



**REGULAMENT DE ORGANIZARE ȘI FUNCȚIONARE
A SENATULUI UNIVERSITĂȚII DE VEST DIN TIMIȘOARA**

*Regulations governing the organization and
functioning of the West University of Timisoara's
Senate*

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CHAPTER I

GENERAL PROVISIONS

Art. 1. (1) The Senate of the West University of Timișoara, hereinafter referred to as WUT, represents the university community, guarantees academic freedom and university autonomy and is the highest decision-making and deliberating body at university level.

(2) The University Senate carries out its activities in accordance with the provisions of the Higher Education Law no. 199/2023 and the WUT Charter.

Art. 2. The members of the UVT Senate organize their activity on the basis of the principles of academic freedom, university autonomy and decisional transparency, respecting the values of university ethics and assuming the obligations arising therefrom.

Art. 3. The decisions of the Senate are binding for all representative, executive and administrative bodies of WUT, under the terms of the law and the Charter.

CHAPTER II

STRUCTURE, ORGANIZATION AND POWERS OF THE WUT SENATE

Art. 4. (1) The term of office of the Senate shall be five years and shall begin and end on the dates stipulated by the University Charter.

(2) The UVT Senate has 59 members, of which 44 are representatives of the teaching and research staff and 15 are student representatives.

(3) The members of the teaching and research staff who have been elected to the WUT Senate shall retain their mandate as long as they remain WUT employees.

(4) Tenured teaching and research staff members shall retain their term of office as members of the University Senate even if, during their term of office, they are transferred as a result of the reorganization of the functional structures (faculties, departments) within WUT.

Art. 5. (1) The term of office of a student representative in the WUT Senate shall be one year, in accordance with the regulations on the election of student representatives.

(2) Student representatives may be members of the WUT Senate as long as they retain the status of student representative held at the date of their election.

(3) Student representatives in the WUT Senate shall be elected by the universal, direct, secret, equal and freely expressed vote of all the students of each faculty or, as the case may be, category represented.

Art. 6. In case of vacancies in the University Senate, as a result of unforeseen situations, they will be filled by persons coming from the same structure, in order to maintain the representativeness by faculties and departments, as follows:

a) with the persons who ran for the position of member of the WUT Senate in the last organized election session and obtained half plus one of the number of votes cast, in descending order of the number of votes obtained;

b) with persons who obtain membership of the WUT Senate following the organization of by-elections to fill the vacant seats.

Art. 7. (1) At the beginning of its term of office, the Senate shall elect its President by universal, direct, secret, equal and freely expressed universal, direct, secret, equal and free vote. Until the election of the President, the meetings of the newly elected Senate shall be convened by the incumbent Rector and shall be chaired by the oldest senator present at the meeting.

(2) The President shall chair the meetings of the University Senate and shall represent the University Senate in its relations with the Rector.

(3) At the beginning of its term of office, at the proposal of the President, the Senate shall elect a Vice-President by universal, direct, secret, equal and free vote.

(4) In the absence of the President, the VicePresident of the Senate shall perform the duties delegated by the President and shall coordinate the work of the specialized committees and the secretariat of the Senate.

Art. 8. The President of the Senate has the following duties:

- a. to conclude, on behalf of the WUT Senate, the management contract with the Rector;
- b. to represent the senate in relations with the executive and administrative management of the university;
- c. convenes the plenary senate, in ordinary or extraordinary meeting;
- d. to chair Senate meetings;
- e. to sign the resolutions of the senate;
- f. to communicate the decisions of the Senate to the executive and administrative management of the university;
- g. to represent the Senate in its relations with similar bodies of other higher education institutions in the country and abroad.

Art. 9. The functional structures of the UVT Senate are:

- a) The Senate Bureau;
- b) Specialized Senate Committees;
- c) Senate Secretariat.

Art. 10. (1) The Bureau of the WUT Senate shall consist of: the President, the Vice President and the chairpersons of the specialized committees.

(2) The Senate Bureau ensures the functioning of the Senate between meetings. Since it is not a deliberative body, no resolutions shall be adopted at its meetings. Meetings shall be held face-to-face or online.

(3) The Senate Bureau shall meet at least twice a month, convened by the President or a majority of its members, one of its meetings taking place, as a rule, three working days before ordinary Senate sessions.

Art. 11. (1) The University Senate shall set up specialized committees to monitor the work of the executive management of the WUT and of the Board of Directors.

The monitoring and control reports shall be presented periodically and discussed in the University Senate and shall be the basis for its decisions.

(2) The specialized committees of the Senate shall be set up with the purpose of facilitating the adoption of decisions within their sphere of competence, the name and scope of each committee being determined at the beginning of its term of office.

(3) The specialized committees of the WUT Senate are as follows:

1. Institutional Strategy Committee;
2. Committee for Educational Process and Academic Career;
3. Committee for research, development, innovation, artistic creation and sports performance;
4. Committee for doctoral and postdoctoral study programs;
5. Committee for Internationalization and University Networks;
6. Committee for Student Activities and Alumni Relations;
7. Committee for economic and financial activities and heritage.

(4) The make-up of the specialized committees shall be determined on the basis of the senators' choices and their competences, and shall be subject to validation by the Senate plenary.

(5) A member of the Senate may not sit on more than one specialized committee at the same time during his/her term of office.

- (6) The work of the specialized committees shall be coordinated by a chairperson elected from among the members of the committee by the plenary of the University Senate by universal, direct, secret, equal and free vote by a majority of the votes of the members present.
- (7) Nominations shall be made for the office of chairperson of a specialized Senate committee.
- (8) The President and the Vice-President of the Senate shall not be members of the Senate's specialist committees, but may take part in their work without the right to vote.
- (9) Membership of a Senate specialized committee shall cease upon loss of Senate membership.
- (10) The Vice Rectors in whose area of competence the documents under consideration fall, as well as other representatives of the executive or administrative WUT management may be invited to the meetings of the committee.
- (11) In order to solve specific problems related to the senate's activity, committees may be set up with a temporary mandate limited to the problem that generated the setting up of the committee, the committee being submitted to the senate plenary for approval.

Art. 12. (1) The management of the support activity of the WUT Senate is carried out by the Secretariat of the WUT Senate.

- (2) The Senate Secretariat shall be subordinate to the President and Vice-President of the Senate.
- (3) The Secretary of the Senate shall participate in the activities of the Senate Bureau, in the meetings of the Senate and shall communicate with the specialized committees and senators.

Art. 13. The University Senate has the following duties:

- a) to approve the mission of the University, on the Rector's proposal;
- b) to guarantee academic freedom and university autonomy;

- c) to draw up and adopt, after debate with the university community, the University Charter;
- d) to approve the Quality Assurance Code and the WUT Code of Academic Ethics and Deontology
- e) to approve the WUT Code of Student Rights and Obligations;
- f) to approve, upon the Rector's proposal, the regulations and methodologies regarding the organization and functioning of the University and its organizational components;
- g) to approve, upon the Rector's proposal and in compliance with the legislation in force, the structure, organization and functioning of the university;
- h) to approve, with the consent of the Board of Directors, on the Rector's proposal, the establishment, division, merger and dissolution of the organizational, teaching, research and technical-administrative components of the WUT;
- i) to approve the multiannual strategic plan for institutional development and the operational plans, upon the Rector's proposal;
- j) to approve, on the Rector's proposal, the draft budget and budget execution;
- k) to conclude the management contract with the Rector;
- l) to monitor the work of the Rector and the Board of Directors through specialized committees;
- m) to validate public competitions for positions on the Administrative Board
- n) to approve the competition methodology, the WUT standards for filling teaching and research posts and the results of the competitions for the recruitment of teaching and research staff and of their examinations for promotion in the teaching career and to periodically evaluate the human resources
- o) to approve the establishment plans of teaching and research staff and the number of posts for teaching and research support staff and administrative staff

- p) at the proposal of the Board of Directors, to approve the criteria and establish the effective academic load on a differentiated basis, according to the field, specialization, the share of disciplines in the students' specialized training and the size of the study formations;
- q) may approve, at the proposal of the Board of Directors, by regulation, the increase of the weekly minimum teaching load, in compliance with quality assurance standards, without exceeding the maximum limit provided by law, as well as the reduction of the teaching load by no more than 50% for tenured teaching and research staff who hold a management position within the UVT, a management, guidance and control position within the Ministry of Education, in institutions subordinated to and coordinated by it, as well as ARACIS or who are elected to a position of public dignity
- r) to approve, on the basis of professional performance criteria and the financial situation, the continuation of a teaching or research staff member's activity after retirement, on the basis of a fixed-term contract of one year, with the possibility of annual extension, in accordance with the law;
- s) to approve the methodology for maintaining tenure in teaching and/or research for teaching or research staff who have reached the legal retirement age, based on the annual evaluation of academic performance, in the event that the WUT is unable to cover the loads with tenured staff;
- (t) to approve the methodology for the periodic evaluation of the results and performance of the teaching and research staff and periodically evaluate their results and performance;
- u) to approve, at the Rector's proposal, the penalization of staff with poor professional performance, on the basis of the internal WUT methodology and applicable legislation;
- v) to approve annually, at the proposal of the Board of Directors, the structure of the academic year and the calendar of education activities;
- w) to approve, at the proposal of the Board of Directors, the structure and the amount of tuition fees and other categories of fees;
- x) to approve, in accordance with the law, at the proposal of the Board of Directors, the undergraduate and postgraduate study programs, the curricula, the organization and functioning regulations for each academic cycle, the regulations regarding the professional activity of students and the code of students' rights and obligations, the regulations regarding the organization and functioning of postgraduate programs and the regulations regarding the organization and functioning of adult vocational training programs
- (y) to establish annually the master's degree programs organized within an accredited field;

z) to approve proposals for new study programs and for the discontinuation of those programs that no longer fit within the mission of the University or that are academically underperforming or financially unsustainable;

aa) to approve, at the proposal of the Board of Directors, the number and size of study programs, in compliance with the quality standards and in accordance with the law;

bb) to approve, with the consent of the Board of Directors, the WUT regulations regarding the organization of admissions, the methodology for the recognition and validation of studies or periods of study completed in the country or abroad and the regulations regarding the organization and conduct of the final examinations

cc) to adopt, upon the proposal of the Council of Doctoral Studies, the regulation regarding doctoral studies, to approve the obligations regarding the full-time and part-time attendance for doctoral study programs, to approve the methodology on how to carry out the public competition for the position of the director of the CSUD, organized by the legal representative of IOSUD, and to approve the methodology for the appointment of the members of the CSUD;

(dd) to approve the methodology for awarding scholarships;

ee) determines the number of doctoral students who can be simultaneously supervised by a doctoral supervisor, approves the duties of doctoral students employed as research assistants or academic assistants for a fixed period, and, in special situations, on the proposal of the doctoral supervisor, the extension of the duration of the doctoral program by 1-2 years, or the reduction of the duration of the doctoral program by one year, at the doctoral student's request, with the opinion of the doctoral supervisor;

ff) to validate the resolution of admission or rejection of the habilitation thesis issued by the habilitation committee;

gg) to approve the rules of organization and functioning of the evaluation and quality assurance committee, as well as the representatives of the teaching staff on it;

hh) to approve the rules of organization and functioning of the academic ethics and deontology committee, to approve its make-up, at the proposal of the board of directors, and to approve the report of this committee;

(ii) to approve the establishment or takeover of national research and development institutes, teaching institutes and research and development centers;

(jj) to approve the setting up, including in the framework of projects, for a fixed or indefinite period, of research or performance structures which are distinct in terms of their revenue and expenditure budget, which have their own autonomy and their own statutes

- kk) to approve the regulations of organization and functioning for the state pre-university education units set up within the structure of the university and to approve the enrolment figures for post-secondary education organized by the university, in accordance with the law;
- li) to approve the regulations for the elaboration of agreements and the carrying out of national and international cooperation programs of the WUT;
- mm) to approve, with the consent of the Board of Directors, the support of teaching and research activities in other higher education or research institutions by the permanent staff of the WUT;
- nn) to approve the methodology for the employment as visiting associate professors of specialists without doctoral degrees, but of recognized scientific and professional value in the field, from the country or abroad;
- oo) to recognize the status of university professor for prestigious specialists who hold this title, as well as the status of doctoral supervisor, acquired abroad, in accordance with the law;
- pp) to debate, at the end of each financial year, the report of the UVT management on the research, development, innovation and artistic creation activity, on the way in which the overheads for research grants and contracts have been incurred, as well as on the information on research funds and funds related to projects financed by national and international programs, carried out by the University;
- qq) to approve the granting of a sabbatical year, in accordance with the law;
- rr) to approve the granting of honorary titles and distinctions;
- ss) to determine disciplinary sanctions deferred to its competence by law
- tt) to set ceilings on expenses that may be approved by the Rector;
- uu) to debate the Rector's annual report on the state of the WUT, on the basis of the reports drawn up by its specialized committees;
- w) to debate the annual report on compliance with the code of students' rights and obligations drawn up by the representative WUT student organization;

ww) to approve the establishment of companies, foundations or associations, pre-university educational establishments and the granting, by contract, of the right of administration and use of its assets to companies or associations in which it is a partner or shareholder, or to foundations in which it is a founding member;

xx) to validate the results of the elections for the management structures and positions at the level of the university, IOSUD-UVT, faculties, departments and doctoral schools, as well as the results of the public selection competitions for the positions of dean and director of the council of doctoral studies;

yy) to appoint, in the event of the removal of the Rector from office by the Ministry, a Vice-Rector as interim Rector, who represents the WUT and becomes authorizing officer until the confirmation of a new Rector by the relevant Ministry;

zz) to perform any other duties assigned to it by law.

III. RIGHTS AND OBLIGATIONS OF SENATORS

Art. 14. (1) Senate members have the right and the obligation to attend all meetings of the University Senate and the activities of the specialized committees of which they are members.

(2) Senators who are part of the teaching staff have the right to request the scheduling of teaching/practical activities so that they do not overlap with the senate meetings.

(3) The members of the Senate have the right to freely express their views on matters under consideration by the Senate, to propose to the Senate the discussion of issues they consider important for the University community, and to participate personally and directly in the decision-making process by voting. The right to vote shall not be delegated.

(4) In the exercise of their mandate, members of the Senate shall have the right to have access to information and documents concerning matters falling within the competence of the Senate on which they are required to give a decision.

Art. 15. (1) Senators are required to notify in writing the reasons for any absences from Senate meetings. In the case of regular meetings, the notifications will be sent to the Secretariat of the Senate (secretariat.senat@e-uvt.ro) at least 24 hours before scheduled date and time of the Senate meeting.

(2) When a Senator has accumulated a total of 4 consecutive excused absences, he/she will be summoned by the Senate Bureau for a discussion to clarify the situation. The President shall present the findings to the Senate plenary and to the

organizational structure that the Senator represents.

(3) When a senator accumulates a number of 3 unexcused absences from senate meetings in an academic semester, the senator will receive a written warning from the Senate Bureau and the organizational structure he/she represents in the senate will be informed of the number of absences.

(4) If, after receiving the written warning, the Senator continues to record unexcused absences, the Senate Office shall take the necessary steps to revoke the Senator's mandate, in accordance with the law and the WUT Charter.

(5) According to the law and the WUT Charter, the President and the Vice President of the Senate may be removed from office in the event of violation of the law or of the rules of academic ethics and deontology, at the request of at least one third of the total number of members of the Senate who elected them and in the conditions of quorum and majority required for election to office.

(6) Senate members are required to notify the Senate Secretariat of changes to any relevant contact details (name, telephone, institutional e-mail address, etc.)

Art. 16. Senate membership shall cease:

a. in the event of dismissal, according to art. 66 of the WUT Charter, in the event of violation of the law or of the rules of university ethics and deontology, at the request of at least one third of the total number of full professors and research staff who elected them and in the conditions of quorum and majority required for election to office;

b. by resignation on the initiative of the senator;

c. by election or appointment to an office incompatible with the office of Senator;

d. by termination of employment, as a tenured teaching or research staff member, on the basis of an employment contract for an indefinite period, concluded with the WUT;

e. in the case of student senators, on the date of loss of student representative status, in accordance with the terms of the regulations governing the election of student representatives;

f. by death or when a situation arises that deprives the senate member of his/her civil capacity.

IV. ORGANIZATION AND CONDUCT OF PLENARY SENATE MEETINGS

AND SPECIALIZED COMMITTEE MEETINGS

Art. 17 (1) Senate meetings can be plenary (ordinary and extraordinary) and festive meetings.

(2) Senate sittings are not public, except for festive sittings, which shall be announced as such.

(3) Ordinary meetings of the WUT Senate shall be held monthly, with senators attending in person or online, usually on the 3rd Thursday of each month, except August.

(4) Extraordinary meetings of the Senate may also be held online, in situations where, for valid reasons, it is not possible to organize the meeting with the physical participation of Senators, using a communications platform that allows audio-video transmission and recording.

(5) In exceptional circumstances, the urgency of which does not allow the convening of an ordinary or extraordinary meeting with physical participation on WUT premises or online, the members of the Senate may be convened to cast an electronic vote. The decision to use the electronic voting procedure shall be taken by the Senate Bureau.

(6) The University Senate may meet in festive sessions to mark festive events important for the academic community, or to honor personalities of academic life.

Festive meetings shall not be subject to a

quorum.

Art. 18. (1) The University Senate is convened by the President of the Senate, in ordinary or extraordinary meetings, by the Rector - in the situations expressly provided for by law, by the UVT Charter or by internal regulations - and at the request of at least one third of the members of the University Senate, in extraordinary meetings.

(2) By way of exception, for student matters, the University Senate may be convened at the request of the entire group of student representatives who are members of the University Senate.

(3) The announcement of the meeting, as well as any other communication to the senators shall be made by e-mail, using exclusively the institutional e-mail address in the uvt.ro domain.

Art. 19 (1) Together with the convocation of the senate meeting, the agenda, as well as all the information and documents in support of the items on the agenda to be discussed during the meeting, shall be sent in digital format to the senate members.

(2) On the day on which the notice convening the meeting has been sent, the Vice President of the Senate shall determine the specialized committees responsible for the approval of each project included on the agenda. The secretariat of the Senate shall forward the drafts on the agenda to the specialist committees in digital form, together with the relevant documentation, through the secretariat of the Senate, which shall certify that all committee members have been notified of this.

(3) The members of the specialized commission shall examine the draft decision and give their individual opinion, favorable or unfavorable, within three calendar days of its receipt. A negative opinion must be justified.

(4) The chairman of the specialized committee shall summarize the individual opinions of the members of the committee and shall make the committee's opinion available in digital format to the Senate secretariat.

(5) The specialist committee may formulate amendments, which it shall support in the Senate plenary.

(6) The opinions of the specialist committees, including the amendments formulated, will be centralized by the Senate Secretariat and sent to the members of the Senate and to the permanent guests at the Senate meetings, as a rule on the day before the scheduled Senate meeting.

Art. 20 (1) Upon the express written request of the chairpersons of the specialized committees of the WUT Senate and/or on the basis of needs arising from the minutes of these committees, the legal advisor of the UVT shall attend the meetings of the specialized committees in order to give an opinion on the legality of draft resolutions.

(2) The legal adviser may be absent from the working meetings of the specialized committee, in case of expressing the legal opinion in writing.

(3) Where additional opinions are necessary for the taking of a legal and reasoned decision, the legal adviser shall be responsible for indicating all the formal and substantive conditions that ensure the legality of the act/draft of the specialized committee.

(4) The judicial endorsement shall be given by the legal advisor of the WUT on the basis of the information and materials submitted by the chairman of the specialized committee of the UVT Senate.

(5) Each member of the WUT Senate has the right to request information and documents from the Board of Directors of the WUT and from the faculty councils through the President of the WUT Senate or the chairpersons of the specialized committees of the University Senate.

Art. 21 (1) The quorum for senate meetings is 2/3 of the total number of senate members.

(2) If a quorum is not reached at a meeting, the President of the Senate shall announce the date and time at which the meeting will be rescheduled. The new meeting may not be organized earlier than 24 hours after the end of the initial meeting of the Senate and the convening notice shall be sent immediately to all members of the Senate.

Art. 22 (1) Meetings shall be chaired by the President of the Senate or, in his absence, by the Vice-President.

(2) If at the beginning of the meeting there is quorum, the meeting chair shall submit the agenda to the Senate for approval.

(3) In emergency situations, the Board of Directors may submit draft resolutions directly to the University Senate for adoption.

(4) Any additions to or amendments to the agenda, which are made at the beginning of the meeting, shall be submitted to the plenary for approval before the vote on the agenda announced in the convening notice.

Rule 23 (1) Before the start of the debate on an item on the agenda, it is recommended that the initiator of the draft agenda should summarize its content and give reasons for the initiative.

(2) When speaking on items on the agenda, members of the Senate shall respect the rules of academic ethics and the right of other senators to express their opinion.

It is recommended that speeches should not exceed three minutes.

(3) A member of the Senate may, as a rule, speak only once on an item on the agenda.

(4) A reply to a speech by a previous speaker must be approved in advance by the President.

(5) Speeches during plenary sittings shall be audio/video-recorded and the recordings shall be kept in the Senate archives.

Art. 24 (1) Where there are no amendments, the draft resolution shall be debated and voted on as a whole.

(2) Where there are amendments, the amended articles shall be debated and voted on individually and after voting on the amended articles the draft resolution shall be voted on as a whole.

Art. 25 The proceedings of the meetings of the Senate shall be recorded in the minutes of the meeting which, together with the audio/video recordings of the meetings, shall be archived by the Senate Secretariat.

Art. 26 (1) Decisions of the University Senate are taken by a majority vote of the members present.

(2) The decisions adopted by the Senate shall be drafted within 5 working days of their adoption at the latest, and shall be signed by the President of the Senate.

(3) The decisions of the Senate shall be made public by posting them on the website of the WUT Senate, through the Senate Secretariat, within two working days of their drafting.

V. RELATIONS OF THE SENATE WITH THE RECTOR, THE EXECUTIVE MANAGEMENT OF WUT, WITH OTHER MANAGEMENT STRUCTURES AND FUNCTIONS OF THE UVT

Art. 27 (1) The relationship between the Senate and the Executive Management of the UVT shall be one of collaboration, so as to ensure the implementation of the provisions stipulated in the management contract concluded with the Rector.

(2) The meetings of the WUT Senate may be attended by the Rector, the members of the Board of Directors of the WUT who are not members of the Senate, the Director of the CSUD, the Chief Secretary of WUT, the counselors legal advisors of the UVT, secretarial staff and a delegate of the representative trade union university level.

(3) It is recommended that the members of the Administrative Board responsible for

matters on the agenda of the meeting of the Senate of the WUT should be present at the meeting.

VI. FINAL PROVISIONS

Art. 28 (1) These Regulations shall enter into force on the date of their approval by the Senate.

(2) On the same date, the Regulation on the organization and functioning of the Senate of the West University of Timisoara, approved by H.S. no. 4 of 18 March 2020, as well as any other contrary provisions, shall be repealed.

(3) Amendments to this Regulation may be made upon proposal of the Senate Bureau or of at least 1/3 of the senators, with the vote of the majority of the senate members.

III.