



Reference documents:

Education Act No. 199/2023, with subsequent amendments and additions

The Charter of the University of Medicine, Pharmacy, Sciences and Technology of Târgu Mureș

Organizational Chart of „George Emil Palade” University of Medicine, Pharmacy, Science, and Technology of Târgu Mureș

REGULATION OF ORGANIZATION AND FUNCTIONING OF G.E. PALADE UNIVERSITY OF MEDICINE, PHARMACY, SCIENCE, AND TECHNOLOGY OF TÂRGU MUREȘ

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Chapter I. General principles

Art.1.

- (1) The present Regulation of Organization and Functioning of the University of Medicine, Pharmacy, Science and Technology of Târgu Mureș (G.E. Palade UMPHST of Târgu Mureș) describes the organizational hierarchical-functional structure of the institution according to the approved organizational chart, highlighting the operational components and their main tasks.
- (2) The G.E. Palade UMPHST of Târgu Mureș Regulation of Organization and Functioning is supplemented by regulations or procedures of the organizational structures, which apply and detail the content of this Regulation.
- (3) The tasks of the managerial positions as well as the tasks of the personnel with executive functions within the organizational structures are established by the job descriptions.

Chapter II. Structural and functional organization of the University

Art.2.

- (1) The George Emil Palade University of Medicine, Pharmacy, Science and Technology of Târgu Mureș (G.E. Palade UMPHST of Târgu Mureș) is a state higher education and research, multicultural and multilingual institution. Integrated into the national higher education system and holding the status of an education provider, G.E. Palade UMPHST of Târgu Mureș offers educational activities based on legally authorized and, where applicable, accredited study programs. These programs, ensures initial and continuous training, operate in compliance with the principle of quality assurance to meet the trust and expectations of both direct and indirect beneficiaries in society.
- (2) In accordance with its multicultural and multilingual character, UMPHST of Târgu Mureș currently conducts educational activities in Romanian, Hungarian and English language. However, in line with its internationalization strategy, it may develop in the future programs in other foreign languages.
- (3) The University operates according to the Romanian Constitution, the Higher Education Act no.199 / 2023, the normative acts pertaining to the organization of the education system and process in our country and according to its own regulations adopted based on its academic autonomy. The George Emil Palade University of Medicine, Pharmacy, Science and Technology of Târgu Mureș is the result of the absorption fusion process between the University of Medicine and Pharmacy of Tîrgu Mureș, as an absorbing institution and "Petru Maior" University of Tîrgu Mureș as an absorbed institution, decided on April 18, 2018 by the two Universities Senates and confirmed by Government Decision No. 735/2018.

Art. 3. The organizational and operational principles of the University are:

- a) the principle of academic autonomy;
- b) the principle of academic freedom;
- c) the principle of public accountability;
- d) the principle of quality assurance;
- e) the principle of equity;
- f) the principle of managerial and financial efficiency based on the aim to achieve appropriate educational results, through the management of existing resources;
- g) the principle of transparency;
- h) the principle of respecting the rights and freedoms of the community members;
- i) the principle of national and international mobility of students, teaching staff and researchers;
- j) the principle of student-centered education;
- k) the principle of relevance, according to which education meets personal and socio-economic development needs;



- l) the principle of guaranteeing the cultural identity of all members of the academic community and fostering intercultural dialogue;
- m) the principle of assuming, promoting, and preserving national identity and the cultural values of the Romanian people;
- n) the principle of recognizing and guaranteeing the rights of individuals belonging to national minorities, including the right to preserve, develop, and express their ethnic, cultural, linguistic, and religious identity;
- o) the principle of ensuring equal opportunities and non-discrimination;
- p) the principle of freedom of thought and independence from political and religious ideologies and doctrines;
- q) the principle of consulting social partners in decision-making;
- r) the principle of student participation in decision-making.

Art.4.

- (1) The activities within G.E. Palade UMPHST of Târgu Mureș are carried out in accordance with the legal provisions and the University Charter, as well as with internal regulations, methodologies, procedures, and work instructions approved by the University Senate, the Administrative Board or other governing bodies, as applicable.
- (2) Decisions regarding academic activities, quality management, personnel policies, and technical, economic, and socio-administrative operations are made in compliance with the applicable legislation and the principles of university autonomy. These decisions align with the responsibilities of various leadership positions or structures at different levels, as established in the University Charter and detailed in the Regulations on the organization and functioning of the respective structures, as the case may be.

Art. 5.

- (1) The University's Organizational Chart are summarized the university structures and their functional relationships, approved by the University Senate upon the proposal of the Administrative Board. This chart reflects the institutional organization and the hierarchy of academic and administrative management within the University.
- (2) The organizational structure of UMPHST includes the following components: faculties, departments teaching staff training departments, doctoral school, institutes, centers or laboratories, design units, centers for consultancy, university clinics and hospitals, other medical structures/units, such as ambulatory medical units, including dental ones, and specialized offices, including dental offices, dental technology laboratories, residency training structures, university pharmacies, museums, audiovisual studios, cinematography and photography, botanical gardens, radio and television, printing houses, publishing houses, publications, centers for continuous training of human resources, microproduction and service units, accommodation and public catering units, teaching stations/teaching bases for applications and performance in sports, experimental stations or other entities for production activities and the transfer of knowledge and technology, competence centers, university sports clubs, as well as pre-university education units.
- (3) Within the structure of G. E. Palade UMPHST of Târgu Mureș may operate university extensions and university branches.
- (4) Within the structure of G. E. Palade UMPHST of Târgu Mureș operates the following state pre-university education units:
 - UMPHST G. E. Palade Târgu Mureș High School;
 - UMPHST G E. Palade Târgu Mureș College.
- (5) The university may establish and participate in the creation of dual education consortia in which the university organizes and conducts learning, teaching, and assessment activities, while economic operators organize work-based learning activities and participate in the evaluation. Applied and research activities may take place both at the university and at the economic operators.
- (6) The organization and operation of pre-university education units and consortia are regulated by specific regulations approved by the University Senate.



- (7) Under the authority of the university, the George Emil Palade Hospital is established and operates as a public healthcare unit, has in structure clinical departments, specialized ambulatory units, laboratories, and other medical structures, as well as research units and professional training centers. Its organization and operation are regulated by specific provisions approved by the University Senate and in accordance with Law No. 95/2006 on healthcare reform.
- (8) Other components of the university are established with the approval of the University Senate.

Chapter III. Managerial structures of the university

Art. 6. The managerial structures of the university are:

- a. The University Senate
- b. The Administrative Board
- c. The Faculty Board
- d. The Department Board
- e. The Council for Doctoral Studies
- f. The Council of Doctoral School.

Art. 7. UNIVERSITY SENATE

- (1) The University Senate represents the university community and is the highest decision-making and deliberation forum at the University level, which is responsible for the general development strategy of the University.
- (2) The decisions of the Senate are compulsory for all representative, executive and administrative bodies of the University.
- (3) The Senate is constituted after the election of the new members, organized according to the law, the University's Charter and the methodology established by the Senate. The University Senate is composed of full-time teaching and research staff and student representatives, elected in numbers corresponding to the representation norm of faculties and research centers.
- (4) The University Senate is headed by a President. The Senate may have one or more Vice-Presidents.
- (5) The President of the Senate represents the Senate in relations with the Rector. The relationship between the President of the Senate and the Rector is collaboration.
- (6) The organizational structure, the attributions and the deployment of the activities of the Senate are established according to the provisions of the Higher Education Act no.199/2023, the University Charter and the Regulation of the G.E. Palade UMPHST of Tg. Mureș Senate.

Art. 8. AMINISTRATIVE BOARD

- (1) The Administrative Board is the managerial structure of the University which ensures the operative management and applies the strategic decisions of the University Senate.
- (2) The Administrative Board consists of the Rector, Vice-Rectors, Deans of the Faculties of the University, the General Administrative Director and two representatives of the students (one from the Romanian teaching structure and one from the Hungarian one). As employees are organized into union structures, one representative of these structures participates as an observer in the meetings of the Administrative Board. The President of the University Senate has the status of permanent guest at the meetings of the Administrative Board.
- (3) The meetings of the Administrative Board are led by the Rector as Chair of the Administrative Board.
- (4) The attributions of the Administrative Board and the operating procedures are established, in accordance with the provisions of the Higher Education Act no.199/2023 and of the University Charter, by its own Regulation of organization and functioning.



Art. 9. FACULTY BOARD

- 1) The Faculty Board is the decision-making and deliberative governing body of the Faculty. The Board of the Faculty is chaired by the Dean.
- (2) The number of members in faculty councils is established at the beginning of each electoral cycle, through the representation rates of departments and study lines.
- (3) The attributions of the Faculty Board and the operating procedures are established by the University Charter, according to the provisions of the Higher Education Act no.199 / 2023.
- (4) Within the faculties, the Faculty Council Bureau functions as an executive structure, which meets upon convocation by the faculty dean.

Art.10. DEPARTMENT BOARD

- (1) The Department Board represents the authority which governs and regulates the activities of the Department.
- (2) The Department Board is a peer-support managerial structure helping the Head of the Department in the operative management of the department.
- (3) The Department Council is composed of the department's teaching staff representatives, elected according to the representation norm.
- (4) The duties of the Department Council and the manner of carrying out its activity are established by the University Charter, in accordance with the provisions of the Higher Education Act no. 199/2023.

Art.11. THE COUNCIL FOR DOCTORAL UNIVERSITY STUDIES. THE COUNCIL OF THE DOCTORAL SCHOOL

- (1) At the level of university doctoral studies, the governing structures are the Council for University Doctoral Studies (CSUD) and the Council of the Doctoral School.
- (2) At the IOSUD level, doctoral training activities are coordinated by the CSUD, which is led by a director.
- (3) The Council for University Doctoral Studies operates based on the provisions of the Code for University Doctoral Studies and the Institutional Regulation on the Organization and Conduct of University Doctoral Study Programs.
- (4) The Council of the Doctoral School consists of doctoral supervisors within the Doctoral School, doctoral students, and international recognized scientific personalities from outside the Doctoral School, with the representation quota established by the University Charter. The Council of the Doctoral School adopts decisions within its field of activity in accordance with the law and the Code of University Doctoral Studies.

Chapter IV. Management positions

Art. 12.

- (1) The University management positions are:
 - i. Rector, Vice-Rectors, General Administrative Director, Vice General Administrative Director at University level;
 - ii. Dean, Vice-Dean, at Faculty level;
 - iii. Head of Department, at Department level;
 - iv. Director of CSUD, assimilated to vice-rector position;
 - v. Director of university extension, at the university extension level, assimilated to Head of department position;
 - vi. Director of the doctoral school, position assimilated to Head of department position.
- (2) The modality of electing of the academic management structures is established by the University Charter, according to the provisions of the Higher Education Act no.199 / 2023, and by specific methodologies, regulations or procedures, which comply with the legal provisions and those of the Charter.



Art. 13. THE RECTOR

- (1) The Rector performs the executive Management of the University and represents the University in the relations with the Ministry of National Education and research, the National Council of Rectors, internal and international bodies, as well as with any natural or legal persons from the country or abroad.
- (2) The Rector is the authorizing officer.
- (3) The designation of the Rector, the conditions for exercise the position and the duties of the Rector are set in the University Charter, in accordance with the Higher Education Act no.199 / 2023.

Art.14. VICE-RECTORS

- (1) The Vice-Rectors will be appointed by the Rector, after the prior consultation of the University Senate, among the members of the University academic community.
- (2) The attributions of the Vice-Rectors are determined by the Rector, on the specific competence areas of each Vice-Rector.
- (3) The number of the vice-rectors, the conditions of appointment, the fields of competence, and the conditions for the exercise of the position are stipulated in the University Charter.
- (4) The position of the Director of the Doctoral Study Board is assimilated to the post of vice-rector.
- (5) The Director of the Residency Training Department coordinates, at vice-rector level, the residency training and organizes the approval for activity of residency training units.

Art.15. DEANS

- (1) The Dean represents the Faculty in relation with the University Senate, with the Rector, with the other faculties, as well as with other national or foreign individuals or legal entities. The Dean is a member of the Administrative Board.
- (2) The Deans performs the management and operative management of the faculties. The conditions for the appointment and their attributions are established by the University Charter, according to the Higher Education Act no.199 / 2023.

Art. 16. VICE-DEANS

- (1) The Vice-Deans help the Dean in the operative management of the Faculty, within the limits established by the Dean, on issues of education, research, university life and student issues.
- (2) The conditions for the appointment of the vice-deans and their attributions are established by the University Charter, according to the Higher Education Act no.199 / 2023.

Art. 17. HEAD OF DEPARTMENT. DIRECTOR OF THE DOCTORAL SCHOOL. DIRECTOR OF UNIVERSITY EXTENSION.

- (1) The Head of Department performs the management and operational leadership of the Department and represents the Department in its relations with the other structures of the Faculty. In exercising the function, the director is assisted by the Department Council.
- (2) The conditions for the appointment of head of department managers, of doctoral school director and of university extension director and their attributions are established by the University Charter, according to the Higher Education Act no.199 / 2023.

Art. 18. The director of university extension ensures the management of the extension, monitoring the quality and efficiency of the activities carried out within it, as well as its development appropriate to the needs of the local community and the University's strategy according to specific internal regulations.



Chapter V. Educational structures

Art.19. FACULTIES. UNIVERSITY EXTENSIONS.

- (1) The university has several faculties within its structure. The number, names, and organization of the faculties are decided by the University Senate.
- (2) The faculties consist of Departments and university extensions, whose composition is approved by the University Senate at the faculty's proposal. Departments are organized on specialized fields. In departments which provide Health education programs, departmental structures can be organized in the form of disciplines.
- (3) The organization and functioning of the structures within the faculties are established in the University Charter, according to the Higher Education Act no.199 / 2023, respectively by specific regulations or procedures, which comply with the legal provisions and the University Charter.
- (4) The university extension is the academic unit that ensures the production, transmission and valorization of knowledge in one or more specialized fields, in a geographical area other than the one in which the university headquarter is. The extension is established and dissolved with the approval of the University Senate, at the proposal of the Board of Administration and has no legal personality. The organization and operation of the extension is established by a specific regulation, approved by the University Senate.

Art.20. INSTITUTE FOR THE ORGANIZATION OF DOCTORAL STUDIES

- (1) I.O.D.S. It organizes and conducts a scientific doctoral program, and PhD students can obtain the title of Doctor of Science in the following fields: Medicine, Dental Medicine, Pharmacy, Philology, History, Informatics, Engineering and management, Business Administration aiming to produce relevant international, original scientific value, based on validated scientific methods which influence will be favorable for the professional career in higher education and research.
- (2) I.O.D.S. operates according to the Institutional Regulation for organizing and conducting university doctoral studies, developed by the Doctoral study board.

Art.21. RESIDENCY TRAINING DIRECTORATE

- (1) The Residency Training Directorate is directly subordinated to the Rector and is coordinated by the Vice-Rector who is assigned to this area of competence.
- (2) The main objective of the Directorate is to ensure support activities for resident doctors / dentists / pharmacists, to complete the training curriculum, by specialties and by years of training, in order to obtain the title of specialist, as well as for specialists enrolled in the second residency to acquire the second specialty.
- (3) The main specific activities carried out within the Directorate are:
 - coordination of residency training for residents within the university center according to the own Regulation approved by the University Senate, for each specialty, according to the national training curriculum;
 - participation in the organization of the national residency competition, according to the methodology of the relevant ministry;
 - organization of the approval/reapproval activity of the health units where residency programs are carried out in the assigned geographical area, according to the approval/reapproval criteria and procedures approved by Ministry order;
 - ensuring the necessary steps for the transfers and detachments of residents;
 - appointment and record of residency coordinators and supervisors, according to the requirements of the relevant ministry;
 - collaboration in the development of evaluating methodologies for residency training, in accordance with the regulations in force;
 - assigning residents to complete each training module; taking the necessary steps to enroll in the second specialty, with a fee, for doctors, dentists, pharmacists who are already specialists.



(4) The specific activities and duties are specified in the Directorate's own organization and functioning regulation.

Art. 22. TEACHING STAFF TRAINING DEPARTMENT

- (1) The Teaching Staff Training Department (DPPD) at G.E. Palade UMPHST of Târgu Mureș is a psychopedagogical department established in accordance with the law. It provides training for teaching positions in early childhood, preschool, primary, secondary, high school, and post-secondary education. Authorized by the legislative framework, it ensures the initial psychopedagogical and educational, theoretical, and practical training of students and graduates with a bachelor's and, where applicable, a master's degree in higher education. The goal is to obtain the right to practice (after graduation) as teaching staff in education, aiming at the development and certification of the competencies specific to the teaching profession.
- (2) The department operates under the authority of the Rector and is led by a Director.
- (3) The main activities carried out by DPPD for teacher training programs include:
- Initial training for students and, where applicable, university graduates to acquire the necessary competencies and official certification required for teaching positions in both pre-university (at all levels) and university education.
 - Continuous training and professional development for teaching staff through periodic training and improvement programs, as well as through the organization of preparatory courses and exams for obtaining teaching grades II and I in pre-university education.
 - Scientific research activities, including fundamental, theoretical, and applied research in the field of education sciences, aligned with the needs for modernization and improvement of the education process, adhering to national and European educational standards and future perspectives.
 - Professional conversion and reconversion at university and post-university level.
 - Psychopedagogical and methodological counseling, focused on professional development, career advancement in teaching, and the coordination of tutoring, mentoring, and mediation activities in educational institutions.
 - Support for the professional and scientific development of teaching staff at G.E. Palade UMPHST of Târgu Mureș.

Art.23. UNIVERSITY TEACHING STAFF TRAINING DEPARTMENT

- (1) The University Teaching Staff Training Department (DPPDU) aims to optimize the professional development of academic careers for teaching staff at G.E. Palade UMPHST of Târgu Mureș, as well as for those from other higher education institutions. This is achieved from psychopedagogical perspectives specific to the fields of study within the University.
- (2) The postgraduate training and continuous professional development programs organized by DPPDU represent the educational offer of G.E. Palade UMPHST of Târgu Mureș for updating and developing by participants occupational/professional competencies in the field of study completed. These are in-depth specialization courses for knowledge and skills in the profession obtained through bachelor studies with a graduation diploma.
- (3) DPPDU is coordinated by an appointed Director.

Art.24. THE CENTER FOR ADULT PROFESSIONAL DEVELOPMENT (CDPA)

- (1) The purpose of the activities within CDPA is the transfer of knowledge through postgraduate programs, aiming at the professional and personal development of learners and meeting the need for professional and transversal competencies in the social-economic environment.
- (2) CDPA is coordinated by an appointed Director.
- (3) The main activities carried out within CDPA include:
- Identifying the competency needs of adults in the geographic area and labor market.
 - Developing and providing flexible programs composed of micro-certification series to create certification in niche fields.
 - Accrediting, organizing, and conducting postgraduate professional training and adult education programs in accordance with the legal framework on quality standards and performance indicators. These include postgraduate specialization courses in response to requests from the socioeconomic environment, as well as professional conversion/reconversion programs and accredited Ministry of Education and Research programs,



and organizing postgraduate courses in medical education, scheduled based on an academic calendar approved annually at the beginning of the academic year, accredited with EMC/EFM hours for obtaining graduation certificates, attestations, and competencies.

Art. 25. PART-TIME AND DISTANCE LEARNING CENTER

- (1) The Part-Time and Distance Learning (PTDL) Center is subordinated to the Dean of the Faculty of Economics and Law and is coordinated by a director.
- (2) The main activities carried out within the Center are:
 - ensuring the performance of the activities related to Part Time and distance learning programs;
 - introducing new programs within part time and distance learning, in response to the requests of the beneficiaries from the local and regional economic environment;
 - promoting education through part-time and distance learning – equivalent to full-time learning.

The Part-Time and Distance Learning Center carries out its activity based on its own organizational and operational regulation.

Art. 26. STRUCTURES OF PRE-UNIVERSITY TEACHING

- (1) In accordance with the legal provisions in force, the University may establish pre-university educational units following an external evaluation and with the approval of the University Senate.
- (2) George Emil Palade UMPHST of Târgu Mureș High School is a state educational institution without legal personality. Its educational activities are conducted in a daytime program, ensuring optimal conditions for the educational process in accordance with the objectives and purposes of high school education. The high school is managed by the Board of Administration, the Director, and the Deputy Director.
- (3) George Emil Palade UMPHST of Târgu Mureș College is a non-university, tertiary college without legal personality, integrated within G.E. Palade UMPHST of Târgu Mureș. The college has its own administration, subordinated to the George Emil Palade University of Medicine, Pharmacy, Science, and Technology in Târgu Mureș management. The college is managed by the Board of Administration, the Director, and the Deputy Director.
- (4) The framework and operational mode of the pre-university educational structures are outlined in their own regulations, approved by the management of G.E. Palade UMPHST of Târgu Mureș.

Chapter VI. Scientific research structures

Art. 27

- (1) Within the University, research is carried out in research, development and innovation institutes/units, in departments, research centers, university clinics, and research groups, under the coordination of the Council for Scientific Research and Knowledge Transfer (CCST).
- (2) The Scientific Research and Technological Development Unit (UCSDT) includes structures of G.E. Palade UMPHST Târgu Mureș through which research projects are conducted, and research, are organized innovation, and technology transfer activities, by integrating ideas from fundamental, translational, and applied research. UCSDT is coordinated by the Vice-Rector responsible for scientific research and innovation, is administratively subordinated to the Rector, and academically to the Senate of G.E. Palade UMPHST Târgu Mureș
- (3) The activities of UCSDT mainly focus on the following aspects:
 - identifying and disseminating the University's priority research areas and directions
 - creating the premises for identifying interdisciplinary collaboration opportunities
 - coordinating the annual reporting process of scientific research and innovation activities
 - organizing competitions for the awarding of internal scientific research grants
 - ensuring the framework for facilitating technology transfer
 - organizing training sessions
 - creating and managing institutional mechanisms for financially supporting research and innovation activities.



Art. 28. The organization and operation of other research structures within the University — institutes, research centers, technology transfer centers, and any other scientific research structures established according to the law and internal regulations — are detailed through specific regulations, procedures, and other relevant provisions.

Chapter VII. Support and Administrative Structures

Art. 29. These are represented by the structures which provide the support and administrative services necessary for carrying out of all activities within the University. Within these structures, are carried out activities connected to and support the educational and research processes, including secretarial activities that mainly ensure document management and communication within these processes, as well as those that ensure the continuity and safety of all activities, and provide appropriate study and accommodation conditions for students and other members of the university community; structures for resource management, as well as managerial support in specific domains.

Art. 30. UNIVERSITY GENERAL SECRETARIAT

- (1) The General Secretariat of G.E. Palade UMPHST of Târgu Mureș participates in the achievement of efficient academic management through secretarial activities at the level of the management of the University management, Faculties and other departments that carry out educational activities, organizes and monitors the flow of documents elaborated within the University and of the internal and external correspondence, under conditions of legality and safety.
- (2) The General Secretariat is led by the Chief Secretary of the University.
- (3) At the level of the General Secretariat of the University, the following activities are carried out:
 - coordination, guidance, and monitoring of the activities of subordinate structures;
 - guidance and monitoring of activities related to the organization and conduct of the university undergraduate admission exam;
 - guidance and monitoring of activities related to the organization and conduct of the doctoral and master's admission exams;
 - guidance and monitoring of activities related to the organization and conduct of final graduation exams (bachelor's, master's, doctoral);
 - coordination, guidance, and monitoring of activities related to the organization and conduct of competitions for vacant academic positions;
 - coordination, guidance, and monitoring of activities related to the awarding of student scholarships;
 - coordination, guidance, and monitoring of activities related to the preparation, issuance, and record-keeping of study documents;
 - coordination, guidance, and monitoring of secretarial work for the organization and conduct of postgraduate and residency education activities;
 - ensuring communication and correspondence with state or private institutions;
 - preparing statistical reports requested by various state institutions regarding student records and the use of national digital platforms;
 - preparing documents for Senate and Board of Administration meetings, and drafting the decisions and resolutions of the Senate and Board;
 - transmission of administrative documents issued by the University leadership and monitoring the acknowledgment of information by the intended recipients;
 - coordination of the implementation, development, and use of software systems for managing student and faculty data;
 - coordination of the input, modification, and updating of data in existing modules of the academic management software;



- coordination and guidance for the preparation of records, reports, and summaries regarding students and teaching staff.

Art. 31. EUROPEAN AND RESEARCH PROJECTS DEPARTMENT

- (1) The European and Research Projects Department carries out the management activity of the scientific research projects and institutional development projects. The department is subordinated to the Rector of the University and is headed by a department coordinator.
- (2) The main objectives of the Department are:
 - administring the portfolio of projects with non-refundable financing in correlation with UMPHST Development Strategy;
 - support for the submission of research projects,
 - support for the submission of projects, other than research projects;
 - promoting inter and multidisciplinary collaboration for the efficient and productive implementation of projects;
 - training and developing the human resources involved in the process of writing and implementing projects.

Art. 32. QUALITY ASSURANCE DEPARTMENT

(1) The Quality Assurance Department is responsible for the quality management in all the processes which take place in the University and it is led by a designated Head of Department.

(2) The main objectives of the Department are:

- Carrying out specific activities for the development and maintenance of an integrated, harmonized system to ensure the quality requirements, according to the implemented quality management standard, the requirements, criteria, indicators, etc., applicable to internal self-assessment or external evaluation of educational quality, and for managerial internal control.
- Coordinating the implementation of specific quality requirements applicable at each structure level within the University.
- Coordinating/ensuring the conduct of evaluation and quality assurance activities within university processes.
- Providing data, managing, and continuously updating general specific documents/information required for the internal and external evaluation process of the quality of education provided by the university.
- Preparing specific reports on quality evaluation and compliance with quality requirements and disseminating the results to interested parties.
- Monitoring within the University the implementation and effectiveness of quality assurance and improvement measures established at the process level.
- Coordinating the development, revision, improvement, and application of SMC documents at the organizational structure level.
- Training and raising awareness of staff at all hierarchical levels regarding applicable quality requirements and disseminating, through established internal communication means, best practice outcomes.

Art. 33. DEPARTMENT OF INTERNATIONAL RELATIONS

- (1) The Department of International Relations (DRI) is directly subordinated to the Rector, coordinated by the Prorectorate of International Relations, University Networks and Public Relations, and has a designated Director. The Department of International Relations develops and implements strategies for the development of international partnerships within community programs promoted by the National Agency for Community Programs in the Field of Education and Vocational Training, as well as other existing or developed programs and partnerships.
- (2) The mission of the DRI is to support, develop, and implement the internationalization policy of G.E. Palade UMPHST of Targu Mures, through the establishment of international partnerships with universities worldwide and by coordinating and managing academic and research exchanges of students, teaching and research staff, auxiliary teaching and research staff, and administrative personnel with partner universities. The specific



activities and responsibilities of the component structures are outlined in their respective organizational and operational regulations.

Art. 34. INTERNAL EVALUATION UNIT FOR STUDY PROGRAMS AND UNIVERSITY CURRICULUM

(1) The Internal Evaluation Unit for Study Programs and University Curriculum (CEIPSCU) is subordinated to the Rector and has an appointed coordinator.

(2) The main activities of CEIPSCU are:

- Centralizing, on the dedicated online platform, all course syllabus adapted to international standards, specifying curricular content, teaching techniques, and evaluation methods;
- Verifying and validating course syllabus across the entire university, identifying overlapping thematic elements to align with curricular reform measures;
- For the development and revision of study plans collaborates with the Strategy, Reform, and Curricular Development Committees (CSRDC) within each faculty;
- Coordinating the implementation of a unified student evaluation model within the same study programs, using both formative and summative assessments, identical across all teaching series within the same faculty for the same module;
- Coordinating the student knowledge assessment process with the support of curriculum offices and the Statistical Analysis Office;
- Collaborating to organize training courses for teaching staff to implement new teaching techniques, improve the current teaching process and enhance the evaluation system within the curricular reform process.

Art. 35. NATIONAL CENTER FOR VIRTUAL REALITY APPLIED IN MEDICINE – Virtual X

(1) **The National Center for Virtual Reality Applied in Medicine – Virtual X** operates under the authority of the Rector of G.E. Palade UPhST of Târgu Mureș and has an appointed coordinator.

(2) The main activities of the Center are:

- Identifying, acquiring, and installing IT resources technically adapted to the training curriculum;
- Selecting and implementing scenarios appropriate to the training needs of learners (students, teaching staff / doctors);
- Creating complex, interdisciplinary virtual reality scenarios aimed at learning teamwork and managing critical situations;
- Exposing learners to various aspects of medical practice, similar to real-life situations, using scenarios created in virtual reality environments;
- Analyzing and identifying needs/opportunities for the expansion or implementation of suitable IT resources for study programs in science and technology fields;
- Training staff/learners in the use of these resources.

Art. 36. SIMULATION AND PRACTICAL SKILLS CENTER

(1) The for Simulation and Practical Skills Center (CSAP) operates under the authority of the Rector and has an appointed coordinator.

(2) The main activities carried out within Simulation and Practical Skills Center are:

- Training students through the use of the Standardized Patient concept;
- Conducting simulations for medical procedures (both invasive and non-invasive) to help students acquire the competencies outlined in the curricula of clinical disciplines;
- Ensuring access to and use of the integrated LearningSpace software platform, through which students and teaching staff can actively observe and participate in simulation activities;
- Assessing students' practical skills;
- Participating in the organization of scientific events and training courses aimed to develop competencies in CSAP-specific fields;
- Participating in promotional activities (such as protocol or informational visits, presentations, etc.) for G.E. Palade UPhST of Târgu Mureș and CSAP;
- Providing specialized support for the operation of software and equipment used in the simulation halls.



Art.37. CAREER COUNSELING AND GUIDANCE CENTER

- (1) The Center for Counseling and Career Guidance (CCOC) is established as a structure without legal personality, with the purpose of providing, through specialized employed staff, educational and vocational counseling, career guidance and counseling, personal development counseling, and psychological counseling services. These services are addressed to students, graduates and other members of the academic community, in compliance with current legislation. The organization and operation of the CCOC is regulated by its own internal regulations, which define its structure and specific activities.
- (2) The CCOC is academically subordinate to the University Senate and administratively to the Rector. It is managed by a member of coordinator teaching staff or by a person classified as auxiliary teaching staff, appointed by the Administration Board.

Art.38. ALUMNI COMPARTMENT

- (1) The Alumni Compartment operates under the coordination of the International Relations, University Networks and Public Relations Vice-Rectorate. The Alumni Office has a coordinator responsible for the management and day-to-day operation of the department.
- (2) In order to achieve the department's objectives, the following activities are carried out:
 - Ongoing development of the Alumni Community;
 - Affiliation of G.E. Palade UMPHST of Târgu Mureș with international alumni associations and organizations;
 - Connecting the University with Romanian graduates who had achieve high performance and influence both nationally and internationally;
 - Organizing activities, events, and initiatives related to the Alumni Community;
 - Developing and managing the G.E. Palade UMPHST of Târgu Mureș Alumni Connect platform;
 - Including international researchers, including Alumni, as members in research projects.

Art. 39. STUDENT ENTREPRENEURIAL SOCIETY (SES)

- (1) SES is a department dedicated not only to building entrepreneurial competences, but also to provide a framework for innovation and entrepreneurial approaches associated with the academic environment. SES is subordinated to the Rector and is managed by a President.
- (2) The following activities are carried out within SES:
 - organizing training activities available to all students with a view to developing entrepreneurial competences and aptitudes;
 - coordinating the activity of all incubator centers, simulated enterprises and other entities and entrepreneurial endeavors, within the University;
 - attracting and developing resources to support the innovative and entrepreneurial initiatives of students, graduates, and the academic community;
 - initiating and implementing projects aimed at supporting students' innovative and entrepreneurial endeavors, including partnerships with the business sector.

Art. 40. LABOUR MARKET RELATION COMPARTMENT

- (1) The Labour Market Relation Compartment is subordinated to Rector and is coordinated by the Vice-Rector in charge of this field of activity.
- (2) The main activities of the compartment are:
 - Signing partnership agreements to create a formal framework for organizing student internships, carrying out joint projects and activities, technology transfer, etc.;
 - To maintain and to develop partnerships through meetings between University representatives and employers;
 - Organizing events in partnership with the employers;
 - Disseminating information/announcements from employers within the academic community;
 - Keep the records of partnerships and the status of relationships with representatives from the economic and institutional sectors;
 - Provide support activities within educational projects carried out in collaboration with employers;
 - Participating in other university projects related to the economic environment;



- Communicating informations regarding the labor market to students and teaching staff.

Art.41. SCIENTOMETRICS AND ACADEMIC RANKING COMPARTMENT

- (1) The Scientometrics and Academic Ranking Compartment is subordinated to the Rector and is coordinated by the Vice-Rector in charge of this field of activity.
- (2) The main objectives of the compartment are:
 - Studying national and international evaluation methodologies for the classification of universities and the ranking of study programs, and enrolling the University in approved university ranking systems;
 - Collecting data and preparing requested reports;
 - Conducting benchmarking studies regarding university rankings;
 - Ensuring transparency and online presence in order to position the University among the top public universities in terms of integrity; creating and maintaining the content of the University ranking web page;
 - Extracting data from scientometric classification sources regarding staff, publications, etc., and analyzing measurable and comparable scientific research resulted at the individual, research unit, and university levels through specific indicators;
 - Preparing scientometric classification reports and establishing intra- and inter-institutional scientometric rankings.

The university ranking process includes:

- To study and applying appropriate national/international evaluation methodologies for university classification;
- To request the necessary information, and create and maintain a relevant, criteria-, standards-, and indicator-based database;
- Updating the University records in university ranking system by preparing the required reports;
- Drafting reports on the University's ranking results.

Art.42. SCIENTIFIC PUBLICATIONS COMPARTMENT

- (1) The Scientific Publications Compartment (CPS) operates under the authority of the Rector of G.E. Palade UMFST of Târgu Mureș and has an appointed coordinator.
- (2) The editorial teams are responsible for:
 - Verifying the documents submitted by the author for article publication;
 - Checking the originality of articles by applying a similarity test using the approved anti-plagiarism software;
 - Conducting technical reviews to ensure the articles comply with formatting and writing guidelines;
 - Ensuring scientific peer review of the articles by experts;
 - Publishing the articles in accordance with the editorial policy.

Art.43. INSTITUTIONAL DEVELOPMENT DEPARTMENT – SMART UNIVERSITY

- (1) The Institutional Development Department – Smart University operates under the authority of the Rector and has an appointed coordinator.
- (2) To achieve its objectives, the department carries out the following activities:
 - Conducting major impact analyses related to the digitization and automation of institutional services and processes;
 - Providing analyses, recommendations, and specifications regarding the level, stages, and methods of digitizing and automating various institutional services and processes;
 - Offering analyses, recommendations, and specifications regarding enterprise-level IT solution architectures and platforms;
 - Recommending, designing, and customizing enterprise IT solutions;
 - Recommending the acquisition of equipment/platforms/hardware infrastructure, software solutions/applications/platforms, and specialized consulting services;
 - Providing technical supervision for hardware and software acquisitions related to the implementation of enterprise IT solutions and platforms.



Art. 44. COST CENTERS AND ERP DEPARTMENT

- (1) The Cost Centers and ERP Department (DCCERP) operates under the authority of the Rector of and is coordinated by a designated Vice-Rector.
- (2) The main activities of the DCCERP, aimed to achieve its key objectives, include:
 - Identifying optimal organizational components for the creation and operation of cost centers;
 - Developing a system of performance indicators suited for financial management based on cost centers;
 - Selecting and implementing an ERP system appropriate to the functional structure of the established cost centers;
 - Improving the efficiency of financial resource allocation for each cost center;
 - Monitoring financial execution per cost center and adjusting budgets according to performance outcomes;
 - Overseeing the ERP system's operation and adapting it in response to new developments.

Art. 45. LEGAL, SSM, EMERGENCY SITUATIONS, LABOR MEDICINE AND DATA PROTECTION SERVICE

- (1) The Legal, Occupational Health and Safety, Emergency Situations, Occupational Medicine and Data Protection Service is under the authority of the University Rector and is led by a department head.
- (2) The main activities carried out within the Service are:

Legal:

- To represent and legally defend the interests of the University, in front of judicial authorities, criminal investigation bodies, public notaries, public authorities, and other legal or natural persons;
- Providing specialized legal advice to all university departments and staff, upon request, in matters related to their areas of activity;
- Reviewing and endorsing the legality of contracts, conventions, protocols, agreements, or any documents that produce legal effects and involve the university's activities;
- Drafting legal actions, defenses, replies, etc. and, when necessary, formulating appeals in court or with other competent bodies for dispute resolutions;
- Check the compliance of internal documents with applicable legal frameworks and indicating discrepancies when granting legal approvals;
- Monitoring newly issued or amended legal acts and disseminating them to university management and internal departments for implementation.

Occupational Health and Safety:

- Organizing prevention and protection activities based on the characteristics in university work environments and monitoring their implementation;
- Identifying hazards and assessing risks for each component of the work system: employee, task, work equipment, and workplace environment;
- Providing advice, consultancy, and monitoring to ensure suitable working conditions for each component of the work system in compliance with legal regulations;
- Advising and assisting in adapting work conditions for vulnerable groups.

Emergency Situations:

- Identifying risks that may lead to emergencies within the University;
- Organizing and ensuring readiness and response capability for emergency management, rescue of individuals, and protection of property endangered by fire or other emergencies; verifying the implementation of emergency-related regulations;
- Ensuring awareness and enforcement of fire prevention measures and regulations.

Occupational Medicine:

- Assessing employees' fitness for work based on their health status;
- Conducting activities related to the assessment and monitoring of employees' health status according to legal requirements and identified occupational risks;
- Providing counseling related to employees' health concerns.

Environmental Protection:

- Ensuring compliance with legal provisions on environmental protection and public health;
- Monitoring the management and controlled disposal of waste generated at the university level;



- Monitoring and improving environmental-related activities, including implementing measures to reduce environmental impact;
- Preventive activities in environmental protection, with proper application of operational procedures for environmental monitoring.

Personal Data Protection:

- Ensuring the protection and lawful processing of personal data in compliance with applicable legal provisions;
- Acting as the university's contact point for the Supervisory Authority concerning data processing matters;
- Implementing appropriate technical and organizational measures to ensure that personal data processing is carried out lawfully within the University.

Art. 46. HUMAN RESOURCE DEPARTMENT

(1) The Human Resource Department operates under the direct subordination of the Rector and is headed by the head of the service.

(2) The Human Resources Department main activities are:

- to ensure the implementation of recruitment, selection, and promotion activities for personnel;
- to ensure the implementation of the professional training and development process for personnel;
- to ensure the implementation of the professional performance evaluation process for personnel;
- drafting and verifying state of duties and summary reports, in accordance with applicable internal regulations and procedures;
- to manage the employment relationships of staff: conclusion, execution, modification, and termination of individual employment contracts, and drafting the related documents in accordance with legal provisions and applicable internal regulations and procedures;
- to determine and calculating salary entitlements and other employee benefits, as well as contributions to the state budget and social insurance budget, and preparing the related documents/reports in accordance with applicable legal provisions.

Art.47. FINANCIAL-ACCOUNTING SERVICE

(1) The University organizes and runs its own accounting service, the financial accounting and the management accounting, as well as the preventive financial control activity within the Financial-Accounting Service operates under the direct subordination of the Rector and is headed by the chief accountant.

(2) The activities carried out within the Service, according to the legal provisions, are:

- to organize and manage the accounting of G.E. Palade UMPHST of Targu Mures, according to the applicable legal provisions;
- to develop the annual draft budget of income and expenses;
- to monitor budget execution, adjusting expenses according to the approved budget and own income, rectifying the budget;
- to prepare quarterly and annual financial statements, respectively other periodic reports, according to the law;
- to organize the activity of cash receipts and payments;
- to make payments of expenses within the limits of budgetary credits and approved destinations;
- to organize the inventory process;
- to keep records and report on budgetary and legal commitments;
- to organize preventive financial control.

Art. 48. COMPUTER NETWORKS, COMMUNICATION AND DIGITALIZATION SERVICE

(1) The Computer Networks, Communication and Digitalization Service is subordinated to the Rector of the University and is led by the head of service.

(2) The main activities of the Service are:

- coordinating the process of modernizing the IT infrastructure in G.E. Palade UMPHST of Targu Mures;
- coordinating the strategies of design, developing and implementing information systems, for the organization and automatic processing of specific information;
- ensuring access to IT facilities and dedicated computer systems for all students, teaching staff and employees of the university, in line with the objectives of their activity;



- administration and security of central communication nodes, and coordination of the administration of university communication servers;
- providing efficient network communication services within UMPHST, accessible to all categories of users;
- integrating computer subsystems dedicated to the educational process, within specialized compartments, in a global university management system.

Art. 49. PUBLIC INTERNAL AUDIT COMPARTMENT

(1) The Public Internal Audit Compartment is constituted separately under the Rector's direct subordination.

(2) The main activities of the compartment are:

- elaborating the project of the multiannual plan of public internal audit and, based on it, the project of the annual plan of public internal audit;
- carrying out the public internal audit missions of the annual audit plan, in order to evaluate if the financial management and control systems of G.E. Palade UMPHST of Târgu Mureș are transparent and comply with the norms of legality, regularity, economics, effectiveness and efficiency;
- periodic reports on findings, conclusions, and recommendations resulting from the public internal audit activities;
- elaborating the annual report on the internal public audit activity and sending it to the Internal Audit Compartment of Ministry of Education and Research;

Chapter VI. Administrative activity structures

Art. 50. GENERAL ADMINISTRATIVE DIRECTOR

(1) The management of the General Administrative Directorate is provided by the General Administrative Director.

(2) The General Administrative Director is directly subordinated to the Rector and is member of the Administrative Board of G.E. Palade UMPHST of Târgu Mureș.

(3) The main objectives of the General Administrative Director are:

- organizes, coordinates, manages the subordinated administrative structures, ensuring their proper functioning in compliance with the University policies and strategy, respectively with the applicable legal and internal regulations.

Ensures the conditions for and supervises the implementation of:

- investment strategies at the university level: new constructions, current repairs, capital repairs, maintenance work etc. for all spaces where didactic and administrative activities are carried out.
- the strategy of public procurement of goods and services in order to ensure the optimal functioning of all didactic and administrative activities at the level of the university,
- the strategy regarding activities that deal with social aspects, aimed at the academic community: library, student dormitories, canteen, sports complex, etc.;
- establishes directions of action and the measures to implement the approved strategic decisions, specific to the General Administrative Directorate.

Art.51. VICE GENERAL ADMINISTRATIVE DIRECTOR

(1) The position of Vice General Administrative Director is subordinated to the General Administrative Director, and is, and is officially a member of the University's Administration Board.

(2) The main objectives of the Vice General Administrative Director 1 are:

- organizing, planning, coordinating, checking the activities that ensure:
 - the functionality of the real estate heritage and the material resources of G.E. Palade UMPHST of Târgu Mureș in a safe and continuous manner;



- rational and safe use of locations related to the heritage, necessary to carry out didactic and administrative processes in line with the established legal and internal requirements;
 - current and capital repairs, maintenance works, etc., for all spaces where teaching and administrative activities take place;
 - functionality of the equipments, installations, machinery etc. in the UMPHST inventory, in order to ensure the continuity of the specific didactic and administrative activities.
- (3) The main objectives of the Vice General Administrative Director 2 are:
- organizing, planning, coordinating, and supervising activities related to social matters aimed at the university community: student dormitories, the cafeteria, the sports facilities, as well as activities related to promoting the University's image and communication with both internal and external audiences.
 - implementing the decisions made by the administrative management and monitoring their execution, in compliance with the applicable legislation.

Art. 52. SECRETARIAT/REGISTRY OF THE GENERAL ADMINISTRATIVE DIRECTORATE

- (1) The structure is subordinated to the General Administrative Director.
- (2) The activities carried out include:
- registering and keeping records of all documents received by the General Administrative Directorate (GAD);
 - identifying, ensuring, and managing the circulation of correspondence/documents within the Directorate and outside.

Art. 53. TECHNICAL AND HERITAGE MAINTENANCE SERVICE

- (1) The Technical a Heritage Maintenance Service is subordinated to the Vice General Administrative Director and is led by the head of service.
- (2) The activities carried out within the Service are:
- drafting and monitoring the implementation of the Annual Public Procurement Program;
 - ensuring the execution of the public procurement process for products, services, and works, in accordance with legal provisions and internal procedures;
 - tracking and recording the performance of contracts concluded for products, services, and works, as well as compliance with contractual clauses;
 - planning/preparing, organizing, and managing post-award procedures for contracts related to investment works;
 - preparing and submitting reports and notifications as required by law or requested by the competent authorities;
 - receiving and releasing products stored in the warehouse and verifying their quantitative and qualitative conformity with the contracts/orders issued by the University.

Art. 54. PROCUREMENT AND INVESTMENTS SERVICE

- (1) The Purchase-Investment Service is subordinated to the General Administrative Director and is led by the head of service.
- (2) The following activities are carried out within the Service:
- elaborating and updating the Annual program of public purchase;
 - ensuring the execution of the public procurement process for products, services, and works, in accordance with legal provisions and internal procedures;
 - monitoring and recording the implementation of contracts concluded for products, services, and works, as well as ensuring compliance with contractual clauses;
 - planning/preparing, organizing, and managing post-award procedures for contracts related to investment works;
 - drafting and submitting reports and notifications required by law or requested by the competent authorities;



- receiving and releasing products delivered to the warehouse, and verifying their quantitative and qualitative conformity with the contracts/orders issued by the University.

Art.55. SOCIAL ADMINISTRATIVE SERVICE

- (1) The Social Administrative Service is subordinated to the General Administrative Director and is led by the chief of service.
- (2) The main activities carried out within the Service are:
 - coordinating, organizing, carrying out the payment of scholarships and other forms of social assistance granted to students, master's degree students, PhD students and resident doctors;
 - coordinating, organizing, carrying out the activity of accommodating the students in hostels/dormitories;
 - administrative activities of student dormitories
 - accommodation, administrative, and housekeeping activities in the University's accommodation spaces, other than the student dormitories;
 - ensuring the activity regarding the rental of temporarily available spaces of the University;
 - record-keeping, preparation, monitoring, and payment scheduling of monthly invoices from suppliers for specific activities;
 - ensuring the activities of decommissioning and scrapping fixed assets and inventory items, as well as the scrapping of other material goods;
 - ensuring the transfer activity between managements of fixed assets and inventory items.

Art. 56 CANTEEN SERVICE

- (1) The Canteen is subordinated to the Vice General Administrative Director 2 and is led by the head of the service.
- (2) The activities carried out at the Canteen are:
 - preparing the recipes and establishing the daily menus;
 - preparing and serving daily meals, according to the proposed menus and approved programme;
 - preparation of meals and coffee breaks organized during University events;
 - ensuring the supply of raw materials needed for food preparation;
 - performing the quantitative and qualitative reception of goods necessary for food preparation;
 - preserving and storing agro-food products and food items for the canteen, in accordance with sanitary hygiene regulations.

Art. 57. PROPERTY SERVICE AND SPORTS BASE

- (1) The Property Service and Sports Base is subordinated to Vice General Administrative Director 2 and is led by a service manager.
- (2) The activities carried out within the Service are:
 - Administrative and housekeeping activities, with subordinate staff, to ensure cleanliness in educational spaces (classrooms, laboratories, offices, etc.), common areas (bathrooms, access ways, etc.), and the University's sports base;
 - Participation in organizational activities for the preparation and execution of events within the university community (admission exam simulation, admission exams, opening ceremony of the academic year, graduation ceremony, residency exams, conferences, symposiums, congresses, doctoral events, University Days, etc.);
 - Activities that ensure the permanent operation, under conditions of efficiency, safety, and in compliance with applicable sanitary regulations, of all spaces and equipment within the University's sports face.

Art. 58. G.E. PALADE UMPHST OF TÂRGU MUREȘ LIBRARY

- (1) The G.E. Palade UMPHST of Târgu Mureș Library is a specialized university library, serving students, master students, PhD. candidates, residents, faculty members, researchers, and administrative staff at G.E. Palade UMPHST of Târgu Mureș, and it is organized as a service. The G.E. Palade UMPHST of Târgu Mureș Library participates in the process of training, education, and scientific research within the university.
- (2) The Library Service is subordinated to the General Director for Administration and is led by a service manager.



(3) The specific activities are:

- Ensuring the conditions for research, reading, study, and user information;
- Developing, organizing, processing, and preserving publication collections;
- Acquiring, receiving, registering, inventorying, pricing, cataloging, and classifying publications using the Dewey Decimal Classification system;
- Ensuring access to databases and online publication platforms;
- Registering and serving library users;
- Providing information and documentation assistance to library users;
- Implementing and developing IT facilities in user services and in the processing and preservation of publication collections;
- Managing national and international interlibrary exchanges.

Art. 59. UNIVERSITY PRESS & MEDIA SERVICE

(1) The University Press and Media Service is subordinated to the Vice General Administrative Director 2.

(2) The main activities of the Service are:

- Editing materials necessary for the study of students and faculty members;
- Printing and reproducing teaching and scientific works in the interest of the educational process, reproducing other internal documents as specified in the requirements;
- Ensuring the distribution and sale of specialized materials or forms have been edited;
- Printing serial publications from the University's portfolio;
- Promoting and selling the University's promotional materials;
- Promoting the projects and activities conducted by the university, enhancing the University's image locally, nationally, and internationally, including the execution of internal and external communications according to the approved communication strategy;
- Providing support for the organization and promotion of institutional events and offering the necessary technical and logistical assistance for each event;
- Creating materials to promote the university's projects, activities, and events, including broadcasts, live transmissions, promotional video spots, productions using new communication and promotion technologies, including activities such as: e-conferences, e-events, thematic broadcasts, etc.

Art. 60. UNIVERSITY MUSEUM G.E. PALADE

(1) The Museum of G.E. Palade UMPHST of Târgu Mureș University is a university museum, subordinated to the General Administrative Director, and has an appointed coordinator.

(2) The main activities carried out within the Museum are:

- Organizing temporary exhibitions related to the multidisciplinary profile of the University;
- Organizing educational and didactic events, such as thematic lessons for high school students and university students;
- Developing, organizing, processing, and preserving exhibits;
- Identifying, receiving, inventorying, and cataloging the items in the permanent exhibition;
- Developing partnerships with specialized institutions;
- Organizing guided tours.

Art. 61. SPORTS TRAINING CENTER

(1) The Sports Training Center is subordinated to the Administrative General Director for and has a coordinator. Within the Center, the following operate:

- The Student Sports Association
- The University Sports Club.

(2) The main activities of the Student Sports Association are:

- Initial selection and formation of training groups specific to each sport;
- Actual training of student athletes through specialized training sessions and participation in various sports competitions.

(3) The main activities of the University Sports Club are:

- Providing a specialized framework for physical, technical, and tactical training to achieve performance at the level of each sports section;



- Ensuring the participation of athletes and teams in internal and international competitions by affiliating sections with national federations and actively participating in the organization of competitions;
- Supporting and engaging in local initiatives for professionals or amateurs that promote sports as a healthy lifestyle, regardless of age, by offering access to the G.E. Palade UMPHST of Târgu Mureș sports facilities;
- Developing the science of sports by creating an environment where researchers and faculty members of G.E. Palade UMPHST of Târgu Mureș, as well as sports enthusiasts, can develop studies aimed at improving performance in sports.

Art. 62. BOTANICAL GARDEN SERVICE AND CAMPUS MAINTENANCE

- (1) The Botanical Garden Service and Campus Maintenance is subordinated to the Vice General Administrative Director 1 and is led by a service manager.
- (2) The activities carried out within the Service are:
 - Ensuring the plant material needed for the educational and research processes for students and faculty members of the Faculty of Pharmacy;
 - Maintaining, developing, and enriching the educational herbarium;
 - Conserving the existing plant biodiversity and rare plants in the natural heritage of the Garden;
 - Editing and reproducing the Seed Catalogue based on the existing Seed Collection;
 - Providing ornamental floral material for educational, administrative spaces, as well as for various events organized by the University;
 - Ensuring and maintaining cleanliness in the university campus, including in the student dormitory areas.

Art. 63. SECURITY, PROTECTION, AND TRANSPORT DEPARTMENT

- (1) The Security, Protection, and Transport Department is subordinated to the Vice General Administrative Director 1. The security and protection activities, as well as the transport activities, are coordinated by designated responsible persons.
- (2) The specific security and protection activities carried out within the department are:
 - Ensuring the safety of objectives, goods, and valuables against any unlawful actions that harm their ownership rights and material existence;
 - Implementing and complying with the Security Plan prepared by G.E. Palade UMPHST of Târgu Mureș, with the specialized approval of the competent authority;
 - Identifying and monitoring vulnerable areas and points within the perimeter of the objective to prevent any actions that could cause damage to the University;
 - Ensuring the security of goods and valuables to be transported.
 - The specific transport activities carried out within the department are:
 - Planning and monitoring transportation, based on scheduled activities;
 - Ensuring safe traffic conditions for vehicles in the fleet;
 - Keeping records of the fleet's activities in accordance with applicable legislation;
 - Keeping records and managing fuel consumption for vehicles in the fleet, in accordance with applicable legislation.

Art. 64. ADMINISTRATIVE DEPARTMENT BISTRIȚA; ADMINISTRATIVE DEPARTMENT TÂRNĂVENI

- (1) The administrative departments in Bistrița and Târnăveni are subordinated to the Vice General Administrative Director 2.
- (2) The activities carried out within the departments are:
 - Activities that ensure the continuous operation, in conditions of efficiency, safety, and in compliance with applicable sanitary regulations, of all spaces and facilities intended for educational and research activities within the G.E. Palade UMPHST of Târgu Mureș extension in Bistrița, and within the G.E. Palade UMPHST of Târgu Mureș College in Târnăveni;
 - Administrative and housekeeping activities, with subordinate staff, to ensure cleanliness in educational spaces (classrooms, laboratories, offices, etc.), common areas (bathrooms, access paths, etc.);
 - Participation in organizational activities for events held within the G.E. Palade UMPHST of Târgu Mureș extension in Bistrița, and within the G.E. Palade UMPHST of Târgu Mureș College in Târnăveni



(admission exams, opening ceremony of the academic year, graduation ceremony, educational or scientific events, etc.).

Chapter VIII. Final provisions

Art.62. Any modification of some provisions of the University Charter or of the legislation in force, which can also be found in the present Regulation of Organization and Functioning, will be transposed into this Regulation, according to the new reformulations, through its revision.

Art.63. The managers of all the organizational structures are obliged to ensure the knowledge and observance of the present Regulation by the subordinate staff..

Art.64. The responsibilities established by the present Regulation of organization and functioning elaborated at the level of the organizational structures or of the structures with collective leadership role, as the case may be.

The Senate of the University of Medicine, Pharmacy, Science and Technology of Senatul Târgu Mureș approved the present regulation on the date March 5th, 2025 from which it enters into force on March 6th, 2025.