

Romanian Quality Assurance Agency for Higher Education

A.I.3.3. VISIT RECORD

for the institutional education quality evaluation for authorisation/accreditation

(includes *a) VERIFICATION OF COMPULSORY NORMATIVE REQUIREMENTS, b) STANDARDS AND PERFORMANCE INDICATORS and SUPPORTING APPENDICES 1, 2, 3, 4)*

Institution/education provider.....

Date of visit.....

SUPPORTING APPENDICES:

1. Teaching staff.

2. Educational areas.

3. Students (on academic years).

4. Scientific research (only scientific research contracts concluded or in course in the last five years).

The data comprised in the VISIT RECORD and the SUPPORTING APPENDICES are certified by the signatures of the visit commission members who check the documents or bring the copies of the proving documents in order to be analysed by the plenary commission.

Structure of the visit commission:

Expert evaluators

No. crt.	Surname and first name	Quality	Signature	Observations
1.		Coordinator		
2.		<i>Expert</i>		
3.		<i>Expert</i>		
4.		<i>Programme expert</i>		
5.		<i>Programme expert</i>		

Representatives of the visited institution

No. crt.	Surname and first name	Quality	Signature	Observations
		Contact person		

(stamp of the visited unit)

The observations from the VISIT RECORD and the SUPPORTING APPENDICES were notified to the visited unit representatives. A copy of the "Visit Record" may be placed at the disposal of the visited unit, at request.

VISIT RECORD

a) VERIFYING THE FULFILMENT OF THE COMPULSORY NORMATIVE REQUIREMENTS

for

the institutional education quality evaluation for authorisation/accreditation

Institution/education provider.....

Date of visit.....

Aim: the institutional education quality evaluation for authorisation/accreditation

Signatures:

- | | |
|-----------------------------------|-------|
| 1. Commission coordinator, | _____ |
| 2. Expert | _____ |
| 3. Expert | _____ |
| 4. Programme expert | |
| 5. Programme expert | |

VERIFICATION OF COMPULSORY NORMATIVE REQUIREMENTS	OBSERVATIONS/NOTES
LEGAL STATUS	
<p>1. Verifying the legal status established by the Constitutive Document Specifying, as the case may be: <i>The Constitutive Law</i>, for accredited institutions; for authorisation/accreditation: <i>Judgement, other situations</i>. For the verification and update of the data comprised in the Self-evaluation report.</p>	
<p>1.1. Verifying the data on the name and headquarters of the education provider. <i>Complying/Not complying</i> with the Self-evaluation report.. Additional observations on other locations of didactic activities, in the locality where the institution has its headquarters or other localities; their legal status shall also be verified.</p>	
<p>1.2. Verifying the reported data with reference to the didactic and research mission(s) for all the study programmes provided. The Master of Science and Doctoral university cycles are organised only by accredited higher education institutions within accredited academic degree fields. If specialisations non-authorized according to the rules in force are ascertained to function in the institution, the evaluation process is ceased. Well-defined didactic mission(s). Well-defined research mission(s). Observations on study programmes.</p>	

VERIFICATION OF COMPULSORY NORMATIVE REQUIREMENTS	OBSERVATIONS/NOTES
UNIVERSITY CHARTER AND RULES SPECIFIED BY THE CHARTER	
2. Verifying the existence of the University Charter The university Charter <i>exists/does not exist; complies/does not comply</i> with the regulations in force; observations, explanatory comments	
2.1. Verifying the existence of the rules and all the appendices specified by the university Charter. The rules <i>exist/do not exist</i> ; The rules exist but comprise provisions that <i>comply/do not comply</i> with the legal provisions in force	
2.2. Verifying the existence of the Internal Rules (or rules with equivalent content or different name)	
2.3. Verifying the existence of the Rules on the students' professional activity The rules <i>comply/do not comply</i> with the stipulations of parag. 4.2, subchapter 4, letter a, b, g, h from the Methodology; observations, explanatory comments	
INSTITUTION'S MANAGEMENT, MANAGERIAL STRUCTURES	
3. In the higher education institution have been respected the legal provisions for choosing the collective management bodies (faculty council and senate) as well as of the management staff. The provisions of parag. 4.2, subchapter 8, letter a, from the Methodology <i>are/are not respected</i> ; observations, explanatory comments	

VERIFICATION OF COMPULSORY NORMATIVE REQUIREMENTS	OBSERVATIONS/NOTES
The rector <i>was/was not confirmed</i> by MedR by Minister's Order (no...../date.....)	
3.1. <i>The higher education institution's management staff (rector, prorector, dean, prodean as well as the heads of department) consists of teaching staff tenured in higher education, with the basic teaching load at their institution, respectively the internal management structure, are tenured professors or associate professors and do not comply with the position reserving conditions.</i>	
3.2. Verifying if the institution has a framed organisation chart with own teaching staff corresponding, from the point of view of professional qualification, to the conditions required for occupying the respective positions. Teaching staff records <i>exist/do not exist</i> for the teaching staff Staff records <i>exist/do not exist</i> for the administrative staff	
3.3 <i>Verifying if the library has personnel with studies of library science or philology.</i>	
TEACHING STAFF	
4. <i>Verifying the fulfilment of the legal conditions for the publication and occupation by contest of the teaching loads.</i> The conditions <i>were/were not</i> fulfilled, the teaching loads <i>are/are not</i> framed with own staff <i>corresponding/not corresponding</i> from the point of view of professional qualification to the conditions required for occupying	

VERIFICATION OF COMPULSORY NORMATIVE REQUIREMENTS	OBSERVATIONS/NOTES
the positions provided for in the teaching loads records; observations, data supporting the observations	
<p>4.1. The teaching staff, respectively the personnel carrying out didactic activities within the evaluated institution, fulfils the legal requirements for occupying teaching loads.</p> <p>The conditions <i>were/were not</i> respected, the positions <i>are/are not</i> framed with personnel corresponding to the requirement. Examples shall be given, as the case may be.</p>	
<p>4.2. Verifying the situation of the teaching staff tenured in the institution, with the basic position.</p> <p>Shall be considered for the temporary authorisation or accreditation for a single teaching load legally created; the statistic situation shall be elaborated, including at the periodical quality evaluation, in order to verify the maintenance of the conditions under which the authorisation / accreditation was granted.</p>	
<p>4.3 Verifying if the teaching staff tenured in higher education covers within an academic year three teaching loads at most, irrespective of the higher education institution in which they carry out their activity.</p> <p>In case of non-fulfilment of the requirement, all the ascertained facts shall be presented</p>	
<p>4.4. Verifying if the teaching staff legally tenured in higher education, retired at age limit or for other reasons, carrying out didactic activities as associated teaching staff, cover one teaching load at most in the respective educational institution.</p> <p>In case of non-fulfilment of the requirement, all the ascertained facts shall be presented</p>	

VERIFICATION OF COMPULSORY NORMATIVE REQUIREMENTS	OBSERVATIONS/NOTES
<p><i>4.5. For the temporary authorisation, it is verified if, at each institutional structure for each programme in the academic degree cycle leading to a different academic qualification, at least 70% of all the positions in the teaching loads record, established in compliance with the legal requirements, are covered by teaching staff tenured in higher education according to the law. Among them, at least 25% are professors or associate professors but not more than 50%. The number of full-time university teachers must exceed 40% of the total number of teaching positions legally created.</i></p>	
<p><i>4.6. Verifying the fulfilment of the legal conditions for occupying positions by the associated teaching staff which is not tenured in higher education.</i></p>	
<p><i>4.7. Verifying the requirement according to which the associated university teachers have the obligation, by written statement, to notify the manager of the institution where they hold their basic position, as well as of the institution they are associated at, the number of hours carried out by association.</i></p>	
<p><i>4.8. Discipline tenured university teachers must hold the scientific title of doctor or be Ph.D. students in the disciplines' field of the occupied position; the other university teachers must have the initial training and abilities in the field of the discipline they teach.</i></p>	
<p><i>4.9. The teaching staff occupying positions of junior assistant or assistant professor must have certified teaching training.</i></p>	

VERIFICATION OF COMPULSORY NORMATIVE REQUIREMENTS	OBSERVATIONS/NOTES
<i>4.10. In order to obtain accreditation, the higher education institution must prove that the discipline tenured university teachers have elaborated courses and other works necessary to the educational process, which completely cover the respective discipline issues, stipulated in the analytical syllabus.</i>	
<i>4.11. Verifying the way the institution covers, during at least one academic degree cycle, the activities provided for at the disciplines from the educational curriculum, with competent teaching staff.</i> (for the study programmes that are evaluated as part of the external institutional evaluation procedures).	
MATERIAL BASIS	
<i>5. Verifying, by the stock list, if the higher education institution possesses the necessary patrimony for carrying out a quality educational process, according to the educational curricula and number of students.</i>	
<i>5.1. Verifying if the number of seats in the lecture, seminar rooms and laboratory is correlated to the size of study groups (series, groups, sub-groups), according to the standards of MEdR.</i>	
<i>5.2. Verifying if the applicative activities for the speciality disciplines included in the educational curricula are carried out in laboratories endowed with IT equipment. Thus, at the level of a study group, for the academic degree cycle, there</i>	

VERIFICATION OF COMPULSORY NORMATIVE REQUIREMENTS	OBSERVATIONS/NOTES
<p><i>must be a computer for 2 students at most, and a computer for each student, for the master of science cycle.</i></p> <p>The requirement is also verified in correlation to the evaluation of study programmes – as part of the external institutional evaluation procedures; the overall situation in the institution shall also be checked</p>	
<p><i>5.3. Verifying the existence of the library(ies) equipped with reading room(s) and its own book stock according to the disciplines included in the educational curricula, in compliance with university study cycles (academic degree and master of science).</i></p> <p>The requirement is also verified in correlation to the evaluation of study programmes – as part of the external institutional evaluation procedures; the overall situation in the institution shall also be checked</p>	
<p><i>5.4. Verifying the existence within the higher education institution's library(ies) of a number of study spaces for at least 10% of the total number of students.</i></p>	
<p><i>5.5. Verifying the existence within the higher education institution's library(ies) of a sufficient number of subscriptions to Romanian and foreign publications and periodicals, according to the assumed mission.</i></p>	
<p>5.6. Verifying if the higher education institution's libraries ensure in the reading rooms a number of seats corresponding to at least 10% of the total number of students.</p> <p>The requirement shall be verified in correlation with the libraries' and reading rooms' opening hours and staffing.</p>	
<p><i>5.7. Verifying if the institution possesses adequate software for</i></p>	

VERIFICATION OF COMPULSORY NORMATIVE REQUIREMENTS	OBSERVATIONS/NOTES
<p><i>the disciplines of study included in the educational curriculum, with utilisation licences.</i></p> <p>The requirement is verified by polls, on fields.</p>	
<p><i>5.8. Verifying the way in which the higher education institution's management ensures the multiplication of the courses and other works necessary for the educational process, elaborated by the teaching staff, and placing them at the students' disposal in adequate number.</i></p>	
<p>5.9. Verifying, by inventory documents, the equipment of laboratories, corresponding to the compulsory disciplines from the educational curricula that stipulate such activities by their analytical syllabus.</p> <p>The requirement is verified in correlation with the evaluation of study programmes.</p>	
FINANCIAL ACTIVITY	
<p><i>6. Verifying the fulfilment of the legal conditions for staffing with qualified personnel of the financial-accounting departments and if the Chief accountant (economic manager) has higher education studies.</i></p> <p>In case of non-fulfilment of the requirement, the identified situation shall be presented</p>	
<p><i>7. Verifying if the higher education institution has its own income and expenditure budget for the higher education activity, fiscal code and bank account, other than those of the foundation or association it operates in.</i></p>	
<p><i>8. Verifying if, during the temporary functioning, the higher</i></p>	

VERIFICATION OF COMPULSORY NORMATIVE REQUIREMENTS	OBSERVATIONS/NOTES
<p><i>education institution has organised its own accounting records, draws up the balance sheet, budget account and its own stock report, separated from those of the foundation or association that created the institution, in order to demonstrate that the expenditure carried out comply with the legislation in force, the received income and its destination, as well as the institution's non-profit character.</i></p> <p>(for accreditation)</p>	
<p><i>9. Verifying if, during the temporary functioning, the higher education institution used at least 30% of the income gained every year, for investment in its own material basis.</i></p> <p>(for accreditation)</p>	
<p>10. Verifying whether, during the temporary functioning, the wages expenditure every year surpassed 65% of the total income.</p> <p>The wages expenditure represented% of the total income (to be mentioned the percent corresponding to each verified year)</p> <p>(for accreditation)</p>	
<p><i>11. Verifying if the students' study fees are calculated according to the average educational costs per one academic year in budget-financed public education at the academic degree or similar master of science fields and if they are brought to the students' notice by various means of communication.</i></p> <p>To be mentioned the practiced study fees, on academic degree and master of science fields.</p>	

VERIFICATION OF COMPULSORY NORMATIVE REQUIREMENTS	OBSERVATIONS/NOTES
<i>12. Verifying if the students are informed on the possibilities of financial support from the institution and on the way of using the fees.</i>	
<i>13. In order to obtain accreditation, higher education institutions must prove the audit of financial records by a renowned audit company, nationally and/or internationally recognised, and the results of the financial audit together with the annual analysis of the income and expenditure budget were debated in the university senate and published.</i> YES: shall be mentioned the data on the company that carried out the audit and the way the results were published. NO: the total or partial non-fulfilment of the requirement shall be explicitly mentioned	
STUDENTS	
<i>14. The students' recruitment is carried out according to the university's own admission procedures and the registration to the entrance examination is only carried out on the basis of the high school graduation diploma or other equivalent documents of study, recognised by MEdR. <u>The identification within the institution's records of students without high school graduation diploma or equivalent brings about the conclusion that the national quality standards in force were not fulfilled.</u></i> Shall be verified by poll, for the students registered within the last 5 academic years.	
15. Verifying if the students' transfer between higher education institutions, faculties and specialisations was carried out in compliance with the legal	

VERIFICATION OF COMPULSORY NORMATIVE REQUIREMENTS	OBSERVATIONS/NOTES
<p>provisions in force, being regulated by internal rules and that it was not carried out during the academic year.</p> <p>The academic year of carrying out the transfer is the following academic year compared to the year when the student is registered when applying for it.</p>	
<p><i>16. Verifying the requirement that the results obtained by the student during the education should be certified by the academic record.</i> <i>YES/NO.</i> <i>Verifying if the institution grants the Diploma Supplement to all the students.</i> <i>YES/NO</i></p>	
<p><i>17. The procedures of granting diplomas or graduation certificates comply with the legislation in force.</i> Shall be verified by poll, at the faculties' and the rector's secretary offices.</p>	
<p>18. a) Higher education institutions authorised to temporarily operate shall prove the organisation of academic degree examinations for the first series of graduates, according to the law, respectively at accredited faculties that have the same academic degree field or study programme established by N.C.A.E.A. for the series of graduates in the period of activity of N.C.A.E.A. or R.Q.A.A.H.E, after the cease of N.C.A.E.A.'s activity.</p> <p><i>b) The examination commissions cannot comprise the teaching staff who have developed activities at the faculties or study programmes of the students who shall take the respective academic degree exam.</i></p>	

VERIFICATION OF COMPULSORY NORMATIVE REQUIREMENTS	OBSERVATIONS/NOTES
RESEARCH ACTIVITY	
<p><i>19. If the higher education institution's mission is also research, shall be verified the existence of its own scientific research plans, on fields, included in the strategic plans of the faculties and/or departments and of the institution, certified by documents, and of the ways of valorising scientific research.</i></p>	
<p><i>20. The research topics comprised in the plans belong to the scientific areas of the academic degree and/or master of science fields.</i></p>	
<p><i>21. Verifying if the results of the scientific research activities carried out by the teaching staff are valorised by publications in speciality magazines or publishing houses inside the country recognised by NURC (the National University Research Council) or abroad, scientific essays presented on the occasion of various sessions, symposiums, seminars inside the country and/or abroad, contracts, expertise, consultancy etc., on the basis of contracts or conventions concluded with partners inside the country and/or abroad, with evaluation certified by speciality commissions etc.</i></p> <p>The provisions of parag. 4.2 , subchapter 5, letter d, e, f of the Methodology are/are not fulfilled; observations; explanatory comments.</p>	
<p><i>22. The faculties and/or institution periodically organise with the teaching staff, researchers and graduates, scientific sessions, symposiums, conferences, round tables, and the reports are published in ISBN, ISSN scientific reports or in</i></p>	

VERIFICATION OF COMPULSORY NORMATIVE REQUIREMENTS	OBSERVATIONS/NOTES
<i>magazines dedicated to the organised activity.</i>	
INSTITUTIONAL COMMISSION'S ASSESSMENT ON THE INSTITUTION'S MISSION	
<i>The mission of the evaluated institution (education provider) has clear objectives.</i> YES/NO – observations, explanatory comments	
<i>The mission of the evaluated institution (education provider) also contains elements of specificity and opportunity in compliance with the national framework of qualifications and the requirements of the labour market.</i> YES/NO – observations, explanatory comments	
<i>The mission of the evaluated institution (education provider) is achievable</i> Yes – observations, explanatory comments No – observations, explanatory comments	

VISIT RECORD

b) STANDARDS AND PERFORMANCE INDICATORS

for the institutional evaluation of education quality for authorisation / accreditation

Academic degree study programme.....

.....

Faculty

Institution

Date of visitPurpose: authorisation / accreditation

Signatures:

1. Commission coordinator, _____

2. Expert _____

3. Expert _____

Field A. INSTITUTIONAL CAPACITY

CRITERION	STANDARDS (S) AND PERFORMANCE INDICATORS (PI)		OBSERVATIONS
A.1 – INSTITUTIONAL, ADMINISTRATIVE AND MANAGERIAL STRUCTURES	S.A.1.1. MISSION, OBJECTIVES AND ACADEMIC INTEGRITY		
	1. Mission and objectives	Min: The institution is established and functions in compliance with the legal requirements. The institution has a University Charter whose provisions comply with the national legislation and principles of the European Space for Higher Education and are known by the academic community members. The mission and objectives taken by the institution particularise it in the national higher education system by clarity, distinction and specificity.	To be correlated with section a)
		Ref.1: By formulation and way of achievement, the institution's mission and objectives particularises it in the European Space for Higher Education.	
		Ref.2: (may be continued by performance indicators belonging to the institution, at higher levels)	
	2. Academic integrity	Min: The institution has an ethical and academic integrity code in order to protect the values of academic freedom, university autonomy and ethical integrity. It also has clear practices and mechanisms for applying the code	
		Ref.1: Not only that the institution has such a code and associated practices, but it also controls and can prove their application, with concern to the management, research, teaching or examination activities. The results of this control are published.	
		Ref.2: (may be continued by performance indicators belonging to the institution, at higher levels)	
	3. Public liability and responsibility	Min: The institution possesses internal audit practices with regard to the main university activity fields	
		Ref.1: The internal audit is carried out effectively, periodically and according to an internally regulated basis, at the level of the institution and departments and concerns the financial-accounting, academic integrity, teaching, examination and research fields. An academic audit report is annually published, debated in the Senate, and an improvement plan is drawn up.	

		Ref.2: (may be continued by performance indicators belonging to the institution, at higher levels)	
	<i>S.A.1.2. MANAGEMENT AND ADMINISTRATION</i>		
	1. Management system	Min: The institution has a management system and internal functioning rules which comply with the legal requirements in force. The mechanism of choosing the students' representatives in councils, senates and other structures is clearly described in the Academic Charter and internal rules.	To be correlated with section <i>a</i>)
		Ref.1: The management system and internal functioning rules also use information and communication systems, like Internet and Intranet	
		Ref.2: (may be continued by performance indicators belonging to the institution, at higher levels)	
	2. Strategic management	Min: The institution has a strategic plan with at least four-year horizon and annual operational plans	To be correlated with section <i>a</i>)
		Ref.1: The strategic plan is drawn up on long, medium and short term and is updated annually or according to the evolution and context of higher education	
		Ref.2: (may be continued by performance indicators belonging to the institution, at higher levels)	
	3. Effective administration	Min: The university's administration complies with the legal regulations in force, it is effective with regard to the organisation, number and qualification of personnel and rigorously functions by the services rendered to the academic community.	To be correlated with section <i>a</i>)
		Ref.1: The university owns an effective administration and mechanisms of control and of continuous improvement of administration performances	
		Ref.2: The computerisation level of the administration should be compatible with the one within the European area of higher education	
		Ref.3: (may be continued by performance indicators belonging to the institution, at higher levels)	

A.2 – MATERIAL BASIS	S.A.2.1. PATRIMONY, EQUIPMENT, ALLOCATED FINANCIAL RESOURCES		
	1. Spaces for education, research and other activities	Min: By respecting the differences between the types of education (full-time, part-time and distance education) and, respectively, the research activities' objectives, the university ensures educational and research spaces corresponding to its specific features, by lecture rooms, didactic laboratories and research centres, in compliance with the technical, safety and hygienic-sanitary standards in force. The indicator also refers to the students' hostels and other spaces offered to the students for social, cultural or sports activities.	To be correlated with section a)
		Ref.1: Except for the existing spaces, the university has development plans and realist investment plans, dependent on the predicted income	
		Ref.2: (may be continued by performance indicators belonging to the institution, at higher levels)	
	2. Equipment	Min: The teaching / seminar rooms are endowed with technical equipment for learning, teaching and communication which facilitates the teaching staff's activity and every student's receptivity; research laboratories are endowed with equipment and means of operation according to the minimum exigencies.	To be correlated with section a)
		Ref.1: The equipment of the teaching/seminar rooms and of the didactic and research laboratories corresponds to the current development stage of scientific knowledge and is comparable to the one within developed universities in Europe and to international good practices.	
		Ref.2: (may be continued by performance indicators belonging to the institution, at higher levels)	
	3. Financial resources	Min: The institution proves to possess sufficient financing sources and financial resources, on short term (annual) and long term (for minimum three/four successive years), which it allocates in order to adequately fulfil the established mission and objectives. The institution possesses an annual realistic budget and a three/four-year budget, as well as short and medium-term financial policies, concerning financial sustainability.	To be correlated with section a)

		Ref.1: Together with the assurance of current outfit, the university has consistent financial reserves, diversified financing sources and rigorous planning and defining the investment and financial management policies.	
		Ref.2: (may be continued by performance indicators belonging to the institution, at higher levels)	
	4. The granting system of scholarships and other types of material support for students	Min: The institution has its own Rules of granting scholarships and other types of material support for students, which it consistently applies. Scholarships are granted from state budget allocations and from own resources.	To be correlated with section <i>a</i>)
		Ref.1: The proportion of the institution's own resources in the scholarship fund is minimum 10%.	
		Ref.2: The proportion of the institution's own resources in the scholarship fund is minimum 20%.	
		Ref.3: (may be continued by performance indicators belonging to the institution, at higher levels)	

Field B. EDUCATIONAL EFFECTIVENESS

B.1 – STUDY PROGRAMMES' CONTENT	<i>S.B.1.1. STUDENTS' ADMISSION</i>		
	1. Principles of the policy of admission to the study programmes offered by the institution	Min: The institution applies a transparent student recruitment and admission policy, publicly announced at least 6 months before being applied.	To be correlated with section <i>a</i>)
	2. Admission practices	Min: The admission in a university study cycle is carried out only on the basis of the previous studies diploma, taking into account the hierarchical order of graduation averages.	
		Ref.1: The admission to studies is based on a set of combined criteria, where the results at the entrance exam possess a greater share.	
		Ref.2: The education of foreign students was carried out according to the legal provisions in force.	

B.3 – SCIENTIFIC RESEARCH ACTIVITY			
S.B.3.1.RESEARCH PROGRAMMES			
	1. Research planning	Min: The long-term strategy and medium and short-term programmes on research are adopted by the faculties' Senate and Councils, together with the specification of the practices of obtaining and granting the achievement resources and of the valorisation methods.	To be correlated with section a)
		Ref.1: Research planning takes into account and is carried out in the national framework, with reference to competitiveness and valorisation. Research is relevant mainly on national plan.	
		Ref.2: Research planning and achievement are referred to the European and global framework	
		Ref.3: (may be continued by performance indicators belonging to the institution, at higher levels)	
	2. Research achievement	Min: Research owns enough financial, logistic and human resources in order to achieve its objectives.	To be correlated with section a)
		Ref.1: There is a climate and academic culture strongly focused on research, certified by the number of research grants, publications and the cognitive and technological transfer by consultancy, scientific parks etc. There are doctoral schools for training the new researchers.	
		Ref.2: There is the certification of fulfilling quality or excellence standards in scientific research, from the point of view of the organisation, development of research projects, internal notification of results and elimination of the practices that do not respect the ethics.	
		Ref.3: (may be continued by performance indicators belonging to the institution, at higher levels)	
	3. Research valorisation	Min: Research is valorised by: didactic publications, scientific publications, technological transfer by consultancy centres, scientific parks or other valorisation structures, achievement of new products etc. Every professor and researcher has at least one publication or a didactic or scientific achievement annually. Through mass-media, the institution participates in the dissemination of research results.	To be correlated with section a)

		Ref.1: Research results are assessed at national level by prizes, quoting, quotations etc. The publications, patents, important works etc. are mentioned in international databases.	
		Ref.2: (may be continued by performance indicators belonging to the institution, at higher levels)	
B.4 – FINANCIAL ACTIVITY OF THE ORGANISATION	<i>S.B..4.1.1. BUDGET AND ACCOUNTING</i>		
	1. Income and expenditure budget	Min: The institution has an annual income and expenditure budget approved by the Senate and which is rigorously respected. The wages expenditure at a higher education institution must not annually exceed the percent of the total income ensuring it a sustainable functioning. In order to obtain accreditation, the higher education institution must prove that, during the temporary functioning, it used at least 30% of the income obtained every year from the students' fees for investment in its own material basis. The students' study fees are calculated according to the educational average costs on academic year in the public budget financed education for academic degree, master of science or doctoral studies and are brought to the students' notice by various means of communication. Students are informed on the institution's financial assistance possibilities and on the way of using the fees. After three educational cycles subsequent to the establishment by the law, the higher education institution must prove that it owns at least 70% of the educational spaces with all their necessary equipment.	To be correlated with section a)
	2. Accounting	Min: In order to obtain and maintain the accreditation status, the institution must prove the organisation and functioning of its own accounting records, by the inventory record, balance sheet, budget account and its own stock report, in order to demonstrate that the expenditure carried out comply with the legislation in force, the received income and its destination, as well as the institution's non-profit character.	
		Ref.1: The accounting activity is computerised and permanently transparent	
		Ref.2: (may be continued by performance indicators belonging to the institution, at higher levels)	

	3. Audit and public liability	Min: In order to obtain and maintain the accreditation status, the institution must prove the internal and external audit of its financial activity. The balance sheet, the budget account and the external audit results of the financial records are published after the analysis carried out by the Senate.	
Field C. QUALITY MANAGEMENT			
C.1 - QUALITY ASSURANCE STRATEGIES AND PROCEDURES	<i>S.C.1.1. QUALITY ASSURANCE STRUCTURES AND POLICIES</i>		
	1. Quality assurance system organisation	Min: Within the institution, there is a central commission and study programme commissions which function in an integrated manner.	
		Ref.1: The commission promotes a quality culture within the institution.	
		Ref.2: The commission develops quality and quantity benchmarking activities by comparison with other universities inside the country and abroad for quality evaluation and monitoring	
		Ref.3: (may be continued by performance indicators belonging to the institution, at higher levels)	
	2. Quality assurance policies and strategies	Min: The university has a policy programme focused on quality and means of achievement.	
		Ref.1: Each policy has achievement strategies with well-defined provisions and terms.	
		Ref.2: The policies and strategies are activated in each department and stimulate the participation of each member of the teaching and research staff, as well as of the students.	
		Ref.3: (may be continued by performance indicators belonging to the institution, at higher levels)	
	<i>S.C.2.1. PERIODICAL APPROVAL, MONITORING AND EVALUATION OF STUDY PROGRAMMES AND DIPLOMAS CORRESPONDING TO THE QUALIFICATIONS</i>		
C.2 - PROCEDURES ON THE PERIODICAL INITIATION, MONITORING AND REVISION OF THE PROGRAMMES AND	1. Existence and enforcement of the	Min: The rules exist and are enforced.	To be correlated with section a)

ACTIVITIES CARRIED OUT	rules on the periodical initiation, approval, monitoring and evaluation of study programmes	Ref. 1: The rules are associated to a system of monitoring study programmes, on the basis of information and data.	
		Ref. 2: The rules and monitoring are associated to periodical evaluations, at least annual, of the quality on each study programme and institution.	
		Ref.3: (may be continued by performance indicators belonging to the institution, at higher levels)	
	2. Correspondence between diplomas and qualifications	Min: Study programmes and diplomas are elaborated and issued according to the academic qualification requirements.	
		Ref. 1: Study programmes are periodically revised in order to correspond to the dynamics of the university and professional qualifications' market.	
		Ref. 2: Study programmes and diplomas are revised by European and international comparison according to a set of benchmarks.	
		Ref.3: (may be continued by performance indicators belonging to the institution, at higher levels)	
C.3 – OBJECTIVE AND TRANSPARENT PROCEDURES OF LEARNING RESULTS EVALUATION	S.C.3.1. STUDENTS' EVALUATION		
	1. The university has rules concerning the students' examination and marking which are rigorously and consistently applied	Min: There are such rules as well as specific procedures of consistent knowledge and application by tenured university teachers and students. Together with the course's tenured university teacher, at least one more speciality professor participates in the examination.	To be correlated with section a)
		Ref. 1: The rules exist, together with detailed application procedures/techniques/methods as a package of techniques/methods of students' examination that are consistently brought to the notice of all the people involved.	
		Ref. 2: The rules and the package of procedures/techniques/methods of examination are completed by a system where an external examiner (from outside the institution) also takes part in the examination.	
		Ref.3: (may be continued by performance indicators belonging to the institution, at higher levels)	

C.4 – PERIODICAL EVALUATION PROCEDURES OF TEACHING STAFF QUALITY	S.C.4.1. TEACHING AND RESEARCH STAFF QUALITY		
	1. Relation between the teaching staff and students	Min: According to the study programme's specific features, the university establishes the relation considered optimum for the objectives and level of academic quality, between the number of tenured teaching staff with the basic teaching load within the university and the total number of registered students. In the quality evaluation, a professor is considered to have the basic teaching load in a single university.	
		Ref. 1: The optimum relation between the number of teaching staff and number of students is established according to the teaching quality.	
		Ref. 2: In establishing the relation, higher levels of teaching, learning and research quality are considered, by comparison with important universities inside the country and abroad. Benchmarking procedures are consistently applied and comparisons are carried out.	
		Ref. 3: (may be continued by performance indicators belonging to the institution, at higher levels)	
	2. Peer review	Min.: The peer review is periodically organised, based on general criteria and collective preferences.	
		Ref. 1: The peer review is compulsory and periodical. For each chair and department, there is a commission of annual evaluation of didactic and research performances of each university teacher/researcher and an annual report on the quality of the teaching and research staff.	
		Ref. 2: (may be continued by performance indicators belonging to the institution, at higher levels)	
	3. Teaching staff evaluation carried out by the students	Min.: The students may evaluate the teaching staff by means of a form approved by the Senate, which is optionally applied after each semester training cycle. Its results are confidential, being accessible only to the dean, rector and assessed person.	

		Ref. 1: The students' evaluation is compulsory. The results of the teaching staff evaluation by the students are individually discussed, statistically processed, on chairs, faculties and university, and analysed at faculty and university level for the transparency and formulation of policies on the teaching quality.	
		Ref.2: (may be continued by performance indicators belonging to the institution, at higher levels)	
	4. Evaluation carried out by the university management	Min: The teaching staff perform their own self-evaluation and are annually evaluated by the heads of department.	
		Ref. 1: The university possesses an annual multi-criteria evaluation form of each university teacher and a classification system of performances in teaching, research and services brought to the institution and the community. The teaching staff promotion depends on the evaluation results, where the peer review and students' results are also taken into account.	
		Ref.2: (may be continued by performance indicators belonging to the institution, at higher levels)	
C.5 – LEARNING RESOURCES ACCESSIBILITY	S. C.5.1. LEARNING RESOURCES AND STUDENTS' SERVICES		
	1. Learning resources availability	Min: The university ensures learning resources (manuals, handbooks, bibliographical references, readers, anthologies etc.) for each study programme in libraries, resource centres etc., in classic and electronic format and free of charge. The university's library must possess, beside the electronic access, a sufficient number of national and foreign volumes and subscriptions to the main national and foreign speciality magazines for every discipline defining a study programme. Each library has a programme and resources of obtaining books and magazines.	To be correlated with section a)
		Ref. 1: The report between the available learning resources and students is thus established so that each student should have free access to every source, according to the objectives and requirements of study programmes.	
		Ref.2: (may be continued by performance indicators belonging to the institution, at higher levels)	

	2. Students' services	Min: The university has a minimum number of social, cultural and sports services for students such as: accommodation spaces for at least 10% of students, a sports base, various consultancy services, with an efficient management.	
		Ref. 1: The university offers various services to the students and owns special programmes for ensuring a quality student life, which it monitors and periodically evaluates.	
		Ref.2: (may be continued by performance indicators belonging to the institution, at higher levels)	
C.6 – SYSTEMATICALLY UPDATED DATA BASE, WITH REGARD TO THE QUALITY INTERNAL ASSURANCE	<i>S.C.6.1. INFORMATION SYSTEMS</i>		
	1. Databases and information	Min: The institution has an information system which facilitates the gathering, processing and analysis of relevant data and information for the quality institutional evaluation and assurance.	To be correlated with section a)
		Ref. 1: Together with the data and information referring to the institutional status of quality, the university gathers information on the quality status in other universities inside and outside the country, with which it compares and according to which it formulates benchmarks.	
		Ref.2: (may be continued by performance indicators belonging to the institution, at higher levels)	
C.7 – TRANSPARENCY OF PUBLIC INTEREST INFORMATION CONCERNING STUDY PROGRAMMES AND, IF THE CASE, THE GRANTED CERTIFICATES, DIPLOMAS AND QUALIFICATIONS	<i>S.C.7.1. PUBLIC INFORMATION</i>		
	1. Public information offer	Min: The university and all its faculties must offer quantitative and/or qualitative, actual and correct information and data, about the qualifications, study programmes, diplomas, academic and research staff, the facilities offered to the students and about any aspects of interest for the public, in general, and for the students, in particular.	
		Ref. 1: The information publicly offered by the university is comparable, from the quantity and quality point of view, to the one offered by the universities from the European Area of Higher Education.	
		Ref.2: (may be continued by performance indicators belonging to the institution, at higher levels)	

C.8 FUNCTIONALITY OF EDUCATION QUALITY ASSURANCE STRUCTURES, ACCORDING TO THE LAW	S.C.8.1. THE INSTITUTIONAL STRUCTURE OF EDUCATION QUALITY ASSURANCE COMPLIES WITH THE LEGAL PROVISIONS AND PERMANENTLY CARRIES OUT ITS ACTIVITY		
	1. The commission coordinates the enforcement of the quality evaluation and assurance activities	Min: The education quality evaluation procedures and activities were elaborated by the university Senate. The commission elaborates the internal evaluation annual report and makes it public by posting up or publication, including in electronic format, and formulates proposals of education quality improvement.	
		Ref.1: <i>The institution permanently implements the measures of improving education quality proposed by the commission and collaborates with other universities inside or outside the country for identifying and adopting good practices in quality domains.</i>	
		Ref.2: <i>(may be continued by performance indicators belonging to the institution, at higher levels)</i>	

Institution

Commission of expert evaluators.....

Date of visit.....Date of evaluation:

**LIST OF THE TEACHING STAFF AT THE EVALUATED INSTITUTION,
ACCORDING TO THE CHAIRS' TEACHING LOADS RECORDS**

A. Teaching staff tenured in higher education:

<i>No. crt.</i>	Surname and first name	<i>Date of birth</i>	<i>Occupied position</i>	<i>Teaching staff speciality</i>	<i>Scientific title</i>	<i>Didactic degree</i>	<i>Institution where they hold their basic teaching load (employment record book)</i>	<i>Agreement of the institution where they hold their basic teaching load</i>	<i>Other institutions where they currently develop didactic activities</i>
1. CHAIR:									
2. CHAIR:									

Rector**Contact person**

B. Other categories of personnel developing didactic activities:

<i>Nr. crt.</i>	Surname and first name	<i>Date of birth</i>	<i>Occupied position by association</i>	<i>Speciality (graduated faculty)</i>	<i>Scientific title</i>	<i>For how many years they develop didactic activities^{*)}</i>	<i>Institution where they hold their basic teaching load (employment record book)</i>	<i>Agreement of the institution where they hold their basic teaching load</i>	<i>Other institutions where they currently develop didactic activities</i>

^{*)} optionally, the institution where they developed these activities shall be indicated, on a separate list.

Rector

Contact person

SYNTHETIC INDICATORS / INSTITUTION

Lecture rooms (no. / total area) =

Seminar rooms (no. / total area) =

Laboratories (no. / total area) =

Library reading rooms (no. / total area) =

Institution:

Faculty:

Academic degree field:

Study programme (Specialisation):

Commission of expert evaluators:

Date of evaluation:

Detailing the indicators on educational spaces *

No. crt.	Educational spaces	Lecture rooms					Seminar rooms					Laboratories **					Library reading rooms	
		Outfit		Own		[%] own out of outfit	Outfit		Own		[%] own out of outfit	Outfit		Own		[%] own out of outfit		
		No.	Area (m ²)	No.	Area (m ²)		No.	Area (m ²)	No.	Area (m ²)		No.	Area (m ²)	No.	Area (m ²)		No.	Area (m ²)
1	Total institution																	
2	Total faculty																	
3	Study programme																	

* The presented situation must comply with the timetable of each study group for the evaluated study programme (specialisation).

** To be attached: the list of laboratories with the equipment (synthetic) and list of laboratory works.

RECTOR

CONTACT PERSON

Institution:

Faculty:

Academic degree field:

Study programme (Specialisation):

Commission of expert evaluators:

Date of evaluation:

NUMBER OF STUDENTS ON YEARS OF STUDY**FOR THE EVALUATED STUDY PROGRAMME**

Year of study	Number of students							Total / year of study	Proposal for the number of student places in 1 st year, according to the available space and to the teaching staff number
	Day-time		Part-time		DE	Other types			
	Budgeted places	Places with tax	Budgeted places	Places with tax		Places without tax	Places with tax		
I									
II									
III									
IV									
V									
VI									
TOTAL									

Rector**Contact person**

Institution:

Faculty:

Academic degree field:

Study programme (Specialisation):

Commission of expert evaluators:

Date of evaluation:

SYNOPTIC TABLE OF THE DATA CONCERNING THE SCIENTIFIC RESEARCH CARRIED OUT IN THE UNIVERSITY

Nr. crt.	<i>Scientific research themes since the obtaining of temporary authorisation, including the year preceding the accreditation external evaluation (the relevant data of the synoptic table are presented in electronic format of annual reference at NURC)</i>	<i>Type of financing *</i>	<i>Results and ways of research valorisation</i>		
			<i>Achieved value</i>		<i>Works, publications, grants, other research products **</i>
			<i>Academic year</i>	<i>RON</i>	
Results – synthetic					

* Contract, grant, internal plan, collaboration etc.

** The number of types shall be indicated and their list shall be attached.

Rector**Contact person**