



Translation from Romanian into English

APPROVED
at the meeting of Senate of
Nicolae Testemitanu SUMPh
minutes no 5/15 of 30.08.2017

REGULATIONS
on organization and activity of the Quality Management Board
at Nicolae Testemitanu State University of Medicine and Pharmacy

I. GENERAL PROVISIONS

1. This Regulation is based on:
 - ◆ Education Code no.152 of July 17, 2014;
 - ◆ Government Decision no. 616 of 18.05.2016 for the approval of the Methodology of external quality assessment for authorization of provisional functioning and accreditation of study programs and of technical, higher education and continuing training institutions and of the Regulation for calculating the fees for the services rendered in the external assessment of the quality of study programs and technical, higher education and continuing training institutions;
 - ◆ University Charter;
 - ◆ ISO 9001: 2015 Standard Quality Management Systems.
2. The Regulation sets up the organization and functioning of the Quality Management Board (hereinafter QMB), aims to implement the quality assurance strategies and policies in accordance with the vision, mission and policy of Nicolae Testemitanu State University of Medicine and Pharmacy (hereinafter University), in full compliance with the national, European and international dynamics in the field.
3. QMB vision is to apply quality management requirements to continuously improve all academic processes and activities in the University.
4. QMB is the advisory body of the Senate in the field of academic quality.
5. At the level of the functional units (faculty, department / department, doctoral school, etc.), the responsibility for defining, implementing and maintaining the quality management system's compliance with the reference standards lies with the manager and the Quality Assurance and Curricular Assessment Commissions, (Medicine, Pharmacy, Dentistry).

II. STRUCTURE AND ATTRIBUTIONS OF THE BOARD

6. The QMB organizational chart in the framework of the University with detail to each faculty is presented in *Annex 1*.
7. QMB is made up of president, vice-president, secretary in charge, secretary and



members, including students. QMB composition is presented in *Annex 2*.

8. The President of the QMB is the Rector. In the absence of the President, the position is exercised by the Vice-President.
9. QMB operates under this Regulation and the work plan approved at the first session of the academic year.
10. QMB objectives are:
 - conceptual development of the quality assessment system at SUMPh, the methodology, assessment criteria and integration in the strategic management of the university;
 - assessment of performance indicators within the University;
 - definition of the qualitative requirements, needed to be stipulated in the activity plan of the teaching subdivisions of the University;
 - setting up of the objectives, activities and results to be achieved through the implementation of Quality Management in the academic field;
 - assessment of the process of implementation of academic quality management at the University and proposing corrective solutions;
 - setting up of assessment criteria and initiation of analysis and evaluation based on quality criteria by faculties / departments / chairs on teaching-learning, research and academic services;
 - identification of existing problems in quality assurance at SUMPh, formulating some solutions for correcting them in collaboration with responsible institutional factors;
 - QMB proposes to SUMPh Senate the establishment of operational structures, regular monitoring and assessment of the quality of programs or activities at the level of faculties / departments / chairs.
11. QMB has the following attributions:
 - monitoring, assessment and proposal of appropriate measures to improve the quality of academic activities at various levels (License, Integrated Studies, Doctoral Studies, Postgraduate Studies) and of the System within SUMPh;
 - monitoring of the quality of the didactic and scientific / specialized staff involved in the teaching / research activity of SUMPh;
 - monitoring applied teaching strategies, resources used, incentive tools in assimilating knowledge in the field;
 - expertise of monographs, manuals, compendiums, guides, recommendations and guidelines, course supports and other methodological-didactic works;
 - quality control of scientific and didactic products;
 - assessment of didactic process, of the theoretical and applicative level of seminars, practical and laboratory works;
 - continuous monitoring of the teaching and learning process;



- continuous monitoring and improvement of university study programs;
 - planning and carrying out of the quality assessment of university study program, nominated by the Senate Office jointly with the Quality Assurance and Curricular Assessment Commission;
 - discussion and approval of the Preliminary Evaluation Report of the new study programs within the SUMPh;
 - adoption of the decision by QMB and subsequently by the SUMPh Senate to submit the self-assessment report for the provisional functioning of the study program to the National Authority with the right of accreditation;
 - elaboration of the Annual Report on the Quality Assurance at SUMPh.
12. QMB coordinates and guides the Methodological Commissions and the Quality Assurance and Curricular Assessment Commissions of the faculties - medicine, pharmacy and dentistry.
13. Develops annually an Internal Assessment Report on the quality of training at the University.
14. QMB meets once every 2 months or as many times as necessary. At each meeting a Minutes is drawn up to show the topics addressed and the measures proposed / undertaken.
15. Decisions of the Scientific Council are taken by simple majority vote, both by secret vote and by open vote, and are considered valid if the number of those present represents 2/3 of the members of QMB.
16. At meetings of QMB, non-voting persons, who are in the issues of the agenda of the sessions, may participate.
17. QMB collaborates with the Internal Audit Department. As required, QMB also cooperates with other specialized subdivisions of SUMPh.

III. PROCEDURE FOR THE EXAMINATION OF MATERIALS

18. For the expertise of scientific-didactic and methodological-didactic materials, the author will submit to the Secretary of the Commission the following documents:
- ◆ scientific / didactic / methodical-didactic material on paper according to the printing standards. Written tests by hand are not allowed;
 - ◆ the recommendation for publication by the chair, confirmed by extract from the minutes of the meeting, signed by the chairman and the secretary of the meeting;
 - ◆ the recommendation for publication by the methodological committee, confirmed by an extract from the minutes of the meeting, mentioning the names of the experts with their conclusions and proposals and signed by the chairpman and the secretary of the meeting;
 - ◆ two reviews from field specialists.
19. The Secretary of the Commission shall examine the dossier and, if the provisions of this



Regulation are in conformity, presents the work at the QMB meeting.

20. At the meeting, the author briefly presents the paper (up to 10 minutes).
21. QMB members examine the work, express objectively their objections and opinions regarding the scientific and applicative value of the work.
22. If the material submitted for examination complies with the requirements, it is also approved for publication.

IV. FINAL AND TRANSITORY PROVISIONS

23. The QMB operates during a SUMPh leadership term.
24. Amendments to this Regulation shall be made whenever appropriate, according to the needs arising during the activity, in accordance with the same coordination and approval phases.
25. This Regulation shall enter into force on the date of its approval by the SUMPh Senate.
26. The regulation will be brought to the attention of the academic community by posting on the SUMPh website.

Coordonat:

Vice-Rector for Quality Assurance
and Integration in Education

Olga Cernetchii

Vice-Rector for Scientific Activity

Gheorghe Rojnoveanu

Vice-Rector for clinical activity

Emil Ceban

Vice-Rector for International Relations

Mihai Gavriliuc

Head of Didactics and
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Silvia Stratulat

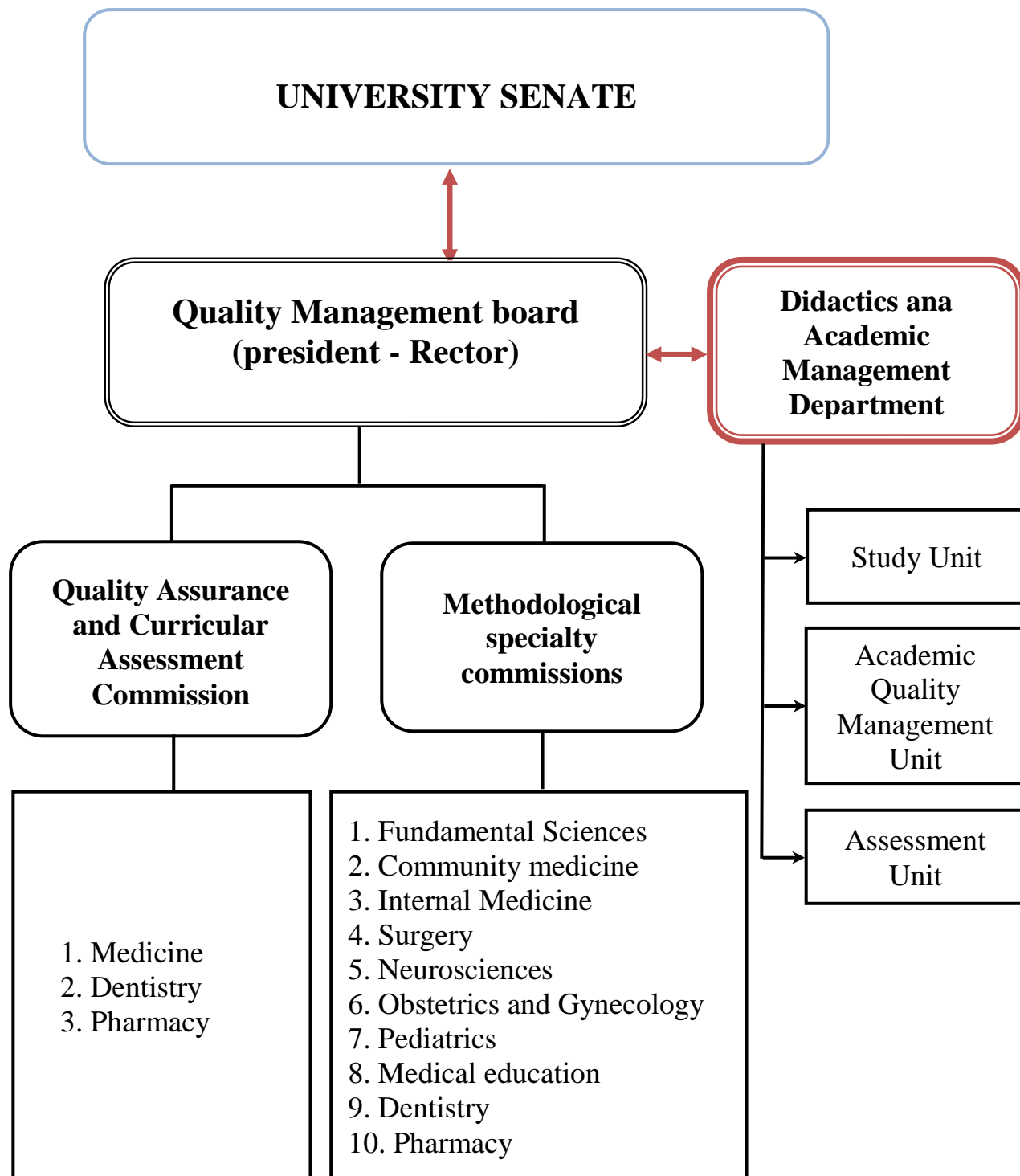
Head of Legal Department

Tatiana Novac



Annex 1

Organization Chart of Quality Management Board





Annex 2

Composition of the Quality Management Board

1. 1. Rector, President
2. Vice-Rector for Quality Assurance and Integration in Education, Vice-President
3. Head of the Academic Quality Management Unit, responsible secretary
4. Vice-Rector for Scientific Activity
5. Vice-rector for clinical activity
6. Vice-Rector for International Relations
7. Head of Didactics and Academic Management Department
8. Director of Doctoral School in Medical Sciences
9. Head of Human Resources Department
10. Head of Department of Continuing Medical Education
11. Head of Internal Audit Department
12. Dean of Faculty of Medicine no.1
13. Dean of Faculty of Medicine no.2
14. Dean of Faculty of Dentistry
15. Dean of Faculty of Pharmacy
16. Dean of Faculty of Residency and Clinical Internship
17. Chairman of the Quality Assurance and Curricular Assessment Commission
Medicine
18. Chairman of the Quality Assurance and Curricular Assessment Commission
Dentistry
19. Chairman of the Quality Assurance and Curricular Assessment Commission
Pharmacy
20. Lecturers and associate professors
21. Chairman of the Association of Students and Residents in Medicine
22. Students, doctoral students.