

Ministry of National Education

University of Pitesti



CHARTER OF THE UNIVERSITY OF PITESTI

2017

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PART I

THE UNIVERSITY CHARTER

CHAPTER I: *GENERAL PROVISIONS*

Art. 1: Preamble

The present Charter encompasses the major options of the academic community, shall be applied in the entire space of the university and shall regulate the activity of the University of Pitesti, being elaborated according to the stipulations of the revised Constitution of Romania, of the National Education Law no. 1/2011, as subsequently amended and completed, of other legal documents applicable to the domain that were valid at the date of its elaboration and of the norms of the European Union.

Art. 2: Historical Overview

The beginnings of higher education in Pitesti date from 1962, when the Pedagogical Institute of Pitesti was established, with three faculties: Philology, Mathematics and Natural Sciences. In 1969, with the development of the automotive industry in the Arge County, the Junior Engineering Officers' Institute was established as well, subordinated to the Polytechnic Institute of Bucharest. The two structures merged in 1974, becoming the Institute for Higher Education Pitesti which, by Order no. 4.894 /23.03.1991 of the Minister of Education, became the University of Pitesti.

Art. 3: Status

The University of Pitesti is a state institution of higher education, accredited, non-profit, with legal personality, is apolitical and benefits from university autonomy according to current legislation. The University of Pitesti is part of the national system of higher education.

Art. 4: Identification

(1) The identity of the University of Pitesti is established by means of:

- a. Denomination: University of Pitesti;
- b. Emblem, seal, flag and ceremonial outfit (cap and gown) established by the Senate;
- c. The Days of the University: scientific, cultural, sporting and social manifestations are organized in the first decade of May;
- d. The Rectorate Headquarters: Pitesti, Târgu din Vale Street no. 1, county Arge ., www.upit.ro

- e. The CAEN codes specific for the activities taking place in the University of Pitesti are:
- section 59 with all subsequent divisions: activities of cinematographic, video and television production; audio recordings and musical editing activities
 - section 72 with all subsequent divisions: research – development
 - division 702 with all subsequent groups: management consulting activities
 - division 712 with all subsequent groups: technical analysis and testing activities
 - division 722 with all subsequent groups: research – development in social and humanistic sciences
 - division 732 with all subsequent groups: market study and public opinion survey activities
 - group 7430: oral translation (interpreting) and written translation activities
 - group 7490: other professional, scientific and technical activities not classified elsewhere
 - division 823 with all subsequent groups: exhibitions, fairs and congresses organization activities
 - division 854 with all subsequent groups: higher education
 - division 855 with all subsequent groups: other forms of education
 - group 8560: education support services activities
 - section 90 with all subsequent divisions: artistic creation and interpretation
 - section 91 with all subsequent divisions: libraries, archives, museums and other cultural activities
 - section 93 with all subsequent divisions: sport, leisure and fun activities
 - section 94 with all subsequent divisions: various associative activities

(2) The regimen of the University of Pitesti stamps is stipulated in a procedure approved by the Senate;

(3) The University of Pitesti is a distinctive academic community that functions in its own spaces, with a budget formed of sums of money allotted by the Ministry of Education through an institutional contract and of money obtained on its own.

Art. 5: The Academic Community

- (1) The academic community is made of students, teaching and research staff and auxiliary teaching and research staff.
- (2) To the academic community also belong persons who have been conferred the quality of member of the academic community by decision of the University Senate.
- (3) The quality of member of the academic community of the University of Pitesti is incompatible with the denigration of the institution or of its members; it entails attachment to the values promoted by the university and a civic attitude, of commitment to the achievement of the institution objectives. Any manifestation contrary to these values leads to the exclusion from the academic community. The exclusion from the academic community involves the initiation of the process of individual work contract termination of the respective person or persons according to the stipulations of the Labour Code, expulsion, in the case of the students, or the withdrawal of the honorary title conferred;
- (4) The fundamental criteria for the (acquisition and maintenance of the) appurtenance to and promotion in the academic community are: professional competence, expressed by means of educational and research achievements or by achievements specific to the respective person's position, and attachment to the values promoted by the institution;
- (5) The academic community is incompatible with manifestations that reflect political engagement or the expression of political orientations. The specific means that are at the disposal of the university – spaces, publications or the position held by the respective person – must not be used in this purpose. However, the appurtenance to the community does not restrict the fundamental right and liberty of the individual of belonging to a political party or of manifesting himself/herself politically;
- (6) The quality of member of the academic community of the University of Pitesti does not restrict and must not restrict the fundamental civic rights and liberties; the members of the academic community benefit from academic liberty regarding the recognition of their individual right of selecting their study and research subjects with the observance of ethical and deontological norms, regarding the free interpretation of the results of their studies, the participation in the activities of the institution and the possibility of being elected in its management structures, with the observance of internal regulations;
- (7) The graduates, members of the teaching staff and researchers that used to work in the University of Pitesti maintain their quality of member of the

academic community, but do not have decisional prerogatives and competences;

- (8) The Romanian and foreign personalities that hold honorary titles granted by the University of Pitesti are deemed to belong to the academic community, but they do not have decisional prerogatives and competences;
- (9) The members of the community are ensured conditions of unfolding their activity that correspond to the contractual relationship that they have with the University of Pitesti;
- (10) The university protects the human and professional dignity of the members of its community;
- (11) The members of the teaching staff retire at the age stipulated by the law. The University Senate can approve annually – by an open nominal vote – the fact that a member of the teaching or research staff can continue his/her activity after retirement, by a fixed term contract of employment that expires after a year, that can be extended annually, regardless of the person's age, according to the law. The retired members of the teaching staff that maintain their position with the university are to be paid by the hour;
- (12) Fundamentally open and defining itself as an institution for higher education and scientific research, the University of Pitesti continuously improves its activities and performances by attentively considering the experience of the universities and research centres in the country and abroad, by adapting viable and efficient suggestions.

Art. 6: The University Space

- (1) The space of the University includes buildings, grounds and equipment that it owns or that are put at the disposal of the academic community for educational or research, accommodation, board and study or cultural and sporting purposes. The buildings destined to administrative services are also part of the university space;
- (2) The university space is inviolable. Law enforcement agents can intervene in the university space only with the permission or at the request of the Rector. The rooms in the hostels benefit from the same legal protection as the private dwellings. Law enforcement agents must not organize raids and other routine operations without requesting the permission of the Rector. The circulation of the members of the academic community in the university space must not be prevented under any pretext. The intervention of ambulances and firefighters in case of emergency must not be prevented;
- (3) Except for cases of force majeure, the free access of the members of the academic community in the university space must not be forbidden or

limited under any circumstance and for any reason. The right to go on strike must not be exercised by forbidding or limiting the access of the members of the academic community in the university space. The Council of administration or the management of the faculties can regulate the limiting of the access during the night, during academic holidays, during legal holidays or during certain special activities.

Art. 7: Vision, Mission and Objectives, Norms and Values

- (1) The vision of the University of Pitesti is that of excelling as a modern and dynamic institution of education and scientific research, based on quality and competitiveness, active and integrated in the local, regional and national community, and in the European Space of Higher Education. The University of Pitesti intends to affirm and consolidate its own distinct regional/ national/ international identity through its assumed mission, norms and values, meant to confer it visibility and prestige.
- (2) Mission and objectives. The University of Pitesti assumes an educational and research mission by achieving the threefold task of a modern university: education – research – community services, thus:
 1. by offering professional training at university and post-university levels, as well as through the concept of lifelong learning, meant to serve personal development and the graduates' labour market integration, and to meet the socio-economic milieu's need for competence and permanent adjustment to constant change.
 2. by generating and transferring knowledge through fundamental and applied scientific research, development, innovation and technology transfer, individual and collective creative work that must achieve relevancy and significance regionally, nationally and internationally.
 3. by promoting and developing partnerships at local, regional and national level, in order to involve the University in solving community problems and increasing its visibility and prestige.

In order to achieve its vision and accomplish its mission, the University has the following general **objectives**:

- a) assuring quality in all the component parts of the academic and administrative activities;
- b) promoting a flexible educational offer, continuously adapted to demand, in accordance with the requirements of the labour market and their foreseeable evolution in future;
- c) a student-centred teaching process and special focus on its outcomes – knowledge, skills and abilities of direct use in the profession and society;
- d) training and developing qualified and highly qualified human resources;

- e) promoting national and international mobility of teachers, researches and students;
- f) increasing the international dimension of programmes and curricula for training graduates that are competitive by European standards;
- g) increasing the role and importance of research in long-term institutional development;
- h) ensuring competitive scientific research by supporting inter- and trans-disciplinary programmes and projects focused on the priorities of national and European strategy;
- i) developing the research infrastructure, supporting the research centres and laboratories and the specific activities;
- j) constant affirmation of the scientific, cultural and artistic prestige of the University, by editing publications and organizing scientific meetings, exhibitions, shows, competitions, etc.

(3) Norms and values

- a. The **mission and objectives** of the University of Pitesti are grounded on the following norms:
 - quality and professionalism in education, research and administration
 - sustainability and realism in designing its objectives
 - responsibility and involvement in accomplishing its tasks
 - orientation towards the needs of the local and regional community
 - a national and international dimension of the University's vision and mission
 - transparency, and management and financial efficiency
 - consulting the academic community in making decisions
- b. The **values** that define the University of Pitesti are: excellence, innovation, commitment, dynamism, interdisciplinary work, intercultural dialogue, professionalism, national and international visibility, ethics and responsibility.

Art. 8: Strategies

The main strategies the University of Pitesti applies in order to achieve its assumed mission and objectives are:

- a. the continuous improvement of the educational system, of the university curriculum and of the didactic methodology done with a view of promoting forms of training adapted to change and to the efficiency requirements of the Romanian society;
- b. the development of scientific research by creating and exploiting research structures specific to formative, performing education;
- c. the promotion of scientific research programs, technological

- development, educational innovation, scientific, technical and cultural creation, achieved from the university's own funds or as a result of national and international cooperation;
- d. the establishment of a university management founded on modern quality and global financing requirements, compatible with the education system based on transfer credits;
 - e. the improvement of the methodology of studies validation by using systems that are accepted in higher education at international level;
 - f. the improvement of the system of continuous training and of using the staff involved in the education and research process;
 - g. the organization of continuous training activities for specialists in academic and technical fields and of the continuing education activities for the pre-university teaching staff;
 - h. the placement of didactic and scientific competence criteria at the basis of the process of teaching staff evaluation and promotion, with the observance of the principles of academic ethics;
 - i. the participation in international teaching programmes through bilateral conventions with prestigious universities from Europe and other continents;
 - j. the modernization of university campuses in Pitesti and in our branches and the improvement of the social conditions offered to students;
 - k. the protection of the assets and the development of the infrastructure of the University of Pitesti.

Art. 9: Relationships with student and trade union organizations

- (1) The students are partners in the specialists' training process and in the scientific research activities. The University recognizes the legally constituted student organizations, supports their activity and takes account of their opinion, expressed within a legal framework, by means of their elected representatives;
- (2) The University recognizes and collaborates with the legally constituted trade union organizations of the teaching, research, technical and administrative staff.

CHAPTER II: *PRINCIPLES OF FUNCTIONING*

Art.10: General Principles

- (1) The University of Pitesti recognizes and uses in the present Charter the principles that are at the basis of the national education system, stipulated

in Art. 118 of the National Education Law no. 1/2011, as well as those in the Universal Declaration of Human Rights, adheres to the Lima Declaration on Academic Freedom and Autonomy of Institutions of Higher Education (1988), The Magna Charta of European Universities (Bologna 1988) and to the Bologna Declaration (1999) regarding the European area of higher education.

- (2) The principles that lie at the basis of the activity performed by the University of Pitesti are:
- a. the principle of university autonomy;
 - b. the principle of academic freedom;
 - c. the principle of public responsibility;
 - d. the principle of quality assurance;
 - e. the principle of equity;
 - f. the principle of managerial and financial efficiency;
 - g. the principle of consulting the social partners when making decisions;
 - h. the principle of transparency;
 - i. the principle of respecting the students' and teaching staff's right to express their opinion providing that they respect the prestige, image and integrity of the institution;
 - j. the principle of independence of ideologies, religions and political doctrines;
 - k. the principle of students', teaching staff's and researchers' liberty of national and international mobility;
 - l. the principle of observing the rights and liberties of the teaching staff, of the students and of the other employees of the university;
 - m. the principle of centring the didactic activity on the student, as direct beneficiary of the higher education system;
 - n. the principle of protecting the space of the university, of the members of the academic community from any type of interference that restricts fundamental rights.

Art.11: University Autonomy

- (1) The University of Pitesti functions on the basis of university autonomy, understood as a specific self-management modality, with a legal frame assured by the Constitution of Romania, the National Education Law no. 1/2011, as subsequently amended and completed, of the stipulations of the present Charter and in agreement with its own regulations adopted on their basis;
- (2) University autonomy consists of the right of the academic community to establish its own mission, institutional strategy, structure, activities,

- organization and manner of functioning, management of material and human resources according to the national options and orientations of the higher education development, established by law;
- (3) The University answers to the public authority with respect to:
 - a. the observance of current legislation;
 - b. the observance of the stipulations of its own Charter;
 - c. the observance of national and European policies regarding higher education;
 - d. the assurance and evaluation of academic quality and ethics;
 - e. the efficient management of the resources;
 - f. the transparency of its decisions and activities;
 - g. academic freedom for the entire academic community.
 - (4) Annually, the Rector presents to the University Senate a report on the state of the university. This document is published on the University website and is transmitted to all interested parties.

Art.12: The Components of University Autonomy

- (1) Autonomy is expressed as: organizational and functional autonomy; didactic and scientific autonomy; financial and administrative autonomy; jurisdictional autonomy.
- (2) *The organizational autonomy* of the University consists of:
 - a. the right to elect, by secret vote, the management structures;
 - b. the right to establish the modality of designating the rector, according to the law;
 - c. the right to select the members of the academic community according to the university's own criteria, established according to the legal stipulations;
 - d. the right to elaborate its own regulations, with the observance of current laws;
 - e. the right to constitute consortia, including with research-development units, on the basis of a partnership according to the law.
- (3) *The functional autonomy* of the University is achieved by:
 - a. the right to establish and optimize its own structures;
 - b. the right to establish the curriculum plans in accordance with reference academic experiences;
 - c. the right to make up their title lists and establishment plans in relation to the human and financial resources available, and to the stipulations of the curricula and of current legislation;
 - d. the right to confer didactic, scientific and honorary titles, according to current regulations;

- e. the right to orient its scientific research and to establish criteria in appreciating and evaluating this activity;
 - f. the right to initiate and develop international cooperation and exchanges;
 - g. the right to regulate and evaluate the behaviour of the members of the academic community;
 - h. the right to publish courses, textbooks, journals, research papers or other materials that support education and scientific research and of using these materials according to the mission assumed by the present Charter;
 - i. the right to organize scientific, cultural and sporting manifestations;
 - j. the right to initiate and carry out, with the approval of the University Senate, any other activity that is not contrary to current legislation and to international agreements.
- (4) *Didactic autonomy* consists in the right of the University to decide upon:
- a. the establishment and organization of faculties, departments, graduate and postgraduate degree programmes;
 - b. the content of these programmes, represented by syllabi and curricula;
 - c. the teaching strategies and the objectives of the didactic activities;
 - d. the criteria and the methodology of admission at the degree programmes;
 - e. the establishing of the standards of evaluation of the teaching level within the faculties;
 - f. the participation in educational and scientific European or international programs;
 - b. the organization of lifelong learning training activities for the teaching and research staff;
 - c. the right to participate in international didactic programs organized by the European Union or other structures.
- (5) *Scientific autonomy* is achieved by:
- a. the right to perform research that is not restricted with regard to the choice of themes, methods and procedures and the turning to good account of the results, as long as this is done according to law;
 - b. the right to express scientific and artistic opinions freely;
 - c. the right to initiate and carry out scientific research programs on its own or in collaboration with similar institutions in the country or abroad;
 - d. the right to participate in the competitions for national or international research grants;
 - e. the right to affiliate to national and international scientific organizations

- and the right to participate in their activities;
 - f. the right to establish laboratories and research centres;
 - g. the right to initiate and organize scientific manifestations, with national and international participation;
 - h. the right to produce its own scientific publications and to have its own publishing house;
 - i. the right to participate in the international exchange of scientific publications;
 - j. the right to use the financial resources resulted from contractual research activity according to its own needs;
 - k. the right to evaluate, on the basis of Senate-established criteria, the research activity of the members of the community and of adopting measures accordingly;
 - l. the right to grant distinctions and prizes, in the conditions of the law, to those that have obtained special results in their research activity.
- (6) *Financial and administrative autonomy* consists in the right of its management bodies to decide, according to their competence, upon:
- a. the use of the budget given by the state and of its own financial resources according to its own objectives;
 - b. the attainment of revenues through research, consultancy and other services;
 - c. the attainment of investments and equipment;
 - d. the establishment and charging of fees, according to the decision of the Senate and to legal provisions;
 - e. the carrying out of financial and accounting operations with any partner, according to its own needs;
 - f. the acceptance of donations and bequests, with the Senate approval;
 - g. the granting of scholarships and their payment;
 - h. the organization of production and service units that bring financial or other kinds of profit, on condition of the observance of the present Charter provisions;
 - i. the administration of the university space and of the entire patrimony according to its own necessities and to the legal provisions.
- (7) *Jurisdictional autonomy* of the University of Pitesti consists in its right to decide, through its management bodies and by observing the stipulations of the law, upon the way in which the University Charter is to be elaborated and applied, as well as upon all issues related to its competence, according to law. The prerogatives that derive from jurisdictional autonomy shall not be delegated to any bodies, public or private, outside the University.

Art. 13: The Principle of Academic Freedom

- (1) Academic freedom involves assuring the liberty of expressing scientific and artistic opinions freely in the didactic process, the liberty of research concerning the establishing of the subjects, the choosing of methods and procedures, and the turning to good account of the results;
- (2) Academic freedom assures the students' right to freely select the courses and specializations they will attend, according to the curricula and to legal provisions;
- (3) The University Senate, the Council of Administration and the Faculty Councils can establish research themes for departments and for the teaching staff according to the needs of the academic community and to the opportunities available.

Art. 14: The Principle of Public Responsibility

- (1) The University of Pitesti observes the current legislation, its own Charter and the national and European policies regarding higher education;
- (2) The University applies and is subjected to current regulations regarding quality assurance and evaluation in higher education;
- (3) The University observes the policies of academic ethics and equity contained in the Code of Ethics and Professional Conduct, approved by the University Senate;
- (4) The University assures managerial efficiency and the efficiency of resource usage, as well as that of spending the funds from public sources, according to the institutional contract;
- (5) The University assures the transparency of all its decisions and activities, according to current legislation;
- (6) The University observes the academic freedom of its teaching and research staff and of its non-didactic and auxiliary didactic staff, as well as the students' rights and liberties;
- (7) The Rector's annual report regarding the state of the University is obligatory and represents a component of public responsibility. The report includes at least: a) the financial situation of the university, presented taking into account the financial sources and the types of expenditures; b) the situation of each degree programme; c) the situation of the personnel of the institution; d) the results of the research activities; e) the situation of quality assurance for the activities that take place in the university; f) the situation of the observance of academic ethics and the research activities ethics.

Art. 15: The Relationship of the University with the Trade Unions

- (1) The University management structures promote social dialogue in relation

to the trade unions formed by the university employees, based on decisional transparency, in order to reach a consensus at institutional level and to solve all aspects connected to individual and collective workplace relations;

- (2) The relations between the University management structures and the trade unions are materialized in:
 - a. the participation of the representatives of the university's legally formed trade unions, as guests, in the decision-making meetings of the University management structures;
 - b. negotiations between the two parties for settling individual or collective labour conflicts;
 - c. the involvement, as observers, of the representatives of legally formed trade unions in analysis, monitoring, recruitment, selection, etc. committees;
 - d. the supporting of the trade unions in the actions oriented towards the employees' career development and professional status strengthening.

Art. 16: The Relationship of the University with Students' Organizations

- (1) The relationship of the University management structures with students' organizations is based on the principles of student-centred education, of consulting the partners in the educational system, of decisional transparency and of observing the students' rights and liberties;
- (2) The students' organizations have representatives in all peer management bodies, participating actively in the decision-making process. Students' organizations are consulted when it comes to elaborating the major University policies and strategies regarding the accomplishment of its educational and research mission;
- (3) The University supports financially and logistically, according to the resources available, the students' organizations in the activities they organize: research, conferences, summer schools, etc. The students' organizations are partners in all actions promoted by the University, both regarding the promotion of its image, and regarding scientific research and national and international partnerships.
- (4) The students' organizations are the University's partners in the organization and carrying out of elections at University level, having representatives in the committees formed for this purpose;
- (5) The principles that regulate students' activity within the academic community are:
 - a. the principle of non-discrimination – according to which all students

- are treated equally by the University; any direct or indirect discrimination of the students is forbidden;
- b. the principle of the right to assistance and to free complementary services in the state higher education system, expressed by: the student's counselling and informing by the teaching staff, outside lectures, seminars and laboratories; counselling for professional orientation; psychological counselling; access to the main specialty books or scientific journals; access to the data about their own personal university record;
 - c. the principle of co-participation in the decision-making process;
 - d. the principle of freedom of expression;
 - e. the principle of transparency and of the access to information;
 - f. the principle of students' representativeness in managerial academic structures.
- (6) The students' rights, liberties and obligations are included in The Code of Student's Rights and Obligations, adopted at the national level;
 - (7) The University shall institute a system for the application and monitoring of the observance of the stipulations of The Code of Student's Rights and Obligations. The students' associations present a public annual report on the observance of the code;
 - (8) The students have the right to establish workshops, clubs, circles, artistic and sporting groups, organizations and publications in the University, according to the law;
 - (9) The students are democratically elected, by universal, direct and secret vote, at the level of the various degree programmes or cycles, both within faculties and within the University. They are rightful legitimate representatives of the students' interests at the level of each academic community. The University management is not involved in organizing the process of election of the students' representatives;
 - (10) The scientific research, technical, cultural-artistic and sporting activities, as well as those for the students capable of high achievements are a priority for the University, function of its financial resources;
 - (11) The status of fee-paying student changes function of the conditions established by the regulations approved by the University Senate;
 - (12) The University assures, within the limit of the financial resources allotted for the students' merged practice, the board and lodging expenses for the period stipulated in the curricula and the transportation expenses, if the practice takes place outside the respective university centre;
 - (13) All studies-related documents issued by the university, as well as those that attest the student status (certificates, reports, cards) are free of charge.

Art. 17: Foundations, Associations, Consortia

- (1) The University may establish by itself or in association with other organizations, foundations, associations of the academic community members and limited liability companies, respectively research institutes, with the approval of the University Senate, according to current legislation.
- (2) The right to use and administer goods that are public property cannot be viewed as the contribution of the University to the registered capital of a limited liability company and cannot serve as part of the patrimony of an association or foundation.
- (3) The University can form consortia with other higher education institutions or with research-development units, on the basis of a partnership contract, with the observance of current legislation.

Art. 18: Cooperation and Mobilities

- (1) The University of Pitesti promotes academic partnership and cooperation in the scientific and educational fields, with higher education and research institutions from Romania and from abroad;
- (2) International cooperation is supported by the conclusion of framework and implementation agreements with international partners in view of developing common degree programmes, research/ development/ innovation projects, scientific conferences and journals, teaching staff and student mobilities;
- (3) The University of Pitesti aims to integrate itself in national and international academic and professional networks that can help it increase its visibility, prestige and recognition of its specific activity;
- (4) The University supports the development of an academic and scientific context proper to the internationalization of its activity in agreement with the national and international strategies in the field.

CHAPTER III: THE ORGANIZATIONAL STRUCTURE OF THE UNIVERSITY OF PITESTI

Art. 19: Organizational Components

- (1) The academic components of the University of Pitesti are as follows:
 - a) faculties,
 - b) departments,
 - c) doctoral schools,
 - d) support centres of the Council of Administration
- (2) The administrative components of the University of Pitesti are as follows: the General Administrative Direction, the functional services, bureaus and

compartments.

- (3) The University can establish, on a fixed term and on projects, research units that have their own revenue and expenses budget, that have autonomy and their own statute, approved by the University Senate.

Art.20: The Faculty

- (1) The faculty is the basic functional unit of the University, which achieves, by its component structures, the management of the degree programmes corresponding to its specific domain(s) that are part of the domain of sciences, arts and/ or sports;
- (2) The faculty is identified by means of its domains, degree programmes and their duration, as well as by means of its admission and graduation conditions;
- (3) According to the types, levels and cycles of academic studies, the faculty is made of one or several departments, doctoral schools, postdoctoral schools, postgraduate schools and academic branches. These structures have: tenured teaching staff, students, researchers and project designers, auxiliary teaching staff and non-teaching staff;
- (4) The faculty is established, organized or dissolved at the proposal and with the approval of the University of Pitesti Senate, by Government Decision;
- (5) The faculty is led by the Faculty Council, presided by the dean;
- (6) The faculty is organized and carries out its activity based on this Charter, on University regulations and on its own regulations;
- (7) The evidence of the students and of their professional situation is the responsibility of the secretariats that function within each faculty.

Art. 21: The Department

- (1) The department is a functional unit in the structure of the faculty, which carries out educational and research activities by producing, transmitting and turning to good account knowledge pertaining to one or several domains of study;
- (2) A department has tenured and associated teaching staff, scientific and project designing research staff, and auxiliary staff in one or several scientific or professional fields. The teaching staff belongs to this structure on account of the fact that they carry out didactic activities with the students in that study program and/or their scientific and professional feature is correlated with the areas of studies identifying the department (name, labs and research Centres, postgraduate schools, etc.);
- (3) Within departments collective teams can be constituted bringing together teachers from the same discipline or disciplines in the same category

(basic, in the area of specialty) specific to the study programs coordinated by the department. These teams are led by the head of the team, elected by direct, equal and secret suffrage by members of the collective. The head of the team is part of the Department Council.

- (4) The size of a department is established by the University Senate, on the proposal of the Council of Administration.
- (5) The department is set up, organized, divided, combined or dissolved by decision of the Senate of the University of Pitesti, on the proposal issued by the Faculty Council in which the department operates;
- (6) Departments can organize research centres, postgraduate schools or university extensions;
- (7) The Department is led by the head of the department, aided by the department council.

Art. 22: The Support Centres of the Council of Administration

- (1) In order to ensure management in specific areas, at the level of the entire university, centres are organized under the subordination of the Council of Administration, by categories and fields.
- (2) Approval of establishment / dissolving the centres is granted by the Senate on a proposal from the Council of Administration;
- (3) The Centre is organized and operates under this Charter, the University regulations and its own regulations;
- (4) Centres develop their own regulations for organization and operation, approved by the Senate.

CHAPTER IV: ORGANIZATION OF UNIVERSITY STUDIES

Art. 23: The Structure of the Academic Year

- (1) The academic year usually starts on the first working day of October and includes two semesters. One semester is usually a period of 14 weeks of teaching activities followed by at least three weeks of exams. The structure of the academic year is approved by the University Senate, on the proposal of the Council of Administration;
- (2) The structure of the academic year provides holidays between exam sessions and includes the holidays established by law;
- (3) The schedule of educational activities, on the proposal of the Council of Administration, is approved by the University Senate and made public before the start of the academic year.

Art. 24: Study Programs and Forms of Organization

- (1) The university study programs are grouped by fields of study and are organized in three cycles: Bachelor, Master, and PhD;
- (2) For each cycle organized, the Senate approves the specific rules of organization and functioning;
- (3) The forms of organization of the university programs may be:
 - a. full-time learning;
 - b. part-time learning;
 - c. distance learning;
- (4) Undergraduate studies can be organized as full-time learning, part-time learning and distance learning;
- (5) The Master studies can be organized as full-time learning and part-time learning;
- (6) The doctoral programs can be organized only as full-time learning;
- (7) Only the faculties that have accredited the full-time learning program can organize distance or part-time learning study programs.
- (8) The ID/RFID department or centre is a specialized institutional structure, to be established by decision of the University Senate, organized at a university or faculty level;
- (9) The ID/RFID department or centre is organized and operates under this Charter and according to the Rules of organization and functioning, approved by the Senate, being led by the Council of the ID/IFR department or centre, chaired by the director;
- (10) The ID/RFID department or centre initiates, develops, implements and ensures the management of the ID/IFR study programs in collaboration with the faculties and departments which manage the study programs in the respective fields

Art. 25: Learning Agreements

- (1) The University shall sign with each student/ doctoral student/postdoctoral researcher enrolled in a degree program of the university a contract in accordance with the Regulations of organization and development of curricula and the legislation in force;
- (2) Learning Agreements shall not be modified during the academic year.

Art. 26: Admission

- (1) The University shall annually develop and apply its own rules for organizing the admission to the programs of study offered, according to the framework methodology for organizing admission issued by the Ministry;
- (2) Admission conditions including tuition figures are made public each year by

the University at least six months before the date of the entrance examination. Enrolment quotas financed from the budget are made public as soon as possible after their being communicated by the Ministry;

- (3) The University may collect from candidates, in accordance with the laws in force, enrolment fees for the organization and development of the admission, the amounts being approved by the University Senate.

Art. 27: Students' Assessment

- (1) During a study program, a student's academic achievement shall be determined by continuous assessment and summative assessment under the form of examination;
- (2) The University has examination methodologies approved by the University Senate, which aim at quality assurance and comply with the Code of University Ethics and Conduct;
- (3) The results of an examination or assessment may be waived by the dean of the Faculty with the Council's approval, when it turns out that they were obtained fraudulently or in breach of the Code of University Ethics and Conduct.

Art. 28: Study Credits

- (1) The study programs of the university shall plan and organize the workload specific to teaching, learning, practical application and assessment in accordance with the European Credit Transfer System (ECTS), expressing it as transferable study credits;
- (2) A student's individual intellectual work cannot be lower than the corresponding annual number of 60 transferable credits;
- (3) The University Senate, at the proposal of the Council of Administration, approves the transition process, namely the promotion to the next academic year;
- (4) The cumulative total duration of undergraduate and master studies means obtaining at least 300 ECTS;
- (5) The transferable credits represent the study reference element used for the recognition of studies or periods of legal studies previously conducted in the same fundamental field or for further study in a study program in order to ensure equivalence and transfer of study credits.

Art. 29: Graduation Exams

- (1) The graduation exams in the University and the graduate degrees awarded to the students are:
 - a. Bachelor's exam for the undergraduate study cycle, the promotion of

which grants the bachelor's degree;

b. Final Examination in engineering sciences, the promotion of which grants the Engineer Diploma;

c. dissertation exam for master academic studies, the promotion of which grants the Master's degree;

d. public defence of the thesis, after which the doctoral commission may propose granting the title of Doctor;

e. certification exam for postgraduate specialization studies;

(2) If students/graduates come from higher education institutions and/or programs of study that went into liquidation, faculties organize a selection exam that precedes the graduation exam;

(3) Examinations under Art. (1) shall be organized and conducted on the basis of a specific methodology approved by the University Senate;

(4) BD, engineer diploma and the master's degree are accompanied by the Diploma Supplement, which is issued free of charge in Romanian and one international language.

Art. 30: Doctoral Schools

(1) The general organization and operation of doctoral schools is set by specific rules under the law;

(2) The doctoral study programs, in specific fields, are organized and conducted in the DAI-UPIT through doctoral schools;

(3) Within the DAI-UPIT work doctoral schools which manage programs of doctoral studies, in specific fields, and interdisciplinary doctoral schools;

(4) DAI-UPIT is managed by the Council for doctoral studies of the University of Pitesti, called CSUD-UPIT.

Art. 31: Postgraduate Studies

(1) The University of Pitesti organizes postdoctoral programs for advanced research and postgraduate programs for lifelong training and professional development, in compliance with the regulations in force;

(2) Doctoral programs are organized within the doctoral schools' research plan proposed by the postdoctoral researcher and approved by the doctoral school;

(3) Upon completion of the postdoctoral program, the University grants a certificate of postdoctoral studies;

(4) Postgraduate programs for lifelong training and professional development shall follow specific rules of organization and development, approved by the University Senate, in compliance with the regulations in force;

(5) Postgraduate programs end with a certification exam of the professional skills

acquired by students during the program. The University issues a certificate of specific skills;

- (6) The University may enter into contracts with public institutions and other economic operators aimed at increasing the qualification level of specialists of these units through postgraduate studies. Such agreements are concluded at the request of the beneficiaries, with the approval of the University Senate.

CHAPTER V: THE ACTIVITY OF UNIVERSITY RESEARCH AND CREATION

Art. 32: The Organization and Development of the Scientific Activity in the University of Pitesti

- (1) The University of Pitesti conducts activities of research and development, innovation, creative arts and entertainment, creative sport in an organized and functional framework in compliance with the national and EU legislation;
- (2) The University of Pitesti assumes the mission to generate and transfer knowledge to society through scientific research, development, innovation and technology transfer through individual and collective creation and exploitation and dissemination of results;
- (3) The University of Pitesti provides organizational and material conditions as well as the legal framework necessary for the academic community to conduct scientific research and artistic creation in the branches of science covered, including inter- and transdisciplinary research according to individual and collective professional skills attested, in order to deliver measurable value-added results in knowledge and technology, contributing to the achievement of the university overall objectives.
- (4) In the University of Pitesti, scientific research, artistic creation and sports take place in research centres that are established and operate according to the law, within the academic departments or at university level.
- (5) At the end of each budget year, the University of Pitesti management presents to the Senate a report on the amount of Administration for research grants and how the money was directed. The maximum amount of the Administration for grants and research contracts is determined by the borrower or by the contracting authority and cannot be modified during their performance;
- (6) The University of Pitesti guarantees inter-institutional mobility of the research staff according to the principle "grant follows researcher", in observance of methodologies developed in this regard by the contracting

authorities.

- (7) To support the research mission of the University of Pitesti, the institution works with the Council of Scientific Research, i.e. an advisory body for adopting policies and measures to improve scientific research. The Council of Scientific Research includes the vice-rector in charge of scientific research, the CSUD-UPIT director, the vice-deans in charge of scientific research, the directors of research centres established at the university level and a representative of the specialized committee on scientific research in the Senate.

Art. 33: The Library

- (1) The University Library is a mandatory part of the university infrastructure and provides modelling, development, administration of info-documentary services and access of students, teachers and researchers, but also of other categories of users, to the specialized information required in the educational process and scientific research.
- (2) The main mission of the library is to support the specialised educational process, research and lifelong learning developed in the University, to implement the culture of information search and learning based on modern techniques and information technologies, to train the skills of information management with the users.
- (3) The library seeks to ensure and promote the continuous diversification of information services for the benefit of its users, to develop encyclopaedic collections of scientific and high cultural value publications, at home and abroad in all types of media documentation in accordance with the programs education, research and culture.
- (4) The library is part of the cooperation agreements of the University with academic institutions in the country and abroad, on sharing and interlibrary lending of books and information, developing its activity based on legal regulations and the Rules of Organization and Operation of the Library.

Art. 34: Journals Published in the University of Pitesti

- (1) The University of Pitesti encourages the entities and members of the academic community of the University of Pitesti to publish scientific journals;
- (2) The University of Pitesti supports the purchase of the published journals or journal trade with national and international libraries.

Art. 35: The University of Pitesti Publishing House

- (1) The University of Pitesti Publishing House is a structure that supports

- teaching and research of the University by ensuring the publication of courses, textbooks, collections, magazines, collections, including volumes of scientific conferences and events;
- (2) The University of Pitesti Publishing House is organized and operates under Regulation of the University of Pitesti Publishing House, approved by the Senate.
 - (3) The University of Pitesti Publishing House uses peer-review for acceptance for publication of education and research materials based on procedures approved by the Senate of the University of Pitesti.

CHAPTER VI: QUALITY ASSURANCE

Art. 36: Quality Promotion within the University of Pitesti

- (1) The academic community assumes promoting quality in all activities, meeting quality standards and performance indicators approved by the Senate and providing services tailored to the needs of beneficiaries and of society in accordance with the mission, objectives and strategies set. The Senate approves the Code for Quality Assurance comprising a minimum set of principles, rules and objectives on which the action of quality assessment unfolds.
- (2) The main objective of the University management in quality is the implementation of a system of quality evaluation and assurance based on a policy, organizational structure and documentation that enables the monitoring, assessment, corrective and preventive intervention and continuous quality improvement processes undertaken in order to increase the visibility of the university, nationally and internationally.

Art. 37: Structures of Quality Evaluation and Assurance

- (1) Within the University of Pitesti, the following structures acting in the institutional development of quality culture operate:
 - The Evaluation and Quality Assurance Committee, at the university level (CEAC-U);
 - Centre for Quality Management and University Programs (CMCPU);
 - Evaluation and Quality Assurance committees, at the faculties' level (CEAC-F);
- (2) The Evaluation and Quality Assurance at the university is established in accordance with the law and operates under its own regulations approved by the Senate. CEAC-U is the body coordinating the activities of evaluation and quality assurance within the University.

- (3) The Evaluation and Quality Assurance Committee develops an annual internal evaluation report on the quality of education and scientific research, a report which is communicated to the beneficiaries by posting or publication.
- (4) The Centre for Quality Management and University Programs is a specialized structure with a mission to organize and monitor the process of regular evaluation and quality assurance in university education and scientific research.
- (5) The Centre for Quality Management and University Programs operates under its own regulation approved by the Senate and works with CEAC-U Code in order to apply the provisions of the Code for Quality Assurance, Quality Manual, ARACIS methodology and guides, procedures, criteria, standards and performance indicators for quality assessment, as appropriate for the strategy adopted by the Senate.

Art. 38: Organization and Management of the Centre for Quality Management and University Programs

- (1) Centre for Quality Management and University Programs is headed by a director, proposed by the Rector and approved by the University Senate.
- (2) The structure of the Centre for Quality Management and University Programs is proposed by its Director, proposed by the Rector and approved by the University Senate.
- (4) The Centre for Quality Management and University Programs reports to the Quality Evaluation and Assurance Committee at the university level and has functional and collaboration relationships with the faculties and the administrative departments of the university.
- (5) The Centre for Quality Management and University Programs represents the university in dealing with ARACIS.

CHAPTER VII: RIGHTS AND DUTIES OF THE MEMBERS OF THE ACADEMIC COMMUNITY OF THE UNIVERSITY OF PITESTI

Art. 39: Fundamental Rights and Duties

- (1) Access to the academic community by occupying a teaching or research position, by student admission and appointment to senior positions may not be restricted on grounds of sex, race, ethnicity or political or religious belief;
- (2) The staff of the University of Pitesti has rights and duties under this Charter, Code of University Ethics and Conduct, the individual employment contract and the law in force;
- (3) Protecting the interests and prestige of the University of Pitesti constitutes

- the fundamental duty for all members of the university community;
- (4) The members of the university community are disciplinary liable for breach of their duties under the individual employment contract and for damaging the interests of education and the prestige of the institution or establishment in violation of rules of conduct, namely:
- a. Publication in bad faith, in the written press, on the internet or other electronic media of slanderous articles or writings against the institution of higher education or the people running it, that bring serious damage to the image of the institution or establishment;
 - b. online publication in bad faith, of news or untrue information, offensive or annoying positions and attitudes addressed to one of the members of the university community or to a group of members, seriously affecting the image of the institution or establishment;
 - c. the expression of bad faith on television, radio and other mass media and in public conferences, symposia, meetings and other public events, opinions which adversely affect the image of the institution or establishment of higher education;
 - d. any other behaviour within or outside the institution of higher education that should bring serious damage to its image.
- Sanctioning violations of these rules shall not affect the right of opinion, freedom of expression and academic freedom.
- (5) University of Pitesti shall protect the intellectual property rights over scientific, cultural and artistic creations of the university community members, in accordance with relevant legislation and under individual employment contract;
- (6) Members of the university community are protected in the university by authorities responsible for public order. The person authorized to protect is the General Administrative Director.

Art. 40: The Rights of the Teaching and Research Staff

The rights of the teaching and research staff, guaranteed by this Charter, are:

- a. the right to freely exercise the profession and professional development;
- b. the right to teaching training;
- c. the right to research and creation, according to the criteria of academic quality and standards of conduct of scientific research;
- d. the right to freely communicate the research results;
- e. the right to discuss the results of scientific research in the field of competence;
- f. the right to apply for obtaining national and international grants without

- restrictions on academic freedom;
- g. the right to use the material resources of the University of Pitesti in pursuit of professional duties;
- h. the right to exploit the intellectual property, according to the law;
- i. the right to engage in solving the problems of the faculty and departments to which they belong;
- j. the right to vote and to be elected to leadership positions, regardless of academic rank, except for that provided specific eligibility criteria;
- k. the right to have the leave in the periods determined by the Council of Administration and approved by the Senate, in the interest of education;
- l. the right to be part of associations and professional organizations, trade unions, cultural and sports activities, organized under the aegis of the University of Pitesti or outside, and of political organizations legally constituted in accordance with the law and respecting the standards of the Code of University Ethics and Conduct;
- m. the right to preserve the teaching position, as provided by law.

Art. 41: The Duties of the Teaching and Research Staff

The teaching and research staff have the following basic duties:

- a. To fully and optimally implement professional obligations stipulated in the individual employment contract, job description and the positions;
- b. to respect the Charter of the University of Pitesti and the regulations established under it;
- c. to respect in all circumstances the university ethics standards set out in the Code of University Ethics and Conduct of the University of Pitesti;
- d. to represent the University at national and international scientific and ethical standards accepted by the academic community and to make known its structures and criteria;
- e. to act in a civilized and dignified manner, in any circumstance, consistent with the membership in the academic community.

Art. 42: Other Provisions for the University Staff

The rights and obligations of the university staff arise from the general legislation on labour and from the job description.

Art. 43: Students' Rights and Duties

- (1) The students have the rights, obligations, rewards and penalties provided in the University Code of students' rights and obligations.
- (2) University of Pitesti students can attend, for a specific period of time, courses in other universities in the country or abroad. Equivalence of study

credits obtained in other universities is done by the Faculty Council at the request of the student. Refusal to offer credit equivalence is to be thoroughly motivated in written form.

- (3) As members of the university community, the students have the duty to respect the Code of University Ethics and Conduct, an integrating part of this Charter.

Art. 44: Disciplinary Sanctions

- (1) The teaching and research staff, the auxiliary staff and the leadership are liable to disciplinary action for violation of the duties incumbent upon it under individual employment contract, and for breach of conduct set out in this Charter;
- (2) Sanctions can be applied only after the investigation of facts, the relevant hearing of the incriminated person and the examination of this defence;
- (3) The person under disciplinary sanction is guaranteed the right to address to the court.

CHAPTER VIII: UNIVERSITY MANAGEMENT

SECTION 1: General provisions

Art. 45: Management Structures and Functions

- (1) The management structure of the University of Pitesti are:
 - a. at the university level: the University Senate and the Council of Administration;
 - b. at the faculty level: the Faculty Council;
 - c. at the department level: the Department Council;
- (2) The management functions are:
 - a. at the university level: the rector, vice-rectors, general administration director;
 - b. at the faculty level: dean, vice-deans;
 - d. at the department level: Head of department;
- (2) The University of Pitesti Senate is headed by a president.
- (3) The Council for doctoral studies is chaired by its director appointed under the procedure established by the Code of Doctoral Studies;
- (4) The position of director of the Council for Doctoral Studies is assimilated to the position of vice-rector;
- (5) The functions of rector, vice-rector, dean, vice-dean, head of department or director of institute/centre are not cumulative;
- (6) Assuming all leadership positions in the University of Pitesti, by election,

nomination or contest is not allowed to persons who:

- a. have reached retirement age at the time of elections, competition or appointment;
 - b. were sentenced for committing crimes on duty or in connection with the job or for intentional crimes;
 - c. have conducted political police activities established by final judgment;
- (7) Persons who are related as spouses, in-laws and relatives up to the third degree inclusively may not hold functions concurrently so that one should be to the other in a leading position, control, authority or direct institutional assessment at all levels of the University of Pitesti and cannot be appointed in department level committees, evaluation committees or contests committees whose decisions affect spouses, relatives up to the third degree inclusively. Cases of incompatibility are specified in the Code of Ethics and Conduct of the university, an integral part of this Charter;
- (8) The officials leading the University of Pitesti cannot hold leading positions in other institutions of higher education;
- (9) The setting and election of structures and leadership positions, in accordance with the principle of representativeness within faculties, departments, study programs, where appropriate, are governed by the Rules of academic elections, resulting in the present Charter;
- (10) To support the management structures in the University of Pitesti, one-person or collective advisory bodies can be constituted by the University Senate in Pitesti, under the conditions determined by their own regulations.

Art. 46: Setting the Management Structures and Function at the Level of Department and Faculty

- (1) The head of Department and the members of the Department Council are elected by universal, direct and secret suffrage of all tenured teachers and research staff in the department;
- (2) At the faculty level, the structures and functions of management are constituted as follows:
- a. The Faculty Council is constituted according to the number of its members, with 75% of teaching staff in the faculty and 25% students from the faculty degree programs;
 - b. the share of representative teachers in the Faculty Council is 1/4 of the total number of permanent teachers in the faculty;
 - c. the election of teachers is made by universal, direct and secret suffrage of all permanent teachers and faculty research staff;
 - d. the election of students is made by universal, direct and secret suffrage by all students of the faculty;

e. Deans are selected based on a methodology developed by the University Senate, by public competition, organized by the newly elected rector of the University of Pitesti, at the level of faculty and approved by the Senate of the University of Pitesti. The competition is open to people of any similar faculty in the country or abroad, who, on being heard by the Faculty Council, received its approval to participate in the contest. By law, the Faculty Council is required to approve at least two candidates;

f. the Dean, after nomination by the Rector, shall elect vice-deans from among the permanent teachers of the faculty;

g. the Council of the Doctoral School is determined by universal, direct and secret vote of the PhD supervisors in the doctoral school concerned.

Art. 47: Elections at the Level of the University Senate

- (1) The Senate of the University of Pitesti is composed of 75% of the tenured teaching and research staff and of 25% students;
- (2) Each faculty will have representatives in the University Senate, by fractional representation; the share of representative teachers in the Senate of the University of Pitesti is 1/10 of the total number of tenured teachers in each faculty;
- (3) All members of the Senate in Pitesti, without exception, are established by universal, direct and secret suffrage of all teaching and research tenured staff or all students in University of Pitesti, under Art. 1 and 2;
- (4) The Senate of the University of Pitesti shall elect, by secret suffrage, a president who convenes and chairs the meetings of Pitesti and Senate are Senate in relations with the Rector;
- (5) the University Senate establishes specialized committees that control the activity of the Rector and the Council of Administration. The monitoring and control reports are regularly presented and discussed in the university senate, underpinning the resolutions of the university senate;
- (6) Membership of the Senate can be lost by: resignation, incompatibility provided by law, termination of employment, as tenured teacher or research, the contract of indefinite duration with the University, end of the cycle studies in which the student member was elected in the Senate, exclusion. Membership of the Senate is not lost if a member of the Senate moves to another department of the same faculty of the University or another college within the University, without thereby losing the quality of teaching and research holder in the meaning provided by law.
- (7) The structure and functions subject to the Senate elections are: President of the Senate, the Presidium of the Senate, Senate, specialized committees of the Senate, Senate Secretariat, ad hoc committees.

- (8) The persons occupying management positions in executive bodies of the university cannot occupy leadership structures in the Senate (Senate President, Committee President, General Secretary).

Art. 48: Appointment of Rector and Vice-Rectors

(1) Appointment of Rector can be made:

a. On the basis of open competition, in accordance with a methodology approved by the newly elected University Senate, or

b. By direct and secret vote of all teaching and research holders at the University of Pitesti and student representatives in the University Senate and Faculty Councils of Pitesti;

(2) The method of appointment of the Rector shall be settled, among those referred to in paragraph (1), at least six months before each appointment of the Rector, by universal, direct and secret suffrage of all teaching and research holders at the University of Pitesti and student representatives in the University Senate and Faculty Councils;

(3) If the method chosen for appointing Rector is based on public competition, the designation procedure is as follows:

a. The newly elected university senate Rector sets for selection and recruitment of a commission made up of 12 ... 16 members, of which at least one is represented by the student or a graduate of the University of Pitesti, designated by the students in the Senate of the University, and the rest is formed in a proportion of 50% of the members of the University of Pitesti respectively of 50%, scientific and academic personalities outside the university;

b. the newly elected University Senate draft and approve the methodology of approval, selection and recruitment of the rector;

(4) The public contest for appointing the Rector shall follow the methodology set out in paragraph b). The competition commission is the selection and recruitment committee referred to in paragraph a);

(5) The contest for the position of Rector is open to all personalities in the scientific and academic field from the country and abroad, who, on being heard by the newly elected Senate University, received its approval to participate in the contest. Approval is granted only on the basis of the simple majority vote of the members of the newly elected Senate. University Senate is required to approve at least two candidates. The approved candidates then participate in the contest organized under Art. (4).

(6) The appointed Rector is confirmed by order issued by the Minister of education according to the law;

(7) Persons holding a public dignity function or senior positions in a political

- party cannot serve as Rector during the fulfilment of the mandate;
- (8) The confirmed Rector appoints the vice-rectors from among the members of the academic community, in consultation with the Senate of the University of Pitesti.

Art. 49: The Number of Vice-Rectors and Vice-Deans

- (1) The number of the vice-rectors of the University of Pitesti is of maximum 4.
- (2) The number of vice-deans from every faculty is established according to the number of the enrolled students; for instance:
 - a. 1 position for the faculties with a maximum of 1500 students;
 - b. 2 positions for the faculties exceeding the number of 1500 students.

Art. 50: The Council of Administration

- (1) The operating management of the University of Pitesti is ensured by the Council of Administration;
- (2) The University's Council of Administration consists of the Rector, the Vice-Rectors, all faculty Deans, the General Administrative Manager, the students' representative as well as of other people whose membership is approved by the Senate, at the Rector's proposal;
- (3) The people that were both elected to be Senate Members and members in the Council of Administration will have to choose in maximum 15 days one of the two positions, by opting for one of them.
- (4) The President of the University of Pitesti Senate is considered to be a permanent guest to the meetings of the Council of Administration.

Art. 51: The General Administrative Manager

- (1) The administrative structure of the University of Pitesti is led by a General Administrative Manager;
- (2) The position as a General Administrative Manager can be occupied after the candidates' sitting an exam organized by the University of Pitesti's Council of Administration. The evaluation board is chaired by the Rector of the University of Pitesti. The results of the exam/contest are validated by the University of Pitesti Senate, and the appointment by the Rector;
- (3) After the contest for that particular vacancy, the appointment of the General Administrative Manager is made on the grounds of a written agreement of the newly-chosen person in which he/she declares to executively support the managerial plan proposed by the new Rector;
- (4) The General Administrative Manager can be removed from his/her function by the Rector, after the latter's consultation with the Council of Administration, when the former does not comply with his/her job duties which were mentioned in his/her appointment decision, infringes the

legislation and the academic ethic norms and brings prejudice to the interests of the University of Pitesti.

Art. 52: Terms

- (1) The term of the University of Pitesti Senate has a 4-year duration. The term of a University of Pitesti Senate's member, belonging to the teaching or research staff, lasts 4 years, but no longer than the period of time in which he/she is a full-time teaching member of the University of Pitesti. In the case of undergraduates and doctoral students, their term lasts 4 years but it should not last longer than the period of time in which they are the students of the University of Pitesti, with the possibility of renewing their status if they preserve their students' status.
- (2) The Rector's term lasts 4 years. His/Her term can be renewed only once, after being designated again as a Rector, according to the stipulations of this Charter. A person cannot be the Rector of the University of Pitesti for more than 8 years, regardless of the period in which the term were valid and their intervals;
- (3) The Vice-rectors' term lasts for a maximum of 4 years. The term can be renewed by the newly-elected Rector, after previously consulting the University of Pitesti Senate.
- (4) The Deans' term lasts for a maximum of 4 years. The term can be renewed based on the proposals of Faculty Councils and on consulting the University of Pitesti Senate;
- (5) The term of a Department Head lasts for 4 years. The term can be renewed after organising elections in accordance with the stipulations of the Charter.

Art. 53: In the Interim, Vacancy and Removal from a Managerial Office or from Managerial Structures or Boards

- (1) If a faculty dean finds himself/herself in the impossibility of fulfilling his/her duties for more than a month, the rector appoints an interim dean out of one of the vice-deans, on a period of no more than 3 months;
- (2) If the Rector is unable to fulfil his duties for more than a month, the University of Pitesti Senate appoints an interim rector out of one of the vice-rectors, for a period of no more than 3 months;
- (3) If there is a vacancy for one of the managerial structures or for the managerial positions following resignation, death, removal from office, impossibility of fulfilling one's duties for more than 90 days, the sudden intervention of incompatibility, the loss of the right to elect or to be elected for the managerial positions or structures, the same procedure is to be applied, namely: election or exam/contest regarding the designated position

- in a 30-day interval after the vacancy has been announced.
- (4) The removal from office of any individual holding a managerial position, including the Rector, or someone belonging to the managerial structures of the University, regardless of the level, is performed according to the decision made by the same collective board that elected or appointed the individual in the first place, through a procedure that is similar to the one according to which he/she had been elected or appointed, following the initiative of at least a third of the members belonging to the structure or the group that initially appointed him/her, for the reason of infringing the regulations regarding the discipline of his/her function and the Code of academic Ethics and deontology.
 - (5) The hearing of the people subjected to the procedure of removal from office is mandatory and is performed in the plenary session of the managerial structure which can decide whether to remove that person from office or not;
 - (6) In the event of the Rector's removal from office, within a period of maximum 5 workdays from the date of his/her removal from office, the University of Pitesti Senate appoints one of the vice-rectors to represent the University and to be the credit release authority until the confirmation of a new rector.

SECTION TWO: The Managerial Structures' Duties

Art. 54: The University Senate

- (1) The University Senate is the highest decision-making forum in the University of Pitesti. The Senate's duties refer to all aspects of academic life within the university regarding the strategy of achieving its mission and objectives, and they also ensure the representative function of the academic community;
- (2) The University Senate elects a president, out of one its members, through secret and direct vote;
- (3) The University Senate gathers for monthly ordinary meetings and whenever it is necessary, for extraordinary meetings. The summoning to the University Senate is performed by the Rector after consulting the Senate President or at the request of at least a third part of the members of the University Senate;
- (4) The University Senate has the following duties:
 - a) To guarantee academic liberty and university autonomy;
 - b) To draft and adopt, after debate within the academic community, the University Charter;
 - c) To approve, at the Rector's proposal: the strategic plan of institutional development and the operational plans; the structure, organisation

and activities of the university; the budget project and budgetary execution; the sanctions for the staff with poor professional results – on the grounds of a personalized methodology and the current enforced laws;

- d) To prepare and approve the Code of quality assurance and the Code of academic and professional ethics and deontology;
- e) To sign the managerial contract with the Rector;
- f) To control the activity of the Rector and of the Council of administration through the specialized committees;
- g) To validate public contests/exams for the positions within the Council of administration;
- h) To approve the contest methodology and validate the results of contests/exams for employing the teaching and research staff and periodically to evaluate the human resources;
- i) To approve, following the proposal of the Council of Administration, the regulations and methodologies regarding: the admission, organization, evolution and completion of university and post-university study programmes; awarding titles and occupying teaching and research positions; appointing the quality of member in the academic community; tuition fees, administrative fees, and their quantum, as well as the methodology for tax exemption or discount; the acknowledging and equating of studies and of periods of study that have been taken in the country or abroad; the periodic evaluation of the results and performance of the academic teaching and research staff; the quantification in conventional hours of different activities stipulated in the didactic monthly norm, or of volunteering activities, in accordance with the law; the organization and activity of academic structures; other aspects of the professional and scientific activities;
- j) To annually approve, according to the proposal made by the Faculties' Councils, with the approval of the Council of Administration, the proposals of extending/limiting of degree and master's academic studies which the University provides, in accordance with the laws;
- k) To approve the setting up, activity, organization, re-organization and dissolving of its own teaching and research structures;
- l) To approve the ways in which national and international cooperative actions can be performed;
- m) To approve the founding, as a sole university or via association, of companies, NGOs or associations;
- n) To annually approve, at least 3 months before the beginning of the academic year, following the proposal of the Council of Administration,

the structure of the academic year, the regulations regarding the students' professional activity, as well as the calendar for the educational activities specific for the academic study terms;

- o) To approve the Rector's invalidation of certificates and degrees, when it is proved that they have been obtained through fraud or by the infringement of the stipulations of the Code of academic ethics and deontology;
- p) To establish the number of members and the exact members of the committee appointed to coordinate the process of election for the managerial structures and positions;
- q) To approve, according to the rector's proposal, the job title lists for the teaching and research staff and of the number of positions for the auxiliary teaching and research staff ;
- r) To decide the increase, according to regulations, in the weekly minimum amount of didactic hours, as long as this observes the standards of quality assurance, without exceeding the maximum limit, under the provisions of the law;
- s) To approve a reduction in the teaching quota of no more than 30% for the staff that hold a managerial, position within the university or a coordinating or control-based position within the Ministry corresponding to their field of expertise;
- t) To approve to, based on the proposals made by the Council of Administration, the staff's taking up teaching and research activities in other higher education institutions or research activities by the people who acquired academic tenure;
- u) To approve the granting of the sabbatical year, under the provisions of the law;
- v) To approve the granting of honorific distinctions;
- w) To decide on the number of students in a study group, in accordance with the quality standards, under the law's provisions;
- x) To establish the disciplinary sanctions to be applied, according to the law;
- y) To decide on the annual leave for each teacher, according to the law;
- z) To decide regarding the remuneration for teaching and research staff, under the law's provisions;
- aa) To approve specific regulations for the organisation and activity for every single higher-education cycle to be organized (degrees, masters' programmes, doctoral studies), in accordance with the quality-oriented national and international standards, both general and specific;

- bb) To approve the examination methodologies that concern the quality assurance and the observance of the stipulations of the Code of academic ethics and deontology;
- cc) To establish the minimum number of credits that is necessary for a student's advancing to a superior year, after the proposal made by the Council of Administration;
- dd) To establish the criteria for granting, when exceeding the previously established maximum number of students, of free of charge study places for high school graduates that come from foster homes;
- ee) To establish under what conditions a student's status can be modified from a tuition-fee liable student to a free of charge student;
- ff) To validate the rector's report concerning the university's status-quo, based on the accounts provided by the specific committees (these are public documents);
- gg) Can set up double specializations, the procedure for their authorization and accreditation being in accordance with the provisions of the law;
- hh) To adopt the Academic code of the students' rights and obligations, in agreement with the Code of the Students' rights and obligations, created at national level;
- ii) To approve the regulations, methodologies, codes, procedures, or any other such document. These rules and directions are applied to all the members from the academic community and on the University of Pitesti premises, except for the case when there are specific amendments.

Art. 55: The Enforcement of the Decisions Made by the University Senate

- (1) The decisions of the University of Pitesti Senate are made with a majority of votes expressed by the present members, on condition that the number of the people attending the meeting represents at least two thirds of the total number of members;
- (2) The decisions of the Senate are adopted through open vote;
- (3) On certain conditions, the University Senate can decide whether they resort to secret vote or not. The vote referring to people is always secret.

Art. 56: The Council of Administration

- (1) The Council of Administration, chaired by the rector, is in charge of the operational management of the University.
- (2) The Council of Administration enforces the strategic decisions of the University Senate;

- (3) The leaders of the trade unions, which are legally constituted, are invited by the Rector to participate to the meetings of the Council of Administration.

Art. 57: The Duties of the Council of Administration

The Council of Administration has the following duties:

- a. To propose a long- and medium-term set of strategies to the University Senate, as well as policies regarding the University's areas of interest;
- b. To establish, from an operational perspective, the institutional budget;
- c. To approve the budgetary execution and the annual audit;
- d. To approve the financial operations that exceed the limits set by the University Senate;
- e. To approve the proposals for new study programmes;
- f. To make proposals to the University Senate in order to eliminate those study programmes that do not fit the University's mission or are financially inefficient;
- g. To approve the proposal for teaching and research vacancies to be submitted for application;

Art. 58: The Faculty Council

- (1) The Faculty Council is the decision-making and deliberative structure of a faculty;
- (2) The Faculty Council is summoned by the dean, out of his/her own will or after the written request of at least a third of the members of the Faculty Council;
- (3) The vice-deans and the Department Heads from the faculty participate to the meetings of the Faculty Council, as elected members or as permanent guests, depending on the situation;
- (4) Other participants to the Faculty Council meetings are, at the dean's invitation, the trade union representative, and other people from within or outside the faculty.

Art. 59: The Duties of the Faculty Council

The Faculty Council has the following duties:

- a. To approve, after the dean's proposal, the Faculty's structure, organization and activities;
- b. To define the faculty's mission and objectives;
- c. To adopt the faculty's strategic plan of development and its annual operational plans;
- d. To establish and propose the faculty's educational offer and to

- approve the study groups (series, groups and subgroups);
- e. To propose specific conditions for the admission process and to organize the admission for the degree study programmes, at faculty level;
 - f. To approve the results of the periodic assessment of the didactic and research activity, after the dean's proposal;
 - g. To approve the job title lists for the teaching and research staff from the faculty;
 - h. To set the specific criteria and standards for occupying the teaching vacancies, on condition that the national current regulations are observed;
 - i. To approve the proposal made by departments for awarding honorific titles;
 - j. To approve the awarding of merit salaries;
 - k. To approve the structure of the committees for the graduation exams;
 - l. To approve the degree study programmes managed by the faculty;
 - m. To control the dean's activity;
 - n. To approve the dean's annual reports regarding the status quo of the faculty and, the quality assurance and the complying with the academic ethics at faculty level;
 - o. To establish the list with the students that benefit from scholarships and other means of financial support;
 - p. To organize scientific events;
 - q. To approve, after the dean's proposal, the imposition of sanctions for the teaching and research staff, as long as there are legal grounds for them;
 - r. To perform other activities approved by the university Senate, according to the current legislation.

Art. 60: Enforcing the Decisions Made by the Faculty Council

- (1) The decisions of the Faculty Council are taken as long as there is a majority of votes expressed by the members attending the meeting, if their number represents as least two thirds of the total member number;
- (2) The decisions of the Faculty Council are adopted through open vote;
- (3) Under certain circumstances, the Faculty Council can decide to resort to secret vote;

Art. 61: The Department Council

- (1) The department council is a deliberative organ consisting of 3...5 members, elected representatives of the teaching and research full-time staff from the

- respective department, elected through universal, direct and secret vote by the teaching and research full-time staff from that particular department.
- (2) The department council helps the Department Head to perform the operational management of the department;
 - (3) In the meetings of the Department Council can participate members of the Faculty Council, as guests of the Department Head;
 - (4) The Department Council is summoned by the Department Head on his/her own initiative or after the written request from at least 1/3 of its members.

Art. 62: The Duties of the Department Council

The Department Council has the following duties:

- a. To monitor the teaching and research activity from the department and to make proposals for providing the necessary logistic means;
- b. To monitor the fulfilment of work duties by the auxiliary teaching and non-teaching staff within the department;
- c. To approve the exams/contests for the teaching and research vacancies within the department;
- d. To approve the necessary papers submitted by the department members for being entitled to receive the merit salary;
- e. To approve the proposal of sanctions for lack of performing professional duties or for breaking the ethic and professional-deontological rules, according to the proposal made by the Department Head.
- f. To make proposals for the use of material and financial resources that the department disposes of, under the provisions of the law;
- g. To draft the Department's Annual Activity Report and to forward it to the Faculty Council;
- h. To organize scientific events;
- i. To take other duties set by the Faculty Council;
- j. With the Department and the Senate's approval, to be able to set up research centres or laboratories, artistic workshops, post-university schools and university branches.
- k. With the Department's and the University Senate's approval, to be able to organize centre or research laboratories that function as structures that have revenues and expenses within the university.

SECTION THREE - The Duties of the Managing Positions

Art. 63: The President of the Senate

- (1) The President of the Senate is elected by the members of the newly-elected Senate, out of its members, through a majority of votes, based on

- candidacies;
- (2) The President of the Senate legally represents the University Senate in its collaboration with the Rector and third parties;
 - (3) The President of the Senate is held responsible towards the University of Pitesti Senate.

Art. 64: The Duties of the President of the Senate

The President of the Senate has the following responsibilities:

- a. On behalf of the Senate signs, with the Rector, a management contract that comprises the high-performance managerial criteria and indicators, the rights and obligations of both contractual parties;
- b. Along with the Rector, decides on the agenda of the Senate's meetings;
- c. Summons and chairs the Senate's meetings;
- d. Briefs the Senate on the important activities and events performed in the University in the period between the Senate's meetings;
- e. Briefs the Senate on the way in which the Senate's decisions have been enforced, as well on the high-performance managerial criteria and indicators from the contract signed with the Rector;
- f. Drafts the decisions of the Senate, which he/she transmits to the executive and consultative structures within the university and makes them public on the University of Pitesti website;
- g. Coordinate the specialized committees that control the activity of the executive management and of the Council of Administration;
- h. During the period of the committees' activity, he/she coordinates their activity and establishes the contents of the resolutions to be presented to the Senate;
- i. Performs other duties set by the Senate and/or resulting from the Senate's Regulations or other regulatory documents.

Art. 65: The Rector

- (1) The Rector executively manages the University of Pitesti;
- (2) The Rector is the credit release authority of the University;
- (3) The Rector legally represents the University in its relationships with third parties;
- (4) The Rector acts for the enforcement of the Charter's stipulations, of the University's regulations and of the decisions made by the University Senate;
- (5) The Rector is held responsible towards the University of Pitesti Senate.

Art. 66: The Rector's Duties

The Rector has the following duties:

- a. Signs a management contract, on the mandate's period, with the University of Pitesti Senate, that comprises the managerial high-performance indicators, the rights and obligations of the contractual parties;
- b. Performs the operational management of the University on the grounds of the management contract;
- c. Negotiates and signs the institutional contract with the tutorial ministry;
- d. Can summon the University Senate, along with the President of the Senate;
- e. Proposes the structure and regulations of the University's activity to be approved by the Senate;
- f. Proposes that the Senate approve the budgetary project and the report regarding budgetary execution;
- g. Annually presents to the University Senate, at the latest on the first work day in April, a report concerning the University's status quo. After being validated by the University Senate, this report is publicly displayed on the University's website and transmitted to all interested parties;
- h. Presides and manages the Council of Administration;
- i. Appoints and removes from function the University's employees;
- j. disposes student enrolments, transfers and expelling;
- k. awards degree and post-university certificates;
- l. Awards the scientific title of PhD holder, following the fulfilment of legal procedures;
- m. Applies the disciplinary sanctions established by the Commission of Ethics and approved by the Council of Administration;
- n. Disposes the dissemination of disciplinary sanctions;
- o. Can found structures for consulting the business area on issues regarding the university;
- p. Can appoint honorific counsellors for every field of activity the university focuses on;
- q. Can authorize his/her vice-rectors to undertake some of his/her responsibilities;
- r. Undertakes other duties that have been approved by the University Senate, according to the current legislation.

Art. 67: Vice-Rectors

- a. Vice-rectors occupy positions that the Rector appoints, through his/her

- job description;
- b. Vice-rectors are held responsible towards the University Senate.

Art. 68: The Vice-Rectors' Duties;

The vice-rectors' duties (defined in their job description and in Annex 2 to the Management Contract) are connected to the following fields of activity:

- a. To elaborate and coordinate the strategy of organization and activity of the subordinate structures according to the organizational chart;
- b. To coordinate the teaching process;
- c. To coordinate the setting up of new study programmes (bachelor and master's programmes) within the University;
- d. To elaborate strategies for promoting the scientific research at university level and within partnerships with other universities, institutions etc.;
- e. To coordinate the development of scientific research and knowledge-transferring programmes;
- f. To elaborate the strategy of institutional development and the management of quality;
- g. To develop international relationships and studies- and research-oriented partnerships;
- h. Student activities and partnerships with the economic and public sector;
- i. To organize and develop the informational system;
- j. To assess the quality of activities and of staff;
- k. The Rector can assign them other duties via their job descriptions.

Art. 69: The Dean

- (1) The dean represents the faculty and is in charge of the faculty's operational management;
- (2) The Dean is held responsible towards the Faculty's Council, the Rector and the University Senate.

Art. 70: The Dean's Duties

The dean has the following duties:

- a. Proposes the Faculty's structure, organization and activity to the Faculty Council;
- b. Chairs the meetings of the Faculty Council;
- c. Enforces the Rector's decisions, those of the Council of Administration and the ones of the University Senate;
- d. Annually presents to the Faculty Council, at the latest on the 10th of

- March, a report regarding the status-quo of the faculty;
- e. Ensures the coherent actions regarding the faculty's strategic development;
 - f. Proposes the enrolment, expelling and transfer of the faculty's students;
 - g. Signs the degree of study certificates, the degree supplements, and other documents that involve the faculty, according to legal provisions;
 - h. Appoints the vice-deans and establishes their responsibilities;
 - i. Is in charge of the smooth development of the contests/exams for occupying the vacancies in the faculty's organisation chart, on condition they observe the quality standards, academic ethics and the current legislation;
 - j. Participates in the meetings of the Council of Administration as a member, and in those of the University Senate, on condition that he/she is invited;
 - k. Fulfils other duties established by the Faculty Council, based on the current regulations.

Art. 71: The Department Head

- (1) The Department Head performs the operational management of the department;
- (2) In exercising his\her function, the Department Head is assisted by the Department Council;
- (3) The Department Head is held responsible towards the Dean and the Faculty Council.

Art. 72: The Duties of the Department Head

The Department Head has the following duties and responsibilities:

- a. Contributes to the drafting and implementing of the curricula, degree and post-university study programmes and is in charge of observing the department's specific obligations regarding the curricula and the syllabi;
- b. Elaborates and signs the teaching and research job title lists of the department;
- c. Sees to the fulfilling of the tasks stipulated in the job title lists;
- d. Is in charge of the research and quality management within the department;
- e. Is in charge of the financial management of the department;
- f. Proposes the teaching and research vacancies to be under contest/examination;

- g. Establishes the way the classes from the department's vacant positions are provided;
- h. Ensures the periodic self-assessment of the department in order to create the ranking according to the law;
- i. Proposes the Faculty Council to increase the didactic average number of hours for the staff that do not do scientific research or its equivalent, as well as for exceptional cases, the diminishing of the minimum didactic average number of hours and the addition of scientific research activities;
- j. Participates to the meetings of the Faculty Council;
- k. Is in charge of the recruiting, employing, periodic assessment, training and motivating of the staff, according to the university's regulations, under the provisions of the law;
- l. Proposes the dean to cease the contractual relations of staff, in accordance with the university's regulations, under the provisions of the law; the proposal must get the OK from the Faculty Council and be approved by the University Senate.

SECTION 4 Consultative Structures in the University

Art. 73: Consultative structures

- (1) The consultative structures within the University of Pitesti are:
 - a. The Bureau of the University Senate;
 - b. The Bureau of the Council of Administration;
 - c. The Bureau of the Faculty Council.
- (2) The consultative structures debate and propose solutions for the operational management of the University's current activities.

Art. 74: The Bureau of the University Senate

- (1) The Bureau of the University Senate consists of:
 - a. The president of the University Senate;
 - b. The presidents of the Senate's specialized committees;
 - c. A students' representative from the Senate.
- (2) The Bureau of the University Senate is summoned by the President of the University Senate who chairs the meetings of this consultative structure;
- (3) The Bureau of the University Senate advises the President of the University Senate on the current academic issues of the University.

Art. 75: The Bureau of the Council of Administration

- (1) The Bureau of the Council of Administration consists of:
 - a. The Rector and the vice-rectors of the university;

- b. The Director of the Council for Doctoral University Studies;
 - c. The General-Administrative Manager;
 - d. The students' representative in the Council of Administration;
- (2) The Bureau of the Council of Administration is summoned by the Rector, who chairs the meetings of this consultative structure;
 - (3) To the meetings of the Bureau of the Council of Administration participate, as the Rector's guests, the directors of the administrative directions, the chief of the library services, the University's chief secretary, the chief of the legal service, leaders of the legally-constituted trade unions within the University, other people from within the University or outside it;
 - (4) The Bureau of the Council of Administration provides consultancy to the Rector in managing the current administrative issues of the University.

Art. 76: The Bureau of the Faculty Council

- (1) The Bureau of the Faculty Council consists of:
 - a. The deans and vice-deans of the faculty;
 - b. The Department Heads of the faculty;
 - c. A students' representative from the Faculty Council, elected through their vote;
- (2) The Bureau of the Faculty Council is summoned by the dean, who chairs the meetings of this consultative structure;
- (3) To the meetings of the Bureau of the Faculty Council participates, as the dean's guest, the leader of the legally constituted trade union in the faculty;
- (4) The Bureau of the Faculty Council provides consultancy to the dean in solving the current academic and administrative issues of the faculty.

CHAPTER IX: HONORARY DEGREES

Art. 77: Honorary Degrees

- (1) The Senate of University of Pitesti, on the Rector's, the Council's or at least $\frac{1}{4}$ of the Senate's members' initiative, set up and bestow honorary degrees on worthy individuals with an outstanding contribution to the University development.
- (2) The following honorary degrees can be awarded:
 - a. *Doctor Honoris Causa* of the University of Pitesti;
 - b. Member of Honour of the Senate within the University of Pitesti;
 - c. Professor Emeritus.

CHAPTER X: FINANCE AND PATRIMONY OF THE UNIVERSITY

Article 78: University Financial Resources

- (1) The University of Pitesti functions as a state-financed institution, extra-budgetary funds and other sources, according to the law;
- (2) All the budgetary funds of the University are own incomes which are intended for the autonomous use of the University according to the current law provisions;
- (3) The Rector is responsible for the allocation of the University funds;
- (4) The financial resources are comprised of:
 - a. Financing from the budget of the ministry according to the contract, for the main financing, complementary financing and supplementary financing, accomplishment of the investment objectives, funds appropriated on competition basis for inclusion, scholarships and social security of the students;
 - b. In-house incomes, interests, sponsorships, donations and taxes levied according to the law from individuals and legal persons, Romanian or foreign citizens, as well as other sources, on the motion of the Board.

Art. 79: Main Financing

- (1) The main financing of the University is multiannual and is assured throughout the duration of a study cycle;
- (2) The main financing of the University is assured by the Ministry based on education grants calculated on the student's medium cost, differentiated per field, academic year and teaching language.

Art. 80: Complementary Financing

The complementary financing is accomplished by the Ministry, based on a complementary contract with the University, for:

- a. Subsidies for room and board;
- b. Amenities and other expenses for investment and heavy repair;
- c. Scientific research financing within the University on competition basis;

Art. 81: Supplementary Financing

The University can receive supplementary financing coming from public funds granted by the Ministry, according to the quality criteria and standards settled by

the National Council of Higher Education Financing in order to foster the institutional excellence and the education curricula.

Art. 82: Scholarship Funds and Social Protection for Students

- (1) Scholarship funds and social protection services for the students of the University are granted by the Ministry according to the number of the full-time students without tuition tax.
- (2) Students benefit from performance or merit scholarships in order to foster excellence, as well as from needs-based scholarships to support the students coming from low-income families.
- (3) The University can supplement the scholarships funds from own extra-budgetary incomes.
- (4) The University Senate annually approves the criteria for scholarships granting according to the Regulation of granting scholarships and other financial support forms for students, on a proposal by the Board.

Art. 83: In-house Funds

- (1) The in-house funds of the University are composed of the extra-budget incomes, donations, sponsorships and other legal incomes;
- (2) The extra-budget incomes are composed of:
 - a. research activity incomes;
 - b. tuition fees;
 - c. incomes from students housing and canteen and services contracts;
 - d. incomes from interest, ranting and operations with external non-repayable funds;;
 - e. incomes from micro production activity;
 - f. other legal incomes;
- (3) The research activities incomes are made by:
 - a. National and international research grants, won in contest conditions;
 - b. Participation to research programmes financed by European funds;
 - c. Partnership in scientific projects or in design and expertise activities with national and foreign institutions;
 - d. Applicative and fundamental research programmes concluded with public institutions and other national and international business operators, approved by the University Senate;
- (4) The University collects tuition fees from the fee-based students and fees for exceeding the length of schooling as referred to the law, admissions, registrations and re-registrations, re-examinations and other verification forms which exceed the curricula provisions. Other fees can also be charged for extra curricula didactic activities, as well as other taxes

established by the University Senate:

- (5) The level of the taxes is established annually, by the Rector's decision, on the basis of the University Senate's decree, on the proposal of Faculties Councils or Council of Administration;
- (6) The minimum level of the rent for the temporary available offices of the University is established according to the level of the rent set up by the municipality. The rental of the available spaces is approved by the Council of Administration and is done by tendering, according to the legal provisions;
- (7) The University can get donations from the country and abroad, if they serve the politics of the national education system, if they are useful to the institution and are not contrary to the Romanian state;
- (8) Possible loans of the University of Pitesti can be taken at the proposal of the Council of Administration and approved by the Senate.

Art. 84: Financial Politics of the University

- (1) The financial politics of the University is achieved in compliance with the laws in force, under the "prudence" principle, balanced budgeting, seeking an efficient and responsible management of the material and financial resources, ensuring the necessary resources for a smooth functioning by legal means and tools. The University will hold reserves from own funds for a 3-4 months functioning without difficulties, for salaries and current expenses of the institution;
- (2) The University will not transfer debt securities belonging to the contracts, conventions, or other claims;
- (3) The funds obtained are managed according to the principle of the higher education global finance system "who attracts funds has the right to manage them";
- (4) The funds obtained by the faculties, collective departments, institutions and centres, or other Universities structure, are used by them according to their established purpose. From the tuition fees, 25% will be used for investment and development purposes, according to the ARACIS regulation and standards.
- (5) The unused funds by the end of the year from the implementation of the budget, mentioned in the institutional and complementary contract, as well as the funds of the scientific research and extra budgetary incomes are at the disposal of the University and are comprised in the next financial year budget;
- (6) The annual budgetary implementation of the University shall be made public on the institution's website.

- (7) The means of development and the usage of university equipment required by the education and research needs are proposed by the Council of Administration and are approved by the Senate;

Art. 85: Assets of the University

- (1) University of Pitesti has its own patrimony which is administrated according to the law;
- (2) In relation to the assets, the University has one of the following rights, as the case may be:
 - a. rights of ownership;
 - b. right of user;
 - c. beneficial interest;
 - d. right of superficies;
 - e. easement right;
 - f. right of real property;
 - g. concession right;
 - h. right of public goods administration;
 - i. right of user according to the rental or lease contract,
- (3) The administration of the University assets is managed by the Council of Administration;
- (4) The Faculty Council is responsible for the ways in which the premises and the equipment are used;
- (5) The land and the buildings involved in the educational process can be freely transferred and only in the public interest with the Senate's approval, at the proposal of the Ministry, by Government resolution;
- (6) The rental of some available assets of the University of Pitesti can be accomplished at the proposal of the Council of Administration and following approval of the Senate;
- (7) The rights of ownership concerning some immovable property and other rights of the University of Pitesti are subject to the public notice registration referred to the special legislation.
- (8) Annually, the Council of Administration shall draw up and submit a report activity of the University assets for the approval of the Senate.
- (9) At the proposal of the Council of Administration, the Senate can conclude lease contracts involving rooms and legal non-profit making persons, such as the academic staff whose main activity is to support the university actions.

Art. 86: Students' Hostels and Canteens

The students' hostels and canteens run on the basis of the Organization and

Operation Regulation approved by the Council of Administration. The administration of the hostels and canteens is performed by the General Administrative Department under the authority of the Council of Administration.

Art. 87: Sports Centre

The Sports centre of the University of Pitesti is used as a matter of priority for the educational process. The usage of the sports centre outside the educational process can be approved by the Council of Administration of the University under the legal framework of immovable property letting.

CHAPTER XI: PROCEDURES FOR ADOPTION AND AMENDMENT OF THE CHARTER

Art. 88: Adoption of the University of Pitesti Charter

- (1) The Charter of the University of Pitesti is drawn up by the Senate and is adopted by majority vote, in the presence of at least 2/3 from the total number of the Senate's members, after a debate within the University community.
- (2) The Charter of the University of Pitesti shall enter into force when the legality notification is obtained, according to the regulations in force, respectively within maximum 30 day from the notification request. If the period of 30 days is not respected, the University Charter is considered to be accepted according to the tacit agreement procedures.
- (3) From the date of entry into force of the present Charter, any contrary disposition from the existing regulations or previously adopted decisions by the Senate would no longer be applicable;
- (4) After adoption, the Charter is available on the website of the University of Pitesti, in Romanian, French and English.
- (5) The Charter of the University shall not contain provisions contrary to the legislation in force. The non-observance of the Charter stipulations leads to the automatic nullity of the respective document.

Art. 89: The Amendment of the University of Pitesti Charter

- (1) The Charter amendment proposal shall be done by the Council of Administration or by 1/3 from the number of Senate's members;
- (2) Proposals are written under the motivation of the opportunity and legality aspect, with a correct mentioning of the articles proposed to be introduced or modified.

- (3) The modified form of the Charter shall be debated within the University community for a period no later than 30 days, by publication on the institution website, previously its presentation for approval.
- (4) The proposals concerning the amendment of the Charta is adopted by majority vote, in the presence of at least 2/3 of the total number of the Senate's membres.

PART II

CODE OF UNIVERSITY ETHICS AND CONDUCT

CHAPTER XII: GENERAL PROVISIONS

Art. 90: Purpose and intent

- a. The Code of University Ethics and Conduct consists of the moral standards which our community wants to meet in the interest of developing an institutional culture based on respect for the autonomy and freedom of the university community members, as well as on the individual responsibility.
- b. The Code of University Ethics and Conduct helps to form and maintain an academic environment based on competition and cooperation, observing clear and correct rules, to the fair and transparent assessment of the merits of students, teaching, auxiliary and administrative staff, being a guide of integrity values.
- c. The Code of University Ethics and Conduct points out the commitment of the University, faculties, departments and services executives upon the university norms and values, being a reference frame in organising of the decisions and actions to promote a positive image of the University and contribute to the improvement of its reputation and respect which students, graduates, academic staff, companies and potential employment institutions have for the University.

Art. 91: Applicability

The Code of University Ethics and Conduct is intended for the members of the University of Pitesti community, also referring to:

- a. consultants, suppliers and contractors in contractual relationship with the University of Pitesti;
- b. people who provide services to the University of Pitesti, as volunteers.

CHAPTER XIII: *PRINCIPLES AND STANDARDS OF THE ACADEMIC ENVIRONMENT*

Art. 92: Academic Freedom

- (1) The University is a space free of political, religious and economic pressures and restrictions, except the scientific, legal and ethical constraints. The members of the University are protected against the censorship, manipulations, persecutions in terms of compliance of the scientific standards and professional responsibilities. All the members shall avoid potential distortion of freedom on the basis of respect for difference. The critical approach, the intellectual partnership and cooperation should be recognised, whatever the political opinions or religious beliefs;
- (2) *Personal autonomy*: the University of Pitesti promotes a favourable environment for personal autonomy. To achieve this, it shall assure the exercise of informed consent concerning the curricula, contests and education and research opportunities and provide opportunities for all the members of the University to make and apply decisions concerning their own academic and professional career.
- (3) *Justice and equity*: The University community members shall be treated in a fair, correct and equitable way. Direct or indirect discrimination and exploitation shall not be accepted. The University adopts strict measures for non-discrimination and equal opportunities for giving access to university studies, employment and curricula, for elimination of conflict of interest and favouritism.
- (4) *Merit*: The University of Pitesti shall assure the recognition, cultivation and rewarding of the personal and collective merit which lead to the institutional development and fulfilment. Among these, we can mention the dedication to the profession and study, to the institution and to the academic community members, creativity and talent, efficiency and performance;
- (5) *Professionalism*: University of Pitesti shall create a favourable environment for research and competitiveness. To achieve this, it shall reward the orientation towards excellence of the teaching staff, researchers, students and curricula;
- (6) *Intellectual honesty and correctness*: the University of Pitesti protects the intellectual property right. Benefits will be granted to those who are at the origin of intellectual property. All those who have taken part in different research stages and whose results become public must be mentioned, in the spirit of professional honesty, of recognition and gratitude. Any type of intellectual fraud is forbidden: total or partial plagiarism, cheating in exams or contests, “making up” research results, substitution of papers and of

- identity of the examined people, the taking up of papers from teachers or colleagues, as well as the temptation of corruption to fraud;
- (7) *Transparency*: the University of Pitesti observes the transparency principle for all the categories of information concerning the academic community members, potential applicants, graduates, institutions dealing with the general public, providing consistent and correct information. Thereby it is ensured the support for equal competition opportunities in competition and equal access to the university resources. The University prohibits the concealment, falsification and distortion of information to which its members and the general public are entitled.
 - (8) *Professional and social responsibility*: when its members represent the University in public, they must respect the ethical and professional standards. Acknowledgment is granted to the right to criticize in public, in a well-argued and supported manner, the infringement of professional and quality standards, of the members' and collaborators' rights, but the following are not allowed: misinformation, defamation, denigration in public of the curricula and people from the institution by the members of the same academic community;
 - (9) *Respect and tolerance*: the University of Pitesti promotes the existence of an academic and residential community where personal dignity is respected in a climate free of any form of harassment, exploitation, humiliation, contempt, threat or intimidation. The University adheres to tolerance of difference between people, opinion, beliefs and intellectual preferences. Misogynistic, racist and xenophobic manifestations are not allowed;
 - (10) *Goodwill and care*: the University of Pitesti finds that goodwill and care are important. Therefore it encourages gratitude, pride and recognition for those who deserve them, empathy, compassion and support for those in need, kindness, politeness and altruism, understanding, solidarity promptitude and optimism for all the members of the academic community. In the same time we disapprove and consider that such behaviours as envy, cynicism, vanity, lack of kindness and lack of interest are not desired. Our University is obliged to those who in major crises and disasters are willing to help;
 - (11) *Students' behaviour*: Students, M.D. students, researchers, PhD students have the obligation to use the educational, social and entertainment premises with maximum care. Damage caused maliciously during a research or teaching activity is to be punished. Inside the educational places the following are forbidden: the destruction of the buildings, equipment, machines, and laboratory apparatus; drinking of alcohol and consumption of psychotropic substances.

Art. 93: Competence

- (1) The University supports competence and competitiveness; sustains the training of professionals and the raise of prestige in the educational and scientific research activity. Imposture, amateurism, superficiality, lack of interest and stagnation are incompatible with a respectable professional attitude. It shall promote high standard works capable to develop knowledge and increase the institution's prestige. The members of the academic community must continually proceed to the improvement of the professional level, the growth of competence and performance by individual study, documentation, information referred to the recent accomplishments within their own field of activity;
- (2) The following are considered violations of the competence principle:
 - a. giving tasks to people who do not have the adequate level of knowledge;
 - b. assumption of false competences or expertise;
 - c. deliberate distortion of the interpretation of the results and of the conclusions of researches;
 - d. refusal to bring into discussion, based on arguments, other expressed points of view;

Art. 94: Integrity

- (1) Each member of the academic community shall avoid the situations which are likely to create doubts concerning his/her integrity, first and foremost the conflicts of interests. The conflict of interests is a situation of incompatibility when an individual has a personal interest that influences the impartiality and objectivity of his/her activities when assessing, monitoring, accomplishing and reporting of teaching and research activities; personal interest includes any advantage for the person in cause, wife/husband, any kind of relatives, up to the third degree, or for the institution to which he/she belongs;
- (2) Integrity is understood as:
 - a. Acceptance and indication of those people who effectively contributed to its creation as authors of a work or scientific paper;
 - b. The explicit recognition of any person who actually participated and contributed in to a teaching or research activity. As an exception, in the situation when the contribution consists only in a supervising or counselling activity, it is not necessary to mention the respective person as an author, but the inclusion of an acknowledgment paragraph is recommended;
 - c. Indication of the information sources and references, regardless of

- their having been published or not;
- (2) Observance of the funds destination
 - (3) These situations are contrary to the following deeds :
 - a. plagiarism of other authors' results or publications;
 - b. "counterfeiting" of results or replacing them with unreal data;
 - c. repeated publication and funding of the same results presented as scientific novelties;
 - d. taking unfair advantage of goods or demand for compensation of any kind for the accomplishment of particular tasks;
 - e. demand of exaggerated or unjustified material resources; exaggeration or depreciation in bad faith of funds demand;

Art. 95: Plagiarism

- (1) Plagiarism consists of:
 - a. absence of citation in the text by use of the corresponding signs (quotation marks, italics, distinct paragraphs etc.) of the source text (book, article, report, web source etc.) and no mentioning of the source-work in the final bibliography;
 - b. incorrect information upon the source or citation;
 - c. copying the words or ideas without mentioning it;
 - d. the taking over and presentation, in a whole or partial manner, voluntarily or involuntarily, of other author(s)' activity or material as being one's own creation, in a written work (for e.g. a book, report, article, Bachelor's Thesis, Master's thesis, PhD thesis, experiment etc.) or in an oral presentation without references to the source-texts;
 - e. changing words by copying the structure of the sentence of a source, without mentioning it (paraphrasing, retelling the idea or the argument of an author, modification of some expressions in the text and/or inverting some paragraphs, sentences or chapters);
 - f. interpenetration of fragments of compiled illegal texts and own work;
 - g. the copying of a large amount from a material, from a source, so that it makes up the major part of the work, even if the source is mentioned;
- (2) auto-plagiarism is the presentation or publication of the same material previously published by the same author, with the modification of the title and a different registration number;
- (3) The following are not considered plagiarism:
 - a. The use of some phrases or short definitions, considered to be part of the set of core, common concepts from the respective field, if the author proved to be aware of their usage taking into consideration that there is a degree of subjectivism in their usage; well-known

paradigms (patterns, examples, theories etc.) in a field of study where the authors have created those paradigms, but cannot be presented in an original manner without fundamental errors;

- b. The author who uses in the research his/her own formulae and laws previously discovered cannot be accused of plagiarism.
- (4) The validity of a plagiarism accusation is made conditional upon the deposition of clear evidence, with the indication of the source text/texts for the plagiarism. If two articles or other materials simultaneously presented contain common fragments in one or more above-mentioned modalities, an accusation of plagiarism can be settled. The accusation of plagiarism can be made by the person whose work has been plagiarized or by a third person submitting a document to the University officials and the Ethics Commission. The document is a reminder of the Commission upon some irregularities from the ethical and deontological code.

Intentional plagiarism:

- a. Copying from the internet instead of a personal effort to write;
- b. Putting the result first (promotion of an exam, getting a job, promotion) and less the means of the creation;
- c. Complacency as a result of the fact that “others do the same”;

(5) *Unintentional plagiarism:*

- a. Ignoring the means of a correct citation of the source text;
- b. Desire to make an appropriate material by paraphrasing;
- c. Taking over of ideas, knowledge from the educational process as being personal original ideas;
- d. Difficulty in searching and finding the original sources;
- e. Confusion between easily accessible general knowledge on the Internet and used without restrictions and that which represents intellectual property;
- f. Lack of knowledge of what a real research means, replaced by copying.
- g. Membership of a certain culture where there are no limits between individual and public property, considering the ideas of some creators being common for all the people;

(6) *Types of plagiarism:*

a) *Non-mentioned sources:*

- The author of plagiarism presents another work as being his own creation (in research);
- The author copies important parts from the original text without any modification;

- The author tries to hide plagiarism, copying from different sources, matching the sentences, but keeping most of the original phrases. Even if he/she had kept the essence from the original source, he/she has modified only the manner of presentation of some sentences or keywords.
 - The author works a lot at paraphrasing most of the paper, instead of creating his/her original activity;
 - The author copies his/her own previous works presenting again as an original one with a new registration number;
- b) *Quoted sources , but plagiarized:*
- the author mentions the name of the author whom (s)he plagiarizes, but does not indicate the necessary information about the location of the original text (magazine, volume etc.);
 - the author presents unreal information about the source which makes impossible to find it;
 - the author quotes correctly the source, but he/she does not use the quotation marks for the text and there is the risk to be wrongly interpreted;
 - the author quotes correctly all the sources and uses the quotation and paraphrasing marks, but the work does not contain an original contribution, presenting the risk to be confused with an original one, well-documented;
 - the author quotes correctly the sources in some places, but he/she introduces paraphrasing from other sources without mentioning them, trying to create the idea of originality of his/her work using unquoted material.
- c) *Minor cases of plagiarism:*
- The wrong and involuntary use of materials, quotations, without intention, especially by first-year students;
 - Excessive usage of the sources, accompanied by an insignificant proportion of personal work;
 - Plagiarism of a short part of the paper, the respective part not being representative for the value of the work and its assessment in favour of the author.
- d) *Significant cases of plagiarism:*
- Repetition of minor plagiarism;
 - Extensive forms of plagiarism and, moreover, total plagiarism;
 - Plagiarism by unquoted sources or quoted sources which are also plagiarized, representing a significant part of the work, or in the part/parts of the work which represent the key elements counting

for originality;

Art. 96: Loyalty to the University

Loyalty to the University means the obligation of each member of the academic community to act in the institution's interest, to support the objectives, strategies and its politics in order to accomplish its mission and the continuous development of performance and competitiveness. Any workplace under the legal conditions outside the institution shall not endanger the activity within the University.

Art. 97: Good fellowship

The activity within the academic community presupposes the collaboration of the members in the spirit of a team and mutual respect. This implies:

- a. a civilized behaviour and language;
- b. understanding, respect and support for the people with special needs;
- c. correctness and transparency in professional relations within the academic environment.

Art. 98: Confidentiality

- (1) Opening and transparency represents essential values for the activity of the academic community. At the same time, these values must be compared with the obligation of keeping confidential data and information classified, both of the institution and the partners or collaborators. The usage of data and information for personal interests outside the institution is against the good conduct in the scientific activity.
- (2) University of Pitesti respects and protects its members' dignity and the right to private life, including the protection and confidentiality of personal data. The employees who, due to their position, possess and use these data and information shall ensure their security.
- (3) The personnel involved in assessment activities of the research results, staff or financing proposals shall secure the confidentiality of these activities.

Art. 99: Incompatibility

- (1) Within a higher education institution, the positions that are in a direct leading, controlling, authority or assessment position, are to be found as being in an incompatible situation and cannot be occupied at the same time by a couple (husband and wife) or by any other kind of relatives, as follows:
 - a. **The Senate president and the Rector**, vice-rectors, the Council director for PhD studies, deans, vice-deans, general administrative

- director, members of the Council of Administration, the Heads of department, Heads of the Doctoral schools, higher institution units managers, permanent and temporary structures leaders in the direct subordination of the Senate president of the University;
- b. **The Rector** with the vice rectors, Council director for PhD university studies, deans, vice-deans, general administrative director, members of the Council of Administration, the Heads of department, heads of the Doctoral schools, higher institution managers;
 - c. **the Vice-Rector and the Head of the Doctoral Studies** with the deans, vice-deans, the general administrative director, the members of the Council of Administration, the Heads of department, the heads of the Doctoral schools, the Heads of the units subordinated to the respective Vice-Rector or Director;
 - d. **the members of the Council of Administration** with the deans, the vice-deans, the general administrative director, the Heads of department, the heads of the Doctoral Schools, the Heads of the units belonging to the higher education institution;
 - e. **the general administrative director** with the deans, the vice-deans, the persons who have leading positions in the technical-administrative department and the subordinated personnel;
 - f. **the dean** with the vice-deans of the respective faculty, the Heads of departments within the respective faculty, the Heads of the doctoral schools subordinated to the respective faculty, the heads of the units subordinated to the respective faculty;
 - g. **the vice-dean** with the Heads of department within the respective faculty, the Heads of the Doctoral Schools subordinated to the respective faculty, the Heads of the units subordinated to the respective faculty within the respective faculty;
 - h. **the Head of Department** with the Heads of the units subordinated to the respective department within the respective department;
 - i. **the Head of the Doctoral School** with the Heads of the units subordinated to the respective doctoral school;
 - j. **the doctoral scientific advisor** with the doctoral students led by him.
- (2) Any person is incompatible with the quality of being a member in an evaluation, contestation, contest or promotion committee that has to evaluate the professional and/or scientific activity of an employee of a higher education institution who is the person's spouse, relative or in-law to the third degree inclusively.
 - (3) The presence as a member in the following collective management structures does not generate incompatibilities:

- a. the University's Senate;
 - b. the Faculty's Council;
 - c. the Department's Council;
 - d. the Doctoral Studies Council;
 - e. the Council of the Doctoral School.
- (4) Within a department, the persons occupying managerial, control or direct institutional evaluation positions at any level are in a relationship of incompatibility with relatives or in-laws to the third degree inclusively.
 - (5) The position of Rector is incompatible with holding a managerial position, a public function or a leading position within a political party;
 - (6) Persons holding the position of Rector in a higher education institution and that are appointed or elected in a managerial position or a public function or a leading position in a political party may choose one of the two functions within 30 days;
 - (7) Managerial positions or public functions can be cumulated with teaching and/or research positions.

Art.100: Employment outside the University / Conflict between Obligations

- (1) The University of Pitesti respects the rights of an employee to get involved in the activities he/she chooses, both inside and outside the institution, as long as those activities do not affect the interests and the image of the university. External professional engagements must not interfere with the obligations that a member of the community has towards the University.
- (2) No member of the academic community shall accept employment outside the university if it currently or in the future leads to a conflict of interests, entangles or diminishes the accomplishment of the professional responsibilities towards the University of Pitesti. Employees wishing to be also hired outside the University must inform the dean of the faculty, the head of department or the rector, by writing a request in which to describe correctly the respective job, before accepting the new position.

Art.101: The Compliance with the Principle of Non-Discrimination and Equal Employment Opportunities and Forbiddance of Harassment

- (1) The University of Pitesti provides a working environment where there is no discrimination, intimidation, harassment or any other disruptive behaviour. The members of the academic community have equal opportunities and are treated with righteousness, dignity and respect. In any activity of the University an employee or student cannot be intimidated, threatened, aggressed, undermined, degraded, offended or humiliated.

- (2) In any kind of activity in the university, it is forbidden to discriminate a person on grounds of age, race, ethnicity, colour, religion, gender, disability, social origin, national origin, sexual orientation or any other factor prohibited by law.
- (3) Sexual harassment, one of the higher forms of harassment, is strictly monitored and severely sanctioned in the University of Pitesti, when, more than ever, really serious situations get a degree of notoriety that excludes the possibility of errors of appreciation.
- (4) The University of Pitesti is strongly against harassment involving the abuse of power exercised by persons with superior hierarchical functions over others who have a lower position in the university hierarchy.

Art. 102: Gifts and Rewards

- (1) It is forbidden to receive gifts from individuals, actual or potential suppliers or contractors.
- (2) Regular courtesies such as free books, gifts that represent worthless promotional items and which are usually distributed by a supplier to its clients are acceptable. The University's employees must not accept gifts that appear to be wrong. The Head of that service, the Dean or the Head of Department will be consulted by any member of the community who is uncertain about the inappropriate nature of accepting gifts or social invitations.

Article 103: Responsibility

- (1) The responsibility for respecting the rules of professional ethics and deontology lies primarily with each member of the academic community.
- (2) The right to criticize the possible violations of professional and quality standards, of the rights of the members of the scientific community is accepted if performed in a founded and argued manner, based on relevant evidence (writings, witnesses etc.), but the following are not to be permitted: premeditated misinformation, defamation or public denigration of the academic environment.
- (3) Misinformation, libel or public denigration of the academic environment constitute deviations from the Code of University Ethics and Conduct, being sanctioned.
- (4) The teaching and research staff members are responsible for the permanent and efficient accomplishment of the transfer of information and knowledge to the collaborators. The transfer of knowledge must be done both between the generations of the teaching staff and between the members of the teaching and research staff, aiming at preserving the knowledge in the specific field of activity and the efficiency of the team work.

- (5) The individualist approach to research projects and the obstruction, under various forms, of the collaboration in research teams are discouraged.
- (6) These requirements are part of the current world-wide knowledge management priorities in all fields of activity.
- (7) Each member of the academic community has the moral duty to seize the infringements of the Code of University Ethics and Conduct of which he/she is aware.

CHAPTER XIV: THE ETHICS COMMITTEE

Art. 104: Structure and Membership

The University's Ethics Committee is proposed by the Council of Administration, authorized by the University's Senate and approved by the Rector. The members of the committee are people with professional prestige and moral authority. The persons occupying one of the following positions: Rector, Vice-Rector, Dean, Vice-Dean, general administrative director, Head of department, Head of a R & D, projection and micro-production unity cannot be part of the University's Ethics Committee.

Art. 105: Duties

- (1) The University's Ethics Committee has the following attributions:
 - a. elaborates a *statute* and an *organizational and functional internal Regulation*, in compliance to the Code of University Ethics and Conduct, which it submits to the approval of the Senate of the University of Pitesti;
 - b. analyses and solves the deviations from the academic ethics, based on the complaints received from members of the academic community or based on self-notification, according to the Code of University Ethics and Conduct;
 - c. draws up an annual report on the observance of academic and research ethics, which is presented to the Rector, to the University Senate and is a public document;
 - d. contributes to the elaboration and amendment of the Code of University Ethics and Conduct, which is proposed to the University Senate for adoption and inclusion in the University Charter;
 - e. other duties provided by law.
- (2) The decisions of the University's Ethics Committee are endorsed by the legal counsellor of the University and submitted to the Rector of the University for approval in the Senate. Legal responsibility for the decisions and the activity of the University's Ethics Committee lies with the University.

- (3) Any person inside or outside the University may complain to the University's Ethics Committee about deviations committed by members of the academic community, keeping confidential the identity of the author of the complaint.
- (4) Following a notification, the University's Ethics Committee starts the procedures set in the Code of University Ethics and Conduct, in Law no. 1/2011 of National Education and in Law no. 206/2004, as subsequently amended and completed. The Committee concludes the report within 30 days from notification.
- (5) The following represent serious transgressions of the stipulations regarding proper conduct in scientific and professional activity:
 - a. to plagiarize the results of publications of other authors;
 - b. to contrive scientific results or replace the results with fictive data;
 - c. to make use of false information in applications for grants or funding.

CHAPTER XV: PENALTIES FOR INFRINGING ACADEMIC ETHICS OR GOOD CONDUCT IN SCIENTIFIC RESEARCH

Art. 106: The Penalty for Infringements

Infringements of the Code shall be examined taking into account the disciplinary practice and procedures established by the University, the University Charter, the National Law of Education or any other official document that refers to the type of infringement committed by the guilty person. Infringements may result in disciplinary consequences up to dismissal, depending on the circumstances and gravity of the deviations. Such infringements may also be the subject of civil or criminal proceedings in the courts of the State.

Art. 107: The Educational, Administrative and Technical Measures Taken to Guarantee the Originality of the Bachelor's, Master's, Doctoral Papers, of the Scientific Articles or of Other Such Papers and the Penalties Applied

- (1) The educational, administrative and technical measures that the University has established in order to guarantee the originality of the Bachelor's, Master's and Doctor's degree programs are included in the Regulation on the organization and performing of the graduation exams and in the internal methodologies of the faculties, namely:
 - a. preparing the students for writing the graduation papers with the help of the Guide for drawing up the bachelor's/diploma/dissertation thesis that is available at each faculty level;
 - b. the signing of the graduation paper by the author who gives a declaration on his/her own responsibility regarding the originality of the work;

- c. a review and appreciation report on the content of the paper and its originality written by the scientific coordinator;
 - d. the limitation of the number of bachelor's / master's papers coordinated by a teacher;
 - e. the inventory and management of bachelor and dissertation papers at the department level;
 - f. the submission of the Bachelor's/Master's/Doctor's thesis also in electronic format.
- (2) The sanctions that can be applied to academic and research staff and auxiliary academic and research staff by the University's Ethics Committee are:
- a. written warning;
 - b. decrease in the base salary, cumulated, if the case be, with the earnings for management, advisory and control activities;
 - c. suspension, for a definite period, of the right to participate in contests for a higher academic rank, or a management, advisory and control position, for membership in Doctoral, Master's or Bachelor's defence committees;
 - d. dismissal from the management position in education;
 - e. termination of the labour contract for disciplinary reasons.
- (3) The sanctions that can be applied by the University's Ethics Committee to students and doctoral students for breaking the academic ethics are the following:
- a. written warning;
 - b. expulsion;
 - c. other sanctions stipulated by some other regulations specific to students' activities.
- (4) In case of transgressions from the provisions of the Code of University Ethics and Professional Conduct, depending on the stated gravity, the University's Ethics Committee establishes one or more of the sanctions stipulated in paragraphs (1) and (2).
- (5) In case of transgressions from good conduct in scientific research, the University's Ethics Committee establishes, according to Law no. 206/2004, with its subsequent modifications and additions, according to the Code of University Ethics and Professional Conduct, one or more of the sanctions stipulated in paragraphs (1) or (2), or of some others stipulated by law.
- (6) The sanctions established by the University's Ethics Committee are implemented by the dean in conformity with the ones mentioned in paragraph (1) letter (a) and paragraph (2) letter (a) and respectively by the Rector, in all other cases, within 30 days from the ascertainment of the sanctions.

- (7) In case of very serious transgressions of the ethical standards and good conduct rules of a member of the academic community of the University of Pitesti, which exceeds the competences of the University's Ethics Committee, he/she may notify the Council of Ethics and University Management or, if it is the case, the National Ethics Council for Scientific Research, Technological Development and Innovation.
- (8) Persons who have proved to have committed serious deviations from good conduct in scientific research and academic activity, established according to the law, are forbidden from occupying teaching and research positions. The contest for a didactic or research position is cancelled, and the labour contract with the University of Pitesti ends lawfully, regardless of when it turned out that a person has committed serious violations of good conduct in scientific research and academic activity. The acknowledgment of deviations is made by the National Ethics Council for Scientific Research, Technological Development and Innovation, according to the law.

Art. 108: The Code of University Ethics and Conduct, by its application, does not exclude and does not replace the legal rights and obligations of the members of the academic community of the University of Pitesti.

CHAPTER XVI: THE COMMITTEE FOR ANALYSIS AND DISCIPLINE

Art. 109: Structure and Membership

- (1) The Committee for Analysis and Discipline is a deliberative university structure, without juridical personality, independent in the exercise of its attributions, distinct from the Committee of university ethics and conduct.
- (2) The Committee for Analysis and Discipline consists of 3 to 5 permanent members, teachers and alternates.
- (3) The Committee is appointed by the Rector with the approval of the University's Senate.
- (4) The members of the Committee are persons with professional prestige and moral authority who have a teaching function at least equal to that of the person who committed the violation.
- (5) In the Committee, as appropriate, there is also a representative of the trade union organization to which the investigated person belongs.
- (6) The president of the committee is elected from the permanent members, at the Rector's suggestion, with the approval of the University's Senate.

Article 110: Competence

(1) The Committee examines the facts that attract the disciplinary liability committed by:

- a. the teaching staff;
- b. the research staff;
- c. the administrative staff

(2) The facts which fall within the competence of the Committee are:

a. work-related deeds consisting of an action or omission committed by the employee by which the employee infringed the legal rules, the internal regulation, the individual labour contract or the applicable collective labour contract, the orders and legal provisions of the hierarchical leaders;

b. deeds consisting of breaking the norms of behaviour that are detrimental to the interest of education and prestige of the institution or unit, other than those established in the competence of other committees or specialized structures, namely:

- publishing in bad faith, in the press, via the Internet or by other means of electronic communication of defamatory articles or writings against the institution or unit of higher education or against the persons who lead them, which cause serious prejudice to the image of the institution or unit;
- publishing online, in bad faith, false news or information, offensive or denigrating positions aimed at one of the members of the academic community or at a group of members, which is likely to seriously affect the image of the institution or unit;
- expressing in bad faith on TV, radio, other means of mass media, as well as in the public space at conferences, symposiums, meetings or other public events, opinions which seriously affect the image of the institution or of the higher education unit;
- any other behaviour within or outside the higher education institution which causes serious prejudice to their image which is not within the competence of the Committee of university ethics and conduct or of another committee.

By penalising the infringement of these rules, the right to opinion, freedom of expression and academic freedom cannot be affected.

Art. 111. The suggestion for disciplinary penalty

The suggestion for disciplinary penalty is made by: the Dean, the Rector, the Head of Department or Unit or at least by 2/3 of the total number of the members

of the department, of the Faculty Council or of the University's Senate, as appropriate.

Art. 112. Penalties

(1) The penalties established by the Faculty Councils are:

- a. written warning;
- b. decrease in the base salary, cumulated, if the case be, with the earnings for management, advisory and control activities.

(2) The sanctions established by the University's Senate are:

- a. suspension, for a definite period, of the right to participate in contests for a higher academic rank, or a management, advisory and control position, for membership in Doctoral, Master's or Bachelor's defence committees;
- b. dismissal from the management position in education;
- c. dissolution of the labour contract for disciplinary reasons.

(3) The application of these disciplinary sanctions will be enforced by the Dean or the Rector by a decision issued in written form.

Art. 113. The rules of organization and functioning are provided in the Regulation of Organization and Functioning of the Committee for analysis and discipline of the University of Pitesti.

CHAPTER XVII: FINAL PROVISIONS

Art. 114: The provisions of this Charter comply with those of the Constitution, of the Law no. 1/2011 of National Education and of other normative acts in the field, which complete it accordingly.

Art. 115: The Charter of the University of Pitesti was re-examined and adopted during the meeting of the Senate of the University of Pitesti on March 25, 2013.

Art. 116: The changes to the Charter of the University of Pitesti were adopted during the meeting of the Senate of the University of Pitesti on January 30, 2017.

Art. 117: The list of the effectual documents related to the University's structures is an integral part of the University of Pitesti Charter.