



## **REGULATIONS**

### **on the organization and operation of the deliberative bodies of the university: Executive Board and Faculty Councils**

#### **Chapter I. The structure, organization and operation of the Executive Board**

**Art. 1** (1) The Executive Board of UNITBV ensures the executive management of the university and implements the decisions of the UNITBV Senate.

(2) The Executive Board is led by the Rector of UNITBV, in accordance with its attributions provided by the National Law of Education No. 1/2011, with the subsequent modifications and completions.

(3) The composition of the Executive Board complies with the provisions of the National Law of Education No. 1/2011.

(4) The Executive Board carries out its activity in accordance with the provisions of the National Law of Education No. 1/2011 and of the Charter of Transilvania University of Braşov.

**Art. 2** (1) The Executive Board of UNITBV has the following composition:

- Rector of the University;
- Vice-Rectors of the University;
- Director of the Council for Doctoral Studies;
- Deans of the faculties;
- General Administrative Manager;
- the student representative in the Executive Board.

(2) The quality of member of the Executive Board starts on occupying one of the positions as per par. (1) and ceases when the member ceases to occupy the respective position.

(3) The student representative in the Executive Board is appointed by students' election, according to the legislation in force and of the University's own regulations.

(4) The representatives of the University Union, a representative of the employees from among the representatives elected at university level and a representative of the Senate may participate in the meetings of the Executive Board, as permanent guests, with no right to vote.

(5) At the Rector's request, any person from inside or outside the university can participate in the meetings of the Executive Board.

**Art. 3** The decisions of the Executive Board are binding and enforceable for departments, faculties, research units and services, as well as for the entire university community from the date of their publication on the institution's website.

**Art. 4** (1) The Executive Board meets in ordinary meetings twice a month at the Rector's notification, or in extraordinary meetings, whenever necessary.

(2) The presence of the full members of the Executive Board at the board meetings is mandatory. In exceptional cases, the full member of the Executive Board who is unable to attend the meeting for objective reasons will be represented by an empowered representative of the structure to which he belongs.



(3) The meetings of the Executive Board are chaired by the Rector. In the absence of the Rector, the meetings of the Executive Board are convened and chaired by the vice-rector delegated for this purpose by the Rector.

4) At the beginning of each meeting of the Executive Board, the draft agenda is submitted for approval by the members of the board.

**Art. 5** (1) Between the meetings of the Executive Board, in exceptional situations, as well as during the holidays, the executive management of the University is ensured by the Executive Board Bureau.

(2) The Executive Board Bureau consists of: Rector, Vice-Rectors, General Administrative Manager and the student representative in the Executive Board.

**Art. 6** (1) The meetings of the Executive Board and of the Executive Board Bureau are statutory in the presence of at least 2/3 of the total number of members.

(2) By exception from the provisions of art. 6 paragraph (1), in cases of emergency, the meetings of the Executive Board Bureau may be held remotely, its members expressing their right to vote by electronic means. Considering the specifics of the vote by electronic means, the votes communicated will be considered validly expressed within maximum 12 hours from the time of the concomitant transmission of the convocation by electronic means, but not later than 24 hours of the day the communication was transmitted.

(3) The decisions of the Executive Board are adopted by vote of the majority of the present members. In case the meetings of the Executive Board Bureau are held remotely, the decisions are adopted with half +1 of the votes expressed by electronic means, according to the provisions of art. 6 paragraph 2.

(4) The decisions of the Executive Board Bureau are made by consensus and produce legal effects from the date of their adoption and shall be submitted for the approval to the Executive Board in its first meeting.

(5) The decisions of the Executive Board Bureau, which are included in the Annex to the Decisions of the Executive Board, are brought to the knowledge of the academic community.

(6) All the decisions of the Executive Board and of the Executive Board Bureau are recorded in the minutes of the meeting. In the case of remote meetings, decisions voted by electronic means will be recorded in the register of minutes with the attachment of evidence on the conduct of the remote meeting and the vote exercised by electronic means. The office of the Vice-Rector for public relations is in charge with archiving and managing the minutes.

## **Chapter II. The structure, organization and operation of the Faculty Councils**

**Art. 7** (1) The Faculty Council represents the decisional and deliberative body of the faculty.

(2) The Faculty Council is appointed according to the legal provisions in force.

(3) The Faculty Council includes representatives from all faculty departments and student representatives.

(4) The norm of teachers' representation is 1/6 of their total number, but not less than 5 members, and represents 75% of the number of members of the Faculty Council. The number of students represents at least 25% of the total number of members of the Faculty Council.

(5) The maximum number of members of the Faculty Council elected by the teaching staff is the one provided in Annex no. 2 of the Methodology for organizing and conducting elections at Transilvania University of Brasov.

(6) At the request of the Faculty's Dean, any person from inside or outside the faculty may participate in the meetings of the Faculty Council.

**Art. 8** (1) The Faculty Council meets in ordinary meetings, once a month, at the notification of the dean, or in extraordinary meetings, whenever necessary.

(2) The presence of the legal members of the Faculty Council who have the right to vote is also mandatory in the council meetings.

(3) The meetings of the Faculty Council are chaired by the Dean of the Faculty. In the absence of the Dean, the meetings of the Faculty Council are convened and chaired by the Vice-Dean delegated therefor by the Dean.



(4) At the beginning of each meeting of the Faculty Council, the draft agenda is submitted for approval by the members of the council. This draft agenda is communicated to the members of the Faculty Council by the Dean or the delegate Vice-Dean who will lead the meeting, as the case may be, at least 3 working days before the date established for the meeting of the council. The members of the Faculty Council may propose additions to it, which are also subject to the approval of the members of the faculty.

**Art. 9 (1)** Between the meetings of the Faculty Council, in exceptional situations, as well as during the holidays, the executive management of the faculty is ensured by the Dean of the faculty or by the delegated Vice-Dean if the Dean is unable to exercise it for objective reasons, all in due accordance with the legal provisions in force.

(2) In such a situation, the Dean or Vice-Dean, as the case may be, has the possibility to consult the other Vice-Deans of the Faculty, as well as the Heads of Departments.

**Art. 10 (1)** The meetings of the Faculty Council are statutory in the presence of at least 2/3 of the total number of members with right to vote or of the persons empowered to represent them.

(2) The decisions of the Faculty Council are adopted with the vote of the simple majority of the present members.

(3) The decisions adopted by the Dean or Vice-Dean, as the case may be, under the conditions specified in art. 9 of the present regulations, produce legal effects from the date of their adoption. They shall be submitted for approval to the Faculty Council at the very first meeting after.

(4) The decisions of the Faculty Council, as well as those adopted under the conditions of art. 9 of the present regulations by the Dean or Vice-Dean, as the case may be, shall be brought to the knowledge of the academic community at faculty level.

(5) All the decisions of the Faculty Council, as well as those adopted by the Dean or Vice-Dean under the conditions of art. 9 of the present regulations, are recorded in the minutes of the meeting.

The present Regulations were discussed and approved in the meeting of the Senate of Transilvania University of Braşov, dated September 30, 2015, with the amendments brought to it in the Senate meetings of November 4, 2015, February 15, 2017, March 29, 2017.

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