



## Decision No 287 of 15.04.2024

Horia Moaşa, Dean of the Faculty of Sociology and Communication appointed by Rector's Order no.

7.0003 of 27.03.2024, decides:

### Art.1.

- (1) Appointment of Ms Luiza Meseşan-Schmitz as pro-dean for teaching, scientific research and informatics
- (2) Appointment of Ms Marinela-Cristina Şimon, in the position of pro-dean for student activity and links with the economic and socio-cultural environment
- (3) Appointment of Ms Arabela Briciu as pro-dean for internationalisation and public relations

### Art. 2.

#### **The Vice-Dean for Teaching, Scientific Research and Informatics has the following duties:**

- 1) Coordinates, together with the heads of departments, the teaching activity, the fulfilment of quality standards and proposes to the Faculty Council measures to remedy deficiencies in the field of teaching activity
- 2) Together with the coordinators of the study programmes, it is responsible for the evaluation process of the study programmes, the harmonisation of their curricula with those of similar programmes and the preparation of the self-evaluation files.
- 3) Periodically presents reports on teaching activities to the Faculty Council
- 4) Responsible for drawing up timetables and monitoring their implementation
- 5) Coordinates, together with the coordinators of the study programmes, the work of completing the study programmes and the preparation of degree and diploma works
- 6) Responsible for the teaching activities of the Bachelor and Master study programmes
- 7) Ensures the framework and conduct of evaluation processes of teaching activities in the faculty
- 8) Draws up the programme for the development and multiplication of courses and practical work guides (laboratories)
- 9) Coordinates, together with the department directors, the research activity, the fulfilment of the minimum standards of the FRACS and proposes to the Faculty Council measures to remedy the deficiencies in the field of research activity.
- 10) Organises, on the proposal of faculty members, meetings with scientific/technical personalities
- 11) Coordinates the organisation and implementation of the database on research contracts, articles, doctoral students and postdoctoral fellows
- 12) Coordinates and organizes the IT activities of the faculty - faculty information system
- 13) Supports the scientific evaluation activity of the University Bulletin
- 14) Performs other duties as determined by the Dean

Art. 3.

The Vice-Dean for Student Activity and Liaison with the Economic and Socio-Cultural Environment has the following duties:

- 1) Responsible for social and educational activities in student dormitories
- 2) It is in charge of assigning students to dormitories
- 3) Handles student scholarships
- 4) Responsible for social and educational activities undertaken with students
- 5) Responsible for student practice
- 6) Coordinates ALUMNI activity at faculty level
- 7) Coordinates information, counselling and career guidance activities
- 8) Responsible together with the coordinators of study programmes for their student's practice
- 9) Coordinates the organisation and running of scientific events, draws up, together with faculty members directly involved the calendar of scientific events in the faculty
- 10) Supports the scientific activities of students, master students
- 11) Performs other duties as determined by the Dean

Art. 4.

**The Vice-Dean for Internationalisation and Public Relations has the following responsibilities duties:**

- 1) Develops the faculty internship strategy:
- 2) Coordinates the faculty's internationalisation activity
- 3) Coordinates and organizes the promotion of the faculty's image
- 4) Coordinates public relations activity
- 5) He is the faculty spokesperson for the press
- 6) Organizes the activity of promoting the results of research in the faculty by popularizing scientific research programs
- 7) Manages and promotes social media pages as well as the faculty website
- 8) Performs other duties as determined by the Dean

Brasov, 15 April 2024

Dean,  
Horia Moaşa

