Reference documents:

Higher Education Act no.199/2023
Charter of the George Emil Palade University of Medicine, Pharmacy, Science, and Technology of Târgu Mureș

REGULATION OF ORGANISATION AND FUNCTIONING OF THE ADMINISTRATIVE BOARD OF THE GEORGE EMIL PALADE UNIVERSITY OF MEDICINE, PHARMACY, SCIENCE, AND TECHNOLOGY OF TÂRGU MUREȘ

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Drafted by: Professor Azamfirei Leonard, PhD
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Chapter I. General dispositions

Art. 1.

1) The Administrative Board is the operative management structure of the University which applies the strategic decisions of the University Senate.

2) The Administrative Board is composed of the Rector, the Vice-Rectors, deans of the university's constituent faculties, the General Administrative Director of the University, one of the General Administrative Vice Director of the University, two representatives of the students (one representative of the Romanian teaching line and one representative of the Hungarian teaching line). In condition where the employees are organised in trade unions, a trade union representative also participates in the Administrative Board meetings, as an observer.

3) The Senate President and the manager of the university hospital has the status of permanent guest of the Administrative Board.

4) The Administrative Board is chaired by the Rector.

Art. 2.

1) One mandate of the Administrative Board is of 5 years.

2) The mandate of a member of the Administrative Board, teaching staff or researcher is 5 years, with the possibility of renewal in another term of office.

3) The mandate of a student member of the Administrative Board is established by the regulations for the appointment of student representatives, but it may not exceed 5 years. The term of office ends with the termination of the student status.

Art. 3.

1) The meeting for Administrative Board setting up is convened by the Rector within 7 working days from the validation by the Senate of the new Vice-Rectors and Deans.

2) In the constitutive meeting, the Administrative Board establishes the current work programme and the specific duties of each member of the Administrative Board.
Chapter II. Organisation and operation of the Administrative Board

Art. 4.
(1) The Administrative Board meets at least once a month or as often as needed, at the convocation of the rector or 1/3 of its members. If necessary, extraordinary meetings can be convened by the rector. The transmission of the convocation is carried out through the rectory’s secretariat by telephone or electronic communication ways.

(2) The Administrative Board can take decisions in the presence of at least 2/3 of its members.

(3) If a member of the Administrative Board is absent on leave, with the Rector’s consent, he may appoint a substitute, the next member lower in hierarchical order (vice dean, vice president of the students’ league, etc.);

(4) The Administrative Board meetings are chaired by the Rector or, as the president of the Administrative Board, or, in his absence, by a Vice-Rector appointed by the Rector;

(5) Meetings of the Administrative Board may be attended, without the right to vote, by guests of the rector, persons from the university in managerial or executive positions, trade union representatives or persons from outside the institution involved in its support.

(6) For urgent matters, the members of the Administrative Board may resort to consultation by electronic means, decisions being subsequently made during the next meeting of the Administrative Board.

Art. 5.
(1) The meetings of the Administrative Board are not public and can be conducted on site, on-line or in a hybrid format..

(2) The decisions from the meetings of the Administrative Board shall be recorded in the meeting minutes.

Art. 6.
(1) Decisions of the Administrative Board shall be adopted by a simple majority of those present. In urgent cases, the vote may also be cast electronically, initiated by the Rector..

(2) The decisions of the Administrative Board are made public on the University website whenever they are of interest to the entire academic community, within a maximum of fourteen working days from the date of their adoption, or they are sent in writing to the persons involved, whenever they have an individual character.

(3) The decisions of the Administrative Board have executory power in the University. When it comes to the Senate area of responsibility, decisions are discussed in the next sitting of the Senate.
(4) The members of the Administrative Board who are in conflict of interests on a certain topic, do not participate in the vote.

Art. 7. The Administrative Board mainly has the following duties:
1) ensures the operative management of the University;
2) proposes to the Senate, for approval, the annual revenue and expenditure budget;
3) approves and establishes the University budget in operational terms;
4) approves the budget implementation and the annual balance sheet;
5) propose, as part of the draft budget, the level of protocol expenditure relating to the current activities;
6) approves proposals for the announcement of vacant teaching and research positions, positions for teaching and research assistants and administrative staff;
7) endorses proposals for new study programmes and makes proposals to the University Senate to wind up those study programmes that no longer fit the University's mission or are inefficient academically and financially;
8) approves financial operations that exceed the ceilings set by the University Senate;
9) approves work procedures;
10) endorses and proposes to the Senate, for approval, methodologies and regulations concerning the organization and functioning of the university;
11) proposes to the University Senate long-term and medium-term university strategies and policies on areas of interest to the university;
12) ensures the implementation of the Senate's decisions;
13) proposes to the Senate, for approval, the establishment or dissolution of faculties/study programmes, the taking over or establishment of research and development institutes, teaching stations and research and development stations, university hospitals, outpatient medical units and university pharmacies, companies, foundations, associations, pre-university education units, consortia for dual education;
14) submits to the Senate, for approval, the conditions for the conduct of the entrance examination, the curricula, the tuition fees for the next academic year and the methodology of the bachelor examination, as well as any other proposals that fall within the competence of the Senate;
15) to endorse and submit to the Senate, for approval, the job descriptions and proposals concerning the associated teaching staff and requests for extension of activity;
(16) endorse and submit to the Senate, for approval, the support by tenured staff of teaching and research activities in other higher education or research institutions;

(17) decide on the efficient use and management of funds;

(18) reviews and approves proposals for investment and development of the material base;

(19) identify possibilities for attracting partners to carry out extra-budgetary income-generating activities;

(20) approves the travel in the country and abroad of the members of the university community during the educational process, as well as of the auxiliary and administrative staff, arranging the necessary measures for the smooth running of the teaching or administrative process;

(21) proposes to the Senate, for sanctions within its competence, the sanctioning of members of the university community and approves the sanctioning of members of the teaching and research, auxiliary teaching and administrative staff;

(22) proposes tuition fees to the Senate for approval;

(23) proposes to the Senate, for approval, the specific criteria for granting scholarships to students, as well as their amount;

(24) approves the transfer of students, within the university, from one faculty to another or to/from other universities;

(25) proposes, for the approval of the University Senate, awards to university employees;

(26) approves fees for consultancy, services or other activities;

(27) approves the salaries of staff within the existing legal limits and the amount of differentiated salaries within the approved budget;

(28) initiates steps for consortia and fusions with other universities and research and development institutes, which it submits to the University Senate for approval;

(29) proposes to the Senate the governing bodies of the university hospital and of the pre-university education units as well as the heads of clinical departments;

(30) approves requests for clinical integration;

(31) takes any decisions concerning the good functioning of the university, if they are not the responsibility of other governing structures explicitly provided for.
Chapter III. The Rector

Art. 8.
(1) The newly elected Rector concludes a management contract with the University Senate, including the criteria and indicators of managerial performance, the rights and obligations of the contractual parties.
(2) The Rector, at the beginning of each term, appoints the Vice-Rectors and establishes their fields of activity and duties.
(3) The Rector chairs the competition committee for the position of General Administrative Director and appoints the General Administrative Director, following the competition validation by the Senate.
(4) The Rector may maintain the former General Administrative Director, if the latter gives his written consent that he will support the Rector’s managerial plan.
(5) The Rector organises the public competition for the positions of Dean of the Faculties of branch or extension directors in the University.

Art. 9.
(1) The Rector performs the executive management of the University.
(2) The Rector is the legal representative of the University and represents the University in relations with the Ministry of Education, the National Council of Rectors, domestic and international bodies, as well as with natural or legal persons in the country or abroad.
(3) The Rector is the credit authorizing officer of the University.

Art. 10.
(1) The Rector coordinates, guides, controls, and is responsible for the entire activity of the University, in accordance with the legal provisions and with the University Charter. In this respect, he is in charge with:
   a) coordination of activities for defining and carrying out the mission and objectives of the University by the Administrative Board and by the Senate;
   b) coordination and guidance of the University academic activity;
   c) coordination and guidance of the University scientific research;
   d) coordination of institutional university management;
   e) coordination of the strategic development of the University;
   f) coordination of the strategy of University structure, study programmes, research activity, and quality assurance.
(2) In carrying out his duties, the Rector shall issue decisions and instructions.

(3) The rector has to present a report on the state of the university in April of each year, which is a condition of public responsibility and which constitutes a condition for public funding.

(4) In carrying out his activity, the rector may delegate some of his duties to one or more vice-rectors, according to the law, or to other persons, .

Art. 11.
1. The Rector has the following duties:
   a) proposes the university's mission for approval to the university Senate;
   b) carries out the management and operative leadership of the university;
   c) negotiate and sign the institutional contract with the Ministry of Education;
   d) concludes the Management Contract with the University Senate;
   e) proposes to the University Senate for approval the structure and operating regulations of the university;
   f) proposes to the University Senate for approval the draft budget and the report on budget execution;
   g) appoints the vice-rectors and establishes their duties;
   h) presents to the University Senate the report on the state of the university according to the Higher Education Act no. 199/2023. The University Senate validates the report. The report is a public document and is sent to interested parties;
   i) leads the Administration Board;
   j) monitors and controls the implementation of the decisions of the Senate and the Administration Board and the application of the University Charter;
   k) based on a methodology proposed by the rector and approved by the Senate, organizes the public competition for the selection of deans, directors of branches and extensions,
   l) performs other duties established by the university Senate, in accordance with the management contract, the University Charter and the legislation in force.

2. In exercising his duties, the rector:
   a) is a credit orderer;
   b) orders the use of university funds in accordance with the decisions of the Senate and the Administration Board;
   c) appoints teaching and research staff, in accordance with the legal provisions;
d) grants the title of associate teacher;
e) authorizes the release of study documents;
f) applies, based on the approval of the Senate or the Administrative Board, sanctions to members of the university community in accordance with the legal provisions in force;
g) applies, based on the approval of the Administrative Board, sanctions to the auxiliary teaching and research staff and to the administrative staff, in accordance with the legal provisions in force;
h) appoints and dismisses vice-rectors, the decision that must be communicated to the University Senate;
i) can delegate his powers to vice-rectors, according the law;
j) delegates administrative powers to the general administrative director of the university;
k) issues decisions and instructions.

Chapter IV. The Vice-Rectors

Art. 12.

1. The vice-rectors are responsible for the coordination of different activities / fields of the university, in accordance with the provisions of the University Charter and the strategy of organisation and functioning of the Administrative Board. Branch managers also belong to this category of members of the Administrative Board.

2. The Rector designates by internal decision the activities / domains and responsibilities for each vice-rector, with the possibility to reallocate specific domains or cumulate others during his/her mandate.

3. Upon assuming the mandate, the vice-rectors sign a declaration of executive support for the rector's management plan, according to Annex 1.

4. The Vice-rectors supports under the penalty of dismissal from office, the decisions taken at the level of the Administrative Board, by the vote of the majority of the members.

5. At the proposal of the vice-rectors/branch director, the Administrative Board appoints for the areas they coordinate, an academic secretary. Their assignments are decided by the vice-rector who made the nomination. The academic secretary of the university branch is the deputy director of the branch and his duties are stipulated in the Organization and Operation Regulation of branches and extensions of the university, approved by the UMFST Senate G.E. Palade Tg. Mureș.
Chapter V. The General Administrative Director

Art. 13.

1. The General Administrative Director has the following duties:

   a. Prepares the budget, assists the Rector in budget analyses, implementations, reports, and forecasts and cooperates with the Chief Accountant in budget implementation.

   b. Ensures the rational use of locations and is in charge of security in university locations.

   c. Makes proposals to the Rector or the Administrative Board, prior to decisions made by the academic authorities.

   d. Makes logistical elaboration of administrative documents that will be submitted to the approval of the Senate.

   e. Prepares the Rector’s administrative decisions, in accordance with current legal provisions.

   f. Makes decisions in his/her area of competence.

   g. Controls the implementation of decisions by the subordinate administrative services.

   h. Evaluates decision performance and reports to the Rector.

   i. Follows and manages the human resource in the university.

   j. Follows, together with the chief accountant, the current financial situation and the financial forecast.

   k. Under the Rector’s authority, he has control over all administrative and technical services (organisation, division of tasks, working methods).

   l. He is responsible, in accordance with the law, for the lawfulness of decisions that are made by the administrative structures of the University.

   m. He ensures the elaboration of the administrative documentation necessary for University functioning.

   n. Based on the Rector’s decision, he has the delegation of authorisation in decision-making for the field of university administration.

   o. He participates in the strategic management of the University as a member of the management team.

   p. Carries out the decisions made by the academic authorities of the University regarding its administration.

   q. Ensures the implementation and administrative follow-up of the University policy in the fields of: finance, budget, personnel management, patrimony management, administrative management of continuous training, international relations and research.
r. Takes action to obtain additional funding resources, including through rental of available premises and provision of authorised services.

s. Initiates and carries out activities aimed at improving the efficiency of the University resource management.

t. Uses authorised and recognised methods to increase efficiency and rationing of resources.

u. Supervises and coordinates the activities of administrative structures.

v. Plans and implements systems for the evaluation and control of administrative activity and quality assurance management.

w. Pursues the interests of the University, of its leaders and employees.

x. Is responsible for the knowledge and correct implementation of the legislation and regulations in force;

y. Establishes operational policies and work at the level of the departments under his authority.

z. is responsible for the elaboration or updating of the following regulations, methodologies and related working procedures.

2. The general administrative director has has subordinate deputy general administrative directors to whom he assigns specific duties.

3. Upon assuming the mandate, the General Administrative Director signs a declaration of executive support for the rector's management plan, according to Annex 1.

4. The general administrative director supports, under penalty of dismissal, the decisions taken at the level of the Administrative Board, by the vote of the majority of the members.

Chapter VI. The Deans. Students’ representatives

Art. 14.

1. The deans carry out the tasks as stipulated by the Higher Education Act 199/ 2023 and by the University Charter.

2. Upon assuming the mandate, the deans sign a declaration of executive support for the rector's management plan, according to Annex 1.

3. The deans, under penalty of dismissal, assume the decisions taken at the level of the Administrative Board, by the vote of the majority of the members.
4. The students represented in the Administrative Board have the same right of opinion and vote as the other members.

5. At each faculty, the Faculty Office consists of the Dean (chair of the Office), the vice-deans and the department directors. The role of this Office is to make proposals to the Administrative Board for the smooth running of the faculties activities and to organise the implementation of the decisions of the Administrative Board, at faculty level.

**Chapter VII. Final dispositions**

**Art. 15.** The current Regulation it is completed with the provisions of the Higher Education Act no. 199/2023 and of the Charter of UMFST “G.E. Palade” Târgu Mureș.

*The Senate of the University of Medicine, Pharmacy, Science, and Technology of Târgu Mureș approved this regulation on April 12, 2024 and it becomes effective on April 15, 2024.*

Annex 01 : UMFST-REG-13-Ed.05 Declaration of executive support for the rector’s management plan
DECLARATION OF EXECUTIVE SUPPORT FOR THE RECTOR’S MANAGEMENT PLAN

The undersigned ________________________________________________________________,
appointed as vice-rector/dean/director general administrative/branch manager according to the Decision of the Rector of UMFST "G. E. Palade" nr._____/__________.

By this Declaration, I assume the executive support of the managerial plan of the Rector of UMFST "G. E. Palade" of Târgu Mureș for the entire period of the mandate ____________________.

I understand by this Declaration that:
1) Freedom of academic expression within and outside the university is expressed within a solidarity of expression and administrative decision that I undertake to preserve as long as I hold this position.
2) I am guaranteed the freedom to have different opinions that I can express during the debates within the Administrative Board.
3) I assume the obligation to assume outside the Administrative Board, under the penalty of dismissal from office, the decisions taken under legal conditions, within the Administrative Board, by the vote of the majority of the members.
4) I have the right to withdraw from the position, on my own initiative, to the extent that I can no longer find myself in the exercise of the position occupied.

Signature
______________________________________

Date
________________________