



REGULATION OF ORGANIZATION AND FUNCTIONING OF GEORGE EMIL PALADE UNIVERSITY OF MEDICINE, PHARMACY, SCIENCE AND TECHNOLOGY OF TÂRGU MUREȘ

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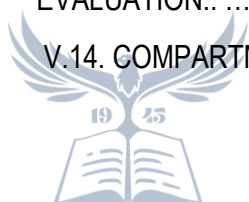
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Reference documents:

Education Act No. 1/2011, with subsequent amendments

The Charter of the George Emil Palade University of Medicine, Pharmacy, Science and Technology of Târgu Mureș

Chapter I. General principles

Art.1.

- (1) The present Regulation of Organization and Functioning of the George Emil Palade University of Medicine, Pharmacy, Science and Technology of Târgu Mureș (UMFST G.E. Palade Tg. Mureș) describes the hierarchically-functional organizational structure of the institution according to the approved organizational chart, highlighting the operational components and their main tasks.
- (2) The George Emil Palade University of Medicine, Pharmacy, Science and Technology of Târgu Mureș (UMFST G.E. Palade Tg. Mureș) Regulation of Organization and Functioning is supplemented by regulations or procedures of the organizational structures, which apply and detail the content of this Regulation.
- (3) The tasks of the managerial positions as well as the tasks of the personnel with executive functions within the organizational structures are established by the job descriptions.

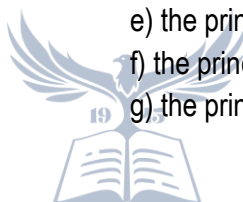
Chapter II. Structural and functional organization of the University

Art.2.

- (1) The University of George Emil Palade Medicine, Pharmacy, Science and Technology of Târgu Mureș (UMFST G.E. Palade Tg. Mureș) is a multicultural institution of higher education and research, with instruction delivered in Romanian, Hungarian, English and other international languages (German, French, etc.). George Emil Palade UMFST G.E. Palade Tg. Mureș is integrated into the national higher education system and provides graduate and postgraduate training, scientific research and national and international cooperation.
- (2) The University operates according to the Romanian Constitution, the Education Act no.1 / 2011, the normative acts pertaining to the organization of the education system and process in our country and according to its own regulations adopted on the basis of academic autonomy. The George Emil Palade University of Medicine, Pharmacy, Science and Technology of Târgu Mureș is the result of the absorption fusion process between the University of Medicine and Pharmacy of Tîrgu Mureș, as an absorbing institution and "Petru Maior" University of Tîrgu Mureș as an absorbed institution, in accordance with Government Decision no. 735/2018. In its new structure, University of Medicine, Pharmacy, Science and Technology of Târgu Mureș preserves its multicultural character, as defined in the Education Act no.1 / 2001.

Art. 3. The organizational and operational principles of the University are:

- a) the principle of academic autonomy;
- b) the principle of academic freedom;
- c) the principle of public accountability;
- d) the principle of quality assurance;
- e) the principle of equity;
- f) the principle of managerial and financial efficiency;
- g) the principle of transparency;





- h) the principle of respecting the rights and freedoms of students and academic staff;
- i) the principle of independence from ideologies, religions and political doctrines;
- j) the principle of national and international mobility of students, teaching staff and researchers;
- k) the principle of consulting the social partners in decision-making;
- l) the principle of student-centered education.

Art.4.

(1) Activities within George Emil Palade University of Medicine, Pharmacy, Science and Technology of Târgu Mureș (UMFST G.E. Palade Tg. Mureș) are implemented in accordance with the legal provisions and the University Charter, as well as according to internal regulations, methodologies and procedures approved by the University Senate or by other managerial structures, as the case may be.

(2) Decisions on academic activities, quality management, personnel policies, technical, economic and socio-administrative activities are made in accordance with the legislation in force and with the principles of academic autonomy, according to the tasks of the functions or managerial structures, which are stipulated in the University Charter and detailed in the Regulations for the organization and operation of the respective structures, as the case may be.

Art. 5.

(1) The organizational structure of George Emil Palade University of Medicine, Pharmacy, Science and Technology of Târgu Mureș (UMFST G.E. Palade Tg. Mureș) includes academic and research structures, Faculties, Departments and Departmental Structures (Disciplines), the Doctoral School, the Master's Degree Center, the Part-Time Learning, teaching and research centers and laboratories, advisory centers, publishing houses, libraries, centers for the continuous training of human resources, microproduction and service units, as well as adjacent technical and administrative services. Other centers or institutes of education, research and innovation, clinics or university hospitals, specialized ambulatory care units, technology transfer centers, and any other legally constituted structures may be added to the existent structure and can contribute to the achievement of the University's objectives.

(2) Other components of the University are established by the Senate of the University, through its organization chart.

(3) Certain structures or departments may also function as an extension of George Emil Palade University of Medicine, Pharmacy, Science and Technology of Târgu Mureș (UMFST G.E. Palade Tg. Mureș) in the country and abroad.

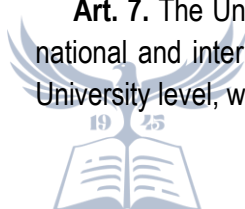
Chapter III. Managerial structures of the university

Art. 6. The managerial structures of the university are the following:

- a. The University Senate
- b. The Administrative Board
- c. The Faculty Board
- d. The Department Board.
- e. The Doctoral Study Board. Doctoral School Board.

III.1. UNIVERSITY SENATE

Art. 7. The University Senate is the highest representative authority of the academic community in the national and international academic environment, it is the decision-making and deliberative forum at the University level, which has the responsibility for the general development strategy of the University.





- (1) The decisions of the Senate are binding for all representative, executive and administrative bodies of the University.
- (2) The Senate is constituted after the election of the new members, organized according to the law, the George Emil Palade University of Medicine, Pharmacy, Science and Technology of Târgu Mureș (UMFST G.E. Palade Tg. Mureș) Charter and the methodology established by the Senate. The Senate is constituted of teaching and research staff and students' representatives, elected in numbers corresponding to the representation of the faculty and of research centers.
- (3) The University Senate is headed by a President. The Senate may have one or more Vice-Presidents.
- (4) The President of the Senate represents the Senate in relations with the Rector and with third parties. The relationship between the President of the Senate and the Rector is collaboration, not subordination.
- (5) The organizational structure, the attributions and the deployment of the activities of the Senate are established according to the provisions of the Education Act no.1 / 2011, the University Charter and the Regulation of the George Emil Palade University of Medicine, Pharmacy, Science and Technology of Târgu Mureș (UMFST G.E. Palade Tg. Mureș) Senate.

III.2. AMINISTRATIVE BOARD

Art. 8.

- (1) The Administrative Board is the managerial structure of the University which ensures the operative management and applies the strategic decisions of the University Senate.
- (2) The Administrative Board consists of the Rector, Vice-Rectors, Deans of the Faculties of the University, the General Administrative Director and two representatives of the students (one from the Romanian teaching structure and one from the Hungarian one). As employees are organized into union structures, one representative of these structures participates as an observer in the meetings of the Administrative Board. The President of the University Senate has the status of permanent guest at the meetings of the Administrative Board.
- (3) The meetings of the Administrative Board are led by the Rector as Chair of the Administrative Board.
- (4) The attributions of the Administrative Board and the operating procedures are established, in accordance with the provisions of the Education Act no.1 / 2011 and of the University Charter, by its own Regulation of organization and functioning.

III.3. Faculty Board

Art. 9.

- 1) The Faculty Board is the decision-making and deliberative governing body of the Faculty. The Board of the Faculty is chaired by its Dean.
- (2) The number of members in faculty boards shall be determined by representation rates.
- (3) The attributions of the Faculty Board and the operating procedures are established by the University Charter, according to the provisions of the Education Act no.1 / 2011.





III.4. DEPARTMENT BOARD

Art.10.

(1) The Department Board represents the authority which governs and regulates the activities of the Department.

The Department Board is a peer-support managerial structure helping the Head of the Department in the operative management of the department.

(2) The Board of the Department is a peer-to-peer management structure that assists the Department Director in the department's operational direction.

(3) The Department Board consists of the representatives of the Department's teaching staff, elected according to the norm of representation.

III.5. DOCTORAL STUDY BOARD

DOCTORAL SCHOOL BOARD

Art.11.

(1) The managerial structures for graduate doctoral study programs are the Doctoral Study Board and the Doctoral School Board.

(2) The Doctoral Study Board is the management and regulating authority for doctoral activity at the University level as a Doctoral Study Institution.

(3) The Doctoral Study Board functions on the basis of the provisions of the Code for Doctoral Studies and of the Institutional Regulation for organizing and implementing doctoral study programs.

(4) The Doctoral School Board consists of Doctoral advisors, Doctoral students and scientific personalities with significant international recognition outside of the Doctoral School, the norm of their representation being established in the University Charter. The Doctoral Study Board makes decisions in its field of activity in accordance with the Law and the Code of Doctoral Studies.

Chapter IV. Management positions

Art. 12.

(1) The management positions of the University are the following:

- i. Rector, Vice-Rector, Director of Doctoral Study Board, General Administrative Director, Vice General Administrative Director at a University level;
- ii. Dean, Vice-Dean, at a Faculty level;
- iii. Head of Department, at a Department level; Director of Doctoral School, al Doctoral School's level.

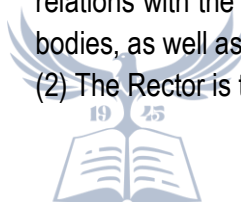
(2) The modality of electing academic management structures is established by the University Charter, according to the provisions of the Education Act no.1 / 2011, respectively by specific methodologies, regulations or procedures, which comply with the legal provisions and those of the Charter.

IV.1. THE RECTOR

Art. 13.

(1) The Rector performs the Executive Management of the University and represents the University in the relations with the Ministry of National Education, the National Council of Rectors, internal and international bodies, as well as with any natural or legal persons from the country or from abroad.

(2) The Rector is the authorizing officer.





(3) The designation of the Rector, the conditions for the exercise of the position and the duties of the Rector are set out in the University Charter, in accordance with the Education Act no.1 / 2011.

IV.2. VICE-RECTORS

Art.14.

- (1) The Vice-Rectors shall be appointed by the Rector, after prior consultation of the University Senate, among the members of the George Emil Palade University of Medicine, Pharmacy, Science and Technology of Târgu Mureș (UMFST G.E. Palade Tg. Mureș) academic community.
- (2) The powers of the Vice-Rectors are determined by the Rector, by areas of competence specific to each Vice-Rector.
- (3) The number of the vice-rectors, the conditions of appointment, the fields of competence, respectively the conditions for the exercise of the position are stipulated in the University Charter.
- (4) The position of the Director of the Doctoral Study Board is assimilated to the post of vice-rector.

IV.3. DEANS

Art.15.

- (1) The Dean represents the Faculty in its relations with the University Senate, with the Rector, with the other faculties, as well as with other natural or legal persons from the country or from abroad. The Dean is a member of the Administrative Board.
- (2) The Deans performs the management and operative management of the faculties. The conditions for the appointment of the deans and their attributions are established by the University Charter, according to the Education Act no.1 / 2011.

IV.4. Vice-Deans

Art. 16.

- (1) The Vice-Deans help the Dean in the operative management of the Faculty, within the limits established by the Dean, on issues of education, research, university life and student issues.
- (2) The conditions for the appointment of the vice-deans and their attributions are established by the University Charter, according to the Education Act no.1 / 2011.

IV.5. HEAD OF DEPARTMENT. DIRECTOR OF DOCTORAL SCHOOL.

Art. 17.

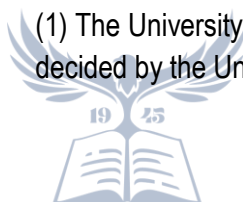
- (1) The Head of Department performs the management and operational direction of the Department. In the exercise of his / her duties, the Director is assisted by the Department Board.
- (2) The conditions for the appointment of head of department managers and of doctoral school director and their attributions are established by the University Charter, according to the Education Act no.1 / 2011.

Chapter V. Structures of academic activities

V.1. FACULTIES

Art.18.

- (1) The University has several faculties in its structure. The number, name and organization of faculties are decided by the University Senate.





(2) The faculties consist of Departments, whose composition is approved by the University Senate at the faculty's proposal. Departments are organized by specialized fields. In departments which provide health education programs, departmental structures can be organized under the form of disciplines.

(3) The organization and functioning of the structures within the faculties are established in the University Charter, according to the Education Act no.1 / 2011, respectively by specific regulations or procedures, which comply with the legal provisions and the Charter.

V.2. INSTITUTE FOR THE ORGANIZATION OF DOCTORAL STUDIES (I.O.D.S.)

Art.19.

(1) I.O.D.S. organizes and implements a doctoral program of scientific type, and the doctoral students can obtain the title of doctor in sciences, in the fields: Medicine, Dental Medicine, Pharmacy, Philology, History, Informatics, Engineering and management, aiming to produce internationally relevant original scientific value, based on validated scientific methods which favorably influence the professional career in higher education and research.

(2) The head of the institution legally representing I.O.D.S. of the George Emil Palade University of Medicine, Pharmacy, Science and Technology of Târgu Mureș (UMFST G.E. Palade Tg. Mureș) from Târgu Mureș is the Rector, and the collective governing body to which I.O.D.S. is subordinated is the University Senate.

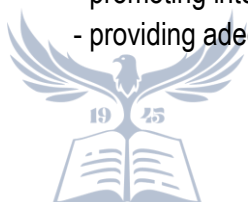
(3) I.O.D.S. operates according to the Institutional Regulation for organizing and conducting doctoral university studies. This regulation is developed by the Doctoral study board and is approved by the George Emil Palade University of Medicine, Pharmacy, Science and Technology of Târgu Mureș (UMFST G.E. Palade Tg. Mureș) Administrative board and the University Senate.

V.3. INSTITUTE FOR THE ORGANIZATION OF MASTER STUDIES (IOMS)

Art.20.

IOMS has a teaching and research mission resulting from the University's mission. The IOMS activities, carried out through their didactic and functional component, subscribe to the mission through the following objectives:

- training of specialists with higher education and researchers;
- adapting the educational offer to the demands of the labor market and in accordance with the National Qualifications Framework, ensuring the predictability of the academic and professional career of the members of the academic community, the personal development of the master's students;
- accreditation of some master's degree programs partially or fully delivered in international languages;
- ensuring the quality of all the master's degree programs carried out within the UMFST G.E. Palade Tg. Mureș;
- increasing the scientific prestige and international visibility of the master's degree programs;
- ensuring a teaching, learning and assessment process focused on the needs of the master's students;
- promoting interdisciplinarity within the master's degree programs;
- providing adequate support services in order to develop transversal competences;





- the elaboration of scientific research plans, by domains, within the scientific centers of the UMFST G.E. Palade Tg. Mureș and the organization of sessions, scientific symposiums with national and international participation, with the direct and effective involvement of the masters;
- promoting within the university community a climate of trust and freedom, whose basic rules are objectivity and mutual respect;
- achieving the institutional requirements in order to ensure the university and professional predictability of the members of the academic community.

Art.21.

IOMS is directly subordinated to the George Emil Palade University of Medicine, Pharmacy, Science and Technology of Târgu Mureș (UMFST G.E. Palade Tg. Mureș) Senate and is coordinated by the Vice Rector responsible for the master's degree programs.

V.4. SCIENTIFIC RESEARCH AND TECHNOLOGICAL DEVELOPMENT UNIT

Art. 22.

(1) The Scientific Research and Technological Development Unit (SRTDU) includes George Emil Palade University of Medicine, Pharmacy, Science and Technology of Târgu Mureș (UMFST G.E. Palade Tg. Mureș) structures in which research projects are carried out, research activities are organized, research programs are monitored, the research results are used, while providing data and information for courses, for scientific publications and for the scientific events of the University. SRTDU is subordinated to the Rector and is coordinated by a Vice-Rector, to whom this responsibility is designated.

(2) The SRTDU comprises:

- the Advanced Center for Medical and Pharmaceutical Research
- the Biobase compartment
- The Experimental Station compartment
- The Pharmaceutical Research Laboratory
- The Laboratory of Regenerative Medicine
- the Laboratory of Preclinical Studies.

THE ADVANCED CENTER FOR MEDICAL AND PHARMACEUTICAL RESEARCH

Art.23.

(1) The Advanced Center for Medical and Pharmaceutical Research (ACMPR) is led by a Director – scientific coordinator and by a Scientific Board of the Research Center.

(2) ACMPR is functionally organized in five laboratories:

- A. Non-invasive Functional Exploration Laboratory (FEL)
- B. Humoral and Cellular Immunology Laboratory (IMUNO)
- C. Microscopy Laboratory
- D. Chromatography and Mass Spectrometry Laboratory (CROMS)
- E. Molecular-Genetic-Genomic Biology Laboratory (BIOMOL).

(3) ACMPRF has the following main objectives:

- to promote interdisciplinary research, offering an integrated advanced research environment at national and international standards.





- to ensure the logistical support by accessing the existent research infrastructure and to provide specialized consultancy through the employed personnel.
- to implement correctly and in due time the activities stipulated in the collaboration agreements concluded.

(4) The activities carried out within the ACMPR are:

- organizing the activity in the ACMPR laboratories in terms of the access, use and maintenance of the material resources;
- providing consultancy in the specific field of competence in order to establish study protocols;
- providing consultancy to the applicant regarding the list of equipments necessary for the completion of the projects and the duration of their use;
- evaluation of project proposals which have not been declared successful in competitions with external evaluation and which benefit from other funding sources;
- recording the results of the investigations, in the form agreed for each project;
- data collection, management and archiving for the studies included in the research plan;
- drawing up periodic activity reports and at the end of each grant / project using the ACMPR infrastructure;
- drafting the list of reagents and materials required for the execution of the project and communicating it to the project partner;
- receiving biological samples and clinical isolates from partners, together with the accompanying records and the informed consent of the patient;
- inclusion of subjects in studies: sample collection, separation, storage; examination, patient monitoring - Functional Exploration Laboratory;
- making determinations for research projects through the Humor and Cellular Immunology Laboratory, the Chromatography and Mass Spectrometry Laboratory, the Molecular-Genetic-Genomic Biology Laboratory and the Microscopy Laboratory;
- optimization and application of the techniques provided in the investigation plan;
- drafting and keeping the record of the necessary supplies and reagents for the ongoing projects / grants
- drawing up the accounting of the activities undertaken through the collaboration agreements;
- preparing appropriate reports depending on the specificity of the projects and the determinations made.

THE BIOBASE COMPARTMENT

Art.24.

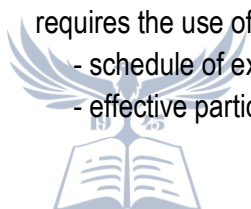
(1) The Biobase staff provides the breed and care of animals used for experimentation, used both for teaching purposes, for the training and professional education of the students, as well as in the scientific research work of the teaching and medical staff and of doctoral students.

(2) The Biobase is subordinated to the coordinator of the Scientific Research and Technological Development Unit, which is a designated Vice-Rector.

(3) The objective of the Biobase Compartment is to provide animals for experiments used in scientific research work.

(4) The activities carried out within the Biobase are:

- breeding and care of laboratory animals;
- providing material for students' practical work, bachelor and doctoral theses, scientific research, which requires the use of animals for experimentation;
- schedule of experiments, approval of the working protocol, experiment setup and follow-up;
- effective participation in the application of the treatment protocol, sampling of animals;





- training of medical students and medical staff regarding the handling of animals for experimentation, with the application of the legislation in force, of the specific ethical norms and of the norms of health and safety at work.

THE EXPERIMENTAL STATION COMPARTMENT

Art.25.

(1) The Experimental Station Compartment is a structure which joins together veterinary doctors, collaborating doctors, university staff, resident doctors, students.

(2) The Experimental Station is subordinated to the coordinator of the Scientific Research and Technological Development Unit, which is a designated Vice-Rector.

(3) The main objective of the Experimental Station Unit is to carry out high level scientific research in the field of experimental medicine development by performing works, scientific projects of great interest which would make the University part of the worldwide recognized system of value.

(4) The main activities within the compartment are:

- preparation of logistics and specialized assistance (together with university staff, doctors, students) for the preparation and completion of bachelor, doctoral and post-doctoral theses, as well as of scientific and experimental works;
- guidance for obtaining the authorizations to start research projects;
- preparation and execution (together with university staff, doctors, students) of diploma, doctoral and post-doctoral theses, as well as of scientific and experimental works;
- the preparation of the experimental animals for the interventions requested by teaching staff and students within practical works;
- scheduling and starting experiments;
- providing veterinary assistance during the surgical interventions and experiments;
- analysis and conclusion of the obtained results;
- performing some surgical interventions at the request of the teaching staff;
- providing post-operative assistance to animals;
- handling of biological materials;
- coordinating the activities carried out within the Veterinary Radiation Diagnostic Laboratory;
- maintaining interdisciplinary scientific relationships and with similar institutions in carrying out national and international scientific projects.

RESEARCH LABORATORIES

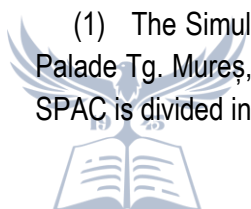
Art.26.

Within the Research Laboratories - the Pharmaceutical Research Laboratory, the Preclinical Studies Laboratory, the Regenerative Medicine Laboratory - research activities are carried out, research programs are monitored, the research results are used, data and information is provided for courses, scientific publications and for the scientific events of the University.

V.5. SIMULATION AND PRACTICAL ABILITY CENTER

Art.27.

(1) The Simulation and Practical Ability Center (SPAC) is a compartment of the UMFST UMFST G.E. Palade Tg. Mureș, which is under the direct subordination of the Rector and is managed by a coordinator. SPAC is divided into 3 departments - Basic Skills, Standardized Patient and Advanced Simulation.





(2) The main objectives of the SPAC are:

– to ensure the best conditions for the development of students' competences in the disciplines taught in SPAC

- to accelerate the integration of simulation activities in the clinical discipline curriculum.
- The continuous improvement and diversification of the didactic activities carried out within SPAC

(3) The main activities carried out within SPAC are:

- preparing students by using the Standardized Patient concept;
- simulations for medical procedures (invasive and non-invasive) for students to acquire the competences provided in the curricula of clinical disciplines;
- ensuring the conditions for using the integrated LearningSpace software platform, through which students and teachers can actively follow and participate in simulation activities;
- evaluation of students' practical skills;
- participation in the organization of scientific events and courses for the development of competences, in the specific fields of SPAC;
- participation in promotional activities (protocol or informative visits, presentations, etc.) of UMFST G.E. Palade Tg. Mureș and SPAC;
- providing specialized assistance for the operation of software and equipment within the simulation rooms.

V.6. DENTAL MEDICINE INTEGRATED CENTER

Art. 28.

(1) The Dental Medicine Integrated Center (DMIC) is constituted as a compartment within the Faculty of Dental Medicine, in the subordination of the Faculty Dean.

(2) The main objective of DMIC is to ensure the optimal conditions of learning and research for the practical training of the students of the Faculty of Dental Medicine, according to the requirements of quality assurance of the educational act.

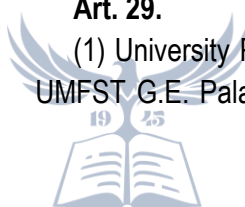
(3) The main activities carried out within the DMIC are:

- ensuring the conditions for the provision of specialized medical services related to the didactic and clinical activity of students, resident doctors and teachers;
- providing the necessary materials required for the provision of specialized medical services within each DMIC provider compartment, according to the quality requirements of the educational process;
- ensuring the proper operation of the equipment in the specialized clinics within the DMIC;
- ensuring the proper operation of the TRIAGE service for the reception of patients in order to distribute them to coordinating teachers and groups of students;
- ensuring the best conditions for logistical support, distribution and storage of the dental materials within the specialized compartments;
- the record and reports regarding DMIC activity

V.7. UNIVERSITY PRESS

Art. 29.

(1) University Press supports and promotes the educational process and scientific research within the UMFST G.E. Palade Tg. Mureș by publishing original scientific and didactic materials with ISBN / ISSN





codes, printing and distributing courses, papers, didactic and non-didactic scientific materials, other than those with ISBN / ISSN. It also contributes to the creation of a positive, objective and focused image of the University, through a constant communication process both inside and outside the University.

(2) The University Press is directly subordinated to the Rector of UMFST G.E. Palade Tg. Mureș and is headed by a coordinator, appointed by the Administrative Board, at the proposal of the Rector of UMFST G.E. Palade Tg. Mureș.

Art.30.

(1) The activity component regarding the editing, printing and distribution of scientific, didactic and non-didactic materials is achieved through the following structures:

- University Press Publishing House
- Bookstore and copy center
- Multimedia and promotion office.

(2) The objectives for this field of activity are:

- Increasing the quality of the educational and research activity by publishing the materials necessary for students and teachers.
- The printing and multiplication of didactic and scientific works in the interest of the education process and the multiplication of specific internal documents, according to the institutional requirements.
- Ensuring the delivery and sale of specialized edited materials or in other forms, through the University library and the online bookstore.

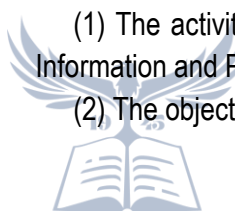
(3) The main activities are:

- providing consultancy to authors for completing the documentation required for book / magazine / course editing;
- providing support for completing all the documents required to obtain ISBN or ISSN codes;
- verification and preparation for printing of the materials submitted by authors;
- printing the didactic or scientific work according to the format and design established together with the author;
- printing reviews from the University's portfolio;
- ensuring official correspondence with the National Library of Romania;
- updating / maintaining the digital database, with the books / publications published in the UMFST G.E. Palade Tg. Mureș publishing house;
- updating the database of reviewers affiliated to the University Press publishing house;
- taking online orders from students, other clients;
- sending pre-ordered books / magazines / courses to Legal Deposit and the UMFST G.E. Palade Tg. Mureș Library;
- promotion and sale of publications;
- promotion and sale of University promotional materials;
- multiplication of University documents with administrative character based on internal orders.

Art. 31.

(1) The activity of promoting the image of the UMFST G.E. Palade Tg. Mureș is realized through the Information and Public Relations Department.

(2) The objectives for this field of activity are:





- to promote the teaching, research and social activities of the University among people who have an interest in these fields.

- to promote the University through annual scientific, cultural or social events.
- to promote the image and prestige of the University in the competitive environment at home and abroad, in order to ensure the increase of the annual number of admission candidates.
- the continuous dissemination on social media and mass media of information of public interest or the promotion of events organized within the University.

(3) The main activities are:

- promoting the identity, tradition and projects undertaken by the University;
- identification of events at local, national and international level where the University can be involved to promote its image;
- implementation of a communication strategy with the internal and external environment;
- updating information about the University and the important activities / events organized and disseminating them through all the approved communication channels;
- monitoring and standardization of information on all information dissemination platforms: web page, blog, social media, classic promotion through posters and leaflets etc;
- organizing the scientific, cultural, social events of the University;
- participating in the organization of events organized under the auspices of the University;
- the dissemination of official press releases, in a constant way, in order to maintain a close relationship with the local and national press;
- preparation of content for social media posts;
- quantifying posts and making reports to monitor the impact of posts;
- conducting benchmarking studies at national and international level, by studying the strategy of other universities and implementing their strengths, checking the websites of similar universities, identifying the strengths of the similar universities and comparing them with those of the UMFST G.E. Palade Tg. Mureș, monitoring the press and identifying problems / threats faced by other universities etc;
- providing the necessary materials for organizing events;
- monitoring compliance with the University's visual identity manual;
- evaluating the efficiency of the University's promotion activity by applying feedback questionnaires and establishing measures to improve the actions taken.

V.8. INTERNATIONAL RELATION DEPARTMENT

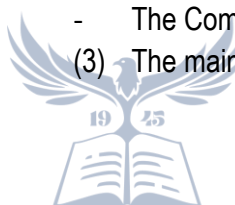
Art. 32.

(1) The International Relation Department is in direct subordination of the Rector, being coordinated by the designated Vice-Rector. The International Relation Department elaborates and implements strategies for developing international partnerships within the community programs promoted by the National Agency for Community Programs in the Field of Education and Vocational Training and other existing programs and partnerships.

(2) The Department is formed of the following structures:

- The ERASMUS Office
- The Compartment of International Bilateral Relations / Interuniversity Agreements

(3) The main objectives of the International Relation Department are:





- Promoting the international policy of the University by strengthening relations with traditional partners and by creating new inter-university partnerships in Europe and especially in the extra-European space.

- Encouraging and developing teachers' mobility for teaching, academic development and scientific research missions.

- Encourage and develop student mobility (from all 3 cycles of university studies) for educational missions, clinical / practical internships and scientific research.

- International promotion of the university in order to stimulate incoming mobility for students, doctoral students, post-doctoral students, researchers and teachers.

(4) The main responsibilities of the International Relation Department are the following:

- drafting the annual institutional applications of the UMFST G.E. Palade Tg. Mureș for financing mobility projects for teaching and administrative staff, respectively for students (ERASMUS + etc);

- informing UMFST G.E. Palade Tg. Mureș teaching staff and students regarding mobility opportunities;

- informing UMFST G.E. Palade Tg. Mureș administrative staff regarding mobility opportunities;

- organizing the selection processes for ERASMUS+ mobilities within the institution, under the conditions regulated by the European Union;

- organizing the application and selection formalities for mobility;

- organizing and monitoring student mobilities, the teacher and the administrative staff participation in community programs according to the applicable regulations;

- the management of the contracts concluded with the institutions empowered to perform mobilities, together with the specialized financial structures;

- preparation of specific documents for international activities: invitation letters, models of agreement, proposals for collaboration, etc;

- carrying out international correspondence in order to expand the number of international academic cooperation agreements;

- ensuring the affiliation of UMFST G.E. Palade Tg. Mureș to international university associations and bodies which bring together higher education institutions (writing applications, communicating with them, participating in partners' events, etc.);

- development of promotional materials for the promotion of UMFST G.E. Palade Tg. Mureș on the international academic market;

- development of external collaborations to enhance the international visibility of the University;

- ensuring the exchange of good practices with universities in the country and abroad, performing in the activity of international relations;

- the formation and permanent updating of a complete database of the agreements concluded by the UMFST G.E. Palade Tg. Mureș with institutions from abroad.

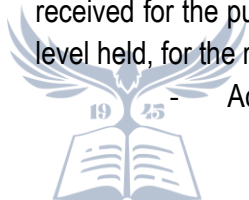
V.9.SCIENTIFIC PUBLISHING COMPARTMENT

Art. 33.

(1) The Scientific Publishing Compartment is subordinated to the UMFST G.E. Palade Tg. Mureș Rector.

(2) The main objective of the compartment is to provide the framework necessary to process the articles received for the purpose of their publication, to respect the ethical norms and to maintain the classification level held, for the reviews published at UMFST G.E. Palade Tg. Mureș:

- Acta Marisiensis- Seria Medica





- Acta Marisiensis-Seria Stomatologica
- Acta Marisiensis-Seria Biologica
- Acta Marisiensis-Seria Technologica
- Acta Marisiensis-Seria Philologia
- Acta Marisiensis-Seria Historia
- Acta Marisiensis-Seria Oeconomica
- Juridical Current Review.

(3) The editorial teams of the reviews are responsible for respecting the rules of good conduct and ethics in publishing the results of the research and they carry out the following activities:

- verification of the documents submitted by the author in order to publish the article;
- verification of the originality of the articles by applying the similarity test with the approved anti-plagiarism software;
- ensuring the scientific review of articles by experts;
- technical verification of articles regarding compliance with the approved templates;
- publishing articles according to the editorial policy;
- dissemination of information by posting online with open access and / or sending to subscribers.

V.10. QUALITY ENSURANCE DEPARTMENT

Art. 34.

(1) The Quality Assurance Department is responsible for the quality management in all the processes which take place in the University.

(2) The department is led by a Head of Department, appointed by the Administrative Board and directly subordinated to the Rector, who collaborates with the Vice-Rector who has responsibilities in this area.

(3) The main objectives of the Department are:

- Promoting excellence in didactic and administrative activities through quality control.
- Ensuring, maintaining, improving the continuous functioning of the quality management system at all organizational levels.
- Permanent development of the system of communication and presentation of the quality documents as well as of the results obtained from the quality assessments, in order to raise awareness regarding the role of each employee in the quality management system.

(4) The Quality Assurance Department carries out the following main activities:

- coordinating the implementation of the quality standards applicable at the level of each University structure;
- participation in establishing the structure of the quality management system (QMS) documentation at all organizational structures within the University;
- ensuring the conditions for evaluating the implementation and functioning stage of the QMS;
- coordinating the elaboration, revision, improvement of the QMS documents (Quality Manual, regulations, methodologies, system procedures, operational procedures, working instructions, specific reports in the field of quality, etc.);
- coordinating the application of the QMS documents at the level of the organizational structures and carrying out the evaluation and quality assurance activities;
- the record and control of QMS documents
- training, raising awareness of the staff from all hierarchical levels regarding the requirements of the applicable quality standards;





- ensuring the methodological and technical framework for the periodic evaluation of the didactic and administrative activities, according to the applicable methodologies / procedures;
- centralizing the results of the internal evaluations of the didactic and administrative activity, provided by the internal structures involved and elaborating the reports necessary for the analysis carried out by the management;
- monitoring the implementation and efficiency of quality assurance and improvement measures in the processes at the level of the UMFST G.E. Palade Tg. Mureș;
- Collaboration with the Commissions of Evaluation and Quality Assurance set up in the University, in the elaboration of the internal evaluation reports regarding the quality of education and of the administrative activities;
- providing data, information and documents specific to the field of activity, necessary for external evaluations / reports to the competent authorities (Ministry of National Education, The Romanian Agency for Quality Assurance in Higher Education, the National Council for Higher Education, the National Agency for Qualification etc);
- the participation, from the technical and methodological point of view, in the implementation and development of the internal / managerial control system.

V.11.TEACHER TRAINING DEPARTMENT

Art. 35.

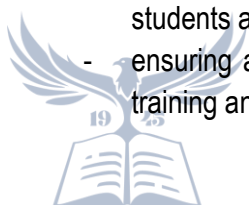
(1) The Teacher Training Department (TTD) provides the psycho-pedagogical training of UMFST G.E. Palade Tg. Mureș students and graduates, as well as other categories of persons, in order to certify their teaching profession. The department is headed by a Director appointed by the Administrative Board and directly subordinated to the Rector.

(2) The main objectives of the Department are:

- to organize, based on the accreditations from the Ministry of National Education, modular psycho-pedagogical courses, in order to certify the teaching profession, professional development courses using innovative teaching techniques and aspects, continuous training and improvement courses, exams for acquiring teacher certification II and I in lower education.
- The psycho-pedagogical training of the students and graduates of the University, in order to certify their teaching profession, according to the approved curriculum.

(3) Activitățile desfășurate de către Departamentul pentru Pregătirea Personalului Didactic sunt:

- the initial psycho-pedagogical, methodological and practical training of students who wish to pursue a teaching career;
- continuous professional training and improvement for the teaching career in order to ensure the competences necessary for the proper fulfillment of the basic roles and functions, for the teachers who do not have a graduation certificate which grants the right to exercise the teaching profession in all forms and levels of the educational process;
- organization of adult / teacher education programs within the UMFST G.E. Palade Tg. Mureș and outside the institution at their request;
- elaboration of courses, syntheses and teaching materials necessary for the individual study of the students and those interested in this field of preparation;
- ensuring all the assessment activities of the students / trainees during the entire duration of the training and professional development programs organized;





- monitoring the activity of pedagogical practice within the educational institutions where the UMFST G.E. Palade Tg. Mureș students carry out this activity;
- psycho-pedagogical and methodological counseling regarding the professional development and career evolution for graduates of specialized faculties;
- initiation and development of fundamental and applied scientific research activities in the psycho-pedagogical field in order to optimize this activity.

V.12. RESIDENCY AND GRADUATE STUDY COMPARTMENT

Art. 36.

(1) The Residency and Graduate Study Compartment is directly subordinated to the Rector and it is coordinated by the Didactic Vice-Rector.

(2) The main objectives of the compartment are:

- ensuring the support activities for residents, in order to complete the training curriculum, by specialties and by years of preparation, in order to obtain the title of specialist.

(3) - the continuous increase of the level of improvement of the professional training and / or completion of the level of competence held by the teaching staff, the medical staff or those in the pharmaceutical field, other specialists, by diversifying the offer of postgraduate courses, as well as the accreditation of some courses, depending on their specificity.

(4) The residency is the specific form of postgraduate education for the licensed graduates of the faculties of Medicine, Dental Medicine and Pharmacy, which ensures the preparation necessary to obtain one of the specialties included in the List of medical, medico-dental and pharmaceutical specialties for the medical network.

The main activities specific to the preparation for **residency** which are carried out within the compartment are:

- organizing and coordinating the preparation for the residency, for each specialty, according to the national training curriculum;

- participation in organizing the national competition for residency, according to the methodology of the Ministry of Health;

- ensuring the completion of the curriculum of preparing the residents and applying the range of nationally standardized obligatory maneuvers, procedures, diagnostic and therapeutic techniques, through the coordinators of residence;

- collaboration with the Directorate of Public Health and the Ministry of Health for organizing and conducting residency programs;

- monitoring compliance with the methodologies developed by the Ministry of Health for the theoretical and practical training of the residents;

- ensuring the necessary steps for transfers and secondments of residents;

- the record of the coordinators and of the residency advisors, according to the indications of the Ministry of Health;

- collaboration in the elaboration of methodologies for evaluating residency training in accordance with the regulations in force;

- implementation of the necessary steps (according to the publications of the Ministry of Health) in order to register for the second specialty, with a fee, for doctors, dentists, pharmacists who are already specialists;





- the validation of the common internships performed during the first residency, for doctors / dentists / pharmacists, enrolled in the second specialty;
- enrollment in post-university studies of residency, with tax, for the citizens of the NON-EU states and ensuring the training stages according to the national training curriculum of the chosen medical specialty;
- monitoring the development of training modules and organizing courses according to the specialized curriculum for foreign residents;
- registration for post-university studies of residency, with scholarship, of the Romanian ethnics residing abroad, who promoted the national competition for residency, on the places reserved for Romanians regardless of place of residence and who chose the University Training Center Tîrgu Mureș, as well as the provision of training according to the national training curriculum, of the chosen medical specialty;
- elaboration, at the request of the Ministry of Health, of topics, bibliographies and establishing the composition of commissions for the examinations of specialist doctor and primary doctor;
- the organization, together with the Directorate of Public Health and the Ministry of Health, of the examinations of specialist doctor and primary doctor in the University Center Tg. Mures
- preparation of specific statistical situations.

(5) The main activities of the **postgraduate courses** which take place within the compartment are:

- the request, verification and record of the proposals of postgraduate courses received from course coordinators and obtaining approval by the Administrative Boards of the UMFST G.E. Palade Tg. Mureș for their implementation;
- Elaboration of the theme plan with proposals of postgraduate courses, respectively their subjects, by university year / specialties.
- Obtaining the credits allotted to courses according to their specifics, if any.
- Publication and promotion of the offer of courses per academic year / specialties.
- Enrollment of students and verification of student records.
- Ensuring the registration of the students and the certificates / diplomas issued.
- Ensure the issuance of certificates / diplomas, depending on the specifics of the courses.
- Issue of certificates for the lecturers, with the course hours / practical works executed during the course.
- Preparation of specific statistical documents.

V.13. COMPARTMENT OF STUDY PROGRAM AND UNIVERSITY CURRICULUM INTERNAL EVALUATION

Art. 37.

(1) The Compartment of Study Program and University Curriculum Internal Evaluation (CSPUCIE) ensures and coordinates the evaluation of study program quality and implements curricular reform measures. CSPUCIE is subordinated to the University Rector and is coordinated by the Didactic Vice Rector.

(2) CSPUCIE has the following objectives:

- to ensure / coordinate the evaluation of the study program quality and to implement curricular reform measures.
- to monitor the modalities in which teaching examining activities are implemented, respecting the quality standards of the methodologies related to these processes.





- to organize training courses for the teaching staff, in accordance to the development of the curricular reform process.

(3) The main activities of CSPUCIE are:

- verification and validation of the course syllabi at the level of the entire University, in order to be in accordance with the curricular reform measures;
- centralization, on the dedicated online platform, of all the course syllabi adapted to the international standards, specifying the curricular content, teaching techniques and evaluation modalities;
- organizing training courses for the teaching staff for implementing new teaching techniques, improving the current teaching process and the evaluation system within the curricular reform process;
- coordinating the implementation of a unitary assessment model of students, within the same study programs, with formative and summative type exams, identical to all teaching series;
- collaboration with the Strategy, Reform and Curriculum Development Committees (SRCDC) within each faculty for the elaboration and revision of the curricula;

V.14. COMPARTMENT OF STUDENT JOB COUNSELING AND INFORMATION

Art.38.

(1) The Department of Student Job Counseling and Information (DSJCI) has as main objective the identification of new opportunities of professional integration and of adequate career choices, by means of counseling activities, but also psychological counseling, psycho-therapy and psychological research. Also included in the DSJCI is the Center for Learning, Personal Development and Counseling, which ensures the improvement of the academic and social-emotional learning mechanisms of the students, as well as the provision of psychological support and support for UMFST G.E. Palade Tg. Mureș students at high risk of university dropout.

(2) DSJCI is directly subordinated to the Rector and is headed by a coordinator. The main objectives of DSJCI are:

- Searching for new opportunities for integration into the profession and the right choice of specialization / career, through the activities of psychological counseling and professional orientation of the students within the UMFST G.E. Palade Tg. Mureș.
- Improvement of the academic and social-emotional learning mechanisms of the students, as well as the provision of psychological support and support for the UMFST G.E. Palade Tg. Mureș students in the situation of high risk of university dropout.

(4) The main activities of DSJCI are the following:

- evaluation of the student's personality profile using validated, calibrated and standardized personality questionnaires / psychological tests approved by the Romanian College of Psychologists;
- drawing up a personality profile in accordance with international requirements, related to medical specialties and other specialties, according to the fields of study within the University;
- counseling and professional orientation of the students, so that they can choose the specialty / profession they want to pursue;
- psychotherapy / psychological counseling of students who develop maladaptive psychological symptoms during the academic path;
- remedial activities for improving the professional performance of students and reducing university dropout;
- cognitive-behavioral counseling (CBC) and personal development;
- organizing practical applications of the motivational interview;





- organization of workshops on specific fields;
- group psychological counseling;
- cognitive behavioral group psychotherapy;
- psychological interventions in crisis through debriefing sessions;
- collaboration with UMFST G.E. Palade Tg. Mureș faculties to monitor the insertion of graduates in the labor market.

V.15. EUROPEAN AND RESEARCH PROJECTS DEPARTMENT

Art.39.

- (1) The European and Research Projects Department carries out the management activity of the scientific research projects and institutional development projects. The department is subordinated to the Rector of the University and is headed by a department coordinator.
- (2) The main objectives of the Department are:
 - coordinating the application process for projects with national and international non-refundable funding, by UMFST G.E. Palade Tg. Mureș.
 - assisting the implementation of UMFST G.E. Palade Tg. Mureș projects with international and international non-refundable funding.
- (3) The main activities carried out within the Department are:
 - administering the portfolio of projects with non-refundable financing in correlation with UMFST G.E. Palade Tg. Mureș Development Strategy;
 - tracking and identifying funding opportunities in the field of European structural funds and that of scientific research;
 - identifying partners in order to access funds for projects of local interest;
 - participating in the elaboration of applications for funding in the field of scientific research by offering consultancy and administrative support to the teams of researchers involved in the drafting of the projects;
 - elaborating and submitting reimbursement requests for projects under implementation;
 - participating in the implementation of the projects by offering consultancy and administrative support to the implementation teams;
 - monitoring and ensuring full legality in carrying out project activities, together with the project managers/directors and the other structures in the University;
 - elaborating and sending periodic progress reports during the project implementation period;
 - elaborating and sending periodic reports on durability of sustainability, upon completion of project implementation;
 - disseminating information related to funding opportunities, project submission to the university community;
 - promoting inter and multidisciplinary collaboration for the efficient and productive implementation of projects;
 - training and developing the human resources involved in the process of writing and implementing projects.





V.16. LABOUR MARKET RELATION COMPARTMENT

Art. 40.

(1) The Labour Market Relation Compartment is subordinated to the Rector and is coordinated by the Vice-Rector in charge of this field of activity.

(2) The main objectives of the compartment are:

- organizing and sustainably developing the University – labour market relation, with a view to long-term collaboration so as to synchronize the competences of higher education graduates with the expectations and needs of the labour market.
- initiating research, development, innovation projects in partnership and maintaining a close working relation with the organizations on the labour market.

(3) The compartment ensures the management of the activities regarding:

- students' practice on the labour market;
- professional insertion of graduates;
- research, development, innovation projects in partnership with labour market organizations;
- facilitating the relation between the University and the economic environment;
- increasing the visibility of the University in the community.

V.17. PART-TIME AND DISTANCE LEARNING CENTER

Art. 41.

(1) The Part-Time and Distance Learning (DL) Center is subordinated to the Dean of the Faculty of Economics and Law.

(2) The main activities carried out within the Center are:

- ensuring the performance of the activities related to Part Time Learning programs: elaborating the PTL plans and organization chart; students' records through the center secretariat; establishing schedules for face-to-face meetings; administering the e-learning platform of the Center, etc.;
- elaborating the files for ARACIS external evaluations, for PTL programs;
- introducing new programs within part-time learning, in response to the demands of the beneficiaries from the local and regional economic environment;
- promoting education through part-time learning – equivalent to full-time learning.

V.18. UNIVERSITY GENERAL SECRETARIAT

Art. 42.

(1) The General Secretariat of UMFST G.E. Palade Tg. Mureș participates in the achievement of an efficient academic management through secretarial activities at the level of the management of the University, Faculties and other departments that carry out didactic activities, organizes and monitors the flow of documents elaborated within UMFST G.E. Palade Tg. Mureș, and of the internal and external correspondence, under conditions of legality and safety.

(2) The General Secretariat has as its main objectives:

- ensuring the legal and organizational framework to carry out specific secretarial activities.
- ensuring transparency of decisions and their implementation, by increasing the degree of informing and communicating at the level of all organizational structures





- elaborating specific documents at the University management level – the Senate, the Administrative Board, the Rector, applying the regulations in force.
 - efficient academic management of data and information on students and teaching staff.
- (3) The following activities are carried out at the level of the General Secretariat of the University,:
- coordination, guidance, control of department/faculty secretariats, vice-rectors' offices and doctoral schools;
 - coordinating, guiding, controlling the organization and the development of the entrance examination in the undergraduate education;
 - guidance, control regarding the organization and the development of the admission exam to doctoral studies and master's degree programs;
 - guidance, control regarding the organization and the development of the graduation exam (bachelor's degree program, master's degree program, PhD studies);
 - coordination, guidance, control regarding the organization and development of competitions for vacant teaching positions;
 - coordination, guidance, control regarding the awarding of student scholarship;
 - coordination, guidance, control regarding the elaboration, issuance and record of study papers;
 - coordination, guidance, control of secretarial work for the organization and the development of activities related to postgraduate learning and residency;
 - ensuring communication and correspondence with state or private institutions;
 - elaborating the statistical reports requested by different state institutions (MNE, CNFIS, CNCSIS, ARACIS etc), regarding student records and the use of related national information platforms (UEFISCDI-ANS, IMI, REI, RMU, etc);
 - transmitting decisions and monitoring the retrieval of information;
 - preparing the documents for the Senate meetings, respectively the Administrative Board, and drafting the decisions of the Senate and of the Administrative Board;
 - coordination regarding the implementation, development, use of software systems that ensure data management (UMS);
 - coordination regarding the introduction, modification, updating of data in the existing modules of the academic management IT application;
 - coordinating and guiding the elaboration of records, situations, reports on students and the teaching staff.
- (4) The management of the General Secretariat is provided by the Chief Secretary of the University, who coordinates the activity of the following compartments:
- Secretariats of the Faculties of Medicine, Dental Medicine, Pharmacy, Engineering, Sciences and Letters, Economics and Law;
 - Secretariat of Doctoral Schools;
 - IOMS Secretariat;
 - Secretariats of Vice-Rectors' offices;
 - CSPUCIE Secretariat;
 - Secretariat of the International Relation Department;
 - Secretariat of the Residency and Graduate Study Compartment;
 - Secretariat of the Scientific Publishing Compartment;
 - Secretariat of the Scientometrics and Academic Ranking Compartment;
 - Secretariat of the Teacher Training Department;
 - Secretariat of the Foreign Students Compartment;





- Documents of Studies Compartment;
- General Registrar's Office of the University;
- Archive and courier services.

(5) **THE FACULTY SECRETARIAT** is subordinated to the General Secretariat of the University. The management of the Faculty Secretariat is ensured by the Chief Secretary of the Faculty.

The Faculty Secretariat carries out the following activities:

- follows and applies the decisions taken by the Faculty Board;
- performs all the work related to:
 - the admission exam and the registration of the students;
 - student records;
 - organizing and running graduation exams;
 - student-related social problems (scholarships, camps, transportation);
 - statistical situations requested by different state institutions through the Rectorate;
 - transmitting the database for the preparation of the documents of studies;
 - organizing the faculty/department correspondence and archive.

(6) **THE FOREIGN STUDENTS COMPARTMENT**

- performs all the activities regarding the foreign students:
 - evaluation of candidates' files
 - processing the files sent by applicants
 - submitting the files to MNE for evaluation
 - the admission exam and registration of the students;
 - student records;
 - organizing and running graduation exams;
- elaborates all requested statistical situations;
- elaborates the documents requested by public or private institutions, regarding foreign students.

(7) **SECRETARIATES:**

- Doctoral Schools;
- IOMS;
- Vice-Rectors' Offices;
- CSPUCIE;
- the International Relation Department;
- the Residency and Graduate Study Compartment;
- the Scientific Publishing Compartment;
- the Scientometrics and Academic Ranking Compartment;
- the Teacher Training Department;

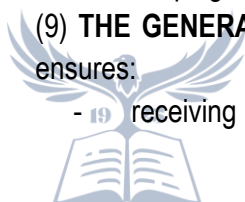
carry out secretarial activities specific to the field of activity of the respective compartment/department.

(8) **DOCUMENTS OF STUDIES COMPARTMENT** ensures:

- providing the necessary documents of studies;
- managing, completing and issuing documents of studies;
- keeping and archiving documents of studies and documents regarding issuance

(9) **THE GENERAL REGISTRAR'S OFFICE OF THE UNIVERSITY**, through the activities it carries out, ensures:

- receiving UMFST G.E. Palade Tg. Mureș correspondence;





- registration of all documents, from the internal or external flow, in compliance with the applicable procedures;
- initial evaluation of the incoming documents, with a view to directing them, according to their specificity, to the authorized persons;
- distribution of incoming documents to the relevant compartments;
- ensuring the conditions to keep track of the flow of all the documents received by UMFST G.E. Palade Tg. Mureș as well as of the ones drawn up for internal use, in compliance with legal provisions and applicable procedures;
- sending to the recipients the documents issued by the compartments, after registration.

(10) **ARCHIVE AND COURIER SERVICES** ensures through the activities carried out:

- organizing the archive warehouse and systematizing the documents in compliance with the provisions of the legislation in force;
- annual verification and retrieval of the documents elaborated within the compartments;
- issuing documents from the archive;
- ensuring the record of the documents entering or exiting the archive storage unit; updating inventories in compliance with the articles in the archival nomenclature;
- updating and maintaining the archival nomenclature;
- tracking the application of the archival nomenclature within compartments;
- ensuring the correspondence from post offices and the secret postal service;
- sending/delivering the correspondence to university clinics, the post office and various collaborating institutions.

V.19. STUDENT ENTREPRENEURIAL SOCIETY (SES)

Art.43.

- (1) SES is a department dedicated not only to building entrepreneurial competences, but also to providing a framework for innovation and entrepreneurial approaches associated with the academic environment.
- (2) SES is subordinated to the Rector and is headed by a President.
- (3) The main objectives of SES are:
 - promoting quality education correlated with the demands of the labour market and extending collaborative relations with the economic and socio-cultural environment.
 - creating an institutional framework favorable to developing and encouraging the entrepreneurial spirit in the academic environment, among the students and the staff of the University.
 - supporting the ones who want to turn a business idea into a start-up, by organizing mentoring activities and consultancy for students, in the field of entrepreneurship.
 - encouraging mentor-student collaboration in order to consolidate and develop elements of the professional practical skills that are necessary for future graduates at the level of higher education.
 - initiating and strengthening alliances in order to stimulate innovation and knowledge transfer.
- (4) The following activities are carried out within SES:
 - coordinating the activity of all incubator centers, simulated enterprises and other entities and entrepreneurial endeavors, within the University;
 - organizing training activities available to all students with a view to developing entrepreneurial competences and aptitudes;
 - providing assistance and consultancy to students who want to set up a start-up;





- organizing meetings with the representatives of the business environment with a view to establishing connections between students and the business environment;
- facilitating the students' participation in professional events organized by entities involved in the economic life;
- organizing seminars for *weekend start-up* type of innovation in order to increase the students' interest in certain fields of activity;
- elaborating materials to inform and guide the students in carrying out business plans and/or financing projects;
- organizing competitions that should give the students the opportunity to collaborate in a competitive environment;
- organizing sessions of start-up projects, business ideas, in order to select proposals to be submitted to the Executive Board for evaluation and feedback;
- organizing competitions to attract funding for the best projects;
- participating as an initiator or partner in national and international projects regarding the development of innovation and entrepreneurship in the University.

V.20. SCIENTOMETRICS AND ACADEMIC RANKING COMPARTMENT

Art.44.

(1) The Scientometrics and Academic Ranking Compartment is subordinated to the Rector and is coordinated by the Vice-Rector in charge of this field of activity.

(2) The main objectives of the compartment are:

- analyzing the results of the measurable and intercomparable scientific research, at the individual level, the level of research structures, institutions, through the scientometric indicators.
- organizing and managing the process of international classification / ranking of UMFST G.E. Palade Tg. Mureș, in order to increase the institutional visibility at national and international level.
- ensuring periodic reporting of the data requested by the institutions that organise classifications and rankings, analyzing and disseminating the obtained results, as well as keeping up-to-date record of the presence of the University in all national and international classifications or rankings.

(3) In order to achieve the objectives set within the compartment, the following activities are carried out:

- Scientometrics related to staff / publications:
 - using scientometric indicators accepted at a European level;
 - extracting data from the sources of scientometric classification regarding the staff, publications, etc.
 - analyzing the results of the measurable and intercomparable scientific research at the individual level, the level of research structures, university, through scientometric indicators.
- elaborating the reports of scientometric classification;
- establishing the intra- and interinstitutional scientometric ranking.
- University Rankings:
 - studying and applying appropriate national/international assessment methodologies, in order to rank the universities; requesting the necessary information from faculties /departments /disciplines / compartments;
 - elaborating and maintaining the database with relevant information, structured on criteria, standards and indicators in order to classify the University;





- registering the University in approved university ranking systems;
- collecting data from faculties /departments/ disciplines /compartments and updating the University records in university classification systems;
- elaborating the reports requested by the University for ranking/classification;
- drawing up reports on the results of the ranking/classification of the university.

Chapter VI. Administrative activity structures

VI.1. FINANCIAL-ACCOUNTING SERVICE

Art.45.

- (1) The University organizes and runs its own accounting service, respectively the financial accounting service and the management accounting service, as well as the preventive financial control activity (in accordance with the document flow and the internal decision to establish competence limits) within the Financial-Accounting Service.
- (2) The Financial-Accounting Service has in its structure:
 - The Budget Appropriation Compartment
 - The Extra-budgetary Resources and Special Funds Compartment
 - The Accounting and Research Compartment.
- (3) The main objectives of the Financial-Accounting Service are:
 - providing and managing the financial resources necessary to carry out all activities within the University, under conditions of continuity.
 - organizing and managing the accounting service in compliance with the normative acts applicable to the financial-accounting field of activity.
 - managing the University heritage under conditions of legality and efficiency.
 - ensuring the self-control of the financial-accounting activities in compliance with the legal provisions
- (4) The activities carried out within the Service are:
 - elaborating the annual revenue and expenditure budget project;
 - keeping track of budget execution, adjusting the expenses according to the approved budget and own revenues, rectifying the budget in compliance with the legal provisions;
 - organizing and managing the accounting in accordance with the law;
 - keeping the compulsory accounting records, in compliance with the legal provisions;
 - preparing the quarterly and annual financial statements, in accordance with the legal provisions;
 - drawing up periodic reports, in compliance with the legal provisions;
 - organizing the activity of cash receipts and payments, according to the legal provisions;
 - payment of expenses within the limits of budgetary credits and destinations approved under the legal provisions;
 - organizing the inventory process in compliance with the specific legislation;
 - conducting the records and reporting the budgetary and legal commitments, in accordance with the legal provisions;
 - organizing the preventive financial control, in accordance with the specific legislation;
 - organizing and managing the record of heritage assets in compliance with the specific legislation;





VI.2. INTERNAL PUBLIC AUDIT COMPARTMENT

Art. 46.

(1) The Internal Public Audit Compartment is constituted separately under the Rector's direct subordination.

(2) The head of the internal public audit compartment is appointed/dismissed by the Rector, with the approval of the head of the Internal Audit Compartment within MNE.

(3) The main objectives of the Internal Public Audit Compartment are:

- improving management through ensurance activities, so as to provide UMFST G.E. Palade Tg. Mureș an independent evaluation of management, control and governance processes also through counseling activities.
- carrying out the internal audit activity in compliance with the legal and procedural provisions in force, according to the planning.

(4) The main activities of the compartment are:

- elaborating the project of the multiannual plan of internal public audit and, based on it, the project of the annual plan of internal public audit;
- carrying out the internal public audit missions for the annual audit plan, in order to evaluate if the financial management and control systems of UMFST G.E. Palade Tg. Mureș are transparent and comply with the norms of legality, regularity, economics, effectiveness and efficiency;
- auditing at least every three years, but not limited to the following:
 - financial activities or activities with financial implications carried out by UMFST G.E. Palade Tg. Mureș from the moment of initiating the commitments up to the use of funds by the final beneficiaries, including the funds from external financing;
 - payments made through budgetary and legal commitments, including from community funds;
 - administering the heritage, as well as the selling, pledging, concession or rental of goods from the private domain of the state or of territorial administrative units;
 - the concession or rental of goods from the public domain of the state or of the administrative-territorial units;
 - constituting the public revenues, respectively the way of authorizing and establishing the debt securities, as well as of the facilities granted upon their collection;
 - allotting budgetary credits;
 - the accounting system and its reliability;
 - the decision-making system;
 - the management and control systems, as well as the risks associated with such systems;
 - the IT systems;
- periodic reports on findings, conclusions, and recommendations resulting from the internal public audit activities;
- conducting the internal public audit activity through counseling activities;
- immediate report to the head of the public entity and the internal control structure authorized in case of irregularities or possible damages;
- carrying out, with the approval of the head of the entity, ad-hoc audits, considered exceptional missions of internal public audit not included in the internal public audit plan;





- elaborating the annual report on the internal public audit activity and sending it to the Internal Audit Compartment of MNE;
- sending to the internal audit compartment within MNE summaries of the recommendations that were not followed by the head of the entity and the consequences of not implementing them, accompanied by relevant documents;
- supporting the SCIM self-assessment through advisory activities granted to the Monitoring Commission and structures of the entity.

VI.3. JURIDICAL, OSH, OCCUPATIONAL MEDICINE AND DATA PROTECTION SERVICE

Art. 47.

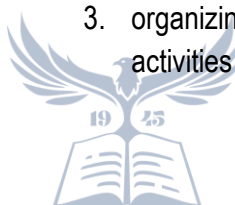
- (1) The Juridical, OSH, Occupational Medicine and Data Protection Service is subordinated to the Rector of the University.
- (2) The main objectives of the Juridical, OSH, Occupational Medicine and Data Protection Service are:
 - ensuring the conditions for fully observing the applicable legal provisions, by checking and legally approving the documents issued at the level of UMFST G.E. Palade Tg. Mureș.
 - ensuring the legal conditions to carry out the activities in the University under OSH conditions.
 - monitoring the health status of all employees and promoting health in the workplace.
 - carrying out activities specific to the field of personal data protection at the level of the institution.
- (3) The main activities carried out within the Department are:

Juridical:

1. representing and defending by means of law, the interests of the University in front of judicial bodies, of the investigating and criminal prosecution bodies, notaries public, public authorities, and other legal or natural persons;
2. granting specialized consultancy to all University services and employees, regarding problems specific to the field of activity, at their request;
3. approving, from the point of view of their legality, the draft contracts, conventions, protocols, agreements or any other acts that produce legal effects and concern the activities in the University;
4. approving, in compliance with the legal provisions, the administrative and disciplinary measures taken or arranged within the University;
5. drawing up actions, appeals, response to appeals, etc., as well as, when necessary, formulating legal remedies or other bodies empowered by law to resolve different disputes;
6. checking the compliance with the normative framework of the documents issued by the internal compartments, indicating the inconsistencies, in the context of granting the legal opinion;
7. monitoring the newly issued / modified normative acts and placing them at the disposal of the university management, as well as of the internal services / departments, to be implemented.

Occupational Safety and Health:

1. monitoring compliance with the legislation regarding occupational safety and health;
2. coordinating and providing consultancy to apply the legislation in the field of occupational safety and health at work to all the jobs within the University;
3. organizing prevention and protection activities, taking into account the particularities of the activities and jobs within the University, as well as monitoring their progress;





4. identifying hazards and assessing risks for each component of the work system, respectively executor, work tasks, means of work/work equipment and work environment for workplaces / jobs;
5. elaborating, completing, monitoring and updating the prevention and protection plan;
6. elaborating instructions to complete and/or apply the occupational safety and health regulations, taking into account the particularities of the activities and workplaces;
7. checking knowledge of and application by all workers of the measures provided in the prevention and protection plan, of their own instructions, as well as of their responsibilities in the field of OSH, established in the description of the job;
1. identifying individual protection equipments necessary for the jobs in the University and centralizing the requisitions for supplying individual protective equipment to employees;
2. monitoring the purchase, the proper distribution of individual protective equipment and replacing them within the established deadlines;
3. equipment records, appropriate zoning, ensuring/monitoring that the periodic checks and/or periodical tests of the work equipment are carried out on time by competent persons, or other necessary activities, in compliance with the legal provisions;
4. record of hazardous jobs/workplaces, counseling and consultancy, adapting work within vulnerable groups.

Occupational Medicine:

1. assessing aptitude for work in relation to the employees' health status;
2. monitoring the employees' health status in compliance with the legal provisions and identified specific professional risks;
3. participating in the assessment of risks regarding occupational diseases and work-related diseases;
4. participating in the identification of risk factors and in their evaluation actions;
5. participating in the establishment of health programs at the workplace in order to adapt work to employees' possibilities;
6. counseling regarding the employees' health issues.

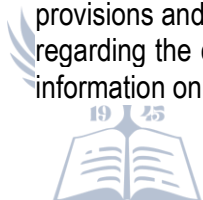
Personal data protection:

- informing and counseling at the level of the institution and of the empowered persons, respectively of the employees of the institution that deals with processing personal data, regarding their obligations under UE Regulation 679/2016 in reference to the protection of natural persons in what concerns personal data processing and the free movement of these data, but also of other regulations of national/international law regarding the protection of personal data;

- ensuring the contact point role for the Supervisory Authority in reference to the legal aspects related to data processing, including prior consultation, when the evaluation indicates that the processing would pose a high risk, and, if appropriate, consultation regarding any other problem;

- ensuring personal data protection, regarding their processing, taking into consideration the person's data in relation to their position within the institution and balanced with other fundamental rights, in compliance with the principle of proportionality;

- implementing appropriate technical and organizational measures to guarantee that the processing of personal data at the level of the institution is carried out in compliance with the legal provisions and to ensure the right of the data subject to have access to personal data following the request regarding the confirmation or infirmation to process personal data of the person concerned and to provide information on their processing;





- notifying the management of the institution as soon as there is knowledge of a personal data security breach at institutional level, keeping the documents referring to the cases of personal data security breach.

VI.4. HUMAN RESOURCE DEPARTMENT

Art.48.

(1) The Human Resource Department is organized and operates in compliance with the legal provisions in force, under the direct subordination of the Rector and is headed by the head of the service.

(2) The Human Resource Department has as its main objectives:

- providing staff that have job-appropriate skills and competences, which allows the activities to be carried out under conditions of quality assurance in education.
- increasing the quality of activities by means of motivating and rewarding the employees according to individual performance.
- managing the human resources and staff remuneration under conditions of effectiveness and efficiency, economics and legality.

(3) The main activities carried out within the Human Resource Department are:

- coordonating the human resources and staff management activities;
- coordonating the actions of recruitment, selection and promotion in work;
- organizing and running competitions to fill job vacancies in compliance with the legal provisions, for the teaching and non-teaching staff;
- elaborating the organization charts and the centralizers for the auxiliary and non-teaching staff;
- checking the organization charts elaborated by faculties for the teaching staff;
- employment of teaching staff, auxiliary and non-teaching staff, in compliance with the legal provisions and the applicable internal regulations and procedures;
- registering in Revisal the individual employment contracts and the changes during the period of working relations;
- managing staff files; records of all University staff;
- managing the performance of labour relations: conclusion, modification, termination of individual employment contract and preparation of related documents, in compliance with the legal provisions;
- preparing and issuing documents regarding employment relations and wage rights, requested by employees;
- records of statement of wealth and interests;
- coordonating the process of improving the professional training of the staff;
- coordonating the process of evaluating the professional performances of the staff;
- records of annual leave, approved unpaid leave and absences without leave;
- records of sick leave, the monthly preparation of the file for the reimbursement of the paid amount of the insured persons from FNASS;
- calculating salary entitlements/rights and contributions to the state budget and social insurance budget and elaborating the documents in compliance with the applicable legal provisions;
- elaborating and monthly archiving the Statement regarding the payment obligations of social contributions, of income tax and nominal records of insured persons, of the Statement on payment obligations to the state budget;





- drawing up the semestrial situations for the Ministry of Public Finance;
- correspondence with all authorized institutions (AJOFM, CJPAS, ITM etc), elaborating various statistical situations requested by the management of the university, other authorized institutions;
- archiving all documents/records, including electronic archive.

VI.5. COMPUTER NETWORKS, COMMUNICATION AND DIGITALIZATION SERVICE

Art. 49.

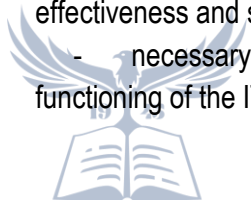
(1) The Computer Networks, Communication and Digitalization Service is subordinated to the Rector of the University and is led by the Head of service.

(2) The objectives of the Computer Networks, Communication and Digitalization Service within UMFST G.E. Palade Tg. Mureș are:

- offering facilities related to accessing and processing the information relevant to each category of users in UMFST G.E. Palade Tg. Mureș.
- Implementing strategies for the introduction of modern communication technologies in education and research.
- Implementing computer systems for the automation of information processing specific to the structures within UMFST G.E. Palade Tg. Mureș.
- ensuring efficient communication through reliable access to Internet and voice services for all UMFST G.E. Palade Tg. Mureș users.

(3) The main activities of the Service:

- identifying opportunities for the modernization and implementation of the applications used in the education and research process;
- coordinating the process of modernizing the IT infrastructure in UMFST G.E. Palade Tg. Mureș;
- coordinating the strategies of design, development and implementation of IT systems, for the organization and automatic processing of specific information;
- ensuring access to IT facilities and dedicated computer systems for all students, the teaching staff and the employees of the university, in line with the objectives of their activity;
- administration and security of central communication nodes, and coordination of the administration of university communication servers;
- ensuring access for UMFST G.E. Palade Tg. Mureș students, teaching staff and personnel to various dedicated computer applications, with distributed access, based on network access;
- providing efficient network communication services within UMFST G.E. Palade Tg. Mureș, accessible to all categories of users;
- ensuring the security of the UMFST G.E. Palade Tg. Mureș network;
- authorizing users regarding the access to communication facilities;
- administering the UMFST G.E. Palade Tg. Mureș site;
- integrating computer subsystems dedicated to the educational process, within specialized compartments, in a global university management system;
- installation, configuration, maintenance, and modernization of university servers;
- implementing appropriate software, in compliance with UMFST G.E. Palade Tg. Mureș licensing contracts, through which all users are given access to physical and logical resources of the network, under effectiveness and safety conditions;
- necessary configuration in the operating systems of the local networks to ensure optimal functioning of the IT systems of UMFST G.E. Palade Tg. Mureș;





- administering computer applications for student management;
- providing technical support in the admission, graduation, residency examinations,
- installation, configuration, maintenance, and modernization of the telephone exchange.

VI.6. EMERGENCY SITUATION COMPARTMENT

Art. 50.

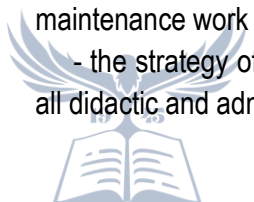
- (1) The Emergency Situation Compartment (the Private Emergency Service) is a specialized structure, organized with UMFST G.E. Palade Tg. Mureș staff and volunteers, in order to protect life, the private assets against fire and other calamities, in the established competence sector.
- (2) The Compartment is directly subordinated to the Rector.
- (4) The main objective of the compartment is to ensure the continuous prevention and management of Emergency Situations in order to protect life, the private assets, in the approved competence sector.
- (5) The main activities carried out within the compartment are:
 - identifying the risks that might generate emergency situations at the level of the University;
 - ensuring the conditions to know and abide by the fire prevention norms and measures;
 - establishing and coordinating Structures for the management of emergency situations;
 - elaborating and monitoring the operative documents regarding emergency situations in compliance with the applicable legal provisions;
 - organizing the fire extinguishing intervention for each workplace;
 - drawing up the Annual Emergency Training Plan;
 - informing and instructing the staff and the students with a view to the knowledge and observance of protection rules and measures against fire or any other emergency situations that might occur.
 - verifying the way emergency situation norms are applied, in the area of competence.

Chapter VII. General Administrative Directorate

VII.1. GENERAL ADMINISTRATIVE DIRECTOR

Art. 51.

- (1) The management of the General Administrative Directorate is provided by the General Administrative Director.
- (2) The General Administrative Director is directly subordinated to the Rector and is a member of the Administrative Board of UMFST G.E. Palade Tg. Mureș.
- (3) The main objectives of the General Administrative Director are:
 - applying the strategic decisions taken by UMFST G.E. Palade Tg. Mureș academic authorities and participating in the strategic and daily management of the University.
 - coordinating the implementation of UMFST G.E. Palade Tg. Mureș policy in heritage management and administrative management, bearing direct responsibility for the legality of his actions.
- (4) The main activities of the General Administrative Director:
Ensures the conditions for and supervises the implementation of:
 - investment strategies at the university level: new constructions, current repairs, capital repairs, maintenance work etc. for all spaces where didactic and administrative activities are carried out.
 - the strategy of public procurement of goods and services in order to ensure the optimal functioning of all didactic and administrative activities at the level of the university,





- the strategy regarding activities that deal with social aspects, aimed at the academic community: library, student dormitories, canteen, sports complex, etc.;
- transposes to the level of the subordinated structures the strategic decisions taken by the Administrative Board and the Senate.
- collaborates with the Chief Accountant in preparing the budget, respectively the budget analyses, executions, reports, and budget forecasting.
- together with the Vice General Administrative Department and the heads of the subordinated structures, establishes directions of action and the measures to implement the approved strategic decisions, specific to the General Administrative Directorate.
- checks the stage of achieving the objectives and actions set, analyzes and approves the resources that are necessary for their achievement.
- organizes, coordinates, manages the subordinated administrative structures, ensuring their proper functioning in compliance with the University policies and strategy, respectively with the applicable legal and internal regulations.
- supervises the activities carried out within the General Administrative Directorate to ensure the functioning of university infrastructure and logistics under safety conditions.

VII.2. VICE GENERAL ADMINISTRATIVE DIRECTOR

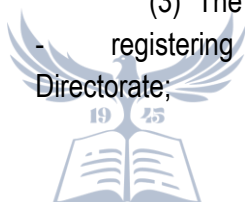
Art. 52.

- (1) The position of Vice General Administrative Director is subordinated to the General Administrative Director.
- (2) The Vice General Administrative Director ensures:
 - the implementation of the decisions taken at the level of the General Administrative Directorate,
 - planning, coordinating, checking the activities that ensure:
 - the functionality of the real estate heritage and the material resources of UMFST G.E. Palade Tg. Mureș;
 - rational and safe use of locations related to the heritage, necessary to carry out didactic and administrative processes in line with the established legal and internal requirements;
 - functionality of the equipments, installations, machinery etc. in the UMFST G.E. Palade Tg. Mureș inventory, in order to ensure the continuity of the specific didactic and administrative activities.

VII.3. SECRETARIAT/REGISTRAR'S OFFICE

Art.53.

- (1) The Secretariat/Registrar's Office of the General Administrative Directorate is subordinated to the General Administrative Director.
- (2) The main objective of the compartment is to ensure the information and document flow within the General Administrative Directorate, in compliance with the conditions and term stipulated by the internal legislation and procedures in force.
- (3) The activities carried out within the department are:
 - registering and keeping records of all the documents received at the General Administrative Directorate;





- identifying and complying with the correspondence/document flow within and outside the Directorate;
- handing in the incoming documents to the relevant compartments;
- sending, after registration and through the General Registrar's Office of the University, the documents issued by the compartments of the Directorate;
- monitoring the flow of documents received by the Directorate and their resolution status.

VII.4. TECHNICAL AND HERITAGE MAINTENANCE SERVICE

Art. 54.

- (1) The Technical and Heritage Maintenance Service is subordinated to the Vice General Administrative Director.
- (2) The Service consists of:
 - The Technical Office
 - The Heritage Maintenance Compartment.
- (3) The main objective of the Service is to ensure the technical conditions of operation and safety of all buildings, installations, and equipments in the University heritage.
- (4) The activities carried out within the Service:
 - elaborating and centralizing the purchase requisitions for the work and services in the portfolio of the Technical and Heritage Maintenance Service;
 - drawing up the supporting documents in order to elaborate the technical-economic documentation necessary for planning and carrying out maintenance work/services;
 - preparing or participating in the preparation of purchase requisitions and other supporting documents necessary to purchase work and services by the specialized compartment;
 - monitoring the activities related to the contracting, execution/delivery, reception, and reimbursement of maintenance work and services, in compliance with the legislation in force;
 - ensuring permanent communication with constructors, designers, site managers etc. regarding the contracted work/services and carrying out the procedures for solving all execution or design problems occurring during the contract period;
 - participating in the reception of work/services performed/rendered according to the legal regulations related to quality in constructions;
 - keeping and updating the technical manual for the University buildings, depending on the carried-out work;
 - record of the installations subject to authorization, the periodical technical service and their maintenance;
 - monitoring the building status and their change of status over time, proposing measures for repairs and maintenance;
 - operating and maintaining its own facilities, or of third-party economic agents, through which a rational consumption of utilities is ensured: natural gas, cold water, domestic hot water, heat, electricity;
 - tracking, ensuring proper functioning, ensuring the utilities, current repairs and maintenance of the educational and administrative spaces, through the heritage maintenance structures.





VII.5. PURCHASE - INVESTMENT SERVICE

Art. 55.

- (1) The Purchase-Investment Service is subordinated to the General Administrative Director.
- (2) The Service consists of:
 - The Purchasing Office
 - The Investment Office
 - Sourcing and Supplier Contract Office.
- (3) The main objectives of the Service are:
 - implementation of the Annual program of public purchase, in order to ensure the continuity of the activity of all organizational structures within the University.
 - ensuring continuity in the purchase / investment process, in line with the approved annual plan of public purchase.
- (4) The following activities are carried out within the Service:
 - elaborating and updating the Annual program of public purchase;
 - drawing up and substantiating the Investment List, planning the achievement of the investment objectives;
 - establishing the necessary steps in order to make public purchase/ term investments, to ensure the continuity of the contracts of products, services, operations;
 - establishing accurately the award procedures for the products, services and work to be awarded;
 - drawing up the mandatory documentation for starting and carrying out the procedures for public purchase of products, services, operations, in compliance with legal provisions;
 - drawing up supporting documents in order to elaborate technical-economic documentation for the achievement of new investment objectives/projects in the field of constructions, and of other intervention work on the existing constructions and other investment operations;
 - carrying out the procedures for public purchase of products, services, and operations, respectively the awarding of supply/ provision of services / execution of work contracts, in line with the publicity and transparency rules, complying with legal regulations in force;
 - drawing up and monitoring until the completion of the design and work contracts related to the investment objectives;
 - ensuring the reimbursement of the design services and work performed in compliance with the concluded contracts and the legal provisions in force;
 - keeping track and record of the execution of the concluded contracts and the observance of the contract clauses;
 - elaborating and monitoring the contracts/orders for direct purchases, complying with the legal provisions;
 - drawing up and sending reports and briefings required by law or requested by authorized institutions;
 - conducting the process regarding the partial and final reception of investment works;
 - tracking the drawing up of/updating the technical manual of the construction;
 - the reception of the products entering the warehouse and the verification of their quantitative and qualitative conformity in line with the contracts/orders issued by the University;
 - management and delivery of warehouse products;
 - stock records;
 - commitment, liquidation and ordering of expenses based on the proposals of the specialized departments within the University.





VII.6. SOCIAL ADMINISTRATIVE SERVICE

Art.56.

(1) The Social Administrative Service is subordinated to the General Administrative Director and is led by the chief of service.

(2) The Social Administrative Service consists of the following compartments:

a. Student scholarship and service compartment

- scholarships and other forms of social assistance
- accommodation in student hostels/dormitories.

b. Real estate compartment

- heritage management.
- the telephone exchange.

c. Accommodation compartment

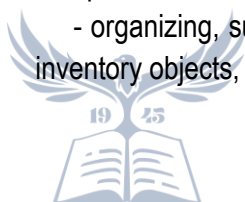
- occasional accommodations.

d. The Sports complex compartment includes: the “Anton Pongracz” Sports Hall, the Polyvalent Hall, the „Salus Per Aquam” Recovery and Training Center, tennis courts, mini football fields.

(3) The main objective of the Social Administrative Service is to ensure and continuously increase the quality of the social-administrative services for students and employees.

(4) The main activities carried out within the Service are:

- coordinating, organizing, carrying out the payment of scholarships and other forms of social assistance granted to students, master’s degree students, PhD students and resident doctors;
- coordinating, organizing, carrying out the activity of accommodating the students in hostels/dormitories;
- registration, verification and validation of the students’ applications, submitted on the online accommodation platform, in order to accommodate them in student hostels;
- elaborating documentation regarding the establishment of student’s accommodation fees;
- activities for the student hostel/dormitories management: management of accommodation spaces and registering in the Register of tenants for the accommodated students, residence visa, recording, tracking and collecting accommodation fees, ensuring student dormitories cleanliness, hygiene and maintenance, obtaining and maintaining a sanitary permit to operate;
- administrative and management activities, ensuring cleanliness in educational, administrative spaces and in shared spaces of use;
- accommodation in the ‘Alma Mater’ Complex or other accommodation spaces than the student dormitories;
- administrative and management activities in “Alma Mater” accommodation facilities;
- administrative and management activities to ensure the permanent functioning of the University sports complex;
- recording, preparing and tracking the documents for the renting of the temporarily available spaces of the University;
- recording, drawing up, tracking and submitting for payment the monthly invoices related to concluded and pursued contracts within the Service with various suppliers;
- organizing, supervising and carrying out the activities of termination and disposal of fixed assets and inventory objects, as well as the activity of disposing of other material goods;





- recording, preparing and monitoring the transfer activity between the management of the fixed assets and the inventory objects;
- records, preparation and tracking of the documents for the selective collecting of the waste (paper, glass, PVC, toners, chemicals, food oil, etc.), medical, chemical and dangerous waste, as well as domestic waste;
- administrative activities carried out at the events organized within the academic community: simulation of the entrance exam, admission exams, the opening ceremony of the academic year, the graduation ceremony, residency exams, conferences, symposiums, congresses, doctorates, University Days, etc.;
- ensuring the continuity of the functioning and security of the telephone exchange.

VII.7. LIBRARY SERVICE

Art. 57.

(1) The UMFST G.E. Palade Tg. Mureș library is a specialized library of higher education, which is primarily in the service of students, teaching staff and researchers, PhD students and residents of UMFST G.E. Palade Tg. Mureș and other categories of users. The library develops scientific collections, on all categories of documentary media, in accordance with the educational, research and cultural programs.

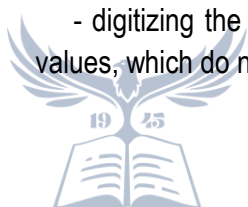
(2) The Library Service is subordinated to the General Administrative Director and is headed by the head of the service.

(3) The Library Service has as its main objectives:

- providing collections of reference publications, suitable for supporting educational and research programs.
- developing the library database through Romanian and foreign periodicals and by accessing the online scientific databases, in order to render the users' services more efficient.
- developing and managing a collection of digital documents to ensure access to information, preservation and conservation of library publications.
- satisfying user requirements through the provided/offered services and by facilitating and increasing access to information and documentation sources.

(4) The activities carried out within the Library are:

- registering and serving users for reading activities, studying, informing, documenting and borrowing for the reading room or at home;
- providing info-documentary assistance for library users;
- drawing up the necessary documents for the acquisition of specialized publications;
- reception of publications;
- inventory of publications;
- listing publications;
- cataloging publications;
- decimal classification of publications;
- registration of serial publications in records;
- selection and insertion of articles in the library database;
- elaborating bibliographical references;
- digitizing the publications of the active fund of the library (with the authors' consent) and bibliophile values, which do not fall under the copyright law;





- implementing and developing computer facilities to provide specialized assistance to library staff and users;
- carrying out translations from/into English, Romanian, and Hungarian from specialized periodicals held by the Library, from online databases as well as from abstracts of the papers to be published in the journals edited by the University or presented in specialized conferences/congresses, etc.;
- performing the national and international interlibrary exchange.

VII.8. BOTANICAL GARDEN SERVICE

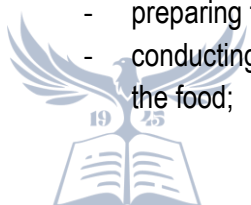
Art.58.

- (1) The Botanical Garden Center is subordinated to the Vice General Administrative Director and is headed by the head of the service.
- (2) The main objective of the Botanical Garden Service is to enhance the vegetal heritage held, for the purpose of acquiring knowledge, to educate the students in the didactic activities, to educate and inform the students, the visitors in general, as well as to decorate the administrative spaces of the University.
- (3) The activities carried out in the Botanical Garden are:
 - providing the necessary plant material in the educational and research process for the students and teaching staff of the Faculty of Pharmacy;
 - maintaining, developing, and enriching the didactic herbarium;
 - conservation of existing plant biodiversity;
 - conservation of rare plants in the natural heritage of the Garden;
 - annual preparation of the Seed Collection;
 - editing, multiplying the Seed Catalog based on the Seed Collection;
 - conducting the mutual exchange of vegetal and informative material, in collaboration with specialized institutions in the country and abroad;
 - ensuring the ornamental floral material for the educational, administrative spaces, as well as for the various events organized by the University.

VII.9. CANTEEN SERVICE

Art. 59.

- (1) The Canteen Service is a unit that provides the preparation and serving of the meal for students, teaching staff and other natural persons.
- (2) The Canteen is subordinated to the General Administrative Director and is led by the head of the service.
- (3) The main objective of the Canteen is the continuous provision of public food services that ensure a high level of customer satisfaction.
- (4) The activities carried out in the Canteen are:
 - preparing the recipes and establishing the daily menus;
 - preparing and serving daily meals, according to the suggested menus;
 - serving the meal, according to the approved program;
 - preparing the necessary raw material, in order to prepare the food;
 - conducting the quantitative and qualitative reception of the necessary goods for the preparation of the food;





- conservation/curing and storage of agri-food and food products for the canteen, according to the hygienic-sanitary norms;
- providing appropriate conditions to keep the products under the conditions established and specified by the producer, respectively, to comply with the hygiene and food safety regulations.

VII.10. VEHICLE FLEET COMPARTMENT

Art.60.

- (1) The Vehicle Fleet Compartment is subordinated to the Vice General Administrative Director.
- (2) The Compartment aims to ensure the continuity of the transport activity within UMFST UMFST G.E. Palade Tg. Mureș, by maintaining the vehicle fleet in good working conditions.
- (3) The activities carried out within the compartment are:
 - elaborating and monitoring the transport planning, according to the scheduled activities and requests from the compartments;
 - ensuring all conditions for the safe circulation of motor vehicles in the vehicle fleet;
 - ensuring the record of the vehicle fleet activity, based on the roadmap and the daily activity sheet;
 - monitoring the fuel consumption by managing fixed quantity vouchers;
 - providing occasional transport by UMFST G.E. Palade Tg. Mureș coach for approved educational and social activities.

VII.11. SECURITY COMPARTMENT

Art.61.

- (1) The Security Compartment is subordinated to the Vice General Administrative Director.
- (2) The compartment has as its objectives:
 - monitoring and ensuring the protection and security of the University premises and student dormitories, as well as of the valuables.
 - ensuring, maintaining cleanliness in the University courtyard and in the student dormitory area.
- (3) The activities carried out within the compartment are:
 - ensuring the safety of the objectives, assets and valuables against any illicit actions that infringe the property rights and their material existence;
 - implementing and observing the Guard Plan elaborated by UMFST G.E. Palade Tg. Mureș, with Police authorization;
 - establishing and supervising the places and vulnerable points in the perimeter of the location, in order to prevent the occurrence of events that could harm the University;
 - ensuring the protection of the goods and valuables to be transported;
 - ensuring the cleanliness and maintenance of the surfaces and areas in the university courtyard, as well as in the student dormitory area;
 - handling of furniture, other material or equipment from teaching, administrative or accommodation spaces.





Chapter VIII. Final provisions

Art.62.

Any modification of some provisions of the University Charter or of the legislation in force, which can also be found in the present Regulation of Organization and Functioning, will be transposed into this Regulation, according to the new reformulations, through its revision.

Art.63. The managers of all the organizational structures are obliged to ensure the knowledge and observance of the present Regulation by the subordinate personnel.

Art.64. The responsibilities established by the present Regulation of organization and functioning of UMFST G.E. Palade Tg. Mureș can be detailed or supplemented by Regulations of organization and functioning elaborated at the level of the organizational structures or of the structures with collective leadership role, as the case may be.

The Senate of the University of Medicine, Pharmacy, Science and Technology of Târgu Mureș approved the present regulation on 09.09.2019 - which it enters into force on 10.09.2019.

