**Appendix 32 – QMS documents: procedures, evaluations and internal audits**

**LIST OF THE INTERNAL QMS PROCEDURES AND REGULATIONS**

**A. INTERNAL DOCUMENTS**

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| **Crt.****No.** | Document | Elaborated by | Identifi-cation code | Ed./**rev.** |
| I. THE UNIVERSITY’S MANAGEMENT |
| 1 | Regulation concerning the organization and the functioning of the University. | RC 1 |  |
| 2 | Organizational chart | RC 2 |  |
| 3 | Internal working rules. | RC 3 |  |
| 4 | Regulation concerning the organizing and holding of the elections for the management structures and positions. | RC 5 |  |
| 5 | Regulation of the Council for university’s strategies. | RC 10 |  |
| 6 | Regulation of the University’s ethics Commission. | RC 26 |  |
| 7 | Regulations required by The National Education Law No. 1/2011. | RC 46 |  |
| 8 | University’s ethics Code. | RC 47 |  |
| II. THE QUALITY MANAGEMENT SYSTEM (QMS) |
| 9 | Certification file SR EN ISO 9001:2008 | QMS Responsible | MSMC-02 | 2 |
| 10 | Documents control. | QMS Responsible | PS-01 | 2/1 |
| 11 | Registering control. | QMS Responsible | PS-02 | 2/1 |
| 12 | Internal audit. | QMS Responsible | PS-03 | 2/1 |
| 13 | Not corresponding product/service control. | QMS Responsible | PS-04 | 2/1 |
| 14 | Corrective actions. | QMS Responsible | PS-05 | 2/1 |
| 15 | Preventive actions. | QMS Responsible | PS-06 | 2/1 |
| 16 | Analyze performed by the management. | QMS Responsible | PO-01 | 2/1 |
| 17 | Customer satisfaction evaluation and complains treating. | QMS Responsible | PO-08 | 2/1 |
| 18 | The Manual of the Integrate system for quality management (ISQM). | ISQM Responsible | MSMIC-01 | 1 |
| 19 | Teaching and research activities evaluation. | QAD Responsible | PO-18 | 1/0 |
| 20 | The Information and Communication Center (ICC) activity carrying. | ICC Responsible | PO-19 | 1/0 |
| 21 | The Communication and public relations office’ (CPRO) activity carrying. | CPRO Responsible | PO-20 | 1/0 |
| 22 | Regulation of the Quality assurance department (QAD). | Quality Assurance and Human Resources Prorector | RC 14 |  |
| 23 | Regulation of the Quality assurance and Human resources policies Council. | Quality Assurance and Human Resources Prorector | RC |  |
| 24 | Regulation of the Communication and public relations office (CPRO) | Head of CPRO | RC 20 |  |
| 25 | Regulation of the Information and Communication Center (ICC). | ICC Responsible | RC 30 |  |
| 26 | Regulation of the Human resources policies office (HRPO). | HRPO Manager | RC |  |
| **III. FUNDAMENTAL PROCESSES** |
| **Didactic process –4 years/6 years of study** |
| 27 | Student’s professional activity. | Didactic Prorector | PO-44 | 1/0 |
| 28 | Methodology concerning the organizing and holding of the matriculation for the bachelor studies cycle. | Didactic Prorector | PO-45 | 1/0 |
| 29 | Methodology concerning the organizing and holding of the matriculation for the master studies cycle. | Didactic Prorector | PO-46 | 1/0 |
| 30 | Methodology concerning the organizing and holding of the matriculation for the doctoral postgraduate studies cycle. | Didactic Prorector | PO-47 | 1/0 |
| 31 | Organizing and holding of the competition for the didactic positions. | Didactic Prorector | PO-48 | 1/0 |
| 32 | Bachelor studies graduation. | Didactic Prorector | PO-30 | 1/0 |
| 33 | Master studies graduation. | Didactic Prorector | PO-31 | 1/0 |
| 34 | Didactic Council Regulation. | Didactic Prorector | RC 7 |  |
| 35 | Regulation of the Commission for relations with the University graduates. | Didactic Prorector | RC 28 |  |
| 36 | Regulation concerning students’ professional activity. | Didactic Prorector | RC 40 |  |
| 37 | Regulation and methodology concerning the university’s studies graduation. | Didactic Prorector | RC 41 |  |
| 38 | Regulation concerning the initiation, approval, implementation and regular evaluation of the study programs. | Didactic Prorector | RC 42 |  |
| 39 | Regulation concerning taxes and services. |  | RC 44 |  |
| 40 | Regulation and methodology concerning the matriculation. | Didactic Prorector | RC 45 |  |
| 41 | Regulation of the Social and students issues Council. | Social and students issues Prorector | RC 9 |  |
| 42 | Regulation concerning scholarships awarding. | Social and students issues Prorector | RC 43 |  |
| 43 | Regulation of the Consultancy Center. | Social and students issues Prorector | RC 29 |  |
| 44 | Regulation concerning the organization and the functioning of the Agronomy Club. | Social and students issues Prorector | RC 33 |  |
| 45 | Regulation concerning the organization and the functioning of the Students’ Hostels | Social and students issues Prorector | RC 34 |  |
| 46 | Regulation concerning the organization and the functioning of the Students’ Restaurant. | Social and students issues Prorector | RC 35 |  |
| **Didactic process –Erasmus/foreign mobility** |
| 47 | Description of the functioning activity – Community Programs Office. | International Relations Prorector | PO-33 | 1/0 |
| 48 | Academic staff travels abroad. | International Relations Prorector | PO-34 | 1/0 |
| 49 | Doctorate students travel abroad. | International Relations Prorector | PO-35 | 1/0 |
| 50 | Foreign students matriculation file takeover. | International Relations Prorector | PO-36 | 1/0 |
| 51 | Regulation of the International relations Council. |  | RC 8 |  |
| 52 | Regulation of the International relations Office (IRO). | IRO Coordinator | RC 21 |  |
| **Didactic process – Distance /Part time learning** |
| 53 | Functioning activity of the Distance /Part time learning Department (DPTLD). | DPTLD Manager | PO-32 | 1/0 |
| 54 | Regulation of the long life learning, distance learning and part time learning Center. | DPTLD Manager | RC 16 |  |
| **Research and Publications** |
| 55 | [Regulation of the Research, innovation and technological transfer Department (RITTD)](http://issuu.com/usamvcluj/docs/rc_29?viewMode=magazine&mode=embed) | RITTD Manager | RC 15 |  |
| 56 | [Regulation of the Projects management office (PMO)](http://issuu.com/usamvcluj/docs/rc_31?viewMode=magazine&mode=embed). | PMO Responsible | RC 22 |  |
| 57 | Regulation of the Publications and journals Office (PJO). | PJO Responsible | RC 23 |  |
| 58 | Regulation concerning the organization and the functioning of the Academicpres publishing house. | Research Prorector | RC 32 |  |
| **Doctoral and Postdoctoral School** |
| 59 | Doctoral School Regulation | Council of doctoral studies Director | RC 24 |  |
| 60 | Postdoctoral School Regulation | Council of doctoral studies Director | RC 25 |  |
| **IV. SUPPORT PROCESSES** |
| **Human Resources** |
| 61 | Regulation concerning the didactic positions undertaking. | Manager of the Human Resources Department | RC 37 |  |
| 62 | Competence, awareness, training. | Manager of the Human Resources Department | PO-02 | 2/1 |
| 63 | Human Resources management. | Manager of the Human Resources Department | PO-03 | 2/1 |
| 64 | Signing and registration of the labor contracts for positions in research activity. | Manager of the Human Resources Department | PO-09 | 1/0 |
| 65 | Didactic and auxiliary non didactic staff recruitment. | Manager of the Human Resources Department | PO-10 | 1/0 |
| 66 | Employing of the Didactic and auxiliary non didactic staff. | Manager of the Human Resources Department | PO-11 | 1/0 |
| 67 | Employing of the Didactic staff. | Manager of the Human Resources Department | PO-12 | 1/0 |
| 68 | Stating the didactic staff salary rights. | Manager of the Human Resources Department | PO-13 | 1/0 |
| 69 | Stating the non didactic and auxiliary staff salary rights. | Manager of the Human Resources Department | PO-14 | 1/0 |
| 70 | Payroll preparing. | Manager of the Human Resources Department | PO-15 | 1/0 |
| 71 | Labor contract ceasing. | Manager of the Human Resources Department | PO-16 | 1/0 |
| 72 | Didactic and auxiliary non didactic staff sanctioning. | Manager of the Human Resources Department | PO-17 | 1/0 |
| **Students** |
| 73 | Regulation of the Didactic Staff Training Department (DSTD) | DSTD Manager | RC 18 |  |
| 74 | Activity description (DSTD) | DSTD Manager | PO-49 | 1/0 |
| 75 | [Regulation of the Education for Career Center (ECC)](http://issuu.com/usamvcluj/docs/rc_24?viewMode=magazine&mode=embed) | DSTD Manager | RC 19 |  |
| 76 | [Regulation of the Practice Organizing Center](http://issuu.com/usamvcluj/docs/rc_23?viewMode=magazine&mode=embed) (POC) | POC Manager | RC17 |  |
| 77 | Activity description of the Experimental Teaching Station (ETS) management analysis  | ETS Manager | PO-38 | 1/0 |
| 78 | [Regulation of the Experimental Teaching Station (ETS)](http://issuu.com/usamvcluj/docs/rc_48?viewMode=magazine&mode=embed) | ETS Manager | RC 36 |  |
| **Infrastructure** |
| 79 | Equipments maintenance | Head of the Procurement Office | PO-04 | 2/1 |
| 80 | Procurement | Head of the Procurement Office | PO-05 | 2/1 |
| 81 | Measurement and monitoring equipments control. | Head of the Procurement Office | PO-06 | 2/1 |
| **Library** |
| 82 | Regulation concerning the organization and the functioning of the University’s Library. | Library Manager | RC 31 |  |
| 83 | Publications acquisition activity description. | Library Manager | PO-21 | 1/0 |
| 84 | Books registering and cataloguing activity description. | Library Manager | PO-22 | 1/0 |
| 85 | Journals registering and cataloguing activity description. | Library Manager | PO-23 | 1/0 |
| 86 | Inter librarian exchange activity description. | Library Manager | PO-24 | 1/0 |
| 87 | Library access card releasing activity description. | Library Manager | PO-25 | 1/0 |
| 88 | Books lending and reading hall access activity description. | Library Manager | PO-26 | 1/0 |
| 89 | Management of the library subsidiaries. | Library Manager | PO-27 | 1/0 |
| 90 | Inter librarian lending activity description. | Library Manager | PO-28 | 1/0 |
| 91 | Preparing and updating of the Risks Register activity description. | Library Manager | PO-29 | 1/0 |
| **Secretariat** |
| 92 | Regulation of the University’s secretariats. |  | RC 13 |  |
| 93 | Internal communication. | Chief Secretary | PO-07 | 2/1 |
| 94 | Scholarships awarding. | Chief Secretary | PO-39 | 1/0 |
| 95 | Romanian students expelling at the faculties proposal. | Chief Secretary | PO-40 | 1/0 |
| 96 | Study courses interrupting. | Chief Secretary | PO-41 | 1/0 |
| 97 | Re matriculation of Romanian students. | Chief Secretary | PO-42 | 1/0 |
| 98 | Study courses retaking. | Chief Secretary | PO-43 | 1/0 |
| **Senate** |
| 99 | Regulation of the University Senate. | Senate President | RC 4 |  |
| 100 | Regulation concerning Doctor Honoris Causa title awarding. | Senate President | RC 38 |  |
| 101 | Regulation concerning Honoris Senator title awarding. | Senate President | RC 39 |  |
| 102 | Description of the conditions and procedure for Doctor Honoris Causa/ *Professor Honoris Causa* title awarding. | Senate President | PO-37 | 1/0 |
| **General Administrative Division** |
| 103 | Regulation of the Administration Council | Administrative General Manager | RC 6 |  |
| 104 | [Regulation of the General Administrative Division](http://issuu.com/usamvcluj/docs/rc_35?viewMode=magazine&mode=embed) | Administrative General Manager | RC 11 |  |
| 105 | [Regulation of the Economic Division](http://issuu.com/usamvcluj/docs/rc_34?viewMode=magazine&mode=embed) | Economic Manager | RC 12 |  |
| 106 | [Regulation of the Patrimony and Material base management Commission](http://issuu.com/usamvcluj/docs/rc_26?viewMode=magazine&mode=embed) | Administrative General Manager | RC 27 |  |
|  | **B. EXTERNAL DOCUMENTS** |
| **Crt.****No.** | Document | Elaborated by | Identifi-cation code | Ed. |
| 1 | National Education Law No. 1/2011. | MECTS |  |  |
| 2 | Law No. 87/2006 for the aproval of the O.U.G. No. 75/2005 concerning education quality assurance. External quality evaluation methodology (ARACIS). | MECTS |  |  |