coordinate the access of the teaching staff to employment activities;
- To coordinate the access of auxiliary teaching and administrative UAV’s staff to employment activities, to the promotion process and to the review one;
- To coordinate the filling in forms on the General Register of Employees Evidence;
- To coordinate the elaboration of the Organizational Chart for the auxiliary teaching and non-teaching staff;
- To coordinate the activities of elaboration and ascertainment of the requirements for the candidates seeking a teaching or non-teaching staff post in higher education;
- To coordinate the calculations activities of the length of service and the wages assignment for the Adjunct Professor if they have the necessary cumulative years
To create the linkage between each and every UAV departments, regarding the payment regulations (submission target date for the sick leaves, the collective attendance sheets etc.);
To set out the payroll in conformity with the collective attendance sheets received from the chairs, departments and offices;
To calculate and make the doing of the sick pay and maternity leave;
To calculate the granted period of leave of the teaching and TESA staff;
To fill out the settlement sheets;
To collaborate with the bank for the debit cards production to the teaching staff, in conformity with the law and to hand in the storage disks which contain the benefit rights that are transferred to the credit cards;
To set out, if requested, the receipt of payment;
To centralize both the staff and the employer’s transfer accounts,
To complete the monthly registers for the Health Insurance Fund, in accordance with its standards, on magnetic type and on sheets of paper, on the day-terms foreseen by the law.

7. Directorate for Budget and Accounting

The duties, competencies and responsibilities taken on by the Directorate for Budget and Accounting are exemplified as follows:
Everyday assessment of the Account Statement in RON and foreign currency for each and every of the UAV’s activities;
Everyday assessment of the activity report; (raport de casa?)
To draw up the reimbursements for the internal and external travel expenses as well as the banking documentation for the derived rights;
To monitor the congruity between the purchase requisition and the reference materials;
To draw up the bank drafts in order to refund the Tax Payable back to the national budget, to the Health Insurance Fund and to the territorial directorates of labour and social protection, and to check that these amounts of money are in concord with those from the public pay synthesis/design (recapitulatia statelor?);
To draw up the bank drafts in order to pay the liabilities back to the suppliers;
To draw up the necessary documents for making withdrawals from the treasury (wages, travel expenses, advance fees);
To account chronologically and systematically/scientifically for each and every account book connected with/related to the entries and outputs from the patrimony on management accountings and funding sources;
To draw up in due course the inventory and to add up the differences arisen from the inventory process;
To point out synthetically and analytically the investment’s objectives on the funding sources;
To point out the constant resources and the inventory of all the goods held in stock on the funding sources;
To point out the debtors, the creditors and suppliers on the funding sources;
To draw up analytical balances of each and every management accountings;
- To register all the incomes of UAV on the basis of justificative documents elaborated according to the law;
- To draw up and revise the trial balances of the synthetic and analytical accounts;
- To centralize the synthetic and analytical trial balances from each and every territorial nucleuses;
- To draw up and monitor the spending execution of the funding sources, respectively of the budgetary articles and paragraphs;
- To effectuate and monitor the budget execution on the funding sources and to control them circumscription to the Institutional Contract, complementary and both the income and the spending budgets;
- To set the status quo of the bank balance out and to make the credit score with the treasury.

8. Office of Academic Records

The Office of Academic Records is subordinated to the Chief Administrative Officer of the University and a selection of the tasks he takes on is as follow:
- To release documents certifying completion of higher education in compliance with the regulations on the academic records;
- To stuck the embossing stamp on the academic records if required;
- The centralize the requests for the academic records’ application forms;
- To administrate the academic records’ of the application forms made by SC ROMDIDAC SA;
- To keep a record of the released academic records;
- To keep the writing of the necessary information up to date in each and every register foreseen by the law and the Ministry of Education.

Title IV

The documents’ registry/ entries and circulation in “Aurel Vlaicu” University of Arad

Art. 17 The correspondence received at UAV is registered by the rectorship and distributed according to the Rector’s resolution or, as the case might be, by his substitute/ delegate. The correspondence received at the faculties’ addresses or Departments and offices is sent to them. The administrative documents are registered at DGA registry office too.

Title V

Final directives

Art. 18 The assignments of each and every UAV’s salaried employee are included/ comprised in the job descriptions framed under the accountability of the Head of Compartments and are notified by the Rector.
Art. 19 The Head of Departments and both the Head of Compartments and office managers will take the necessary measures so that each and every of the University's teaching and researching staff know and conform to the stipulations of the present regulation.

Art. 20 Any amendment or late addition to the present regulation will be ratified by the UAV’s Senate.

The present regulation has been discussed in the board meeting of UAV’s Senate on the 1\textsuperscript{st} of September 2009 through the Senate’s settlement nr. 163/01.09.2009. It was rediscussed, revised and reconfirmed in the board meeting of UAV’s Senate on 7\textsuperscript{th} of September 2010 and through the Senate’s settlement nr. 291 from 18\textsuperscript{th} September 2012.