



REGULATIONS

on the organization and operation of the Commission for monitoring, coordination and methodological guidance of the implementation and development of the internal managerial control system at Transilvania University of Braşov

Chapter 1 – General Provisions

Art. 1 The Monitoring Commission, hereinafter referred to as "the Commission" operates within Transilvania University of Braşov, as constituted by the Decision of the Rector of Transilvania University of Braşov.

Art. 2 The activity of the Commission is carried out in accordance with the provisions of GSO no. 400/2015 for the approval of the Code of internal / managerial control of public entities amended and supplemented by GSO no. 200/2016 of these Regulations and taking into account the duties of the management of Transilvania University of Braşov and the duties of the coordinators of the University structures.

Art. 3 The purpose of the Commission is to monitor, coordinate and methodologically guide the implementation and development of the internal management control system at Transilvania University of Braşov, to ensure the achievement of the institution's objectives in an efficient, effective and economical way.

Chapter II. Organizational structure of the Commission

Art. 4 (1) The Commission comprises the members of the Executive Board and is updated whenever necessary, the Commission is coordinated by the president, appointed by the Rector;
(2) The president shall appoint the secretary of the Commission and his/her deputy.

Chapter III. Organization of meetings and decision-making mechanism

Art. 5 (1) The Commission meets when convened by the president.
(2) The work of the Commission shall be conducted by the president.
(3) In case a member of the Commission is absent from the meeting, s/he has the obligation to delegate in writing a replacement from the structure s/he represents.

Art. 6 (1) The Commission carries out its activity in the presence of the majority of its members.
(2) The decisions shall be taken by the vote of half plus one of the attending members of the Commission.

Art. 7 These Regulations may be amended at the proposal of at least half plus one of the members of the Commission. Any amendment to the Regulations will be approved by the Rector and by the University Senate.



Chapter IV. The duties of the Commission

Art. 8 The Commission has the following responsibilities:

- (1) to devise the development programme of the internal / managerial control system of the institution, a programme that includes objectives, actions, responsibilities, deadlines, as well as other resources necessary for its development, such as drafting and application of formalized procedures on activities, professional improvement. When devising the programme, the minimum management rules will be taken into account, as per the internal control standards, approved by OSGG No. 400/ 2015 for the approval of the Code of internal/ managerial control of public entities amended and completed by OSGG No. 200/ 2016, regarding organizational and functional aspects of the institution, its staff and structure, other specific regulations and conditions;
- (2) to submit the development programme of the internal / managerial control system of the institution to the Rector of Transilvania University of Brasov for approval within 30 days from the date this decision enters into force;
- (3) to monitor the implementation and to ensure the updating of the development programme of the internal / managerial control system whenever necessary;
- (4) to monitor and evaluate the achievement of the general objectives of the institution annually;
- (5) to monitor and guide the structures within the institution in their drafting the development programmes and in their achieving all other activities related to the internal / managerial control;
- (6) to receive semi-annually from the institutional structures information regarding the progress registered in the development of the internal managerial control systems / subsystems, in relation to the adopted programmes, as well as information regarding the special situations observed and the monitoring, coordination and guidance actions undertaken in this respect;
- (7) to evaluate and approve the operational procedures drafted within the institution;
- (8) to report to the management of the institution whenever necessary, but at least every six months; the report shall include information on the progress made regarding the development of the internal / managerial control system, in relation to the adopted programme, to the actions of monitoring, coordination and methodological guidance undertaken, as well as to other problems related to this field.

Chapter V. Duties of the president of the Commission

- Art. 9** (1) to chair and coordinate the meetings of the Commission and the activity of the secretariat;
- (2) to monitor the observance deadlines decided by the Commission and to decide on the measures required for their observance;
 - (3) to ensure the transmission, within the established terms, of the information / reports prepared within the Commission to the interested parties in accordance with the provisions of GSO No. 400/ 2015 regarding the approval of the Code of internal / managerial control of public entities amended and supplemented by GSO No. 2016.
 - (4) in the absence of the president, for justified reasons, his/her duties shall be ensured by another member of the Commission appointed and mandated in writing in this respect by the president of the Commission.

Chapter VI. Duties of the secretary of the Commission

- Art. 10** (1) to ensure the monitoring, organization and guidance of the development of the internal / managerial control system from a technical and methodological point of view;
- (2) to prepare the minutes of the meetings;
 - (3) to ensure the drafting of documents;
 - (4) to make records and keep the documents of the Commission.



Chapter VII. Final provisions

Art. 11 The Commission cooperates with the structures of the institution in order to create an integrated internal / managerial control system.

Art. 12 (1) The quality of member of the Commission ceases in the following situations:

- a) termination of employment under the law;
- b) revocation, by decision of the Rector of Transilvania University of Braşov, when the person in question violates the provisions of the law or of the present Regulations or is unable to fulfil his / her duties for a period of at least 3 months.

(2) If one of the members of the Commission loses this quality, under the conditions provided in art. 12 paragraph (1), the Rector of Transilvania University of Braşov appoints a new member of the Commission within 5 working days.

Art.13 The observance of the provisions of the present Regulations represents a duty of the members of the Commission.

The present Regulations were discussed and approved in the meeting of the Senate of Transilvania University of Braşov on 09.05.2018.

Prof. Dr. Eng. Mircea Horia Țierean,
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