

RULES OF ORGANIZATION, OPERATION AND FUNDING
OF SCIENTIFIC RESEARCH ACTIVITIES

Chapter. I. ORGANIZATION AND CONTENTS

Art.1. The present Rules have been drafted in compliance with the Law on National Education 1/2011, the Law 324/2003 and the Ordinance 57/2002 on scientific research and technological development, as subsequently amended.

Art.2. The Bucharest National University of Arts (henceforth BNUA) is part of the national system of research and development as an accredited institution of higher education.

Art.3. The scientific research activity represents a key component of the higher education processes in BNUA.

- 1) The artistic creation, scientific research, technological development, design, consultancy and expertise activities and other scientific services within the BNUA are carried out in research centers, in distinct research-and-development structures at the level of departments, faculties or BNUA, with the Senate's authorization.
- 2) The scientific research activities may be carried out in collaboration with other research centers within the BNUA, with national or international research or educational institutions, within research networks or consortia through which BNUA achieves excellence in artistic creation and research.
- 3) The artistic creation activities and scientific research are organized and carried out based on nationally or internationally funded research / service contracts, included in the BNUA research plans.

Art.4. (1). The *research centers* are organized and operate at the level of departments, at the initiative of the teaching personnel or the researchers in BNUA, who have common interests and a relevant artistic and scientific experience, in conformity with national and European legislation.

(2) The University may establish, on a determined period and based on project grants, distinct, autonomous research units within the limits of the income and expenditures budget, with bylaws authorized by the Senate.

(3) The internationally acknowledged research centers may be accredited by the Ministry of Education, Research, Youth and Sports (henceforth MERYYS), through the National Council of Scientific Research (henceforth NCSR). Subsequent to the NCSR evaluation, the research centers are assigned levels of competence from A to E.

(4) The research and artistic creation center is run by a management council made up of a director and other 2-4 members, one of whom is the scientific secretary. The management council establishes the Bylaws of the Center.

(5) The management council of the research center is appointed during the General meeting of the members of the research center.

(6) The main object of activity of the research and artistic creation centers is fundamental and applicative research, advanced technological research, consultancy, expertise and other service activities.

Art.5. (1) Within research centers, research personnel, associate research personnel, including doctoral students, graduates and students, as well as other categories of personnel may fill distinct positions in compliance with the Law 319/2003 on the Statute of research-development personnel and with the Law 324/2003 concerning scientific research and technological development.

For the personnel involved in research activities, the following equivalents of teaching positions may be used:

- a. Full Professor – Scientific Researcher 1st grade;
- b. Associate Professor – Scientific Researcher 2nd grade;
- c. Lecturer – Scientific Researcher 3rd grade;

d. Teaching Assistant – Research Assistant.

(2) The scientific research titles and positions in BNUA are granted in compliance with the Law 319/2003 and with the BNUA rules regarding the filling of teaching and research positions.

(3) The members of a research center cannot simultaneously fill positions in several research centers.

Art.6. (1) The funding of research activities may be based on contracts concluded after a project grant competition with national or international funders, separate from the funding of the educational process.

(2) The funding of research activities may be based on contracts concluded directly with the beneficiaries of the research, from sources of funding different from project grant competitions.

Art.7. (1) The BNUA research activity strategy is established annually by the BNUA scientific council , based on the National and International Development Strategy for the field of culture, arts, artistic creation, scientific research, technological development, innovation.

(2) The BNUA scientific council establishes the research activity strategy through the integration of the annual institutional programs of research centers and submits it for authorization by the BNUA Senate.

Art.8. (1) The acknowledged results of the scientific research activity materialize in:

- a) the number and value of research grants and of research contracts awarded and carried out in national and international competitions;
- b) final reports and summaries of the research activity presented on the web page of BNUA, submitted to the beneficiaries of the research and archived with the BNUA Research Department;
- c) systems, models, studies, products with intellectual property rights, goods, program, solutions for modernization and increase of economic efficiency, a.s.o. accompanied by the

appropriate documentation submitted to the beneficiaries of the research and archived with the BNUA Research Department;

- d) books, treatises, monographs with novel scientific content published with nationally and internationally renowned publishing houses and submitted to the BNUA library and archived with the BNUA Research Department;
- e) papers presented during national and international conferences, and then published in conference volumes;
- f) articles published in national and international specialized journals, indexed nationally by NCSR or internationally (ISI journals)
- g) completed doctoral theses;
- h) representations in academies or international organizations;
- i) national and international awards.

(2) The outputs of the research carried out within contracts for the funding of scientific research between the university and MERYS belong to the researchers. With respect to research contracts concluded with other beneficiaries, the rights over the results are stipulated in the contract.

(3) As far as patents as concerned, the intellectual property rights belong to the BNUA and the research team who carried out the activity and are regulated through the contract.

Art.9. Scientific seminars, conferences and other scientific manifestations may be organized at the level of the BNUA, its faculties and departments, in order to communicate results and impart the experience gained in research activities, in order to make public and to disseminate information.

Art.10. Scientific research within BNUA benefits freely from the services of the information and documentation network of the university library.

Art.11. The BNUA supports, with the Senate's approval and within budgetary limits, the funding of research themes perceived as priorities for the development of the BNUA, as well as

the establishment of specialized journals owned by the institution in order to disseminate the results of scientific research.

Art.12. Conferences may be organized annually or every semester, in order to present the results of the scientific activities carried out under research contracts. The persons in charge with the organization of conferences will be the deans and the personnel responsible for scientific research, with the assistance and guidance of the BNUA Research Department.

Art.13. (1) The students' scientific research activity is carried out under various forms, such as:

- independent research, under the guidance of teaching personnel and materialized in case studies, projects, dissertations, a.s.o.;
- participation in the creation of scientific research projects;
- the organizing, under the sponsorship of the faculties, of student circles.

(2) At the level of faculties or the university, students' conferences and professional competitions may be organized annually. The heads of departments and the personnel responsible for scientific research are in charge with the organization of said conferences.

(3) Together with other higher education institutions, the BNUA may organize or participate in local or national students' conferences or professional competitions.

Chapter II. LEADERSHIP BODIES AND RESPONSIBILITIES

Art.14. (1) The research activity within the BNUA is coordinated by a Scientific Council, subordinate to the Senate.

(2) The Scientific Council is made up of the representatives of the faculties within the BNUA, appointed by the faculty councils; the Vice-Rector (the coordinator of scientific activity) and the director of the Department of Research and Technological Transfer.

(3) The Scientific Council is managed by a president, three vice-presidents and a secretary.

(4) The Scientific Council has specific responsibilities, as set out in its bylaws.

Art.15. (1) The Research Department (henceforth RD BNUA) is established based on the Rector's decision and has its own organizational structure.

(2) RD BNUA is managed by a director.

(3) Persons with administrative responsibilities with respect to scientific research activities may be employed within the department.

(4) RD BNUA has specific responsibilities, as set out in its bylaws.

Chapter. III. REWARDS AND INCENTIVES

Art.16. The scientific research activity is singled out in the academic evaluation reports for the filling of teaching and research vacancies, and represents a key criterion in the assessment of the scientific value of the teaching and research personnel within the BNUA.

Art.17. The research personnel who participate in research contracts may be offered rewards and incentives from extra-budgetary funds under the terms established by the BNUA Administrative Council, on the proposal of RD BNUA, under the law.

Art.18. The research personnel is remunerated in compliance with the legal provisions in force, from the sources provided for and authorized in the relevant research contracts. They may benefit from research mobilities authorized in the research contracts, in conformity with the terms in the contracts.

Art.19. The members of the leadership councils of research centers may be granted executive compensation, from the funds of the research center, in compliance with legal regulations in force.

Art.20. Participation in national and international conferences is funded from the incomes generated by the research contracts and is authorized by the director of the project, by the director of the research center and by the director of RD BNUA.

Art.21. The scientific research activity is acknowledged by the conferring of diplomas/awards in compliance with legal regulations in force.

Chapter IV. ADMINISTRATIVE REGULATIONS

Art.22. Research has its own budget, authorized at the beginning of the financial year (and, should it be the case, rectified during the financial year), depending on available financial resources.

- a) The funding of scientific research can be achieved through contracts/grants with MERYYS, EAFHERDI (UEFISCDI), NASR (ANCS), the Romanian Academy or other national entities specialized in the funding of scientific research.
- b) The research programs may be funded through contracts with international specialized entities – programs funded by the EU, by partner countries, research institutes, universities and foreign firms.
- c) The research themes may be funded through contracts concluded directly with national or international firms – companies, state-owned companies, institutions, associations, a.s.o.
- d) In order to fund its research activities, the BNUA may collaborate with national or international bodies, institutions, associations, universities, research institutes and private firms, based on agreements or contracts which clearly stipulate the obligations and intellectual property rights of each of the parties.

Art.23. (1) The income generated from research programs is used with the agreement of the program coordinator and with the Rector's authorization, in compliance with legal provisions, respectively with the Order 1234/16.02.2011 on contracts funded from the state budget. This income is used for the development and modernization of the research base in the university, for the remuneration of the personnel, for participation in national and international conferences, the publishing of books and articles in specialized journals, the patenting of results, a.s.o.

a) The material base is made up of unmovable assets, inventory items and materials. They can be purchased during the period of the contract.

b) From the income resulted from research contracts the following categories of expenditures may be funded: membership fees in bodies, organizations, a.s.o, the organization of or participation in national or international conferences, the editing of teaching and specialized books.

(2) The private income of the BNUA resulting from scientific research contracts is registered in a separate bank account.

a) Each grant or contract constitutes a separate item in the accounting documents.

b) The income not expended by the end of the year are to be used in the following financial year.

Art.24. The expenses of the scientific research centers/structures within the BNUA are completely funded from private funds resulting from contracts/grants and other research-related activities.

Art.25. For each research contract, the project manager draws up a budget of income and expenses for which he is responsible to the beneficiaries and to the RD BNUA.

Art.26. For contract-based scientific research, the BNUA through its RD center takes the following responsibilities:

a) to offer the framework for research administration;

b) to control the manner in which funds are used in compliance with legal regulations and established obligations;

c) on request, to inform the beneficiaries about the development of each research contract;

d) at the proposal of the Research Center, to authorize the appointing of a new project manager, should the initial manager prove unable to manage the project;

e) to return to the funder received funds, should the research contract not be continued.

Art.27. Overhead will be provided for in the expenditure plans of research contracts, the quantum of which is established by the Senate.

a) Unless otherwise stipulated, the BNUA overhead is 10% of the grant/contract and 5% for the research department, to a total of 15%.

b) With respect to grants/contracts where the beneficiary imposes the overhead amount, 2/3 of the amount goes to the BNUA and 1/3 remains available to the research department.

Art.28. The project manager, the RD center and the administration services within the BNUA are jointly responsible for the appropriate carrying out of the contracts/grants.

a) The program coordinator and the Acquisitions Service within the BNUA are responsible for the purchase of materials, inventory items, unmovable assets, consumables, services, in conformity with the authorized and funded contract. The same Service is responsible for the due carrying out of other administrative activities in the program – the organization of auctions for acquisitions.

b) The Financial-accounting Service is responsible for the administration of funds resulting from the contracts, as well as for all costs during the carrying out of the contract, on the basis of the approved expenditure plan.

c) The appropriate compensation of the work of research team members is the responsibility of the project coordinator and of the Human Resources department.

d) The administration of contracts in faculties, departments, centers, groups, as well as the relationships with MERYS, EAFHERDI and other beneficiaries concerning the carrying out and finalization of contracts is conducted by the Scientific Research Department. The results of research-and-development activities are registered in the accounting documents in conformity with relevant accounting regulations.

e) Beneficiaries' and contractors' failure to comply with contract clauses will be resolved through the BNUA legal department.

Art.29. Failure to comply with legal regulations regarding the spending of research funds triggers the civil, material or administrative liability of the BNUA as an institution and/or of the project manager.

Chapter V. FINAL PROVISIONS

Art.30. The present Rules is an annex to the BNUA Charter.

Art.31. The Rules may be amended when necessary, in compliance with the development of Romanian or international legislation.

Art.32. The person responsible for scientific research and the promotion of teaching personnel will draft the methodology and procedures for the implementation of the present Rules.

Art.33. Voted in the Senate meeting on October 13th 2011.

Art.34. Authorized through the MERYS order 4669 bis/28.09.2011.