



MINISTRY OF EDUCATION AND SCIENTIFIC RESEARCH

The Bucharest University of Economic Studies

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CHARTER

Bucharest University of Economic Studies

This Charter received legal notice from the Romanian Ministry of National Education and Scientific Research by means of Ministerial Notice no. 5064 from June 7, 2016

CONTENTS

Chapter I	IDENTITY ELEMENTS	p. 3
Chapter II	GENERAL DISPOSITIONS	p. 4
Chapter III	UNIVERSITY MISSION AND VALUES	p. 4
Chapter IV	THE ACADEMIC COMMUNITY	p. 5
Chapter V	UNIVERSITY AUTONOMY AND PUBLIC LIABILITY	p. 9
Chapter VI	ACADEMIC FREEDOM AND PROFESSIONAL CONDUCT	p. 11
Chapter VII	STUDY PROGRAMS	p. 12
Chapter VIII	THE ORGANIZATION OF THE TEACHING AND RESEARCH PROCESS	p. 15
Chapter IX	THE UNIVERSITY'S MANAGEMENT STRUCTURES	p. 17
Chapter X	MANAGERIAL POSITIONS	p. 29
Chapter XI	UNIVERSITY FUNDING AND ASSETS	p. 36
Chapter XII	PARTNERSHIP RELATIONS	p. 38
Chapter XIII	QUALITY MANAGEMENT IN HIGHER EDUCATION	p. 38
Chapter XIV	RIGHTS AND OBLIGATIONS OF THE ACADEMIC AND RESEACH STAFF	p. 39
Chapter XV	UNIVERSITY CODE OF STUDENT RIGHTS AND OBLIGATIONS ...	p. 40
Chapter XVI	THE CODE OF ETHICS AND PROFESSIONAL CONDUCT	p. 54
Chapter XVII	TRANSITORY AND FINAL PROVISIONS	p. 61

Chapter I - IDENTITY ELEMENTS

Art. 1. (1) The official name of the University in Romanian is *Academia de Studii Economice din București (ASE)*. The official name in English is: *The Bucharest University of Economic Studies*.

(2) ASE was established under Royal Decree no. 2978 of April 6, 1913, published in Official Gazette no. 12 of April 13, 1913.

(3) ASE's Headquarters is in *Romania, Bucharest, 6 Piata Romana, district 1*. Official website: *www.ase.ro*.

(4) ASE is a legal entity, a nonprofit organization, of public interest, independent of ideologies, religious denominations and political doctrines, in keeping with free thinking tradition, academic freedom, recognition of fundamental human rights and freedoms, and with the supremacy of law.

(5) ASE is accredited by the Romanian Agency for Quality Assurance in Higher Education, which has granted a *High Confidence Rating* to our University.

(6) ASE's anniversary is celebrated annually on April 6.

(7) The official name and the abbreviations ASE and A.S.E. are registered with the State Office for Inventions and Trademarks (OSIM); therefore they represent ASE's property and may be used only in conformity with the law.

(8) Elements of identity: seals, flags, ceremonial dress (robe and toque) and the following logos:



Chapter II - GENERAL DISPOSITIONS

Art. 2. ASE operates under the Constitution of Romania, under national legislation and internal regulations.

Art. 3. As regards its organization and functioning, ASE applies the following fundamental principles:

- a) academic autonomy;
- b) academic freedom;
- c) student-centered education;
- d) appreciation of academic staff's status as educators and trainers;
- e) public accountability and social responsibility;
- f) quality assurance;
- g) compliance with equity;
- h) managerial effectiveness and financial efficiency;
- i) transparent decision-making;
- j) observance of the rights and freedoms of the members of the academic community;
- k) partnership with representative bodies from the institutional, business and social environment;
- l) independency of ideology, religion and political doctrines.

Chapter III - UNIVERSITY MISSION AND VALUES

Art. 4. (1) As a public research intensive university, the mission of the Bucharest University of Economic Studies is to consolidate its status as a Central and Eastern European hub of excellence in the fields of Economic and Administrative Sciences, as well as Sociology and Humanities.

Art. 5. To fulfill its mission, ASE ensures:

- a) formation, development and dissemination of values defining a modern society;
- b) training in general, specialized and transferrable skills compatible with the current stage of modernization of the society;

- c) high quality educational process;
- d) high-quality scientific research results;
- e) affiliation of its research centers to national and international networks of excellence resulting in value-added fundamental and applied research;
- f) a suitable climate for the personal development of the members of the academic community;
- g) the logistics and professional resources for lifelong learning;
- h) conditions to promote national and international partnerships;
- i) developing alumni networks;
- j) transparency of institutional management;
- k) strengthening of the academic community;
- l) promotion of scientific, cultural and ethical values in national and international community.

Art. 6. The values that define the work of all members of the academic community are: professionalism, vocation, dedication, integrity, honor, loyalty and commitment to the elements defining the organizational culture of the University.

Chapter IV - THE ACADEMIC COMMUNITY

Art. 7. (1) The academic community consists of students, doctoral candidates, trainees, postdoctoral researchers, academic and research staff, auxiliary academic and research staff.

(2) Membership in the academic community can be gained, according to the law, to the present Charter and to internal regulations, if the person requesting it meets the appropriate legal conditions demanded by the desired status.

(3) Personalities from Romania and from abroad who hold or acquire honorific degrees awarded by ASE Bucharest are considered members of the academic community of the University, but without having decision-making powers and elective rights.

(4) The academic community also includes people who have been granted that status by a decision of the University's Senate, based on a specific methodology.

(5) Members of the University's academic community cooperate to fulfill the mission and strategic objectives of the University and to promote the identity and prestige of the University.

Art. 8. The academic community is structured as follows:

- a) students – from all Faculties, Bachelor's and Master's study cycles, in and off campus, all study programs or specializations, years of study, series and student groups;
- b) doctoral students – from all doctoral schools, all years of study, programs, research and mentoring projects;
- c) post-doctoral researchers – from all projects, thematic areas and tutors;
- d) trainees - from all postgraduate training programs and professional development programs;
- e) academic and research staff – from all departments, research centers or research institutes;
- f) auxiliary academic and research staff – from all divisions, departments, bureaus and offices.

Art. 9. The management structures in ASE promote the values of social dialogue with representative unions of academic and research staff members, as well as of non-teaching staff, as follows:

- a) participation of union representatives – as permanent guests – in meetings of ASE's management structures;
- b) negotiation of the collective agreement;
- c) participation of union representatives – with a consultative role – in the elaboration of the University's internal regulations;
- d) ensuring the presence of union and staff representatives in the collective bargaining with ASE;
- e) amicable settlement of labor conflicts, by means of negotiations among the two parties involved;
- f) inclusion of union representatives in committees for evaluation and promotion, according to the law;
- g) supporting union actions, in conformity with relevant legislation, with a view to

developing the staff members' personal careers and to enforcing the staff's professional status;

- h) consulting unions with regard to the improvement of the work environment and climate;
- i) participation in the establishment of the means of payment or reward for extra hours, of the criteria for rewarding professional accomplishments and the like.

Art. 10. (1) The status of student, PhD student, postdoctoral researcher/ student is obtained as a result of passing an admission exam, after the issuance of the decision of registration and the signing of a study contract.

(2) The status of student is attributed to people who attend Bachelor's and Master's study programs.

(3) The status of doctoral student is attributed to people who attend Doctoral study programs.

(4) The status of postdoctoral researcher is attributed to those who have obtained a PhD degree and have been admitted to a postdoctoral program offered by ASE, according to the legislation.

(5) The status of trainee is attributed to people who attend a postgraduate training program.

Art. 11. (1) The teaching and research staff may hold a tenured or a collaborative position.

(2) The tenured staff represents the academic and research staff that have been recruited indefinitely by ASE Bucharest as a result of a public selection process, including the staff who keep the respective positions after reaching the retiring age, according to the law. In addition, the term tenured staff may also refer to the academic staff members with reserved positions, in conformity with the laws in force.

(3) To be an academic or research staff member, one must meet certain requirements stipulated by the law, have full capacity of exercising their rights as well as a moral conduct in line with professional deontology, and be medically and psychologically apt to perform their duties.

(4) The status of the staff hired for a definite period of time is that of consulting teacher or associate researcher.

(5) The teaching positions are: assistant lecturer, assistant professor, associate professor

and professor.

(6) The research positions are: research assistant, scientific researcher, 3rd degree scientific researcher, 2nd degree scientific researcher and 1st degree scientific researcher.

(7) ASE can employ consulting teaching staff for the positions of: assistant lecturer, assistant professor, associate professor and professor, as well as associate research staff for the positions of 3rd degree scientific researcher, 2nd degree scientific researcher and 1st degree scientific researcher.

Art. 12. Research and academic positions may be equated as follows:

- a) scientific researcher equates with assistant lecturer, for those holding a PhD degree;
- b) 3rd degree scientific researcher equates with assistant professor;
- c) 2nd degree scientific researcher equates with associate professor;
- d) 1st degree scientific researcher equates with professor.

Art. 13. The duties of the auxiliary academic and research staff are detailed in individual job descriptions, approved, function of the situation, by the Dean, the Head of Department, the Head of the Doctoral School, or the Head of the administrative department, and sanctioned by the Rector. Individual job descriptions represent an appendix to individual employment contracts. The weekly work load for this category of personnel is identical to the work load for equivalent positions from other state sectors, as stipulated by the laws in force.

Art. 14. Within the limits of available places, ASE ensures paid-for lodging to the members of its academic community, in its own hostels, dining facilities, holiday tickets in its own facilities or in facilities administrated by the University, etc.

Art. 15. All the members of the academic community must observe the laws in force in the field of education, the provisions of this Charter as well as ASE's internal rules and regulations.

Chapter V - UNIVERSITY AUTONOMY AND PUBLIC LIABILITY

Art. 16. University autonomy is guaranteed by the Constitution of Romania and it consists in the academic community's right to establish its own mission, strategy, structure, organization, functioning and resource management.

Art. 17. University autonomy is exercised through:

(1) **Management activities**, represented by the academic community's right:

- a) to establish those managerial structures which are considered effective, efficient and beneficial to the good functioning of the University;
- b) to elect the members of Department Boards, Faculty Boards and the University's Senate;
- c) to decide on the methodology for electing the Rector;
- d) to establish and alter its own teaching, research and administrative structures and to organize public selection processes for the management team of these structures;
- e) to initiate and develop international cooperation and exchange programs;
- f) to enroll in national and international organizations in the field;
- g) to set up foundations and participate in associations, in keeping with the laws in force;
- h) to establish its own organizational structures, as stipulated by the education laws;
- i) to award academic, scientific and honorary titles;
- j) to elaborate its own rules and regulations, in conformity with the law;
- k) to decide on the teaching, research and auxiliary staff that needs to be employed at a given time.

(2) **Teaching and scientific research activities**, represented by the right:

- a) to organize Bachelor's, Master's, Doctoral, Postdoctoral and Postgraduate study programs, as well as to promote curricula with an up-to-date content, in line with national and international requirements, with a view to forming competitive specialists for the knowledge-based society;
- b) to organize all teaching activities at the highest standards in the study domains for which authorization and accreditation have been obtained from the specialized state institutions;

- c) to organize the admission process to its study programs based on professional and scientific performance criteria;
- d) to establish specific criteria for the selection, recruitment and promotion of the academic and research staff, in conformity with the law;
- e) to promote excellence in scientific research activities;
- f) to publish journals and other specialized publications, as well as course-books and other didactic materials;
- g) to organize ongoing training and professional development activities for its personnel;
- h) to propose student enrollment numbers;
- i) to issue degrees, and completion and other certificates;
- j) to participate in national and international competitions in its field.

(3) ***Resource management activities***, represented by the University's right:

- a) to adopt its own income and expenditure budget, based on its necessities and opportunities, provided that funds are efficiently used;
- b) to generate income from the teaching, research and other activities, in conformity with legal provisions in force;
- c) to receive sponsorship, donations, legacies and other forms of material and financial support from the home country or from abroad;
- d) to carry on various actions with a view to ensuring supplementary financial resources, in conformity with the law;
- e) to carry on various actions with a view to improving the efficiency of the University's resource management;
- f) to grant material and financial incentives from its own funds, in conformity with the laws in force;
- g) to grant scholarships and make payments from its own funds, in conformity with the laws in force;
- h) to decide on its priorities in the area of investment and procurement;
- i) to manage its patrimony according to its own necessities and in keeping with the provisions of the law.

Art. 18. The University's public liability presupposes:

- a) observing national and European public policies, the laws in force in the field of education and scientific research, as well as the provisions of this Charter;
- b) applying regulations in force in the area of higher education quality assurance and monitoring;
- c) observing the ethical principles in ASE's Code of Ethics and Professional Conduct;
- d) ensuring the efficiency of the management process including resource management;
- e) ensuring the transparency of all decisions adopted and all activities carried out by the University;
- f) respecting the rights and freedoms of the members of the academic community.

Chapter VI - ACADEMIC FREEDOM AND PROFESSIONAL CONDUCT

Art. 19. (1) Academic freedom is manifested as:

- a) the right of the members of the academic community to freely produce, obtain, develop and transmit knowledge through research, debates, teaching, reading or publishing. Professional and scientific results obtained at home and abroad will be acknowledged by ASE;
- b) the right to select the members of the University's academic community, in conformity with the laws, as well as with the rules, regulations and methodologies elaborated by the Board of Trustees and approved by the University's Senate;
- c) the right to research any topic which generates professional and scientific interest, provided that ethical norms and specific codes of conduct are observed;
- d) the right to ensure specialized consultancy, to participate in project management and business incubators;
- e) the right of the members of the academic community to freely express their opinions regarding professional and scientific issues;
- f) the right of the members of the academic community to associate in order to protect their social and professional interests;
- g) the access of the members of the academic community to the University grounds, during the established working hours and in conformity with the University's rules

and regulations.

(2) Within the University any activities in the area of political, party or religious propaganda are strictly prohibited.

(3) Management and public positions can be cumulated with teaching and research duties, in conformity with the law.

Art. 20. The professional code of conduct presupposes:

- a) assuming all the obligations that stem from the staff's status, professional position, administrative role, professional and scientific competence and authority;
- b) observing the legislative norms that govern academic activity;
- c) dignity, conscience, moderation, tact;
- d) manifesting solidarity, diligence, correctness, loyalty, dignity, conscience, moderation, tact, and a moral behavior meant to ensure unimpaired reputation.

Chapter VII - STUDY PROGRAMS

Art. 21. Study programs represent groups of subjects, research activities, practical applications and evaluation activities.

Art. 22. (1) ASE organizes graduate and postgraduate study programs, as well as professional training programs.

(2) Graduate programs are divided in three cycles: Bachelor's, Master's and Doctoral studies.

(3) Postgraduate programs are organized as Postdoctoral and Postgraduate programs.

(4) Adult professional training programs are represented by initiation, training, retraining, development and further specialization programs.

Art. 23. (1) Graduate study programs may be organized as:

a) full time/ on campus programs – in the case of: Bachelor's, Master's and Doctoral studies;

b) part time programs – Bachelor's and Master's and Doctoral studies;

c) distance education programs – Bachelor's studies.

(2) The process of admission to one of ASE's study programs is organized in

accordance with relevant methodologies adopted by the University's Senate, in conformity with the laws in force. Foreign citizens from other European Union Member States, from states pertaining to the European Economic Community and to the Swiss Confederation go through the same admission process as Romanian citizens.

(3) The organization and the prerequisite conditions for the unfolding of the Postgraduate and professional training programs are established and made public through internal regulations and methodologies, in conformity with the laws in force.

(4) The curricula for the study programs are approved by the University's Senate, in accordance with the specialization defined by the National Framework of Qualifications, approved in conformity with the law.

Art. 24. (1) A study program presupposes students' acquiring a specific number of transferrable credit units.

(2) Transferrable credit units represent the volume of assisted and/ or independent intellectual work, necessary for the completion of a certain subject in a study program, completed by the validation of the result of learning.

(3) The allocation of credit units is done in accordance with the methodology for the European Credit Transfer and Accumulation System (ECTS).

(4) The number of transferrable credit units corresponding to each subject is listed in the curriculum of each study program; it is proposed by the teaching departments and approved by the Faculty Boards.

(5) The number of transferrable credit units is referred to and taken into account by ASE in the process of recognition of (complete or partial) study programs previously completed in conformity with the law, in the same fundamental domain, with a view to recognizing study program equivalence, to transferring credit units and to allowing students to continue their studies.

(6) The number of transferrable credit units corresponding to each study program, the conditions that need to be fulfilled in order to obtain them, the recognition of previously obtained transferrable credits and previous studies, and the criteria for students' passing to the next academic year are all established through regulations approved by the University's Senate.

Art. 25. The structure of the academic year is adopted by the University's Senate, in conformity

with the laws in force.

Art. 26. (1) The documents specifying the curriculum of a particular study program are the curricula and the discipline sheet or syllabus for each subject.

(2) The structure of these documents is established through specific methodologies, approved by the University's Senate, in conformity with the laws in force.

(3) The curriculum is elaborated at Faculty level and approved by the University's Senate, and it contributes to students' obtaining the desired qualification by listing all the subjects taught during a study program.

(4) The discipline sheet or syllabus is elaborated at Department level and it specifies the objectives, content and evaluation form for a particular subject listed in the curriculum; it is agreed on before the beginning of each academic year and cannot be altered in the course of the academic year.

(5) Each subject listed in the curriculum must have a corresponding discipline sheet or syllabus.

Art. 27. (1) After the passing of graduation exams, ASE awards different types of degrees and certificates: Bachelor's Degrees, Master's Degrees, Doctoral Degrees, Postdoctoral certificates, Certificate of Professional Competence or Completion Certificate for Postgraduate study programs, and Training Certificates and Completion Certificates for professional training programs.

(2) The degrees and certificates awarded by ASE are official, security printed, documents, which certify studies undertaken and acquired titles or competences.

(3) In the case of study programs organized in cooperation with another university, degrees are released in conformity with national regulations and observing the requirements of inter-institutional agreements.

(4) In keeping with the law, the degrees released by ASE for the same study program are equivalent, regardless whether the student graduated from a full-time/ part-time/ distance education program.

Chapter VIII - THE ORGANIZATION OF THE TEACHING AND RESEARCH PROCESS

Art.28. (1) To ensure a proper teaching and research process, ASE is structured into Faculties, Departments, institutes, research centers, centers for life-long learning, service providing units, business incubators and other structures meant to facilitate the generation and transfer of knowledge.

(2) To provide technical and administrative services, with a view to meeting the objectives established in strategic plans and operational programs, ASE also has a library, a publishing house, a printing house, museums, recreation facilities, sports units, social facilities, as well as technical and administrative departments.

(3) The establishment, functioning, dissolution and the responsibilities of the structures mentioned in Art. 26. paragraph 2 are described in the Regulation on organization and functioning proposed by the Board of Trustees and approved by the University's Senate.

(4) For definite periods of time and for particular projects, research units can be established by Senate decision, and they will have distinct income and expenditure budgets.

(5) As stipulated by the laws in force, the staff involved in the research activities mentioned in Art. 26. paragraph 4 may be delegated by the Authorized Officer to have personal autonomy and responsibility in the areas of public procurement and management of the human resources necessary for the unfolding of the projects.

Art. 29. (1) The Doctoral study programs are organized by accredited or provisionally authorized Doctoral Schools, structured according to disciplinary or interdisciplinary subjects or topics.

(2) Within ASE's Institute for Doctoral Studies, Doctoral study programs and Doctoral School have their own specific managerial systems, as well as study and research management systems.

(3) The Council for Doctoral Studies is subordinated to ASE's Institute for Doctoral Studies. Each Doctoral School has a Doctoral School Board. These structure function according to education laws, to the Code of Doctoral Studies and to the institutional regulations on the organization and functioning of Doctoral study programs.

(4) Doctoral study programs may be undertaken as part of a Doctoral School and under the supervision of a scientific advisor. The status of Doctoral scientific advisor is obtained and preserved according to the law.

Art. 30. (1) Doctoral studies can be jointly coordinated by more professors, in conformity with the laws in force.

(2) Jointly coordinated Doctoral studies are undertaken under the simultaneous supervision of a Doctoral scientific advisor from Romania and a Doctoral scientific advisor from abroad, based on a written agreement between the respective organizing institutions.

(3) The agreement stipulates the requirements regarding the organization and unfolding of Doctoral studies in each of the two institutions, in keeping with the role each has in the joint supervision and the relevant legislation in each country.

(4) The agreement stipulates the mutual recognition of the Doctoral Degree by the relevant Ministries in the two countries, in keeping with their competences and the legislation from each country.

(5) Jointly coordinated Doctoral studies can also be undertaken when both Doctoral scientific advisors are from ASE or come from distinct Institutes for Doctoral Studies, but have distinct specializations/ fields, or one of the Doctoral scientific advisors has reached the age of 65.

(6) In the case of jointly coordinated Doctoral studies, a leading Doctoral scientific advisor is appointed. The Doctoral student is fully assigned to the leading Doctoral scientific advisor, including as regards the latter's teaching and research work load.

Art. 31. (1) A Faculty is the functional unit which elaborates and manages study programs in one or more domains.

(2) The establishment, functioning and dissolution of a certain Faculty is proposed and decided upon by the University's Senate, in keeping with the laws in force.

(3) A Faculty may comprise one or more Departments, Doctoral Schools, Postgraduate Schools or university branch, which are responsible for the organization of various types and cycles of study programs.

(4) A Faculty's decision-making entity is its Faculty Board.

(5) A Faculty is represented by its Dean, who is in charge of its management.

(6) Keeping track of the Faculty's students and their professional situation falls under the responsibility of a secretariat which functions at Faculty level.

Art. 32. (1) A Department is the functional unit meant to ensure the production, transmission and capitalization of knowledge in one or more specialized domains.

(2) The establishment, functioning, reorganization or dissolution of a certain Department is proposed by the respective Faculty Board and approved by the University's Senate.

(3) A Department may comprise research centers, Postgraduate Schools, laboratories, consultancy centers and any other components that facilitate the generation and transfer of knowledge.

(4) A Department is run by a Department Head assisted by a Department Board.

(5) The organization and functioning of Departments are established by means of a Framework Regulation adopted by the Senate. In keeping with this Framework Regulation, Departments can elaborate their own Regulations for organization and functioning which can comprise specific organization details, the responsibilities of Department Boards, the functioning of research centers and other functional aspects.

Chapter IX - THE UNIVERSITY'S MANAGEMENT STRUCTURES

Art. 33. The management structures of ASE are: the University's Senate, the Board of Trustees, the Faculties' Boards, the Doctoral Studies Board and the Department Boards.

Art. 34. (1) The University's Senate guarantees academic freedom and University autonomy, it represents the academic community and it is the highest decision-making and deliberation forum at University level.

(2) The University's Senate consists of representatives of the tenured academic and research staff – 75%, and student representatives – 25%.

(3) All the members of the University's Senate, without exception, will be elected by means of universal, direct and secret suffrage by the entire tenured academic and research staff, or students respectively, in conformity with the principle of representativeness of each Faculty.

Art. 35. (1) There are 97 members in the University's Senate.

(2) The number of representatives of each Faculty and Department in the University's Senate is established function of a quota given by the ratio of tenured academic and research staff in the Faculty/ Department to the total ASE tenured academic and research staff in the academic year when the elections take place.

(3) The number of academic staff representatives to be elected by each Faculty/ Department is established by means of ASE's Methodology for Electing the University's Management Structures.

(4) The number of student representatives in the University's Senate is established function of a quota given by the ratio of each Faculty's students to the total number of students registered in ASE.

Art. 36. (1) The University's Senate has a term of office of 4 years.

(2) A member of the University's academic and research staff can be elected as part of the University's Senate provided they hold a tenured position, and they remain a member of the Senate only for as long as they hold a tenured position.

(3) An individual can be elected as a student representative in the University's Senate provided that, at the election date, they are registered as ASE students. They remain members of the Senate for 2 years, if they preserve their status from the election date.

(4) In case vacancies occur in the Senate, they will be filled by individuals from the same organizational structure, to maintain the representativeness of each Faculty, as follows:

a) by candidates who obtained the largest number of votes, according to the descending order of votes obtained;

b) by means of partial elections organized to fill the vacancies if there are no candidates in the waiting list. Partial elections are organized within maximum 3 months' time from the moment when a vacancy occurs in the Senate, in keeping with the Methodology for Electing the University's Management Structures.

(5) The University's Senate is run by a president, elected by secret suffrage by the Senate members. The president of the University's Senate chairs the Senate meetings and represents the Senate before the University's Rector.

(6) The University's Senate convenes for ordinary (usually quarterly) meetings and for

extraordinary meetings.

(7) An extraordinary meeting of the Senate can be convened by the University's Rector or at the request of at least a third of the Senate members.

(8) The meetings of the University's Senate take place only if two thirds of its members are present.

(9) The decisions of the University's Senate are made by means of a majority vote obtained from the attendees.

(10) All Senate members have equal voting rights.

(11) The University's Senate establishes the special committees which control the activity of the University's Rector and Board of Trustees.

Art. 37. The University's Senate adopts its own Regulation on organization and functioning within maximum 30 days from the time the President of the University's Senate is elected.

Art. 38. (1) Within minimum 6 months from the end of its term of office , the Senate in office is obliged to organize a referendum on the method of appointing a new Rector.

(2) Within maximum 60 days from the date of the referendum on the method of appointing a new Rector, the Senate in office is obliged to elaborate and approve the Methodology for Electing the University's Management Structures for the following term of office , such that the election process should be complete before the end of the mandate of the Senate in office.

(3) The Senate in office is considered dissolved on the day of the first meeting of the new Senate.

Art. 39. The University's Senate has the following responsibilities:

(1) it elaborates and adopts the University Charter, following consultation with the members of the academic community;

(2) it approves the Strategic Plan for Institutional Development and the University's Operational Plans, as proposed by the Rector;

(3) it approves the University's Management Structure, as proposed by the Rector;

(4) it approves the budget planning and execution;

(5) it elaborates and approves the academic Code of Practice for Quality Assurance and Code of Ethics and Professional Conduct;

- (6) it approves ASE's academic Code of Student Rights and Responsibilities, in conformity with the law;
- (7) it concludes a management contract with the Rector;
- (8) through its special committees, the Senate controls the activity of the University's Rector and Board of Trustees;
- (9) it validates the public selection of candidates for the vacancies in the Board of Trustees;
- (10) it validates the results of the public recruitment process for academic and research staff;
- (11) it approves the Rector's proposal for sanctioning the staff with poor professional performance, based on an internal methodology compliant with existing laws;
- (12) it approves a series of regulations and methodologies proposed by the Board of Trustees, the special committees or a third of the tenured academic and research staff, as regards:
 - a) admission to, organization, unfolding and completion of undergraduate and postgraduate study programs, as well as professional training programs;
 - b) the filling of academic and research vacancies;
 - c) the awarding of the honorary titles and distinctions;
 - d) tuition fees, deductions and exemptions;
 - e) recognition and equivalence of (complete or partial) study programs attended in Romania or abroad;
 - f) measures referring to sanctioning of the staff with poor professional performance;
 - g) periodical evaluation of the academic and research staff's performance and results;
 - h) the use of conventional hours to quantify the various activities in the teaching work load, in conformity with the law;
 - i) organization and functioning of the University's structures;
 - j) the means of organizing international cooperation activities and the conditions regarding the conclusion of foreign partnership agreements, as well as the criteria for participation in European and international organizations;
 - k) the means of cooperation between ASE's management structures and the legally constituted unions representing the academic and research staff, the technical and

administrative staff and the student organizations;

l) any other aspects related to professional and scientific activities.

(13) in case the Ministry of National Education and Scientific Research decides to revoke the Rector, the University's Senate appoints a vice-rector to represent the University and act as an Authorized Officer;

(14) the University's Senate approves the establishment, functioning, reorganization and dissolution of teaching and research structures within ASE;

(15) it approves the establishment of commercial organizations, foundations or associations and the granting of the right to administer and use patrimonial assets;

(16) on an annual basis, at least three months before the beginning of a new academic year, it approves the structure of the new academic year, the academic calendar specifying the teaching activities corresponding to each semester, as well as the Regulation regarding the students' professional activities;

(17) it approves the curricula for each study program;

(18) it approves the Rector's decision regarding the annulment of certificates and degrees proven to have been obtained by breaching the Code of Ethics and Professional Conduct;

(19) it annually approves the University's Bachelor's study programs and double degrees, in conformity with the law;

(20) it annually approves the accredited and provisionally authorized Master's study programs;

(21) it establishes the membership and size of the Electoral Bureau appointed to coordinate the election process for the University's management structures;

(22) under special circumstances, it approves the scientific advisor's proposal for extending a candidate's Doctoral studies program by 1-2 years, taking into consideration financial limitations;

(23) it approves the payroll for academic and research staff, as well as the number of positions for auxiliary teaching and research staff;

(24) it may decide upon increases in the legally accepted minimum weekly teaching load, in keeping with the quality assurance standards, without exceeding the legally accepted maximum load;

- (25) it approves decreases in the teaching load for staff holding managerial positions within the University, or consultation and control positions within the Ministry of National Education and Scientific Research, in conformity with the law;
- (26) based on the proposals of the Board of Trustee, the Senate approves that the University's tenured staff members conduct teaching and research activities in other higher education or research institutions;
- (27) based on the proposals of the Board of Trustee, the Senate approves the invitation to ASE for a definite period of time, of highly recognized academics and other specialists in the field from home or abroad, as visiting professors. In the case of specialists without a nationally recognized academic rank, the University's Senate approves, following an evaluation process, the academic rank corresponding to the candidate's performance, in keeping with national standards;
- (28) it approves staff's sabbatical leave, in conformity with the law;
- (29) it approves the granting of honorary degrees;
- (30) it approves the student group membership and size, in keeping with the quality standards and the law;
- (31) it approves disciplinary sanctions, in conformity with the law;
- (32) it approves the membership of the disciplinary committees appointed by the Rector for investigating the disciplinary offences perpetrated by members of the academic community;
- (33) it decides upon the expenditure ceilings for the expenses ordered by the Rector only with the approval of the Board of Trustees;
- (34) it establishes the holidays of the members of the academic community, in keeping with the law;
- (35) it approves paid holidays for teaching staff with a view to elaborating papers in the best interest of education, based on a research or editing contract, in conformity with the law;
- (36) it establishes the number of Doctoral students that can be coordinated by a Doctoral scientific advisor at a given time;
- (37) it decides upon any other aspect related to academic activity, in conformity with the legislation in force.

Art. 40. The individual requests of the members of the academic community which – according to the law or the University Charter - fall within the responsibility of the University’s Senate, are directly addressed to the latter, in writing, and the President of the Senate will solicit the necessary approval and, in due time, will present them to the members of the Senate during a plenary meeting.

Art. 41. (1) The Board of Trustees ensures the operations management of the University and enforces the decisions made by the University’s Senate.

(2) The Board of Trustees consists of: the Rector, the Vice-rectors, the Deans, the Chief Administrative Director and a student representative. A representative of the union participates, as an observer, to the meetings of the Board of Trustees.

(3) The Board of Trustees is led by the Rector.

Art. 42. The Board of Trustees has the following responsibilities:

(1) it submits proposals to the University’s Senate regarding strategies and policies on areas of interest for the University;

(2) it submits proposals to the University’s Senate regarding the establishment, functioning, reorganization and dissolution of the University’s teaching and research structures;

(3) it elaborates and submits to the University’s Senate regulations and methodologies regarding:

a) admission to, organization, unfolding and completion of undergraduate and postgraduate study programs, as well as of professional training programs;

b) the filling of teaching and research positions;

c) awarding honorary titles and distinctions;

d) tuition fees, deductions and exemptions;

e) recognition and equivalence of (complete or partial) study programs attended in Romania or abroad;

f) measures regarding the sanctioning of the staff with poor professional performance;

g) periodical evaluation of the academic and research staff’s performance and results;

h) the use of conventional hours to quantify the various activities in the teaching work load, in conformity with the law;

i) organization and functioning of the University’s structures;

- j) the means of organizing international cooperation activities and the conditions regarding the conclusion of foreign partnership agreements, as well as the criteria for participation in European and international organizations;
 - k) the means of cooperation between ASE's management structures and the legally constituted unions representing the academic and research staff, the technical and administrative staff and the student organizations;
 - l) other aspects related to professional and scientific activities.
- (4) it submits proposals to the University's Senate regarding the initiation of new study programs and the renunciation of study programs that no longer correspond to the University's mission or that are educationally or financially ineffective;
 - (5) by June each year, it submits proposals to the University's Senate regarding the structure of the new academic year, the Regulation regarding the students' professional activities, as well as the academic calendar specifying the teaching activities corresponding to each semester;
 - (6) it analyzes and submits to the University's Senate the curricula for each study program;
 - (7) it annually analyzes and submits to the University's Senate the list of the University's Bachelor's study programs and double degrees;
 - (8) it annually submits proposals to the University's Senate regarding the accredited and provisionally authorized Master's study programs;
 - (9) under special circumstances, it submits to the University's Senate the scientific advisor's proposal for extending a candidate's Doctoral studies program by 1-2 years, taking into consideration financial limitations;
 - (10) it submits proposals to the University's Senate regarding the student group membership and size, in keeping with the quality and efficiency standards;
 - (11) it submits to the University's Senate proposals regarding the payroll for academic and research staff, as well as for the number of positions for auxiliary teaching and research staff;
 - (12) it approves the proposals submitted by the Departments for organizing public recruitment processes for teaching and research vacancies;
 - (13) by December 1 each year, it sets the terms and conditions for closing partnership

contracts with public institutions or representatives of the business environment;

(14) it submits proposals to the University's Senate regarding the establishment of commercial organizations, foundations or associations and the granting of the right to administer and use patrimonial assets;

(15) it submits proposals to the University's Senate regarding staff's sabbatical leave;

(16) it approves the Rector's proposals regarding the complete medical re-examination of the staff;

(17) it prepares the budget and the annual balance sheet;

(18) it approves the financial operations which exceed the expenditure ceilings established by the University's Senate;

(19) it decides on the number of vice-deans for each Faculty, function of the number of Departments within the latter and of the size of its academic community;

(20) it organizes the public recruitment process for the vacancy of Chief Administrative Director;

(21) it submits to the University's Senate proposals regarding the membership and structure of the University's Ethics Committee;

(22) it submits to the University's Senate proposals regarding increases in the legally accepted minimum weekly teaching load, in keeping with the quality assurance standards and the law;

(23) at the end of each calendar year, it approves the Rector's Report on the overheads derived from research grants and the way they were spent;

(24) it approves the tenured academic and research staff's requests for unpaid leave taken of the latter's free will for participation in training or research programs in Romania or abroad;

(26) it fulfills other responsibilities given by the University's Senate, in conformity with the law.

Art. 43. (1) The Council for Doctoral Studies is the decision-making body comprised of 17 members, teaching and research staff as well as Doctoral students, and coordinates ASE's Doctoral study programs.

(2) The members of the Council for Doctoral Studies who are academic or research staff members must be entitled to advise Doctoral theses in Romania or abroad, and

meet the minimum and compulsory standards for the granting of the habilitation certificate.

(3) The mandate of the members of the Council for Doctoral Studies lasts for 4 years.

(4) The main responsibilities of the Council for Doctoral Studies are as follows:

a) it makes proposals regarding ASE's research, development and innovation strategy;

b) it elaborates the institutional regulation regarding the organization and functioning of ASE's Doctoral study programs;

c) it approves upon the establishment, reorganization and dissolution of ASE's Doctoral Schools, following the Rector's proposal and the approval of the University's Senate;

d) it selects Doctoral scientific advisors for newly established Doctoral Schools;

e) it coordinates the partnerships that ASE's Doctoral Schools are part of, in keeping with the partnership agreement;

f) other specific responsibilities, established by means of the institutional regulation regarding the organization and functioning of ASE's Doctoral study programs, according to the law;

(5) The Council for Doctoral Studies is led by a Director, whose position equates that of a Vice-rector.

(6) The Director of the Council for Doctoral Studies is appointed following a public selection contest organized by the Rector, based on a methodology approved by the University's Senate, in conformity with the Code of Doctoral Studies.

Art. 44. (1) The Faculty Board is a Faculty's decision-making and deliberation forum.

(2) The Faculty Board consists of representatives of the tenured academic and research staff – maximum 75%, and student representatives – minimum 25%.

(3) A member of the academic and research staff can be elected as part of the Faculty's Board if they hold a tenured position in ASE, and they remain a member of the Board only for as long as they hold a tenured position in ASE.

(4) An individual can be elected as a student representative in a Faculty's Board if, at the election date, they are registered as students at that Faculty, and they remain a member of the Board only for as long as they maintain the status they had at the date of the election.

(5) The representatives of the academic and research staff are elected by means of

universal, direct and secret suffrage by the tenured academic and research staff in the academic community of the respective Faculty. In order to be elected, the candidates among the tenured academic and research staff are enlisted on the electoral rolls in keeping with the Methodology for Elections approved by the University's Senate.

(6) The student representatives are elected by means of universal, direct and secret suffrage by all the students registered for the respective Faculty's study programs.

(7) In conformity with ASE's Methodology for Elections, partial elections will be organized within maximum 3 months' time from the moment when a vacancy occurs in a Faculty's Board.

(8) The meetings of the Faculty's Board are chaired by the Dean of the respective Faculty.

(9) The Faculty's Board convenes for ordinary quarterly meetings and for extraordinary meetings requested by the Dean or by a third of the Board's members.

(10) The meetings of the Faculty's Board take place only if two thirds of its members are present, and the decisions of the Faculty's Board are made by means of a majority vote obtained from the attendees.

(11) Each of the Faculty's Board members has the right to cast one vote.

(12) The Faculty's Board may establish special committees to improve its performance.

(13) The Faculty's Board has the following responsibilities:

- a) it proposes strategies and policies on areas of interest for the Faculty;
- b) it approves the Faculty's Management Structure proposed by the Dean;
- c) it approves the study programs organized by the Faculty;
- d) it submits proposals to the Board of Trustees regarding new study programs and the renunciation of study programs that no longer correspond to the University's mission or that are educationally or financially ineffective;
- e) it annually analyzes and submits to the Board of Trustees proposals regarding the accredited and provisionally authorized Master's study programs;
- f) it analyzes and submits to the Board of Trustees proposals regarding curricula for each study program;
- g) it controls the activity of the Dean, the Vice-deans and the Heads of Department and it approves the Annual Report on the Faculty's state of affairs, quality assurance and

- observance of the University's ethical standards at Department and Faculty level;
- h) it submits to the Board of Trustees proposals regarding the establishment, reorganization and dissolution of Departments;
 - i) it approves students' requests for completing two years of study in one, in conformity with the law;
 - j) it approves the payroll for academic and research staff within the Faculty's Departments and submits them for approval to the Board of Trustees;
 - k) following a Head of Department's proposal, it decides upon increases in the teaching load of academic staff who do not undertake research or equivalent activities, as well as upon exceptional decreases in the staff's teaching load, compensated by research activities, in conformity with the law;
 - l) it approves the proposals submitted by the Departments for organizing public recruitment processes for teaching and research vacancies;
 - m) it approves the recruitment of specialists as visiting professors, if the latter's scientific and professional activity in the field is recognized in Romania or abroad;
 - n) it approves the examination and re-examination committees for students' performance;
 - o) it approves minimum 2 candidates for the recruitment process organized with a view to filling in the vacancy for Dean of the Faculty, in conformity with the law;
 - p) it establishes the disciplinary sanctions, in conformity with Law nr. 1/2011, article 312 paragraph 2 clauses a) and b);
 - q) it fulfills other responsibilities established by the University's Senate.

Art. 45. (1) A Department's Board is a Department's management structure.

(2) A Department's Board is elected by means of universal, direct and secret suffrage expressed by all the tenured academic and research staff within that Department.

(3) The Department's Board assists the Head of Department in the operations management of the Department. The Department's Board activities will be conducted as stipulated by means of a specific Regulation for the Board's functioning.

(4) In conformity with ASE's Methodology for Elections, partial elections will be organized within maximum 3 months' time from the moment when a vacancy occurs in the Department's Board.

Chapter X - MANAGERIAL POSITIONS

Art. 46. (1) ASE's managerial positions are: Rector, Vice-Rector, Chief Administrative Director, Dean, Vice-Dean and Head of Department.

(2) The positions under (1) above cannot be cumulated.

Art. 47. In case of a managerial position vacancy, partial elections or a public recruitment processes is held, as appropriate, within maximum 3 months from the occurrence of the vacancy, based on the methodology in force at the date the vacancy was filled.

Art. 48. (1) The Rector is the legal representative of ASE in relation to third parties, performs the executive duties and is the University's Authorized Officer. The Rector can delegate responsibilities and the capacity as Authorized Officer towards Vice-Rectors, in keeping with their respective portfolios.

(2) The Rector is appointed by the academic community in the manner approved by universal, direct and secret suffrage of all tenured academic and research staff, as well as of the student representatives in the University's Senate and Faculty Boards.

(3) The duration of the Rector's term of office is 4 years.

(4) A person may not be the Rector of the University for more than two full consecutive terms of office.

(5) In case of holding a membership position in the Government or a state secretary position, the Rector is obliged to suspend oneself from office during the time he/she holds the respective dignitary position.

(6) The nominated Rector is appointed by Minister's Order, according to the law.

(7) The appointed Rector concludes an institutional contract with the Ministry of National Education and Scientific Research.

(8) For the term of his/her office, the appointed Rector concludes a management contract with the University's Senate, depicting the management performance indicators.

Art. 49. The Rector undertakes the following responsibilities:

(1) conducts the operations management of the University;

(2) chairs the Board of Trustees;

(3) convenes the University's Senate in extra-ordinary meetings;

- (4) submits ASE's structure and the regulations for the approval of the University's Senate;
- (5) organizes public recruitment processes to select the Deans of the Faculties and issues the decisions on their appointment;
- (6) organizes the recruitment of teaching and research staff;
- (7) annually submits the draft budget and the report on budget execution for the approval of the University's Senate;
- (8) accounts for the good management of the University's assets and their proper financial management;
- (9) allocates funds (from the University's resources) to stimulate mainly the best performing Departments and structures;
- (10) based on internal assessment, he/she makes proposals to the University's Senate regarding the re-organization or dissolution of low-performing Departments, research centers or institutes, without any prejudice to students or the education or research process;
- (11) signs official documents, degrees and financial and accounting documents prepared and issued by ASE;
- (12) issues decisions on the students' registration system;
- (13) issues written decisions on employing, sanctioning, modifying and ceasing employment for ASE's staff members;
- (14) upon approval from the University's Senate, he/she cancels a certificate or a degree when proved to have been obtained by fraudulent means or in violation of the University's Code of Ethics and Professional Conduct;
- (15) approves the responsibilities of auxiliary and administrative staff, as defined in their job description;
- (16) ensures the appropriate organization of recruitment processes to fill the teaching and research positions, in compliance with the University quality and ethical standards, as well as the legislation in force;
- (17) approves the membership and structure of the University's Ethics Committee proposed by the Board of Trustees and approved by the University's Senate;

- (18) submits to the Board of Trustees proposals regarding the complete medical re-examination of the staff in case psycho-behavioral issues arise;
- (19) oversees the application of the Internal Regulation, of the University's Code of Ethics and Professional Conduct, as well as of the other internal decisions;
- (20) chairs the Recruitment Committee established to select the Chief Administrative Director and appoints him/her in office, according to the law;
- (21) presents before the University's Senate Reports on fulfilling the mission and strategic objectives of the University;
- (22) exercises other duties established by the University's Senate, as per the Management Contract and the legislation in force;
- (23) As regards public accountability, the Rector:
 - a) presents before the University's Senate the Annual Report on the University's state of affairs, in March every year;
 - b) makes his decisions public, as well as those of the Board of Trustees;
 - c) annually declares on own account, the schooling capacity of the University in compliance with the law.

Art. 50. (1) The Rector can be dismissed by the University's Senate when at least one of the following situations occurs:

- a) failure to meet the performance indicators agreed under the management contract and non-compliance with the other requirements specified therein;
- b) breach of legislation and academic ethics standards;
- c) causing detriment to the interests and prestige of the University;
- d) being in one of incompatibility situations stipulated by law for the Rector's position;

(2) The Rector may also be revoked by the Minister of National Education and Scientific Research, in conformity with the law, after consultation with the University's Senate.

Art. 51. (1) The Vice-Rectors are appointed by the Rector, upon consultation with the University's Senate, from among the members of the academic community; they carry out duties and obligations established by the Rector, after having expressed their written consent to support the execution of his/her management plan.

(2) There are 6 Vice-Rector positions in the University's management structure.

- (3) Vice-Rectors' duties are established by the Rector and they concern:
- a) organization of undergraduate and graduate study programs, as well as of professional training programs;
 - b) research, development and scientific innovation;
 - c) public relations and promotion of the University's image;
 - d) and partnerships at national level;
 - e) international relations;
 - f) quality assurance;
 - g) social issues and cultural and sports activities;
 - h) organizing the process of obtaining European funds;
 - i) preserving the University's patrimony;
 - j) financing investments and regular activities;
 - k) other duties.

(4) The Vice-Rector's term of office is 4 years.

(5) The Vice-Rector is accountable for his/her activity to the Rector and the Senate.

(6) The Vice-Rector may be dismissed by the Rector, upon consultation with the University's Senate, if he/she fails to meet the duties provided in the appointment decision, breaks the legislation and the academic ethics standards, or causes prejudice to the interests of the University.

Art. 52. (1) The Chief Administrative Director leads ASE's administrative structure and is responsible for the proper economic and financial management of the University.

(2) The position of Chief Administrative Director is filled by means of a selection contest organized by the Board of Trustees, and the results of the contest are validated by the University's Senate.

(3) The Chief Administrative Director can be dismissed by the rector, after consultation with the Board of Trustees, when: he/she does not comply with the responsibilities stipulated in the appointment decision, he/she breaks the law or academic ethics standards or causes prejudice to ASE's interests.

Art. 53. (1) The Dean represents the Faculty in relation to third parties and is responsible for its management.

- (2) The Dean is selected through a public recruitment process, organized by the new Rector and validated by the University's Senate.
- (3) The Dean appointed by the Rector's decision becomes a lawful member of the Board of Trustees throughout his/her mandate.
- (4) The Dean undertakes the following duties:
- a) chairs the meetings of the Faculty Board;
 - b) enforces the decisions of the University's Senate, of the Board of Trustees, of the Rector and the Faculty Board;
 - c) appoints the vice-deans and establishes their duties.
 - d) accounts for the selection, employment, periodical evaluation, development, motivation and termination of employment contract for Faculty staff, according to the law;
 - e) accounts for the fair organization of public recruitment processes for teaching and research positions, in compliance with quality and ethical standards and the legislation in force;
 - f) approves the individual job description for auxiliary and non-teaching staff, according to the law;
 - g) signs the documents regarding Faculty activity, degrees and certificates, according to legal provisions, accounting for their accuracy;
 - h) proposes and implements disciplinary sanctions established by the Faculty Board or the University's Ethics Committee, according to the law;
 - i) decides upon the cancellation of an assessment, in case it was obtained by violation of the University's Code of Ethics and Professional Conduct;
 - j) presents before the Faculty Board the Annual Report on the Faculty's state of affairs, in February each year;
 - k) presents reports to the Board of Trustees on an annual basis or on request;
 - l) requests that the Heads of Departments present annual reports before the Faculty Board, after the reports have been debated by the Department members;
 - m) publishes his/her own decisions and those of the Faculty Board;
 - n) performs any other duties established by the Faculty Board, the Board of Trustees and the University's Senate.

(5) The Dean may be dismissed by the Rector after consultation with the Faculty Board, if at least one of the following situations occurs:

- a) he/she has violated the provisions of the University's Code of Ethics and Professional Conduct as regards conflict of interests;
- b) is found in one of the situations of incompatibility under the law in force and the University's Code of Ethics and Professional Conduct;
- c) fails to meet the managerial performance indicators established by the appointment decision;
- d) breaks the law and the academic ethics standards;
- e) brings prejudice to the interests and prestige of the University;

Art. 54. (1) A Faculty may have two or three Vice-Deans, depending on the number of Departments and the size of its academic community.

(2) The Vice-Deans' duties are set by the Dean.

Art. 55. (1) The Head of Department ensures the management of the Department.

(2) The Head of Department is elected by universal, direct and secret suffrage expressed by all tenured teaching and research staff in the Department.

(3) Following the validation of election results by the University's Senate, the Head of Department is appointed by the Rector's decision.

(4) The Head of Department has the following duties:

- a) elaborates the payrolls, as required by law, and controls the fulfillment of tasks provided in the job descriptions;
- b) contributes to the development and implementation of curricula;
- c) coordinates the research within the Department;
- d) accounts for the quality and financial management of attracted resources of the Department;
- e) accounts for the selection, periodical evaluation, development, motivation, and proposes the termination of employment contracts of the Department staff, according to the law;
- f) makes proposals regarding the filling of vacant teaching positions by hourly-paid staff, according to the law;

- g) ensures the periodical self-evaluation of the Department, in view of its classification, according to the law;
- h) accounts for the proper organization of public recruitment processes for filling vacancies in the Department, in compliance with the quality and ethical standards as well as with the law in force;
- i) submits to the Faculty Board proposals regarding increases in the teaching load of academic staff who do not undertake research or equivalent activities, as well as upon exceptional decreases in the staff's minimum teaching load, compensated by research activities, in conformity with the law;
- j) participates in establishing the general, specialized and transferrable competences, related to the curricula of the disciplines coordinated by the Department;
- k) approves the staff sabbatical leave requests, in compliance with the law;
- l) undertakes any other duties regarding the improvement of educational and research activities carried out within the Department.

Art. 56. The Head of Department may be dismissed by the Rector, upon the approval of the Senate, if at least one of the following situations occurs:

- a) he/she has violated the provisions of the University's Code of Ethics and Professional Conduct as regards the conflict of interests;
- b) is found in one of the situations of incompatibility under the law in force and the University's Code of Ethics and Professional Conduct;
- c) he/she has broken their obligations incumbent by virtue of the position held, with regard to the performance standards of the Department's teaching and research activity;
- d) causes prejudice to the interests and prestige of the University;
- e) upon the request of the simple majority of the tenured teaching and research staff in the Department.

Chapter XI - UNIVERSITY FUNDING AND ASSETS

Art. 57. (1) ASE operates as an institution financed from funds allocated from the state budget, funds from tuition fees, charges for academic and scientific activities, interests, donations, legacies, sponsorships and other funds attracted according to the law, such as contributions of other Ministries, loans or foreign aid. Income from sources other than the budget is managed entirely by the University, under the law.

(2) All financial resources of the University are its own incomes.

(3) The funding from the state budget is based on contract concluded with the line Ministry.

(4) ASE can benefit from a separate fund for institutional development in the budget allocated by the specialized Ministry, based on competitive criteria according to national and international standards.

(5) The funding of University research is done under specific Research & Development legislation in the field.

(6) The funds remaining at the end of the fiscal year for the budget execution specified in the institutional and additional contract, as well as the funds related to University research and off-budget incomes, remain available to the University and are included in the income and expenditure budget of the institution, without transfers to the state budget, and without affecting the allocations from the state budget for the following year, in keeping with the law.

Art. 58. (1) University expenditures are in compliance with the legal provisions in force, observing the objective of institutional development.

(2) The monies or financial and material means obtained through sponsorship by the members of the academic community can be spent only in strict conformity with the respective sponsorship contracts, as provided by law.

(3) The manner of establishment, development and use of the material assets of the University, necessary for education and scientific research, are proposed by the Board of Trustees and approved by the Senate.

(4) At the level of all management structures and positions, the principle of prudence must be consistently observed in managing the University's resources.

Art. 59. (1) The University has its own assets, which are managed according to the law.

(2) The University has the legal right to manage the assets of public or state ownership, acquired under the law.

(3) Upon approval from the Senate, the University can lease the available assets, observing the legal provisions in force.

(4) Upon approval from the Senate, the Board of Trustees may decide on the University's participation in the establishment of foundations, associations and companies. The Senate approves the proposals of the Board of Trustees regarding the amount and structure of the contribution, where appropriate, to the respective assets, i.e. the share capital of the above-mentioned structures.

Art. 60. (1) The University's resources consist in: human resources, the stock of knowledge, financial resources, material and other resources , and the management and protection of these resources is conducted according to the law, in keeping with the strategic and operational plan for institutional development.

(2) The Board of Trustees will ensure the good management of the University's material and financial resources, by applying prudential management rules.

(3) In its activity, the Board of Trustees will request the Internal Audit Office semiannual reports on the University's patrimony, the means of implementing administrative decisions, the effect of the measures undertaken, and will inform the Senate on the management of the University's human, material and financial resources.

(4) The decision regarding the alienation of immovable property that belongs to the University's patrimony will be made by the Board of Trustees only following the approval of the Senate.

(5) If damages incur to the University's patrimony, they will be recovered from the ones accountable, in keeping with the law.

Chapter XII - PARTNERSHIP RELATIONS

- Art. 61.** (1) In carrying out its mission and in promoting the values that define the European Area of Higher Education and Research, ASE develops national and international partnerships.
- (2) The conditions under which contracts with public institutions and economic units can be concluded, in view of fundamental and applied research programs or increasing the qualification level of higher education specialists, are adopted and implemented by the University's Board of Trustees.
- (3) To accomplish its mission, the University may participate in establishing associations, or it can set up consortia with other higher education and scientific research institutions, upon the proposal of the Board of Trustees and the approval of the University's Senate.
- (4) The terms and conditions for implementing the actions of international cooperation or participation in European and international organizations in the field are determined by a regulation issued by the Board of Trustees and approved by the University's Senate.

Chapter XIII - QUALITY MANAGEMENT IN HIGHER EDUCATION

- Art. 62.** (1) To promote quality culture within its academic community, ASE sets up quality assurance structures at the level of the University, Faculties and Departments.
- (2) Quality assessment procedures are contained in the Code of Quality Assurance, adopted by the Senate.
- (3) The results of the educational and scientific activities of the University, Faculties and Departments are made public through the annual reports of self-evaluation of the quality of the academic activities undertaken.
- (4) Students are full members in the quality assurance process and draw up, through their representatives in the University's Senate, an annual evaluation report on University quality assurance, which they make public.

(5) The quality of teaching and research activities is internally assessed and externally certified, under the law, and the results are made public.

(6) The teaching and scientific research activities of academic and research staff is reviewed at least every five years, based on the University's own methodology approved and enforced by the University's Senate. Assessment of the results obtained and individual merits in the teaching and research activity will be based on the qualitative aspects of the academic career path, reflected by the professional portfolio.

(7) The students' assessment of the teaching activities carried out by the academic staff is mandatory, its result being made public.

Chapter XIV - RIGHTS AND OBLIGATIONS OF THE ACADEMIC AND RESEARCH STAFF

Art. 63. (1) In addition to the rights and obligations under the labor laws in force, ASE's academic and research staff members have rights and obligations under the National Education Law, the University Charter, the University's Code of Ethics and Professional Conduct, and the employment contract.

(2) The rights of the academic and research staff relate to:

- a) the right to free expression of scientific opinions on academic work;
- b) the right to conduct teaching and research, observing the University's quality criteria;
- c) the right to elect and be elected in the University management structures and positions;
- d) the intellectual property right over their scientific creation;
- e) the right to publish studies, articles in ASE's journals and to edit works related to the teaching process in ASE's Publishing House;
- f) the right to compete for national and international grants;
- g) the right to join national and international professional associations and trade unions, in keeping with the law;
- h) the right to teaching position reservation, according to the law;
- i) the right to unpaid leave, under the law;
- j) the right to paid leave, under the law;

- k) the right to paid holiday, under the law;
 - l) the right to be paid for the work done, under the law;
 - m) the right to be protected on the University premises, under the law;
 - n) the right to enter the competition to obtain the distinction of merit;
 - o) the right to participate in the public recruitment process organized to fill a managerial position in higher education, under the law;
 - p) the right to international mobility for teaching and research activities, according to the law.
- (3) The obligations of the teaching and research staff are:
- a) the obligation to contribute to the fulfillment of the University's mission through quality teaching and research activities, as well as through the duties incumbent of the management position, where applicable;
 - b) the obligation to fulfill the duties provided by the individual employment contract and to meet the established performance criteria;
 - c) the obligation to observe the University's Code of Ethics and Professional Conduct and the criteria for originality in elaborating educational and scientific works;
 - d) the obligation to periodically self-evaluate, in accordance with internal methodology and the law;
 - e) the obligation to undergo regular medical examinations, under the law;
 - f) the obligation to observe the provisions of the University's Code of Ethics and Professional Conduct, as well as the legislation in force, as regards the conflict of interests.

Chapter XV - UNIVERSITY CODE OF STUDENT RIGHTS AND OBLIGATIONS

Art. 64. (1) The students under this Code are those registered in Bachelor's, Master's and Doctoral study programs.

(2) A person may be simultaneously admitted to and registered as a student of at most two study programs, regardless of the higher education institution under consideration. Any financial subsidy or scholarship from public funds is granted under existing laws,

only by a single higher education institution for a single study program. If students transfer to another University or study program, they preserve their scholarship.

(3) A person may receive funding from the budget for only one Bachelor's study program, one Master's program and one Doctoral program.

(4) Students, postdoctoral researchers, and trainees are partners in the teaching and learning process. Their view, expressed individually, through representatives or surveys made according to a methodology agreed upon by them, is a means of self-control, evaluation and improvement of academic activity.

Art. 65. Students are full members of the academic community, as partners in the management of ASE, including the quality assurance activity.

Art. 66. Students' activity in the academic community is based on:

(1) the non-discrimination principle, under which all students receive equal treatment from the institution, any direct or indirect discrimination against students based on gender, sexual orientation, age, race, ethnicity, religion, political opinion, social origin, disability, family status, affiliation or trade union activity is prohibited;

(2) the principle of participation in decision-making: all decisions taken by ASE's governing bodies are taken with the participation of students;

(3) the principle of transparency and access to information, according to which students are entitled to free access to information concerning their education path and the life of the community they belong to;

(4) the principle of the right to professional assistance and free additional services consisting in counseling and information by teachers outside the classroom, workshop or laboratory activities, according to the schedule previously announced by the teacher; counseling on professional orientation during their studies, psychological counseling when needed, free of charge access to printed or electronic lecture notes for each discipline in the curricula; free of charge access to the specialized literature and scientific publications in ASE's libraries; free of charge access to their academic records;

(5) the freedom of speech principle according to which the freedom of voicing their opinions on the professional, scientific or academic work is warranted by ASE, in conformity with the law in force;

(6) the principle of employability: the theoretical and practical content of education must be relevant for the field and be applicable in the social and economic life; the learning outcomes must be closely correlated with the competences stipulated by the curricula and the National Qualifications Framework; the educational process should be centered on the student in a way that it ensures personal development, social integration, employability and labor market mobility.

Art. 67. At the proposal of the students who are members of the University's Senate, with the approval of the Board of Trustees, the University's Senate approves the system of monitoring the compliance with the University's Code of Student Rights and Obligations.

Art. 68. Upon registration, students sign a study contract with ASE, which is valid throughout the study cycle. The study contract concluded between a given student and ASE following admission to a study program cannot be altered during the academic year. Any changes in its provisions are stipulated by means of contract addenda and enter into force starting the first day of the subsequent academic year. The curriculum represents an appendix to the study contract concluded between students and ASE.

Art. 69. The evaluation of the students' knowledge during their studies is done according to the regulations and procedures elaborated by the Board of Trustees and approved by the University's Senate.

Art. 70. (1) Students have the right to choose their representatives in ASE's consultative, deliberative and management structures, in compliance with the law.

(2) Students have at least one representative on the Board of Trustees, the bodies that manage social services, the Ethics Committee, the committee for the approval of the results of housing processes, the Quality Assurance Committee and other committees.

(3) Students have representatives in the procedures meant to establish the methodology for electing the Rector, as well as in the election process, regardless of the methodology for electing the Rector.

(4) Student representatives are elected by universal, direct and secret suffrage at all levels – study groups, programs and cycles.

(5) The student representative on the Board of Trustees is elected by secret ballot by the student representatives in the University's Senate, in keeping with the provisions of the

Methodology for the election of ASE's student representatives, approved by the student representatives in the University's Senate. The methodology for electing the student members in any other consultative, deliberative and management structures than those stipulated in the National education Law no. 1/ 2011, with subsequent amendments and completions, is carried out on the basis of the principle of academic autonomy, and is established in keeping with the provisions of the aforementioned Methodology for the election of ASE's student representatives.

(6) Tenured academic and auxiliary academic staff, administrative staff and the University's management structures cannot condition the student representative status on academic performance, attendance to lectures, seminar and labs; the student representative status is obtained as per the Methodology for the election of ASE's student representatives, irrespective of the level of representation. Interventions are sanctioned according to the provisions of Art. 312 of the Law no. 1/ 2011, with subsequent amendments and completions.

(7) To participate in the decision-making structures of the management structures student representatives are members of and to make these decisions known, they consult and, respectively, inform the other students.

(8) Student representatives are under the obligation to participate in the meetings of the management structures they are members of and to write an annual report on their activity to the benefit of students.

Art. 71. ASE's students have the following rights:

(1) to benefit from the provisions of the National Education Law no. 1/2011, with subsequent amendments and completions, the University Charter and University regulations approved by the University's Senate;

(2) to have free access to decisions made by the management structures of the University and the Faculties;

(3) to participate, through their representatives, in the elaboration and approval of regulations and methodologies relating to all aspects of University life;

(4) to receive funding from the budget, following the admission process and the assessment of annual professional performance (for first year students in Bachelor's and Master's programs), in keeping with the law;

- (5) to receive financing and scholarships, based on contracts with businesses or other natural or legal persons;
- (6) to freely choose study programs, in accordance with legislative norms and curricula; each study program will have a minimum number of elective and optional courses from the total number of courses offered by the University;
- (7) to benefit from access by means of the personal page and/ or ASE's website to the curriculum and discipline sheets before the beginning of each academic year, and to be informed, during the introductory classes, on the discipline sheet, the discipline structure and objectives, the expected competences, as well as on the means of evaluation and assessment; any amendments to the means of evaluation and assessment are to be made only with students' approval;
- (8) to benefit from objective and non-discriminatory evaluation of the competences acquired during studying for one discipline, in keeping with the discipline sheet, and to be aware of the grid used to evaluate them;
- (9) to benefit from alternative means of evaluation if a temporary or permanent disability is medically certified, provided that the respective disability makes it impossible for the student to prove the acquired knowledge in the manner established by the lecturer, so that the respective alternative method does not infringe upon the evaluation standards;
- (10) to appeal evaluation results for written examinations, in keeping with the University's Regulations for academic activities; the settlement of the appeal will be ensured by an examination committee different from the initial evaluation committee, before the appealing student, if the latter requests to be present;
- (11) to be aware of the results of the defense of the Bachelor's/ Master's thesis within maximum two days from the date of the defense; the results are published on students' personal webpage;
- (12) upon request, to be returned one copy of the Bachelor's/ Master's thesis previously submitted and registered at the University, on condition that they submitted two identical copies of the respective thesis, and filed a request for return of documents;
- (13) to have intellectual property on various works / materials published during the study program they are enrolled in;

- (14) to benefit from mobility programs, in accordance with the rules governing transferable credits;
- (15) to use laboratories, auditoriums, lecture and seminar rooms, reading rooms, libraries, information points, housing facilities, gyms, sporting facilities and other facilities or services made available by ASE, free-of-charge or in exchange of a charge approved by the University's Senate;
- (16) to participate in competitions organized by ASE and the Ministry for the selection of beneficiaries of mobility and fellowships abroad;
- (17) to participate in professional internships during the study cycle they are registered in, according to the objectives of the respective study program, and to benefit from the material resources, transportation and meals provided in keeping with the law;
- (18) to participate in competitions for allocation of internships, as mentioned in the curriculum; at Faculty/ University level, the allocation committee will comprise at least one student representative;
- (19) to receive and fill in the questionnaires on the evaluation of academic staff's teaching, lectures, seminars and laboratories; the results of the evaluation will be made public on ASE's intranet;
- (21) to participate in scientific, professional competitions, cultural and sports activities;
- (22) to elect and be elected in consultative, deliberative and management structures at Faculty/ University level, in keeping with the Methodology for the election of ASE's student representatives, approved upon by the student representatives in the University's Senate;
- (23) to be part of student organizations;
- (24) to establish workshops, clubs, sports and arts groups, organizations and publications, according to law;
- (25) to perform extra-curricular activities that contribute to their professional and/ or moral and civic development and, function of their effort, to receive a number of transferable credits, which are recorded in the diploma supplement in accordance with the law in force and on the basis of a methodology proposed by the student representatives in the University's Senate and approved upon by the Board of Trustees and the University's Senate;

- (26) to receive scholarships and other forms of material support in accordance with the regulations in force and the regulations and methodologies approved by the University's Senate;
- (27) to receive treatment to recover health in resorts or student camps, according to the conditions determined by the Ministry in charge;
- (28) to benefit from at least 5 working days of registration for the contests organized by the University, including scholarships, camps, accommodation and international mobilities, as stipulated by the Student Calendar;
- (29) to benefit from information and counseling services on academic, professional and social issues free of charge;
- (30) to benefit from free of charge medical and psychological assistance in university doctor's and psychological offices or in clinics and specialized units, according to the law;
- (31) to benefit from housing facilities, except when they study in the home town, according to the law and to the provisions of the Accommodation Regulation and Methodology approved upon by the University's Senate;
- (32) to benefit from protection on the University's grounds from authorities responsible for public order; protection is requested by any student member of the academic community;
- (33) to receive free of charge certificates and study documents issued by ASE as well as other documents that attest to the status of student, under the law;
- (34) to benefit from 75% discounts off for various fees/ fares (charged by museums, concerts, theater, opera, film, other cultural and sports events organized by public institutions), within approved budgets, according to law;
- (35) to have unrestricted access to information on the number, type and amount of each fee charged by ASE, and to the methodologies for establishing these issues;
- (36) to benefit from other rights and freedoms mentioned in ASE's University Charter and in other internal regulations;
- (37) to benefit from the protection of personal data, according to Law No. 677/2001 on the protection of individuals, regarding the processing and the free movement of personal data, which are not to be delivered to third parties unless personal and explicit

consent is obtained from the student;

(38) to benefit from a Student Guide at the beginning of the first study year, comprising information on: student rights and obligations, disciplines in the curricula; services made available to students by ASE, evaluation procedures, fees, University and Faculty material resources, legally established student organizations, means to access scholarships and other financial support opportunities, mobilities, other facilities and subsidies; this Guide is elaborated by ASE's Students' Union (USASE), with the help of ASE's specialized structures; the printing costs for this Guide is to be borne by the University, and the number of copies to be printed is to be established in accordance with the number of students enrolled in the first year of Bachelor's, Master's, Doctoral studies in the respective academic year;

(39) to benefit from a year/ study series adviser, from among the academic staff members from the Faculty they study at;

(40) to study in a modern language, within the limits of accredited enrolment numbers;

(41) to have a daily schedule that does not exceed 8 hours from beginning to end;

(42) to discontinue and resume studies, according to the legislation and ASE's Regulations on academic activities;

(43) to report on abuse and irregularities, especially on those concerning teaching and learning process and related activities, but also on issues that might impede on self study activities, and to benefit from identity protection.

Art. 72. Doctoral students have the following specific rights:

(1) to benefit from the support, guidance and advice of the Doctoral advisor, as well as of the advisory committee;

(2) to participate in seminars and workshops organized by the research and development staff from the Doctoral Schools, when they debate topics that are relevant to the respective Doctoral studies;

(3) to be represented in decision-making fora from Doctoral Schools and the Council for Doctoral Studies, in keeping with the provisions of the Methodology for the election of ASE's student representatives approved upon by the student representatives in the University's Senate;

(4) to benefit from the Doctoral School's logistics, documentation centers, libraries and

- equipment with a view to elaborating research projects and the Doctoral dissertation;
- (5) to enroll for courses and seminars organized by other Doctoral Schools;
 - (6) to work together with research teams from the Doctoral Schools or the Research and Development Units that have concluded agreements or institutional partnerships with ASE's Institute for Doctoral Studies;
 - (7) to benefit from national and international mobilities;
 - (8) to benefit from institutional support to participate in scientific conferences or congresses, workshops, summer or winter schools and national and international seminars in the scientific field of the Doctoral Dissertation;
 - (9) to participate in the scientific events organized by the Doctoral Schools;
 - (10) to be informed on the curriculum of the doctoral studies from the Doctoral Schools.

Art. 73. Students who belong to the Romanian ethnicity and live abroad, beneficiaries of grants awarded by the Romanian state, also benefit from free access to all events taking place in Romania, according to the law.

Art. 74. ASE Bucharest can ensure at least one tuition-exempt study facility for baccalaureate graduates coming from orphanages, according to the law in force, as well as to the regulations and methodologies approved by the University's Senate.

Art. 75. (1) Candidates coming from environments with a high social and economic risk or marginalized from a social point of view – members of the Roma community, graduates from high schools in the rural areas or towns with less than 10,000 inhabitants – can benefit from a number of tuition-exempt study facilities (financed from the state budget), under the law. For this category of students, ASE ensures free of charge educational path tracking services, so as to facilitate academic, social and cultural integration to the community.

(2) For physically disabled students, ASE ensures adapted access routes on all University grounds, as well as normal conditions for academic, social and cultural activities.

Art. 76. Students have the following obligations:

- (1) to prepare and actively participate in courses, seminars and laboratories, as well as to attend the periodical evaluations stipulated in the curriculum;
- (2) to draw up and defend projects and practical tests;

- (3) to pass the forms of assessment in the sessions established in the University regulations;
- (4) to verify their academic situation at the end of each semester and academic year;
- (5) to observe the quality standards set by ASE;
- (6) to have a civilized behavior and respect their colleagues, as well as the academic, auxiliary academic and administrative staff;
- (7) to refrain from language and behavior that is not adequate to the academic environment;
- (8) to adequately use all the facilities and subsidies bestowed upon them, in keeping with their specific destination;
- (9) to maintain and carefully use the material resources provided by ASE; otherwise students will bear the costs of the damages incurred;
- (10) to keep the University's premises clean, quiet and orderly;
- (11) to observe the regulations on fire prevention and civil defense;
- (12) to refrain from smoking on ASE's premises; otherwise students will bear the sanctions established by the University's Senate, in keeping with the law in force;
- (13) to participate in academic activities without having drunk alcoholic beverages or having used banned substances;
- (14) to pay the fees they owe to the University on time, as per the study contract or other contracts signed with the University;
- (15) to observe any other obligations stipulated in the current Charter and other internal regulations;
- (16) to read the discipline sheet and meet the self-study requirements;
- (17) to regularly access the University's and Faculty's websites and notice boards;
- (18) to observe the University's Code of Ethics and Professional Conduct.

Art. 77. Doctoral students have the following specific obligations:

- (1) to observe the calendar established with the scientific advisor and meet the requirements regarding paper presentation and dissemination of research findings;
- (2) to present activity reports before the scientific advisor and the advisory committee as often as required;
- (3) to maintain permanent contact with the scientific advisor;

(4) to observe institutional discipline.

Art. 78. (1) ASE grants awards, scholarships, participation in camps and other such incentives to students with remarkable results in their education and professional development or in other activities beneficial for the personal and professional development of students or which bring prestige to ASE, within the limit of the funds allocated from the state budget. ASE can grant such incentives from its own revenues, as well.

(2) The funds for scholarships or social aid are allocated function of the number of students enrolled in full time study programs, with state financing.

(3) Students benefit from achievement, merit or study scholarships so as to stimulate excellence, as well as from social aid, to financially assist those with low incomes, within the limit of funds allocated from the budget. The minimum amount for social aid is proposed annually by the National Council for the Financing of Higher Education (CNFIS), taking into account the fact that they must cover minimum expenses for meals and accommodation. ASE supports students with social issues and needs, as well as students with special educational needs, within the limit of funds allocated from the state budget.

(4) ASE grants social aid to students from underprivileged families or orphanages, in keeping with the law;

(5) Students benefiting from social aid can also receive scholarships for academic achievement, in keeping with the Methodology for granting scholarships approved upon by the University's Senate.

(6) ASE can supplement the scholarship fund from its own extra budgetary sources.

(7) To grant scholarships, a scholarship granting committee is formed at the University level, which includes the student representatives in the University's Senate that act as student president and vice-president in charge with social affairs. At each Faculty level, the scholarship granting committee includes at least one student representative that is a member of the Faculty Board, appointed by the Faculty Student Council.

(8) Reservations to student camps are granted in keeping with the regulations, methodology and other legal provisions in force, by the committee formed at Faculty level, which includes at least one student representative that is a member of the Faculty Board, appointed by the Faculty Student Council.

(9) ASE can exempt students with social issues from paying tuition taxes in exchange for performing activities in the interest of the University.

Art. 79. Students coming from low-income families benefit from a student loan system, secured by the state, under the existing legislation, through the Credits and Study Scholarships Agency. Graduates who will practice the profession for a minimum of five years in the rural area will benefit from advantageous credit conditions, according to the law.

Art. 80. (1) ASE annually offers accommodation to students, within the limit of available places, under the criteria established through specific regulations.

(2) Students' housing is done within the limit of available places, taking into account professional performance and social situation, for a charge.

(3) The functioning of student hostels is based on the provisions of internal methodologies and regulations approved upon by the University's Senate.

(4) The distribution of beds in student hostels is done by the Accommodation Committee which operates at University level and includes students from all Faculties, appointed by the student representatives in the University's Senate, following the proposals made by the Bureau of the Faculty Student Councils and the Bureau of the Doctoral Student Council, function of the allocated beds and accommodation requests. The Accommodation Committee distributes beds in hostels in keeping with the provisions of the Regulation and Methodology for Accommodation approved upon by the University's Senate;

(5) The Student Accommodation Office is an administrative structure that functions at University level and is comprised of students. This ensures the logistics of the entire accommodation process and manages the medical and social cases, the requests of the Erasmus students, foreign students and married students. The Bureau takes over the responsibilities of the Accommodation Committee after the end of the latter's activity, and is in charge with solving the issues regarding the students' accommodation in hostels throughout the academic year.

(6) Some hostels can function as hotels, with negotiable tariffs, according to the existing legislation, including during the holidays.

(7) ASE offers students conditions for having meals in the cafeterias administered by the University, for a charge.

(8) The expenses for the maintenance of hostels and cafeterias administered by the University are covered from its own incomes and from subsidies from the state budget, allocated to this purpose.

(9) The tariffs established by ASE for hostels and cafeterias are at most equal to the difference between overheads (including personnel expenses, utilities, raw materials, supplies and current maintenance expenses) and state subsidies.

(10) With a view to ensuring transparency, ASE regularly publishes the Income and Expenditure Account for each student hostel.

(11) ASE can offer housing subsidies to students who choose a form of accommodation different from its own hostels, within the limit of funds allocated from the budget, in keeping with the legal provisions in force.

(12) Students coming from orphanages or who are orphans of both parents can be exempt from paying hostel expenses, according to existing legal provisions.

Art. 81. During the academic year, students benefit from a minimum 50% discount off transportation fares (local, ground and underground transport, domestic road, railroad and maritime transport). Students who are orphans or coming from orphanages benefit from free of charge transportation facilities, for the categories of transport established by means of an order of the respective minister.

Art. 82. The offspring of academic staff currently in activity are exempt from the payment of registration fees for the entrance examinations for Bachelor's, Master's and Doctoral programs, according to legal provisions and to the admission methodology, and benefit from free of charge housing in hostels.

Art. 83. (1) ASE encourages students to perform cultural, educational and sports activities. To this end, it can organize cultural and sports events, professional and scientific conferences, health education activities, scientific circles etc.

(2) The activities can be organized only as extra-curricular activities, without hindering, directly or indirectly, the scientific and professional activity.

(3) The responsibility of organizing and carrying out the cultural, educational and sports events lies with the initiators.

(4) The use of the University's premises for the cultural, educational and sports events is authorized by the Rector or the Board of Trustees.

(5) ASE provides financial and logistic support, within the limits of the available resources, to student organizations for their activities – scientific research, conferences, summer schools, etc.

(6) Student organizations act as partners in all the activities organized by ASE, both as regards promotion, and as regards scientific research and national and international partnerships.

Art. 84. (1) ASE is a founding member of ASE's Students' Union (USASE) and supports the latter's activity. Through the student representatives in the University's Senate and the Student Councils (one for each Faculty and one for the Doctoral students), USASE represents the interests of ASE's students, in their relation with the University, the Faculties, the Departments, and the technical and administrative structures.

(2) Through its structures from Faculty and University level, and in keeping with existing legislation, USASE is represented at the level of collegial management structures, and actively participates in decision-making.

(3) Through its structures from Faculty and University level, USASE is a partner in the organization of elections for academic management structures, and hence it designates representatives in the relevant committees.

(4) The relation between University management structures and USASE is based on the following principles: student-centered education, consultation with the educational partners, transparent decision-making, and the observance of student rights and freedoms.

(5) Through its structures from Faculty and University level, USASE is consulted on the development of higher education and participates in the elaboration of the University's major policies and strategies regarding the fulfillment of its research intensive mission.

Art. 85. ASE is a founding member of the Alumni's organization (Alumni ASE) and supports its activity; through the latter, ASE obtains information regarding the insertion of graduates on the labor market, with a view to raising the quality of the educational and research process, it develops relationships with the business environment, obtains supplementary financing, etc.

Art. 86. (1) ASE's Board of Trustees is to establish a system for the enforcement of the provisions of the Code for Student Rights and Obligations.

(2) Through the student representatives in the University's Senate and the Student Councils, USASE consults students while elaborating an annual report regarding the observance of the respective Code. The report is made public before the beginning of each academic year, by publication on the University's webpage. In case irregularities arise, the University is compelled to make public the means to address these irregularities. The report is to be sent to the national student federations for them to elaborate a report on the observance of the Code for Student Rights and Obligations in the universities from the national education system.

Art. 87. (1) Breaking the obligations stipulated by the regulations leads to the sanctioning of the guilty ones, function of the seriousness of the deed, according to internal regulations.

(2) The appeal on sanctions are addressed to the structure that is hierarchically superior to that which applied the sanction. The decisions of the former are final.

(3) Other student rights, freedoms and obligations, apart from those stipulated in ASE's current Code for Student Rights and Obligations, may be stipulated in various laws adopted at national level.

Chapter XVI - THE CODE OF ETHICS AND PROFESSIONAL CONDUCT

Art. 88. (1) The Code of Ethics and Professional Conduct is based on the following principles:

- a) loyalty towards ASE - ASE's employees exert well-intended efforts to achieve ASE's mission and do not prejudice ASE's image;
- b) moral and professional integrity – in any given context, ASE's employees adopt a moral conduct that is in keeping with ASE's Code of Ethics and make efforts to increase ASE's scientific prestige;
- c) community cooperation and non-conflictuality - ASE's employees cooperate with each other and avoid generating and participating in conflicts within ASE;
- d) fair competition – competition among ASE's employees, at individual or team level, is undertaken only to increase ASE's prestige, avoiding conflict;
- e) respect for scientific authority - ASE's employees respect the scientific achievements of colleagues and support these achievements in any context;

- f) objective, fair and unbiased treatment of students.
- (2) The Code of Ethics and Professional Conduct comprises the rules of academic conduct and the accountability for breaking them.
- (3) The Code of Ethics and Professional Conduct expresses the principles and rules which the members of ASE's academic community agree to observe and follow in their professional activity, sets the reference standards and the sanctions to which the members of the academic community are exposed.
- (4) The Code of Ethics and Professional Conduct is part of the present Charter and is drawn up according to the existing legislation.
- (5) Spouses, in-laws or relatives to the third degree inclusively, cannot occupy at the same time positions which would place family members in a position subject to the management, control, authority or institutional evaluation of one another, at any level in ASE and cannot be appointed in doctoral committees, evaluation or contest committees, the decisions of which will affect the spouses, relatives or in-laws to the third degree inclusively.
- (6) The University's Ethics and Professional Conduct Committee is established and run so as to ensure that the current Code is respected.
- (7) The membership and structure of the Ethics and Professional Conduct Committee are proposed by the Board of Trustees, authorized by the University's Senate and approved by the Rector.
- (8) The persons occupying one of the following positions: Rector, Vice-Rector, Dean, Vice-Dean, Chief Administrative Director, Head of Department cannot be part of the Ethics and Professional Conduct Committee.
- (9) The activity of the Ethics and Professional Conduct Committee is based on the regulations adopted by the University's Senate.
- (10) The Ethics Committee has the following responsibilities:
- a) analyzes the deviations from academic ethics, based on the complaints received from members of the academic community, from any person outside the University or based on self-notification;
 - b) answers the complaints received and makes proposals, if the case be, regarding the sanctions to be applied;

- c) within maximum 30 days from its establishment, it verifies and records any incompatibilities discovered following the validation of the mandates of all members of the management structures and all managerial positions and refers the cases of incompatibility to the University's Senate;
- d) elaborates and makes public an Annual Report on the observance of academic and research ethics.

(11) The decisions of the Ethics and Professional Conduct Committee are approved by the legal advisor of the University. The Rector has the legal liability for enforcing the decisions of the Ethics Committee.

Art. 89. (1) The conflict of interests is the situation in which the person has or could have a personal interest of a patrimonial or non-patrimonial nature, which could influence him/her in carrying out objectively and impartially his/her attributions.

(2) The personal interest represents any advantage, material or of another nature, followed or obtained, directly or indirectly, for himself/herself or for another, by the academic or research staff who permanently or temporarily hold, in any capacity, a position of management, administration, control, through the use of reputation, influence, facilities, relations and information he/she has access to, while exercising it.

(3) Decisions or documents are considered adopted or concluded in a context of conflict of interests if made by the deliberative structures in which at least one of the members is in a conflict of interests and has not abstained from voting or participating in the debates.

(4) In case a person is in a situation of conflict of interests, the person has the obligation to immediately inform in writing the deliberative structure or person holding a hierarchically superior executive position.

(5) The persons who have been notified by the Ethics Committee regarding a conflict of interests are compelled, within 3 days from the notification, to take the necessary measures for the respective conflict to stop.

(6) If, within 6 months' time, a person is forced to abstain at least 3 times from adopting a decision or concluding some documents due to the imminence of a conflict of interests, the Ethics and Professional Conduct Committee verifies, at the request of the Rector, the existence of incompatibility and of other prohibitions stipulated by law.

Art. 90. (1) Incompatibility is the ban on the existence of direct hierarchical relations among academic, research or auxiliary academic staff members that hold a managerial position in ASE, and their spouses, in-laws or relatives to the third degree inclusively.

(2) According to related legislation, incompatibility in ASE refers to the following aspects, as regards management, control, authority and evaluation issues:

- a) the ban on the Rector's spouse, in-laws or relatives to the third degree inclusively holding one of the following positions: Vice-rector, Dean, Deputy-dean, Head of Department and Chief Administrative Director;
- b) the ban on a Vice-rector's spouse, in-laws or relatives to the third degree inclusively holding one of the following positions: Dean, Deputy-dean, Head of Department and Chief Administrative Director;
- c) the ban on a Chief Administrative Director's spouse, in-laws or relatives to the third degree inclusively holding one of the following positions: Dean, Deputy-dean, Director, Chief Accountant, Head of Office, Head of Bureau;
- d) the ban on a Dean's spouse, in-laws or relatives to the third degree inclusively holding one of the following positions: Deputy-dean, Head of Department within the same Faculty;
- e) the ban on a Deputy-dean's spouse, in-laws or relatives to the third degree inclusively holding the position of Deputy-dean within the same Faculty;
- f) the ban on a Head of Department's spouse, in-laws or relatives to the third degree inclusively holding a lower-level managerial position within the same Department;
- g) the ban on spouses, in-laws or relatives to the third degree inclusively holding a position in the same collegial management structure;
- h) the ban on the participation in the evaluation of spouses, in-laws or relatives to the third degree inclusively by a person holding a managerial position;
- i) the ban on a Doctoral School Director's spouse, in-laws or relatives to the third degree inclusively holding a lower-level managerial position in the same Doctoral School;
- j) the ban on a Doctoral Advisor advising the Doctoral thesis of a spouse, in-laws or relatives to the third degree inclusively.

Art. 91. (1) The persons facing a situation of incompatibility must solve it within 30 days from

the day of the notification by the Ethics Committee.

(2) The failure to meet this obligation is ascertained by the person in a hierarchically superior position, who will order the cessation of the direct hierarchical rapports between the persons in incompatibility.

(3) The tenured academic and research staff, as well as the auxiliary academic staff, may find themselves in a context of conflict of interests if one of the following situations arises:

- a) he/she is called upon to address requests, make decisions or participate in decision-making as regards the natural or legal persons he/she has patrimonial relations with;
- b) he/she is called upon to address requests, make decisions or participate in decision-making as regards the natural persons that he/she is related to (spouse, in-laws or relatives to the third degree inclusively);
- c) is part of the same committee or collegial management structure established according to the law as other academic, research or auxiliary academic staff members that he/she is related to (spouse, in-laws or relatives to the third degree inclusively);
- d) his/her own patrimonial or other interests, as well as similar interests of spouses, in-laws or relatives to the third degree inclusively, may influence the decisions he/she has to make while in office;
- e) he/she holds a University management position and shares and stocks in trading companies that have trading, works or service contracts with the University.

Art. 92. The following represent transgressions of the academic ethics standards:

- a) for academic staff members to request or accept favors of any kind, gifts or material gain from students;
- b) for academic staff members to perform activities paid by and to the benefit of students, outside the institutional framework;
- c) to condition students' participation in any kind of examination on the purchase of bibliographical materials;
- d) for students to perform unpaid activities to the benefit of academic staff members, their spouses or relatives to the third degree;
- e) to discriminate among members of the academic community on the basis of age, ethnicity, gender, social background, political or religious beliefs, sexual orientation

- or other kinds of aspects, except for positive measures stipulated by the law;
- f) physical or psychological violence, the use of offending language, or abuse of authority against any member of the academic community;
 - g) personal attack, intimidation, threat, humiliation, blackmail or defamatory statement against other members of the academic community;
 - h) repeated manifestly unfounded complaints against a colleague;
 - i) activities that are based on conduct which is contradictory to the provisions of this Code or cause prejudice to the image of the University, such as propaganda in favor of institutional chaos, disinformation campaigns in the mass-media, or other activities that may impinge upon the University's mission.

Art. 93. (1) The following represent serious transgressions of the stipulations regarding proper conduct in scientific and professional activity and are sanctioned according to the existing legislation:

- a) to plagiarize the results or 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, as well as in any official documents;
- d) to commercialize scientific papers with a view to facilitating plagiarism by the buyer;
- e) to attempt to pass an examination by bribery or pressure made *intra-muros* or *extra-muros*, regardless of the means used to this end.

(2) According to existing legislation on research ethics, plagiarism is the use in a written or oral work (in electronic format inclusively) of texts, expressions, ideas, demonstrations, data, hypotheses, theories, scientific results or methods taken from written works (in electronic format inclusively) by other authors, without mentioning authorship and the original source.

(3) Students and doctoral students are sanctioned by expulsion if they submit copied or falsified papers to meet professional requirements.

(4) If students submit a final paper/ dissertation that is copied or falsified, they are expelled without the right to ever re-enroll in ASE.

(5) The academic staff member who acts as advisor for such a paper is to be subject to disciplinary sanctions if proven guilty.

(6) In case a Doctoral Dissertation is copied or falsified, the Doctoral student is expelled and the Doctoral advisor is to be subject to disciplinary sanctions if proven guilty, in keeping with the law.

(7) In case the respective Doctoral advisor holds a University management position, he/she is to be sanctioned as stipulated in par. (5) and (6) above, and also revoked from the respective managerial position.

Art. 94. The sanctions that can be applied to academic and research staff and auxiliary academic and research staff by the Ethics and Professional Conduct Committee for breaking academic ethics standards or transgressions on good conduct in scientific research are the following:

- a) written warning;
- b) withdrawal and/or correction of all works publishes by breaching the norms on good conduct;
- c) decrease in the base salary, cumulated (if the case by) with the earnings for management, advisory and control activities;
- d) 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 defense committees;
- e) dismissal from the management position in education;
- f) termination of the labor contract for disciplinary reasons.

Art. 95. The sanctions that can be applied to students and Doctoral students for breaking academic ethics standards are the following:

- a) written warning;
- b) expulsion;
- c) other sanctions stipulated in the existing laws.

Art. 96. The sanctions that can be applied to non-teaching staff members for breaking academic ethics standards are the following:

- a) written warning;
- b) decrease in the base salary, cumulated (if the case by) with the earnings for management activities;
- c) termination of the labor contract for disciplinary reasons.

Art. 97. The sanctions established by the Ethics and Professional Conduct Committee are enforced by the Rector, within 30 days from receiving the written notice.

Chapter XVII - TRANSITORY AND FINAL PROVISIONS

Art. 98. The current Charter was approved during the meeting of ASE's Senate of July 20, 2011, and amended during the meetings of ASE's Senate of September 28, 2011 and March 30, 2016.

Art. 99. (1) The current Charter can be amended at the initiative of the Board of Trustees, of a third of the members of the Senate, or a third of the number of tenured academic and research staff, and the number of students enrolled in ASE, respectively.

(2) The amendments to the current Charter are approved upon by the University's Senate after debating it with the academic community, by means of open vote by absolute majority, provided a working quorum of minimum two thirds of the total number of Senate members is established.

(3) The amendments to the current Charter become effective after the positive resolution of the Ministry of National Education and Scientific Research.