

EVALUATION SHEET
 of fulfilment of ENAEE standards for EUR-ACE® certification

Bachelor's/Master's Degree Programme.....
 Bachelor's/Master's degree field.....
 Faculty
 Institution
 Visit date

	Evaluation criteria	Requirements	Comments
1.	Mission and objectives of study programme evaluated		
1.1	Requirements of labour market regarding the qualification obtained by the study programme evaluated	Institution coordinator of study programme has regular consultations with the representatives of economic environment and labour market.	
		Methodology and calendar of consultations are adequate for the identification of educational requirements formulated by employers (with their predictable transformations, following foresight studies and development strategies at regional, national and European level).	
		Educational requirements formulated by employers contributed to the definition of mission, objectives and expected results of study programme.	

1.2	Mission and objectives of study programme evaluated	There is correspondence between: (i) mission and objectives of study programme, (ii) professional profile of graduates, respectively the activities carried out by students during the study programme; (iii) expected results (knowledge and skills) obtained by students during the learning process.*	
		The mission and objectives of study programme are in line with the mission of institution which provides it and with the educational requirements identified on the labour market.*	
1.3	Expected results of the study programme evaluated: competences (knowledge and skills)	The expected results of study programme were established depending on what the students should know, understand and/or be capable of demonstrating after the finalization of learning process.	
		The competences (knowledge and skills) established as results of study programme are in line with the National Framework of Qualifications in higher education, with EURACE® standards and with the mission and declared objectives of the study programme evaluated.	

* The requirement is also found in ARACIS standards; the observations regarding the fulfilment of this requirement, in this evaluation sheet, can be taken from the visit sheet ARACIS for accreditation/regular evaluation of study programmes.

2.	Teaching process		
2.1	Teaching-learning process	The learning outcomes declared for all the subjects followed by the student, corroborated, assures the attainment of expected results of study programme evaluated.	
		The curriculum of the study programme evaluated is approved at institutional level.*	
		The curriculum reflects the focus on student of the learning and teaching process, allowing flexible learning routes by optional and elective subjects and encouraging the students to have a proactive role in the learning process.	
		The curriculum is conceived so as to answer the educational requirements formulated by employers, including regarding the acquisition of practical skills.	

* The requirement is also found in ARACIS standards; the observations regarding the fulfilment of this requirement, in this evaluation sheet, can be taken from the visit sheet ARACIS for accreditation/regular evaluation of study programmes.

		The subject sheets reflect the focus on student of the learning-teaching process, including by provision of activities specific to individual study (homework, individual projects or team projects etc.) and their inclusion in evaluation process.	
		The practice subject sheets are drawn up accordingly in the meaning of acquisition by students of practical skills which allow them, at graduation, to get employment on the labour market.	
		The themes for elaboration of study finalization works (diploma projects/dissertations) contain subjects proposed/formulated in collaboration with the economic environment.	
2.2	Evaluation of students regarding the competences developed	The evaluation methods and criteria of students regarding the competences developed (knowledge and skills acquired) are included in the subject sheets.*	
		For the subjects set out with laboratory and/or project activities, the evaluation methods and criteria included in subject sheets contain detailed information on evaluation of students in different types of activities: course/ laboratory/ project (for instance, percentage of final mark, minimum performance standard).	

		<p>The evaluation methods and criteria of students regarding the developed competences are adequate and allow the checking of effective acquisition by students of knowledge and skills set out in subject sheets.</p>	
		<p>In the evaluation process of practice activity we take into account the appreciations of the internship tutor from the company in which the activity was carried out.</p>	
		<p>In the evaluation process of study finalization works with themes proposed/formulated in collaboration with the economic environment we take into account the appreciations of company representative in collaboration with whom the activity was carried out.</p> <p>To defend the study finalization works representatives of economic environment are invited to assist.</p>	
2.3	Planning of teaching process	<p>The teaching process is adequately planned so as to allow students to develop the competences formulated as expected results of the study programme in the normal period set for finalization of studies (for example, the number of weeks per semester, the number of hours per week, the number of hours needed for individual study, number of practice weeks, report of course hours and applicative activities etc.).</p>	

2.4	Organization and coordination of teaching process	The teaching process is organized and coordinated so as to assure the realization of mission, objectives and attainment of expected results of study programme.	
		There are conditions which assure the development of competences by natural and correlated accumulation of knowledge and skills declared in the subject sheets (for example, groups of conditioned subjects).	
		The outcomes of analyses regarding the quality of evaluation of students regarding the developed competences confirm the adequacy of evaluation methods used and proper realization of the process.	
		The development of competences by students (by acquisition of knowledge and skills set out in subject sheets) is properly evaluated.	
		The teaching process is organized so that it assures the graduates the skill of understanding the necessity of involvement in the life-long learning process for the updating of knowledge with the evolution of the field they attended.	
3.	Resources		

3.1	Teaching staff	The teaching staff is hired according to the recruitment criteria established at institutional level, according to the legal provisions.*	
		The auxiliary teaching staff corresponds from the point of view of professional training to contribute to the organization and realization of quality teaching activities and to achieve the objectives regarding the expected results (acquisition of knowledge and skills).	
		The institution offers the teaching staff opportunities for improvement of teaching competences and use of new technologies for the purpose of teaching.	
3.2	Facilities and auxiliary staff	The study programme has the necessary facilities, adequate equipment from quantity and quality point of view.	
		There is technical auxiliary staff and staff for library, in sufficient number and proper training.	
3.3	Support services for students	The study programme offers student relevant support for the learning process (counselling in career, tutorship and assistance) facilitating thus the acquisition of knowledge and skills, respectively the promotion in a superior study year.	

* The requirement is also found in ARACIS standards; the observations regarding the fulfilment of this requirement, in this evaluation sheet, can be taken from the visit sheet ARACIS for accreditation/regular evaluation of study programmes.

		There is sufficient staff with proper training for the assurance of support services for students.	
3.4	Partnerships	The partnerships signed with public and private organizations for the internship of students are in sufficient number and adequate in content (regarding the internship duration, number of internship places, tutorship assured in the company, etc.) in order to obtain the expected results of study programme.	
		There are partnerships concluded with the organizations with which consultations were made previously for the identification of educational requirements (criterion 1.1)	
		The partnerships signed with other higher education institutions from abroad correspond for the realization of international mobilities and attainment of expected results of the study programme.	
4.	Admission, transfer, learning route of students and finalization of studies		
4.1	Regulations for professional activity of students	There are regulations on* : - conditions of admission to the study programme and evaluation methods of the fulfilment of criteria by applicants	

* The requirement is also found in ARACIS standards; the observations regarding the fulfilment of this requirement, in this evaluation sheet, can be taken from the visit sheet ARACIS for accreditation/regular evaluation of study programmes.

		<p>(potential students);</p> <ul style="list-style-type: none"> - recognition of qualifications in higher education and study periods within mobility facilities; - criteria regarding the promotion of students during the schooling period; - finalization method of a university study cycle. 	
4.2	Admission and evolution of students during the first study year	<p>The evaluation results of students after the first study year confirm the adequacy of admission conditions.</p> <p>The curriculum for the first year is conceived so as to help and motivate students for the study of engineering sciences.</p>	
4.3	Examination of students	<p>The forms of examination and methods used assure the efficiency of the learning process for all the subjects of curriculum.</p>	
4.4	Promotion and route of students	<p>Monitoring the route of students regarding:</p> <ul style="list-style-type: none"> - the professional results during the study years, - dropout rate, - credits accrued by students who graduate from one year to another (as credited students), - study duration until graduation, <p>confirms the efficiency of learning process.</p>	
5.	Internal quality assurance		

5.1	Policies and processes for internal quality assurance of study programmes	The higher education institution complies with the public policies regarding the quality assurance of study programmes.*	
		The higher education institution has an efficient management system and efficient decision-making processes regarding quality assurance (apply the undertaken quality assurance policy and proves the functioning of structures/quality assurance mechanisms).*	
5.2	Management of study programme	The study programme contributes to the global quality assurance process in the institution and implements the relevant outcomes of this process.	
5.3	Regular evaluation and development of study programmes	The study programme is regularly evaluated from the point of view of the following aspects: needs and objectives identified on the labour market, teaching-learning process, resources, results, management system, for the purpose of assuring the continuity and relevance of all these elements.	

* The requirement is also found in ARACIS standards; the observations regarding the fulfilment of this requirement, in this evaluation sheet, can be taken from the visit sheet ARACIS for accreditation/regular evaluation of study programmes.

		The regular evaluation process takes into account: (i) the interest in the study programme and satisfaction regarding the training of students/graduates from the representatives of labour market; (ii) interest in the study programme and satisfaction regarding the training of students from the practice partners; (iii) results of monitoring the opinion of students regarding the teaching process.	
5.4	Opinion of students about the teaching process	The Monitoring process of students' opinion is adequate from the point of view of relevance of collected information, response rate and improvement measures (identified and implemented).	
		The monitoring of students' opinion regarding the teaching process confirms the efficiency of the teaching process and support services offered.	
5.5	Professional insertion of graduates	The results of monitoring process of insertion of graduates on labour market, the opinion of graduates hired and employers regarding the training during the university studies confirm the value of obtained qualifications, the adequacy of objectives and expected outcomes of study programme compared to the needs of labour market.	
		The involvement of partner companies of the study programme evaluated, in professional insertion of graduates, confirms the value of obtained qualification, adequacy of objectives and expected outcomes of the study	

		programme compared to the needs of the labour market.	
5.6	Public availability of information	The study programme offers complete, updated and easily accessible public information, both quantitative and qualitative, on the objectives of teaching-learning process, the resources, results and management system.	

Other comments:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Visit coordinator

Contact person for the study programme

Expert register field SI

Expert register field SI

Expert register of employers

Expert register of employers

Date:

Note: This document was approved by the ARACIS Council in the meeting of 31 August 2016.

ARACIS Council