



approved by the ARACIS
Council

REGULATION

on the operation of the Permanent (Speciality) Experts' Commissions of the Romanian Agency for Quality Assurance in Higher Education

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Edition II with revisions and additions

Approved by the ARACIS Council of 19 October 2017

ARACIS
2017



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on the operation of the Permanent (Speciality) Experts' Commissions of the Romanian Agency for Quality Assurance in Higher Education

Pursuant to:

- ✓ the provisions of Government Decision no. 1418/23.10.2006, as further amended and supplemented, on approving the Methodology for external evaluation, standards, standards of reference, and list of performance indicators of the Romanian Agency for Quality Assurance in Higher Education;
- ✓ Law no. 87/2006 on approving Government Emergency Ordinance no. 75/2005 on education quality assurance;
- ✓ Order of the MECTS no. 4204/2013 of 15/07/2013, no. 6.560/2012 and no. 6.129/2016 on approving the minimal required and mandatory standards for awarding of teaching titles in higher education and professional degrees in research and development;
- ✓ the provisions of the Regulation on the organization and operation of ARACIS, revised and approved by the ARACIS Council on 26 May 2016, regarding performance of its responsibilities;
- ✓ the procedure for selecting and appointing the members of Permanent Speciality Experts' Commissions (PSEC).
- ✓ The Code of ethics and norms of conduct in the activities performed by ARACIS.

Chapter I. General provisions

- Art. 1.** The ARACIS Council establishes the permanent experts' commissions as permanent bodies, as per Government Decision no. 1418/23.10.2006.
- Art. 2.** The permanent experts' commissions shall operate as subordinated to the ARACIS Council.
- Art. 3.** The permanent experts' commissions shall operate based on this Regulation approved by the ARACIS Council.
- Art. 4.** The Regulation on the activity of the permanent experts' commissions is correlated with the Regulation on the organization and operation of ARACIS.

Chapter II. Structure and constitution of the permanent experts' commissions

- Art. 5.** The number and the profile of permanent experts' commissions shall be established by the ARACIS Council.
- Art. 6.** Each commission is composed of 7-13 expert evaluators, plus one student evaluator, and is chaired by a President and a commission Secretary.
- Art. 7.** The permanent experts' commissions shall use expert evaluators registered in the National Register of Evaluators (RNE) for the evaluation and accreditation of study programmes, master domains, institutional evaluations and accreditations.



- Art. 8.** The permanent experts' commissions shall be assisted by the technical staff of ARACIS in their activity.
- Art. 9.** Members of the permanent experts' commissions shall be appointed by the ARACIS Council by applying the *Procedure for selecting and appointing the members of PSEC*, approved at the ARACIS Council meeting of 19 October 2017.
- Art. 10.** The President of each permanent experts' commission shall be appointed by the ARACIS Council. The secretary shall be elected by the members of the permanent experts' commission with a simple majority of the cast votes.
- Art. 11.** The membership of the permanent experts' commissions shall be public.
- Art. 12.** The duration of a member mandate on the permanent experts' commission is 4 (four) years.
- Art. 13.** At the end of the four-year mandate, every member of the permanent experts' commission may participate in a contest again for a new mandate, according to the *Procedure for selecting and appointing the members of PSEC*. Mandates are not extended automatically.
- Art. 14.** The maximum number of consecutive mandates is two.

Chapter III. Duties of permanent experts' commissions

- Art. 15.** Permanent experts' commissions perform evaluation activities in the competence domains for which they have been established, according to the methodology approved by the ARACIS Council.
- Art. 16.** They shall draw up their own specific quality assurance standards. The specific standards shall be approved by Decision of the ARACIS Council and they are public.
- Art. 17.** Based on the ARACIS Council decision, the commissions shall review the evaluation reports, in compliance with the methodologies and evaluation guides.
- Art. 18.** The procedure for the evaluation process at the level of the permanent experts' commissions entails an analysis of the Evaluation Reports drafted by the experts, based on the Self-assessment (internal evaluation) reports submitted by the higher education institution and based on the visit record forms, and the validation of such reports, in line with the provisions contained in the *"Guide for quality evaluation activities of study programmes and higher education institutions"* approved by the ARACIS Council.
- Art. 19.** The deadlines for the various activities of the evaluation panels are set out in the schedule of activities approved by the ARACIS Council.
- Art. 20.** In line with the knowledge developments and the developments in their field of competence, they shall propose the ARACIS Council to supplement and/or amend the Specific standards, the specific evaluation procedures and other normative documents that are specific to the activity of ARACIS.
- Art. 21.** They respond to the requests of the Executive Board or the ARACIS Council to review complaints received from universities, and make proposals as to solving such complaints, within the competencies of the commissions.



Chapter IV. Internal operation of permanent experts' commissions

- Art. 22.** The president and the secretary of the permanent experts' commissions are accountable to ARACIS Council for carrying out the duties of the commission.
- Art. 23.** Any member of a permanent experts' commission may be revoked/suspended¹ by the ARACIS Council when that person is in breach of the law, the regulations and procedures of ARACIS, or, for grounded reasons, is not able to carry out his/her responsibilities.
- Art. 24.** A person who has been revoked shall be excluded from the Register of Permanent Experts and can no longer run for a position on the permanent experts' commissions.
- Art. 25.** A member of the permanent experts' commissions who, while being away from the country or for other reasons, is unable to perform his/her responsibilities for more than 60 days shall be replaced by another person selected and appointed based on the *Procedure for selecting and appointing the members of PSEC*.
- Art. 26.** (a) Any member of the permanent experts' commissions, who has or is conducting activities in the institution undergoing evaluation or has a personal interest related to the activity of an institution undergoing evaluation must inform the President or, in case the President is absent, the Secretary of the commission in writing.
- (b) In case of conflicts of interests, the members of the permanent experts' commissions shall not participate in the evaluation activities concerning that institution, nor shall they attend the commission's meetings on which the permanent experts' report regarding that institution's activity is to be validated.

Chapter V. Adopting decisions

- Art. 27.** Permanent experts' commissions shall meet in plenary session whenever necessary, at the initiative of the commission's president or secretary, who shall inform the director of the speciality department of ARACIS.
- Art. 28.** The quorum for any meeting of the permanent experts' commission is 2/3 of its members. Other experts who operate attached to the permanent experts' commissions may be invited to attend the meetings of the permanent experts' commissions, without having a voting right on those meetings.
- Art. 29.** The decisions of the meetings of the permanent experts' commissions shall be passed by voting; a simple majority of the total number of voting members is required to adopt a decision.
- Art. 30.** When the decision concerns one of the attending members, such member shall not participate in the debates and the vote on that matter.
- Art. 31.** In special situations, the commission's president may make current decisions, which are not related to the evaluation and accreditation activity, while he/she has the obligation to inform the commission about such decision

¹ The person requests to be suspended for a definite period of time.



on the commission's next meeting, and submit such decision to the meeting for approval.

Art. 32. The commission's president and secretary have duties and tasks related to organising all activities, preparing and keeping documents, informing the ARACIS Council etc., in line with this Regulation.

Art. 33. (a) Members of the permanent experts' commissions shall be remunerated according to the amount of work required for the activities they conduct, based on an hourly rate calculated according to the minimum basic salary for a professor who has maximum seniority in the public higher education system.

(b) The monthly time considered for determining the hourly rate is 170 hours (the hourly rate results from dividing the salary described in the previous paragraph by 170 hours).

Art. 34. Additional expenses related to the technical operation of the commissions, travel expenses, etc. shall be covered from the budget of ARACIS.

Art. 35. The commission's president shall monitor the expenses, and may submit to the ARACIS Council funding proposals for any specific activities, to be approved by the Council.

Art. 36. This Regulation shall come into force after being adopted by the plenum of the ARACIS Council, and it shall be published according to art. 17 d) of Law no. 87/2006 on approving Government Emergency Ordinance no. 75/2005 on education quality assurance.

19 October 2017

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