

	QUALITY MANAGEMENT SYSTEM	Edition: 1
	Regulation of the organization and operation of the Quality Assessment and Assurance Commission	Revision: 1 Data: 12.02.2024 Page: 1 of 6

Regulation of the organization and operation of the Quality Assessment and Assurance Commission

APPROVED	Board of Administration, Minutes no. <u>3</u> from <u>12.02.2024</u>	 /RECTOR Ph.D. Assoc. Prof. Varalia GAȘITOI
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	QUALITY MANAGEMENT SYSTEM	Edition: 1 Revision: 1 Data: 12.02.2024 Page: 2 of 6
	Regulation of the organization and operation of the Quality Assessment and Assurance Commission	

Chapter I

General provisions

Art. 1. This Regulation establishes the normative framework for the organization and operation of the Quality Assessment and Assurance Commission at the faculty level (QAAC) of the Alecu Russo Balti State University (USARB), an integral part of the University Management System of quality, delineating QAAC's duties, functions, and correlation with other USARB subdivisions.


Art. 2. The regulation is developed in accordance with the following normative acts:

- (1) Education Code of the Republic of Moldova, no. 152 of 17.07.2014;
- (2) Government order no. 114 of 07.03.2023 regarding the approval of the "Education 2030" development strategy and its implementation program for the years 2023-2025;
- (3) The institutional strategic development plan of the Alecu Russo Balti State University for the period 2024-2029 approved by the Decision of the Alecu Russo Balti State University Senate, Minutes no. 5 of 21.12.2023;
- (4) Quality Management System Handbook of the Alecu Russo Balti State University, Edition 2, Revision 4, approved by the Board of Administration of the Alecu Russo Balti State University, Minutes no. 3 from 12.02.2024;
- (5) Regulation on the organization and operation of the Quality Council in USARB, Edition 1, Revision 1, approved by the Board of Administration of the Alecu Russo Balti State University, Minutes no. 3 from 12.02.2024;
- (6) Regulation on the organization and operation of the Quality Management Department of the Alecu Russo Balti State University, Edition 1, Revision 1, approved by the Board of Administration of the Alecu Russo Balti State University, Minutes no. 3 from 12.02.2024.

Chapter II

Establishment of the Assessment and Quality Assurance Commission at faculty level

Art. 3. The Assessment and Quality Assurance Commission operates on a permanent basis in the Faculty Council.

	QUALITY MANAGEMENT SYSTEM	Edition: 1 Revision: 1 Data: 12.02.2024 Page: 3 of 6
	Regulation of the organization and operation of the Quality Assessment and Assurance Commission	

Art. 4. Representatives of the Faculty Council, teaching staff from each department, students, employers are elected as members of the Assessment and Quality Assurance Commission.

Art. 5. The composition of the Assessment and Quality Assurance Commission includes 5-11 members, elected for a 5-year term, with the right to be re-elected.

Art. 6. The Faculty Council and the Faculty Chairs each elect a representative for the Assessment and Quality Assurance Commission.

Art. 7. Student representatives are elected at the Faculty student meetings for a period of one year.

Art. 8. The Faculty Office annually elects a representative of the employers according to the principle of rotation according to the specialties.

Art. 9. The composition of the Assessment and Quality Assurance Commission is approved by the Faculty Council.

Art. 10. If a member of the Assessment and Quality Assurance Commission does not fulfill his/her duties for any reason, other than a temporary absence, the other members have the right to resign him/her, with the vote of 2/3 of the members.

Art. 11. In case of resignation of a member of the Assessment and Quality Assurance Commission, the president/vice president declares the position vacant starting from the date of resignation, and the structure that proposed it (Faculty Office, Faculty Council, chair, assembly students) designates a new representative, who will act until the commission's mandate expires.

Art. 12. At the expiration of the mandate, the elections take place in accordance with the provisions of this regulation.


Chapter III

Duties of the president of the Assessment and Quality Assurance Commission

Art. 13. The QAAC president is elected by the commission members at the first meeting, by open vote of 2/3 of the members.

Art. 14. The candidacy of the QAAC President is confirmed, by open vote of the simple majority, by the Faculty Council.

Art. 15. The term of office of the QAAC President is five years.

	QUALITY MANAGEMENT SYSTEM	Edition: 1 Revision: 1 Data: 12.02.2024 Page: 4 of 6
	Regulation of the organization and operation of the Quality Assessment and Assurance Commission	

Art. 16. During his activity, the QAAC President is assisted by the vice-president, who in his absence takes over his duties, elected by the commission by open vote of the simple majority.

Art. 17. The QAAC president/vice-president cannot hold management positions within the Faculty.

Art. 18. In achieving the objectives of the Assessment and Quality Assurance Commission, the president performs the following duties:

- (1) Coordinates the activity of the QAAC with that of the University Quality Council, the Quality Management Department, the Faculty Council and the Faculty Office.
- (2) Ensures the harmonization of the quality policy in the Faculty with the general policy of the USARB.
- (3) Develops the annual activity plan of the Assessment and Quality Assurance Commission and submits it for approval to QAAC and the Faculty Council.
- (4) Ensures the good functioning of the Assessment and Quality Assurance Commission.
- (5) Guides the elaboration of studies, researches, analyzes on the quality of all processes carried out at the Faculty.

Chapter IV

Duties of the Assessment and Quality Assurance Commission

Art. 19. The Assessment and Quality Assurance Commission has the following attributions:

- (1) Applies USARB's quality assurance policy based on customer-oriented quality standards and the full satisfaction of their requirements and expectations.
- (2) Promotes the culture of quality at the level of the Faculty, the departments, the scientific research centers, all the educational and administrative structures.
- (3) Coordinates the application of the procedures and activities of assessment and quality assurance, approved by the management of the Faculty and the USARB.
- (4) Assist the study program coordinators in the preparation of the self-assessment reports of the study programs.
- (5) Supports the Quality Management Department in the collegial assessment of teaching staff and the assessment by students of the performance of teaching staff and the university offer.



QUALITY MANAGEMENT SYSTEM

Regulation of the organization and operation of the Quality Assessment and Assurance Commission

Edition: 1
Revision: 1
Data: 12.02.2024
Page: 5 of 6

- (6) Performs the analysis of the activity of teaching staff employed at the Faculty and of the works developed by them at the request of the Faculty Council.
- (7) Propose solutions to improve the quality of the services provided by the Faculty.
- (8) Collaborate with the University Quality Council, the Quality Management Department, the Faculty Council in order to achieve the goals of the study programs.
- (9) Coordinates the internal assessment activities in order to authorize or accredit the study programs of the Faculty.
- (10) Participates in staff training and in disseminating quality information in the Faculty.
- (11) Identifies the problems that arise in connection with quality assurance and assessment, proposing solutions to the Faculty Council in order to solve them.
- (12) Execute the decisions of the Faculty Council regarding quality assurance.
- (13) Checks the application of the procedures and activities of assessment and quality assurance, approved by the USARB management and the Faculty and the implementation of the decisions of the Faculty Council within the deadline.

Chapter V

Final provisions

Art. 20. The Assessment and Quality Assurance Commission convenes in ordinary meetings once a month during the study year, and in extraordinary meetings as often as needed.


Art. 21. The meetings are led by the QAAC President, and in his absence by the vice-president.

Art. 22. Other teachers with responsibilities in the field of quality, as well as student representatives from the Faculty, may be invited to the meetings of the Assessment and Quality Assurance Commission.

Art. 23. The ordinary/extraordinary meetings of the Assessment and Quality Assurance Commission are recorded, and the minutes are signed by the president and the secretary of the meeting.

Art. 24. QAAC can request official information from all structures of the Faculty.

Art. 25. Remuneration for the work of the members of the Assessment and Quality Assurance Commission will be done from the Faculty component (salary supplement, points awarded by the decision of the Faculty Council upon the proposal of the Commission president).

	QUALITY MANAGEMENT SYSTEM	Edition: 1
	Regulation of the organization and operation of the Quality Assessment and Assurance Commission	Revision: 1 Data: 12.02.2024 Page: 6 of 6

Art. 26. The annual activity reports of the Assessment and Quality Assurance Commission are discussed and approved by the Faculty Council.