

**R O M A N I A**  
**MINISTRY OF NATIONAL EDUCATION**  
**“DIMITRIE CANTEMIR” CHRISTIAN UNIVERSITY**

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**UNIVERSITY CHARTER**

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## I. GENERAL PROVISIONS

**Article 1.** The name of the higher education institution is Dimitrie Cantemir Christian University of Bucharest. (UCDC)

**Article 2.** Dimitrie Cantemir Christian University is a private institution of higher education and of free, open scientific research, having as foundation private property, guaranteed by the Constitution. The University functions under the Constitution of Romania, under Law no. 88/1993, under Government Resolution no.568/1995, under Law no.84/1995 and under Law nr.238/2002 regarding the establishment of Dimitrie Cantemir Christian University of Bucharest, the law by which the University was accredited and under Law no.480/2006 which amended and supplemented the Law on Education no.84/1995 republished and under the Law on Education no.1/2011. The legal regime of the University is of private legal entity recognized by the civil sentence no. 18451/17 December 1997, of the 1 district Court, Bucharest  
Dimitrie Cantemir Christian University was founded by Professor Dr. Momcilo Luburici and Professor Dr. Adriana Corina Dumitrescu (Radu) by whose initiative and with whose financial and material resources this institution of private higher education was founded in 1990, as Dimitrie Cantemir Independent University, having as foundation private property, guaranteed by the Constitution.

The University operates under the auspices of the Dimitrie Cantemir Culture Association.

The University carries out activities related or complementary to activities in educational research.

Dimitrie Cantemir Christian University obtained a “high trust rating” after the institutional evaluation undertaken by the Romanian Agency for Quality Assurance in Higher Education.

**Article 3.** The University has its headquarters in Bucharest,176, Splaiul Unirii,4<sup>th</sup> district.

The University's logo, seal and ceremonial dress (gown) have been established by the Senate.

- The trademark registered with the State Office for Inventions and Trademarks is Dimitrie Cantemir Christian University and the claimed colors are blue and red, according to the trademark registration certificate number 70948. The duration of the trademark protection is ten years commencing on June 8, 2005.
- University Day is celebrated on February 10 - the birthday of the President, Professor Dr. Momcilo Luburici, founder of Dimitrie Cantemir Christian University of Bucharest- by organizing scientific, cultural and sporting activities.

**Article 4.** The patrimony of the University consists of the founders’ initial patrimony and the patrimony subsequently acquired. It is composed of movable and immovable property and claims. During its existence the University shall make use freely of the patrimony made available to it. The university area consists of all the university buildings, grounds, research institutes, university houses, university campuses and the related facilities used by UCDC, regardless of the legal title under which it is entitled to use them. The university area is inviolable. Access to the university is permitted only under the conditions set by law and internal regulations.



**Article 5. The mission, objectives and principles of organization and functioning of Dimitrie Cantemir Christian University.**

The mission of Dimitrie Cantemir Christian University is the formation, specialization and development of specialists with higher education by means of a learning and research process designed to stimulate their knowledge and creativity, giving them a real chance to compete on the free market labor.

The mission of Dimitrie Cantemir Christian University is accomplished by observing the following objectives:

- a) the continuous modernization of the educational process by improving the teaching methodology, the curricula and the syllabuses in close correlation with the development and demands of the society;
- b) the implementation of a strategic university management and of an effective planning process.

c) observing the principle of quality in all the activities in the University;

d) the development of the scientific research by encouraging the active involvement of the entire academic and research staff and by establishing partnerships with universities in this field at home and abroad. The University works on the following principles: the principle of full university autonomy and of economic and financial autonomy, the principle of academic freedom, the principle of public accountability, quality assurance principle, the principle of equity, the transparency principle, the principle of respect for the rights and freedoms of the students and of the academic staff, the principle of freedom of national and international mobility of the students, of the academic staff and of researchers, the principle of student-centered education, the principle of loyalty and responsibility. In all its activities the University promotes the ideals of the Christian faith, culture and morality in the spirit of the principle of multiculturalism. The University also applies the principle of high professional competence in the teaching of academic and research disciplines, using modern methods, ensuring the exchange of information and teaching materials with other higher education institutions in the country and abroad. The University observes and applies the principles of the Magna Charta of the European universities, signed in Bologna, on September 18, 1988. The University collaborates with the other private and state higher education institutions, at home and abroad and at the same time it stands for fair competition.

**Article 6. Dimitrie Cantemir Christian University works with the following faculties:**

- ✓ The Faculty of Juridical Sciences and Administration, Bucharest – full-time and part-time courses;
- ✓ The Faculty of Touristic and Commercial Management, Bucharest - full-time and part-time courses.
- ✓ The Faculty of History of Bucharest – full-time and part-time courses;
- ✓ The Faculty of Political Science of Bucharest – full-time and part-time courses;
- ✓ The Faculty of Finance, Banking and Accounting, Bucharest - full-time and part-time courses;
- ✓ The Faculty of International Economic Relations of Bucharest - full-time and part-time courses;
- ✓ The Faculty of Foreign Languages and Literatures of Bucharest - full-time courses;
- ✓ The Faculty of Marketing of Bucharest, - full-time courses;



- ✓ The Faculty of Tourism Geography of Sibiu - full-time and part-time courses;
- ✓ The Faculty of Law, Cluj - full-time and part-time courses;
- ✓ The Faculty of Economic Sciences, Cluj - full-time and part-time courses;
- ✓ The Faculty of Touristic and Commercial Management, Timisoara- full-time and part-time courses;
- ✓ The Faculty of International Economic Relations, Brasov - full-time and part-time courses;
- ✓ The Faculty of Finance, Banking and Accounting, Brasov - full-time and part-time courses;
- ✓ The Faculty of Touristic and Commercial Management, Constanta - full-time and part-time courses;
- ✓ The Faculty of Touristic and Commercial Management, Sibiu - full-time courses;  
The duration of the Bachelor's study programs is 3-4 years(6-8 semesters), of the M.A., 1-2 years(2-4semesters) and of the PhD, 3 years.

In accordance with the current legislation the University may organize other faculties and full-time and part-time undergraduate university programs, distance learning courses (ID) postgraduate courses, full-time Master and PhD courses.

**Article 7.** Dimitrie Cantemir Christian University has the following prerogatives:

- a) It organizes the educational and research process;
- b) It awards didactic and scientific titles, diplomas, certificates and other academic documents, to those persons who meet the requirements of professional and scientific training in accordance with the current legal provisions on higher education;
- c) It awards, if possible, academic scholarships for studies in similar institutions abroad, on a reciprocal basis;
- d) It organizes the editing of textbooks and courses, journals and other specific educational and scientific materials as well as academic libraries;
- e) It can organize dormitories, canteens, cafeterias for student use;
- f) It collaborates with Dimitrie Cantemir Culture Association under whose auspices it functions and it transfers a part of the student tuition fees in its account annually. In its turn, the University may receive any kind of support from the Association.

**Article 8.** The governing bodies of the university are the University Senate, the Senate Office, the President of the University, the Rector, the Vice-Rector, the Chancellor and the Administrative Board, which are organized according to the legal rules in force and to this University Charter.

**Article 9.** The Faculty governing bodies are the Faculty Council, the Faculty Council Board, the deans and the vice-deans that are organized and operate according to the law and to this University Charter. Upon completion of the current mandate, the new governing bodies of the university shall be established under the National Education Law.

## II. UNIVERSITY AUTONOMY

**Article 10.** Dimitrie Cantemir Christian University runs on the basis of university autonomy - a specific manner of self-governing stipulated in the Romanian Constitution, the Law on Education no.1/ 2011 and this Charter.



- ❑ The autonomy of Dimitrie Cantemir Christian University of Bucharest includes: executive autonomy, organizational and functional autonomy, academic and scientific autonomy, economic, financial and administrative autonomy and jurisdictional autonomy.
- ❑ The competences and responsibilities involved by the university autonomy in the academic and administrative structures are regulated by this Charter, in accordance with the current legislation.
- ❑ University autonomy is exercised with respect for the principle of public accountability under Article 123 paragraph 4 and art. 124 paragraph 1 of the Law of Education no.1/2011.
- ❑ University autonomy is exercised by:
  - (1) autonomy in the management, reflected by the right to:
    - a) establish the executive structures they consider effective and beneficial to the operation of the university and the manner of their appointment;
    - b) elect members of councils, of departments, of the Faculty and of the University Senate;
    - c) organize competitions for the occupancy of executive positions of the academic, research and administrative structures;
  - (2) The organizational autonomy is exercised by:
    - a) initiation and development of cooperation activities and international exchanges;
    - b) the inclusion in national and international profile organizations;
    - c) the establishment of foundations, associations, companies, under the current law;
    - d) the establishment of the organizational structures provided by the legislation in the field of education;
    - e) developing its own regulations under the law;
  - (3) The academic and scientific research autonomy is reflected by the right to:
    - a) organize Bachelor, Master and PhD study programs as well as postgraduate study programs and promote curricula with valuable content aligned with national and international requirements;
    - b) organize academic teaching at the highest level for the areas of study which have obtained the authorization or accreditation of specialized institutions;
    - c) establish specific criteria for the selection, recruitment and promotion of teaching and research in accordance with the law;
    - d) promote excellence in scientific research;
    - e) edit magazines and other specialty publications, publish books, courses and other educational materials;
  - (4) The economic, financial and administrative autonomy is exercised by:
    - a) management of the entire patrimony, according to its own needs and by guaranteeing the right to private property;
    - b) providing material and financial incentives from its own revenues, as determined by the Administrative Board;
    - c) establish the most effective administrative structure for the functioning of the university;
  - (5) Public accountability requires:



- a) compliance with national and European public policies, the legislation in force in education and scientific research and the present Charter;
- b) application of regulations concerning the provision and monitoring of quality in higher education;
- c) compliance with the ethical principles contained in the Code of University Ethics and Professional Deontology of Dimitrie Cantemir Christian University.
- d) Ensuring the transparency of all the decisions adopted and activities;

**Article 11.** (1) The autonomy of Dimitrie Cantemir Christian University is applied through the specific competences of the Senate, the Senate Board, the Administrative Board, the President of the University, the Rector, the Vice-rectors, the Presidents of commissions, the Directors of departments and institutes, the Faculty Councils, the Deans, the Vice-deans. The observance of competence is guaranteed by this Charter.

(2) (a) The academic community is made up of the academic and research staff, the auxiliary academic staff and the students.

(b) Member ship in the academic community can be gained, by law, the provisions of this Charter and internal regulations, if the person requesting it meets the legal conditions of the status he/she is going to obtain.

(c) Personalities from Romania and abroad who hold honorary titles granted by UCDC are considered part of the academic community, but without holding decision-making powers or elective rights.

(d) the academic and research staff can be tenured or associate.

(e) the tenured staff is the staff that has occupied a teaching or research position in UCDC by competition, including the staff receiving job reservation in accordance with the law.

(f) Those who meet the conditions provided by the law may be part of the academic and research staff.

(g) The staff employed on fixed-term has the status of associate academic and research staff.

(h) The academic positions are: teaching assistant, lecturer, associate professor, professor.

(i) The research positions are: research assistant, researcher, researcher III, researcher II, researcher I.

(j) In UCDC the associate academic staff can occupy the positions of lecturer, associate professor and professor and the associate research staff can occupy the positions for researcher III, researcher II, researcher I.

(k) All members of the academic community are required to comply with the legislation in education, the present Charter and the internal regulations of UCDC.

### **III. ACADEMIC STRUCTURES AND DECISION-MAKING POWERS**

#### **A. The UNIVERSITY**

**Article 12.** Dimitrie Cantemir Christian University comprises faculties, colleges, specializations, sections, departments, institutes, libraries, laboratories, research units, museums and consultancy centers.





The structure of Dimitrie Cantemir Christian University comprises the technical, administrative and printing services and other units providing ancillary and related services for the proper functioning of the institution. Any new structure and new executive position in the university, the duties, the constitution, and other considerations related to their status are determined by the advisory opinion of the founders and with the approval of the University Senate.

#### a) The UNIVERSITY SENATE

**Article 13.** The Senate of Dimitrie Cantemir Christian University is composed of the President of the University, the Rector, the Vice-Rector, the Chancellor, the Directors of institutes, counselors, deans, vice-deans, other academic staff, prestigious national and international academics and student representatives. The number of the members of the University Senate, academic and research staff, and students is up to 55. The number of the students from the University Senate is 25% of the total number of its members. The term of office of a member of the Senate is 4 years for the academic and research staff. The term of office of student representatives in the Senate is the period between their election and the completion of the cycle of study in which they were elected. Upon completion of the current term all members of the University Senate shall be decided by the universal, direct and secret vote of the entire tenured academic and research staff and of all students; the prerogatives of the new Senate shall be filled according to the current legal regulations.

- ✓ The Senate is formed according to its own methodology of elections.
- ✓ The Senate shall meet quarterly in ordinary session according to a schedule established by the Chancellor and in extraordinary sessions convened by the President of the University, the Rector or the Senate Office.
- ✓ The Senate works statutorily in the presence of at least two thirds of the total number of its members.

**Article 14.** Senate committees are established as needed and they prepare their own regulations approved by the Rector.

**Article 15.** The Senate has power over all areas of university autonomy:

- ✓ it elaborates and adopts, following the debate in the academic community, the University Charter.
- ✓ it adopts its own regulations pertaining to its organization and functioning and to the examining methodologies, and any amendments there to;
- ✓ it adopts the university code of student rights and obligations;
- ✓ it validates the election of the President of the University who is elected by the General Assembly of the founding members of Dimitrie Cantemir Culture Association.
- ✓ it elects the Rector on the proposal of the General Assembly of the founding members of Dimitrie Cantemir Culture Association.
- ✓ it approves the extension of the mandate for those positions whose duration was modified.
- ✓ it sets the strategy for the development of Dimitrie Cantemir Christian University;
- ✓ it proposes and approves the establishment, the organization and the disbandment of faculties, specializations, postgraduate schools, research institutes and any other structures, with the assent of the Administrative Board.
- ✓ it validates the establishment of the Senate Specialized Committees;





- ✓ it approves the constitutive body of the university ethics committee and validates its annual activity report.
- ✓ it approves the nominal constitutive body of the Commission for Evaluation and Quality Assurance in Education and validates its activity report quarterly.
- ✓ it approves, following the Rector's proposal and based on its own methodology, the sanctioning of the staff with inappropriate professional results.
- ✓ it sets, for each member of the academic staff, the duration of the exercise of teaching or of executive positions, eligible on the basis of professional competence, the actual scientific and educational contribution, the national and international reputation and the interests of the university;
- ✓ it decides the continuation of work of the academic and research staff, after the retirement, for a period of one year with the possibility of annual extension, no age limit;
- ✓ annually, it confirms the associate academic and research staff, employed hourly.
- ✓ the tenured academic staff in higher education retired for various reasons, employed with a record of employment at Dimitrie Cantemir Christian University shall enjoy all the rights under labor legislation and other regulations in force for tenured professors who hold a full-time teaching workload in the University;
- ✓ it validates the results of the teaching vacancy competitions approved by the Faculty Councils;
- ✓ it approves the formation of autonomous research units (laboratory, collective, center), the research staff and confirms the directors of research units;
- ✓ it approves the criteria for the selection, recruitment and promotion of the academic and research staff.
- ✓ it approves the curricula and the staffing list.
- ✓ it sets the minimum number of credits needed to promote the academic year;
- ✓ it approves the establishment, on a fixed period and on projects, of distinct research units in terms of revenue and expenditure, with the assent of the Administrative Board;
- ✓ it decides in any other academic fields.

**Article 16.** The Senate shall award honorary titles and awards: Doctor Honoris Causa, Professor Honoris Causa and Honorary Senator of Dimitrie Cantemir Christian University of Bucharest, as well as the "Dimitrie Cantemir" award. The procedure for the awarding of these titles is set by the Senate

- ✓ The personalities honored with the title of Professor Honoris Causa are Honorary Senators of Dimitrie Cantemir Christian University.
- ✓ Honorary Senators may be invited to important meetings of the Senate. They have a consultative vote on matters of university development strategy.
- ✓ Personalities who have been awarded the title of Doctor Honoris Causa are Honorary members of the University Senate.

**Article 17.** The Senate decisions shall be taken by simple majority vote of its present members, expressed directly and openly.

#### **b) The SENATE OFFICE**

**Article 18.** The Senate Office is the operative body of the Senate.

The Senate consists of the Rector, the Vice-Rector, the Chancellor, the Deans and the President of the Commission for Evaluation and Quality Assurance in Education.



The Rector may invite persons whose attendance he/she considers necessary at The Senate Office meetings. The Senate Office shall be convened by the Rector. The Senate Office decisions shall be passed by a majority vote of those present, directly and openly expressed. Upon completion of the current term this structure shall be maintained.

### c) The ADMINISTRATIVE BOARD

**Article 19.** The Administrative Board is the main body in the economic -financial and administrative field.

- ✓ The Administrative Board shall approve the annual budget of revenues and expenditures of Dimitrie Cantemir Christian University
- ✓ The Administrative Board shall adopt all the decisions regarding the use of the patrimony of Dimitrie Cantemir Christian University and decides on its transfer, development and management.
- ✓ The Administrative Board shall establish the amount of tuition fees.
- ✓ The Administrative Board shall perform any other duties relating to the development of the University's material base.
- ✓ The Administrative Board shall approve the establishment, organization of faculties, specialties, institutions and any other structures of the university. The assent is mandatory.
- ✓ The Administrative Board consists of: President, Vice-President, Secretary and other members. Membership of the Board is determined by the President of the University who is the President of the Administrative Board.
- ✓ The number of members of the Administrative Board is up to 7.
- ✓ The term of office of a member of the Administrative Board is 5 years.

**Article 20.** Up on completion of the current term of office, members of the new Administrative Board of UCDC shall be appointed by its founders and it shall fulfill its prerogatives according to the law in force.

### d) The PRESIDENT OF THE UNIVERSITY

**Article 21.** The President of Dimitrie Cantemir Christian University expresses the highest unity of purpose and action of the founding members of the Dimitrie Cantemir Culture Association and the members of the academic community of the Dimitrie Cantemir Christian University.

- ✎ The President of the University is elected by the General Assembly of the Dimitrie Cantemir Culture Association from among the founding members, being a person with exceptional merit in the founding and development of the University. The election shall be validated by the Senate of the Dimitrie Cantemir Christian University.
- ✎ The President of the University can also be the Rector of the University.
- ✎ The term of office of the President of Dimitrie Cantemir Christian University is 9 years. The mandate is renewable.
- ✎ The President of the University is also the President of the Administrative Board.
- ✎ The President of the University confirms by order, the Rector elected by the University Senate on a proposal from the General Assembly of the founding members of the Dimitrie Cantemir Culture Association.
- ✎ The President of the University chairs the Senate works convened at his initiative.



- ✦ The President of the University represents the University in its relation to national and international institutions or bodies
- ✦ The President of the University jointly with the Rector appoints and dismisses the academic and research staff.
- ✦ The President of the University appoints and dismisses the technical, economic and administrative staff.
- ✦ The President of the University is credit accountant, engaging the University by his signature financially and legally.
- ✦ The President of the University appoints the members of the University Administrative Board
- ✦ The President of the University appoints the presidents of the Administrative Board for the colleges that have economic and financial autonomy - Cluj - Napoca, Sibiu, Timisoara, Brasov, and approves the nominal structure of these boards.
- ✦ The President of the University performs any other duties meant to consolidate the material, financial situation and prestige of Dimitrie Cantemir Christian University.
- ✦ The President of the University may employ a number of advisers, assistants, experts, to help him in his activity.

In fulfilling his mandate The President of the University issues orders and decisions. Upon completion of the current mandate the position of President of the University is maintained.

### e) The RECTOR

**Article 22.** The Rector leads the entire academic activity in Dimitrie Cantemir Christian University of Bucharest and he/she is the President of the Senate.

- ✦ The Rector is elected by the University Senate on a proposal from the General Assembly of the founding members of the Dimitrie Cantemir Culture Association. The Rector's term of office is 4 years. The mandate is renewable. The Rector's selection has to be confirmed by the President of the University under Law no.480/2006 and the provisions of this Charter, by issuing an order.
- ✦ The Rector is the President of the Senate and leads the Senate Office works.
- ✦ The Rector is the representative of Dimitrie Cantemir Christian University of Bucharest in its relations with the Ministry of Education, with the National Council of Rectors, in the relations with the central and local government.
- ✦ The Rector makes public the annual tuition offer.
- ✦ The Rector acts so as to apply the provisions of this Charter and the internal regulations and decisions made by the Senate, the Senate Office or the Administrative Board.
- ✦ The Rector presents the report on the state of the university to the University Senate in April, each year. The University Senate validates the aforementioned report, based on the reports made by its specialized committees. These documents are public.
- ✦ The Rector jointly with the President of the University appoints and dismisses the academic and research staff.
- ✦ The Rector decides the registration and the expulsion of students, he awards undergraduate, graduate, M.A., postgraduate and PhD diplomas.
- ✦ The Rector appoints and revokes the vice-rectors, the Chancellor, the Faculty deans and vice-deans, other executives, respecting the Senate's decision.



- ✦ The Rector appoints and revokes the University Chancellor, the directors of departments, the directors of the institutes and centers in the University, the directors of postgraduate schools and the counselors.
- ✦ The Rector jointly with the President of the University sign international agreements and use the stamp of Dimitrie Cantemir Christian University of Bucharest according to legal provisions.
- ✦ In the exercise of his/her mandate the Rector issues decisions.
- ✦ The Rector jointly with the President of the University employs the associate academic staff on a determined period.
- ✦ The Rector performs any other tasks designed to increase the performance of the university.
- ✦ The Rector is credit officer for the funds received from the state budget.
- ✦ Upon completion of the current mandate, the election of the new rector shall take place according to the laws in force and his/her prerogatives shall be completed.

#### f) The VICE-RECTOR

**Article 23.** The Rector proposes a member of the academic staff for the position of vice-rector to the Senate. Following the decision of the Senate to approve the proposal, the Vice-Rector is appointed by the Rector's decision. The Vice-Rector's term of office is 4 years. The vice-rector fulfills those duties delegated to him by the Rector by written decision. The Vice-rector is accountable for his/her work to the Senate and to the Rector. The Rector may propose several Vice-rectors, in which case the above procedure is applied separately to each person proposed by the Rector. The Vice-rectors' number cannot be greater than 5. Upon completion of the current mandates, the new Vice-rectors shall be appointed by the Rector after consulting the University Senate.

#### g) The UNIVERSITY CHANCELLOR

**Article 24.** The Rector appoints a member of the academic staff for the position of University Chancellor. The Chancellor is appointed by the Rector's decision. The Chancellor's term of office is 4 years. The Chancellor fulfills the following tasks:

- a) he/she organizes the convening meetings of the Senate and of the Senate Office and forwards the agenda to its members;
- b) he/she prepares the materials necessary to conduct the meetings of the Senate and of the Senate Office;
- c) he/she reviews and approves the minutes of the meetings of the Senate and of the Senate Office, and ensures the correct editing of their decisions;
- d) he/she verifies compliance with the regulations and decisions of the Senate and of the Senate Office, and the observance of the decisions of the Rector and the President;
- e) he/she performs any other duties determined by the Rector.

The Chancellor is accountable for his/her work in the Senate and to the Rector.

### B. The FACULTY



**Article 25.** The faculty is the functional unit that elaborates and manages the study programs. The faculty corresponds to one or more areas of science and is established, organized or disbanded at the Senate's proposal and with the approval of the University Senate, with the assent of the Administrative Board. The faculty may include one or more departments, doctoral schools, postgraduate schools and university extensions that are responsible for organizing the curricula on types and university cycles. The faculty is established, organized or is banded at the proposal and with the approval of the University Senate, by the Government's resolution on the structure of higher education institutions, initiated annually by the Ministry of Education, Research, Youth and Sports. The faculty is headed by the Faculty Council and the Dean and Vice-dean. In the case of a faculty with economic - financial management autonomy: from Cluj - Napoca, Sibiu, Timisoara and Brasov, the Administrative Board is in charge. The administrative Board at this level consists of: the President, the Secretary and members. The number of the members of the Administrative Board is up to 5. The President of the Administrative Board of a faculty with economic - financial management autonomy is appointed by the President of Dimitrie Cantemir Christian University of Bucharest. The President of the Administrative Board of a faculty with economic - financial management autonomy appoints the members of the Administrative Board. The nominal composition is approved by the President of the Administrative Board of the University.

The President of the Administrative Board of a faculty with economic - financial management autonomy can also be the Dean of the faculty.

#### **h) The Faculty Council**

**Article 26.** The Faculty Council consists of the academic staff working at that faculty and employed by Dimitrie Cantemir Christian University, and student representatives. Those members of the academic staff who have their full-time teaching workload in another university are exceptions to the provisions of this paragraph are. The number of students from the Faculty Council represents 25% of the total number of members.

The Faculty Council meets quarterly in ordinary session and in extraordinary sessions, convened by the Dean or on request of at least half of the members.

The Faculty Council is responsible for the management of the faculty and for the educational and research process. The Faculty Council approves the academic and research staffing list. The term of office of the Faculty Council members is 4 years. The term of office of student representatives on the Faculty Council is the period between their election and the completion of the university cycle in which they were elected. Upon completion of the current term, the new Council shall be composed of the representatives of the academic and research staff and student selected by universal vote.

**Article 27.** The Faculty Council is legally constituted in the presence of a quorum of at least 2/3 of its members. The Faculty Council acts by a majority vote of the present members, expressed directly and openly. The Faculty Council shall:

- a) approve the university study programs managed by the faculty;
- b) approve a student's completion of 2 years of study in as ingle year, according to the law;
- c) approve academic and research staffing lists with in the Faculty departments and submit them to the Administrative Board;



- d) approve the commission for the evaluation and reevaluation of students;
- e) initiate proposals for setting up departments.

### **i) Office of the Faculty Council**

**Article 28.** The Office of the Faculty Council is the executive body of the Faculty Council, consisting of the Dean, the Vice Dean, the Chancellor and one student representative. The Office of the Faculty Council applies the decisions of the Council and makes decisions in current issues in between meetings of the Faculty Council. The term of office of the members of the Faculty Council Office is 4 years. The term of office of the representative of students in the Faculty Council Office is the period between his/her election and the completion of the university cycle in which he/she was elected. Upon completion of the current term, the structure is maintained.

### **j) The Dean**

**Article 29.** The Rector proposes a member of the academic staff for the position of dean to the Senate. Following the Senate's decision to approve the proposal, the dean is appointed by the Rector's decision. The Dean's term of office is 4 years.

- ✓ The Dean chairs the meetings of the Faculty Council.
  - ✓ The Dean coordinates the Office of the Faculty Council for decision enforcement and he/she is the President of the Faculty Council.
  - ✓ The Dean is responsible for the quality of the entire educational and research process in the faculty;
  - ✓ The Dean signs diplomas and academic records and other documents issued by the faculty;
  - ✓ The Dean presents a report on the state of the faculty, in February, each year;
  - ✓ The Dean may cancel the results of an examination or evaluation, in the cases laid down in the regulations governing this area.
  - ✓ The Dean is accountable to the Faculty Council, the Senate Office and the Rector.
- Upon completion of the current mandate, the new dean shall be elected by public competition organized by the university Rector at the faculty level.

### **k) The Vice-Dean**

**Article 30.** The Dean proposes a member of the academic staff for the position of vice-dean to the Rector. The Rector proposes the candidate to the Senate. Following the Senate's decision to approve the proposal, the vice-dean is appointed by a decision issued by the Rector. The Vice-Dean's term of office is 4 years.

- ✓ The Vice-Dean fulfills the duties in his area of competence as well as those established by the University executives. He also performs the duties of the Dean in his absence.
- ✓ The Vice-Dean is accountable to the Faculty Council, the Dean and the Rector.
- ✓ The number of vice-deans is between 1 and 3, depending on the size of the faculty. Upon completion of the current mandate the Vice-dean shall be appointed by the Dean.



## I) The Chancellor of the Faculty

**Article 31.** The Dean proposes a member of the academic staff for the position of Chancellor of the Faculty to the Rector. The Rector proposes the candidate to the Senate. Following the Senate's decision to approve the proposal, the Chancellor of the Faculty is appointed by a decision issued by the Rector. The term of office of the Chancellor of the Faculty is 4 years. The Chancellor shall fulfill the following duties:

- a) he/she organizes the convening meetings of Faculty Council and for wards the agenda to its members;
- b) he/she prepares the meetings of the Faculty Council;
- c) he/she draws up the minutes of the meetings of the Faculty Council and its decisions;
- d) he/she verifies compliance with the regulations and decisions of the Faculty Council and of the Faculty Council Office.
- e) he/she coordinates the organization of the competitions for occupying academic positions.
- f) he/she performs any other duties determined by the Faculty Council. The Chancellor is accountable to the Faculty Council and the Dean.

## C. The DEPARTMENT

**Article 32.** The Department is the academic unit that ensures the production, transmission and use of know ledge in one or more specialty areas. It brings together related or complementary disciplines. A department may comprise research centers, laboratories and university extensions

- The department has the following competences under academic freedom:
  - ✓ it elaborates the research plans;
  - ✓ it organizes scientific meetings;
  - ✓ it assesses the scientific and teaching activity of the academic staff and of researchers;
  - ✓ it prepares the staffing list of the department;
  - ✓ it proposes the available academic positions and the bibliography of the competition;
  - ✓ it proposes the associated members of the faculty, the consultants and the PhD supervisors;
  - ✓ it proposes the establishment of Bachelor, Master and PhD degrees;
  - ✓ it proposes the termination of activity for faculty members and researchers;
  - ✓ annually, it proposes the editing of courses and other educational materials;
  - ✓ annually, it approves the syllabus of the faculty members;
  - ✓ it is responsible for the quality of the education process for the subjects belonging to the department;
  - ✓ it ensures the implementation of the obligations in the staffing list by the academic and research staff;
  - ✓ it proposes rewards and sanctions for the academic and research staff;
  - ✓ it organizes the competitions for the available academic and research positions;
  - ✓ it coordinates the research activity in the department; it approves the operation of the research units using university infrastructure;
  - ✓ it coordinates training in their area of responsibility through PhD programs.





- The department is set up, organized, divided, merged or dissolved by a decision of the University Senate, at the proposal of the Faculty Council/Faculty in which it operates.
- The Head of department is in charge of the operational management of the department. In exercising this function, he is assisted by the Department Council. The Head of Department is accountable for his work to the Faculty Council, the Senate and the Rector. The Department is led by the Department Council, chaired by the Head of the department. The Department Council consists of 3 members. In the department, the Head of the department and the council members are elected by the universal, direct and secret vote of all the tenured academic and research staff.

#### **D. THE COMMISSION FOR EVALUATION AND QUALITY ASSURANCE IN EDUCATION**

**Article 33.** The Commission shall be composed of one representative from each faculty and 1-students. The President of the Commission, chosen from among the members of the commission, is proposed to the Senate by the Rector. Following the decision of the Senate to approve the proposal, the President of the Commission for Evaluation and Quality Assurance in Education is appointed by a decision issued by the Rector. The President of the Commission is a member of the Senate and of the Senate Office. The term of office of the members of the Commission is 4 years. The term of office of the student representatives in the Commission is the period between their election and the completion of the university cycle in which they were elected. The Senate adopts the operating Regulation of the Commission.

#### **E. THE UNIVERSITY ETHICS AND PROFESSIONAL DEONTOLOGY COMMITTEE**

**Article 34.** The Ethics Committee consists of one representative from each faculty, appointed by the Faculty Council, a student representative and the representative of the University legal department. The Senate approves, by resolution, the nominal composition of the committee and the University Code of Ethics. The term of office of the committee members is 3 years. The term of office of the representative of the students in the Ethics Committee is the period between his/her election and the completion of the university cycle in which he/she was elected. The University Ethics and Professional Deontology Committee shall fulfill the following duties:

- a) it analyzes and solves the deviations from the university ethics based on complaints or on their own initiative, under the Code of University Ethics and Professional Deontology;
- b) it makes an annual report on the state of compliance with academic ethics and research ethics, which is presented to the Rector, the University Senate and which is a public document;
- c) it contributes to the development of a Code of University Ethics and Professional Deontology which is presented in front of the University Senate and proposed for adoption and inclusion in the University Charter;
- d) the duties established by Law no.206/2004, with the subsequent amendments;
- e) other duties provided by the current law or set by the University Charter according to the law. Upon completion of the mandate, the structure and composition of the new University



Ethics and Professional Deontology Committee shall be proposed by the Administrative Board, approved by the University Senate and approved by the Rector.

The decisions of the University Ethics Committee shall be approved by the university's legal advisor.

#### F. THE FOREIGN LANGUAGES DEPARTMENT

**Article 35.** The Department organizes intensive courses through the Foreign Languages Center on knowledge levels, beginner, intermediate and advanced, completed with language certificates

(Cambridge Certificate), Cervantes Institute, the French Institute, Goethe Institute, etc.. The Foreign Languages Center enables foreign language specialization in the following areas: financial, banking, international business, legal and administrative sciences and tourism and commercial management. The Foreign Languages Department, through The Faculty of Foreign Languages, coordinates the foreign language teaching for full-time and part-time courses in all University departments and faculties. The Head of the Department is appointed by the Rector's decision and is a member of the Senate.

#### G. THE COMPUTER SCIENCE DEPARTMENT

**Article 36.** The Department, through ECDL center, organizes courses for the acquiring of the ECDL pass for the academic community and for external customers as well. The Department is responsible for the modernization of the IT services offered to all University structures and for the development of the IT infrastructure.

The Department ensures the development of distance and electronic learning in Dimitrie Cantemir Christian University of Bucharest and the modernization of the teaching and student assessment methodology. The Head of Department is appointed by the Rector's decision and is a member of the Senate.

#### H. THE POSTGRADUATE PROGRAMS FOR CONTINUOUS TRAINING AND PROFESSIONAL DEVELOPMENT DEPARTMENT

**Article 37.** The Postgraduate Programs for Continuous Training and Professional Development Department has the task of organizing postgraduate programs for training and continuous professional development in UCDC for the Bachelor study programs accredited in the respective scientific field. The Postgraduate Programs for Continuous Training and Professional Development are conducted under their own organization and conduct regulation approved by the University Senate and in compliance with the current regulations.

**Article 38.** Postgraduate programs can use ECTS/ ETC and are completed with annex of certification of the professional skills acquired by students during the program. The Postgraduate programs are organized on tuition or funding from other sources. Graduates who own at least a Bachelor's degree or the equivalent are entitled to attend postgraduate studies. Upon completion of the postgraduate programs for training and professional development, the organizing body issues a certificate of professional competence specific to the program.



## I. THE MASTER'S STUDIES DEPARTMENT

**Article 39.** The Master's Studies Department coordinates the Master's Degree programs organized at the faculty level. The management structure of the department is the Council composed of the directors of the master's studies programs. The Master's Studies represent the second cycle of the academic studies and they are a mandatory preparation step for PhD studies; they provide either advancement in the field of the bachelor's studies or in a related field or the acquiring of complementary skills in other fields of study and ensure the development of scientific research skills.

## J. THE DEPARTMENT FOR DISTANCE AND PART-TIME LEARNING

**Article 40.** The Department for distance and part-time learning provides the management of distance and part-time learning study programs strictly observing the academic standards of quality.

## K. THE DEPARTMENT FOR THE COOPERATION WITH THE ECONOMIC AND SOCIAL ENVIRONMENT

**Article 41.** The Department for the Cooperation with the Economic and Social Environment has the role to initiate, promote and develop collaborative relationships and partnerships with representatives of the business environment and the civil society in order to capitalize on the scientific and research activities of the academic staff and the students. Also, the Department shall ensure the uniform coordination of the elaboration, implementation and management of projects financed by national and / or foreign funds.

**Article 42.** The management of each department is under taken by a director appointed by the Rector's decision, for a mandate of 3 years.

## L. THE CENTRE FOR CAREER INFORMATION, ADVICE AND GUIDANCE (CCIAG)

**Article 43.** The mission of the Centre for Career Information, Advice and Guidance (CCIAG) is to assist undergraduate and master students/ trainees for information, advice and guidance in view of their labor market integration. As a benchmark, CCIAG completes the offer of services for undergraduate and master students/ trainees and answers the needs for career advice and guidance raised by them. The center is headed by a Director appointed by the Rector's decision.

## IV. THE ADMINISTRATIVE STRUCTURES

### m) The UNIVERSITY SECRETARIAT

**Article 44.** The University Secretariat includes the Rector's Secretariat/ Cabinet, the Secretariats of the faculties and other university structures and The Office for the Issuance of Study Documents.

The University Secretariat is headed by a Chief Secretary and subordinate to the Rector.



The activity of the secretariats and of The Office for the Issuance of Study Documents is organized according to the current regulations. The duties of the Chief Secretary's and of the Rector's Secretary/Cabinet are set by the Rector of UCDC.

#### n) THE RECTOR'S ADVISORS

**Article 45.** The Rector may employ one or more advisors. Their duties are set out in the written decision of the Rector. The advisors may participate as guests at the works of the Senate or the Senate Office.

#### o) THE INTERNATIONAL RELATIONS SERVICE

**Article 46.** The International Relations Service includes the staff that deals with the establishing and promoting of relations with other universities at home and abroad, with other institutions, with sponsors and the media.

### V. The CURRICULA

**Article 47.** The curricula for each faculty of Dimitrie Cantemir Christian University of Bucharest include compulsory, elective and optional courses. Compulsory courses aim to make the students gain basic knowledge that is specific to their profile and specialization. Elective courses aim to develop certain directions specific to that specialization. Optional subjects aim at broadening the horizons of knowledge in complementary areas.

- ✓ The curriculum is designed to provide specialized training and to develop students' creative spirit, to provide time for individual study and assimilation of bibliography. They are updated and adjusted to the functional criteria of top universities, for each university cycle: Bachelor, Master, PhD.
- ✓ The Senate and the Faculty Council apply the transferable credit system which is internationally accepted.
- ✓ The curriculum is analyzed in the departments and in the faculty councils and is approved by the Senate.

**Article 48.** The Faculty may propose Master's programs annually.

- ✓ The form of study for master's studies is full-time only. The duration of studies is 2-4 semesters. The studies are completed by defending a dissertation.
- ✓ Admission is made by entrance examination.
- ✓ Tuition fees are charged for master's studies and they shall beset by the Administrative Board.

**Article 49.** Postgraduate education can be organized in the form of academic schools of postgraduate studies and specialization and development courses.

Postgraduate schools can be organized in association with other education units or companies at home and abroad. The organizational structures, the operation and financing are proposed to the Line Ministry. Admission is by entrance examination, the candidates have to be graduates of long-term education and holders of a bachelor's degree. Studies are completed with a diploma exam.



**Article 50.** PhD studies can be organized full-time only. The Senate Office distributes the places for the admission exam and for each specialization and PhD supervisor as proposed by the Faculty Council.

- ✓ The announcement of available places for specializations, the conditions of registration of candidates, the exam bibliography for each specialization shall be publicly displayed.
- ✓ Graduates with a bachelor's degree and a master's degree can participate in the entrance examination.
- ✓ The entrance examination is conducted before a committee proposed by the Dean and approved by the Senate Office, according to PhD regulations.
- ✓ The candidates who are admitted shall be registered and become PhD students. The PhD studies last for 3 years.

## VI. SCIENTIFIC RESEARCH ACTIVITY

### p) The SCIENTIFIC RESEARCH

**Article 51.** The scientific research is one of the important components of the activity of each member of the academic staff.

Dimitrie Cantemir Christian University applies universal criteria for the evaluation of scientific research, taking into account publishing in national and international publications, the publishing of books, the attendance and the results obtained at national and international scientific manifestations. etc

### q) C.The ORGANIZATION AND FUNCTIONING OF THE SCIENTIFIC RESEARCH

**Article 52.** The research units and teams may develop research projects and programs, they may organize the research activity, they may capitalize on the results, and they may prepare the scientific publications and organize scientific meetings.

- ✓ The establishment of research units has to be approved by the Senate. Depending on the budget, on the funding and the scientific necessities, the research units may be constituted for temporary periods of time.
- ✓ The research units are represented in the Senate by the director of the respective unit.
- ✓ The research staff has access for free at the information and documentation network provided by the libraries of Dimitrie Cantemir Christian University of Bucharest.
- ✓ The student scientific research is conducted with in the "scientific circles" that function attached to the departments and by attracting the best students to develop research topics from the departments 'plan etc.

**Article 53.** The Multidisciplinary Scientific Research Institute "Dimitrie Cantemir" has been established for the purposes of scientific research and comprises in its structure, departments, research centers and other organizational structures necessary to achieve its object of activity. The research units and collectives gather together the academic staff and researchers; the undergraduate students / the postgraduate students / trainees can be involved in the scientific research activity. The research staff conducts the scientific research primarily, but may also participate in the teaching activity. The directors of the Institute are appointed by the Rector's decision.



**Article 54.** The Institute for Security Studies "Dimitrie Cantemir" has the mission to respond to requirements to boost scientific research in the field of foreign policy and security and to answer the need of openness and collaboration with specialized structures in this area at home and abroad. The institute is managed by a director appointed by the Rector's decision.

**Article 55.** The International Institute for Cantemir Studies comprises in its structure subsidiaries without legal personality and other organizational structures necessary to achieve its object of activity, set up and organized for research; according to the specific topic / problem, specialized and interdisciplinary collectives can be organized. The Institute is headed by a director appointed by the Rector's decision. The Institute aims to involve various people from diverse areas in its activities of scientific research on the work of the scholar Prince Dimitrie Cantemir.

**Article 56. The International Institute of Human Rights** has as main purposes scientific research, participation in national and international research programs on human rights and the involvement in its activities of various specialists from diverse fields who are interested to undertake scientific research on the human rights principles. The executive management of the institute is ensured by a director and deputy directors appointed by the Rector's decision.

**Article 57. The Institute for Professional Communication (ICP)** is a body of professional communication research with applied and interdisciplinary valences within the Faculty of Law and the Faculty of Economic Sciences in Cluj-Napoca of Dimitrie Cantemir Christian University of Bucharest. Its goal is the development of applied research with interdisciplinary valences regarding the solving of problems of formative, educational and political, institutional, organizational and managerial communication, and the training of people employed under such activities, and it has the following general objectives:

- ✓ to form interdisciplinary research teams by co-opting specialists in communication, law, economic studies, public policy, political science, etc., able to elaborate far-reaching scientific papers in the respective research areas;
- ✓ to foster the exchange of ideas and discussions between researchers at home and abroad; for that purpose it organizes colloquies, conferences, seminars, workshops, it edits publications and it gets involved in their own or joint research programs with national and international centers and institutes.
- ✓ to ensure the use of multimedia teaching and learning for the Bachelor's and Master's programs of the two faculties.

The Institute is headed by a Director appointed by the Rector's decision.

#### **r) The PUBLICATIONS AND THE PUBLISHING HOUSE**

**Article 58.** Dimitrie Cantemir Christian University edits its own publications. The journal stall in the normal publication circuit and are available by subscription or purchase. The journals have editorial boards guaranteeing their scientific prestige and may be published in Romanian or in widely spoken languages.



**Article 59.** Dimitrie Cantemir Christian University can organize its own publishing house which could edit its own publications, books elaborated by its academic staffs well as orders from outside the institution.

### s) INTERNATIONAL COOPERATION ACTIVITY

**Article 60.** Dimitrie Cantemir Christian University fits into the global circuit of scientific, cultural and educational values. It promotes partnership and cooperation relations with similar foreign universities based on the principles of academic freedom, equality and reciprocity.

- Dimitrie Cantemir Christian University concludes international agreements aimed at:
  - ✓ familiarization with the teaching, organizational and research experience from other universities in order to integrate it in its own activity;
  - ✓ the gradual leveling of the curricula and of the syllabus in order to implement the transferable credits system;
  - ✓ fostering international cooperation in the field of the advanced organization of joint postgraduate, M.A. and PhD programs, in order to achieve international recognition of the diplomas and certificates issued by the University;
  - ✓ Involving the academic staff and the researchers in training, consultancy and /or scientific research projects and programs with local and /or foreign funding in order to increase the quality of the training of undergraduate and PhD students and to facilitate the integration in to the international scientific community;
  - ✓ fostering and supporting students and academic staff exchanges made either on a bilateral basis or in multilateral projects that benefit from external financing.

**Article 61.** The participation of Dimitrie Cantemir Christian University in programs of international cooperation is based on the principle of symmetry of the funding efforts. The financing of international cooperation is made both from its own budget and from other sources.

Any travel abroad during teaching activities may be made by the joint order of the President and the Rector.

**Article 62.** Dimitrie Cantemir Christian University through the faculties, the colleges and the departments engages in international cooperation projects and programs by the Rector's signature only.

**Article 63.** Dimitrie Cantemir Christian University initiates exchanges of the academic staff and students with partner universities in other countries by inviting members of the academic staff and students from partner universities in other countries.

The invitation of members of the academic staff from partner universities that requires the financial support of Dimitrie Cantemir Christian University is made with the approval of the Administrative Board according to the professional performance of the candidates (qualifications, curriculum vitae, etc.).





## t) The LIBRARY

**Article 64.** The library of Dimitrie Cantemir Christian University operates under the regulations approved by the Senate and is headed by a Director. It manages the entire collection of books and publications, forming an integrated documentation system designed for students, researchers and the academic staff

- ✓ The Library may distribute the book collection within the departments.
- ✓ The Library Director is accountable to the Administrative Board for the management of the funds allotted for the purchase of books and publications.
- ✓ The libraries of the UCDC academic centers are subordinate to the University library.

## VII. THE RIGHTS AND OBLIGATIONS OF THE ACADEMIC AND RESEARCH STAFF

**Article 65.** In addition to the rights and obligations arising from labor and education laws, the academic and research staff of UCDC shall benefit from the rights and obligations arising from this University Charter as follows:

### **A. The rights of the academic staff:**

- a) the right to undertake academic and research activity according to the criteria of academic quality;
- b) The right of intellectual property on the scientific and research work;
- c) the right to vote and to be elected in the executive positions and structures of the University;
- d) the right to be protected in the university as provided by law;
- e) the right to publish articles and studies in UCDC journals;
- f) the right to participate in competitions in order to win national and international projects and grants;
- g) the right of reservation of the academic position as provided by law;
- h) the right to be part of national and international professional associations.

### **B. Obligations of the academic and research staff:**

- a) the obligation to contribute to the UCDC mission and objectives by conducting quality academic and research activity;
- b) the obligation to meet the criteria of originality in developing didactic and scientific research works;
- c) the obligation of regular self-assessment according to UCDC standards;
- d) the obligation to comply with this Charter and its internal regulations;
- e) the obligation to respect the legal provisions on the conflict of interest;
- f) the obligation to undertake under the law provisions the medical examination according to the established schedule.



## VIII. The STUDENTS' RIGHTS AND RESPONSIBILITIES

**Article 66.** The students' rights and obligations are set out in the internal regulations and in the enrollment agreement signed by each student before the beginning of each cycle, Bachelor's degree, Master's or PhD degree respectively. The students have representatives in the governing structures of the University, from each cycle, Bachelor, M.A. or PhD degree without discrimination. The UCDC students can be part of national or international student associations.

## IX. The CODE OF UNIVERSITY ETHICS AND PROFESSIONAL DEONTOLOGY

### A. GENERAL PRINCIPLES

**Article 67.** Dimitrie Cantemir Christian University of Bucharest (UCDC) is an accredited private institution of higher education and research which provides the development and career prospects of young people, the training of specialists in various fields in the spirit of respect for the rule of law, for the citizenship rights and freedoms and the fostering of the ideals of the Christian faith, culture and morality.

**Article 68.** The University also applies the principle of high professional competence in the teaching of academic and research disciplines, using modern methods, ensuring the exchange of information and teaching materials with other higher education institutions in the country and abroad, and stands for fair competition.

**Article 69.** The University observes and applies the principles of the Magna Charta of the European universities, signed in Bologna, on September 18, 1988.

**Article 70.** Dimitrie Cantemir Christian University of Bucharest respects the dignity of all its members; it promotes academic integrity and provides optimal working conditions to contribute to their professional and scientific development. In turn, the members of the university have an obligation to defend the prestige of the institution and to refrain from any acts or actions that may harm the University's image or interests.

**Article 71.** The Code of university ethics and professional deontology is defined as a moral contract between students, professors, the administrative staff and the academic community as a whole, contributing to the cohesion of its members and to the formation of an academic environment based on cooperation and competition, as well as to the enhancement of the University's prestige.

**Article 72.** The Code of university ethics and professional deontology comprises principles and rules of professional and moral conduct, mandatory for the members of the academic community in their professional and cohabitation activity, inside and outside the academic area.<sup>7</sup>



**Article 73.** The Code of university ethics and professional deontology is a document that completes the University Charter.

**Article 74.** The Code of university ethics and professional deontology promotes the following values and principles:

- a) academic freedom;
- b) personal autonomy;
- c) justice and equity;
- d) merit;
- e) professionalism;
- f) intellectual honesty and fairness;
- g) transparency;
- h) respect and tolerance;
- i) responsibility;
- j) goodwill and concern for the people;
- k) loyalty.

#### **a) Academic freedom**

**Article 75.** Academic freedom includes the right of each member of the academic community of Dimitrie Cantemir Christian University of Bucharest to express their own scientific and ethical views with in the activities they undertake (courses, seminars, scientific meetings etc.) and it cannot be limited based on religious, political or other criteria.

**Article 76.** The members of the academic community are free to select and discuss relevant issues, to critically examine the values, norms, institutions and the social practices related to intellectual honesty and responsibility in order to deepen the knowledge process.

**Article 77.** There is no place in this principle for the following:

- ✓ the defamation of the University by the members of the academic community in the university area or outside it;
- ✓ Personal attacks or defamation in writing, verbally, or by any other means, of the other members of the academic community, undertaken in the university area or outside it;
- ✓ Religious proselytizing;
- ✓ Promoting nationalist, fascist, communist, racist or xenophobic doctrines or ideas.

#### **b) Personal autonomy**

**Article 78.** The exercise of personal autonomy in the university presupposes the possibility of each individual to choose the study and research programs, the opportunities, the academic career paths and the level of excellence desired.

**Article 79.** The information necessary to the members of the academic community and the general public, regarding especially the academic standards, the study and research programs, the evaluation, the access and promotion, the faculty members, the members of the university management, the university structure, the scientific research, the material basis, the social



services are available to the interested parties to enable them to choose their studies and occupation.

### **c) justice and equity**

**Article 80.** The members of the UCDC academic community are entitled to a fair and equitable treatment without discrimination on grounds of race, nationality, ethnic origin, language, sex, opinion, political adherence, wealth or social origin, whether they are direct or indirect, and UCDC meets these requirements ensuring equal opportunities in employment, promotion, salary, study and programs.

**Article 81.** UCDC prohibits and penalizes the acts of corruption, favoritism and discrimination of any kind. UCDC takes measures to eliminate them and any conflicts of interest that may affect the assessments, judgments and decisions of various people, members of the academic community.

**Article 82.** (1) The conflict of interest is when a member of the academic, research, technical and administrative staff, or a student / M.A. student has a patrimonial or non-patrimonial interest, directly or indirectly, in connection with their duties and which is likely to influence their objectivity and impartiality in the exercising of their duties.

(2) The persons who are in a relationship of spouses, affinity and third degree relatives shall not concomitantly occupy positions of control so that the one or the other might not find himself/herself in an executive position of control, authority or institutional assessment at any level in the same university one towards the other and they shall not be appointed in doctoral committees, evaluation committees or competition committees whose decisions affect the spouses and those in a relationship of affinity or third degree relation.

### **d) Merit**

**Article 83.** UCDC provides recognition for and rewards personal or collective merits that lead to the fulfillment of each person's academic mission, such as creativity, dedication to the profession, efficiency, performance and commitment to the academic community, to the institution as well as contribution to its prestige.

### **e) Professionalism**

**Article 84.** UCDC has created the appropriate conditions for the assertion of competitiveness in education, research and training, conditions improved each year by developing high standards of academic programs aimed at the development of knowledge and the training of specialists.

**Article 85.** The University encourages and rewards outstanding results obtained in the teaching, research, administrative or managerial activity, the professionalism, loyalty and fidelity of all the members of the academic community.

**Article 86.** Dimitrie Cantemir Christian University of Bucharest encourages academic careers, discouraging transient or periodic activities of the academic staff, aimed only at promoting and obtaining scientific titles / academic degrees as well as amateurism, deception, disinterest, etc.



### **f) Intellectual honesty and fairness**

**Article 87.** Intellectual honesty and fairness are values protected by this Code and promoted by the University, values that are meant to prevent such acts as cheating, plagiarism, forgery etc.

**Article 88.** Dimitrie Cantemir Christian University of Bucharest protects intellectual property rights.

**Article 89.** (1) The following are prohibited:

- ❑ Any form of deceiving/cheating or cheating attempts during exams or competitions;
- ❑ total or partial plagiarism (quoting a material made by another author and presenting it as belonging to the one who claims to have authorship of the work) or presenting false data (using improvised data in scientific research or experiment, the intentional modification of the data of an experiment or research, citing nonexistent studies or articles etc.);
- ❑ modification of the personal folder for competition / employment or for admission to the courses that are taught in the University in order to comply with the requirements of the competition / employment or in order to be admitted to any form of education;
- ❑ Benefits falsely obtained (the deed of a person to hide from other colleagues information submitted by professors; preventing other colleagues or competitors from concentrating in order to disrupt their examination, destruction or theft of bibliographic material).

(2) The following are also prohibited:

- ❑ Total or partial plagiarism of publications by other authors (treaties, monographs, specialty papers, university courses, articles etc.).
- ❑ Replacement of scientific research results with fictitious data;
- ❑ the record of false data and information in the requests to obtain grants or other research projects.

**Article 90.** To ensure the originality of its content, each diploma paper or dissertation shall be presented in electronic format (CD) and shall be accompanied by an affidavit. If the scientific coordinators of a diploma paper/ dissertation, having given all necessary guidance for the preparation and drafting of the work, still find violations of the Code of University Ethics and Professional Deontology by a student / M.A. student, they shall prepare a report proposing penalties for the respective student and they shall notify the Ethics Committee.

**Article 91.** All these deeds, when they occur, are punishable under the provisions of this code and the law.

### **g) Transparency**

**Article 92.** Transparency involves access to all kinds of information on the conditions of admission, the Bachelor's examination, the dissertation, the completion of other types of courses, the vacancy competitions for employment or promotion, the regular evaluation of the academic and non-academic staff; it also involves access to the obtainment of financial resources and scientific research resources, and in general, to the entire information that interests the academic community.



### **h) Respect and tolerance**

**Article 93.** Dimitrie Cantemir Christian University of Bucharest is an academic environment devoted to study and research, open to all the members of the academic community where everyone's dignity is respected. The preservation of this academic environment involves mutual respect, tolerance and cooperation among the members of the academic community, and with other external collaborators.

**Article 94.** Any form of harassment, humiliation, intimidation, contempt, suburban, offensive or vulgar languages, threatening and personal attack is prohibited; misogynistic, racist, chauvinistic, xenophobic manifestations and sexual harassment on religious or political beliefs are not permitted.

**Article 95.** The University cultivates tolerance of natural differences between people, views and religions.

### **i) Responsibility**

**Article 96.** The principle of responsibility is promoted by Dimitrie Cantemir Christian University of Bucharest in the teaching / professional and civic activities. The programs of study and scientific research and the entire professional activity are oriented around the current needs of the society.

**Article 97.** Dimitrie Cantemir Christian University of Bucharest sanctions the disinformation, defamation, public denigration by the members of the academic community of the programs and people in their own institution or of other people.

### **j) Goodwill and care**

**Article 98.** Goodwill and concern are human qualities that lead to the formation of an enabling environment for personal and professional development.

**Article 99.** Dimitrie Cantemir Christian University of Bucharest encourages acts of goodwill and concern for the members of the academic community and for any person found in a state of need but this shall not undermine impartiality in assessment.

### **k) Loyalty**

**Article 100.** Loyalty means that each member of the academic community in Dimitrie Cantemir Christian University of Bucharest shall act in its interest and shall support the objectives, policies and strategies of the institution.

**Article 101.** The academic staff that occupies executive positions within Dimitrie Cantemir Christian University of Bucharest cannot have teaching workloads in other educational institutions.

## **B. DISCIPLINARY MISCONDUCT**



**Article 102.** The acts referred to in this Code, if committed under such circumstances as to attract material, civil, administrative or criminal liability shall be deemed disciplinary misconduct.

**Article 103.** Misconduct constitutes violation of Article 11, 16 2, 23, 24, 28, 31 and 35 of this Code.

### C. SANCTIONS

**Article 104.** Sanctions shall be applied by the University Rector or the President, where applicable, at the proposal of The University Ethics and Professional Deontology Committee.

**Article 105.** The Rector's or the President's decision, where applicable, shall be communicated to the University Ethics and Professional Deontology Committee.

**Article 106.** The following sanctions can be applied according to the seriousness of the offense, to:

a) the academic staff:

- ✓ reprimand;
- ✓ written warning;
- ✓ the reduction of the basic salary and of the executive, guiding and control allowance up to 15% over a period of 1-6 months
- ✓ suspension for a period of up to three years, of the right of entry to a competition for academic positions or to obtain higher education degrees or an executive, guiding and control position;
- ✓ removal from the executive, guidance and control position;
- ✓ disciplinary termination of the individual employment contract.

b) the administrative staff:

- ✓ Written warning;
- ✓ Suspension of the individual employment contract for a period that shall not exceed 10 days;
- ✓ demotion with the award of the salary corresponding to the position from which the person was demoted for a period that shall not exceed 60 days;
- ✓ Reducing the base salary up to 5-10% for a period of 1-3 months;
- ✓ Reducing the base salary and / or, where applicable, the executive allowance up to 5-10% for a period of 1-3 months;
- ✓ disciplinary termination of the individual employment contract.

c) students / M.A. students / trainees:

- ✓ Verbal reprimand;
- ✓ Written warning;
- ✓ Postponement of the exams or colloquia for the next session;
- ✓ Removal from the dormitory or denying access to the dormitory;
- ✓ expulsion with or without the right of re-registration.

**Article 107.** The organization and functioning of the University Ethics and Professional Deontology are settled by the Regulation of the University Ethics and Professional Deontology.





## X. FINAL PROVISIONS

**Article 108.** The University can be dissolved or disbanded down at the founders' proposal addressed to the Line Ministry. In the event of disbandment, dissolution or liquidation, the University patrimony shall be redirected to the founders of the university.

**Article 109.** The persons in executive positions or other positions in the management of UCDC, even if they reached or are about to reach retirement age, remain in these positions until the current mandates are completed.

**Article 110.** The academic position of junior lecturer stipulated in the staffing lists corresponding to this academic year (2010-2011) is maintained until the persons occupying these positions receive their PhD diploma but not later than 02.09.2015. At the end of the afore mentioned period, the employment contracts of the persons holding the position of junior lecturer shall terminate ipso jure.

**Article 111.** Until this Charter enters into force, the current Charter of Dimitrie Cantemir Christian University is in force.

***This University Charter was adopted in the Senate meeting of 27.02.2011.***

RECTOR,

Professor Dr. Corina- Adriana Dumitrescu