

**RULES OF ORGANIZATION AND OPERATION OF THE  
NATIONAL UNIVERSITY OF ARTS**

**Art.1.** The identity of the Bucharest National University of Arts is established by its:

- a. Name: the Bucharest National University of Arts;
- b. Logo, established by the Senate;
- c. The Anniversary of the University, which is celebrated annually on the last Saturday in May, through the organization of artistic and scientific events;
- d. The headquarters of the Rector's office: General Budisteanu Street 19, sector 1, Bucharest – 010773, Romania.

**Art.2.** The Bucharest National University of Arts is an autonomous academic community which operates under the Romanian Constitution and the laws on education and which carries out its activities under conditions of full autonomy and academic freedom in its own premises, with a budget allotted by the Ministry of Education, Research, Youth and Sports (MERYYS) and with private funding.

**Art.3.** The Bucharest National University of Arts operates as a state institution and is a legal person.

**Art.4.** The academic community is made up of the teaching body, the students of its faculties and postgraduate programs, including students holding doctoral degrees. Graduates, professors and researchers who worked in the past in the Bucharest National University of Arts remain members of the academic community with no decision-making capacity. The academic community is supported in its activities by auxiliary and administrative personnel.

**Art.5.** Academic autonomy – as defined under the provisions of the Romanian Constitution, the Law on National Education 1/2011, published in the Romanian O.G., Part I, number 18, year 179 (XXIII) on January 10<sup>th</sup> 2011, other regulations in the field of education in force when drafted,

with the provisions of the European Union and with its own stipulations – is manifested in the university's freedom of decision-making in matters concerning the structure of the institution, educational, artistic and scientific activities, administrative and financial research, as well as its collaboration with similar national or international institutions.

**Art.6.** Academic freedom encompasses:

- a. The right to become, under circumstances established by the Senate, a member of the academic community;
- b. The right of the academic community and of its members to freely acquire, develop and convey knowledge through creation and research, debate, teaching, reading, writing and artistic exhibition;
- c. The right to research and create any subject in any field deemed necessary, in compliance with rules of ethical and professional conduct;
- d. The right of the academic community in general and of each of its members to participate in the educational, creative and research activities of the university, as well as in the organization and supervising of these activities;

**Art.7.** The premises of the university are made up of the buildings, land and facilities available to the academic community for the carrying out of the educational, creative and research process, for residence, meals and study, for the organization of artistic exhibitions, cultural and sports events. The buildings used for administrative services are also part of the academic premises.

**Art.8.** In order to attain its objectives, the university consists of the following organizational components: faculties, departments and departmental structures, research centers, doctoral schools, lifelong learning centers, the general administrative directorate and other structures under the law. The university may establish, over limited periods and for particular projects, distinct research units endowed with their own budgets and income and expense accounts, with autonomy and with their own bylaws, subject to approval by the Senate.

**Art.9.** The organization of academic studies regarding, of the structure of the academic year, the study programs, the studies contracts, admission exams, graduation exams, midterm exams,

diplomas and other study certificates, credits, the organization of academic cycles, the organization of postgraduate studies is regulated through provisions approved by the Senate.

**Art.10.** The faculty is the functional unit which organizes and manages study programs.

**Art.11.** The faculties within the university are established, organized or disestablished upon the approval of the Senate, at the proposal of its specialized commission, through a Government decision regarding the structure of higher education institutions, initiated annually by the Ministry of Education, Research, Youth and Sports.

**Art.12.** Exceptionally, for the purpose of professional training in fields of national interest, the Government may establish, with the prior consultation of the Senate, particular faculties or study programs.

**Art.13.** The faculty may include one or several departments, study programs, doctoral schools, graduate schools and academic extensions.

**Art.14.** The department is the functional academic unit which ensures the production, transmission and capitalization on knowledge in one or several specialized domains.

**Art.15.** The department may include research centers or laboratories, artistic workshops, graduate schools, study programs and academic extensions.

**Art.16.** The department is established, organized, split, merged or disestablished through a Senate decision, at the proposal of the department council/councils.

**Art.17.** The operation of the university is ensured through its leadership bodies.

**Art.18.** The study program constitutes the structure of a specialization within the field of Plastic Arts, Decorative Arts and Design.

**Art.19.** The leadership structures of the university are:

A. At the level of the university:

a. the Senate;

b. the Administrative Council;

B. At the level of the functional structures:

a. The faculty council;

b. The department council (director, secretary, one or two members);

c. The coordinator of the study program.

Art.20. The structures of departments and study programs are organized at the level of the university to manage forms of academic education, research activities, the management of projects, grants and contracts, quality assurance activities, continuous education and learning activities.

Art.21. Leadership, teaching, research and auxiliary teaching positions.

The leadership positions of the university are the following:

a. Rector, Vice-Rector, the General Administrative Director, at the level of the university;

b. Dean and Vice-Dean, at the level of the faculty;

c. The Head of Department, at the level of the department;

d. The Coordinator of study programs.

## **ACADEMIC STRUCTURES AND DECISION-MAKING POWERS AT THE LEVEL OF THE UNIVERSITY**

a. The Senate;

b. The Administrative Council;

- c. The Rector;
- d. The Vice-Rector;
- e. The Deans;
- f. The Vice-Deans;
- g. The Heads of Departments;
- h. The Coordinators of study programs.

## **I. The Senate**

**Art.22.** Under the Law on National Education and its own Charter, the university is responsible for all the teaching and scientific research activities carried out by the academic community, in agreement with the national strategies for the development of higher education. The university is managed and it exercises its academic freedom free from any ideological, political or religious pressure. The Senate shall consist of teaching and research personnel, who make up 75% of its members, and of students' representatives, who make up 25% of the members.

**Art.23.** The members of the Senate are elected through the universal, direct and secret vote of all the tenured teaching and research personnel, and of all students, respectively. The President of the Senate is elected through direct and secret vote by the Senate, from its members, for a period of four years. S/he can be revoked by the Senate, through direct and secret vote, upon the proposal of at least one third of its members.

**Art.24.** The Senate appoints, on the proposals of the Administrative Council, the working commissions of the Senate, which analyze the main fields of activity, control and supervise compliance with the decisions of the leadership, with the university Charter and with regulations in force.

**Art.25.** The commissions appointed by the Senate initiate, modify and improve provisions and decisions, draft the strategies and plans of the university, which are subsequently subject to analysis and approval by the Senate.

**Art.26.** The Senate adopts the Charter and the rules of operation of the university, as well as any changes brought thereto.

**Art.27.** The Senate meets in ordinary (monthly) and extraordinary meetings, as necessary. The meetings of the Senate shall be deemed duly convened if at least two thirds of its members participate. Decisions are made with a simple majority of the members present at the meetings.

**Art.28.** The Senate is convened upon notification by the Rector, communicated at least five days prior to the planned date of the session. The communication is made in writing and is nominal, and mentions the agenda of the meetings; each member of the Senate will be notified with respect to the materials to be analyzed, either at the Rector's office or by e-mail.

**Art.29.** The main powers and prerogatives of the Senate are the following:

- a. It approves the annual strategic and operational plan;
- b. It decides the period of academic elections, it approves election regulations and authorizes the leadership bodies;
- c. It approves the structure of academic specializations, and it proposes for authorization or accreditation the establishment of new faculties, fields or specializations;
- d. It approves the curricula drafted by the faculties or departments, in conformity with national standards, and it advances them to MERYS for authorization;
- e. It approves the personnel scheme for the teaching body, for all study programs and departments in the university;
- f. It approves the structure of the academic year and the main scientific, cultural and sports events;

- g. It approves and submits to MERYYS proposals regarding the enrollment figures based on faculty requests, justified in terms of the facilities available to the university and in terms of prospective studies on the necessary labor force.
- h. It approves annually the Rules regarding admission based on the general criteria established by MERYYS and upon the proposals of the faculties' teaching councils;
- i. It organizes, whenever necessary, the admission exams, in two sessions, under the law;
- j. It approves the Regulations regarding the organization of graduation exams and of dissertation exams in the case of graduate studies, in compliance with the criteria established by MERYYS;
- k. It approves the tuition fees and their amount in conformity with legal regulations;
- l. It offers certificates authorized by the Ministry of Education, Research, Youth and Sports for all educational forms organized by the university;
- m. It approves the activities related to the admission exams to doctoral studies on the basis of the criteria established through Government decision. It organizes the examination for the awarding of doctoral scholarships granted by the Ministry of Education, Research, Youth and Sports;
- n. It authorizes the commissions which analyze doctoral dissertations and confers doctoral titles, subsequently requesting that they be confirmed by CNATDCU. On the basis of the order issued by the Ministry of Education, Research, Youth and Sports, it issues the doctoral certificate;
- o. It authorizes, together with the Ministry of Education, Research, Youth and Sports and other public authorities, economic agents, professional and private nationally renowned organizations, the fields in which the diplomas and certificates issued by the university are to be used;
- p. It approves the establishment of research bodies connected to study programs, departments and faculties, and their rules of operation;

- q. It approves the criteria for the supplementation of teaching workloads with a scientific research workload;
- r. It approves the Regulations regarding the criteria for the evaluation of the teaching personnel's research activities;
- s. It approves the program for the integration of the teaching personnel and of the best students in national and international scientific research programs;
- t. It approves the organizational chart of the university which includes the entire teaching, research, auxiliary teaching and administrative personnel;
- u. It approves the personnel scheme for the research, auxiliary teaching and administrative personnel, in compliance with legal regulations;
- v. It approves the Rules of Internal Organization and the regulations regarding the duties, responsibilities, achievements and competences of the leadership personnel;
- w. It approves the duties and competences of the collective leadership bodies: the Administrative Council, the Faculty Council, the Council Bureau, the leaders of study programs;
- x. It approves the regulations regarding the criteria which must be met for the promotion of the teaching personnel through competitions, with respect to both scientific and teaching achievements;
- y. It authorizes the vacancies in teaching positions;
- z. It authorizes the examinations for the filling of teaching vacancies and for the granting of scientific degrees in research, subsequent to their approval in the faculty councils, at the proposal of the examination commissions;
- aa. It confers honorific academic titles, such as doctor honoris causa, and other academic distinctions to persons recommended by other institutions or proposed by the academic community;



- ab. It authorizes the restructuring and establishment of new services within the university;
- ac. It authorizes the report regarding the cooperation with the representatives of professional unions aimed at solving employees' professional and social problems;
- ad. It authorizes the regulations referring to the professional and social activities of students;
- ae. It authorizes the specific criteria for the granting of merit, study or social scholarships from the budget of the university, in conformity with the professional achievements of students;
- af. It authorizes the criteria for the granting of study and research scholarships from the personal funds of the university;
- ag. It ensures a participative democratic environment, encouraging individual initiative, the free exchange of ideas and opinions with students and representatives of their professional organizations, their involvement in the improvement of the activities in the university;
- ah. It authorizes the income and expenditures account, the financial and material needs of the university and forwards them to MERYS to be included in the institutional contract;
- ai. It authorizes the management and use of funds in compliance with legal regulations. It decides the allocation of funds on the basis of well-justified criteria and communicates the decisions to the deans' offices and departments;
- aj. It authorizes the investments program for the development of the material base of the university, for the diversification and supply with modern equipment of laboratories, research and/or micro-production centers, informational networks, and of the library;
- ak. It authorizes the program for the administration of the university premises and of the entire material base, in accordance with the Charter, with the university's development plans and goals;
- al. It authorizes all regulations regarding the operation of teaching or administrative departments of the university;

- am. It authorizes the decisions concerning the explicit competences of the Senate made by the Administrative Council;
- an. It authorizes its regulations and instructions, under the law;
- ao. It authorizes the commission for the analysis and revision of articles and provisions in the Charter, with a majority of at 2/3 of the Senate members;
- ap. It authorizes the establishment of foundations or scientific societies to which the university is a party;
- aq. It authorizes the programs of cooperation with other national or international higher education institutions;
- ar. It authorizes the plan of actions concerning participation in the programs of the European Union and the Bologna Declaration;
- as. It authorizes actions concerning the establishment and use of its own signs and symbols;
- at. It authorizes the specific programs for Labor Security, Fire Prevention and Extinguishing, and Civil Defense drafted by the relevant services and the plan of measures regarding order and discipline within the university;
- au. It initiates actions for the establishment of consortia and mergers with other universities and research-and-development institutes;
- av. It authorizes annually the master programs and communicates them to the relevant ministry, before February 1<sup>st</sup> of every year, so that they may be published.
- aw. It authorizes the extension of doctoral studies for an additional 1-2 years, upon the proposal of the doctoral supervisor and within the limits of available funds;
- ax. It authorizes the regulations regarding the organization and carrying out of graduate programs for continuous training and development;

- ay. It decides on the reorganization or disestablishment of underachieving departments or institutes;
- az. It authorizes, on the Rector's proposal, the sanctioning of underachieving personnel, in conformity with the internal methodology and in compliance with the regulations in force;
- ba. It authorizes the structure and responsibilities of the Commission for Academic and Professional Ethics;
- bb. It authorizes the commissions which investigate disciplinary transgressions;
- bc. It authorizes remuneration for research personnel;
- bd. It authorizes the establishment of commercial societies, foundations or associations;
- be. It authorizes the granting of doctor honoris causa titles to national and international personalities, as well as the inclusion of nationally and internationally renowned personalities in the academic community;
- bf. It guarantees that the President of the Senate benefits from the necessary logistics and support to carry out his/her activities.

## **II. The Administrative Council**

**Art.30.** The Administration Council consists of the Rector, Deans, Vice-Rector, the General Administrative Director and the representative of the students' organizations legally established in the university. The Administrative Council ensures the operational leadership of the university, it manages the assets of the university, exercises the powers conferred hereby or other powers authorized by the Senate; and deals with all current issues.

**Art.31.** The Administrative Council communicates to the Senate, for analysis and decision, the proposals concerning the organization of the teaching, research, administrative and financial activities of the university.

**Art.32.** The Administrative Council organizes meetings weekly and at any other time it may be deemed necessary;

**Art.33.** The workings of the Administrative Council shall be deemed statutory if 2/3 of its members attend the meetings, and decisions are made with the simple majority of those present.

**Art.34.** The economic director, the legal advisor, the heads of the Human Resources and technical departments, of the financial department, and the union leader may be invited to attend the operative meetings of the Administrative Council. Likewise, the heads of different departments, the coordinators of study programs or other members of the teaching personnel may be invited, should the problems under scrutiny also concern them.

**Art.35.** The debates and decisions of the Senate and other leadership (decision-making) bodies are stipulated in the minutes of the meetings and are signed by the President, the Rector, the Deans, the heads of departments, the study programs coordinators and by the drafter of said minutes.

**Art.36.** The members of the Senate or of the Administrative Council who absent themselves without leave from more than two meetings over a one-year period may be revoked on the proposal of the Administrative Council, following the procedure according to which they were elected.

**Art.37.** The Senate, the Administrative Council and the Rector are entitled to and must represent the university both nationally and internationally.

**Art.38.** The students' representatives in the Senate, in the Administrative Council, in faculty councils, in the department or the subdepartmental group carry out the mandate entrusted them by the students.

**Art.39.** The decisions of the Senate and of other decision-making bodies are made transparently. All members of the academic community will be duly informed about the events in the life of the university.

### **III. The Rector**

**Art.40.** In the exercising of his/her prerogatives, the Rector makes decisions and supervises the implementation of the provisions of the Charter, of the university regulations, and of all Senate decisions. The Rector is accountable for his activity to the Senate.

**Art.41.** When the Rector is not on the premises of the university for well-justified reasons, S/he appoints a substitute. Should the Rector be absent from the university for more than 90 days, a new Rector will be elected.

**Art.42.** The Rector manages and supervises all the activities in the university and is responsible for its wellbeing.

**Art.43.** The Rector is the president of the Administrative Council. The Rector will ensure that the collective leadership bodies operate properly and correctly and will guarantee the implementation of their decisions.

**Art.44.** The Rector represents the university at the National Conference of Rectors and before the international bodies the university is affiliated to.

**Art.45.** The Rector manages and coordinates the drafting and implementation of the prospective development strategy of the university. The Rector recommends to the Senate the priorities in the implementation of said strategy.

**Art.46.** The Rector manages and coordinates the drafting of the annual operational plan on the basis of proposals and suggestions gathered from similar documents drafted by faculties and operational departments in the university.

**Art.47.** The Rector represents the university in its relationships with individuals and legal persons outside the university. Should the Rector be unable to exercise his/her responsibilities for a given period of time, S/he may appoint a manager, who can be the Vice-Rector or any other person in the Administrative Council.

**Art.48.** The Rector ensures that the faculties in the university cooperate and offer support to one another. S/he guarantees an adequate academic environment and encourages the establishment of

a highly achieving organizational culture, in conditions of total transparency, so that the entire personnel may be properly informed with respect to decisions made by the leadership of the university.

**Art.49.** The Rector is the authorizing officer for revenue and expenditures and proposes to the Administrative Council the methodology for the rationalization of expenses.

**Art.50.** The Rector is responsible for the organization of the preventive financial audit, of the current operative audit and internal financial audit.

**Art.51.** The Rector analyzes and proposes the establishment of foundations and initiates the participation of the university in consortia and cooperation initiatives.

**Art.52.** The Rector coordinates the drafting of all the documents and reports submitted to MERYS and the relevant official bodies. By delegated authority, these documents may be signed by a member of the Administrative Council.

**Art.53.** The Rector will permanently supervise compliance by all employees with regulations and will enforce necessary measures to reprimand transgressions. The Rector will appoint the commissions for the analysis of said transgressions.

**Art.54.** The Rector authorizes all documents related to the remuneration of personnel.

**Art.55.** The Rector analyzes the requests and complaints addressed to the university and forwards them to the relevant body for resolution.

**Art.56.** The Rector synthesizes and disseminates information relevant for the appropriate carrying out of activities in the university.

**Art.57.** The Rector appoints the examination commissions for the filling of administrative positions.

**Art.58.** The Rector participates, together with the General Administrative Director and the Economic Manager, in the evaluation of the university's assets and represents the university in relationships with third parties.

**Art.59.** The Rector employs and dismisses the university personnel under the law. S/he bargains with the union or, as the case may be, with the employees' representatives, concludes and signs the collective employment contract at the level of the institution.

**Art.60.** The Rector orders the expelling, re-enrollment or suspension of students.

**Art.61.** The Rector supervises the organization of admission exams.

**Art.62.** The Rector supervises, through the subordinate services and departments, the management of funds and supplies necessary for the activities in the institution. S/he appoints, through an internal decision, the commissions for the analysis and authorization of acquisitions.

**Art.63.** The Rector forwards to the Senate, for approval, the management performance indicators for the leadership personnel in the university.

**Art.64.** The Rector initiates the research for the investments and supplies authorized by the collective leadership body and supervises their development. S/he appoints the commissions supervising said investments.

**Art.65.** The Rector analyzes and authorizes the drafting of annual plans for maintenance and repairs.

**Art.66.** The Rector recommends to the Administrative Council the dissemination of funds to the faculties, and manages and supervises the manner in which the economic-administrative sector prioritizes acquisitions, as suggested by the deans.

**Art.67.** The Rector supervises the drafting of the plan on fuel and energy consumption, as well as the distribution thereof.

**Art.68.** The Rector recommends to the Administrative Council the dissemination of goods and supplies to faculties and research groups.

**Art.69.** The Rector collaborates with the Economic Director and the General Administrative Director in the drafting and expending of the budget.

**Art.70.** The Rector ensures the appropriate circulation of information both vertically and horizontally.

**Art.71.** The Rector coordinates the public relations activities at the level of the university.

**Art.72.** The Rector coordinates the activities of the Training and Improvement Center and authorizes the measures advanced by faculties for the diversification of the continuous education programs.

**Art.73.** The Rector appoints the working commissions for programs or projects of great impact for the university and identifies sources of funding for the projects.

**Art.74.** The Rector manages and operates the university, on the basis of the management contract.

**Art.75.** The Rector negotiates and signs the institutional contract with the relevant ministry.

**Art.76.** The Rector concludes the management contract with the Senate.

**Art.77.** The Rector submits to the Senate for authorization the structure and rules of operation of the university.

**Art.78.** The Rector advances to the Senate for authorization the project for the budget and the report concerning the execution of the budget.

**Art.79.** The Rector has other responsibilities established by the Senate, in accordance with the management contract, the Charter and legal regulations in force.

**Art.80.** The Rector must present annually, before the first working day in April at the latest, a report regarding the state of the university. The report will then be made public on the university site and be forwarded to all interested parties. For the writing of this report, the deans and heads of the other structures in the institutions will present annually, before the first working day in March, reports on the state of relevant bodies.

**Art.81.** The Rector's report must include:



- the financial situation of the university;
- the situation of each study program;
- the situation of the personnel;
- the results of research activities;
- the situation of quality assurance activities in the university;
- the situation of the compliance with academic ethics and the ethics of research activities;
- the situation of vacancies;
- the situation of the employment of former graduates.

**Art.82.** The Rector's annual report is a component of public accountability and represents a fundamental condition for accessing public funding.

**Art.83.** The Rector is elected through one of the following procedures:

- a. Public competition, on the basis of a methodology authorized by the newly-elected Senate;
- b. Universal vote, direct and confidential, of all tenured teaching and research personnel in the university and of the students' representatives in the Senate and faculty councils.

**Art.84.** The procedures to elect the Rector shall be established, from the two above-mentioned options, at least six months prior to each election, through the universal vote, direct and confidential, of all tenured teaching and research personnel in the university and of the students' representatives in the Senate.

**Art.85.** The length of the Rector's term is four years. In compliance with the Law on National Education 1/2011 and with art.15 (2) of the Romanian Constitution, no person may be the Rector of a university for more than two terms, specifically eight years, irrespective of the periods in which the two terms were carried out and of any interruptions.

**Art.86.** The procedures for the Rector's election are those stipulated in art.209 of Law 1/2011.

**Art.87.** The elected Rector is confirmed through the order of the Ministry of Education, Research, Youth and Sports, within 30 days since the Senate validates the elections.

**Art.88.** The elected Rector concludes an institutional contract with the Ministry of Education, Research, Youth and Sports and a management contract with the Senate. The management contract includes the management performance criteria and indicators, the rights and obligations of the two parties.

**Art.89.** The Rector may be dismissed by the Senate if s/he fails to comply with the stipulations in the management contract, but only after the organization of a referendum to which all the voting members of the academic community in the university may participate, provided the dismissal procedure is stipulated by art.209 , par.1, letter b. as a symmetrical procedure to his/her election.

**Art.90.** After the Senate's approval, the Rector appoints the Vice-Rectors. The number of Vice-Rectors is established by the Senate, provided the Vice-Rector-student ratio is at least 1:800.

**Art.91.** The head of the doctoral school fills a Vice-Rector position.

**Art.92.** The procedures for electing the Rector:

- a. Any person renowned as an academic, artistic or scientific personality, nationally and/or internationally, may run for the position of Rector, as long as s/he demonstrates this capacity in documents made available to the Senate;
- b. For that purpose, persons who run for the position of Rector will submit an application to the Senate at least 15 days before elections time. The eligibility of the candidates must be vetted by the Senate and by the Human Resources service;
- c. Persons who turn 65 during the Rector's term cannot run for the position of Rector.
- d. Persons sentenced for work-related crimes, other intentional crimes and for having collaborated with the political police, with a final court decision to that effect, may not run for the position of Rector.

**Art.93.** Should be Rector be elected through universal vote, all tenured teaching and research personnel in the university, as well as the students' representatives in the newly elected Senate and in the faculty councils must be guaranteed participation in the elections.

**Art.94.** In the organization of elections for the position of Rector, the Senate establishes the commission for the organization of the election, consisting of teaching personnel, representatives of the union and students. The members of said commission, teaching and research personnel, may not run for the position of Rector.

**Art.95.** The commission for the organization of elections has the following duties: it authorizes the applications and submits them for approval to the Senate, it prepares the ballots, it organizes the elections, it counts and registers the valid votes, it drafts the minutes with the results of the elections, and it submits the results to the Senate for validation.

**Art.96.** The vote is properly cast by applying the "voted" stamp in the square corresponding to the elected candidate.

**Art.97.** The vote is valid if the "voted" stamp is applied for one single candidate.

**Art.98.** Ballots are rendered null should the "voted" stamp not be applied for any of the candidates or should the ballot bear any other markings or writings.

**Art.99.** In order for the elections to be rendered valid, 2/3 of the entire voting personnel must cast their votes. The candidate who obtained at least 50% + 1 of the valid votes will be appointed Rector.

**Art.100.** Should any of the conditions above, specifically the participation of 2/3 of the voting personnel or a percentage of 50%+1 votes cast for one candidate, fail to be met, the Senate shall order within a period of 7 days that the elections be repeated.

**Art.101.** Candidates will submit new applications within 15 days from the Senate's decision to repeat the elections. The elections will be carried out within 30 days from the publication of the Senate's order to repeat the elections.

**Art.102.** Should the elections be repeated, the validation criteria for the elections and the results are those stipulated in the previous article.

**Art.103.** Should the repeated elections also fail to meet the validation criteria, the Senate will order the implementation of the provisions in art.209, par.1, letter a. of Law 1/2011.

**Art.104.** Other aspects related to the organization and carrying out of the elections for the position of Rector will be established through the Rules concerning the organization of elections.

#### **IV. The Vice-Rector**

**Art.105.** The Vice-Rector has the following duties and responsibilities:

- a. S/he ensures the publication of the decisions of the leadership of the university, the editing of informative material, of the informative bulletin of the university;
- b. S/he coordinates the program (strategies) for the promotion of the image of the university;
- c. S/he manages the updating of the Charter and of the university website;
- d. S/he draws up annually the Rules of admission in higher education based on the general criteria established by MERYS and on the proposals from the faculty councils;
- e. S/he drafts, together with the Rector, the Rules of Internal Organization, job descriptions, the duties and responsibilities of personnel in leadership positions (managing the teaching processes);
- f. S/he drafts, based on the recommendations of MERYS, the rules concerning both teaching and scientific criteria for the promotion of the teaching personnel through competitions;
- g. S/he authorizes the competition for the filling of teaching vacancies and for the granting of research degrees;
- h. S/he authorizes the rules of operation for the teaching and administrative departments in the university;

- i. S/he drafts the rules regarding the students' professional and social activities.

## **V. The Dean**

**Art.106.** The Dean has the following duties and responsibilities:

- a. S/he represents the faculty in relationships with other faculties within or without the university;
- b. S/he coordinates the implementation of the decisions of the faculty council and bureau;
- c. S/he applies the first signature on faculty correspondence;
- d. S/he coordinates the drafting of the Strategic Plan and of the Operational Plan of the faculty;
- e. S/he ensures the management of teaching and quality;
- f. S/he coordinates the admission exams and the graduation exams;
- g. S/he guarantees compliance with the rules and regulations in force;
- h. S/he suggests the opening of vacancies for teaching positions;
- i. S/he analyzes the appropriateness of establishing new specializations and of the disestablishment of underachieving specializations;
- j. S/he coordinates the labor security, fire prevention and extinguishing and civil defense activities in the faculty;
- k. S/he coordinates employment-seeking activities for the graduates;
- l. S/he proposes the calendar of teaching activities;
- m. S/he ensures the meeting of CNFIS (National Founding Council for Higher Education) and CNCS (National Council for Scientific Research) funding standards in the faculty;

- n. S/he authorizes the students' registration and re-registration in the second and the following years;
- o. S/he checks and signs the matriculation register after the end of the academic year.
- p. S/he coordinates the appropriate use and management of goods and supplies in the faculty;
- q. S/he authorizes, in compliance with regulations, the students' requests regarding:
  - r. Leaves of absences on medical grounds, for participation in sports competitions, cultural activities or other official events;
  - s. The schedule of mid-term examinations;
  - t. The transfer of credits for transferred students, for students pursuing a second degree, students who benefit from an extension or for students who repeat the year;
  - u. Re-examination for a higher grade;
  - v. S/he presides over faculty council meetings;
  - w. S/he coordinates the activities of the faculty council bureau;
  - x. S/he guarantees the appropriate balance among departments and study programs;
  - y. S/he ensures student management;
  - z. S/he coordinates admission and graduation examination sessions;
  - aa. S/he authorizes the workload schemes and the payment of classes exceeding the teaching workload.

**Art.107.** The deans are elected through public competition organized by the Rector.

**Art.108.** The Dean may be revoked by the Rector at the proposal of 2/3 of the members of the faculty council. Within two weeks, the Rector analyzes the proposal and makes a decision.

**Art.109.** The candidates for the position of dean will submit an application to the faculty council, 30 days prior to the date of the elections.

**Art.110.** Any person within the university or from any national or international faculty with the same profile may participate in the elections after s/he has been vetted by the faculty council. The vetting is granted after the applicant appears before the faculty council, at least 15 days prior to the date of the elections.

**Art.111.** The faculty council must authorize at least two candidates who meet the legal standards and the standards stipulated in the Charter.

**Art.112.** The methodology regarding the organization and carrying out of the elections for the position of dean will be established in compliance with the rules approved by the Senate, based on the regulations established by the relevant ministry.

## **VI. The Vice-Deans**

**Art.113.** The Vice-Deans ensure current leadership in various fields in the faculty. They are accountable to the Dean and the faculty council.

**Art.114.** The Vice-Deans conclude a management contract with the Dean and have the following duties and responsibilities:

- a. They substitute the Dean, with his/her authorization, in the latter's relationships with the university, with other faculties, institutions and bodies;
- b. They supervise the activities in the faculty and they collaborate directly with the General Administrative Director for their improvement;
- c. They supervise the drafting of documents necessary in the process of quality assessment in the faculty;

- d. They supervise the drafting of documents necessary for the faculty's research output report;
- e. They ensure the connection among subordinate departments;
- f. They fulfill duties related to the organization of semestrial exhibition activities or for BA and MA graduation exams.

## **VII. The Head of Department and the Study Program Coordinator**

- a. The Head of Department and the Study Program Coordinator ensure the management and operational leadership of the department and the study program, respectively. The Head of Department is supported by the department council;
- b. The Head of Department and the Study Program Coordinator are responsible for the curricula, the workload scheme, the management of research and quality, and the financial management of the department;
- c. The Head of Department and the Study Program Coordinator are responsible for the selection, hiring, periodical evaluation, training, motivation and termination of employment contracts of the personnel in the department or study program;
- d. The Head of Department and the Study Program Coordinator are elected through the direct and confidential vote of the entire tenured teaching and research personnel in the department, the procedures being implemented accordingly;
- e. The Head of Department and the Study Program Coordinator may be revoked by 50% + 1 of the members of the department or the study program, respectively, through direct and confidential vote.



## **Part II**

The Administrative Leadership of the institution:

- a. The General Administrative Director;
- b. The Economic Director;
- c. The Technical Director;
- d. The Legal Administrative Director;
- e. The Director of Human Resources and Salaries;
- f. The Chief-Secretary;

### **I. The General Administrative Director:**

- a. Participates in the strategic management of the university as a member in the Administrative Council;
- b. Implements the administrative decisions made by the academic authorities in the institution;
- c. Guarantees the implementation and administrative supervision of the university policies; manages the administrative personnel and the assets of the university;
- d. Initiates and carries out activities concerning the improvement of resource management in the university;
- e. Carries out actions to raise additional funding;
- f. Participates as a member of leadership bodies in the drafting of strategic and operational plans together with heads of departments, under the direct supervision of the university leadership;

- g. Prepares the reports requested by MERYS regarding the assets and investments plans and the reports requested by MERYS and CNFIS for the establishing of maximum funding (the number of students, the number of equivalent students, human resources);
- h. Represents the university, on the Rector's proposal, in relationships with individuals and legal persons, in administrative issues, in the protection and development of the university's assets;
- i. Supervises the manner in which repairs and investments are carried out and authorizes the reception documents.
- j. Supervises and is responsible for the drafting of the plan of investments and material acquisitions; is responsible for its implementation within the limits of the budget and the extra-budgetary resources;
- k. Supervises and is responsible for the maintenance of the buildings, makes sure that the premises are rationally and safely used, taking necessary measures to that effect;
- l. Checks the way in which consumables are managed by the administrators;
- m. Is a member of the commission for the removal from use of assets;
- n. Executes emergency tasks specific to the position, as ordered by the Rector;
- o. Reports to the Rector weekly, or whenever so requested, on the current activities which are his/her responsibility;
- p. Presents an annual synthesis report to the Administrative Council;
- q. Must become acquainted and comply with labor security regulations and the measures of their implementation;
- r. Will continue to fill the position based on his/her written agreement of executive support for the newly appointed Rector's management plan.

## **II. The Economic Director:**

- a. Ensures and is responsible for the appropriate organization and carrying out of the financial activity of the National University of Arts, in compliance with legal provisions;
- b. Exercises the preventive financial audit within the National University of Arts and attests to the authenticity, legality and regularity of operational projects submitted for verification, in conformity with CFFP decisions;
- c. Organizes the periodical analysis of the use of current assets and, together with the leadership of other departments, proposes measures regarding the prevention of freezing of accounts, for the better turnover of current assets;
- d. Participates in any action within the National University of Arts which targets an increase in the efficiency of the economic activity;
- e. Ensures that the university fulfills its duties to the state budget, special funds or third parties, in compliance with legal regulations;
- f. Manages the accounting activities within the National University of Arts in relation with the organizational structure of the institution, and educational activities, dormitories, research, micro-production, typography, respectively;
- g. Guarantees that the budget and extra-budgetary resources, in Romanian or foreign currency, are used in compliance with legal regulations in force;
- h. Supervises the correct and due registration in the accounting documents, being in charge with the current operative control in the department;
- i. Supervises that the circulation, storage and archiving of document is in compliance with the law;
- j. Ensures the distribution of budget credits under appropriate expense titles, articles and paragraphs, for all the activities in the university;

- k. Performs a monthly check of the university's cash in conformity with the documents on the day in which the verification is carried out;
- l. Notifies the leadership of the university about any irregularities regarding the terms of delivery or the inappropriate drafting of accounting documents by the departments;
- m. Suggests to the leadership of the National University of Arts the commissions which will be in charge with the inventory, terms, organization and development of this operation;
- n. Is a member of the commission for the removal from use of assets;
- o. Verifies by random checks the accounting of core and complementary funding, self-funded activities and all operations in foreign currency;
- p. Verifies the execution for core and complementary funding and self-funded activities. S/he ensures the due drafting of monthly, trimester and annual balance;
- q. Guarantees the due drafting of the institution's income and expenditures budget in conformity with the data provided by the departments and in relation with the prospective income and the one established in the institutional and complementary funding agreements;
- r. Notifies the legal advisor about claims older than one year, with the purpose of their liquidation;
- s. Involves the National University of Arts in all assets-related operations by signing jointly with the Rector;
- t. Is responsible for the manner in which the accounting department fulfills its duties regarding the preservation of the integrity of assets, through correct and due registration, annual inventory and capitalization on the results of said inventory;
- u. Assesses the activity of the personnel in the financial-accounting department and suggests the remuneration level, bonuses or penalties in case of transgressions;
- v. Is responsible for the distribution of work duties to subordinates so that all activities be carried out on time;

- w. Carries out together with the personnel in the financial-accounting department the legal alterations and any requirements ordered by the leadership of the institution or the ministry and manages the computerization of activities in the department;
- x. Guarantees the confidentiality of data;
- y. Is interested in professional improvement in compliance with the demands of the accounting practice;
- z. Fulfills any other duties provided for in regulations regarding the leadership of the financial-accounting department;
- aa. Must become acquainted and comply with labor security rules and the measures for their implementation.

### **III. The Technical Director:**

- a. Participates in the strategic management of the university as a member of the Senate bureau;
- b. Implements the decisions made by the academic authorities of the university concerning the administration;
- c. Ensures and supervises the implementation of the university policies: personnel and assets management, research management, initiates and carries out activities which aim to improve the efficiency of resource management;
- d. Manages the raising of additional funding resources;
- e. Participates as a member of the leadership in the drafting of strategic and operational plans together with heads of departments, under the direct supervision of the university leadership;
- f. Prepares the reports requested by MERYS regarding the assets and investment plans and the reports requested by MERYS and CNFIS for the establishing of the maximum funding (the number of students and equivalent students, the human resources);

- g. Represents the university, on the Rector's proposal, in relationships with individuals and legal persons, in administrative issues, in the protection and development of the university's assets;
- h. Supervises the manner in which repairs and investments are carried out and authorizes the reception documents;
- i. Supervises and is responsible for the drafting of the plan of investments and material acquisitions; is responsible for its implementation within the limits of the budget and the extra-budgetary resources;
- j. Supervises and is responsible for the maintenance of the buildings, making sure that the premises are rationally and safely used, taking necessary measures to that effect;
- k. Checks the way in which consumables are managed by the administrators;
- l. Is a member of the commission for the removal from use of assets;
- m. Executes emergency tasks specific to the position, as ordered by the Rector;
- n. Reports to the Rector weekly, or whenever so requested, about the current activities under his/her responsibility;
- o. Presents an annual synthesis report to the Administrative Council;
- p. Must be acquainted and comply with labor security regulations and the measures of their implementation.

#### **IV. The Legal Administrative Director**

- a. Ensures compliance with the Romanian legislation in force regarding budgetary institutions;
- b. Grants the certificate of legal compliance solicited by the specialized services in the institution;

- c. Guarantees legal assistance to the university before any legal authorities;
- d. Supervises the issuing of legal regulations and makes the leadership aware of the duties of the university;
- e. Prepares all the formalities under the law regarding the property documents of the university;
- f. Authorizes all rules and regulations which regulate the activities in the university;
- g. Participates in the negotiation of the collective employment contract;
- h. Participates in the drafting of the Rules of Internal Organization, the Rules of Organization and Operation, the university Charter, the organizational scheme, and other operational regulations, and makes the leadership aware of the legal provisions which must be complied with in each case;
- i. Participates in the negotiation of contracts to which the university is a party and drafts similar contracts;
- j. Ensures that the conclusion, amending and termination of individual employment contracts comply with the law;
- k. Participates in public tender committees;
- l. Is part of the elections bureau in the university;
- m. Manages the activity of the department of archives and the courier services;
- n. Represents the legal interests of the university in its relations with other public or private institutions;
- o. Authorizes the competitions for the filling of vacancies in teaching positions and for the awarding of research scientific degrees;
- p. Must be acquainted and comply with labor security regulations and the measures of their implementation.

## **V. The Director of Human Resources and Salaries**

- a. Coordinates the entire activity of the Human Resources and Salaries Department and is in charge with the organization of the department;
- b. Drafts and authorizes the duties and responsibilities specific to the various positions in the department, joins and updates them in conformity with the development of the legislation and the general strategy of the institution;
- c. Provides annual assessment of the subordinates, in conformity with the established standards;
- d. Ensures communication with the authorizing officer and the functional relations with the other services, offices and departments;
- e. Supervises the subordinates and plans daily activities, suggests the penalization of subordinates who fail to fulfill their duties, authorizes the monthly timesheets of the subordinate personnel;
- f. Manages the extra working hours when necessary and makes sure that they are compensated with free hours or bonuses under the law;
- g. Supervises and checks regularly the activity of each subordinate, and authorizes the remuneration scheme and other cases arising within the department;
- h. Supervises the due drafting of document from other departments and takes measures for their verification;
- i. Checks the correct and due drafting and registration of the general registry of employees, and ensures its due communication to the Regional Labor Inspectorate;
- j. Drafts the semestrial situation regarding the number of employees and the salaries fund for the Financial Agency;
- k. Drafts the documents necessary for the making of salary payments for each funding source at the beginning of the year and after each change in the relevant budgetary provisions.



- l. Supervises and checks the accuracy of individual labor registry.
- m. Supervises and checks compliance with deadlines for the submission of the monthly, semestrial and trimestrial documents;
- n. Verifies all statistics concerning the salaries department;
- o. Advises and assists his/her subordinates and ensures their permanent training with respect to new legal provisions;
- p. Guarantees the archiving of all documents under the law;
- q. Complies with legal regulations in force, with the rules and regulations issued by MERYS and by the leadership of the institution;
- r. Complies with the Rules of Internal Organization of the National University of Arts;
- s. Drafts the personnel scheme for the non-teaching employees, in agreement with the proposals of heads of departments and services;
- t. Checks the workload scheme for the teaching employees in agreement with the curricula, the number of student groups, workloads;
- u. Drafts the necessary documents for the granting of degrees, titles, bonuses and for the employment of new members of the personnel in conformity with the employment evaluation sheet;
- v. Checks the legality of submitted files and applications concerning payment for classes taught in excess of the workload;
- w. Organizes competitions for the filling of non-teaching positions;
- x. Participates in competition commissions, authorizes the candidates' applications;
- y. Communicates in writing to the Labor Force Office the non-teaching and auxiliary teaching vacancies and the date of the public competition;

- z. Drafts the documents regarding employment, promotion, penalization and termination of employment contracts;
- aa. Manages the correspondence with other institutions within the limits of their duties;
- ab. Carries out activities related to the filling of vacancies (supervises the publication of vacancies in the O.G. and newspapers, submits the personnel scheme to be authorized by MERYS) and supervises compliance with all legal provisions in force for job applications together with the legal advisor and the chief secretary;
- ac. Maintains the relationship with the RCB regarding the salary accounts and the overdraft of NUA employees;
- ad. Calculates the individual base salaries for the non-teaching, teaching and auxiliary teaching personnel, based on the individual performance evaluations and in conformity with the requirements of the positions;
- ae. Must be acquainted and comply with labor security regulations and the measures for their implementation.

## **VI. The Chief Secretary**

The Chief Secretary has the following duties and responsibilities:

- a. Coordinates, advises and controls the activity of the secretarial department in the faculty;
- b. Ensures compliance with the circulation of documents within the department, the issuing of study certificates and diplomas;
- c. Guarantees the drafting and issuing of documents necessary for doctoral studies;
- d. Administers the public competition files;
- e. Must be acquainted and comply with labor security regulations and the measures of their implementation.

## **The Functional Departments**

- a. The technical service;
- b. The office of administration and security;
- c. The labor security office;
- d. The salary service;
- e. The public acquisitions office;
- f. The legal administrative service;
- g. The financial-accounting office;
- h. The secretariats;
- i. The typography;
- j. The dormitories;
- k. The library.

The functional departments establish their own rules of organization and operation, which become part of the present regulations subsequent to their approval. The authorization and amending of these regulation is a duty of the Administrative Council.

### **Art.115. Final Provisions**

- The present regulations come into force 20 days after the signing hereof.
- The heads of services must communicate these regulations to the employees.
- All the employees of the institution must comply with the present regulations.

**Art.116.** Authorized in the Senate meeting of October 13<sup>th</sup> 2011.

**Art.117.** Authorized through the order of MERYYS 4669 bis/28.09.2011.