

**SCOALA NORMALA SUPERIOARA  
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**THE ACADEMIC CHARTER**  
The School for Post-University Academic  
“Upper Normal School” from Bucharest

Adopted by the founding members of the Upper Normal School Foundation on April, 27 2006.

**PREAMBLE**

The Upper Normal School (SNSB) was created after the model of the Upper Normal Schools from Paris and Pisa.

- Its main goal is to advance an education form of Master’s degree in order to attract the elite of the students in the Romanian scientific faculties towards a high level research career and its linking to the high scientific research developed in the Romanian research institutes.
- The initiative for developing this educative activity and the correspondent institution belonged to a group of Romanian researchers. In the year 2000, they founded the Upper Normal School Foundation that has the role of organizing and supervising the training, accreditation, financing and development intercessions of the School for Post-university Academic Studies “Upper Normal School” of Bucharest.
- At the date of this Charter’s approval, SNSB is accredited as school for post-academic studies through the Government’s Decision no 693 from June, 12, 2003 and develops its activity through two departments: The Mathematics Department (functioning since the year 2001) and the Informatics Department (functioning since 2002). In future, the school will extend its topic areas to: Physics, Chemistry and Science.

## Chapter I

### GENERAL PROVISIONS

Art. 1. The Upper Normal School from Bucharest was founded through the Decision no 1/January, 13 2001 of the Foundation „The Upper Normal School”.

Art. 2. The identity of the Upper Normal School from Bucharest is established through:

(1) Name: The Upper Normal School from Bucharest.

(2) Emblem and seal ascertained by Senate.

Art. 3. The Post-university Academic Studies „Upper Normal School” from Bucharest, further on called SNSB, is a private high degree education institution, accredited as school of post-university academic studies which functions within the Upper Normal School Foundation – Romanian juridical person of private right.

Art. 4. The academic autonomy – based on the provisions of the Constitution and of the Education Law, as well as on its own regulations – is demonstrated by the liberty of decision of the SNSB toward the Estate or political bodies, in problems related to the institution’s structure, to conceiving and developing learning, research, administrative, financial types of activities, as well as concerning its relationships with similar institutions from the country and from abroad.

Art. 5. The learning activities are usually unfolded within SNSB in Romanian, but courses can also be delivered in other international languages.

Art.6. The SNSB’s Study programmes are available for all citizens, either Romanian or foreigners, without any discrimination, in ways that do not offend the legislation in force and the present Charter.

## Chapter II

### SNSB’S MISSION AND GOALS

Art. 7. SNSB’s mission is to:

(1) Raise the level of the academic education and of the scientific research in Romania.

(2) Provide studies’ programs of Master’s Degree that are flexible and research-oriented for the elite students.

Art. 8. SNSB’s goals for fulfilling its mission are:

(1) To provide a quality academic education, addressed to the elite students.

(2) To develop scientific research type of activities.

(3) To create an environment that is favorable to the recognition of the cultural and scientific values.

(4) To promote academic exchanges with universities from the country and from abroad.

(5) To grant scholarships to students and academic staff.

(6) To edit cultural and scientific publications.

(7) To organize courses, conferences, seminars, colloques, study workshops, work groups, permanently or temporarily.

(8) To advance, organize and sustain any other activity that should ensure the fulfillment of the aim proposed.

Art. 9. In developing its activities and for accomplishing its mission and objectives, SNSB can associate with other institutions or economic agents from the country or from abroad, making up activity structures of common interest.

Art. 10. SNSB issues Master' degree diploma and study certificates.

## Chapter III

### **PRINCIPLES OF ORGANIZATION AND FUNCTIONING**

Art. 11. SNSB is open for Romanian and foreign students without discrimination. The admittance process in SNSB involves competition. The maintaining of those declared admitted in SNSB requires abiding by SNSB's regulations.

Art. 12. The main evaluation criteria of the SNSB's didactic staff is the quality of their scientific research.

Art. 13. The functioning, within the academic environment, of any organizatory pattern, with or without juridical personality is subjected to the Senate's sapproval.

Art. 14. The educational plans are based on the credit system's priciples, on the curriculum and modulizing and comprise compulsory as well as optional subject matters. The Transferable Credit' System (TCS) intra and inter-university (internal, intra- and intermodulating, external) allows the student's mobility both horizontally and vertically.

Art. 15. The students are partners in the joint attempt to train competitive specialists. The students' opinion, either individual or expressed through their representatives, authorized through the democratic process or by inquiries performed with validated methodologies, represents a means of selfcontrol, appraisal and improvement of the academic activity.

Art. 16. SNSB promotes partnership and collaboration relationships in the field of education and research with academic and research institutions from Romania and from abroad.

## Chapter IV

### **ACADEMIC AUTHONOMY**

Art. 17. SNSB functions according to the academic authonomy, understood as specific means for autoconduct, in agreement with the legal framework established by the Romanian Constitution, the legislation in the education field, the provisions of the current Charter and its own regulations.

Art. 18. The establishment of the SNSB's competences and departments is made by the Senate, according to the existent legislation, of the current Charter and through its own decisions.

Art. 19. The authonomy of the SNSB structures' organization is concretized in:

- (1) The right to elect, through secret vote, the leading bodies.
- (2) The right to elaborate its own regulations by respecting the legislation in force.
- (3) The right to choose the professors' body, the researchers, the students and the technical and administration personnel.

Art. 20. SNSB's functional autonomy is concretised in the right to:

- (1) Establish and improve its own structures.
- (2) To draft educational plans linked to academic experiences of reference.
- (3) To design its organigram according to the financial and human resources that it has available and with the provisions of the education plans.
- (4) To re-direct its scientific research.
- (5) To initiate and develop international cooperations and exchanges.
- (6) To regulate and appraise the conduct of the academic community members.
- (7) To publish magazines, handbooks, courses, research papers or any other material that supports education and research and to dispose of these publications in accordance to the missions assumed through the Charter.
- (8) To initiate and unfold, with the Senate's approval, any other activity congruous to the legal provisions and to international agreements.

Art. 21. The financing of the activities and of the SNSB development is provided by The Upper Normal School Foundation, through fund raising due to sponsorships, donations and any other sources identified in the country or abroad and by abiding by the Romanian and European legislation in force.

Art. 22. The didactic autonomy of the SNSB is concretized in the right to:

- (1) Organize, under legal conditions, chairs, departments, sections, specializing directions, thorough studies and post-university curricula.
- (2) Organize permanent training and perfecting activities.
- (3) Establish evaluation standards of the teaching level of the subject matters.
- (4) Participate in the international programs with didactic character unfolded by the European Union or by other structures.

Art. 23. The scientific autonomy of the SNSB is concretized in the right to:

- (1) Initiate and develop scientific research programs.
- (2) Participate in competitions for obtaining the research grants.
- (3) Make use of the financial resources resulted from the research activity based on contract according to its own needs.
- (4) Draft scientific papers and have publishing houses of its own.
- (5) Organize research groups in its interior.
- (6) Participate to the activities of the national and international scientific organizations' activities.
- (7) Partake to the research programs of the European Union, to other international scientific cooperation systems.
- (8) Partake to the research programs of the European Union, to other international scientific cooperation systems.
- (9) Evaluate according to its own criteria the scientific research activity and to adopt measures accordingly.

Art. 24. The jurisdictional autonomy of the SNSB represents its right to decide, through its own leading bodies, over the way of applying the Academic Charter and about all matters related to its field of competence, under the legal conditions.

## Chapter V

### **STRUCTURE AND LEADING BODIES**

Art. 25. SNSB's leading bodies are the Senate, the Rector, the Pro-rectors and the Executive Manager.

Art. 26. The didactic activity is organized in departments associated to every subject matter. The leading bodies of each department are the Scientific Council of the Department and the Department Director.

Art. 27. The didactic activity is provided by invited professors. Each and every student during his SNSB studies is professionally directed by a tutor.

Art. 28. The members of the Scientific Councils of the Departments are not remunerated for their work. The tutors and the invited professors have the statute of SNSB collaborators, therefore having their main function at the institution they come from.

#### **The Senate**

Art. 29. The Senate is SNSB's supreme leading body.

Art. 30. Members of the Senate are: the Rector, the Pro-rectors and the members of the Scientific Councils of the Departments, during the period of time they exercise these functions.

Art. 31. The Senate has the following attributions:

- (1) Establishes the strategy and scientific priorities of SNSB.
- (2) Approves the SNSB affiliation to other bodies and national and international programs.
- (3) Elects the Rector and the Pro-Rectors.
- (4) Approves the expenses and incomes budget and hands over the financial statements to the Director's Council of the Upper Normal School Foundation for approval.
- (5) Approves, at the suggestion of the Executive Director, the SNSB' personnel's organization and payroll schemes, including that of the Rector and of the Pro-rectors.
- (6) Approves the founding of new branches.

Art. 32. The Senate's Decisions are expressed through electronic vote.

#### **The Rector**

Art. 33. Is elected by the Senate for a 4 years period of time. Under special circumstances, the length of his mandate could be extended with 2 years to the most. A person may hold this position for two consecutive mandates to the most.

Art. 34. The Rector's duties are:

- (1) Represents the SNSB in relationship with third parties. To represent SNSB in current activities or in a situation of temporary unavailability, the Rector can give mandate, either temporarily or permanently, to one of the Pro-Rectors.
- (2) Recommends and conducts the electronic debates of the Senate.
- (3) Is entitled to hire and release from their positions the scientific personnel, according to the suggestions made by the Senate or the Departments' Scientific Councils.
- (4) Is entitled to hire and release from their positions the administrative personnel, according to the suggestions of the Executive Director of the Upper Normal School Foundation.
- (5) Eliminates students or withdraws their scholarships, at the suggestion of the Department Directors.
- (6) Elaborates if necessary, together with the Departments' Directors, an annually scientific report intended for the financing bodies.

## **Pro-Rectors**

Art. 35. SNSB has between 1-3 Pro-Rectors, the precise figure being decided over by the Senate.

Art. 36. The Pro-Rectors are elected by the Senate for a 4 years period of time. Under special circumstances, the length of the mandate can be extended with 2 years to the most. A person can hold this position for 2 mandates to the most.

Art. 37. The Pro-Rectors can overtake any of the Rector's attributions that are stipulated in Art. 34, align (1)-(7), through a Rector's mandate.

## **The Executive Director**

Art. 38. The executive Director of the Upper Normal School Foundation can take over from the Rector, through delegation from the SNSB rector, duties related to the Upper Normal School from Bucharest.

Art. 39. The Executive Director has the following attributions:

- (1) Partakes to the electronic debates of the Senate and of the Scientific Councils of the Departments, not having the right to vote, except for the situation that he/she also holds the member's position.
- (2) Drafts the SNSB personnel's organization and payroll schemes, including that of the Rector, of the Pro-Rectors and of the Executive Director, which he/she subjects to the Senate for approval.
- (3) Elaborates, together with the financial accounting department of the Upper Normal School Foundation, the expenses and incomes budget and the accounting situations and supervises the entire financial-accounting activity.
- (4) Suggests strategies and develops activities aiming at raising the SNSB's necessary funds.
- (5) Facilitates and maintains relationships with the other bodies, organisms, associations, institutions and interested economic agents, from the country and from abroad.

- (6) Represents and engages the SNSB in relationships with third parties, within the competence limits established by the Rector.
- (7) Receives analyses and solves the complaints regarding the SNSB's staff's performances.
- (8) Suggests the hiring and vacation of the administrative personnel.
- (9) Solves the current administrative duties.
- (10) Watches over the proper functioning of all services.

## **The Scientific Council of the Department**

Art. 40. The Department's Scientific Council numbers up to 30 members for each department. The duration of a mandate for a member of the Scientific Council is of four years. Under special circumstances, the mandate's duration can be extended with 2 years to the most. A person cannot have more than 3 consecutive mandates.

Every 4 years, the Scientific Council organizes elections and keeps in its composition 2/3 to the most and at least 1/2 of its members. The number of members of the future Scientific Council that is to be elected for the following mandate is established in the same session of the Scientific Council, before the starting of the election process.

The members of the new Scientific Council are validated through simple vote, by the members of the Senate of the Upper Normal School from Bucharest.

Art. 41. The attributions of the Department's Scientific Council are:

- (1) Establishes the strategy and the scientific priorities of the Department.
- (2) Elects the Department Director.
- (3) Decides on hiring and vacation of the scientific personnel.
- (4) Decides the studies' program for the year to come and the professors that will be invited, with reserve options if the professors invited are not available.

Art. 42. The decisions of the Scientific Council of the Department are taken via e-mail.

## **Department Director**

Art. 43. The Department Director is chosen through the means of a files' contest. By the Department's Scientific Council, for a 2-4 years' mandate, and authorized by the Senate of the Upper Normal School from Bucharest.

Art. 44. The Department's Director Attributions are the following:

- (1) Coordinates the whole functioning of the department: Organization of courses and seminars, research groups, annual examinations and professors' invitation.
- (2) Appoints the tutors.
- (3) Designates the Admission Committee and supervises the Admittance Contest.
- (4) Designates the commission for the end-of-the-year examination in the preparatory cycle and the commissions for the Master's Degree dissertations.

- (5) Decides over the library's acquisitions, in the limitations of the budget established by the Scientific Council.
- (6) Elaborates an activity report at the end of his/her mandate intended for the Scientific Council of the Department.
- (7) Elaborates, if necessary, an annual scientific report intended to the financing bodies.
- (8) Presents the specific problems of the department during the electronic debates of the Scientific Council of the Department.
- (9) Centralizes, for the Department's Scientific Council, the suggestions for the courses that should be organized in the year to come.

Art. 45. At the suggestion of the Department Director, the SNSB's Senate may temporarily approve, on a determined period of time, that she/he should overtake some of the tasks of the Scientific Council of the Department.

### **Invited professors**

Art. 46. The professors invited must belong to the academic environment or must be researchers, and are chosen by the Scientific Council of the Department.

Art. 47. The selection of the invited professors is made annually, by each Department, through the launching of a courses' offer request. The courses' offers, accompanied by the applicants' CV are presented to the Scientific Council Department's members. It is them who decide over the courses' schedule for the following year and approve the invited teachers' list. The proposition of a two-years or three-years programs is also accepted, situation when the decision of the Scientific Council is taken at the beginning of the program, not annually.

Art. 48. The invited professors are SNSB collaborators during the course' development and remunerated only for this period of time.

Art. 49. The members of the Department's Scientific Council can also be invited professors.

Art. 50. Consequently to the consulting of the Department Scientific Council, the Department's Director can invite certain scientific personalities that should propose a course program for the following year.

### **The Tutors**

Art. 51. Each and every student's tutor is annually appointed by the Department Director. The tutors must belong to the academic environment or they should be researchers.



## Chapter VI

### THE LEARNING ACTIVITY

Art. 52. SNSB functions on three cycles:

- (1) The master's degree cycle
- (2) The preparatory cycle
- (3) The introductory cycle.

Art. 53. The master's degree cycle represents the main activity and the finality of the SNSB studies. Every year, each department organizes between 1 and 3 master's degree different courses, functioning according the following rules:

- (1) The admittance is done through an examination, except for the graduates of the SNSB preparatory cycle.
- (2) The Master's degree is research-oriented.
- (3) The graduation process consists in passing over some exams and drafting a scientific paper under the supervision of a guide.
- (4) The paper will be drafted in Romanian, English or French, in print or hand writing, with readable characters. It shall be presented under the form of a dissertation, before a commission formed up of at least two members, one of which being the master's paper's guide.
- (5) The master's guide is suggested by the student and has to have the approval of the Department Director. He/she has to belong to the academic environment or be a researcher.
- (6) The Master's degree is certified by a Master's degree diploma issued by the SNSB.

Art. 54. The preparatory cycle represents a preparation for the SNSB Master's Degree. It is addressed to students from all departments and functions according to the following regulations:

- (1) During the preparatory cycle, the students are obliged to attend and graduate their original faculties, until they obtain the license diploma.
- (2) The admittance is granted by the passing of an exam.
- (3) There will be organized exams for each year's graduation of the SNSB.
- (4) The students of the preparatory cycle will pass an oral examination before a commission elected by the Department Director, at the end of every studying year.
- (5) The graduates will be issued a graduation certificate from the SNSB.

Art. 55. Each and every student in the preparatory cycle will be appointed a tutor. The relationship between the student and the tutor is subjected to the following regulations:

- (1) The tutor has the obligation to watch over the scientific course of the student. He/she should also encourage his/her scientific communication.
- (2) Each and every student is obliged to meet his/her tutor every month and present him/her the latest preoccupations, to a commonly agreed date. For the period of time when the tutor is out of town, it is the student's duty to demand a professor to the tutor, that he/she should meet once a month in his/her absence.

Art. 56. The introductory cycle is addressed to the 1<sup>st</sup> and 2<sup>nd</sup> university years and consists in courses organized for those students. It doesn't involve any admittance examinations or final examination, neither graduation certificate issued by the SNSB.

Art. 57. The students who have not passed over an exam have the right to be re-examined.

Art. 58. Every year, the school management decides a limit term for concluding the examinations and re-examinations, not later than September, 20.

Art. 59. Part of the courses are drafted by the students and revised by the professors that sustained them, according to the following rules:

- (1) There will be drafted only courses that have been accepted by the professors.
- (2) The Department Director decides over which student drafts what course that the professors have agreed upon.
- (3) The students are bound to draft a course during their preparatory cycle or during their Master's cycle, if the Department Director requires them to.
- (4) The course' drafting is marked by the professor, and the student's drafting work is remunerated according to this mark. This mark is not taken into consideration for the school situation.

Art. 60. SNSB may issue, on demand, attestations for some exam's passing for the non-SNSB students that attended the specific course and passed the examination. In order to take advantage of this right, the student has to have attended the course and had also requested its inclusion in the exam's catalogue.

## Chapter VII

### **ADMISSION**

Art. 61. The admission for the Master's degree and the preparatory cycle is based on a contest.

Art. 62. In the Master's degree cycle can be admitted only candidates that:

- (1) Won't have 30 years of age until the 31<sup>st</sup> of December in the year of the contest.
- (2) Possess a license diploma.
- (3) Obtained the license diploma 5 years before to the most.

Art. 63. The admission in the master's degree cycle of the students that have not graduated the SNSB preparatory cycle takes place on the following procedure:

- (1) Every candidate lays down a file consisting of:
  - a) Curriculum Vitae.
  - b) The results of the exams passed over in the original faculty.
  - c) A studies' report containing the description of the scientific activity and of the scientific projects.

- (2) The candidates whose files are not selected by the Admission Commission will pass an oral examination consisting in presenting some topics chosen by the commission, from a list of topics that the candidate has prepared for.
- (3) After the oral examination, the Admission Commission decides over the students that have been admitted to attend the Master's degree cycle.

Art. 64. The graduates of the preparatory cycle are automatically admitted to the Master's degree, not having the obligation to prepare an admission file.

Art. 65. The candidates admitted in the Master's degree, graduates or not of the SNSB preparatory cycle, are bound to elaborate an subscription file in a 30-days term, containing:

- (1) Subscription request for the Master's course chosen.
- (2) ID papers (Identity card or passport, for the students from abroad) in copy.
- (3) Born certificate (in copy).
- (4) Baccalaureate diploma (in copy).
- (5) License diploma (in copy).
- (6) Registration form (in copy).
- (7) 3 photos.

Art. 66. May be admitted in the preparatory cycle only candidates:

- (1) That they are not 25 years old up to 31<sup>st</sup> of December in the year of the contest's organization.
- (2) That passed two university years but have not yet obtained a license diploma.

Art. 67. The admission for the preparatory cycle is done on the following procedure:

- (1) Each candidate should apply a file containing the following papers:
  - a) Curriculum Vitae.
  - b) The results of the exams passed over in the original faculty.
  - c) A studies' report containing the description of the personal studies and the studies' project for the immediate future.
- (2) Candidates whose files are selected by the Admission Committee will pass through a written examination, with topics from the academic curricula of the first two university years.
- (3) Candidates whose files are not selected by Admission Committee will pass through an oral examination, consisting in presenting some topics chosen by the commission, from a list of topics that the candidate has prepared for.
- (4) Consequently to the oral and written examinations, the Admission Committee decides which students are allowed in the preparatory cycle.

Art. 68. At the Department Director's suggestion, the SNSB Senate can approve other specific admission procedure for the preparatory cycle of the specific Department.

## Chapter VIII

# THE STUDENTS' STATUTE

Art. 69. The SNSB students do not pay for their studies.

Art. 70. The SNSB students receive a bonus for exams and dissertations, after the following rules:

- (1) The bonus for each exam is proportional to the mark obtained.
- (2) For each repeated examination is paid the equivalent of the minimal mark, disregarding the mark obtained after the re-examination.
- (3) For every year of study is established a minimum number of exams to pass for completing the year. For each student, the best results corresponding to this number; the exams additional to this number won't be paid for.
- (4) In the situation that the students don't pass the study year, they are bound to give back the bonuses they have received during the year.

Art. 71. For any administrative matters, the students may address to the SNSB secretariat. For any professional matters, they should address to the Master's tutor or guide in the first place and to the Department Director only if the tutor or the master's guide declines his competence.

Art. 72. The students have the following obligations:

- (1) To write down every year the number of exams established by the department they are registered to.
- (2) The preparatory cycle students are bound to meet their tutors at least once a month.
- (3) To draft one of the courses they attend, at the suggestion of the Department Director.
- (4) To give back the registration papers for every year of study and the papers attached to these, in a period of 30 days from the beginning of the academic year (up to 30 days after the beginning of the second semester for the first year-students in the Informatics Department).
- (5) To check their e-mail at least once a week and to answer in a week's period of time to the information that is requested to them.
- (6) To present themselves in the accountant's office on the payment day/s and to announce the SNSB accountant's office in case they cannot be present, indicating the day they could be present.

Art. 73. For not-complying to any of the obligations stipulated in the Art.72, the SNSB leading structures might establish financial sanctions consisting of deleting a percentage of their bonuses.

## Chapter IX

### FINAL STIPULATIONS

Art. 74. For ensuring the quality of the education provided within the Upper Normal School from Bucharest, a special Set of regulations will be drafted in compliance with the provisions and regulations in force that apply to the ensuring of a quality education in the Romanian academic institutions, that should be an integral part of the present Charter.

Art. 75. The modification of the present Charter is to be proposed by the Senate, following the initiative of at least 5 of the Senate members and is approved by simple vote by the founding members of the Upper Normal School Foundation.

Art. 76. The present Charter inures on the date of 27.04.2006, the date it has been approved by the founding members of the Upper Normal School Foundation.