



Translation from Romanian into English

APPROVED
at the meeting of Senate of
Nicolae Testemitanu SUMPh
minutes no 5/13 of 30.08.2017

REGULATIONS
on the initiation, approval, monitoring and periodical assessment of study
programs at Nicolae Testemitanu State University of Medicine and Pharmacy

I. GENERAL PROVISIONS

1. This Regulation complies with the general rules, the content and the running of the processes of initiation, approval, monitoring and periodical assessment of the study programs at Nicolae Testemitanu State University of Medicine and Pharmacy (hereinafter SUMPh):
 - elaboration and presentation of self-assessment documentation of study programs;
 - performing objective and operative assessments of study programs by internal and external assessors.
2. This Regulation is developed on the basis of the provisions of the following normative acts related to the activities of higher education:
 - *The Education Code of the Republic of Moldova no. 152 of July 17, 2014;*
 - *Government Decision no. 482 of 28.06.2017 on the approval of the Nomenclature of the professional training domains and specialties in higher education;*
 - *The Regulation for organization of studies in higher education based on the National Credit Study System, according to the Order of the Minister of Education no. 1046 of October 29, 2015;*
 - *The framework plan for higher education (cycle I - License, cycle II - Master, integrated studies, cycle III - Doctorate), approved by the Order of the minister of education no. 1045 of October 29, 201;*
 - *The Framework Regulation on the organization of the graduation examination for higher education, approved by Order of the Minister of Education no. 1047 of October 29, 2015;*
 - *The Regulation on the conditions for filling the places with budget financing in the state higher education institutions of the Republic of Moldova;*
 - *The Charter of Nicolae Testemitanu State University of Medicine and Pharmacy, registered at the Ministry of Justice on 08.10.2015;*
 - *The regulation on organization of studies in higher education based on the National Credit Study System, approved at the Senate of the University from 06.04.2017.*
3. University education programs are a group of curricula units of teaching, learning, research, practical applications and assessment, designed to lead to a university qualification certified by a diploma and its supplement.
4. Study programs are subject to the regulations in force on quality assurance in higher education in medicine and pharmacy.



5. The conduct of the process of initiating, approving, monitoring and periodical assesment of study programs is regulated by procedures specific to each stage.

II. INITIATION, APPROVAL AND DEVELOPMENT OF THE STUDY PROGRAM

6. **Initiation** of the study program proceeds under one of the following conditions:
- a) the purpose of the program is justified by existing or future labor market requirements;
 - b) there are requests from the potential beneficiaries of the program;
 - c) based on the arguments regarding the economic and social projects of the European Community, national, and / or European standards, codes, directives and norms requiring the training of qualified personnel in the field;
 - d) the university has the appropriate logistics and the competent scientific and teaching staff for the accomplishment of the program.
7. Only study programs listed in the Nomenclature of Professional Training and Higher Education Specialties.
8. Any person / group interested inside / outside the faculty / department / chair can be the initiator of a study program.
9. **Approval** of the study program takes place in the following stages:
- 9.1. The Dean of the faculty / Doctoral School in the field of Medical Sciences (DSMS), within which the study program is to be carried out, presents to the Faculty Council / DSMS the opportunity and the motivation that supports the initiation of the program. The name of the program, the field in which it falls, organizing department/chair are set up, the coordinator of the study program, the composition of the working committee consisting of 5 persons and the deadline for submitting the preliminary assessment report of the new study program, are designated.
 - 9.2. The Preliminary Assessment Report will contain the following information:
 - labor market;
 - compliance with the European Qualifications Framework;
 - filling in the University's strategy;
 - ensuring the necessary resources according to the level of the quality standards;
 - the curriculum draft.
 - 9.3. *The preliminary assessment report of the new study programs* is discussed and approved at the Faculty / DSMS Boards, the Quality Management Board and the SUMPh Senate.
 - 9.4. The initiation and approval of education plans and Curricula are governed by the Process Procedure of the Quality Management System PP 8.5.1. "Control of service provision".
 - 9.5. After approval by the Senate, the drafting of the new study program is done by the development of documents that describe the professional pathway, ensuring compliance with the qualification offered.
10. **The determination** of the study program is carried out within the organizing / department / chair by the working committee chaired by the program coordinator and involves the following consecutive stages:
- 10.1. Establishing of the competency profile of study program graduates, to be recorded in the *informative / explanatory note*. The competences of graduates of a study program



are divided into two categories: *professional* and *transversal*. Professional competencies relate to acquiring knowledge and training the specific skills of the study program, and transversal competencies allow the graduate to adapt, implement and effectively develop professional competencies at the workplace.

- 10.2. Starting from the competency profile, the objectives of the specialty and the structure of the *education plan* (course units / modules (disciplines) are defined, types of internships, their share and their specifics).

The education plan is structured in the following compartments:

- the title sheet;
- university timetable;
- the study plan on semesters / academic years;
- internships;
- the final assessment forms at the course units / modules offered;
- the final assessment form of the study program;
- the list of course units at free choice;
- The matrix of correlation of the program outcomes with the course units / modules. The learning outcomes / learning results are part of national standards and their number according to European practices is recommended to be limited to 6-8.

Course units / modules in the curriculum are classified according to the **degree of compulsion** and **choice** in:

- (1) compulsory disciplines (code O);
- (2) optional disciplines (code A);
- (3) free choice disciplines

According to **function** in initial professional training through general and specific competencies, the course units/modules offered will be grouped into the following components:

- (1) the *fundamental* component (code F);
- (2) the component of *general skills and competence training* (code G);
- (3) the *socio-humanistic orientation* component (code U);
- (4) the specialty component (code S).

The list of compulsory and optional course units / modules, number of hours for their study, application of the transferable credit system, types of internships and free-choice course units will be determined according to the specifics of the general field of study/professional training compliance with the USMF mission in the training of staff.

The education plan in the final version is approved by the Council of the Faculty / Scientific Council of the DDSM Consortium, Quality Management Board, SUMPh Senate and submitted for coordination to the Ministry of Health, Labor and Social Protection of the Republic of Moldova and the Ministry of Education, Culture and Research of the Republic Moldavia.

- 10.3. Scientific and teaching staff with appropriate competencies for the training units, fact confirmed in the CVs, and the list of the teaching staff for the course unit / module, for which he / she was appointed responsible, are set up.
- 10.4. The course units holders of the study program plan the course units/modules, develop *Curriculum of the Course/ Module Unit and Bibliographic List of the course units (discipline)*.
- 10.5. The study program coordinator identifies the logistical resources that will ensure the completion of the study program included in the *Technical and Material Assurance*



section of the program.

11. The development of the study program is completed by the monitoring team and the Study Program Coordinator preparing the Self-Assessment Report to authorize the provisional study program to operate according to the accreditation standards, criteria and performance indicators in accordance with the requirements of the National Authority empowered to accredit.
12. The report is analyzed at the meeting of the specialized department / department and validated by the Faculty Council / DSMS Board. After validation, the Dean of the Faculty / DSMS sends the Self-Assessment Report for the provisional authorization of the study program in the Department of Didactics and Academic Management. After examination, the Report is submitted to the Vice-Rector for Quality Assurance and Integration in Education, who appoints a Commission to analyze the Report. On the basis of the conclusions and recommendations made by the Commission, the Quality Management Board and / or the USMF Senate adopts the decision to submit the Self-Assessment Report for the Provisional Authorization of the Study Program to the National Authority empowered to accredit.

III. MONITORING OF STUDY PROGRAMS

13. University education programs are subject to a continuous **monitoring** process and periodic **assessment** in order to maintain and continuously improve their quality.
14. Responsibility for monitoring and continuous improvement of study programs is delegated:
 - at the faculty level - the Dean of the Faculty and the Commission for quality assurance and curricular assessment;
 - at DSMS level - DSMS director;
 - at the university level - the vice-rector for quality assurance and integration in education and the Quality Management Board.
15. The monitoring of the study programs takes place systematically, planned and involves the control of the way in which the activity is carried out for the timely detection of the shortcomings and the initiation of corrective actions under the following:
 - way of achievement of the objectives of the study program;
 - establishment of the quality level of all activities specific to the study program;
 - compliance with the application of the content of the curriculum in the curriculum from the education plan;
 - Objective application of the student assessment system and monitoring of the results obtained by students in each examination session;
 - ensuring of compatibility and competitiveness with EU study programs;
 - continuous adjustment of study programs to societal reforms, market requirements and knowledge-based training.
16. Monitoring records are objective evidence of continuous quality assessment and, at the same time, underlie analyzes conducted at department / chair level and faculty level to establish preventive corrective measures, as appropriate.
17. The monitoring process is attended by all scientific and didactic staff, as well as the organizational structures of quality assurance at university level, faculty / department / chair, as well as students.
18. The results of the monitoring will be recorded in the annual report on the study programs,



which will be analyzed at the Chair meeting and the Faculty / DSMS Council.

IV. ASSESSMENT OF STUDY PROGRAMS

19. Study programs are regularly assessed in two ways:
 - internal assessment
 - external assessment.
20. The internal assessment of each study program shall be carried out annually and the external assessment for the authorization or accreditation of the study programs shall be performed within the deadlines provided by the legislation in force and the normative acts of the external evaluation bodies.
21. Internal assessment is carried out periodically through:
 - self-assessment
 - internal Audit.
22. The *internal* assessment is done with the purpose of:
 - assessment of program quality management,
 - determination whether the activities and results of the programs correspond to the predefined objectives,
 - checking of the compliance of the procedures and activities specific to the educational and research processes of the program with the legal norms in force;
 - continuous improvement of the quality of study programs.
23. The annual monitoring and assessment of the quality of the study programs is carried out by the organizing faculty through activities planned and monitored by the dean of the faculty.
24. In each academic year, the Quality Management Board, in collaboration with the Quality Assurance and Curriculum Assessment Commission, plan and perform the quality assessment of a university study program, nominated by the Senate Office.
25. Every year, each department / chair reflects in the Annual Activity Report, the internal evaluation of the discipline / disciplines included in the *Study Program*, which explicitly and documentedly includes data and information on the fulfillment of the mandatory normative requirements according to the standards and performance indicators and the specific ones.
26. The Dean's Office jointly with the Quality Assurance and Curriculum Assessment Commission of the faculty summarizes the information and conclusions outlined in the Annual Report on Academic Quality Assurance at the Faculty.
27. The annual reports on academic quality assurance provided by faculties of the university are submitted for verification to the Department of Didactics and Academic Management and to the Vice-Rector for Quality Assurance and Integration in Education, who systematize and synthesize the information and conclusions presented in the report and draws up the Annual Report on ensuring academic quality in the university, approved at the SUMPh Senate meeting.
28. The planning of the internal audit of one or more study programs takes place at the request of the Rector, Vice-Rectors, on the basis of the risk factors analysis or on the basis of the requests received from the Faculty Councils.
29. The internal audit / assessment aims at assessing the program through compliance with the requirements of the Quality Management System, National Standards of Internal Control,



Standards and Guidelines for Quality Assurance in the European Area. The internal evaluation process of study programs is based on internal guidelines, regulations and procedures, harmonized with external quality assessment methodologies.

30. The internal audit / assessment is carried out by competent persons, who have the ability to evaluate the study programs, appointed by the order of the Rector.
31. After the internal audit / assessment, the *Report* will be drafted, and will be submitted to the applicant and to the Department of Didactics and Academic Management.
32. Records obtained as a result of internal audit / assessment of the study program will be the basis for establishment of the necessary measures aimed at enhancing the quality of training and satisfaction of beneficiaries.
33. The external assessment is carried out by the *National Agency for Quality Assurance in Professional Education* or by another quality assurance agency registered in the European Register for Quality Assurance in Higher Education (EQAR).
34. Regular external assessment of study programs takes place at the request of the university and is based on their internal assessment carried out in accordance with internal assessment procedures harmonized with the external quality assessment methodologies applied at national level.
35. The responsibility for drawing up the self-assessment report lies with the Dean and the Commission for Quality Assurance and Curricular Assessment at the faculty level.
36. It is **recommended** that the Internal Assessment Report (self-assessment) be structured in accordance with the **External Assessment Guidebook of License Study Programs, Higher Education** and involves the inclusion of all the minimum requirements, standards and performance indicators provided in the Methodology and National Authority Guidelines for Accreditation.
37. Proposals for continuous quality improvement in the Annual Internal Evaluation Reports of Study Programs, Annual Reports on Quality Assurance at Faculties and the Annual Report on Quality Assurance at the University form the basis for the making of:
 - a) plan and program of activities related to the monitoring and assessment of the study program quality in the next academic year;
 - b) the operational plan for the implementation of measures to improve the quality of university education programs, which is elaborated and approved by the Council of each organizing faculty and the SUMP^h Senate.
38. Proposals to modify a study program (education plan, curriculum, list of scientific-teaching staff, list of laboratories and facilities available for program implementation) are included in the internal assessment report, internal assessment of the discipline / disciplines included in the *Study program* and in the Annual Report on Quality Assurance at the organizing Faculty.
39. Proposals for modifying the curriculum and / or the file of a study program shall be applied only after their approval in the Senate, starting with the next academic year for the first year of study of the program.

V. FINAL PROVISIONS

40. The Didactics and Academic Management Department ensures the continuous monitoring of study programs in accordance with benchmarks based on the principles of objectivity and transparency.



41. This Regulation shall enter into force upon its approval by the SUMPh Senate.
42. All subsequent amendments and additions to this Regulation shall enter into force upon their approval by the SUMPh Senate.

Coordinated:

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Head of Human Resources Department	Oleg Galbur
Director of the Doctoral School	Olga Tagadiuc
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