



ROMANIAN AGENCY FOR QUALITY ASSURANCE IN HIGHER EDUCATION

Member of the European Association for Quality Assurance in Higher Education - ENQA

Registered in the European Quality Assurance Register for Higher Education - EQAR

REGULATION ON THE ORGANISATION AND OPERATION OF ARACIS



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CHAPTER I - General provisions

Art. 1. Purpose and scope

- (1) This Regulation on Organisation and Operation covers the organisation, operation and management of ARACIS, and sets forth the structure, the duties per hierarchical levels, the functional relations between organisational structures, and other elements required for achieving the mission and fulfilling the duties of ARACIS.
- (2) This Regulation applies to all organisational structures and staff categories of ARACIS.

Art. 2 The legal nature of ARACIS

- (1) The Romanian Agency for Quality Assurance in Higher Education (ARACIS), with its registered office in Bucharest, no. 59, Mărăști Boulevard, district 1, is an **autonomous** public institution of national interest, a legal entity with competences in the field of external quality assurance evaluation in higher and post-graduate education and vocational training for adults, organised independently based on its own income and expenditure budget.
- (2) ARACIS operates according to the provisions of Title IV of the Law on higher education no. 199/2023, as further amended and supplemented.
- (3) ARACIS is a **personal data controller** as per Law no. 677/2001 on the protection of natural persons regarding the processing of personal data and on the free movement of such data, as further amended and supplemented.

Art. 3. ARACIS mission and values

- (1) ARACIS **contributes to the mission of strengthening the society's trust** in the Romanian higher education system, part of the higher education system of the European Higher Education Area, thus facilitating recognition of completed studies and the qualifications awarded by higher education institutions, and the mobility of students and alumni both inside the country and beyond its borders.
- (2) The values that underpin the activity of ARACIS and which, as a whole, define its identity and give its specificity and uniqueness, are independence, autonomy, professionalism, performance, transparency, trust, stability, creativity, and responsibility.
- (3) ARACIS may set up flexible structures operating in a way that is adapted to quality requirements, aligned to the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG), and to the principles set forth in art. 4 (r) and (s), and 221 (1)(d) of Law 199/2023, namely
- a) the principle of alignment with the requirements and expectations of students, employers, and all stakeholders in the society,
 - b) the principle of consulting stakeholders when making decisions;
 - c) the principle of involving students in the decision-making process.

Art. 4. ARACIS membership in European and international organisations

- (1) ARACIS is **registered** in the European Quality Assurance Register for Higher Education (EQAR) and is required to meet and comply with the quality assurance standards based on which EQAR-registered entities operate, and to maintain its EQAR membership. Failure to comply with these obligations for a period of 2 years shall be sanctioned by the

suspension of the Agency's right to perform external evaluations until it regains its EQAR membership.

- (2) ARACIS is a full **member** of the European Association for Quality Assurance in Higher Education (ENQA), and periodically undergoes the applicable international external evaluation procedures to maintain its membership (this status).
- (3) Pursuant to the provisions of art. 249 (5) (g) of Law 199/2023, ARACIS collaborates with similar agencies in other countries to develop and implement effective measures to improve the quality of higher education study programmes, and is currently a member of the following international organisations:
 - a) Central and Eastern European Network of Quality Assurance Agencies in Higher Education (CEENQA),
 - b) European Network for Accreditation of Engineering Education (ENAE),
 - c) International Network for Quality Assurance Agencies in Higher Education (INQAAHE),
 - d) European Consortium for Accreditation in Higher Education (ECA),
 - e) Coalition for Advancing Research Assessment (CoARA),
 - f) Global Academic Integrity Network (GAIN),
 - g) EUA Council for Doctoral Education (EUA-CDE),
 - h) The Council for Higher Education Accreditation International Quality Group (CHEA-CIQG).
- (4) ARACIS is **authorised** by the European Network for Accreditation of Engineering Education, hereinafter ENAE, to award, based on external evaluation, the EUR-ACE® label to bachelor study programmes in *Engineering Sciences*.
- (5) In carrying out its duties, ARACIS collaborates on a mutual basis with other quality assurance agencies, hereinafter QAAs, as well as with any other competent domestic and international entity and authority, through exchanges of information, best practices or in any other way, according to the law and/or the signed agreements/memorandums/protocols.
- (6) ARACIS may decide to join international quality assurance and higher education organisations or networks.

Art. 5. Funding of ARACIS

- (1) ARACIS is fully funded through its own revenues.
- (2) The own funds of ARACIS originate from:
 - a) service contracts for the external education quality evaluation services, which can be signed with the Ministry of Education, among other entities;
 - b) projects and programmes, consulting services, monitoring, training courses, conferences, donations, sponsorship, and other sources established according to the law.
- (3) Fees for the external evaluation of study programmes, study domains, and for external institutional evaluations, including audits, are developed by ARACIS and approved by a Government Decision initiated by the Ministry of Education.
- (4) Fees for external quality evaluations requested by foreign higher education institutions are established by a Decision of the ARACIS Council.

CHAPTER II – Competences and duties of ARACIS

Art. 6 Competences of ARACIS

- (1) ARACIS is the **competent authority** in charge for quality assurance in education, according to the provisions of Government Emergency Ordinance no. 49/2009 on the freedom of establishment of service providers and the freedom to provide services in Romania, approved with amendments and additions by Law no. 68/2010.
- (2) ARACIS checks whether higher education institutions or education providers interested in the cross-border delivery of education services in Romania meet the requirements of external education evaluation, based on reviewing the documents issued by the Member State or, where applicable, the third country of origin.
- (3) Compliance with the external education evaluation requirements by the higher education institutions or education providers mentioned in para. (2) is mandatory for the delivery of higher education or post-graduate education in Romania.
- (4) ARACIS has exclusive competence in conducting external quality evaluations for the granting of provisional authorisation to organise higher education activities.

Art. 7. Duties of ARACIS

- (1) ARACIS **conducts external quality evaluation activities in education** for study programmes organised, as applicable, by:
 - a) higher education institutions and education providers in Romania,
 - b) higher education institutions and education providers accredited in Romania, lawfully operating within the territory of other states, as provided by law.
- (2) In carrying out its duties, ARACIS **complies** with the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG).
- (3) **Concerning external evaluations**, pursuant to art. 249 (1) of the Law on higher education no. 199/2023, as subsequently amended and supplemented, ARACIS performs the following duties:
 - a) **Develops** and regularly updates, in consultation with stakeholders, higher education institutions, and education beneficiaries, the proposal for external evaluation methodology, including the external evaluation standards and indicators;
 - b) **conducts evaluations** according to the external evaluation methodology and standards approved to this purpose and, as applicable, **proposes** to award/not award authorisation, award/not award accreditation, as well as maintaining/withdrawing the accreditation of organizations providing education/higher education institutions and of initial and/or continuous education study programmes/study domains;
 - c) **evaluates**, upon request, joint study programmes based on the standards and methodologies established at European level through the European Approach to Quality Assurance of Joint Programmes, and proposes the accreditation / non-accreditation of such programmes;
 - d) **develops and makes public** its own guides for external quality evaluation in education;
 - e) **signs** service contracts with domestic or international higher education institutions for the provision of external quality evaluation services for study programmes and study domains, and external institutional evaluation services;
 - f) **validates** the evaluation reports prepared by expert panels;

- g) **carries out external evaluations** of the quality of education for study programmes/domains and at institution level, upon the request of the Ministry of Education. The terms for carrying out external evaluation activities are established by contract;
 - h) **makes public** the results of external evaluations on its own website and in specific international databases;
 - i) **develops and applies** the *Code of ethics and rules of conduct in the activities carried out by ARACIS regarding quality assurance and evaluation in higher education in Romania*.
- (4) Pursuant to art. 249 (5) of the Law on higher education no. 199/2023, as subsequently amended and supplemented, ARACIS has the following duties in the field of **education quality assurance**:
- a) **formulates and periodically reviews, based on good practices**, standards and indicators for the evaluation of quality in higher education;
 - b) **collaborates** with the Ministry of Education and the Romanian Agency for Quality Assurance and Inspection in Pre-University Education (ARACIIP) to develop and promote policies and action strategies to improve the quality of education in Romania;
 - c) **holds biannual meetings** with ARACIIP to harmonise intersectionally the policies and strategies applied in the field of evaluation and quality assurance in education;
 - d) **organises annual** consultations with the Ministry of Education, the National Qualifications Agency (ANC), the National Centre for Recognition and Equivalence of Diplomas (CNRED), the National Council of Rectors (CNR), higher education institutions, the national student federations, and the representative national trade unions in higher education to discuss annual priorities in the field of education quality assurance;
 - e) **develops and publishes** manuals, guides, best practice summaries in evaluation and quality assurance;
 - f) **elaborates periodically** (every 3 years) system analyses on the quality of higher education in Romania;
 - g) **collaborates** with similar agencies in other countries to develop and implement effective actions to improve the quality of higher education study programmes;
 - h) **publishes an annual** activity report;
 - i) **elaborates, every 5 years**, self-assessment reports on the quality of its own activity, in order to prepare for the external evaluations conducted by competent entities in this field;
 - j) **organises** training courses, conferences and seminars on education quality assurance and evaluation;
 - k) **participates** in national and international programmes and projects;
 - l) **provides** consultancy in the field of quality assurance and evaluation, in compliance with the legal framework of conflicts of interests.
- (5) ARACIS **also performs other duties** through which it contributes to fulfilling its mission to strengthen trust in the higher education system, as follows:
- a) **analyses the compliance** of the external evaluation process conducted in Romania by other quality assurance agencies, EQAR members, hereinafter QAA, with the national law and the external evaluation methodology in force at the time, based on the evaluation report drafted by such agencies, pursuant to the provisions of art. 248 (3)

of Law no. 199/2023, as subsequently amended and supplemented, and Ministerial Order no. 4341/2024 for the approval of the *Methodology for confirming the results of evaluations carried out by the quality assurance agencies abroad registered in the European Register for Quality Assurance in Higher Education (EQAR) on the territory of Romania*;

- b) **issues an endorsement**, pursuant to the provisions of Art. 30 (8) of Law no. 199/2023, as subsequently amended and supplemented, on the draft Government decision approving the *Nomenclature of Domains and University Study programmes, accredited or authorised for provisional operation, the territorial-administrative unit where they are delivered, the number of transferable study credits for each higher education study programme, form of education, and the tuition language/s, as well as the maximum allowed number of students, proposed by the quality evaluation agencies that evaluated such programme/domain*.
- c) **monitors compliance** with the data included in the information provided by higher education institutions on supplementing the number of allowed students, as approved by the Ministry of Education, according to art. 30 (10) of the Law on higher education no. 199/2023, as subsequently amended and supplemented;
- d) **develops and approves**, according to art. 32 (1)(a)-(c) of Law no. 199/2023, as subsequently amended and supplemented, the quality standards for full-time education study programmes, differentiated for each study domain, for education and/or research activities that can be carried out in synchronous mode by using specific electronic, IT and communications resources, differentiated per study domains;
- e) **develops and approves** specific quality standards, focused on learning outcomes regarding the conduct of teaching, learning, research, practical training, and evaluation activities, distinctly for the different forms of organisation of study programmes (full-time, part-time, and distance-learning), and in line with the study domains, as well as the education cycles set forth in art. 26 (1) of Law no. 199/2023, as subsequently amended and supplemented;
- f) **may request** data from higher education institutions, according to art. 113 (9) of Law no. 199/2023, as subsequently amended and supplemented, by using the Single National Reporting Platform for Higher Education, hereinafter referred to as PNRUIS;
- g) **participates**, according to Art. 263 (2) of Law no. 199/2023, as subsequently amended and supplemented, in the development of the system of statistical reference indicators for higher education, correlated with the European systems of statistical reference indicators in this area, coordinated by the Ministry of Education, with support from UEFISCDI (the Executive Agency for Higher Education, Research, Development and Innovation Funding) for monitoring managerial efficiency, equity, and relevance of the higher education system for the labour market;
- h) **proposes**, following consultations with ANC and CNR and in accordance with the provisions of art. 55 (1) and art. 36 (5) of Law no. 199/2023, as subsequently amended and supplemented, for approval by Order of the Minister of Education:
 - i. the list of double specialisations that can be organised;
 - ii. the Nomenclature of study programmes with similar profiles;
- i) **develops and proposes**, together with ANC, according to the provisions of art. 74 (3) of Law no. 199/2023, as subsequently amended and supplemented, the

- methodological framework for organising and delivering post-graduate vocational training programmes for adults, for approval by Order of the Minister of Education;
- j) **develops** upon the request of the Ministry of Education, according to art. 149 (34) of Law no. 199/2023 as subsequently amended and supplemented, studies on the impact of programmes and public policies to enable tailoring of policies and funding;
 - k) **develops and proposes**, together with ANC, according to art. 185 (7) of Law no. 199/2023 as subsequently amended and supplemented, the methodological framework for the vocational training programmes for adults and the micro-credentials that can be awarded to this purpose, for approval by Order of the Minister of Education;
 - l) **develops and forwards a proposal**, according to Art. 190 (1) of Law no. 199/2023, as subsequently amended and supplemented, jointly with ANC, for approval, by Order of the Minister of Education, of the methodology for the recognition of competences acquired by young people and adults in non-formal and informal education contexts delivered in evaluation and recognition centres established by higher education institutions for such purpose;
 - m) **contributes**, according to Art. 33 (5) of Law no. 199/2023, as subsequently amended and supplemented, to determining the domains and the requirements for organising master study programmes in the form of distance-learning, which are to be approved by Government Decision initiated by the Ministry of Education following consultation with ARACIS;
 - n) **keeps records** of double-specialisation bachelor study programmes, pursuant to Art. 55 (3) of Law no. 199/2023, as subsequently amended and supplemented;
 - o) **appoints**, upon the request of the Ministry of Education, a representative of ARACIS on the monitoring commission provided for in Art. 175 (5) (a) of Law no. 199/2023, as subsequently amended and supplemented;
 - p) **conducts, upon the request of the Ministry of Education**, an external quality evaluation procedure to evaluate compliance with performance standards and indicators, as provided in Art. 174 (5) (c) of Law no. 199/2023, as subsequently amended and supplemented;
 - q) **issues an opinion**, pursuant to the provisions of the Framework Methodology for the organisation and conduct of the graduation, bachelor/diploma dissertation examinations, approved by Order of the Minister of Education No. 3691/2024, in cases where an accredited higher education institution may organise final examinations for provisionally authorised specialisations that are unique within the bachelor's field of study offered by that institution.
- (6) **ARACIS may sign collaboration agreements** with other quality assurance agencies for the purpose of evaluating the quality of education.

CHAPTER III - Organisational structure of ARACIS

Art. 8. Structure of ARACIS

- (1) The organisational structure of ARACIS is established by the organisational chart provided for in *Annex 1* to this Regulation, and includes the following components:
 - a) *the ARACIS Council;*
 - b) *the Executive Board of the ARACIS Council;*

- c) *the University Studies Evaluation Department;*
 - d) *the Institutional Evaluation and Audit Department;*
 - e) *the ARACIS Technical Staff;*
 - f) *the National Register of Expert Evaluators (RNE).*
- (2) The following permanent working structures are organised and operate under the authority of the ARACIS Council:
- a) *Permanent Speciality Experts' Commissions;*
 - b) *The Institutional Evaluation and Audit Commission;*
 - c) *The Consultative Commission.*
- (3) The following permanent working structures are organised and operate under the authority of ARACIS President:
- a) *The Monitoring Commission;*
 - b) *The Discipline Commission.*
- (4) The following permanent working structures are organised and operate independently within ARACIS:
- a) *The Ethics Commission;*
 - b) *The Appeals Commission.*
- (5) The **Technical Staff** of ARACIS is composed of the following structures:
- a) subordinated to the President
 - i. *Public Internal Audit Unit*
 - b) subordinated to the President and coordinated by the General Director
 - i. *President's Office*
 - c) subordinated to and coordinated by the General Director
 - i. *Quality Assurance Direction;*
 - ii. *Organisation and Resource Management Direction;*
 - iii. *Legal, Cooperation, Communication and Training Direction.*
- (6) The National Register of Expert Evaluators includes:
- a) the National Register of Expert Evaluators (professors);
 - b) the National Register of Student Expert Evaluators;
 - c) the Register of International Expert Evaluators;
 - d) the Employers' Register.

Art. 9. ARACIS staff

- (1) The ARACIS staff includes:
- a) **contracted staff** employed in the Technical Staff under an individual employment contract;
 - b) **personnel under civil assignment**, serving under a mandate within the ARACIS Council;
 - c) **personnel under civil assignment** based on a civil contract for the provision of service, for expert evaluators registered in the RNE.
- (2) ARACIS may also engage other types of experts to perform specific activities within the scope of its remit and duties.
- (3) The duties of the personnel of the Technical Staff are established upon proposal of the heads of speciality structures, according to the legal provisions in force.
- (4) The total number of positions in the Technical Staff is 84, out of which 10 management positions, as established by Decision of the ARACIS Council, in compliance with the legal regulations in force. These positions are included in the Organisational Chart, which is an



integral part of the Regulation for the Organisation and Operation of ARACIS, and is included in *Annex 2*.

- (5) The coordination and reporting relationships for the internal functioning of the Agency are provided in the Organisational chart of ARACIS, which is an integral part of the Regulation on the Organisation and Operation, and is presented in *Annex 1*.

Art. 10. Leadership structures of ARACIS

- (1) ARACIS is governed by a Council composed of 21 members, as follows:
 - a) 17 higher education professors, who usually represent the existing higher education study domains and come from different higher education Institutions;
 - b) 2 students, representatives of the students' federations in Romania and reconfirmed at the beginning of each academic year;
 - c) one representative of employers' organisations;
 - d) one representative of the higher education trade union federation with most members.
- (2) The executive management of ARACIS is performed by the General Director, who coordinates the Technical Staff of the institution.

Art. 11. Decisions of the ARACIS Council

- (1) To perform its duties, the ARACIS Council adopts decisions that are carried out by the structures referred to in art 8.
- (2) The ARACIS Council meets in a monthly ordinary session, as well as in extraordinary session whenever necessary; extraordinary sessions are convened by the President or, when the President is not available, by the Vice President.
- (3) Council meetings take place in the presence of at least two thirds of the total number of members, and are chaired by the President or, when the President is absent, by the Vice President.
- (4) As a rule, the meetings of the ARACIS Council are attended by the Council members in person; however, they may also be held online or in blended format, subject to compliance with the requirement set out in para. (3).
- (5) The Council meetings may be attended by the directors of the speciality directions within Technical Staff, who will act as guests and have no voting rights, and by other people invited by the President, as applicable, for the purpose of solving any specific issues. The General Director is a permanent guest at the ARACIS Council meetings.
- (6) The debates within the Council and the decisions passed by the Council are recorded in a meeting minute.

Art. 12. The framework, principles and level of remuneration

- (1) The framework, principles and level of remuneration applicable to the President, the Vice President, and the members of the ARACIS Council, as well as to the staff employed of the Technical Staff, shall be determined taking as the minimum threshold the national gross minimum wage guaranteed in payment and as the maximum threshold, the basic salary corresponding to the position of Rector at a Grade II higher education institution, and shall be established by a Decision of the ARACIS Council.
- (2) Salary-related entitlements are established in rigorous compliance with the financial resources set forth in the income and expenditure budget of ARACIS.



CHAPTER IV - The ARACIS Council, the Executive Board, and the departments - operation and duties

THE ARACIS COUNCIL

Art. 13. Operation

- (1) The Council is the collective governing body of ARACIS, responsible for ensuring the fulfilment of the Agency's mission, the exercise of its duties and powers, in accordance with the law.
- (2) The Council is organised and operates independently, free from any ideological, political, or religious interference.

Art. 14. Members of the ARACIS Council

- (1) The members of the ARACIS Council are tenured professors or associate professors employed under an individual permanent employment contract, with experience in education quality evaluation, selected based on criteria that include professional and moral prestige, and professional and scientific competence. As a rule, they represent the different higher education domains and come from different higher education institutions.
- (2) Membership on the ARACIS Council is incompatible with holding a position as a rector or with any public office.
- (3) If a member of the ARACIS Council is confirmed on a rector position or appointed to public office, his/her mandate as a member of the ARACIS Council ceases by operation of the law.
- (4) The duration of a mandate on the ARACIS Council is four years, except for student members, who serve on a 1 (one)-year mandate.
- (5) The members of the ARACIS Council, higher education professors, may serve two mandates as members of the Council.
- (6) The members of the ARACIS Council, except for the President, the Vice President, and the Secretary General, are members of one of the two departments of ARACIS.
- (7) The members of the ARACIS Council perform activities to guide the Permanent Speciality Commissions and attend the meetings of such commissions. The Council delegates the members of the ARACIS Council to participate in the activities of the Commissions, as much as possible according to their individual area of specialisation.
- (8) The members of the ARACIS Council may represent the Agency within international bodies or at national/international activities: projects, seminars, conferences, etc.
- (9) The members of the ARACIS Council may neither participate nor vote on procedures related to the evaluation of a higher education institution with which they, their spouse, in-laws or relatives up to and including the third degree have a legal employment relationship.

Art. 14¹ Suspension of the Mandate

- (1) The mandate of a member of the ARACIS Council is suspended by operation of law when such member is delegated or appointed by order of the Minister of Education and Research to perform the duties specific to the office of Rector
- (2) A Council member who is in the situation described in para. (1) has the obligation to notify ARACIS and file their delegation or appointment document.
- (3) The suspension operates within 30 days from such delegation/appointment.



(4) During suspension, such member of the ARACIS Council:

a) does not attend meetings, is not counted for the meeting quorum, deliberations, voting procedures, evaluation procedures and any other activities related to the exercise of their mandate;

b) does not receive the remuneration payable to members of the ARACIS Council

(5) If, during the suspension period, the mandate ceases by reaching its end or because of one of the legal causes that lead to the ceasing of the mandate by operation of law, as provided for in Art. 254 (2) of Law no. 199/2023, as subsequently amended and supplemented, the cessation of the mandate takes prevalence over the suspension.

(6) The suspension of the mandate does not allow the suspended Council member to obtain an additional mandate beyond the two mandates provided for in Article 252 (7) of Law No. 199/2023 as subsequently amended and supplemented.

(7) The period during which the mandate is suspended does not lead to an extension of any mandate that is running at the time of the suspension.

Art. 15. Selection of the ARACIS Council members

(1) The professor members of the ARACIS Council are selected based on a competition, in accordance with a methodology approved by Decision of the ARACIS Council and published in the Official Gazette of Romania, Part I, prior to the start of the competition.

(2) The ARACIS Council representatives mentioned in Art. (11) (b)-(d) are nominated according to a methodology approved by Decision of the ARACIS Council, published in the Official Gazette of Romania, Part I, prior to initiation of the nomination procedure.

(3) Students are reconfirmed at the beginning of every academic year.

Art. 16. The President and Vice President of ARACIS

(1) The ARACIS Council is chaired by a President and a Vice President elected by secret ballot with a majority of votes of the Council members. Their mandate may not exceed the duration of the contract under which they were appointed members of the ARACIS Council.

(2) The ARACIS Council has an Executive Board consisting of the President, the Vice President, the Secretary General, the coordinator of the University Studies Evaluation Department, and the coordinator of the Institutional Evaluation and Audit Department.

(3) The President of the ARACIS Council appoints, from among the members of the Council, the coordinator of the University Studies Evaluation Department, the coordinator of the Institutional Evaluation and Audit Department, and the Secretary General from among the members of the Council.

Art. 17. Reimbursement of expenses

(1) ARACIS Council members, professors and students, who do not have housing in Bucharest are entitled to reimbursement of the following expenses:

a) Round-trip between the place where the higher education institution where they are tenured professors or students is located and Bucharest, where ARACIS has its headquarters, based on a travel order approved by the President of the ARACIS Council or their substitute, together with the relevant supporting documents;

b) Accommodation during the trip described under point a).

- (2) The entitlements provided for in para. (1) also apply for the union representative and the employers' representative who are members of the ARACIS Council while they serve on their Council mandates, if they do not have any housing in Bucharest.

Art. 18. Duties of the ARACIS Council

- (1) The ARACIS Council has the following main duties:

- a) to develop and approve the draft institutional strategy of ARACIS;
- b) to develop and approve the Policy Declaration on internal quality assurance at ARACIS;
- c) to review and approve the procedures for the basic processes, part of the Internal Quality Assurance System of ARACIS;
- d) to review and approve the annual operational plans;
- e) to develop external quality evaluation standards and indicators for higher education, as well as the external evaluation methodology, and submit it to the Ministry of Education to be passed through a Government Decision;
- f) to approve the External Quality Evaluation Guides for higher education;
- g) upon the proposal of the University Studies Evaluation Department or the Institutional Evaluation and Audit Department, to approve the schedule of evaluation and/or accreditation missions and the membership of the expert evaluator panels;
- h) to approve the appointment of the Council members as heads of mission in external institutional evaluation or audit processes, upon the proposal of the President of ARACIS;
- i) upon the proposal of the Institutional Evaluation and Audit Department, to draw up the *ARACIS Council reports on the external evaluation of academic quality* in the evaluated education provider organisations/higher education institutions, based on the external evaluation reports drafted by the head of mission and the expert evaluators, and determine the applicable qualification;
- j) upon the proposal of the University Studies Evaluation Department, to draw up the *ARACIS Council report on the external evaluation of the academic quality of study programmes/domains*, based on the report of the Permanent Speciality Commissions, and adopt the pertaining endorsement and the maximum allowed number of students;
- k) to propose, as applicable, authorising/withholding authorisation or awarding accreditation/non-accreditation, as well as maintaining/withdrawing the accreditation for education providers/higher education institutions and for initial and/or continuous training programmes / study domains;
- l) to analyse compliance of the external evaluation reports drafted in Romania by other quality assurance agencies (QAAs), EQAR members, and if compliance is found, to submit the confirmation endorsement and the evaluation report of the QAA to the Ministry of Education, and inform the applicant higher education institution accordingly or, as applicable, if non-compliance is found, to submit the non-confirmation endorsement to the applicant institution and the evaluating QAA;
- m) to perform the duties set forth in art. 7 (5) (d), (e), (g), (h), (i), (l), (m), (n), (p), involving the Permanent Speciality Commissions, as applicable;

- n) to propose a representative to the Ministry of Education to represent ARACIS on the National Ethics Commission in Higher Education (CNEMU), as per the provisions of art. 158 2) (c) of Law 199/2023;
- o) to propose a representative to the Ministry of Education to represent ARACIS on the Council of the Romanian Agency for Quality Assurance and Inspection in Pre-University Education (ARACIIP), as per the provisions of art. 7 (1) of Decision no. 155/2022 on approving the Regulation on the organisation and operation of the Romanian Agency of Quality Assurance in Pre-University Education;
- p) to conduct meetings with the Permanent Speciality Commissions to review and improve their activity;
- q) to approve the inclusion of expert evaluators on the RNE;
- r) to develop and deliver training programmes for expert evaluators registered on the RNE;
- s) to approve the participation of ARACIS as a coordinator or partner in national or international projects aligned with the mission of ARACIS;
- t) to develop or coordinate the development, and approve publication of system reviews, guides, handbooks, review papers in the field of evaluation and quality assurance in higher education or the field of education quality;
- u) to analyse and control the activity of the Executive Board in the period between two Council meetings;
- v) to approve the Annual activity report of ARACIS;
- w) to coordinate the drawing up of the self-assessment reports of ARACIS for the international evaluations of the Agency's activity;
- x) to carry out the duties set forth in Art. 4 (6) regarding affiliation of ARACIS with international bodies and organisations and signing of collaboration agreements with other quality assurance agencies, as well as with any competent domestic or international entity and authority;
- y) to approve collaboration agreements signed with other quality assurance agencies for the purpose of performing education quality evaluations;
- z) to develop and approve the *Code of Ethics and Rules of Conduct in the activities carried out by ARACIS regarding quality assurance and evaluation in higher education in Romania*;
- aa) to elect the president of the Ethics Commission (EC) and one of its members, by open ballot, from among the Council members. The third member of the EC is approved by the ARACIS Council upon the proposal of students' federations, from among the student members of the Council. The fourth member of the EC is the member representing the higher education union with most members in the Council. The fifth member of the EC is appointed by the ARACIS Council from among the members of the Technical Staff of the Agency;
- bb) to approve the draft resolutions of the EC after their lawfulness has been confirmed;
- cc) to approve the Regulation on the Organisation and Operation of ARACIS, the Internal Regulations of ARACIS, the organisational chart, the list of jobs/staff, the salary grid and other entitlements assimilated to salaries, and the change of the institution's headquarters;
- dd) to approve annually the income and expenditure budget of ARACIS, to review the

budget execution and the income and expenditure accounts every semester, and act on its competence to periodically approve budget amendments in line with ARACIS' operational priorities;

ee) to approve the methodology for the competition organised to fill in the vacancies on the ARACIS Council;

ff) to carry out other duties related to evaluation and quality assurance, within the limits of the law.

(2) In performing its duties, the ARACIS Council adopts decisions – by a majority of votes of all Council members, in an open ballot procedure - which are signed by the president and published on the website of ARACIS.

THE EXECUTIVE BOARD OF THE ARACIS COUNCIL

Art. 19. The Executive Board

(1) The Executive Board manages the current operations of ARACIS between the meetings of the Council or according to the mandate granted by the ARACIS Council.

(2) The Executive Board is constituted as per Art. 16 (2).

(3) As a rule, the Executive Board holds meetings every two months, and it can also meet whenever necessary, convened by the president or the vice president when the president is unavailable.

(4) The meetings are held in the presence of at least 3 members; they are chaired by the President or the Vice President, and are held in person, online or in blended mode.

(5) The meetings of the Executive Board may be attended by the directors of the speciality directions of the Technical Structure, who will act as guests, and by other people invited by the President for the purpose of addressing any specific issues.

(6) The students who are members of the ARACIS Council and the representative of the higher education union with most members are permanent guests in the meetings of the Executive Board.

(7) The debates within the Executive Board are recorded in the meeting minutes.

Art. 20. Duties of the Executive Board

The Executive Board has the following main duties:

a) to develop the procedures pertaining to the basic processes that are part of the Internal Quality Assurance System of ARACIS;

b) to draft the annual operational plans;

c) to coordinate the drafting of the Annual Activity Report of ARACIS;

d) to develop the External Quality Evaluation Guides for higher education;

e) to endorse the master study programmes scheduled for review within the external quality evaluation of master study domains;

f) in the case of appeals filed in the external evaluation procedures of higher education programmes or study domains, to endorse appointment of two members on the Appeals Commission, upon the proposal of the Permanent Speciality Commissions responsible for that study domain;

g) to participate, through its representatives, in consultations with the Ministry of Education, the National Qualifications Agency (ANC), the National Centre for Recognition and Equivalence of Diplomas (CNRED), the National Council of Rectors

(CNR), higher education institutions, national student federations, and representative national trade unions in higher education to discuss annual priorities in the field of education quality assurance;

- h) to participate in drafting opinions in response to the requests received from the Ministry of Education, from other institutions and bodies or from individuals;
- i) to review the filed requests and formulate proposals for the revocation of the members of the Ethics Commission;
- j) to review the reports on ethics violations of the ARACIS members, filed by third parties, and where such reports are well-founded, the President of ARACIS shall ask the Ethics Commission to initiate investigation procedures;
- k) to analyse the draft resolutions of the Ethics Commission;
- l) to settle the reports on conflicts of interests concerning members of the expert evaluator panels;
- m) to develop the methodology for the competition organised to fill in the vacancies on the ARACIS Council;
- n) to monitor the progress in carrying out the decisions of the ARACIS Council;
- o) to carry out other duties related to evaluation and quality assurance, in compliance with the decisions of the ARACIS Council.

ARACIS DEPARTMENTS

Art. 21. University Studies Evaluation Department and Institutional Evaluation and Audit Department

- (1) The University Studies Evaluation Department and the Institutional Evaluation and Audit Department are composed of members of the ARACIS Council, with 9 (nine) members in each department.
- (2) The department coordinators are appointed by the ARACIS President.
- (3) The departments meet monthly in ordinary meetings, and whenever necessary in extraordinary meetings convened by the department coordinator.
- (4) The meetings take place in the presence of at least two-thirds of the total number of members and are chaired by the coordinator.
- (5) As a rule, the meetings of the departments are attended by the Council members in person, but they may also be held online or in a blended format, subject to compliance with the requirement in para. (4).
- (6) The discussions and the decisions passed are recorded in the meeting minutes.

Art. 22. Duties of the departments

- (1) **The University Studies Evaluation Department** has the following main duties:
 - a) to endorse the membership of the expert evaluator panels appointed by the presidents of the Permanent Speciality Commissions, as well as any changes to such membership;
 - b) to review the reports of the Permanent Speciality Commissions on the external academic quality evaluation for higher education programmes and study domains, and forward to the ARACIS Council the pertaining endorsement, including the maximum allowed number of students;
 - c) to review the reports drafted by the Appeals Commissions;

- d) to draft the Procedure Guides for the evaluation processes conducted for initial and continuous education programmes/study domains.

(2) The Institutional Evaluation and Audit Department has the following main duties:

- a) to propose the appointment of the ARACIS Council members as heads of mission in external institutional evaluation or audit procedures;
- b) to endorse the membership of the expert evaluator panels, as well as any changes to that membership of the expert evaluator panels in external institutional evaluation or audit procedures;
- c) to review external evaluation reports drafted by the head of mission and the expert evaluators, and propose the appropriate qualification to the ARACIS Council;
- d) to review the reports drafted by the Appeals Commissions;
- e) to draft the Procedure Guides for carrying out institutional evaluations of higher education institutions.

CHAPTER V - Duties of the Members of the Executive Board

THE PRESIDENT

Art. 23. The ARACIS President

- (1) **The ARACIS President** provides leadership for the Agency and represents ARACIS in its relations with public authorities and institutions, domestic and foreign individuals and legal entities, as well as in court.
- (2) The President carries out the following main duties, according to the law:
 - a) is the legal representative of ARACIS as a legal entity;
 - b) is a credit authorising officer;
 - c) approves changes of jobs in the list of jobs of the Technical Staff, according to the needs of the Agency;
 - d) approves temporary exercise of the vacant management positions on the Technical Staff, upon the proposal of the General Director;
 - e) appoints and discharges the contracted staff on the Technical Staff of ARACIS, as provided by the law;
 - f) appoints the members of the Ethics Commission Secretariat;
 - g) forwards the reports filed by the HEI or by any member of ARACIS to the Ethics Commission;
 - h) asks the Ethics Commission to initiate investigation procedures on reports filed by third parties, which the Executive Board decided may be well-founded;
 - i) informs the relevant party in writing of the decision of the ARACIS Council regarding the reports on breaches to the provisions of the *Code of Ethics and Rules of Conduct in the activities carried out by ARACIS regarding quality assurance and evaluation in higher education in Romania*;
 - j) concludes service contracts with domestic and foreign institutions and with the Ministry of Education for the external quality evaluation of programmes and education programme providers in higher education;
 - k) reviews the requests received from the Ministry of Education, other institutions and bodies or natural persons, and decides on how to solve them, based on the proposals of the Technical Staff, as applicable, subject to consulting with the Executive Board;
 - l) appoints the ARACIS candidates who will be members of the leading structures of the

relevant international evaluation and quality assurance organisations.

- (3) The President may delegate to the Vice President or the General Director his/her specific credit authorising officer or legal representative duties.
- (4) In carrying out his/her duties, the President also carries out other duties arising from any legal provisions in force.
- (5) In carrying out his/her duties, the President issues decisions and signs the decisions of the ARACIS Council.

THE VICE-PRESIDENT

Art. 24. The ARACIS Vice President

- (1) **The ARACIS Vice President** works with the President in carrying out all his/her duties.
- (2) The Vice President is the legal substitute of the President in the absence of the President.
- (3) The Vice President of ARACIS carries out the following duties, in compliance with the law:
 - a) coordinates the development of studies, research, periodical system reviews on the quality of higher education in Romania;
 - b) coordinates the development and delivery of training programmes for RNE expert evaluators;
 - c) coordinates the organisation of consultations with members of the Permanent Speciality Commissions, representatives of the Ministry of Education, students, HEIs and other stakeholders;
 - d) together with the Romanian Agency for Quality Assurance and Inspection in Pre-University Education (ARACIIP), organises twice-yearly consultations for the harmonisation of policies and strategies applied in the field of education evaluation and quality assurance across sectors;
 - e) carries out other duties established by the President of ARACIS, according to the law.

THE SECRETARY GENERAL

Art. 25. The Secretary General of ARACIS

The Secretary General of ARACIS is a member of the ARACIS Council and the ARACIS Executive Board, and has the following main duties:

- a) to monitor the progress in carrying out the decisions of the ARACIS Council;
- b) to monitor the publication on the ARACIS website of the Decisions of the ARACIS Council and the reports and results of the external evaluation missions, after they are approved by the ARACIS Council;
- c) carries out other duties established by the President or the ARACIS Council according to the law.

DEPARTMENT COORDINATORS

Art. 26. Department coordinators

(1) **The coordinator of the University Studies Evaluation Department** is a member of the ARACIS Council and of the Executive Board, and has the following main duties:

- a) to coordinate the drawing up and periodic review of study programme/domain quality evaluation standards and indicators;

- b) to chair the meetings of the University Studies Evaluation Department;
- c) to coordinate the activity of the department members in carrying out specific duties;
- d) to coordinate the drawing up of procedures pertaining to the basic processes of the Internal Quality Assurance System of ARACIS that are relevant for the selection of expert evaluators, the appointment of the members of the Permanent Speciality Commissions, and the operation of such commissions;
- e) to carry out other duties established by the President, the Executive Board or the ARACIS Council, according to the law.

(2) *The coordinator of the Institutional Evaluation and Audit Department* is a member of the ARACIS Council and Executive Board, and has the following main duties:

- a) to coordinate the drawing up and periodic review of the external institutional evaluation and audit standards and indicators;
- b) to chair the meetings of the Institutional Evaluation and Audit Department;
- c) to coordinate the activity of the department members in carrying out specific duties;
- d) to carry out other duties established by the President, the Executive Board or the ARACIS Council, according to the law.

CHAPTER VI - Permanent working structures

Art. 27. THE NATIONAL REGISTER OF EVALUATORS

- (1) While carrying out its duties, ARACIS sets up a *National Evaluators' Register (RNE)* that includes professors from Romania or abroad, students, trainees, and employers' representatives.
- (2) People from the following categories may be ARACIS expert evaluators:
 - a) tenured professors working under a permanent individual employment contract, holding an academic rank of lecturer, associate professor or professor, with experience in education quality evaluation;
 - b) tenured professors from foreign higher education institutions, holding the academic rank of lecturer, associate professor or professor, with experience in education quality evaluation;
 - c) students and doctoral students;
 - d) trainees;
 - e) employers' representatives.
- (3) Expert evaluators are selected based on a transparent procedure, using competence-based criteria approved by the ARACIS Council and published on the Agency's website.
- (4) Selected expert evaluators are registered by ARACIS in the National Evaluators' Register.
- (5) ARACIS will seek to also select evaluators who belong to national minority groups.
- (6) The evaluators mentioned in Para. (2) are engaged under service contracts, and the fees based on which evaluator fees are established are set by a Decision of the ARACIS Council.
- (7) Members of the National Evaluators' Register may attend training courses after they are selected, as well as periodic training courses on quality assurance in education, organised by ARACIS or by other partner structures.
- (8) If the institution applying for an evaluation has legal relations with a person who is an ARACIS expert evaluator or a spouse, in-law or relative up to and including the third degree of kinship, that ARACIS expert evaluator shall not participate in the procedures pertaining to that evaluation.

- (9) If a professor was admitted as a member of the RNE, he/she may move to another study domain or to the section pertaining to distance education and part-time education, following a reasoned request and after approval by the ARACIS Council, based on the endorsement of the relevant Permanent Speciality Commission.

PERMANENT SPECIALITY COMMISSIONS

Art. 28. Domains covered by the Permanent Speciality Commissions

- (1) The Permanent Speciality Commissions cover all speciality domains and forms of education in which study programmes are organised in higher education institutions in Romania, as follows:
- a) Exact sciences and natural sciences (C1)
 - b) Humanist sciences and theology (C2)
 - c) Legal sciences (C3)
 - d) Social, political and communication sciences (C4)
 - e) Administrative sciences, education sciences and psychology (C5)
 - f) Economic sciences (I) (C6)
 - g) Economic sciences (II) (C7)
 - h) Arts, architecture, town planning, physical education and sports (C8)
 - i) Agricultural and forestry sciences and veterinary medicine (C9)
 - j) Engineering Sciences (I) (C10)
 - k) Engineering Sciences (II) (C11)
 - l) Medical sciences (C12)
 - m) Distance and part-time education (C13)
- (2) Commissions are composed of professors who are expert evaluators, selected based on a specific procedure approved by the ARACIS Council. In addition to these members, each Permanent Speciality Commission also includes a student appointed by the national student federation, as well as employers' representatives selected using specific procedures.
- (3) The structure, internal operation, duties and process for adopting decisions in the permanent expert commissions of ARACIS are set forth in the regulation on the organisation and operation of such commissions.
- (4) The presidents of the Permanent Speciality Commissions coordinate the drawing up of the specific, learning outcome-focused quality standards on teaching, learning, research, practical training and evaluation activities, distinct for the different forms of education in which study programmes are organised and the different study domains and study cycles, according to the law, and forward such standards to the ARACIS Council for approval.

THE INSTITUTIONAL EVALUATION AND AUDIT COMMISSION

Art. 29. Members of the Institutional Evaluation and Audit Commission

- (1) The members of the Institutional Evaluation and Audit Commission are expert evaluators experienced in quality assurance and higher education management, who participate in institutional external evaluations and audit missions.
- (2) The ARACIS Council appoints the members of the *Commission* from among the experts who are members of the RNE.



THE CONSULTATIVE COMMISSION

Art. 30. Members of the Consultative Commission

- (1) The Consultative Commission represents the interests of higher education institutions, thus contributing to an efficient collaboration with them for the purpose of developing and implementing adequate evaluation and quality assurance activities that respond to the education quality needs of universities.
- (2) The members of the Consultative Commission assist the institutional evaluation and audit panels in their activities to enable the provision of an objective opinion on the processes being carried out and are included as observers in every procedure dealing with the appeals filed by higher education institutions.
- (3) The members of the Consultative Commission are appointed by the ARACIS Council, selected among the members proposed by the National Council of Rectors (CNR); they are important members of the Romanian academic community and, as a rule, have a significant activity in quality assurance.

THE DISCIPLINE COMMISSION

Art. 31. Members of the Discipline Commission

- (1) The Discipline Commission is a deliberative structure with no legal personality, which carries out its responsibilities independently and has competence in investigating alleged misconduct by the personnel of the Technical Staff of ARACIS.
- (2) The commission mentioned in para. (1) is composed of 3 (three) members from the Technical Staff of ARACIS, appointed for a period of 3 (three) years by decision of the ARACIS President, upon the proposal of the General Director.
- (3) The Discipline Commission operates based on a procedure regulating support processes, which is part of the Internal Quality Assurance System of ARACIS.

THE ETHICS COMMISSION

Art. 32. The Ethics Commission

- (1) To ensure compliance with the provisions of the *Code of Ethics and Rules of Conduct in the activities carried out by ARACIS regarding quality assurance and evaluation in higher education in Romania* and settle any reports on potentially unethical deeds, the **Ethics Commission** is established and operates independently within ARACIS.
- (2) The Ethics Commission is composed of five persons, appointed on a four-year period, and operates based on the *Code of ethics and rules of conduct in the activities carried out by ARACIS regarding quality assurance and evaluation in higher education in Romania*.
- (3) Persons who hold the position of President, Vice President, department coordinator or president and secretary of a Permanent Speciality Commission may not be members of the EC.
- (4) **The Ethics Commission (EC)** has the following duties:
 - a) to monitor the use and consistent compliance with the provisions of the *Code*;
 - b) to receive and investigate reports on alleged misconducts in violation of the principles of ethics and rules of conduct, as well as reports regarding cases of incompatibility

- and conflicts of interests;
- c) to adopt decisions following investigations, establishing the existence or absence of misconduct, the culpability or innocence of the person under the investigation and where culpability is established, the appropriate sanction
- d) to draft annual reports on its activity.

THE MONITORING COMMISSION

Art. 33. The Monitoring Commission

- (1) A Commission for Monitoring, Coordination and Methodological Guidance on the Implementation and Development of the Managerial Control System, hereinafter, the Monitoring Commission, operates within ARACIS.
- (2) The role of the Monitoring Commission is to implement the provisions of the Order of the Secretary General of the Government no. 600/2018 approving the Code of internal managerial control of public entities, which includes the internal managerial control standards.
- (3) The Monitoring Commission includes the heads of the organisational components belonging to the first level of management in the organisational structure of the Agency and operates in accordance with the *Regulation for the Organisation and Operation of the Monitoring Commission for the implementation and development of the internal managerial control system at ARACIS*.

CHAPTER VII - Structure and responsibilities of the Technical Staff

PERSONNEL HOLDING LEADING POSITIONS IN THE TECHNICAL STAFF

Art. 34. Heads of the organisational structures of ARACIS

- (1) The executive management of ARACIS is performed by a General Director who coordinates the Technical Staff of the institution.
- (2) The Technical Staff supports the ARACIS Council and the Executive Board of the ARACIS Council in carrying out its responsibilities, mission, and duties established according to the law.
- (3) The General Director, directors and deputy directors of the speciality directions, and the heads of services belonging to the organisational structure of ARACIS organise, coordinate, guide, and are responsible for the activity of the structures they are leading, and ensure good collaboration with other organisational structures.
- (4) The following subordination relations operate at ARACIS:
 - a) subordination of the entire Agency's personnel to the President, Vice President, and General Director;
 - b) subordination of the directors of the speciality directions to the General Director;
 - c) subordination of the deputy directors of the speciality directions to the direction's director;
 - d) subordination of the heads of services to the directors and deputy directors of the speciality directions;
 - e) subordination of the executive personnel to the management personnel.
- (5) The heads of the organisational structures of ARACIS have the following general duties and responsibilities:

- a) they organise the activity of the speciality structures they are heading, by ensuring a balanced distribution of tasks;
 - b) they draft the job descriptions in the structure they lead and coordinate;
 - c) they sign off on the annual leave schedule for the staff of the department they are coordinating, and monitor its implementation;
 - d) they assign the tasks to their subordinated staff directly or, as applicable, through the directors and deputy directors or heads of services; they establish how such tasks should be performed, set the priority of the tasks and, as applicable, the time limits for carrying them out;
 - e) they check and endorse or, as applicable, approve the works produced in the structure they are coordinating;
 - f) they make proposals regarding the provision of necessary human, material and financial resources needed for the operation of the organisational structures they are leading;
 - g) they carry out the tasks assigned to them by the ARACIS management, and see to such tasks being completed;
 - h) they coordinate and manage the human resources of the speciality structures they are leading, by motivating them and identifying their individual improvement needs;
 - i) they perform an objective evaluation, according to the law, of the professional activity of their subordinated personnel, based on the performance criteria set for measuring achievement of the specific objectives of the operations they are coordinating;
 - j) they are responsible for inventorying and archiving of the documents included on the Archiving List of ARACIS, and handing them over to the archive of the institution, according to the law;
 - k) they participate in drafting the Regulation on the Organisation and Operation of ARACIS and the Internal Regulations of ARACIS;
 - l) they give their endorsement on notes, reports, notifications, draft resolutions in the process of carrying out the issued administrative documents;
 - m) they give their endorsement on the monthly summarising timesheets of the personnel working in the organisational structures they are coordinating;
 - n) they inform and make sure that their subordinates are informed of the strategy and operational plans of ARACIS, and of the specific activities of the structures they are heading, which need to be performed in order to achieve the set objectives;
 - o) they are in charge with developing and, as applicable, reviewing the specific operational procedures for the activities carried out in the structure they are coordinating;
 - p) they are in charge with implementing and reporting on the progress in implementing the internal managerial control standards and the corruption prevention activities in the structures they are heading.
- (3) When he/she is not available, the General Director delegates his/her duties to a director of a speciality direction, with the endorsement of the ARACIS President.
- (4) When they are unavailable, the directors of the speciality directions delegate their duties to the deputy directors or to a subordinated head of service, with the endorsement of the General Director.



THE GENERAL DIRECTOR

Art. 35. Duties of the General Director

- (1) **The General Director** provides the executive management of ARACIS, coordinates the Technical Staff, collaborates with the ARACIS president, and has the following main duties:
- a) to coordinate the implementation, by the Technical Staff and the permanent working structures, of the decisions of the ARACIS Council and of the President;
 - b) to give endorsement for the income and expenditure budget of ARACIS for its approval by the ARACIS Council;
 - c) to give endorsement for the Regulation on the Organisation and Operation;
 - d) to forward proposals for appointment of the members of the Discipline Commission;
 - e) to make proposals regarding the temporary exercise of vacant managerial duties within the Technical Staff;
 - f) to give endorsement on the documents concerning the organisation and operation of the Technical Staff;
 - g) to coordinate the communication of ARACIS with other domestic and foreign institutions and organisations;
 - h) to coordinate the document flow within the institution, based on the operational procedures of ARACIS;
 - i) to represent ARACIS in the relations with public authorities and institutions, with domestic and foreign natural and legal entities, in line with the mandate given by the ARACIS president;
 - j) on behalf of ARACIS, upon invitation, to attend various activities on quality assurance in higher education: national and international projects, conferences, workshops, training sessions etc., according to the mandate given by the ARACIS president;
 - k) to attend the meetings of the Executive Board and the ARACIS Council as a permanent guest;
 - l) working with the directors of the speciality directions, to carry out periodic reviews of the operation of the individual directions;
 - m) to sign for endorsement on the monthly summary timesheets of the ARACIS personnel;
 - n) to coordinate the drafting of the annual report of ARACIS;
 - o) to carry out other tasks assigned by the ARACIS president.

Art. 36. THE QUALITY ASSURANCE DIRECTION

- (1) **The Quality Assurance Direction** is led by a director supported by a deputy director, and includes the following compartments:
- a) The University Studies Evaluation Service, which includes the Post-Graduate Studies and Permanent Education Evaluation Unit;
 - b) The Institutional Evaluation and Audit Unit;
 - c) The International Evaluation Unit;
 - d) The Research Unit.
- (2) **The director of the Quality Assurance Direction** carries out the following duties:
- a) organises, coordinates, guides and is in charge of the external quality evaluation processes conducted at ARACIS,
 - b) contributes to developing and reviewing the External Evaluation Guides;

- c) participates in developing studies and analyses concerning evaluation and quality assurance;
 - d) coordinates the drafting of answers to the queries filed with ARACIS, related to its area of activity;
 - e) annually, by 31 January, sees to the submission to the Ministry of Education of the report on higher education institutions who failed to undergo external evaluation for obtaining or maintaining accreditation;
 - f) coordinates activities for informing the evaluated higher education institutions and the Ministry of Education of the results of external evaluations in the process of obtaining authorisation, obtaining or maintaining accreditation, as applicable, within 45 calendar days from the approval of such results;
 - g) coordinates research on quality assurance in education;
 - h) coordinates the publication of the Agency's magazine and the drawing up of reports and studies;
 - i) collaborates with other speciality structures of ARACIS in carrying out his/her duties;
 - j) participates in the implementation of the programmes or projects implemented by ARACIS;
 - k) as applicable, gives endorsement of decisions of the ARACIS president, notes, reports, certificates issued in the areas of competence and responsibility of their service;
 - l) within the limits of his/her duties, submits proposals on solving the problems that may occur in the organisation and the flow of institutional documents between the speciality structures of ARACIS;
 - m) participates in performing reviews and provides data on internal quality assurance for the annual report of ARACIS, the self-assessment report produced for the external evaluation of the Agency by the European Association for Quality Assurance in Higher Education (ENQA), and other reports, upon request from the Agency's management;
 - n) drafts answers to the inquiries of various institutions or natural persons about the structure's area of operations;
 - o) gives endorsement of the procedures concerning the activities of the structure, and monitors the implementation of such procedures;
 - p) performs other tasks assigned by the General Director.
- (3) The deputy director is the legal substitute for the director of the Quality Assurance Direction, and carries out the duties established by the latter in his/her job description.
- (4) *The University Studies Evaluation Service* is led by a head of service who has the following duties:
- a) contributes to developing and revising the Guides for external quality evaluation of initial higher education studies;
 - b) checks the external evaluation requests filed by higher education institutions (for bachelor's and master's programmes and study domains);
 - c) enters internal evaluation reports into the ARACIS database and processes all information arising from this activity;
 - d) monitors and is accountable for the correct drafting of the required documents in external evaluation processes, according to the regulations in force regarding external evaluation in higher education;

- e) drafts the decisions of the ARACIS Council regarding the results of external evaluations of doctoral studies;
 - f) drafts the Report of the ARACIS Council on the external evaluation of the academic quality of higher education programmes/study domains, based on the report of the Permanent Speciality Commissions;
 - g) sees to the publication of the decisions of the ARACIS Council and the results of external evaluations of higher education programmes/study domains on the ARACIS website, after approval by the ARACIS Council;
 - h) sees to the publication of the results of external evaluations of higher education programmes/study domains in DEQAR, after approval by the ARACIS Council;
 - i) supports the activity of the Permanent Speciality Commissions and RNE evaluators;
 - j) manages the database regarding the activity of the Permanent Speciality Commissions;
 - k) drafts the external evaluation reports of the Permanent Speciality Commissions, and sees to their publication on the ARACIS website;
 - l) may participate (as a technical secretary) in the institutional external evaluations and audit missions, ensuring compliance with the specific methodology and guides;
 - m) participates in performing reviews and provides internal quality assurance data for the annual report of ARACIS, the self-assessment report produced for the external evaluation of the Agency by the European Association for Quality Assurance in Higher Education (ENQA), and other reports, upon request from the Agency's management;
 - n) drafts answers to the inquiries of various institutions or natural persons concerning external quality evaluation in competence of the service;
 - o) drafts the decisions of the ARACIS President, notes, reports, certificates issued in the areas of competence and responsibility of the service;
 - p) develops and, as applicable, revises the specific procedures concerning the activities of the structure, and monitors the implementation of such procedures;
 - q) annually, by 31 January, drafts the report on higher education institutions who failed to undergo external evaluation for obtaining or maintaining accreditation of the higher education programmes/study domains;
 - r) informs the evaluated higher education institutions and the Ministry of Education of the results of the external evaluation performed under the procedure of obtaining authorisation, obtaining or maintaining accreditation, as applicable, within 45 calendar days from the approval of such results;
 - s) performs other tasks assigned by the director.
- (5) *The Postgraduate Studies and Permanent Education Evaluation Unit*, through its personnel, under the management of the director, carries out the following duties:
- a) contributes to developing and revising the Guides for quality evaluation of postgraduate and permanent education study programmes;
 - b) checks external evaluation requests for evaluation of post-graduate and permanent education study programmes, filed by higher education institutions;
 - c) enters internal evaluation reports into the ARACIS database, and processes all information arising from this activity;
 - d) monitors the correct drafting of the required documents in external evaluation processes, according to the regulations in force regarding external evaluation in

- post-graduate and permanent education studies;
- e) drafts the Report of the ARACIS Council on the external evaluation of academic quality of higher education study domains, based on the report of the Permanent Speciality Commissions;
 - f) sees to the publication of the decisions of the ARACIS Council and the results of external evaluations of higher education study domains on the ARACIS website, after approval by the ARACIS Council;
 - g) sees to the publication of the results of external evaluations of higher education study domains in DEQAR, after approval by the ARACIS Council;
 - h) manages the database with respect to the activity of the Permanent Speciality Commissions;
 - i) may participate (as a technical secretary) in the institutional external evaluations and audit missions, ensuring compliance with the specific methodology and guides;
 - j) participates in performing reviews and provides internal quality assurance data for the annual report of ARACIS, the self-assessment report produced for the external evaluation of the Agency by the European Association for Quality Assurance in Higher Education (ENQA), and other reports, upon request from the Agency's management;
 - k) drafts answers to the inquiries of various institutions or natural persons concerning external quality evaluation in competence of their service;
 - l) drafts the decisions of the ARACIS President, notes, reports, certificates issued in the areas of competence and responsibility of the service;
 - m) develops and, as applicable, revises the specific procedures concerning the activities of the structure, and monitors the implementation of such procedures;
 - n) annually, by 31 January, drafts the report on higher education institutions who failed to undergo external evaluation for the purpose of obtaining or maintaining accreditation of the higher education programmes/study domains;
 - o) informs the evaluated higher education institutions and the Ministry of Education of the results of the external evaluation performed under the procedure of obtaining authorisation, obtaining or maintaining accreditation, as applicable, within 45 calendar days from the approval of such results;

(6) *The Institutional Evaluation and Audit Unit*, through its personnel, under the management of the director, carries out the following duties:

- a) contributes to developing and revising the Guides for external institutional evaluations and audits;
- b) checks external evaluation requests for institutional evaluations or audits, filed by higher education institutions;
- c) enters internal evaluation reports into the ARACIS database and processes all information arising from this activity;
- d) designates the technical secretary in charge of organising and carrying out the activities pertaining to institutional evaluation and audit missions;
- e) participates (as a technical secretary) in the institutional external evaluations and audit missions, ensuring compliance with the specific methodology and guides;
- f) monitors and is accountable for the correct drafting of the required documents in external evaluation processes, according to the regulations in force regarding external institutional evaluations or audits;

- g) drafts the report of the ARACIS Council on the external academic quality evaluation in higher institutions, based on the external evaluation reports drafted by the head of mission and the expert evaluators;
- h) sees to the publication of the decisions of ARACIS Council and the results of external institutional evaluations or audits on the ARACIS website, after approval by the ARACIS Council;
- i) sees to the publication of the results of external institutional evaluations or audits in DEQAR, after approval by the ARACIS Council;
- j) sees to the publication of the ARACIS Council decisions and the results of external institutional evaluations or audits on the ARACIS website, after approval by the ARACIS Council;
- k) participates in performing reviews and provides internal quality assurance data for the annual report of ARACIS, the self-assessment report produced for the external evaluation of the Agency by the European Association for Quality Assurance in Higher Education (ENQA), and other reports, upon request from the Agency's management;
- l) drafts answers to the inquiries of various institutions or natural persons concerning external quality evaluation in their area of competence;
- m) drafts decisions of the ARACIS President, notes and reports in the areas of competence and responsibility of the compartment;
- n) annually, by 31 January, drafts the report on higher education institutions who failed to undergo external evaluation for obtaining or maintaining institutional accreditation;
- o) informs the evaluated higher education institutions and the Ministry of Education of the results of the external evaluation performed under the procedure for obtaining or maintaining accreditation, as applicable, within 45 calendar days from the approval of such results;
- p) develops and, as applicable, revises the specific procedures concerning the structure's activities, and monitors the implementation of such procedures.

(7) *The International Evaluation Unit*, through its personnel, under the management of the director, carries out the following duties:

- a) coordinates and contributes to developing and revising the guides for the external evaluation of foreign higher education programmes and education providers and education institutions;
- b) checks that all required documents have been submitted, and enters the internal evaluation reports into the ARACIS database and processes all the information arising from this activity;
- c) checks and monitors the correct drafting of the required documents in external evaluation processes, according to the regulations in force regarding external quality evaluation of foreign higher education study programmes and education providers/education institutions;
- d) supported by the International Relations, Projects and Public Communication Service, manages the institutional communication of ARACIS on the organisation and implementation of external evaluations of foreign higher education study programmes and education providers/education institutions;
- e) enters internal evaluation reports into the ARACIS database, and processes all information arising from this activity;

- f) drafts the external evaluation reports of the External Evaluation Council on the evaluation of foreign higher education programmes and higher education institutions, and sees to their publication on the ARACIS website and DEQAR;
- g) assists in the compliance review of the external evaluation reports drafted by other EQAR-registered quality assurance agencies;
- h) may participate (as a technical secretary) in the institutional external evaluations and audit missions, ensuring compliance with the specific methodology and guides;
- i) participates in performing reviews and provides internal quality assurance data for the annual report of ARACIS, the self-assessment report produced for the external evaluation of the Agency by the European Association for Quality Assurance in Higher Education (ENQA), and other reports, upon request from the Agency's management;
- j) drafts answers to the inquiries of various institutions or natural persons regarding the external evaluation of foreign higher education institutions;
- k) drafts the decisions of the ARACIS President, notes and reports in the areas of competence and responsibility of the compartment;
- l) develops and, as applicable, revises the specific procedures concerning the structure's activities, and monitors the implementation of such procedures.

(8) The Research Unit, through its personnel, under the management of the director, carries out the following duties:

- a) carries out research related to education quality assurance;
- b) ensures twice-yearly publication of the Quality Assurance Review for Higher Education (QAR) magazine;
- c) drafts the Annual Activity Reports of ARACIS;
- d) participates in performing reviews and provides internal quality assurance data for the self-assessment report produced for the external evaluation of the Agency by the European Association for Quality Assurance in Higher Education (ENQA), and other reports, upon request from the Agency's management;
- e) every three) years, participates in the drafting of system analyses on the quality of higher education in Romania;
- f) participates in the periodic drafting of manuals, guides, best practice summaries in the field of evaluation and quality assurance;
- g) drafts the template of questionnaires used to collect the opinions of the representatives of the evaluated HEIs on the external evaluation process and the activity of the ARACIS evaluation panels;
- h) applies the questionnaire mentioned under point g) and processes the produced results;
- i) drafts the decisions of the ARACIS president, notes and reports in the areas of competence and responsibility of the compartment;
- j) develops and, as applicable, revises the specific procedures concerning the activities of the structure, and monitors the implementation of such procedures.

Art. 37. ORGANIZATIONAL AND RESOURCE MANAGEMENT DIRECTION

(1) The Organizational and Resource Management Direction is led by a director and includes the following compartments:

- a) The Institutional Relations and Information Technology Service, which includes the Monitoring and Reporting Unit and the Information Technology Unit;

- b) The Economics and Asset Management Service, which includes the Administrative Unit;
- c) The Human Resources Unit.

(2) ***The Director of the Organizational and Resource Management Direction*** carries out the following duties:

- a) organises, coordinates, guides, and is responsible for the contract document flow in the external quality evaluation procedures and the specific document registration and archiving activities of the Agency;
- b) coordinates the development and operation of the Agency's IT infrastructure;
- c) organises, coordinates, guides and is responsible for the planning and organisation of economic and asset management activities, within the limits of his/her remit;
- d) coordinates the planning and organisation of specific human resources activities;
- e) participates in the implementation of the programmes or projects implemented by ARACIS;
- f) collaborates with other speciality structures of ARACIS in carrying out his/her duties;
- g) endorses the decisions of the ARACIS President, notes and reports in the direction's areas of competence and responsibility;
- h) within the limits of his/her duties, makes proposals for solving the problems that may occur in the management and the flow of institutional documents between the speciality structures of ARACIS;
- i) participates in performing reviews and provides internal quality assurance data for the annual report of ARACIS, the self-assessment report produced for the external evaluation of the Agency by the European Association for Quality Assurance in Higher Education (ENQA), and other reports upon request from the Agency's management;
- j) provides endorsement of the procedures concerning the activities of the structure and monitors the implementation of such procedures.
- k) performs other tasks assigned by the General Director.

(3) ***The Institutional Relations and Information Technology Service*** is led by a head of service and carries out the following duties through its personnel:

- a) manages specific activities regarding the contract document flow in external evaluation procedures and specific activities related to monitoring and reporting on the performance of the service contracts signed with higher education institutions;
- b) manages institutional communication with education providers and higher education institutions from Romania about the process of initiating external evaluation and the performance of service contracts signed for the various types of external evaluations (evaluation of short-term and bachelor study programmes, evaluation of master and doctoral study domains, evaluation of post-graduate studies, including vocational training for adults, and institutional evaluation);
- c) drafts and endorses the receipt notes for the documents specific to the contractual stage, enabling the inclusion of the internal evaluation reports submitted by education providers and higher education institutions in the ARACIS database;
- d) performs document registration activities for the Agency: receipt, registration and record keeping, distribution and flow of ARACIS correspondence (documents submitted and/or received by mail or courier services);
- e) manages sending of correspondence by postal services from the speciality structures of ARACIS;

- f) organises and manages the archive of ARACIS according to the legal provisions in force;
 - g) ensures courier services (within Bucharest) for the documents of the speciality structures of ARACIS;
 - h) within the limits of their duties, makes proposals for solving the problems that may occur in the organisation and flow of institutional documents between the speciality structures of ARACIS;
 - i) participates in performing reviews and provides internal quality assurance data for the annual report of ARACIS, the self-evaluation report produced for the external evaluation of the Agency by the European Association for Quality Assurance in Higher Education (ENQA), and other reports upon request from the Agency's management;
 - j) develops or, as applicable, endorses the decisions of the ARACIS President, notes and reports issued in the areas of competence and responsibility of their service;
 - k) drafts answers to the inquiries of various institutions or natural persons about the structure's area of operations;
 - l) develops and, as applicable, revises the specific procedures concerning the activities of the structure.
 - m) performs other tasks assigned by the General Director.
- (4) *The Monitoring and Reporting Unit*, through its personnel, carries out the following duties:
- a) monitors the flow of contract documents within external evaluation procedures;
 - b) updates relevant information on initiation of external evaluation procedures on the Agency's website;
 - c) with support from the Quality Assurance Direction, sees to the sending of the external evaluation reports to education providers/higher education institutions via e-mail to the institutional e-mail addresses of these institutions;
 - d) checks and monitors payment and collection of external evaluation tariffs pertaining to the service contracts signed with the Romanian and foreign education providers/higher education institutions;
 - e) drafts the required documentation for refunding the external evaluation tariffs mistakenly paid by education providers/higher education institutions and recorded in the accounting and operative records of ARACIS;
 - f) drafts a report for the Economics and Asset Management Service on revenues collected based on the decisions of the ARACIS Council regarding the issued endorsements;
 - g) manages the process of checking unfinished work (ongoing external evaluation procedures) and works with the Economics and Asset Management Service to inventory such works;
 - h) monitors performance of the external evaluation service contracts signed with education providers/higher education institutions, and drafts a monthly report for the ARACIS Council on the status of such contracts;
 - i) participates in performing reviews and provides internal quality assurance data for the annual report of ARACIS, the self-evaluation report produced for the external evaluation of the Agency by the European Association for Quality Assurance in Higher Education (ENQA), and other reports upon request from the Agency's management;
 - j) drafts answers to the inquiries of various institutions or natural persons about the structure's area of operations;

- k) drafts decisions of the ARACIS president, notes and reports in the areas of competence and responsibility of the compartment;
- l) develops and monitors the coherent implementation of the operational procedures concerning traceability of the documents pertaining to the external evaluation initiation phase.

(5) *The Information Technology Unit*, through its personnel, carries out the following duties:

- a) oversees to the development and operation of the infrastructure of the IT system of ARACIS, and proposes solutions for the development of IT services;
- b) provides specialised technical support to the ARACIS staff and the users of the Agency's online platforms;
- c) sees to the operationalisation (installation, reinstallation, updating, maintenance, configuration and support) of the IT equipment required for the activity of the ARACIS staff;
- d) ensures communication within the IMI (Internal Market Information) System;
- e) prepares the technical setup of the meeting room for the meetings of the ARACIS Council;
- f) manages and provides technical support for the rne.aracis.ro platform;
- g) develops the IT technical specifications for initiation of public procurement procedures;
- h) collaborates with the person designated by ARACIS in carrying out the duties related to personal data protection;
- i) manages the Agency's website (www.aracis.ro);
- j) publishes the required documents and information on the Agency's website as requested by the specialised structures of ARACIS;
- k) updates and monitors the Agency's software applications;
- l) manages and provides technical support for the ARACIS document platform (cloud);
- m) manages the online platforms providing continuous quality assurance training;
- n) manages the virtual workstations;
- o) participates in performing reviews and provides internal quality assurance data for the annual report of ARACIS, the self-assessment report produced for the external evaluation of the Agency by the European Association for Quality Assurance in Higher Education (ENQA), and other reports upon request from the Agency's management;
- p) provides specialised support for uploading of the external evaluation reports to DEQAR;
- q) drafts answers to the inquiries of various institutions or natural persons about the structure's area of operations;
- r) drafts decisions of the ARACIS President, notes and reports in the areas of competence and responsibility of the compartment;
- s) develops and, as applicable, reviews the operational procedures pertaining to the activities conducted within its structure.

(6) *The Economics and Asset Management Service* is led by a head of service and carries out the following duties through its personnel:

- a) organises and coordinates the financial-accounting activities;
- b) organises and coordinates the specific activities of the Administrative Unit;
- c) binds the institution in patrimonial matters, together with the credit authorising offices, according to the law;

- d) draws up the annual inventorying report, and establishes how the inventorying operation should be organised and carried out, as well as the date of the initiation and completion of the inventorying operation;
- e) performs a monthly check of the utility expenses and checks the received invoices for payment;
- f) coordinates management and distribution of the supplies required for the proper operation of the Agency;
- g) coordinates the occupational health and safety operations (OHS) and the fire safety activities at ARACIS;
- h) is in charge of drafting the periodic financial statements and the balance sheet;
- i) makes proposals regarding the organisation and functioning of the economic-financial operations, and submits them for approval;
- j) provides supporting documentation for the income and expenditure budget and ensures budget execution;
- k) is in charge of the drafting and, as applicable, the rectification of the income and expenditure budget, according to the law, for approval by the ARACIS Council;
- l) upon the request of the ARACIS management, reviews the status of income and expenditure and proposes measures to ensure compliance with the approved budget;
- m) organises and carries out internal preventive financial control;
- n) organises and ensures implementation of the expenditure commitment, liquidation, authorisation and payment at ARACIS;
- o) performs the specific operations for entering data into the national reporting system (FOREXEBUG);
- p) is in charge of carrying out the periodic and annual inventorying and capitalisation of assets and money;
- q) is responsible for the accuracy of the calculations concerning the salary entitlements and other entitlements for ARACIS employees, by applying the legal provisions in force;
- r) is responsible for the accuracy of the calculations concerning the fees of expert evaluators involved in the external evaluation procedures, by applying the legal provisions in force;
- s) chronologically records asset operations in the accounting records, complying with the sequence of supporting documents by the date of their issuing or receipt, and systematically records them on the analytic and synthetic accounts;
- t) records the monthly depreciation of fixed assets and the write-offs of fixed assets and inventory items;
- u) organises, coordinates, and makes the cash payments, and records them in the books;
- v) organises and fills in the data in the accounting ledgers required by law: day ledger, inventory ledger, and general ledger;
- w) checks the documents related to travels, calculations of the due amounts, payments, and recording in the books;
- x) organises and ensures the accounting of revenues, expenses, and results;
- y) ensures the accounting of receivables and debts;
- z) draws up the payrolls and the money orders, and records them in the books;

- aa) checks the supporting documents based on which the records are entered in the books, as such supporting documents establish the liability of the persons who drafted, endorsed and approved or recorded them in the books;
- bb) drafts the trial balance for the Agency's activities;
- cc) drafts monthly analytical balances for each analytical account of the summary trial balance;
- dd) drafts the fiscal invoices for the higher education institutions in Romania and abroad applying for external quality evaluations;
- ee) drafts the required documentation for purchasing foreign currency and transferring such currency to the accounts of the personnel travelling abroad;
- ff) drafts the required documentation for paying the contributions and fees to the international bodies that ARACIS is affiliated to, and makes the payments in foreign currency;
- gg) develops or, as applicable, endorses the decisions of the ARACIS President, notes and reports issued in the areas of competence and responsibility of their service;
- hh) develops and, as applicable, revises the specific operational procedures concerning the activities performed by the service, and monitors the implementation of such procedures.
- ii) performs other tasks assigned by the General Director.

(7) The Administrative Unit, through its personnel, carries out the following duties:

- a) draws up purchase request forms for the procurement of cleaning and maintenance supplies;
- b) sees to the performance of cleaning activities in the ARACIS venues;
- c) receives and keeps operative records of incoming and outgoing supplies, inventory items, and fixed assets;
- d) sees to the logistics of the business entertainment activities at ARACIS;
- e) sees to the proper running of operations (issuing of logbooks), maintenance and repairs of the Agency's vehicles, and drafts and checks the documents required for releasing the payments on the pertaining invoices (e.g. fuel, repairs, car washing, etc.);
- f) monthly monitors utility expenses and checks the received invoices to ensure payment;
- g) keeps operative records of the ARACIS assets, by drawing up the warehouse notes and the book of inventory assets;
- h) participates in conducting patrimony inventorying and asset scrapping operations;
- i) ensures the management and distribution of the supplies required for the proper operation of the Agency;
- j) ensures and performs the receiving, keeping, and releasing of goods, as provided by the law;
- k) develops and, as applicable, revises the specific operational procedures concerning the activities performed by the service, and monitors the implementation of such procedures.
- l) drafts decisions of the ARACIS president, notes and reports in the areas of competence and responsibility of the unit;
- m) Ensures occupational health and safety operations (OHS) and fire safety operations at ARACIS.

(8) *The Human Resources Unit*, through its personnel, carries out the following duties:

- a) conducts analyses regarding the number of staff at ARACIS and the organisational structure;
- b) develops the Agency's organisational chart and list of jobs, according to the approved organisational structure, within the limits of the budget provisions and according to the provisions of the law;
- c) drafts and updates the Agency's staff list;
- d) is responsible for the organising and career development of the Agency's staff, according to the law;
- e) oversees drafting and updating, as applicable, of the job descriptions for ARACIS personnel, and to this purpose works with all speciality structures of ARACIS;
- f) draws up employment decisions, promotion decisions, appointment decisions, minutes, notes, reports, etc. for which the Human Resources Unit is responsible;
- g) contributes to drafting statistical reports on the number of employees and jobs;
- h) draws up employment contracts of the ARACIS employees, in compliance with the legal framework in force;
- i) draws up the documentation requested by employees for retirement;
- j) draws up personnel files for the ARACIS contractual staff;
- k) oversees the archiving of the documents communicated/issued during its operations, according to the law;
- l) issues certificates regarding the length of service or field of study of ARACIS employees, upon their request
- m) draws up the required documents for establishing the basic salaries and the entitlements related to leaves, maternity leaves and other social security entitlements;
- n) organises recruitment competitions for filling vacant and temporarily vacant positions within ARACIS and grade advancement competitions for the Agency's employees
- o) keeps records of annual leaves, unpaid leaves and other types of leaves;
- p) draws up the monthly summarising time sheets of ARACIS personnel;
- q) checks and signs off on the monthly summarising time sheets of the Agency's organisational structures based on the available documents at the Human Resources Unit;
- r) monitors enforcement of the norms regarding individual performance assessment of the Agency's personnel;
- s) plans the staff's participation in vocational training programmes;
- t) fills in and sends the REVISAL to the required information according to the law;
- u) sends the documents requested by the president of the Discipline Commission, in line with the system procedure;
- v) supports the person in charge (according to the law) in implementing the legal provisions regarding the statements of assets and the declarations of interests, according to the provisions of Law no. 167/2010 regarding integrity in public service and public office, as further amended and supplemented;
- w) drafts answers to the inquiries of various institutions or natural persons about the structure's area of operations;
- x) develops and, as applicable, revises the specific operational procedures concerning the activities performed by the service, and monitors the implementation of such procedures.

Art. 38. THE LEGAL, COOPERATION, COMMUNICATION AND TRAINING DIRECTION

- (1) The Direction is headed by a director assisted by two heads of service. The head of the Legal and Internal Quality Assurance Service is directly subordinated to the legal director.
- (2) The director of the Legal, Cooperation, Communication and Training Direction manages the entire activity of the direction and represents it in the relations with other ARACIS structures and with similar structures from other public or private entities.
- (3) The legal director may delegate some of their duties to the head of the Legal and Internal Quality Assurance Service or to other legal advisers working in the direction.
- (4) **The Legal, Cooperation, Communication and Training Direction** has the following structure:
 - a) The Legal and Internal Quality Assurance Service, which includes:
 - i. The Electronic Single Contact Point Unit,
 - ii. The Relations with the Social-Economic Environment Unit
 - iii. The Public Procurement Unit;
 - b) The International Relations, Projects and Public Communication Service, which includes the Continuing Training in Quality Assurance Unit.
- (5) Legal advisers employed by ARACIS must comply with the requirements set forth in Law no. 514/2003 on organising and practising the legal adviser profession. Legal advisers are professionally independent and cannot be subject to any pressure or limitation of any kind. The right of legal advisers to a legal opinion is guaranteed, subject to the law.
- (6) Legal advisers endorse and sign legal documents. Their positive or negative endorsement as well as their signature relate solely to the legal aspects of such documents. Legal advisers do not issue judgements on economic, technical or other types of matters contained in the documents endorsed and signed by them.
- (7) Legal advisers are bound by professional secrecy regarding the documents and cases entrusted to them, according to the law.
- (8) In order to ensure professional secrecy, professional documents held by legal advisers or at their workplace are inviolable.
- (9) Legal advisers are liable for violating their professional obligations as provided by the law.
- (10) **The director of the Legal, Cooperation, Communication and Training Direction** carries out the following general duties:
 - a) organises, coordinates, guides and is responsible for the specific activities of the direction;
 - b) represents ARACIS and defends the rights and the legitimate interests of the Agency in the relations with public authorities and institutions and with any natural or legal entities;
 - c) ensures legal compliance in all operations of ARACIS, protecting the Agency's patrimonial and non-patrimonial interests, and participates in developing secondary and tertiary legislation and confirming drafts and other papers issued by ARACIS for legal compliance;
 - d) coordinates the specific activities related to the implementation of the National Anti-Corruption Strategy;
 - e) proposes a strategy on international relations and monitors its implementation at ARACIS;
 - f) participates in international activities of ARACIS, according to the approval of the management, including as a representative of the Agency;

- g) assists the management of ARACIS in drawing up the official position papers of the Agency, requested by the business and social environment, international organisations and partners, etc.;
 - h) coordinates event organisation and public communication regarding the Agency's activities;
 - i) coordinates cooperation and communication with the business and social environment and all stakeholders;
 - j) implements the measures that fall within the remit of the direction, established by the ARACIS Council in relation to the implementation of domestic and international projects where ARACIS is a beneficiary or a partner, and ensures representation for ARACIS in similar projects;
 - k) participates in the implementation of the programmes or projects implemented by ARACIS;
 - l) collaborates with other speciality structures of ARACIS in carrying out his/her duties;
 - m) within the limits of their duties, issues proposals on solving the problems that may occur in the organisation and flow of institutional documents between the speciality structures of ARACIS;
 - n) participates in performing reviews and provides internal quality assurance data for the annual report of ARACIS, the self-assessment report produced for the external evaluation of the Agency by the European Association for Quality Assurance in Higher Education (ENQA), and other reports upon request from the Agency's management;
 - o) approves the specific operational procedures concerning the activities of the structure and monitors the implementation of such procedures.
 - p) performs other tasks assigned by the General Director
- (11) ***The Legal and Internal Quality Assurance Service*** is led by a head of service and carries out the following duties through its personnel:
- A. regarding *legal activities*:**
- a) defends the rights and legitimate interests of ARACIS in court;
 - b) draws up any other procedural papers related to the representation of ARACIS before competent bodies, and sends them to be filed in the case file;
 - c) if deemed necessary, requests ARACIS structures and compartments to provide position papers, data or information to support it in formulating the specific papers within the compartment; answers in such cases are to be sent within time limits that ensure compliance with the legal procedural or court time limits;
 - d) drafts notes, legal opinions, and legally reasoned proposals to ensure the lawfulness of the Agency's activity;
 - e) drafts reasoned endorsements on legal compliance, which it presents to the ARACIS management;
 - f) examines the documentation on which the decisions of the ARACIS president rely, as well as the documentation on which the decisions of the ARACIS Council are based, from the point of view of its lawfulness and legal effectiveness, and provides legal assistance to the president and the Council;
 - g) provides legal assistance for the Discipline Commission and the Ethics Commission of ARACIS to ensure compliance with the legal provisions in force;
 - h) conforms the lawfulness of draft international conventions, agreements and understandings in which ARACIS is a party;

- i) carries out activities aimed at determining correlation of ARACIS operations and decisions of the Agency's management with the relevant Community law;
- j) participates in training ARACIS personnel on quality assurance matters deriving from Community and international legal documents;
- k) draws up legal opinions and stands concerning the interpretation and enforcement of certain legal provisions, and provides legal advice for the ARACIS management in carrying out the duties that fall under the remit of ARACIS;
- l) draws up and signs off on draft normative documents that fall under the remit of ARACIS;
- m) draws up, endorses on contracts/legal documents in which the Agency is a party, ensuring compliance with legal provisions;
- n) draws up and signs off on service contracts concerning external quality evaluation services in education;
- o) checks and signs off on service contracts and addenda signed, as applicable, with higher education institutions/education providers or other legal entities interested in providing education services, drafted by other organisational structures of ARACIS in compliance with the applicable legislation;
- p) draws up and endorses the decisions of the ARACIS Council;
- q) endorses the president's decisions drawn up by the specialised structures of ARACIS;
- r) provides legal assistance, upon the request of the organisational structures of ARACIS, in drafting individual administrative papers and documents;
- s) issues points of view and provides legal endorsements in the activity related to solving petitions, according to the provisions of GEO no. 27/2002 on regulating the petition solving activity, as further amended and supplemented, and the activity of solving requests pursuant to Law no. 544/2001 regarding free access to information of public interest;
- t) provides legal opinions regarding the settlement of complaints filed according to the regulations regarding free access to information of public interest;
- u) participates in the commissions established based on the public procurement legislation whenever the procurement procedure requires specialised legal assistance;
- v) confirms the lawfulness of the measures ordered by ARACIS as a contracting authority when complaints on matters of public procurement are filed;
- w) confirms the legality of the opinion sent by ARACIS, in its capacity as the contracting authority, to the National Council for Solving Complaints when complaints are filed according to public procurement regulations;
- x) monitors legislation in the field of higher education and sends regular reports to the specialised structures of ARACIS regarding legislative news and opinions regarding their implementation;
- y) draws up decisions of the ARACIS President, notes and reports in its areas of competence and responsibility;
- z) develops and, as applicable, reviews the operational procedures pertaining to the activities performed within its structure;
- aa) carries out other tasks established by the director.

B. Concerning the *internal quality assurance activity*:

- a) ensures implementation of the internal quality assurance objectives declared by the ARACIS management;
- b) coordinates the design, documentation, implementation, maintenance and improvement of the Internal Quality Assurance System, in line with the requirements of the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG 2015) and the objectives established by the ARACIS management;
- c) works with all ARACIS structures to continuously improve the internal quality assurance system;
- d) coordinates and monitors the drafting, review, controlled distribution, maintenance of the revisions of system procedures, operational procedures, general instructions or work instructions for each activity, structure, and other specific quality assurance documents;
- e) updates all internal quality assurance documents, in line with the dynamics of the organisational and functional structure and according to the specific requirements;
- f) contributes to systematically processing the information received via questionnaires used to collect the opinions of the representatives of evaluated HEIs on the external evaluation process and the activity of the ARACIS evaluation panels;
- g) participates in performing reviews and provides internal quality assurance data for the annual report of ARACIS, the self-assessment report produced for the external evaluation of the Agency by the European Association for Quality Assurance in Higher Education (ENQA), and other reports upon request from the Agency's management;
- h) draws up decisions of the ARACIS President, notes and reports in its areas of competence and responsibility;
- i) draws up and, as applicable, revises the specific operational procedures concerning the activities performed, and monitors the implementation of such procedures;
- j) carries out other tasks established by the director.

(12) *The Electronic Single Contact Point Unit*, through its personnel, carries out the following duties:

- a) checks whether the education providers/higher education institutions organising and delivering higher education and post-graduate education in Romania comply with the external evaluation requirements;
- b) the checking described in point a) is performed by reviewing the documents issued by any other European Union Member State or third country stating that such higher education and post-graduate education activities are accredited to be legally delivered in Romania;
- c) seeks to ensure Romanian citizens who are users of education that those services are organised legally;
- d) keeps and inventory of all public services provided by the Agency to institutions and citizens;
- e) ensures the ex officio publication of the information and template forms used for the public services delivered by ARACIS, electronically on the ARACIS website and on the Electronic Single Checkpoint (PCUe);
- f) upon request, provides assistance to beneficiaries consisting of information on the interpretation and application of the requirements set out in the ARACIS external

evaluation procedures and other procedures governing the public services provided by ARACIS;

- g) updates specific information pertaining to the Agency's scope of operations, both on the Agency's website and in the PCUe;
- h) manages the database of foreign higher education institutions legally recognised in their country of origin, which set up branches on the territory of Romania, by themselves or in partnership with accredited Romanian higher education institutions, solely in compliance with the provisions of this law on the authorisation, accreditation, and quality assurance of study programmes;
- i) contributes to performing analyses and provides data on internal quality assurance for the drawing up of the annual report of ARACIS and for other reports, upon request of the Agency's management;
- j) drafts decisions of the ARACIS President, notes and reports in the areas of competence and responsibility of the compartment;
- k) develops and, as applicable, revises the specific operational procedures concerning the activities performed by the service, and monitors the implementation of such procedures.

(13) *The Relations with the Social-Economic Environment Unit*, through its personnel, carries out the following duties:

- a) supports the Quality Assurance Direction in its relations with student federations of Romania and the students registered in the RNE-Students register;
- b) maintains communication with student organisations in Romania for support in organising training sessions for student evaluators;
- c) supports the Quality Assurance Direction in its relations with experts who are employers' representatives registered in the Employers' Register by helping with the organisation and delivery of periodic training activities;
- d) manages the selection process for students and employers' representatives for registration in the RNE register of ARACIS, in the Permanent Speciality Commissions and on the ARACIS Council;
- e) serves as the communication and collaboration interface between ARACIS and socio-economic partners;
- f) proposes directions for developing partnerships on external quality assurance with the social-economic environment;
- g) supports the ARACIS management in drafting position papers upon inquiry by social and economic stakeholders;
- h) manages and updates the RNE Students and RNE Employers registers together with the representatives of these categories of ARACIS Council members;
- i) participates in performing reviews and provides internal quality assurance data for the annual report of ARACIS, the self-assessment report produced for the external evaluation of the Agency by the European Association for Quality Assurance in Higher Education (ENQA), and other reports upon request from the Agency's management;
- j) drafts answers to the inquiries of various institutions or natural persons about the compartment's area of operations;
- k) drafts decisions of the ARACIS President, notes and reports in the areas of competence and responsibility of the compartment;

- l) develops and, as applicable, revises the specific operational procedures concerning the activities performed by the service, and monitors the implementation of such procedures.

(14) *The Public Procurement Unit*, through its personnel, carries out the following duties:

- a) performs the necessary actions to register or renew the registration of the contracting authority in the electronic public procurement system (SEAP) or recover the digital certificate, if necessary;
- b) draws up and, as applicable, updates the annual public procurement schedule and, if applicable, the annual procurement strategy, based on the demand reported by other compartments of the contracting authority;
- c) draws up or, where applicable, coordinates the drafting of the tender documentation and the procurement strategy, the contest documentation and the contracting documentation for solution contests, based on the demand reported by the speciality compartments;
- d) complies with the publication requirements, as provided in Law 98/2016 on public procurement;
- e) conducts and completes the award procedures;
- f) makes direct procurements;
- g) creates and keeps the public procurement files;
- h) drafts answers to the inquiries of various institutions or natural persons about the structure's area of operations;
- i) drafts decisions of the ARACIS President, notes and reports in the areas of competence and responsibility of the compartment;
- j) develops and, as applicable, revises the specific operational procedures concerning the activities performed by the service, and monitors the implementation of such procedures.

(15) *The International Relations, Projects and Public Communication Service* is led by a head of service and, through its personnel, carries out the following duties:

- a) ensures smooth running of the Agency's communication and international cooperation activities;
- b) is responsible for drafting the documentation pertaining to the external evaluation of ARACIS by ENQA (once every five years), and the interim progress reports;
- c) coordinates and is in charge with submitting the EQAR registration renewal application (once every five years), and drafting the Substantive Changes Reports to be submitted to EQAR;
- d) supports the International Evaluation Unit in the institutional communication of ARACIS on organising and carrying out external evaluations for foreign education providers/higher education institutions;
- e) participates in preparing the documentation and organising the ENAEE evaluation visit to ARACIS for granting of EUR-ACE label;
- f) monitors implementation of best practices of other European higher education quality assurance agencies;
- g) takes the necessary steps to organise the international business travel for ARACIS representatives;
- h) organises visits of foreign partners at ARACIS within projects or bilateral cooperation relations;

- i) participates in Agency representation missions in the country and abroad;
- j) participates in drafting documents or contracting services for the translation of the documents required for the Agency's international visibility and for cooperation with international organisations and partners;
- k) monitors call for project proposals and informs the ARACIS management about the existing funding opportunities;
- l) participates in developing project proposals and implementing projects in which ARACIS is a beneficiary or a partner, as applicable;
- m) organises visits by domestic and foreign partners at ARACIS within the context of bilateral cooperation relations;
- n) draws up answers to the requests of higher education institutions, the Ministry of Education or other institutions operating in higher education quality assurance, in line with its specific duties;
- o) solves requests and correspondence, after obtaining the legal endorsement and the opinions drafted by the specialised structures;
- p) applies the provisions of Law no. 544/2001 regarding access to information of public interest, and monitors compliance with information communication deadlines;
- q) ensures the annual drafting of the Report required under Law no. 544/2001 regarding free access to information of public interest, and facilitates access to information of public interest by supporting the updating of the data posted on the institution's website by each speciality structure;
- r) ensures publication on the institution's website of the Annual Report related to Law no. 544/2001 regarding free access to information of public interest;
- s) based on written or verbal requests, ensures access of citizens to information of public interest;
- t) takes the initiative in communicating the information of public interest specified in Law no. 544/2001 and ARACIS Council Decision no. 67/2020;
- u) provides a written answer to requests of information of public interest, within the time limits stipulated in Law 544/2001 on free access to information of public interest, as further amended and supplemented;
- v) monitors the mass media (written press, radio, tv and internet), educational think tanks and opinion leaders within the scope of the Agency's interest, especially monitoring any reference to the Agency and to higher education, respectively quality assurance, and sends such monitoring to the ARACIS Council and the Technical Staff;
- w) is involved in conceiving, drafting, and issuing press releases regarding the activities of ARACIS, as ordered by the management;
- x) ensures dissemination of the relevant information of interest for the public, through specific mass media communication instruments (e.g. press releases, informative materials/newsletters, answers to press inquiries, opinions of the institution, visibility on social media, etc.);
- y) participates in developing and publishing other presentation materials (papers, brochures, newsletter, ARACIS social media content, etc.) regarding the activities of ARACIS;
- z) participates in performing reviews and provides internal quality assurance data for the annual report of ARACIS, the self-assessment report produced for the external

- evaluation of the Agency by the European Association for Quality Assurance in Higher Education (ENQA), and other reports upon request from the Agency's management;
- aa) drafts answers to the inquiries of various institutions or natural persons about the structure's area of operations;
 - bb) contributes to developing the structure and content of the ARACIS website, and publishes relevant information regarding the institution's activity on the ARACIS website;
 - cc) organises conferences and other events that are specific to the Agency's area of operation;
 - dd) develops and, as applicable, endorses decisions of the ARACIS President, notes and reports issued in the areas of competence and responsibility of their service;
 - ee) develops and, as applicable, revises the specific operational procedures concerning the activities performed by the service, and monitors the implementation of such procedures.
 - ff) carries out other tasks established by the director.

(16) *The Continuing Training in Quality Assurance Unit*, through its personnel, carries out the following duties:

- a) organises continuous training on quality assurance for expert evaluators registered in the RNE of ARACIS;
- b) organises continuous training on quality assurance for education providers/higher education institutions in Romania and other stakeholders;
- c) forwards proposals to the ARACIS management on the topics and modalities of organising continuous training on quality assurance in education for expert evaluators registered in the RNE of ARACIS, representatives of education providers/higher education institutions of Romania, and representatives of other stakeholders;
- d) sets up and keeps records of documents regarding organisation and delivery of continuous training on quality assurance in education;
- e) carries out communication and public relations activities with stakeholders interested in continuous training on quality assurance in education;
- f) draws up, develops and updates the methodological support materials (methodologies, procedures, tools, and implementation instructions) required for preparing, organising, delivering, implementing, and evaluating continuous training programmes, and forwards them to the institution's management for approval;
- g) draws up reports, analyses, studies, summaries, presentation materials (papers, brochures, etc.) and/or information material on delivered continuous training on quality assurance in education;
- h) proposes revisions/modifications of the quantum of fees used in organising and delivering continuous training on quality assurance in education, to be approved by the ARACIS Council;
- i) proposes amendments to the fee amounts charged by organising and conducting conferences;
- j) works with various public or private institutions on organising continuous training courses on quality assurance in education, and carries out all administrative tasks required for this purpose;
- k) participates in performing reviews and provides internal quality assurance data for the annual report of ARACIS, the self-assessment report produced for the external

- evaluation of the Agency by the European Association for Quality Assurance in Higher Education (ENQA), and other reports upon request from the Agency's management;
- l) drafts answers to the inquiries of various institutions or natural persons about the structure's area of operations;
 - m) drafts decisions of the ARACIS president, notes and reports in the areas of competence and responsibility of the compartment;
 - n) develops and, as applicable, revises the specific operational procedures concerning the activities performed by the service, and monitors the implementation of such procedures.

Art. 39. THE PRESIDENT'S OFFICE

- (1) In performing the duties and exercising their prerogatives as established in these regulations, the president and the executive management of ARACIS are supported by the staff of the President's Office.
- (2) **The President's Office** is subordinated to the ARACIS President and coordinated by the General Director, and it carries out the following duties through its staff:
 - a) provides the required support, planning, organisation, and proper delivery of the Agency's management operations;
 - b) acts as the operational interface between the Agency's management and the Agency's speciality structures;
 - c) organises the President's meeting agenda, and keeps records of the meetings;
 - d) works to prepare the President's agenda, including by drawing up the materials required for the meetings;
 - e) together with the Administrative Unit, ensures the logistics required for the business entertainment activities of ARACIS;
 - f) manages the correspondence of the Agency's management, including by drafting position papers, notes or answers;
 - g) carries out or contributes to studies, evaluations, reports, the drafting of normative documents or synthetic papers regarding the specific activities of ARACIS, including within working groups established by Parliament, the Government, ministries, institutions or public authorities;
 - h) provides information on possible solutions to matters raised by representatives of any institutions or other persons received on appointments at the Agency;
 - i) works with public authorities and non-governmental organisations within the limits of the remit established by the president;
 - j) archives hard copies and electronic copies of the correspondence with natural persons or institutions;
 - k) records and archives hard-copies and electronic copies of the decisions of the ARACIS Council and of the ARACIS president;
 - l) supports the speciality structures in organising and conducting specific competitions (for file submission of application file);
 - m) assists the president in the meetings with the representatives of the Ministry of Education or of other public institutions, when requested by the president, and carries out the required tasks during such meetings;

- n) with the approval of the president, and upon invitation by institutions or bodies, participates in various higher education quality assurance activities: national and international projects, conferences, workshops, training sessions etc.
- o) coordinates and monitors the flow of correspondence based on the operational procedures of ARACIS;
- p) develops and, as applicable, revises the specific operational procedures concerning the activities performed by the structure, and monitors their implementation.

THE INTERNAL PUBLIC AUDIT UNIT

Art. 40. The *Internal Public Audit Unit* operates under the ARACIS President. The duties of the unit are defined according with the legal provisions in force, as follows:

- a) draws up specific methodologies for the performance of the public internal audit activity at ARACIS, endorsed by the Central Harmonization Unit for Public Internal Audit (UCAAPI);
- b) develops the draft four-year multi-annual public internal audit plan and, based on it, the draft annual public internal audit plan;
- c) carries out public internal audit activities to evaluate whether the financial management and control systems of ARACIS are transparent and compliant with the norms regarding lawfulness, regularity, economy, efficiency and effectiveness;
- d) informs UCAAPI about the recommendations not accepted by the ARACIS president;
- e) periodically reports to UCAAPI on the findings, conclusions and recommendations;
- f) draws up the annual report on the public internal audit activity, presenting how the objectives of the CAPI have been carried out;
- g) when irregularities or potential damages are found as a result of carrying out public internal audit missions, immediately reports to the ARACIS president and the competent control structure;
- h) ensures monitoring of the implementation of the recommendations provided by internal auditors in the public internal audit reports, based on the reports communicated by the audited structures;
- i) informs the ARACIS President about the recommendations that have not been implemented;
- j) ensures the organising and carrying out of continuous professional training;
- k) draws up the risk register for the public internal audit unit;
- l) draws up the operational procedures of the public internal audit unit;
- m) participates in performing reviews and provides internal quality assurance data for the annual report of ARACIS, the self-assessment report produced for the external evaluation of the Agency by the European Association for Quality Assurance in Higher Education (ENQA), and other reports upon request from the Agency's management.

CHAPTER VIII – Document, contract and decision flow and registration at ARACIS

Art. 41. ARACIS documents

(1) The activities of ARACIS are reflected in the following categories of documents:

- a) Decisions of the ARACIS Council;
- b) Decisions of the ARACIS President;
- c) External evaluation reports resulting from authorisation or accreditation procedures, as applicable;

- d) Endorsements for the authorisation or accreditation, as applicable, of initial or continuous study programmes or institutional authorisations or accreditations;
 - e) Endorsements regarding the compliance of
- (2) The decisions of the ARACIS Council are developed as follows:
- a) general decisions are drafted by the Legal and Internal Quality Assurance Service;
 - b) decisions regarding the results of external evaluations of doctoral studies are developed by the University Studies Evaluation Service.
- (3) The President's decisions concerning internal activities of a speciality structure are developed by the structure in question.
- (4) Decisions are registered and archived by the President's Office (in hard copy and electronic format), and one copy is kept by the Legal and Internal Quality Assurance Service and as applicable, by the speciality structures.
- (5) The director of the Legal, Cooperation, Communication and Training Direction endorses all the issued decisions, irrespective of their type.
- (6) Registration numbers start at 1 every year and are assigned in ascending order irrespective of the type of decision. The numbers of the Council decisions include the letter H; the numbers of the president's decisions include the letter P. *Annex 3* of the Regulation on the Organisation and Operation of ARACIS includes the template of the specific decision register.

Art. 42. ARACIS correspondence

- (1) The ARACIS correspondence received at the ARACIS institutional e-mail address is registered by the Institutional Relations and Information Technology Service and then forwarded to the President's Office.
- (2) Records of the correspondence received by the President's Office are kept electronically according to the template provided in *Annex 4*. Documents received by e-mail on the institutional e-mail address of ARACIS will include the letter M together with the record number and date.
- (3) To develop an answer to the correspondence received, the General Director sends the document to the structures in charge, which, as applicable, will ask other involved structures to provide opinions. Subsequently, the draft response drawn up by the structures in charge is forwarded to the General Director for endorsement and the President for approval.
- (4) The letters received, together with the responses sent are archived in hard copy and electronically at the structure in charge, and electronically at the President's Office.
- (5) Mail is sent as required by law, using postal services, courier or e-mail.
- (6) Internal documents are managed and archived by the speciality structures and handed over to the Institutional Relations and Information Technology Service under a handover record, according to the law.

Art. 43. Types of contracts

- (1) ARACIS concludes the following types of contracts:
- a) Service contracts, drawn up and signed for each type of external evaluation;
 - b) Service contracts signed with the expert evaluators registered in the RNE (professors, students and employers) of ARACIS, and with other types of experts;
 - c) Mandate contracts signed with the members of the ARACIS Council;
 - d) Individual employment contracts signed with the contracted employees of the Technical Staff;



- e) Public procurement contracts for the provision of services/works.
- (2) Contracts described in art. 43 (1) (a) are registered by the Institutional Relations and Information Technology Service, and the ones mentioned in point (b) are registered by the Legal and Internal Quality Assurance Service.
- (3) Contracts described in art. 43 (1) (c) are registered by the Human Resources Unit, and those mentioned in art. 43 (1) (d) are registered by the same unit, according to the legal provisions in force, by using the REVISAL system.
- (4) Contracts described in art. 43 (1) (d) are registered by the Public Procurement Unit.
- (5) Contracts mentioned in art. 43 (1) (a), (b), (c) and (e) are registered in distinct registers set up according to *Annex 5*. These are numbered starting at 1 every year.

The Regulation on the Organisation and Operation of ARACIS was approved by Decision no. 188/H/27.06.2024, and complemented by Decision no. 116/H/02.04.2026.