



CHARTER

**„POLITEHNICA” UNIVERSITY OF
TIMIȘOARA**

1999

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1. MISSION AND OBJECTIVES OF “POLITEHNICA” UNIVERSITY OF TIMIȘOARA

A. PREAMBLE

1.1. *“Politehnica” University of Timișoara is a public higher education institution founded in 1920 through the Law Decrees no 2521 / 10.06.1920 and 4822/ 11.11.1920, under the name of “Școala Politehnică din Timișoara” (Polytechnic School of Timișoara).*

The current name was established through RGO no 568/1995 and reconfirmed through RGO no 294/1996.

1.2. *During its uninterrupted existence and functioning “Politehnica” University had the following names:*

- *Școala Politehnică din Timișoara (Polytechnic School of Timișoara) (1920- 1948);*
- *Institutul Politehnic Timișoara (Polytechnic Institute of Timișoara) (1948 - 1970);*
- *Institutul Politehnic “Traian Vuia” din Timișoara (“Traian Vuia” Polytechnic Institute of Timișoara) (1970 - 1991);*
- *Universitatea Tehnică din Timișoara (Technical University of Timișoara) (1991 - 1995);*

1.3. *The headquarters of the “Politehnica” University is: 2, Victoriei Square, 300006, Timișoara, Romania.*

1.4. *“Politehnica” University is a higher education and scientific research institution of national interest, part of the Romanian university education tradition, contributing to the scientific, professional and civic training and education of young people and to their integration in the economic and social life, to the lifelong learning of higher education graduates, as well as to the development of science and technology.*

The activities of “Politehnica” University are in line with the principles included in the Magna Carta of European Universities and with the ideals of free, comprehensive and harmonious development of human individuality as well as of shaping competent, autonomous and creative professional personalities, ideals that characterize the Romanian school.

The definition and achievement of the mission, objectives and activities of “Politehnica” University build on the principle of university autonomy and academic freedom.

1.5. “Politehnica” University is an organic part of the Romanian educational system and through its activities it contributes to the accomplishment of the overall educational strategy, developed according to the Constitution and the legislation in force. Under his context, based on a ongoing evaluation of education as system and process, “Politehnica” University is keen to adapt its educational and research programmes according to the progress trends in science, technology and culture, to the needs of the Romanian society, as well as to pursue their compatibility to the programmes of other universities and competent academic and professional bodies, both from Romania and abroad.

“Politehnica” University is affiliated to the European University Association (EUA), European Rector’s Conference for Technological Universities, Alliance of Universities for Democracy (AUDEM), Association of Partially or Wholly French-Language Universities (AUPELF), National Agency for the Informatisation of Management in Higher Education (ANIMU) and to the National Consortium of Technical Universities.

1.6. As public higher education institution, “Politehnica” University of Timișoara is a legal entity and it is entitled to university autonomy according to the letter and spirit of the Education Law and this Charter.

The university community of “Politehnica” University is made of tenured didactic staff, associated of visiting professors, consulting professors, higher education

research staff, undergraduate students and students enrolled in post-university studies, as well as honorary professors and Doctors Honoris Causa.

The “**Politehnica**” University community includes, besides the university community, auxiliary, administrative and production staff.

Membership to the “**Politehnica**” University community is attested by means of personal documentation issued by the “**Politehnica**” University.

The members of the community are ensured adequate activity conditions, according to their relation with the “**Politehnica**” University.

The patrimony of the “**Politehnica**” University consists, on the one hand, in rights over movable assets or real estate which represent the physical assets “**Politehnica**” University, in claims and intellectual property rights and, on the other hand, in the legal liabilities of “**Politehnica**” University.

The university area consists of all buildings and lands of the university campus, of any assets, no matter their purpose, used by the “**Politehnica**” University, irrespective of the legal title under which the university is entitled to use them.

1.7. In its relations with the society “**Politehnica**” University can be identified by:

- name: “**Politehnica**” University of Timișoara,
- seal,
- logo,
- flag,

established by Senate decision.

1.8. “**Politehnica**” University is publicly presented on Internet on the following website: www.upt.ro.

B. MISSION AND OBJECTIVES OF “POLITEHNICA” UNIVERSITY OF TIMIȘOARA

1.9. The mission of “**Politehnica**” University is integrated with the current and future needs of the individual and society and consists of:

- *initial and continuing training, at university and post-university levels, in engineering, interdisciplinary and complementary;*
- *scientific and technological research;*
- *Transfer of science, technology and know - how, production and specific services for third parties.*

1.10. Objectives of the activities undertaken by “Politehnica” University:

a. Competitive training of specialists:

- *University level (long term and short term education);*
- *Post-university level (in-depth studies, Master’s, Doctorate, specialisation, permanent education etc.).*

b. Scientific research and technological development, design, production, consultancy, expertise etc.;

c. Improvement of education, scientific research and services delivered by:

- *Ensuring a professional and social status to the members of the “Politehnica” University community, adequate to the importance of their mission to society.*
- *Development of the physical assets of the university;*
- *Adapting the contents, didactic technologies and assessment methods of the educational process, the scientific research and the technological development, the production and services to the global scientific and technologic progress trends and to the dynamics of the national economic and social development.*

d. Cooperation with national and foreign universities for the development of a modern and efficient education;

e. Integration in the national, European and global channels and means of information, through scientific, technologic, didactic, cultural and general information events and publications, including computers networks.

1.11. In order to undertake the necessary activities to fulfil its mission and objectives “Politehnica” University may associate with other national and foreign institutions and employers creating activity structures of common interest.

Associations and foundations of the members of “Politehnica” University community as well as of “Politehnica” University graduates may be set up and function within “Politehnica” University, provided that their status and operation are compatible with the legal provisions and with the provisions of this Charter.

“Politehnica” University may cooperate with governmental and non-governmental bodies, at local, national and international level.

C. GENERAL PROVISIONS

1.12. “Politehnica” University is deeply committed to the fundamental human rights and freedoms, to the democracy and the rule of law.

1.13. Activities organised by “Politehnica” University may not be conditioned by political, ethnical or religious grounds. No political parties or organisations may operate within the university area and no political propaganda may be carried out within the university premises. Any activities breaching the morality norms and endangering the physical and mental health of the members of “Politehnica” University community are forbidden.

1.14. Education within “Politehnica” University is provided in the Romanian language.

Modules or study programmes in international languages may be organised, as appropriate, provided that they are compatible with the requirements for practising the respective professions in Romania.

Education in “Politehnica” University allows for cooperation with other universities, based on the transferable credit principle, at study module level.

1.15. The study programmes provide by “Politehnica” University are open to any Romanian and foreign citizen, without discrimination, in modes compliant with the Constitution, Education Law and the Charter.

1.16. Studies administered by “Politehnica” University are certified by diplomas, academic transcripts and other study documents issued in compliance with the legislation in force and the provisions of this Charter.

1.17. Representation of interests and development of the value and prestige of “Politehnica” University are fundamental duties of all members of “Politehnica” University community.

Failure to fulfil these fundamental duties by the employed staff shall be object to analysis and action taken by the Honorary College of the “Politehnica” University Senate.

1.18. The condition of the “Politehnica” University is self-assessed annually based on the report rafted by the Rector, submitted to the Senate for approval.

1.19. The results of the “Politehnica” University activities are public, according to the legal requirements.

Access to information on the results of “Politehnica” University activities is allowed according to the legal requirements and own regulations.

II. UNIVERSITY AUTONOMY

2.1. University autonomy is applied to the management, structure and functioning of the “Politehnica” University at institutional level.

2.2. With regards to management, the autonomy is based on the provisions of the Constitution, national legislation and of the Charter and it is expressed through the right and the capacity of the “Politehnica” University to organise, manage and lead.

University autonomy is linked with the principle of personal and public accountability for the quality of activities undertaken by the staff, management structures and each member of the community, according to the hierarchical level of their position and activities.

*The staff and the management structures are determined in compliance with the legislation on force and with the decisions of the “**Politehnica**” University Senate.*

2.3. With regards to institutional structure, “Politehnica” University:

- a. Proposes to the Ministry of Education, based on evaluation studies, setting up or elimination of faculties and colleges.*
- b. Decides, based on evaluation studies, the setting up or elimination of: departments, chairs, research institutes and centres, centres/departments for technological transfer, distance education and permanent education, production units, publishing houses, printing houses, radio and TV stations, etc. which serve the mission and objectives set out in the Charter.*
- c. Determines the administrative structure according to its mission and objectives.*

2.4. With regards to institutional functioning, “Politehnica” University:

- a. Adopts and applies adequate regulations and measures to define the relations between the community members, internal structures, management staff and structures, as well as regulations and measures on their maintenance, control and assessment;*
- b. Defines the study programmes, substantiated by educational plans, syllabi, credit systems, physical assets and study groups, compatible with national and international standards;*
- c. Sets out the number of students, as well as regulations and measures on the timetable, organisation and implementation of admission of candidates and of the educational process.*

- d. *Determines self-assessment criteria and systems for the quality of the didactic process (scientific and technical level, didactic performance, learning outcomes, students' performances etc.), in line with the national requirements on academic evaluation and accreditation.*
- e. *Develops and implements own research programmes and scientific cooperation programmes with other Romanian and foreign institutions and employers.*
- f. *Defines means to organise, finalise, assess and capitalise on the scientific and technological research and enforces the intellectual property right, according to the legal provisions.*
- g. *On demand of authors, publishes manuals, courses, research papers, journals or any other didactic or scientific materials resulted from the activities of the community members and makes use of these publications according to the mission assumed through the Charter and to the legislation in force.*
- h. *Sets criteria and systems for the selection and promotion of didactic and scientific staff and grants didactic and scientific titles, according to the legal provisions, the regulations of the National Council for Attestation of University Titles, Diplomas and Certificates and the provisions of this Charter.*

2.5. *From an economic and financial perspective, university autonomy is expressed by:*

- a. *The right to manage, in compliance with the legislation and own regulations, the funds from the basic and complementary funding;*
- b. *The right to obtain and use in the “**Politehnica**” University interests alternative financial resources, including from the administration of the “**Politehnica**” University patrimony.*

- c. *The right to set out the development priorities, the necessary capital investments and the methodology for the internal allocation of financial funds;*
- d. *The right to set up structural units that might be independent, partially dependant and completely dependant on funding from “Politehnica” University.*

2.6. By virtue of university autonomy, in “Politehnica” University authority may not be exercised by any representative of the state or of any governmental or non-governmental institution, unless approved by the university authority represented by the Senate and the Rector of “Politehnica” University.

De jure and de facto order in the university community and area of the “Politehnica” University is regulated by the Charter and subject to the university authority.

The space belonging to the “Politehnica” University patrimony is inviolable, except for cases of force majeure or flagrante delicto and for situations when university authority cannot exercise its prerogatives.

III. STRUCTURE OF “POLITEHNICA”UNIVERSITY

3.1. The structural elements comprised by the “Politehnica” University are described, from a managerial perspective, in the internal organigram. The organigram is approved by the Senate and it is an integrant part of the Charter. The organigram of “Politehnica” University at the date of adopting this Charter is presented in the Annex.

The main structural elements of “Politehnica” University are presented below.

A. ACADEMIC STRUCTURES

Faculty

3.2. The faculty, as basic functional unit, develops and administers study programmes which are accredited and/or authorised in related specialised fields: long term study programmes (4-6 years) and short term study programmes (3 years), in-depth study programmes, Master's programmes and high studies.

3.3. Existence of a faculty is conditioned by:

- A number of students that justifies organisation of studies according to the mission and objectives assumed;*
- Functioning of research programmes/schools in the specialist fields approached;*
- Own educational facilities (lecture and seminar rooms);*
- Own academic staff for at least ½ of the didactic positions included for the related specialisations.*

College

3.4. The college, as basic functional unit, administers accredited and/or authorised short term (3 years) initial training study programmes.

3.5. Existence of a college is conditioned by:

- A number of students that justifies organisation of studies according to the mission and objectives assumed;*
- Own educational facilities;*
- Own academic staff for at least ½ of the didactic positions included for the related specialisations.*

3.6. Until these criteria have been met, the short term study programmes shall be administered by faculties. Faculties shall delegate de programme coordinator competence to a member of the Faculty Board holding the title of professor or reader.

The college programmes coordinator is accountable to the Faculty Board and the Dean for the activities carried out.

The existence of a college does not exclude functioning of short term study programmes administered by faculties.

Department

3.7. The department, as a structural unit of human and physical resources, organises and manages the participation of the own academic staff to the study programmes promoted by faculties, colleges or by the permanent education department and undertakes scientific research, technologic development and production activities, dedicated, at least in part, to the market, in related specialist fields.

The department is subordinated either directly to the “Politehnica” University, or to the faculties.

A department may include chairs.

3.8. Existence of a department is conditioned by:

- A number of minimum 30 teaching positions;*
- Functioning of research programmes / schools in related fields, with scientific events or periodical publications;*
- Own didactic and research laboratories;*
- Doctorate supervisors in the field of the research activity assumed, except for fields where “Politehnica” University does not hold the right to supervise doctoral studies.*

Chair

3.9. The chair, as a structural unit of human and physical resources subordinated, as appropriate, to the faculty or to the department, organises and manages the participation of the own academic staff to the study programmes promoted by faculties, colleges or by the permanent education department and undertakes scientific research and technologic development activities in related specialist fields.

The chair is subordinated, as appropriate, to the faculty or to the department.

3.10. *Existence of a chair is conditioned by:*

- *A minimum number of positions, according to the legal provisions, consisting of activities within a single discipline or a family of related disciplines;*
- *Functioning of research programmes / school in fields related to the didactic activity assumed;*
- *Doctorate supervisors in the profile of the chair, except for fields where “Politehnica” University does not hold the right to supervise doctoral studies;*
- *Own didactic and research laboratories.*

The chair may be part of a department.

Until these criteria have been met, teams may function, with the approval of the Senate.

Teacher Training Team

3.11. *The teacher training team, as a functional unit, part of the Humanities Chair, administers modular study programmes, provided by the Education Law, aimed at training students and graduates in the field of specialised pedagogy and didactic methods to enable them to function in the educational system.*

3.12. *Existence of the teacher training team is conditioned by:*

- *Inclusion of the disciplines that constitute the pedagogical module in the study programmes of the faculties;*
- *Predominant use for the didactic activities of the own staff.*

Research Institute

3.13. *The research institute, as a structural and functional unit subordinated to the chair, department, faculty or “Politehnica” University, undertakes self-financed research activities, and possibly design or production activities or delivers services for the market.*

3.14. *Existence of an institute is conditioned by:*

- *A number of minimum 5 self-financed positions equivalent to researcher / technician;*
- *Own research laboratories or guaranteed access to research laboratories;*
- *Proper design/production areas, as appropriate.*

If the institute undertakes only research activities, its existence is conditioned by a number of minimum 5 self-financed positions equivalent to scientific researchers.

Permanent Education Department

3.15. *The permanent education department, as a functional unit subordinated to the “Politehnica” University administers permanent education study programmes for the own staff or for interested staff from the social and business environment.*

3.16. *Existence of the centre is conditioned by:*

- *Self-financing;*
- *Predominant use of human resources and physical assets of “Politehnica”;*
- *Own educational locations or guaranteed access to adequate educational locations;*
- *At least one self-financed position for a higher education graduate for management activities.*

3.17. *Existence of a centre does not exclude functioning of permanent education programmes managed by chairs, departments or faculties.*

Research and Technologic Transfer Centre

3.18. The research and technologic transfer centre, as a functional unit subordinated to the chair, department, and faculty or “Politehnica” University, undertakes and/or intermediates contract-based cooperation activities between “Politehnica” University – beneficiaries from the social and business environment, in the field of scientific research and technological development, production and services.

3.19. Existence of the research and technologic transfer centre is conditioned by:

- Self-financing;*
- Existence of market survey and contracting activities for demand from the social and business environment;*
- Own administrative space or guaranteed access to adequate locations;*

Library

3.20. The library, as a centre for information and documentation, a functional unit subordinated to the “Politehnica” University, directly supports the education and research processes through the bibliographic resources and through training activities on finding information.

B. PRODUCTION UNIT

3.21. The production unit, subordinated to the department, faculty or “Politehnica” University, undertakes self-financed production activities or delivers services for the market and may ensure practical training for a part of the university students.

3.22. Existence of a production unit is conditioned by:

- Self-financing;*
- Own production and administrative locations;*

- *At least one self-financed position for a higher education graduate for management activities.*

3.23. Teleuniversity, a specific unit for production and services, undertakes television activities targeting the local community and it is self-financed and/or funded from the budget.

C. ADMINISTRATIVE STRUCTURES

3.24. The administrative structures organised according to law in departments, offices, divisions and functional units, according to the organigram of the “Politehnica” University, undertake their activities in compliance with the legislation in force, the provisions of this Charter and the regulations approved by the Senate.

The administrative activity is subordinated to the academic activity and its main purpose is to ensure the financial, human, physical and logistic resources for the optimum fulfilment of the mission and objectives of “Politehnica” University.

IV. MANAGEMENT STRUCTURES AND FUNCTIONS

4.1. The management functions and structures of the “Politehnica” University are those provided by the Education Law and by this Charter.

The management functions and structures of the units in the organigram mentioned in the Charter, but not functioning at the date of its approval, including their duties and selection shall be determined by the Senate, as appropriate.

“Politehnica” University Senate may set up other specialised management functions and structures.

4.2. Election of the management structures and staff is the exclusive attribute of the people in the units they represent and it takes place according to the Regulation on elections, approved by the Senate and valid for the entire mandate of 4 years.

Censorship motions may be introduced with regards to the activity of the persons elected for management functions and structures, at the initiative of at least 1/3 of the members of the structure or team who elected them. The discussion on the motion is the

competence of the respective structure or team who will decide accordingly, including in exceptional cases, on dismissing the respective persons.

Those elected in management functions or structures may be dismissed on demand.

The rector or the deans may also introduce requests for dismissal of people elected in subordinated management functions. The dismissal decision is the competence of the structure or team who elected the respective person and it shall be discussed within 30 from the application.

A. SENATE

*4.3. The highest authority in the “**Politehnica**” University is the Senate, undertaking its activities according to own regulation, approved within 45 days from its set up and validation.*

*The Senate consists of elected representatives and representatives by right of the “**Politehnica**” University community. The number of Senate members and the representation norms are established by the Regulation on elections.*

*The Senate may also include representatives of society interested in the activities of “**Politehnica**” University. Their number, selection criteria and competences are established by the Regulation on elections.*

*The Senate Chairperson is the Rector of the “**Politehnica**” University.*

Activities of the Senate take place in plenary sessions, organised usually once a month, and in commissions.

*The Senate Commissions have an advisory role, the role of initiating and/or endorsing proposals related to the Senate activities and of preparing the important tactical and strategic decisions of “**Politehnica**” University. The commissions are established by the Senate and function according to the Senate Regulation.*

Except for cases provided by law, the Senate decisions are adopted by majority of votes of present members, if their number represents at least 2/3 of the total number of members.

All decisions adopted by the Senate shall be published.

The Senate as a whole and through the Rector, the Senate Office, the Senate Commissions and its senators controls all activities undertaken in “Politehnica” University.

The Senate members have access to all documents related to the activity of the “Politehnica” University.

4.4. The scope of duties of the Senate includes the following:

- a. Exercises authority in “Politehnica” University;*
- b. Approves the development tactics and strategy of “Politehnica” University;*
- c. Proposes the setting up or elimination of faculties and colleges and approves the setting up or elimination of internal structural units;*
- d. Approves the Charter, including the organigram and regulations developed by the “Politehnica” University and any amendments to them;*
- e. Elects the Rector, Vice-Rectors and the Scientific Secretary of “Politehnica” University;*
- f. Validates the election of subordinated management staff and structures, with regards to compliance with the Regulation on elections;*
- g. Proposes, as appropriate, censorship motions and decides on the release or dismissal, according to the Charter provisions, of people holding management functions in “Politehnica” University;*
- h. Approves the “Politehnica” University budget, its allocation, rectification and execution;*
- i. Approves the use and modification of real assets of “Politehnica” University;*
- j. Analyses and approves the annual report of the Rector on the condition of “Politehnica” University;*
- k. Approves the educational and scientific research programmes, based on the self-assessment and internal evaluation reports, provided for by the regulations of the “Politehnica” University;*
- l. Approves the study groups and their size;*

- m. Approves the functions descriptions of the academic staff, the auxiliary didactic staff, the administrative and production staff;
- n. Approves the criteria for holding didactic and research positions, for prolonging activities after the retirement age and for granting the consulting professor position;
- o. Approves granting of merit gradations;
- p. Approves the criteria for allocating the positions of auxiliary didactic staff and administrative staff according to the structural elements of **“Politehnica”** University;
- q. Validates the results of competitions for holding didactic positions, scientific research position and the position of general administrative director;
- r. Approves cooperation or association programmes at national and international level that involve financial participation of **“Politehnica”** University or setting up new own or mixed structures of **“Politehnica”** University;
- s. Approves the affiliation of **“Politehnica”** University to national and international academic and professional bodies;
- t. Endorses proposals for Doctorate supervisors and specialisations;
- u. Grants the titles of **“HONORARY PROFESSOR”** and of **“DOCTOR HONORIS CAUSA”** of **“Politehnica”** University;
- v. Analyses the reports of the Honorary College with regards of non-compliance with the provisions of the Charter by management structures or by persons holding management positions and decides accordingly;
- w. Carries out all other duties provided by the legislation in force, the Charter, own regulations and decisions.

B. SENATE OFFICE

4.5. *The Senate Office, including the Rector, Vice-Rectors, Scientific Secretary, General Administrative Director and the representative of students or of students’*

organisations legally set up at university level, delegated from the Senate members, is the operational management and administration body of **“Politehnica”** University.

The Chairperson of the Senate Office is the Rector of **“Politehnica”** University.

4.6. The scope of duties of the Senate Office includes the following:

- a. Ensures compliance with the legislation in force in **“Politehnica”** University;
- b. Implements the decisions made by the Senate and the Ministry of Educations;
- c. Ensures the relations between **“Politehnica”** University and the Ministry of Education, with the central and territorial administration and with public and private institutions;
- d. Coordinates and controls the academic and administrative activity of **“Politehnica”** University;
- e. Approves the publication of didactic, research and management positions vacancies to be filled by competition-based methods and the related competition commissions;
- f. Validates the work plans of doctoral students and approves the Doctorate Commissions;
- g. Approves granting of pay scales for salaries, of bonuses and merit salaries;
- h. Approves proposals on number of students for all study programmes;
- i. Approves matriculation and expelling of students, as well as transfers of students between faculties and universities;
- j. Ensures and supports cooperation with other universities, employers and other national and international institutions;
- k. Cooperates with the members of the Senate boards to prepare the Senate decisions;
- l. Convoques and prepares the Senate meetings;
- m. Informs the **“Politehnica”** University community on the Senate decisions and on own decisions;
- n. Uses the marks of **“Politehnica”** University according to the legal provisions and own decisions;

o. Decides on current issues;

p. Carries out all other duties provided by the legal and Senate decisions.

The Senate Office decisions are adopted based on a number of votes that equals half plus one of the total number of its members.

All decisions adopted shall be communicated to the interested parties within 15 days.

C. RECTOR

4.7. The rector is the leader of the academic and administrative activity of “Politehnica” University and is accountable for its good functioning.

4.8. The scope of duties of the Rector includes the following:

a. Monitors and is accountable for the implementation of legal provisions, of the Charter and of the decisions of the “Politehnica” University Senate;

b. Holds the authority of chief financial officer;

c. Presents annually, for Senate approval, the report on the condition of “Politehnica” University;

d. Coordinates and controls the functioning of structures and services of “Politehnica” University;

e. Exercises disciplinary authority over the “Politehnica” University community, within the limits of legislation and internal regulations;

f. Appoints and dismisses the didactic, scientific, administrative and productions staff;

g. Signs the diplomas and Doctoral studies certificates issued by the “Politehnica” University;

h. Represents and legally commits “Politehnica” University in its relations with third parties;

i. Introduces, as appropriate, requests for dismissal of management positions holders;

j. Convoques and coordinates the Senate, Senate Office and the Academic Board;

- k. Answers applications, claims and requirements addressed to the Rector;*
- l. Signs individual and collective labour agreements of the employees of “Politehnica” University;*
- m. Carries out all other duties provided by the legislation in force and the regulations of “Politehnica” University.*

4.9. The Rector may delegate any of his/her duties to the Vice-Rectors and for periods of absence from university appoints one of the Vice-Rectors as substitute.

The financial and administrative duties of the Rector may be delegated to the General Administrative Director.

The Rector has the obligation to inform the Senate and, through the management staff and structures, the “Politehnica” University community on the main issues discussed and on the decisions made by the Senate Office or by the Rector in the periods between the Senate meetings.

4.10. The Rector is accountable to the Senate for his/her activities.

D. VICE-RECTORS AND THE SCIENTIFIC SECRETARY

4.11. Vice-Rectors and the Scientific Secretary carry out duties and functions established by the Senate of “Politehnica” University or by the Rector, through written ordinance, ensuring the operational management and administration in various fields.

Vice-Rectors and the Scientific Secretary may substitute the Rector by delegation, signing current documents, diplomas and study certificates.

4.12. Vice-Rectors and the Scientific Secretary are accountable to the Senate and the Rector for their activities.

E. GENERAL ADMINISTRATIVE DIRECTOR

4.13. The General Administrative Director carries out duties and management functions as set by the “Politehnica” University Senate and/or by the Rector in the field of administrative and financial-accounting management of “Politehnica” University.

The General Administrative Director is a member by right of the Senate, Senate Office and the Chairperson of the Administration Board.

The General Administrative Director is accountable to the Senate and the Rector for the good administrative and financial-accounting functioning of the University.

4.14. The scope of duties of the General Administrative Director includes the following:

- a. Carries out administrative and financial-accounting duties delegated by the Rector.*
- b. Coordinates the set up of the “Politehnica” University budget, its allocation, internal rectification and execution;*
- c. Initiates and promotes actions to obtain complementary funding resources for the university;*
- d. Manages and coordinates the real estate patrimony and activities for ensuring technical-physical supplies for the university;*
- e. Coordinates the management of staff flows and students flows;*
- f. Manages and coordinates the social activities targeting “Politehnica” University community;*
- g. Manages and coordinates the administrative and financial-accounting activity of all structural units of the university, according to the mission and the objectives assumed by the university and to the decisions adopted by the university management structures and staff;*
- h. Carries out all other duties provided by the legislation in force and the regulations of the university.*

The General Administrative Director may delegate some of his/her duties to the Deputy General Director or to heads of subordinated departments.

F. REPRESENTATIVE OF STUDENTS OR OF STUDENTS' ORGANISATIONS IN "POLITEHNICA"

4.15. The representative of students or of students' organisations legally set up at university level fulfils representation duties and functions as established by the community of students he/she represents, in compliance with the legislation in force and the provisions of this Charter.

The respective representative is elected from the students who are members of the Senate and is a member by right of the "Politehnica" University Senate Office.

The representative of students or of students' organisations is accountable to those who appointed them, to the Senate and the Rector for his/her activities.

G. ACADEMIC BOARD AND ADMINISTRATION BOARD

4.16. The Academic Board of "Politehnica" University and the Administration Board of "Politehnica" University are structures with advisory and executive roles; their main objective is coordination and optimisation of implementation of decisions reached by the Senate and the Senate Office of "Politehnica" University.

4.17. The Academic Board of "Politehnica" University consists of the Rector, Vice-rectors and Deans.

Representatives of structural units of "Politehnica" University may be invited to the meetings of the Academic Board, as appropriate.

The Chairperson of the Academic Board is the Rector of "Politehnica" University.

4.18. The Administration Board of "Politehnica" University consists of the General Administrative Director, Deputy General Director, heads of functional departments, chief administrators of faculties, representatives of independent departments, library director, a representative of the production and services units, a representative of students from the students who are Senate members.

The Chairperson of the Administration Board is the General Administrative Director.

H. FACULTY OR COLLEGE BOARD

4.19. The Faculty/College Board represents the authority of “Politehnica” University within the faculty/college and it includes elected representatives and representatives by right of the departments/chairs, research units and students.

The number of members of the Faculty/College Board and the representation quota are determined according to the Regulation on elections.

The Board may also include representatives of society interested in the activities of the Faculty/College. Their number, selection criteria and competences are established by the Regulation on elections.

The Faculty/College Board organises and manages all activities within the faculty or the college and undertakes its activities based on own regulation adopted within 30 days from its set up and validation.

Activities of the Board take place in plenary sessions, organised usually once a month, and in commissions. The Senate Commissions have an advisory role of initiating and/or endorsing proposals and of preparing the important tactical and strategic decisions.

The Board decisions are adopted by majority of votes of present members, if their number represents at least 2/3 of the total number of members.

The Chairperson of the Board is the dean/college director.

The Faculty/College Board as a whole and through the dean, the Board/College Office, the Board/College commissions and the Board members controls all activities undertaken in the faculty/college.

Members of the Board have access to all documents related to the activity of the faculty/college.

4.20. *The scope of duties of the Faculty/College Board includes the following:*

- a. Defines the mission and the objectives of the Faculty/College and approves the strategic development plan of the faculty or the college, in line with the general interests of “**Politehnica**” University.*
- b. Elects the dean/college director, vice-deans and scientific secretary;*
- c. Elects the coordinator of short term study programmes administered by the faculty and established his/her duties;*
- d. Analyses and approves the annual report submitted by the faculty dean/college director;*
- e. Implements the financing principles and norms set out by the Senate for the allocation of the general budget of the faculty and determines the budget breakdown on subordinated structures, based on the general priorities of “**Politehnica**” University and of the faculty/college;*
- f. Initiates and promotes activities to generate extra-budgetary revenues and controls their use;*
- g. Initiates and develops educational and scientific research programmes and endorses them based on the self-assessment and internal evaluation reports, provided for by the regulations of the “**Politehnica**” University and by own decisions.*
- h. Follows the correlation of disciplines syllabi according to the study programmes objectives;*
- i. Endorses the number of students according to profiles and specialisations and the admission modalities, according to the general decisions of the “**Politehnica**” University;*
- j. Allocates didactic activities according to chairs and departments subordinated or from the “**Politehnica**” University, based on their profile, ensures compliance with the principle of professional competence of teaching staff;*
- k. Approves the recommendation of commissions on filling the vacant didactic and research positions on competition.*

- l. Endorses the proposals for consulting professors and applications for prolonging the didactic activities after retirement age.*
- m. Endorses the proposals for associate and visiting;*
- n. Endorses the set up of scientific research, technological development and permanent education units;*
- o. Endorses proposals for Doctorate supervisors and specialisations;*
- p. Approves the work plans of doctoral students and the Doctorate dissertation themes;*
- q. Initiates / endorses proposals on granting the titles of “Honorary Professor” and of “Doctor Honoris Causa” of “**Politehnica**” University;*
- r. Initiates / endorses, as appropriate, proposals on terminating the labour contract of teaching and research staff;*
- s. Validates the results of the competition for filling the faculty chief administrator position and endorses, as appropriate, the proposal on terminating the labour contract of this administrator;*
- t. Proposes, as appropriate, censorship motions and decides on the release or dismissal, according to the Charter provisions, of people holding management positions within the faculty/college;*
- u. Carries out all other duties provided by the legislation in force, Senate decisions and own decisions.*

I. FACULTY / COLLEGE BOARD OFFICE

4.21. The Faculty/College Board Office consists of the dean/director, vice-dean, scientific secretary, chief administrator and representative of students or of students’ organisations legally set up at faculty or college level delegated from the members of the Faculty Board and it ensures the operational management and administration of the faculty/college.

The Chairperson of the Faculty/College Board Office is the dean/director.

4.22. The scope of duties of the Board Office includes the following:

- a. *Implements the decisions of the Senate, Senate Office and Faculty/College Board, as well as the decisions made by the university management staff and makes decisions on current issues;*
- b. *Manages its share of the “Politehnica” University patrimony, according to the legislation in force and the regulations of “Politehnica” University;*
- c. *Organises and controls the implementation of the educational process;*
- d. *Appoints the scholarship commission at faculty/college level and is accountable for their activities;*
- e. *Endorses matriculation and expelling of students, as well as extension of study period;*
- f. *Approves students’ applications for transfer within the faculty and endorses the transfer application outside faculty;*
- g. *Endorses the functions descriptions of the academic staff, the auxiliary didactic staff, research and production staff;*
- h. *Endorses the publication of vacancies to be filled by competition-based methods and the related competition commissions;*
- i. *Approves the commissions for examination and presentation of essays within the Doctoral studies programme;*
- j. *Endorses proposals for granting salaries and merit gradations;*
- k. *Ensures preparation of publications and scientific events of the faculty/college;*
- l. *Ensures and supports cooperation with other universities, employers and other national and international institutions;*
- m. *Coordinates and controls the activity of the faculty/college secretariat;*
- n. *Monitors the exercise of all initiative and decision competences in the scope of the faculty, according to the Charter and own regulations.*

J. DEAN

4.23. *The dean is the manager of the academic and administrative activity in the faculty and is accountable for its good functioning.*

4.24. *The scope of duties of the Dean includes the following:*

- a. Monitors and is accountable for the implementation of laws, Charter, Senate and Faculty Board decisions;*
- b. Presents annually to the Faculty Board for approval the report on the condition of the faculty;*
- c. Convoles and coordinates the Faculty Board and Office;*
- d. Coordinates and controls the functioning of subordinated structures;*
- e. Proposes and endorses employment and dismissal of auxiliary didactic staff and of administrative staff of the faculty;*
- f. Introduces, as appropriate, requests for dismissal of persons elected in subordinated management positions;*
- g. Signs study documents;*
- h. Proposes granting of pay scales for salaries, of bonuses and merit salaries and gradations for heads of departments and for members of the Faculty Board Office;*
- i. Answers applications, claims and requirements addressed to the Dean;*
- j. Carries out all other duties provided by the legislation in force, Charter and decisions at faculty and university level.*

4.25. *The Dean may delegate any of his/her duties to the vice-deans and for periods of absence appoints one of the vice-deans as substitute.*

The administrative duties of the dean may be delegated to the chief administrator of the faculty.

4.26. *The Dean is accountable to the Faculty Board, Senate and the Rector of “Politehnica” University for his/her activity.*

The Dean has the obligation to inform the Faculty Board and the staff of subordinated structures on the main issues discussed and on the decisions made by the Faculty Board Office or by the Dean in the periods between the Board meetings.

K. VICE-DEANS AND THE SCIENTIFIC SECRETARY

4.27. Vice-Deans and the Scientific Secretary carry out duties and functions established by the Faculty Board or by the Dean, through written ordinance, ensuring the operational management and administration in various fields at faculty level.

Vice-Deans and the Scientific Secretary may substitute the Dean, with his/her endorsement, signing current documents.

Vice-Deans and the Scientific Secretary are accountable to the Faculty Board and the Dean for their activities.

L. CHIEF ADMINISTRATOR

4.28. The chief administrator carries out duties and management functions as agreed by the Faculty Board, the Dean and the General Administrative Director in the field of faculty administration.

The chief administrator is a member by right of the Faculty Board and of the Faculty Board Office.

The chief administrator is accountable to the Faculty Board, the Dean and the General Administrative Director for his/her activities.

M. REPRESENTATIVE OF STUDENTS OR OF STUDENTS' ORGANISATIONS IN THE FACULTY

4.29. The representative of students or of students' organisations legally set up at faculty level fulfils representation duties and functions as established by the community of students he/she represents, in compliance with the legislation in force and the provisions of this Charter.

The respective representative is elected from the students who are members of the Faculty Board and is a member by right of the Faculty Board Office.

The representative of students or of students' organisations is accountable to those who appointed them, to the Faculty Board and to the Dean for his/her activities.

N. COLLEGE DIRECTOR

4.30. The college director has the same powers and responsibilities as the dean.

The college director is accountable to the College Board, the Senate and the Rector for his/her activities.

O. CHAIR OFFICE AND HEAD OF CHAIR

4.31. The Chair Office is the operational management and administration structure of the chair.

The Office consists of the head of chair and at least two members of the teaching staff elected from the chair members.

4.32. The head of chair is the leader of the academic and administrative activity of the chair and is accountable for its good functioning.

The head of chair has the following duties:

- a. Is responsible for the complete fulfilment of obligations incumbent to the chair as a whole and to each member of the chair;*
- b. Presents annually to the chair for approval the report on the condition of the chair;*
- c. Monitors and is accountable for the implementation of the legislation in force, of the Charter provisions, of the “Politehnica” University regulations and of the faculty decisions;*
- d. Manages, by consultation with tenured professors of disciplines, the budgetary financial allocations or the allocations assimilated to these, decided by the Senate and the Faculty Board;*
- e. Monitors and is accountable for the development of the physical assets of the chair;*

- f. Coordinates the design of the functions descriptions of the academic staff , by consultation with the members of the chair;*
- g. Distributes the available didactic disciplines to the teaching staff by consultation with tenured professors of disciplines;*
- h. Proposes the publication of vacant positions and the related competition commissions, by consultation with tenured professors of disciplines;*
- i. Proposes, by consultation with tenured professors of disciplines, associated and visiting professors;*
- j. Proposes and monitors the scientific research programmes of the chair;*
- k. Proposes from own initiative or at the request of interested persons Doctorate specialisations and supervisors;*
- l. Proposes, by consultation with tenured professors of disciplines, and promotes international and national academic cooperation programmes and actions;*
- m. Monitors, verifies and approves the use of extra-budgetary funds according to their declared purpose and to the interests of the chair;*
- n. Proposes granting of pay scales for salaries, of bonuses and merit salaries and gradations, except for himself/herself, based on consultation with the members of the chair;*
- o. Proposes, by consultation with tenured professors of disciplines, granting the titles of “Honorary Professor” and of “Doctor Honoris Causa”;*
- p. Proposes employment and dismissal of auxiliary didactic staff and of research staff of the chair and monitors their activity;*
- q. Evaluates the quality of the didactic and scientific activity of the academic staff and acts accordingly by consultation with the members of the chair;*
- r. Promotes, stimulates and ensures annual evaluation of the scientific research activity of the chair, by the members of the chair;*
- s. Is accountable for ensuring the necessary didactic materials for the educational process, according to the existing physical assets;*
- t. Carries out all other duties provided by the legislation in force, Charter and decisions made at faculty and at “Politehnica” University level;*

4.33. *The head of chair appoints the scientific secretary from the members of the chair and determines his/her duties and scope of activity.*

4.34. *The head of chair is accountable to the char/department, Faculty Board, Dean, Senate and the Rector for his/her activity and for those undertaken by the chair office.*

The head of chair has the obligation to inform systematically the members of the chair on his/her own decisions, as well as on decisions made by at the chair, faculty and “Politehnica” University level.

P. DEPARTMENT BOARD AND DIRECTOR

4.35. *The Department Board is the operational management and administration structure of the department. The board consists of the Department Director and of minimum four members of the teaching staff/researchers elected from the members of the department.*

4.36. *The Department Director’s duties are similar to those of the head of the chair, ensuring, as appropriate, integrating functions and activities.*

4.37. *The Department Director is accountable to the department, the Senate and the Rector (for departments that depend on “Politehnica” University) or to the department, Faculty Board, Dean, Senate and the Rector (for departments that depend on the faculty).*

The Department Director has the obligation to inform systematically the department staff on his/her own decisions, as well as on decisions made by at the department, faculty and “Politehnica” University level.

O. OTHER MANAGEMENT STRUCTURES AND FUNCTIONS

4.38. *The management structures and functions of the units of “Politehnica” University, other than those mentioned previously in Chapter IV, are indicated through own functioning regulations approved by the “Politehnica” University Senate.*

V. HUMAN, PHYSICAL AND FINANCIAL RESOURCES

A. HUMAN RESOURCES

General provisions

5.1. *The members of the “Politehnica” University community are its human resources.*

5.2. *The legal labour arrangements of the employed staff are regulated by the legal provisions, by the collective and individual labour agreement, by the labour legislation, the Teaching Staff Status, the Charter and “Politehnica” University’s own regulations.*

The relations between students and “Politehnica” University are regulated by the legal provisions, the study agreement, the Charter and “Politehnica” University’s own regulations.

“Politehnica” University supports the members of the community and students and trade unions organisations representing them to obtain their legal rights.

5.3. *The members of the “Politehnica” University community may submit proposals, observations and claims at any level of the academic or administrative management. The claims shall be addressed to the level where the respective decision was made or to the next higher level, shall be presented in writing, signed and shall clearly present the rationale and the requests claimed.*

The answer to proposals, observations and claims shall be given in writing, within 30 days from their registration.

5.4. In their relation with the “Politehnica” University, members of the community have the following general rights:

- a. The right to benefit of all facilities and legal prerogatives provided by “Politehnica” University;*
- b. The right of access to information on all activities undertaken in “Politehnica” University;*
- c. The right to elect and to be elected in the management structures and functions within “Politehnica” University, according to the legislation in force, the Charter provisions and own regulations;*
- d. The right to participate either personally or through delegated representatives to decisions concerning them;*
- e. The right to benefit from social protection, according to the legislation in force and the regulations of “Politehnica” University;*
- f. The right to associate in professional, cultural, sports and trade unions organisations;*
- g. The right to participate to public events within “Politehnica” University.*

5.5. In their relation with the “Politehnica” University, members of the community have the following general obligations:

- a. To comply with the legislation, the Charter provisions and all own regulations of “Politehnica” University;*
- b. To wholly fulfil in due time and according to the level of quality standards promoted by “Politehnica” University their obligations deriving from the relation they have entered with the institution;*
- c. To use carefully the goods and facilities made available by “Politehnica” University, being accountable for any damage caused and to engage in the development of the “Politehnica” University patrimony;*
- d. To comply with the norms regarding university ethics and relations;*
- e. To respect human dignity and the rights of other members of the “Politehnica” University community;*

f. To represent with dignity **“Politehnica”** University both in Romania and abroad.

5.6. The teaching, research, auxiliary, administrative and production staff, as well as the management staff are accountable and may face disciplinary sanctions for breaching their duties and obligations and the code of conduct in any manner that might prejudice the interests of education and the **“Politehnica”** University prestige.

Teaching Staff

5.7. Teaching position, filled by means of competition, are periodically confirmed by the Faculty/College Boards, based on professional, scientific, pedagogic and moral criteria, in compliance with the legal provisions and the regulation adopted by the Senate.

5.8. Tenured professors may only hold this position in **“Politehnica”** University.

Tenured professors holding this position in **“Politehnica”** University may undertake educational and research activities within other public or private higher education institutions with the endorsement of the head of chair/department and the approval of the Rector.

Associated or visiting professors have in their relation with **“Politehnica”** University the same rights and obligations as tenured professors.

The relations between the university and holders of the “Honorary Professor” or “Doctor Honoris Causa” titles granted by **“Politehnica”** University are regulated by the regulation adopted by the Senate on granting these titles.

5.9. The tenured professors as well as those retired may undertake teaching activities paid by hour or cumulative payment, at the proposal of the head of chair/department, endorsed by the Faculty/College Board and approved by the Senate Office.

5.10. The study/research scholarships obtained nominally by members of the teaching staff are respected, according to the legal provisions, provided that the head of chair/department endorses and the Senate Office approves the absence of the scholarship holders for the respective period.

*5.11. In their relation with the “**Politehnica**” University, the members of the teaching staff have the following rights:*

- a. The right to provide teaching and scientific research activities according to their competence, in any of the structures of “**Politehnica**” University;*
- b. The right of academic freedom;*
- c. The right to assess, according to their own competence and conscience, within the limits of the regulation provisions, the students’ activity and professional results;*
- d. The right to professional improvement and promotion;*
- e. Copyright and the right of intellectual property over the results of their intellectual and creation work, in compliance with legal and deontological rules;*
- f. The right to freely communicate the results of their own research, in compliance with legal and deontological rules;*
- g. The right to be part of and to set up within “**Politehnica**” University academic and professional foundations and associations, within the limits of internal regulations and legal provisions;*
- h. Other rights provided by the legislation in force and the regulations of “**Politehnica**” University.*

*5.12. In their relation with the “**Politehnica**” University, the members of the teaching staff have the following obligations:*

- a. Loyalty towards “**Politehnica**” University with regards to other institutions, according to the position they hold in the university community;*

- b. Permanent concern for improvement of their own professional performance at the level of objectives, contents and methodology of the educational and scientific research processes;*
- c. Accurate fulfilment of their obligations according to the position they hold, as well as of additional obligations assumed through agreements concluded with “**Politehnica**” University;*
- d. Compliance with the professional deontology rules;*
- e. Other obligations provided by the legislation in force and the regulations of “**Politehnica**” University.*

Students

*5.13. Students are an integrant part of the education and scientific research system developed within “**Politehnica**” University in order to fulfil its missions and its objectives.*

*By their involvement in the activities of “**Politehnica**” University and by opinions they express, students participate to the control, evaluation and improvement of the quality of university services provided by “**Politehnica**” University.*

*5.14. In their relation with the “**Politehnica**” University, students have the following rights:*

- a. The right to choose freely the study programme, expressed through faculty and specialisation, within the limits of the number of students approved and the criteria established by the Senate;*
- b. The right to be informed on the entire curricular provision and on how they can have access to its various components;*
- c. The right to participate to teaching/learning activities assumed through the study agreement and to scientific research activities, according to their position in “**Politehnica**” University;*
- d. The right to participate, within the limits of available time and regulations of “**Politehnica**” University, to parallel study or research programmes, in*

- Romania or abroad, recognised by study certificates and diploma, according to the legal provisions;*
- e. The right to transfer between profiles/specialisations functioning within “Politehnica” University, in compliance with the regulations set out by the Senate;*
 - f. The right to follow specialisations in parallel, according to the regulations of “Politehnica” University;*
 - g. The right to benefit of scholarships, loans and social and financial benefits, in compliance with legal provisions and the regulations of “Politehnica” University;*
 - h. The right to express their opinions regarding the activities of “Politehnica” University, either individually or through their authorised representatives within the management structures of the “Politehnica” University;*
 - i. The right to initiate, organise and carry out activities and events in the scientific, cultural, sports and social fields, with the approval of “Politehnica” University;*
 - j. The right to nominate a representative in the Faculty Board Office and in the Senate Office and to determine his/her representation powers, in compliance with the legislation in force and the Charter provisions;*

5.15. *In their relation with the “Politehnica” University, students have the following obligations:*

- a. To comply with the Charter provisions and the regulations of “Politehnica” University involving them;*
- b. To meet the requirements of the study programmes they chose;*
- c. To use in a responsible manner the physical assets of “Politehnica” University, being accountable for any damage caused.*

Research Staff

5.16. *The research staff, consisting of scientific researchers, graduate research assistants, and technical staff, is employed based on a definite term labour contract, within the limits of the financial resources obtained through self-funding or grants.*

Keeping the research position is conditioned by scientific performance and available financial resources.

5.17. *In their relation with the “**Politehnica**” University, the members of the research staff have the following rights:*

- a. The right to provide research activities according to their competences;*
- b. The right to initiate and implement research projects;*
- c. The right to choose the research methods that are appropriate to the tasks related to their field of activity;*
- d. The right to professional improvement and promotion;*
- e. The right to communicate results of own research and to patent them, in compliance with legal and deontological rules.*

5.18. *In their relation with the “**Politehnica**” University, the members of the research staff have the following obligations:*

- a. To fully and professionally fulfil the obligations assumed through the individual job descriptions and through the research agreements and programmes, according to the qualitative and quantitative requirements of the beneficiaries of research activities;*
- b. Involvement in obtaining the necessary financial resources for the research activities assumed;*
- c. Development of the research physical assets;*
- d. Continuing improvement of their professional training;*

5.19. The research staff may benefit from study research/scholarships obtained nominally, provided that the expenditure is fully covered and these activities are approved by the management of “Politehnica” University.

Auxiliary didactic staf , Administrative and Production Staff

5.20. The rights and obligations of the members of the auxiliary, administrative and production staff in their relation with the “Politehnica” University, including those regarding professional improvement and promotion comply with the legal provisions, the internal regulation of the “Politehnica” University, the individual job descriptions and the individual and collective labour contract.

B. PHYSICAL RESOURCES

5.21. The physical resources are base on the “Politehnica” University patrimony, which is university property. The physical assets are managed in compliance with the legal provisions and with the regulations of “Politehnica” University.

5.22. The allocation of physical assets, including educational facilities and locations to the structures of “Politehnica” University is the Senate responsibility.

The structures of “Politehnica” University may mutually share locations or other elements of the allocated physical assets to be used during a university year, upon agreements of parties involved and Senate approval.

Efficient management of the physical assets is a strategic priority of “Politehnica” University.

5.23. Endowments obtained by the community members and by the structural elements of “Politehnica” University from extra-budgetary resources become part of the “Politehnica” University patrimony and are allocated by right to those who have obtained them.

C. FINANCIAL RESOURCES

5.24. *The financial resources of “Politehnica” University consist of:*

- *Basic financing, ensured by institutional agreements concluded with the Ministry of Education; the allocation is made according to the number of students, Doctoral students and a series of indicators specific to higher education; this financing includes funds for staff expenditure and for physical expenditure;*
- *Complementary financing, ensured based on additional agreements concluded with the Ministry of Education, as well as with other financing sources; this financing includes funds for capital expenditure (investments in buildings, furniture etc.), renovation and consolidation works, subsidies for students’ dorms and canteens, complementary funds for scientific research, scholarships and other fund for students’ social protection;*
- *Additional financing, from own revenues, donations, sponsorships, taxes, etc.*

5.25. *Funds from basic financing are distributed within “Politehnica” University according to the criteria based on which they were allocated to the university and in compliance with the legal provisions.*

Each structural element of “Politehnica” University manages autonomously the funds allocated, in compliance with the legal provisions, and is accountable for their use.

5.26. *Funds from complementary financing are allocated to the structural element of destination, to achieve the expected objectives.*

5.27. *Funds from additional financing are distributed with priority to the structural elements that obtained them, except for the overheads quota provided by the agreements and the contributions to the general expenditure of “Politehnica” University, assumed willingly or according to the Senate decisions.*

5.28. “Politehnica” University may support physically and financially, in compliance with the legal provisions and its own regulations, scientific, cultural and sports activities of the members of the university community and of the associations or foundations set up by the community members within the university.

VI. FINAL PROVISIONS

6.1. The Charter of the “Politehnica” University is approved by the Senate, and its amendment is made by the Senate, 2/3 of the Senate members vote in favour of amendments. The initiative to amend the Charter may be taken by the Rector, the Senate Office or at least 1/3 of the Senate members and is presented to the Senate at least one month prior to the vote.

6.2. The Senate shall set out the main regulations of “Politehnica” University, integrant part of the Charter, and the timetable for their development and approval within 9 months after the approval of the Charter.

Until new regulations are elaborated and approved, the existing regulation when the Charter is approved shall remain in force, except for those provisions contradictory to the Charter.

6.3. This Charter entered in force on 04.11.1999, when it was approved by the Senate.

The Charter approved by the Senate on 5.02.1996 is abrogated on the same date, as well as any other internal provisions contrary to this Charter.

Previous versions of the Charter of “Politehnica” University were approved by the University Senate on 27.03.1993 and 05.02.1996.

LIST OF REGULATIONS

integrant part of the Charter of “Politehnica” University of Timișoara

- 1. Rules for election of management structures and staff.*
- 2. Rules for Senate functioning.*
- 3. Rules for students’ professional activity.*
- 4. Rules for the admission competition.*
- 5. Rules for the organisation of graduation examinations at UPT..*
- 6. Rules for the evaluation of the quality of the educational process and of the teaching staff activity.*
- 7. Rules for scientific research.*
- 8. Internal rules.*
- 9. Rules for the organisation and functioning of accommodation facilities.*