




OPERATIONAL PROCEDURE

**regarding certified true copies of
documents submitted to the
University
"Aurel Vlaicu" of Arad**

OP 27

FIRST EDITION

REVISION 0

 "Aurel Vlaicu" University of Arad	OPERATIONAL PROCEDURE	CODE:	Revision					
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Scope


This procedure applies to the "Aurel Vlaicu" University of Arad.

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1. The list of the persons responsible for the drawing up, checking and approval of the edition or, as the case may be, of the revision of such edition

	Surname and first name	Title	Signature:	Date of entry into force: 28.02.2017
Endorsed by:	Ramona Lile	Rector		
Approved by:	Alexandru Popa	Vice-Rector		
Checked by:	Vanina Trifan	Chairman of the MC		
Drawn up by:	Gianina Ignuta	Lawyer		

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2. 2. The situation of editions and revisions of such editions

Edition/ revision of such edition	Elements component	Revision method	Date from which the provisions of the edition or revision of such edition apply
First edition	X		

3. The list of the persons to whom the 1st edition of the OP 27 is communicated.

Purpose of dissemination	Co py no.	Structure Compartment	Title	Surname and first name	Date of receipt	Signature
Archiving	1	QAID				
Record	2	R				
Information and implementation	3	All structures within the AVU				

4. Purpose of the operational procedure

This procedure describes the way in which competent persons within the "Aurel Vlaicu" University of Arad certify as true copies the original documents.

5. Scope

5.1. Stating (defining) the activity to which this operational procedure is related:

- The way the competent persons within the "Aurel Vlaicu" University of Arad certify as true copies the original documents;

5.2. Explicit delimitation of the activity performed within the portfolio of activities carried out by the public entity;

- The activity is carried out within the management activities in cooperation with the other departments of this public institution;

5.3. The list of the main activities on which the activity described herein depends/which depend on the activity described herein


- a. This activity depends on the activity of all faculties, departments, services, offices, compartments and other structures included in the AVU structure;
- b. All AVU structures depend on this activity;

5.4. The departments that provide the data and/or benefit from the results of the activity described herein; the departments involved in this process.

- a. This activity depends on the provision of data from all AVU structures;
- b. All AVU structures benefit from this activity;

6. Reference documents (regulations) applicable to the activity described herein

6.1. International regulations:

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- International Management /Internal Control Standards

6.2. Primary legislation:

- Law no. 1/2011 - Law of national education including subsequent amendments and additions;
- Standard I (management) of the Order of the Minister of Public Finance no. 946/2005 for the approval of the Internal Control Code, including the management/internal control standards at public entities and for the development of management control systems;
- Government Ordinance no. 19/1999 on internal control and preventive financial control, republished, including subsequent amendments and additions;
- Government Emergency Ordinance no. 41/28.06.2016 on the establishment of simplification measures at the level of the central public administration and on the modification and completion of some normative documents.

6.3. Other documents, including the internal regulations of the AVU entity

Other documents, including the internal rules of AVU;

- The Charter of the "Aurel Vlaicu" University of Arad;
- Regulation for the organisation and functioning of the "Aurel Vlaicu" University of Arad;
- AVU internal rules;
- Regulations, methodologies, procedures approved by the AVU management in the fields of activity of the university.

7. Terms and abbreviations

7.1. Definitions of terms


No.	Term	Definition and/or, if applicable, the document explaining the term
1.	Procedure	All the steps to be taken, all the working methods and the rules to be applied for the execution of the activity, responsibility or task.
2.	Operational procedure	Formal presentation, in writing, of all the steps to be followed, of the working methods established and of the rules to be applied in order to carry out the activity, regarding the process aspect.
3.	Edition of a procedure	Initial or updated form, as appropriate, of a procedure, approved and disseminated.

7.2. Term abbreviations

No.	Abbreviation	Abbreviated term
1.	OP	Operational procedure
2.	AVU	"Aurel Vlaicu" University of Arad
3.	QAID	Quality Assurance and Improvement Department

7.3. Other abbreviations

- MINISTRY OF EDUCATION - MNE
- "Aurel Vlaicu" University of Arad – AVU
- Ministry of Education and Scientific Research - MESR
- Ministry of National Education and Scientific Research – MNESR
- Board of Directors - BD

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8. Description of the operational procedure

8.1. General information – this formalized procedure establishes, in writing, all the steps to be taken to certify as true copies all the copies of the original documents submitted to various files (enrolment to the admission exam, enrolment to the graduation exam, personal files of the employees, etc.) at AVU.

8.2. Documents used

8.2.1. List of documents:

- the documents used are:
 - The requests of the faculties/ of all the internal structures of the AVU;
 - Decisions of the Board of Directors
 - Decisions of the UAV Senate

8.2.2. The content, origin and role of the documents is determined by the responsibilities of each structure.

8.2.3. The document flow – is established in the Operational Procedure regarding the drafting, recording, flow (handling) and transport of documents within the AVU.

8.3. Description of the activity

8.3.1. In order to include in the file the copies of various documents, the candidate must bring simple copies as well as the original documents.

8.3.2. The persons designated to check if the document in copy is identical to the original in order to certify it as a true copy are:

- in the case of admission committees: committee secretary/member;
- in the case of the committees for the completion of studies: committee secretary;
- within the faculties: chief registrar/registrar;
- at the AVU Registry: the Chief Registrar/the substitute appointed by her/him;
- in other departments/services/offices/compartments: manager/head of the department/ head of the service/ head of the office/ substitute appointed by him/her.

8.3.3. The person appointed to certify copies of original documents as true copies shall proceed as follows: he/she writes using the pen Certified true copy or applies the stamp reading Certified true copy, writes his/her full name and signs.

Approved,
Rector Prof. Ramona LILE, PhD

Endorsed,
Atty. Gianina Ignuta