



Translation from Romanian into English

APPROVED

at the meeting of the Senate of
Nicolae Testemitanu University
no. 3/5 of 23.03.2023

REGULATION
on organization and activity of the Quality Management Council at
***Nicolae Testemitanu* State University**
of Medicine and Pharmacy of the Republic of Moldova

I. GENERAL PROVISIONS

1.1. The Regulation establishes the organization and functioning of the Quality Management Council (hereinafter - QMC), monitors the implementation of quality assurance strategies and policies, in accordance with the vision, mission and policy of Nicolae Testemitanu State University of Medicine and Pharmacy (hereinafter - University), in full accordance with the national, European and international dynamics in the field.

1.2. This Regulation is drawn up on the basis of:

- ◆ Education Code no. 152 of 17 July 2014;
- ◆ Government Decision no. 616 of 18.05.2016 „On the approval of the Methodology of external quality assessment for the authorization of provisional operation and accreditation of study programs and institutions of technical vocational education, higher education and continuing training" with subsequent amendments;
- ◆ The Charter of *Nicolae Testemitanu* University;
- ◆ Order of the RM Ministry of Education No. 738 of 05.08.2016 "On students' participation in quality assurance”;
- ◆ ISO 9001:2015 Quality Management Systems Standard.

1.3. The vision of the QMC is to apply the requirements of quality management with the aim of continuous improvement of all academic processes and activities and to provide methodical and didactic materials in the University.

1.4. The QMC is the Senate's advisory body on academic quality.

1.5. At the level of functional units (faculty, department/discipline/chair, Doctoral School, School of Public Health Management, etc.), the responsibility for defining, implementing and maintaining compliance of the quality management system with the reference standards lies with the deans, school directors and the person in charge of the study programme and the Commissions for Quality Assurance and Curricula Assessment (Medicine, Pharmacy, Stomatology, etc.).



II. STRUCTURE AND TASKS OF THE COUNCIL

2.1. The QMC organisation chart within the University with details down to the level of each faculty is shown in *Annex 1*.

2.2. The QMC shall consist of a president, vice-president, responsible secretary, secretary and members, including students. The recommended composition of the QMC is given in *Annex 2*. The nominal composition shall be approved by order of the Rector for a term of 2 years.

2.3. The president of the QMC is the Rector. The vice-president of the QMC is the first vice-rector, vice-rector for academic activity. In the absence of the president, the function shall be exercised by the vice-president.

2.4. The QMC shall operate on the basis of these Regulation and the work plan approved at the first meeting of the academic year.

2.5. The QMC has the following objectives:

- conceptual elaboration of the quality assessment system in the University, methodology, evaluation criteria and integration into the strategic management of the University;
- evaluation of progress indicators in the University;
- definition of qualitative requirements, necessary to be stipulated in the plan of activity of the teaching subdivisions in the University;
- setting objectives, activities and expected results by implementing Quality Management in the academic field;
- evaluating the process of implementation of academic quality management in the University and proposing corrective solutions;
- setting evaluation criteria and initiating analysis and evaluation based on quality criteria by faculties/departments/chairs on teaching-learning processes, research and academic services;
- identifying existing problems in quality assurance at the University, formulating some solutions for their correction in collaboration with responsible institutional stakeholders;
- The QMC proposes to the University Senate the establishment of operational structures, regular monitoring and evaluation of the quality of study programmes at all levels of instruction or activities at the level of faculties, schools, departments/ disciplines/ chairs.

2.6. The QMC has the following tasks:

- monitoring, evaluating and proposing appropriate measures to improve the quality level of academic activities at all levels of studies (bachelor, integrated studies, master, doctoral studies, postgraduate residency studies, continuing education in medicine and pharmacy) and system within the University;
- monitoring the quality of teaching, scientific and teaching staff involved in teaching/research activities;
- monitoring the teaching strategies applied, the resources used, the tools used to



stimulate the assimilation of knowledge in the field;

- expertise and approval of monographs, manuals, compendiums, guides, recommendations and methodological elaborations, course materials, educational films and other methodological and didactic works;
- expertise and approval of Continuing Education Programs in medicine/pharmacy/stomatology (CEP 8.5.1);
- expertise and approval of Residency Programs (RP 8.5.1);
- expertise and approval of Clinical Fellowship Programs (CFP 8.5.1);
- quality control of scientific and methodological products;
- evaluation of the teaching process, the theoretical and applied level of seminars, practical and laboratory work;
- continuous monitoring of the teaching and learning process;
- continuous monitoring and improvement of study programs at all levels of study at the University;
- planning and carrying out quality assessment of a study program taking place at the University, nominated by the Senate Office in conjunction with the Commission for Quality Assurance and Curricula Assessment at the Faculty level;
- discussion of the Self-Assessment Reports of the study programs initiated within the University with a view to obtaining provisional operating authorisation;
- discussion of the Self-Assessment Report for the accreditation of the study program submitted to the National Authority entitled to accredit;
- analysis of the Reports of the External Evaluation Commission for provisional authorisation or accreditation of study programs with the approval of the Action Plan to implement the Commission's recommendations;
- regular monitoring of the implementation of the Action Plan in order to implement the recommendations of the External Evaluation Commission for provisional authorisation or accreditation of study programs with proposals for corrective measures where appropriate;
- evaluation of the Annual Report on Academic Quality Assurance at the University.

2.7. The QMC coordinates and guides the work of the methodological specialty commissions and the commissions for quality assurance and curricula assessment of the faculties of medicine, pharmacy and stomatology.

2.8. The QMC meets once every two months or whenever necessary. Minutes will be taken at each meeting, showing the subjects discussed, the measures proposed/taken and the decisions approved.

2.9. Decisions of the QMC shall be taken by simple majority vote, either by secret ballot or by open ballot, and shall be considered valid if the number of those present represents 2/3 of the members of the QMC.

2.10. The QMC meetings may be attended, without the right to vote, by persons concerned by matters on the agenda of the meetings.

2.11. The QMC collaborates with the Internal Audit Department. The QMC also



cooperates with other specialised subdivisions of the University as necessary.

III. PROCEDURE FOR THE EXAMINATION OF MATERIALS

3.1. For the expert appraisal of scientific and teaching methodological materials, the author shall submit the following documents to the secretary of the QMC:

- scientific/methodological/didactic material on paper according to printing standards. Handwritten texts are not accepted;
- recommendation for publication from the department/discipline/chair, confirmed by an extract from the minutes of the meeting, signed by the chairman and the secretary of the meeting;
- the recommendation for publication from the methodological specialty commissions, confirmed by an extract from the minutes of the meeting, mentioning the names of the experts with their conclusions and proposals and signed by the chairman and the secretary of the meeting;
- two reviews by specialists in the field.

3.2. The Secretary responsible for the QMC shall examine the file and, if it complies with the provisions of this Regulation, present the work at the QMC meeting.

3.3. At the meeting, the author makes a brief presentation of the work (up to 10 minutes).

3.4. The members of the QMC examine the work, impartially express their objections and opinions on the scientific and applicative value of the work.

3.5. If the material submitted for examination meets the requirements, it is approved and allowed for publication.

3.6. For the expertise and approval of Continuing Education Programs in medicine/pharmacy/stomatology, the author(s) shall submit the following documents to the secretary of the QMC:

- extract from the minutes of the meeting of the teaching subdivision, in which the CEP was drawn up, signed by the chairman and secretary of the meeting with the recommendation for examination and approval by the relevant methodological specialty commissions;
- extract from the minutes of the meeting of the Scientific and Methodological Specialty Commission, signed by the chairman and secretary of the meeting confirming the approval and recommendation for approval to the QMC;
- Continuing education program in 3 copies signed by the head of the teaching subdivision and the chairman of the Scientific and Methodological Specialty Commission with an indication of the minutes of each meeting.

3.7. For the expertise and approval of the Residency Program (RP 8.5.1) and Clinical Fellowship Program (CFP 8.5.1) the author(s) shall submit 5.1) the following documents to the secretary of the QMC:

- extract from the minutes of the meeting of the teaching subdivision, in which the CEP was drawn up, signed by the chairman and the secretary of the meeting



with the recommendation for examination and approval by the relevant Scientific and Methodological Specialty Commission;

- extract from the minutes of the meeting of the Scientific and Methodological Specialty Commission of profile signed by the chairman and the secretary of the meeting confirming the approval and recommendation for approval to the Council of the Faculty of Residency;
- extract from the minutes of the Faculty of Residency Council meeting signed by the Chair and Secretary of the Council confirming approval and recommendation for approval to the QMC;
- Continuing Education Program in 3 copies signed by the head of the teaching subdivision, the chairman of the Scientific and Methodological Specialty Commission and the Dean of the Faculty of Residency indicating the minutes of each meeting.

IV. FINAL AND TRANSITIONAL PROVISIONS

4.1. The QMC shall operate for the period of one term of the University management.

4.2. Amendments to this Regulation shall be made as necessary in the course of the work, following the same coordination and approval stages.

4.3. This Regulation shall enter into force on the date of approval by the University Senate.

4.4. The Regulation shall be made known to the University community by posting it on the University website.

Coordinated:

First vice-rector, vice-rector
for academic activity

Olga Cernetchi

Head of Didactic and Academic
Management Department

Silvia Stratulat

Head of Department of Continuing
Medical Education

Stela Adauji

Head of Academic Quality
Management Unit

Virginia Salaru

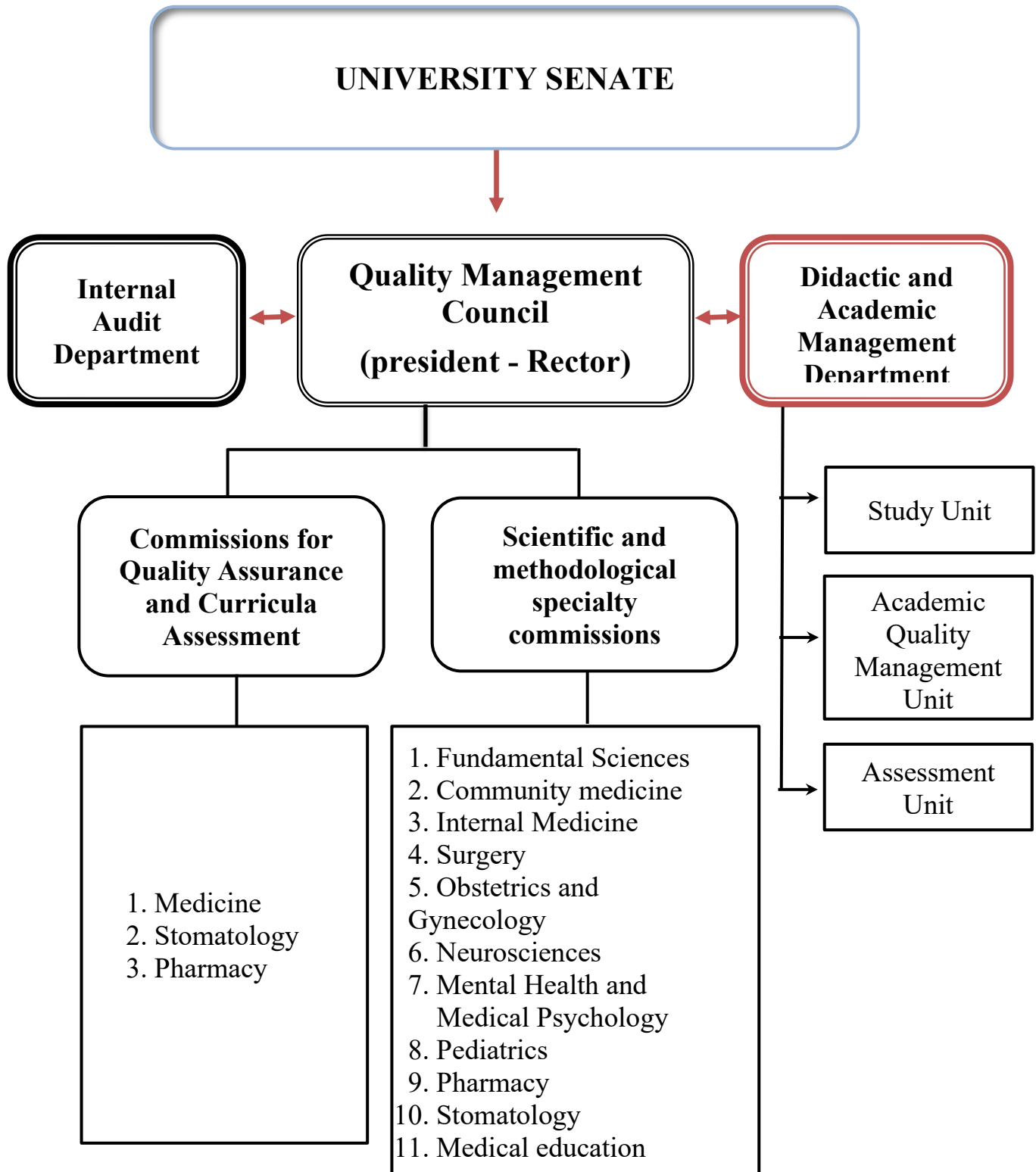
Head of Legal Department and
Human Resources Department

Tatiana Novac



Annex 1

Quality Management Council Organisation Chart





Annex 2

Composition of the Quality Management Council

1. Rector, President
2. First vice-rector, vice-rector for academic activity, vice-president
3. Vice-rector for research
4. Vice-rector for clinical activity and residency
5. Vice-rector for social issues
6. Head of Didactic and Academic Management Department
7. Head of Department of Continuing Medical Education
8. Head of Academic Quality Management Unit
9. Director of Doctoral (PhD) School in Medical Sciences
10. Head of Research Department
11. Head of Department of External Relations and European Integration
12. Head of Human Resources Department
13. Head of Legal Department
14. Head of Information and Communication Technology Department
15. Head of Department of Recruitment and Documentation of foreign citizens
16. Head of Internal Audit Department
17. Dean of Faculty of Medicine no.1
18. Dean of Faculty of Medicine no.2
19. Dean of Faculty of Pharmacy
20. Dean of Faculty of Stomatology
21. Dean of Faculty of Residency
22. Chairmen of Methodological specialty commissions (11 commissions)
23. Chairman of Commission for Quality Assurance and Curricula Assessment
Medicine
24. Chairman of Commission for Quality Assurance and Curricula Assessment
Stomatology
25. Chairman of Commission for Quality Assurance and Curricula Assessment
Pharmacy
26. Professors and associate professors
27. President of Association of Students and Residents in Medicine
28. Students, doctoral students.