Transilvania
University
of Brasov

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REGULATIONS
on the Organization and Operation of the Senate
of Transilvania University of Braşov

I. Establishment of the Senate

Art.1 The University Senate stands for the academic community and is the supreme governing body of Transilvania University of Braşov. The Senate has prerogatives of deliberation, decision-making and control; it ensures the University's governance in compliance with the applicable legislation, the principles of university autonomy, the provisions of the University Charter, as well as its own decisions.

Art.2 (1) The University Senate's decisions are binding upon the University's all executive and administrative bodies, as well as upon its entire academic community.
(2) At the request of the Senate, of its committees or members, the University's academic, administrative and executive structures are duty-bound to respond to the interpellations and questions addressed to them.

Art.3 The Senate members' number and procedure of election, as well as their term of office are governed by the University Charter and, respectively, by the Methodology for the Organization and Conduct of Elections within Transilvania University of Braşov.

Art.4 The newly elected University Senate convenes on the day and at the time set out in the Notice of Convocation adopted by the Senate in office.

Art.5 (1) The constitutive session of the newly elected Senate is chaired by the eldest senator, in his/her capacity as senior chairperson, assisted by the youngest academic staff senator and the youngest student senator, as secretaries.
(2) One or several of the senators' impossibility to fulfill their power and duties, as mentioned in para. (1), entails ipso jure their replacement with other senators, amongst the attending ones, who meet the same conditions.

Art.6 (1) With a view to validating the senatorial mandates, the University Senate chooses, in its first meeting, through a majority vote of the attending members, the three-senator Validation Committee.
(2) Upon verification of each newly elected Senate member's statement of incompatibility (lodged under wet signature with the Senate Secretariat until the day and time of that meeting), the Validation Committee submits the aforementioned acknowledgment to the senators' vote.
(3) A mandate is valid unless the senator concerned is in a situation of incompatibility, as provided for in the applicable statutory provisions.
(4) The Senate may pass resolutions only by vote of the senators with a validated mandate.
(5) The Validation Committee presents its report to the plenary Senate in the constitutive session thereof, and then its term of office terminates, with the relevant role to be taken on by the Preparatory Committee for the Senate Proceedings, which will be elected.

II. Structure of the Senate

Art.7 (1) The President of the University Senate undertakes responsibility for the fulfilment of the Senate's prerogatives, as per the Charter of Transilvania University of Braşov and the other applicable statutory provisions.
(2) The University Senate's working structures are:

a) specialised committees;
b) special committees;
c) Preparatory Committee for the Senate Proceedings;
d) Senate Secretariat.

Art.8 (1) After the Senate's lawful establishment, under the eldest member's chairmanship, the elections for the President of the University Senate are pending.
(2) The proposals for the position of President may be either submitted by any other Senate member, or even self-submitted.
(3) Any academic teaching staff senator may run for the position of President.

Art.9 (1) The President is elected for the University Senate's full term of office, by secret vote, with ballots that specify the candidates' alphabetised surnames and forenames.
(2) The candidate who will have obtained a simple majority vote of the attending senators is declared President-elect of the University Senate.
(3) Once the President of the University Senate has been elected, the senior chairperson's activity ceases de jure.

Art.10 (1) The President of the University Senate undertakes responsibility for the fulfilment of the Senate's prerogatives, in compliance with the Charter of Transilvania University of Braşov and other applicable statutory provisions.
(2) The President of the Senate has the following powers and duties:

(a) to preside over the Senate meetings, assisted by two other members appointed to this effect; the presidency over the proceedings may be delegated to an academic teaching staff senator, appointed by the President;
(b) to coordinate the activity of the Preparatory Committee for the Senate Proceedings;
(c) to represent the University Senate in the relations with the Executive Board;
(d) to conclude, on behalf of the University Senate, the management agreement with the Rector;
(e) to transmit the Senate's resolutions to the Executive Management; and then to oversee, through the specialised committees thereof, their implementation, adequately informing the Senate in this regard;
(f) at the request and on behalf of the Senate, to invite representatives of the University's executive and administrative structures to the meetings of the Senate and its committees, or to transmit the Senate's interpellations to the latter;
(g) to represent the Senate in the relations with the equivalent bodies of other higher education institutions in the country or abroad, and to conclude academic agreements and protocols of cooperation therewith;
(h) to confer the honorary titles awarded by the University Senate, in accordance with the University Charter and Rules of Procedure;
(i) to fulfill any other activity incumbent upon him/her as the representative of the Senate.

Art.11 (1) In the exercise of his/her powers and duties, the President of the Senate shall act in an apolitical, equidistant and balanced manner; (s)he shall promote academic deontology and ethics, as well as the University's interests all through his/her mandate.

(2) The President may not be a member in any of the standing committees.
(3) S/he shall preside over the committee meetings (s)he attends.

Art.12 (1) The President's mandate terminates by operation of law upon request, retirement or removal from office.
(2) The President may be removed from office by the University Senate, if s/he seriously or repeatedly breaches his/her duties.
(3) The impeachment procedure may be initiated by at least one third of the senators, subject to the submission of the written statement of reasons.
(4) The President's removal from office is decided by the University Senate, through a simple majority of its members.

Art.13 (1) Upon the office of President of the University Senate falling vacant, elections are pending, within 30 calendar days of vacancy of this position.
(2) While the office of President of the University Senate is vacant, the relevant prerogatives are taken over by a Senate member appointed to this effect, through a simple majority vote of the attending senators.
(3) With respect to the President of the University Senate, in the event of his/her temporary unavailability, as notified in writing, the interim position will be held by a member of the Preparatory Committee for the Senate Proceedings, appointed by a majority of the committee members.

Art.14 (1) The rulemaking activity, in terms of regulations and methodologies, devolves upon the specialised committees, pursuant to these Regulations.
(2) The University Senate's specialised committees are:

a) Committee for Educational Purposes;
b) Committee for Scientific Activities;
c) Committee for Quality Assurance and International Relations;
d) Committee for the Students' Rights and Responsibilities;
e) Committee for Budget and Finance;
f) Committee for Legal Matters.

Art.15 (1) The University Senate's specialised committees consist of 8 - 15 senators, with at least one student representative.
(2) A senator may only be a member of one specialised committee.
(3) Each committee shall elect a chairperson and a secretary, who will be validated by the Senate plenum.

Art.16 (1) The chairpersons and secretaries of the specialised committees are elected through secret vote, for the University Senate's full term of office, during the constitutive meetings thereof.
(2) The committee chairpersons convene and preside over the proceedings thereof.
(3) Under exceptional circumstances, the committees may also be convened by the President of the University Senate, in which case (s)he will chair the proceedings.
(4) The chairpersons and secretaries of the specialised committees may be removed from office upon request, either their own or of at least one third of the committee members.

Art.17 (1) The competences, powers and duties of the specialised committees are established by the President of the University Senate, or straight by the Senate plenum.
(2) The standing committees are the Senate's exclusive specialised working bodies.
(3) The meetings of any committee are regarded as validly held, if attended by a simple majority of the members thereof.
(4) Committee members are required to attend all meetings.
(5) Within the committees, the decisions are passed by a majority vote of the attending members.

Art.18 (1) For the smooth conduct of their activity, the specialised committees have the right to request relevant information, as well as to seek documentary and logistical support from the University's Executive and Administrative Management, subject to the previous endorsement of the President of the University Senate.
(2) The committee chairpersons may invite representatives of the executive and/or administrative structures to the meetings.

Art.19 (1) In their activity, the specialised committees make reports and issue advisory opinions which are submitted to the University Senate for debate and approval.
(2) The opinions and reports of the standing committees are signed by their chairpersons. In case of separate opinions, they shall be appended, too.
(3) The opinions and reports of the committees are tabled before the Senate plenary by their chairpersons.

Art.20 (1) Special committees are provisional if established to settle certain situations (committees for the analysis and oversight of executive activities) or permanent, such as the Preparatory Committee for the Senate Proceedings.
(2) Provisional special committees are established at the initiative and request of the President of the University Senate, the Rector, or at least one third of the Senate members.
(3) The prerogatives and duration of operation of any special committee are established by the Senate.
(4) The committee members elect, for the full term of office, a chairperson and a secretary.
(5) The activity of a special committee concludes with a report tabled before and approved by the Senate plenary.

Art.21 (1) The Preparatory Committee for the Senate Proceedings has a permanent nature, and acts as Secretariat for the Senate, during the actual sessions and between the working meetings thereof; it has no deliberative capacity on behalf of the Senate.
(2) The Preparatory Committee for the Senate Proceedings consists of 5 members, respectively:

- President of the University Senate;
- two chairpersons of the University Senate's specialised committees;
- a secretary (academic teaching staff senator);
- a student.

(3) The members of the Preparatory Committee for the Senate Proceedings are nominated by the President of the University Senate, and confirmed by the Senate plenary.
(4) The structure of this committee is established in early academic year.
(5) The Preparatory Committee for the Senate Proceedings consolidates the academic community members' proposals as regards the methodologies and regulations, but also the procedures for the implementation thereof, which will be submitted to the Senate for the purposes of debate and approval, and then refers them to the competent specialised committees or to the Executive Board (Senate Decision no. 50/2023, pt. IV.3). The proposals shall be collected at least five days prior to the approval meeting, through one of the University's digital platforms, which must be accessible to all its community members.
(6) The prerogatives of this committee are established by the President and approved by the University Senate, except as mentioned in the preceding paragraph.

Art.22 (1) The Senate Secretariat is the technical apparatus of the Senate, which is established with a view to supporting the activities conducted in the Senate plenary and committees thereof, and which is coordinated by the secretary of the Preparatory Committee for the Senate Proceedings.
(2) Every Senate Secretariat member's powers and duties are established by the President of the University Senate.

III. The University Senate's mode of operation

Art. 23 (1) The Senate operates in plenary sessions and committees alike.
(2) The Senate convenes for ordinary and extraordinary sessions, which require physical attendance. In duly grounded situations, the Senate meetings may also be organised online, by decision of the President of the University Senate, passed after consultation with the Preparatory Committee for the Senate Proceedings.
(3) Ordinary meetings are usually scheduled for one day a month, and are convened by the President of the University Senate, five days prior to the set date.
(4) The University Senate is convened by the President thereof, the Rector, or at the request of at least one third of the Senate members. By way of exception, for student affairs, the University Senate may be convened at the request of the entire group of student senators.
(5) Extraordinary meetings are convened whenever necessary by the President of the University Senate, at the request of the Rector or of at least one third of the senators.
(6) The meeting quorum is two thirds of the total number of Senate members.

Art.24 (1) The senators are summoned by the President of the University Senate through individual notification, email and/or mobile applications.
(2) The notice of Senate meeting is transmitted to the Faculty Secretariats, which are under an obligation to forward the information to all the senators affiliated with that faculty.
(3) Along with the notice of meeting, the senators will be sent the agenda and will be informed on the mode of conduct thereof.
(4) The materials to be discussed within the meeting that makes the object of the convening will be displayed on the University's e-learning platform.
(5) As regards the documents made available to the senators, for the proceedings of the Senate and specialised committees, they, as well as any other participants in these proceedings are under an obligation to keep these documents confidential, and to abide by the statutory provisions on the protection of personal data and access to information of public interest. The confidentiality obligation does not impinge on the academic community members' rights, as recognised under the University's other regulations.
(6) The agenda of a convened meeting may be supplemented with other items, subject to the approval of a majority of the attending senators, at any senator's request, submitted at the beginning of the meeting.

Art. 25 (1) The Senate meetings are public for the academic community members. Festive meetings are an exception therefrom.
(2) The Senate meetings may be attended, yet without the right to vote, by representatives of the Executive Board or other persons invited by the President of the University Senate.
(3) The draft agenda is submitted to the Senate plenary for approval, at the beginning of the meeting.
(4) The Senate meetings are attended, yet without the right to vote, by a representative of the University's relevant union.
(5) The stance of the Executive Board, in response to the interpellations and questions addressed thereto, is expressed, as a rule, by the Rector; or, under exceptional circumstances, by a representative of his/hers, no later than the following meeting to the one in which they were raised.

Art.26 (1) The Senate meetings abide by the academic deontology rules, providing all senators with the adequate framework for the free expression of their opinions.
(2) The chairperson gives the floor to any senator, but does not allow direct verbal exchange between the senators. The time allocated for any Senate meeting participant to take the floor is limited to three minutes. The right of reply is granted by the chairperson, with the statement of reply being limited to two minutes. In the event that a Senate meeting participant exceeds the allocated time, the President, after a warning, may withdraw the floor from him/her.

(3) The chairperson may restrict discussion on a matter, in which case the senators who have not spoken may submit their opinions in writing to the meeting secretariat.
(4) A Senate meeting attendee may not speak more than twice on the same agenda item, during a meeting of the University Senate, except for the presenters of documents or reports on the matters under consideration, as well as except in the case that the President of the University Senate grants permission to this effect.
(5) Any member may move to close debates, in which case the President of the University Senate puts this proposal to the vote.
(6) The Senate members may draft amendments to the documents that will be debated during a meeting, and send them to the Senate Secretariat at least two days prior to that meeting.

Art.27 (1) The senators' vote, cast in the Senate meetings, is direct and freely expressed, and may be open or secret, physical or electronical, depending on the procedure for the meeting concerned.
(2) The Senate decisions are passed, as a rule, with a simple majority vote of the senators, subject to quorum requirements, unless a qualified majority vote is expressly provided for.
(3) The chairperson will announce, before vote casting, the voting procedure.

Art.28 (1) As regards the Senate proceedings in plenary or committee sessions, minutes shall be drawn up in writing, providing a summary of the discussions and resolutions adopted.
(2) The Senate's plenary sessions may be recorded on data storage media, and are archived at the Senate Secretariat.
(3) The minutes are available to any Senate member for consultation purposes, at the Senate Secretariat.
(4) Copies for the Senate's official documents are issued upon request, subject to the approval of the President of the University Senate.
(5) The Senate decisions are published on the University's webpage.

Art. 29 (1) Under exceptional circumstances dictated by special procedures or by the timeline required for the issuance of some decisions, the President of the University Senate, with the positive opinion of the relevant specialised committee, may approve certain proposals of the Executive Board, which will be submitted to the Senate, in the first meeting thereof, for debate and approval.
(2) The President may not approve proposals referring to:

- the students' rights and responsibilities;
- changes to the University's assets or organizational structure;
- the employees' labour relations.

IV. The senators' powers and duties

Art.30 (1) The senators have the following rights and responsibilities:

a) to participate in the Senate meetings;
b) to freely express their opinions on the issues submitted to the Senate for analysis;
c) to participate in the decision-making process through open or secret ballot, as applicable;
d) to attend the meetings of the Senate's bodies and structures in which they have been elected;
e) to propose that the Senate bring up for discussion the issues they deem important to the University, academic community or faculty that each of them represents;
f) to address interpellations to the Senate's bodies and structures, as well as to the University's Executive or Administrative Management;
g) to call for an extraordinary session of the Senate, under the terms of these Regulations;
h) to be knowledgeable of the legislation in the field of higher education, as well as the specific legislation in their field of activity.

(2) The aforementioned rights and responsibilities shall be exercised and, respectively, fulfilled in good faith and a reasonable manner, in compliance with the academic deontology and ethics.

Art. 31 The status of senator is lost through:

a) resignation;
b) election or appointment to a management position within the University, or to an executive position incompatible with the status of senator;
c) termination of the employment relations as a tenured member of the academic teaching or research personnel, based on an open-ended labour contract with the University;
d) unjustified absence from more than half of the Senate meetings, during an academic year;
e) imposition of a sanction for misconduct or infringement of the academic ethics, under the statutory provisions;
f) termination of the student status at Transilvania University of Brașov, in the structure for which s/he was elected;
g) the student is in extension of the tuition period or in a complementary year.

Art. 32 (1) In the event that an academic teaching personnel member accumulates three unjustified absences from the Senate proceedings, the faculty concerned may be notified in writing thereof.
(2) The students who will have accumulated three unjustified absences may lose the benefits they enjoy by virtue of their Senate membership, for a one-month period.
(3) After each meeting, the Senate Secretariat displays the attendance on the University's intranet.

V. Final provisions

Art. 33 The provisions of these Regulations may be supplemented with the applicable statutory legislation.

These Regulations were discussed and approved in the meeting of the Senate of Transilvania University of Braşov on 28.10.2026.

Prof. Eng. Mircea Horia Țierean, PhD
President of the University Senate

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