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| UNIVERSITY BIOTERRA | <i>Quality management system</i> PROCEDURE: QUALITY STUDY PROGRAMS | CODE: P-12 | edition I / 2018 |
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1. Purpose

The procedure shows how to initiate, design / redesign, authorization or accreditation, presentation, implementation and evaluation of a study program at the University BIOTERRA and related responsibilities.

2. Scope

The procedure applies to the University BIOTERRA in all faculties and departments offering educational programs of study.

3. Reference Documents

- Law No.1 / 2011 - National Education Law;
- Law no. 87/2006 approving Government Emergency Ordinance no. 75/2005 concerning quality assurance in education;
- Government Decision no. 1418 / 11.10.2006 approving the methodology for external evaluation, standards, reference standards and list of performance indicators ARACIS;
- Government Decision no. 404 of 29 March 2006 on the organization of master studies;
- Order of the Ministry of Education and Research Nr.3617 / 2005 on general application of the European Credit Transfer System and the European Credit Transfer System methodology;
- University Charter of BIOTERRA;
- The Quality Manual Management, BIOTERRA University ;

4. Definitions of Terms and Abbreviations

Definitions:

In this procedure uses the following abbreviations and definitions:

a) The program of study (specialization) represents all disciplines of study offered by a provider of education with the aim to conduct teaching and research, coordinated with the mission of higher education institution and the national qualifications framework.

b) temporary functioning authorization represents the effect of institutional Spin granting institution evaluated right to conduct educational process and to organize, as appropriate entrance examinations.

c) Accreditation is the process / procedure by which an authoritative body recognizes that that organization is competent to carry out specific tasks (SREN ISO9000-2001) Accreditation granted with the rights conferred by licensing the right to issue diplomas, certificates and other documents degree recognized by the Ministry of Education, Youth and Sports to organize, as appropriate, a bachelor, masters and doctorate.

abbreviations:

- ECAC - Commission for evaluation and quality assurance;
- DMC - Department of Quality Management
- EF- Education frequency
- LFE – Low frequency education
- ID - distance education

5. Description

5.1. Overview

Study program, the University and faculty level, is designed and implemented taking into account the demands of current academic specializations, changes and transformations that are recorded in all the fundamental components of social life.

Programs are structured and performed in accordance with regulatory requirements of national education law, including fundamental studies disciplines, specialized complementary mandatory and optional. They are subordinate to the main purpose is education, to provide knowledge, skills and competencies, relevant professional qualifications required by the current state and prospects of development of society.

At the same time, study programs aimed at ensuring the compatibility of studies offered by the University BIOTERRA plans and study programs in other European Union countries and other countries in the world, according to the European Credit Transfer System.

Their content, problems of study aimed at providing a solid specialized training, theoretical, practical and applied, harmonious, enabling them University graduates to integrate properly into working life and to participate effectively in society and practice changing and transformation.

5.2. The content of curricula

5.2.1. Curricula are designed with the following requirements:

- ensure consistency with the current state and development trends of scientific knowledge, technological progress, culture and socio-economic and political development;
- promote multidisciplinary, interdisciplinarity and transdisciplinarity;
- preserving the unity of university and culture;
- include practical activities;
- ensuring correspondence with other programs in the field of space national, European and international level by the credit system (ECTS);
- facilitating student mobility;
- ensuring effective and efficient participation of students from socio-economic life and career upward evolution.

5.2.2. The degree includes education system and includes the following components:

- header BIOTERRA University, faculty, field of study (undergraduate) level of education, study period, how learning (education form: IF IFR ID) and number of credits allocated;
- program title;
- the general and specific objectives; general objectives refers to the study and the specific program itself in conjunction with the program name;
- skills the student accumulates during studies;
- subjects and practical activities, and the number of hours allocated;
- how the final examination;
- learning resources;
- support activities and facilities provided.

5.3. Presentation of study programs

5.3.1. Study programs are organized on years of study and semesters. Numbering semester starts at 1 and continues in the other years of study.

5.3.2. The degree is presented as a form of the study program as set out in Annex 1.

5.3.3. The program of studies detailing the curriculum and plug (syllabus PO (I) -02), according to: PO (I) -04, PO (I) -03.

5.3.4. Study program study guide is part of the procedure PO (I) -07 together with the description faculty, management and teaching staff, curriculum, job (syllabus) and other information.

5.4. Initiating and designing / redesigning the curriculum

5.4.1. Initiate a program of study is done by the faculty / department.

5.4.2. Sketch program is carried out by a team appointed by the dean / director and officer coordinated program of study or by a teacher from the faculty on his own initiative; sketch program analyzes studies department, where they make amendments. The final program is presented by the program responsible, assess and endorsed by the Faculty Council.

5.4.3. The program approved by the Faculty Council shall be submitted for approval / rejection Senate.

5.4.4. Redesign the curriculum is in accordance with the law when changing the number of years of study and number of credits allocated.

5.5. Authorization and the accreditation

5.5.1. To authorize a study program authorization dossier is prepared as required by law, national quality assurance standards, European standards and quality assurance procedure PO (I) -10 or PO (I) -11 to masters.

5.5.2. For the accreditation of a study program accreditation file shall be made according to national quality assurance standards, European standards and quality assurance procedure PO (I) or PO -10 (I) -11. Accreditation file is prepared for accreditation after graduation by a number of promotions of students required by law. If the law does not stipulate a specified condition, their preparation is done a year before graduation by three promotions of students.

5.5.3. Responsibility for keeping records of provisional authorization or accreditation returns faculty dean and head of studies.

5.5.4. Keeping records of a provisional authorization or accreditation is carried out by a team appointed by the dean coordinated program officer, supported by the Commission for evaluation and quality assurance of the faculty.

5.5.5. File (the provisional authorization or accreditation) prepared is analyzed studies department and make amendments. After completion of the authorization file for temporary functioning or accreditation, it is under review and approval of Faculty Council.

5.5.6. The file is submitted to the faculty / department for approval by DMC ECAC to be subject to Senate approval.

5.5.7. Based on the record registered DMC draw up a report on the achievement of national standards and / or European quality assurance accompanying file for approval by the ECAC.

5.5.8. Approved by the Senate file is submitted to ARACIS or other national, European or international accreditation of study programs, with address for submitting signed by Rector.

5.6. Implementation of studies

5.6.1. Study program initially implemented to authorization of temporary functioning and with enrollment of students in I.

5.6.2. Accredited education program implemented after obtaining accreditation by enrolling students in the first year

5.7. Quality assessment of the study program

5.7.1. A study program provisionally authorized or accredited is subject to internal and external evaluation of quality.

5.7.2. Internal evaluation is usually done every four years, one year before the external evaluation by the Commission of evaluation and quality assurance and faculty / department of education.

5.7.3. Responsibility for the initiation and coordination assessment returns Faculty Dean / Director of Studies Department.

5.7.4. Internal evaluation is performed by the evaluation committee and faculty quality assurance based on a questionnaire, according to the PO (I) -10- license and PO (I) -11 - masters considering how to achieve national standards and / or European.

Evaluation Committee and the University quality assurance submit a report, according to the procedure OP (I) or PO -10 (I) -11. The evaluation result is analyzed in studies department, where make amendments.

5.7.5. Completed report is submitted for analysis and approval of the Faculty Council.

5.7.6. Report submitted by faculty opinion DMC, which prepares a report on the achievement of national standards and / or European quality assurance and submit ECAC.

5.7.8. ECAC recommended the Senate and Rector to make the decision:

- a. triggering external evaluation or
- b. the application of measures to improve, to achieve all assurance standards, the faculty, the quality of temporary work programs or external evaluation of accredited programs and resume regular internal evaluation.

5.7.9. If the decision to trigger external evaluation, faculty prepare the file for external evaluation and accreditation dossier similar to the procedure PO (I) -10 for undergraduate and PO (I) -11 pentru cycle master.

5.7.10. External evaluation request is made by letter signed by the Rector of the institution recognized valuation in the national arena, European or international law.

6. Responsibilities of the procedure

a. The University Senate

- approved procedure;
- approve the revisions of the procedure.

b. Rector

- requires the application procedure.

c. Commission Vice-Rector for Education and teaching

- monitor the procedure.

d. Evaluation and Quality Assurance Committee (CEAC)

- endorsed implementation / modification / withdrawal procedure.

e. Department of Quality Management (DMC)

- check, broadcast, record, archive procedure.

f. deans, heads of departments of education, teachers

- procedure.

7. Approvals, changes in procedure

The procedure is approved by the ECAC and approved by the University Senate. Based on experience is to formulate proposals to improve the procedure.

The changes initiated by any organizational structure of the University. ECAC proposal is submitted by DMC.

Changes in Chapter 5 leads to the creation of a new edition.

Changes in other chapters lead to the revision of the current edition.

Any edition or revision is approved by the ECAC and approved by the University Senate BIOTERRA.

8. Special issues

This procedure is the intellectual property of the University BIOTERRA.

9. Appendix

MODEL study program

SYLLABUS

1. Schedule time

| | | |
|------|--------------------------------|------------------------------|
| 1.1. | Higher education institution | |
| 1.2. | Faculty | |
| 1.3. | Department | |
| 1.4. | Domain of study | |
| 1.5. | Domain of bachelor | |
| 1.6. | Bachelor programs | |
| 1.7. | Education form | |
| 1.8 | Given Title | Bachelor in Computer Science |
| 1.9 | Qualification / Specialization | Applied Computer Sciences |

2. About Discipline

| | | | |
|------|-----------------------------|---|-------------------------|
| 2.1. | Name of the subject | | |
| 2.2. | The code of the disciplines | | |
| 2.3. | Year of Study | I | 2.4. semester |
| | | | 1 |
| 2.5. | Type of Evaluation | | 2.6. Type of discipline |
| | | | Ob. |

3. Estimated study time

| | | | | | | | | | | | |
|------|--------------------------|--|------|-------------------|--|------|---------|--|------|------------|--|
| 3.1. | Number of hours per week | | 3.2. | from Which course | | 3.3. | seminar | | 3.4. | laboratory | |
| 3.5. | Total hours | | | | | | | | | | |
| 3.6. | Total hours | | | | | | | | | | |
| 3.7. | ECTS | | | | | | | | | | |

4. Specific skills Accumulated

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|-------------------|--|
| 4. General Skills | |
|-------------------|--|

5. Objectives

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|--|--|
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6. Content

| Topics | hours | Teaching Methods | Remarks |
|--------------------|-------|------------------|---------|
| 6.1. Course | | | |
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |

| | | | |
|----------------------------------|--|--|--|
| 6.2. Seminar / Laboratory | | | |
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 6.3. Bibliography | | | |
| | | | |

7. Evaluation

| Activity | 7.1 | Evaluation Criteria | 7.2 | Evaluation Method | 7.3 | In the final degree |
|---|-----|---------------------|-----|-------------------|-----|---------------------|
| 7.4. Course | | | | | | |
| 7.5. Seminar / Laboratory Activities | | | | | | |
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Proposal description
given of course,

Course Holder,

Seminar / Laboratory Holder,

Date of Approval,

Head of ICT Department,