

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

LIST OF THE INTERNAL QMS PROCEDURES AND REGULATIONS

A. INTERNAL DOCUMENTS

Crt. No.	Document	Elaborated by	Identification 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 Prorektor	RC 14	
23	Regulation of the Quality assurance and Human resources policies Council.	Quality Assurance and Human Resources Prorektor	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 Prorektor	PO-44	1/0
28	Methodology concerning the organizing and holding of the matriculation for the bachelor studies cycle.	Didactic Prorektor	PO-45	1/0
29	Methodology concerning the organizing and holding of the matriculation for the master studies cycle.	Didactic Prorektor	PO-46	1/0
30	Methodology concerning the organizing and holding of the matriculation for the doctoral postgraduate studies cycle.	Didactic Prorektor	PO-47	1/0
31	Organizing and holding of the competition for the didactic positions.	Didactic Prorektor	PO-48	1/0
32	Bachelor studies graduation.	Didactic Prorektor	PO-30	1/0
33	Master studies graduation.	Didactic Prorektor	PO-31	1/0
34	Didactic Council Regulation.	Didactic Prorektor	RC 7	
35	Regulation of the Commission for relations with the University graduates.	Didactic Prorektor	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)	RITTD Manager	RC 15	
56	Regulation of the Projects management office (PMO).	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)	DSTD Manager	RC 19	
76	Regulation of the Practice Organizing Center (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)	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/ <i>Professor Honoris Causa</i> 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	Administrative General Manager	RC 11	
105	Regulation of the Economic Division	Economic Manager	RC 12	
106	Regulation of the Patrimony and Material base management Commission	Administrative General Manager	RC 27	

B. EXTERNAL DOCUMENTS

Crt. No.	Document	Elaborated by	Identification code	Ed.
1	National Education Law No. 1/2011.	MECTS		
2	Law No. 87/2006 for the approval of the O.U.G. No. 75/2005 concerning education quality assurance. External quality evaluation methodology (ARACIS).	MECTS		