

“BIOTERRA” UNIVERSITY BUCHAREST



Self-Evaluation Report

Institutional Accreditation

Name of the applicant/Higher Education Institution:	“BIOTERRA” UNIVERSITY BUCHAREST
Address:	Gârlei Street, no. 81, Bucharest
Telephone/ Fax:	+40-212-693.447 / +40-212-693.438
E-mail:	rectorat@bioterra.ro
Contact person(s) for Institutional Audit:	Rector: Professor Floarea Nicolae, PhD
Year of foundation of the Higher Education Institution:	2002

Legal status (public/private/other):	Private
Management board:	<p>University Professor Nicolae Ion, Chairman of the Board of Directors and President of BUB</p> <p>University Professor Nicolae Floarea, Rector of BUB</p> <p>Associate Professor Ciongaru Emilian, President of the Senate BUB</p> <p>University Professor Petculescu Nicole Livia, Prorector of International Relations</p> <p>University Professor Florescu Doina Geanina, Prorector didactic activity</p> <p>University Professor Nicolae Marian, Prorector of Quality in Education and Professional Orientation</p>
Faculties and departments:	<p>Faculty of Agrotourism Management</p> <p>Faculty of Food Products Engineering</p> <p>Faculty of Law</p> <p>Faculty of Control and Expertise of Food Products</p> <p>Faculty of General Medical Assistance</p>
Affiliated institutions (research centres etc):	Four Subsidiaries: Buzau, Focsani, Alexandria, Slobozia
Number of study programs, their profile and type:	<p>Engineering and Management in Public Food and Agrotourism</p> <p>Engineering of Food Products</p> <p>Control and Expertise of Food Products</p> <p>Consumer and Environmental Protection</p> <p>Law</p> <p>General Medical Assistance</p>
Number of enrolled students:	1958
Number of full-time teaching and research personnel:	88

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Abbreviations:

A.B. – Administrative Body

BUB – „Bioterra” University Bucharest

CEFP – Control and Expertise of Food Products

CEP – Consumer and Environmental Protection

COR – Classification of Occupations in Romania

E.C.T.S. – The European Credit Transfer System

EHEA – The European Higher Education Area

EMPFA – Engineering and Management in Public Food and Agrotourism

EQAC – Evaluation and Quality Assurance Commission

FE – Frequency Education

FPE – Food Products Engineering

GMA – General Medical Assistance

LFE – Low Frequency Education

NQA – National Quality Agency

P.S.O.C. – Professional Student Orientation Compartment

Q.M.S. – Quality Management System

R.A.Q.A.H.E. – The Romanian Agency for Quality Assurance in Higher Education

U.M.S. – University Management System

Chapter A. The profile, objectives and strategy of the institution

A.1. Mission, objectives and standards

The Strategic Plan (Annex A.1.1. - Strategic Plan of BUB 2016-2020) elaborated for the period 2016-2020 by the leadership of the Bioterra University from Bucharest; he has proposed to accomplish many objectives, from which we remember:

- ⇒ Continuous development of methods regarding the quality of university education, taking into account, on the one hand, the national and international standards and, on the other hand, the specifics of the university;
- ⇒ Development of new partnerships with higher education institutions from the country and abroad;
- ⇒ Accessing National and International Programs in order to improve the quality of educational act and scientific research;
- ⇒ Promote a staff policy based on the teaching and research performance principles, as well as on the professional development and attachment to the university;
- ⇒ Respecting and strengthening the autonomy of study programs;
- ⇒ Collaboration with various institutions in order to carry out student internships;
- ⇒ Applying a quality management, which will effectively correlate the requirements of teaching and research with the financial and material resources of the university;
- ⇒ Permanent student consultation to objectively record their needs and desires, with university management centered on the student.

The Strategic Plan elaborated up to the level of 2020 is materialized in annual operational plans at university level, implemented according to appropriate monitoring practices and mechanisms; the documents being permanently brought to the attention of the members of the academic community, which can be updated and adapted according to the evolution and context of the higher education.

A.2. Profile

The Legal Status of the University

Bioterra University Bucharest is a private institution of higher education and research, which was established within the Bioterra University Foundation, abbreviated "The Foundation". The foundation was established and became a non-profit legal entity on the basis of the constitutive act and its own statute of 19 May 1994, through Civil Sentence no. 88/1994 of the District Court Sector 1 Bucharest, remaining final. Currently, it works according to O.G. No. 26/2000 regarding associations and foundations, as amended.

For the legal establishment of the Foundation and the University were obtained the favorable opinions of the Ministry of Education, Research, Youth and Sport were obtained.

Founding members of the Foundation and the University are highly professional and moral personalities, teachers, researchers and practitioners of biotechnology, food engineering and security, environmental sciences and engineering, agrotourism, as well as recognized specialists from other fields of activity.

As part of the National Education System, Bioterra University Bucharest operates under the Romanian Constitution, Law no. 1/2011, of the National Education with subsequent modifications and completions, having its origin in Law no. 480, published in the Official Gazette of Romania, Part I, no. 518 of 17.07.2002, as amended by Law 480 of 19 December 2006. The legal status of the University is a private legal entity.

Since the time of accreditation, Bioterra University Bucharest has become an independent legal entity, not being an entity of the Foundation.

The University collaborates with the Foundation under the auspices of which it has been established and submits annually, on its behalf, a sum of its support.

Bioterra University Bucharest is a private, free, open educational institution, autonomous from both academic and economic point of view, based on the private property guaranteed by the Romanian Constitution.

The Charter of the Bioterra University Bucharest contains the major choices of the university community and applies throughout the university area, encompassing the set of rights and obligations as well as the norms governing the life of the academic community in its own academic space and is adopted by the university senate under the law.

Under Law no. 1/2011 of the National Education, Bioterra University Bucharest aims at vision promoting a value-oriented, creative, cognitive, volunteer and acoustic education, basic knowledge, skills and abilities of direct utility in the profession and in society.

The academic community is constituted from the teaching staff, faculty students and students of master programs. Academic community members remain alumni, professors and researchers who have worked in the past for Bioterra University Bucharest, but without having these prerogatives and decision-making skills. The academic community uses, in its work, auxiliary and administrative teaching staff.

Bioterra University Bucharest he assumes the established principle that education is a national priority for Romania, for higher education institutions, being an advanced research institution and education (Annex A.2.1. - Law 480/2002 on the establishment of Bioterra University in Bucharest).

Currently, Bioterra University Bucharest organizes and carries out bachelors and masters degree programs.

The Bachelor's / Master's degree faculties / programs are part of the structure of Bioterra University Bucharest (Annex A.2.2. - Nomenclature of domains and specializations, bachelors degree / masters).

A.3. Strategy and politics

According to the strategic development plan of BUB 2016-2020, one of the most important segments is the internationalization of the university.

International cooperation Bioterra University Bucharest is embodied in the development strategy of international relations, in accordance with the Bologna Declaration of 19/06/1999, with Romanian legislation and the principles of university autonomy. The Bologna process is in line with the objectives of the Education and Training 2020 and Europe 2020 programs.

Development strategy of international relations, according to Senate Decision BUB aims to ensure a high quality of teaching and academic research, promote mobility of students,

teachers and research to ensure a system of Credit Transfer and Accumulation like ECTS and the number of modules, subjects and study areas with content, orientation and organization that integrate the European dimension into higher education.

The objectives of the international cooperation strategy:

- ⇒ integration into the European inter-university cooperation system, contributing to the alignment of Romanian private higher education with European standards;
- ⇒ development of cooperation relations with international research / education institutions;
- ⇒ the expansion of international relations established in the field of scientific-teaching cooperation with EU institutions and universities;
- ⇒ compatibility of study programs at national and international level and compatibility of university diplomas and certificates;
- ⇒ developing international collaboration relations and increasing number of bilingual agreements with universities, institutes / bodies in the EU;
- ⇒ joining the Erasmus program and respecting its rules;
- ⇒ support for international partnerships;
- ⇒ establishment and development of joint master programs in collaboration with European partners;
- ⇒ expanding international student mobility to achieve transferable skills and promoting the values of European education;
- ⇒ developing measures to assess this mobility;
- ⇒ extending the international mobility of teachers - developing measures to assess this mobility;
- ⇒ increasing mobility opportunities and quality of mobility by 2020, by developing Bilateral Agreements for collaboration with universities / institutes / international companies;
- ⇒ encouraging teachers and administrative staff to participate in transnational mobility for integration into the world academic circuit;
- ⇒ deepening knowledge of languages both among students and teachers;
- ⇒ regular participation of teachers at congresses, sessions, international scientific events;
- ⇒ attracting "visiting professors and personalities" from the European space but also from third countries to support lectures / lectures in BUB;
- ⇒ supporting the organization of international events within the university;
- ⇒ increasing the number of international guests at the scientific manifestations of the university;
- ⇒ creating cooperation with European companies / bodies in the European space as well as from third countries in order to achieve transferable skills and promote the values of European education;
- ⇒ developing international reference points for different subjects and improving the teaching quality of study programs, oriented towards the labor market;
- ⇒ lifelong learning, an essential element of the European Higher Education Area (EHEA), with a view to enhancing economic competitiveness;
- ⇒ promoting the attractiveness of EHEA among teachers, students and researchers;
- ⇒ supporting research projects in collaboration with international institutions / companies;
- ⇒ opening of BUB to the international scene;

- ⇒ increase the scientific publications of the university in the languages of international circulation and the development of the current ones;
- ⇒ increase the number of foreign specialists publishing in the English magazine of BUB "Bioterra Bulletin of Scientific Information";
- ⇒ develop the exchange of information and experience on the common problems of education systems in the European Member States;
- ⇒ participation at international exhibitions and salons, for the promotion of the study offer and research at the Bioterra University Bucharest.

A.4. Institutional Autonomy

The organization of the University is based on the following principles:

1. Respecting the laws of Romania, the University, by understanding to comply with the Romanian Constitution and the Romanian laws, in general, as well as education legislation, in particular, including the normative orders and instructions of the Ministry of National Education or the normative acts of other competent authorities, according to the law.
2. Respecting European and world principles in education. The University respects the principles enshrined in the Universal Declaration of Human Rights, adopted by O.N.U. in 1948, and adhered to the "The Lima Declaration on Academic Freedom and Autonomy of Institutions of Higher Education 1988", "The Magna Charter of European Universities (Bologna, 1988)" and the Bologna Declaration on the European Higher Education Area .
3. The University Autonomy and Academic Freedom:
 - a) The University operates on the principles of university autonomy, under the provisions of the Romanian Constitution, of the National Education Law no. 1/2011, of the Law no. 480/2002, other normative acts, as well as the BUB University Charter.
 - b) Senate of "Bioterra" University Bucharest, respect the Emergency Ordinance no. 49/26 June 2014, published in the Official Gazette of Romania, Part I, no. 486 / 30.06.2014, which refers to private education and not only.
 - c) University autonomy manifested itself in the University's discretion over the state or political bodies in matters concerning the structure of the University, the managerial functions of the University and the faculties within it, the attributions, the way of establishment, the duration of the mandates, the age limits of the cadres didactic, cooperation and development of education, research, administrative, financial activity, as well as in its relations with institutions from the country or abroad.
 - d) Academic freedom includes the right to select members of the academic community, the right of the academic community to acquire, develop and transmit free knowledge through research, debate, teaching, reading, writing and other forms of communication, the right to research any subject, ethical rules, legislation and codes of ethics, as well as the right of the academic community to participate in the University's educational and scientific research activities as well as other related activities.
 - e) The autonomy of the Bioterra University Bucharest is based on the autonomy of organizing didactic-scientific structures, functional autonomy, economic-financial,

administrative autonomy, didactic autonomy, scientific autonomy, and judicial autonomy. (Annex A.4.1. - University Charter).

A.5. Cooperation

The international collaboration relations of Bioterra University Bucharest are regulated by bilateral agreements concluded with universities, institutes from abroad, according to the bilateral agreement in the documentation.

Also, in April 2018, the documentation related to the Erasmus Charter for Higher Education was submitted, following the specific stages of the evaluation to obtain it, starting with the next academic year, on the basis of existing bilateral agreements with foreign partners in the field of competence.

These partnerships are listed below (Annex A.5.1. - International Collaboration Partnerships):

- UNIVERSITA' DEGLI STUDI DI FIRENZE – Agreement of Cultural and Scientific Cooperation;
- CONSIGLIO NAZIONALE DI RICERCA (CNR), INSTITUTE OF ECOSYSTEM STUDIES OF PISA, ITALY - Agreement of Cultural and Scientific Cooperation;
- MEDITERRANEAN AGRONOMIC INSTITUTE OF CHANIA (MAICh), CRETE, GREECE - Agreement of Cultural and Scientific Cooperation;
- INSTITUTE OF ECOLOGY AND GEOGRAPHY OF THE ACADEMY OF SCIENCES OF THE REPUBLIC OF MOLDOVA - Agreement of Cultural and Scientific Cooperation;
- THE UNIVERSITY OF THE ACADEMY SCIENCES OF THE REPUBLIC OF MOLDOVA, CHISINAU - Agreement of Cultural and Scientific Cooperation;
- HIGH INSTITUTE FOR SPECIFIC STUDIES, EL-GIZA- CAIRO, EGYPT - Agreement of Cultural and Scientific Cooperation;
- CITY-HALL SAN GIULIANO TERME, PISA, ITALY- Agreement of Cultural and Scientific Cooperation;

Developing International Partnerships:

- FACOLTA' DI AGRARIA DI PISA, ITALY -- Agreement of Cultural and Scientific Cooperation;
- ISTANBUL GEDIK UNIVERSITY, TURKEY - Agreement of Cultural and Scientific Cooperation;

Chapter B. Quality assurance system and quality management

B.1. Quality Assurance System

Within the university, ensuring the quality of education is achieved through a set of actions to develop institutional capacity for development, planning and implementation of study programs, which creates the confidence of the beneficiaries that the education provider meets the quality standards (Annex B.1.1. - The Quality Management Manual of BUB).

The quality management system that was designed and implemented at BIOTERRA University Bucharest aims at:

- ❖ Meeting the requirements of the SR EN ISO 9001: 2008 Quality Management System standard, which refers to management responsibility, resource management, product achievement, measurement, analysis and improvement as well as to other standards and recommendations for quality assurance developed by ENQA and adopted the Bergen Ministerial Conference and other international meetings;
- ❖ Application of the basic principles of quality management.

The overall student support and guidance strategy is in line with the students' profile and the characteristics of those fields and specializations. In this respect, Bioterra University has developed a flexible and flexible system of academic support for students, assured for all graduate programs through a system of tutors for each year of study and tutors on modules. Thanks to these tutors, who train the entire teaching staff of the university, students are advised as well as the monitoring of their progress.

At the same time, in the conditions of the expansion of globalization, there are new issues alongside those already existing, which refer to the need to guarantee access to the global cultural, social and economic contributions of higher education and research, especially in light of the essential role that it plays in contemporary society based on knowledge. In this respect, the activity carried out in the university must comply with some generally valid principles, regardless of the fields in which it is specialized and the characteristics of the economic and social environment. Thus, higher education must:

- ✓ contribute to the economic, social and cultural well-being of the community;
- ✓ given the free movement, at least within the European Union, of people and, implicitly, of ideas, to contribute to strengthening the country's capacity to develop higher education and to promote it at the world level;
- ✓ for graduates of higher education to be able to provide a disciplinary and professional experience, higher education must inspire them with the critical thinking on which the principles of civic responsibility are based on local, national and global scale;
- ✓ to meet the high quality standards in the pedagogical and organizational field so that the graduates can cope with the competitive conditions on the labor market, no matter where this competitiveness occurs;
- ✓ ensure the possibility of international mobility of students, researchers and teachers.

In order to ensure quality, the university must:

- ✓ has a well-trained, experienced teaching staff to take into account the needs of students in the educational process;
- ✓ establish the practice of continuous examination, notification of deficiencies occurring along the way and their removal, permanent concern for the improvement of the educational process;
- ✓ to cooperate with student organizations, with governmental and nongovernmental institutions engaged in education or research, to develop principles and effective practices in quality assurance and to apply them in the Bioterra University Bucharest;
- ✓ to cooperate with governmental and non governmental institutions engaged in education and research to improve the exchange of information and cooperation with similar institutions in other countries, particularly those in the European Union;
- ✓ provide reliable information to interested persons - students, civil society, etc. - on the legal status of University programs and educational conditions, obtaining diplomas, offered courses, quality assurance mechanisms, as well, as any other relevant information proposed codes of good practice in this area;
- ✓ promote partnerships with educational and research institutions, as well as other forms of cooperation aimed at capacity-university higher education and research in basic and applied.

B.2. Ensuring internal and external quality

Improving the quality of education requires ongoing evaluation and analysis, based on the selection and adoption of the most appropriate procedures as well as on the choice and application of benchmarks.

The quality of the educational process is ensured by the following processes:

- a) Planning and effectively realizing the expected learning outcomes;
- b) Monitoring the results;
- c) Internal evaluation of the results;
- d) External evaluation of the results;
- e) Continuous improvement of educational outcomes.

The university has a policy program on quality, a program that also specifies the means of achieving it. Ensuring the quality of the learning process is a prerequisite for success. The Bioterra University Bucharest introduced, in this respect, a quality management system - SCMC (Annex B.2.1. - Regulation for the evaluation and quality assurance of education), in accordance with the national legislation, but also taking into account the changing demands of the labor market.

The University Quality Assessment Commission established at Bioterra University Bucharest meets on a half-yearly basis and whenever it is necessary to analyze the state of fulfillment of the objectives proposed by the "Program of Measures to Improve the Quality of the Education and Research Process".

The quality of teaching staff is the most important element of a modern learning process, directly linked to the demands of civil society and socio-economic needs.

In this respect, the strengths and weaknesses of the BUB system were identified based on student assessment, self-evaluation, peer evaluation, etc., by completing the evaluation forms and centralizing the results.

The Quality Assurance System for Educational and Scientific Research Services of Bioterra University Bucharest aims at: (Annex B.3.3. - Self-Assessment Report on Academic Quality Assurance):

- ✓ Ensuring a better cooperation of the educational and research services with the requirements and expectations of the students and student partners;
- ✓ Ensure real protection of the interests of partners interested in the services offered by the university;
- ✓ Ensure the necessary transparency regarding the use of the financial resources allocated for the achievement of the objectives regarding didactic services and scientific research.

B.3. Quality assurance monitoring

The main objective of our university is the quality of the teaching staff. In this respect, the evaluation is done annually in order to improve the teaching methodology in a timely manner, simplifying the learning process of the students (Annex B.3.1. - Evaluation questionnaires, Annex B.3.2. - Evaluation results).

The quality of teaching staff is the most important element of a modern learning process, directly linked to the demands of civil society and socio-economic needs.

In this respect, our university applies the following evaluation procedures:

1. Peer Evaluation

The peer evaluation procedure is as follows:

1. For each teacher, the evaluating teachers are established at the department level;
2. The Commission distributes to each evaluation teacher an evaluation form;
3. The evaluating teachers appreciate individually the didactic and research performance of each teacher based on a distinct score as it results from the questionnaire forms;
4. Each evaluation teacher grants a total of 10 grades, the awarding point being one point for the unsatisfactory score, 2 points for the satisfactory grade, 3 points for the good score and 4 points for the qualifying very good (4 points maximum);
5. Valuing teachers complete the evaluation forms, sign them and hand them over to the committee.

2. Managerial evaluation

The results and performance of the teaching activities are evaluated annually. The purpose of this evaluation is to stimulate the professional development - professional, scientific, pedagogical and moral - behavioral behavior of all faculty teachers.

The department manager carries out his / her own managerial evaluation of the teaching staff, focusing on both the chief-subordinate relationship (according to the job description) and the peer evaluation, in which case the objectives of the teaching staff, the receptiveness of the

teaching staff to the department's requirements and its involvement in increasing the performance of the group to which it belongs.

This evaluation is important for each teacher in order to modernize the effective application of the university curriculum and to improve the educational management at the level of the department as a basic entity of the university structure.

The evaluation procedure is as follows:

1. The department manager shall individually assess the didactic and research performance of each teacher based on a distinct score as derived from the questionnaire forms;
2. In this assessment the department manager shall take into account the peer evaluation sheets, the degree of involvement of the teaching staff in solving the department's problems and his / her own opinion;
3. A total of 10 grades is awarded, the scoring mode being one point for the unsatisfactory score up to 4 points for the very good score (4 points maximum).

3. Teacher evaluation by the students

The procedure for teacher evaluation by students is the following:

1. The Commission distributes to each student an evaluation form corresponding to each teacher;
2. Students individually appreciate the pedagogical performances of each teacher and assign grades/points as they result from the questionnaire forms;
3. Each student gives a WEAK / 2 point mark - SATISFACER / 3 points - GOOD / 4 points - VERY GOOD / 5 points for each criterion, namely teacher evaluation, assessment of the discipline and assessing the learning environment;
4. Students submit the questionnaire forms filled out to the didactic performance evaluation committee.

Students complete forms from their own initiative and without any constraints, guaranteeing their anonymity, being responsible for the truthfulness and seriousness of the answers.

Teachers are evaluated by the students of Bioterra University Bucharest in the semesters: I and II, of each academic year.

4. Evaluating students' disciplines:

The discipline evaluation procedure is as follows:

1. The Commission distributes to each student an evaluation form corresponding to each subject studied;
2. Students individually appreciate the relevance of the subject studied in relation to the objectives of the specialization, the use of acquired practical skills, the relation between the theory and the practical applications, the atmosphere created by the didactic framework, etc. and assigns grades / points as it results from the questionnaire forms;
3. Each student gives a single level of appreciation from VERY WEAK / 1 point - WEAK / 2 points - MEDIUM / 3 pts - GOOD / 4 points - VERY GOOD / 5 points for each criterion;

4. Students submit the questionnaire forms filled out to the didactic performance evaluation committee.

Students complete forms from their own initiative and without any constraints, guaranteeing their anonymity, being responsible for the truthfulness and seriousness of the answers.

5. Self-evaluation

By self-evaluation, teachers can provide a complete description of their work as well as the intellectual effort behind this performance. Self-evaluation is done annually and has as its object the work carried out by each teacher. The self-evaluation sheet is supplemented by CVs as an integral part of the promotion dossier that reflects the entire activity of a teacher.

The self-assessment procedure is as follows:

1. The Commission provides the teachers with a self-assessment framework sheet in electronic format;
2. Each teacher completes the self-evaluation form, highlighting scientific activity, didactic activity, recognition of professional prestige at national and international level, etc.
3. Teachers calculate the number of points according to the activities carried out and the achievements obtained;
4. The self-evaluation form shall be signed and handed over to the Teaching Performance Evaluation Board.

Teachers' self-evaluation is done on the basis of the self-evaluation sheet and the obtained scores are verified and centralized by the Department Directors within BUB.

6. Assessment by students of the learning environment

The student's assessment of the learning environment is made by its own initiative and without any constraints, being optional and anonymous.

The procedure for evaluating the learning environment by students is as follows:

1. The Commission distributes to each student a form of assessment of the learning environment;
2. Students appreciate individually the degree of space provision, the appreciation of Bioterra University at the national level, the environment of the rooms, the way of eliminating the stress factor, etc. and assigns grades / points as it results from the questionnaire forms;
3. Each student gives one level of appreciation from the UNSATISFACTORY / 1 point - SATISFACTORY / 2 points - GOOD / 3 points - VERY GOOD / 4 points for each criterion;
4. Students submit the questionnaire forms filled out to the didactic performance evaluation committee.

Chapter C. Management and institutional management

C.1. Organisational structure

At the Bioterra University Bucharest (BUB), teaching or research positions are usually held for an indefinite period, only by public contest, according to Law no. 1/2011, National Education, H.G. no. 457 of 2011 regarding the approval of the Framework Methodology of the competition for occupation of vacant teaching and research positions in higher education with

subsequent modifications and completions, Law no. 319/2003 regarding the Statute of the research development personnel, Law no. 53/2003 on the Labor Code, republished, with the subsequent amendments and completions to the Order of the Minister no. 6129 / 14.02.2016 regarding the standards approval of the minimal necessary and mandatory for the awarding of higher education didactic titles, professional research and development degrees and the present Methodology, hereinafter referred to as Methodology (Annex C.1.2. - Methodology for occupation of teaching positions).

C.2. Academic freedom and teaching

"Bioterra" University Bucharest is a free environment of political, religious and economic power, pressure and constraints, except for scientific, legal and ethical constraints. Members of the academic community are protected from censorship, manipulation, persecution, in compliance with scientific standards and professional responsibilities. Any member of the academic community has the right to freely and openly express his/her scientific opinions inside or outside the university within the limits of the provisions of the Code of Ethics and should avoid harming others' freedom on the basis of respect for the free expression of opinions. (Annex C.2.1. - BUB Ethics Code).

Critical approach is encouraged, without the admission of defamatory accusations or personal attacks to other members of the university community, intellectual partnership and cooperation regardless of political opinions (forbidden to promote extremist, xenophobic or racist ideas or practices) or religious beliefs being forbidden to religious proselytism) within the provisions of the Code of Ethics. It is intended to support the members of the academic community (students, master students, teaching staff, researchers, auxiliary teaching staff, and administrative staff) to identify and solve the moral problems that may arise during the studies and the employment. Members of the university community are also those who have been given this quality by the University Senate.

Within the Bioterra University Bucharest, the Ethics Commission is carrying out its work with the purpose of implementing the provisions of the Code of Ethics and, last but not least, strengthening and promoting professional, moral and civic behavior for both teachers and students. (Annex C.2.2. - Ethics Committee Report 2016-2017).

C.3. Decision-making processes

The university senate is the highest governing, decision and deliberative body in the University. The Senate represents the university community and is the guarantor of academic freedom and university autonomy.

The Senate is composed of 75% of teaching and research staff and 25% of students. The Senate of Bioterra University Bucharest is made up of 21 members, of which 15 teachers and 6 students. The university senate chooses, by secret ballot, a chairman who heads the senate meetings and represents the senate in relations with the rector.

The Administrative Body of Bioterra University Bucharest is appointed by the Founding Board, assures the executive and operational management of the university and applies the decisions of the university senate.

The Administrative Body (A.B.) may include rector, vice-rectors, deans, other experienced faculty leaders and students. Currently C.A. of Bioterra University Bucharest has 9 members.

The faculty council is the decision-making and deliberative body of the faculty. The faculty council consists of a maximum of 75% of teaching and research staff and at least 25% of students' representatives (Annex C.3.1. - Comenius Board, Senate, Faculty Councils).

C.4. Areas of activity

Within the Bioterra University Bucharest, working committees work under the direct coordination of the President of the Senate, guarantor of academic freedom and university autonomy (Annex C.4.1. - Component of the Working Committees of BUB).

C.5. External mechanisms

From the dynamics of the school population analysis (www.insse.ro) a worrying decrease of the potential graduates arose, the university opting as a strategy, bringing candidates out of the extra-community space. In this respect, following the mobilization of the recruiting team, a chart of educational fairs, both open to the public and closed circuit was created for recruitment agencies.

We point here, as reference, the educational fairs in Kuala Lumpur, Istanbul, Bucharest (RIUF), Sofia, Dubai where the University had a presentation stand, being present at all promotion sections, including in the plenary of presentations.

To promote the educational offer, promotional materials were made both in printed and electronic form: flyers, brochures, roll-ups, agendas, dedicated websites, advertising clips, multimedia presentations.

Following the context of globalization, the university has adapted to new professional guidelines and has moved on to an aggressive internationalization policy, being in the process of accrediting English study programs as well. Thus, the addressability segment grew, with contracts with recruiting agencies around the world (Annex C.5.1. - Contracts with student recruitment agencies).

Chapter D. Educational activities, including study programs

D.1. Study programs, teaching and learning activities

D.1.1. The results of the learning targeted, objectives and qualification competencies

The mission of the Bioterra University Bucharest is to train highly qualified specialists in accredited fields, as well, as other specialized fields capable of responding to a high level of the requirements of economic and social practice through the bachelor's and master's degree programs within the BUB.

Our university provides for students modern ways of acquiring professional competences, including disciplines whose treatment is also intended to develop students' intellectual analysis and synthesis skills and to develop practical skills related to the place and role in the process of reforming Romania as an EU Member State (Annex D.1.1.2. - Study Programs Mission).

The qualification objectives of the Bachelor's degree programs in BUB are the training of graduates capable of practicing professions in the field of graduate (Licensing Program Law: Legal Advisor, Counselor and Legal Consultant, Consultant Lawyer; Food Process Engineering (FPE) License Program: Food Industry Engineer, Inspector specialist in food industry engineer, research engineer in agricultural product processing technology, etc. License Program for Food Products Control and Expertise (CEFAP): food industry engineer, specialist inspector - food industry engineer, research engineer in food control ; Bachelor's Degree Program in Engineering and Management in Public Food and Agrotourism (EMPFA): Chief Hotel Chief, Hotel Receptionist, Travel Agent, Economist Engineer, Commercial Company Director, Sales Director, Commercial Director, Store Director, Director of Event Management , director of fast-food, tourism analyst, teacher high school - post-secondary education, small enterprise manager - owner (assistant) in services, head of marketing services, director of agricultural commercial company, quality specialist; General Medical Assistant (GMA) license program: general nurse.

Also, Bioterra University Bucharest, through the Bachelor's degree programs, aims to prepare students to become responsible citizens, balanced individuals with an interdisciplinary approach.

As a corollary of the above, the general competences that our university students have to develop are: developing critical thinking; definition and description of basic notions, processes and phenomena, explaining their genesis and evolution; identifying appropriate legal reasoning; manipulation of the data obtained through theoretical research, as well as the analysis of the obtained results; the use of information and communication technology to collect and analyze information; applying multidisciplinary and multidisciplinary principles in addressing different areas of activity (Annex D.1.1.1.- Description of study program qualification).

D. 1.2. Structure and Content of Study Programs

The content of Bioterra University's educational processes respects the competency standards developed at national level and ensures compatibility with plans and programs of similar studies in the European Union countries (Annex D.1.2.1. - Educational curricula). Each module included in the curriculum has study programs with a content corresponding to the profile and mission of the specialization. The organization of the academic year is made for each bachelor degree program on two study periods of 14 weeks. The themes of all modules meet the

requirements of appropriate training. The consistency between the modules offered and the objectives of the study programs is ensured by: continuing the vertical training, by group of modules, starting from the basic ones to those with applicability in the specialized field; the content of the curricula, including the chapters presenting the fundamental notions (definitions, methods, principles, etc.), chapters based on a concrete presentation of the specific elements of each subject and of the applied works according to the specialization, lead to the stimulation of the personal initiative in the field of competence.

Teaching concepts and teaching methods implemented in our university are student-centered; thus, students have access to adequate support and guidance for organizing and completing courses as well as for the learning process in general.

The teaching strategy used is achieved by increasing the level of training of the students, according to their needs, expectations and goals: the implementation of new teaching methods and procedures, the widespread use of active - participatory methods, perception, attitude and knowledge of mentality , among students and teachers; technical and internet support for educational purposes (teaching, learning, practicing), the use of fully equipped laboratories, the use of computer projection systems and audio-visual equipment to improve graphics support for courses and other activities; maintaining the teacher-student dialogue. The didactic method is based on a combination of lectures, interactive group discussions, creative critical analysis, using current teaching technologies, based on I.T. For curriculum subjects, courses, case studies, etc. are developed.

The workload for each module (including contact hours / practice / study hours) and the corresponding credit points are mentioned in the module descriptions of Bioterra University's bachelor degree study programs along with the qualification objectives, skills and learning outcomes, requirements for credit granting, the degree of use of modules and the recommended bibliography.

Module descriptions are developed by the teaching staff for all study subjects in the curriculum of the bachelor degree programs.

Bioterra University Bucharest encourages the evaluation of the learning process in order to improve the teaching process and to provide students with the most useful information and learning methods.

Thus, the teaching concepts and teaching methods applied within our university encourage students to think independently and critically, to formulate their own rationales and arguments, as is obligatory for a practitioner's future. Our goal is to educate students rather than inform them, so that they can function in a constantly changing legislative context and in a society whose values are sometimes questioned.

In accordance with the European Credit Transfer System (ECTS), all modules in the Bioterra University's bachelor degree and master curriculum have awarded credit points. For credit quantification, all forms of activity are taken into account: course, seminar, exams, practice, individual study, and project. Credits are given in compact packages to modules, depending on their relative importance (as workload required by the student) over a semester.

The number of credits actually granted to a module depends on the estimated workload required to achieve the expected educational outcomes. The number of contact hours is not the only criterion for the allocation of credits, as they represent only part of the whole student activity together with the practical classes and the individual study hours.

Teachers are involved in the credit allocation process. Students receive all the credits granted if they promote all the disciplines provided in the curricula for the undergraduate degree programs. Credits are transferable between structures that belong to certain specializations or from one unit of study to another. (Annex D.1.2.2. - Regulation of the E.C.T.S.).

The Bachelor's degree awarded by our university is based on H.G. no. 607/2014, regarding the approval of the content and the form of the study papers to be issued to the graduates of the first cycle (Annex D.1.2.3. - Supplementary Diploma Supplement).

D.1.3. –Admission rules

The admission to the Bachelor's degree programs in the BUB, July / September sessions shall be carried out in accordance with the specific admission procedure, which expressly stipulates that only high school graduates with a baccalaureate diploma may enroll in the admission contest.

Age, gender, ethnicity, religion, race, affiliation to a political or legal organization (or whose activity does not violate Romanian law), or chronic diseases that do not pose a risk to the community, including AIDS, are not selection criteria for candidates (Annex D.1.3.1. - Admission Methodology).

D.1.4. – Student assessment methods

The examination system aims to verify whether the target qualifications were achieved by the students. Exams focus on the knowledge and skills of the students. Frequency and organization of examinations are appropriate and proportionate. Exams are planned to allow the student a balance between study time and rest time.

Requirements for examining student performance are regulated and published.

Our institution has a regulation on the evaluation of students (Annex D.1.4.1. - Evaluation and Grading Regulations for students on FE/LFE) which it applies rigorously and consistently. All exams take place on campus, in the presence of the teacher and at least one specialist collaborator. The results obtained by the students during the training are recorded according to the legislation in force, in the forms approved for this purpose (catalogs, centralizers, matriculation registers).

Bioterra University Bucharest aims to strengthen a distinct identity in higher education and the Romanian scientific framework by promoting receptivity to students' problems and needs by offering equal opportunities to all members of the university community. Our university fully respects and promotes the rights of students with physical disabilities in the conduct of academic activities. Students with physical disabilities have access routes to most of the university spaces. All university students are treated fairly and fairly, we do not allow exploitation, whether direct or indirect, and adhere to the idea that justice is based on fair and equitable sharing of rights and duties. (Annex D.1.4.2. - Regulation for students with locomotor disabilities and chronic diseases).

The rights of students with physical disabilities in carrying out their academic activities are provided by Art.118, paragraph (3) of the Law no. 1/2011, of the National Education with subsequent modifications and completions.

Each teaching activity included in the curriculum, including specialist practice, ends with a final assessment. The evaluation results are expressed in notes from 1 to 10, expressed in full numbers, the minimum promotion mark being 5.

D.1.5. Quality Assurance Methods for Study Programs

The university degree program at the level of the University and at the level of each faculty is designed and implemented taking into account the requirements of the current university specializations, the changes and transformations that are recorded in all the fundamental components of the social life.

The programs are structured and are carried out according to the normative requirements of the national education legislation, covering fundamental, specialized, complementary, compulsory, optional and optional subjects. They are subordinated to the essential objective of education, to provide the specific knowledge, skills and competences appropriate to the professional qualifications required by the current state and perspectives of the evolution of society.

At the same time, study programs aim to ensure the compatibility of studies offered by BIOTERRA University with study plans and programs in other EU countries and other countries of the world, according to the European credit transfer system.

Through their content, the study issues aim at ensuring sound, theoretical, practical and applicative, harmonious training, enabling university graduates to properly integrate into active working life and to participate effectively in the changing social and practical life, and transformation (Annex D.1.5.1. - Quality Assurance Procedure for Study Programs).

D.1.6. Subsequent programs

Additional educational courses - continuous training;

Since 2012, Bioterra University Bucharest has expanded its activities by offering professional training programs. These have emerged from the desire to meet the needs of the market in terms of adult vocational training through modern and effective methods.

Bioterra University Bucharest is a provider of training authorized by the National Qualifications Authority, in accordance with the provisions of Government Ordinance 129/2000 on Adult Vocational Training.

The staff of the Bioterra University Bucharest, who is directly involved in the adult training process, participated and will participate in training courses/initiation on the on trainers training line, exchange of experience in adult training, collaborative contacts and exchange of experience, and good practices with training units from different countries.

The duration of the programs is between 1 and 3 months, depending on the complexity of each occupation.

Occupations for which they opt involve:

- the level of studies (as the case may be: general school, arts and crafts school, high school, higher education) according to the conditions imposed by each training program;
- the structure of the training programs on modules (theoretical training/practical training);
- theoretical training - takes place in the classrooms of Bioterra University Bucharest, being provided by specialized trainers and experienced in the field;
- practical training - is carried out both in the own laboratories of Bioterra University Bucharest, as well as within the specialized economic agents.

The training process is evaluated on a permanent basis, aiming to acquire the trainees of all the professional competence units stipulated in the occupational standard.

The areas of qualification authorized and organized within Bioterra University Bucharest are:

No. Crt.	NAME QUALIFICATION	No./ Authorization date NQA
1.	Entrepreneurial skills	40/14984/05.12.2012
2.	Worker in plant culture	40/6475/28.08.2014
3.	Trade worker	40/6476/28.08.2014
4.	Operator in the preparation of canned meat, fish and vegetables	40/6478/28.08.2014
5.	Tourist Board Administrator	40/6477/28.08.2014
6.	Worker in meat, fish, milk, canning	40/6693/30.07.2015

Up to now, 447 people have been certified in the continuous professional training courses organized by and within the Bioterra University Bucharest.

For Students of the Bachelor's Degree Programs at Bioterra University Bucharest, the practical part of learning is of major importance, which is why our university has always encouraged students to go through internships in their curriculum, supporting them by concluding practice agreements with different institutions.

The themes for practicing the internship are determined by the supervisor together with the responsible person appointed by the trainee partner, depending on the field of activity and the characteristics of the trainee partner, and are included in the practical curriculum annexed to the Practical Training Framework Convention.

Based on the framework agreement, for practicing the internship, the practice partner guarantees during the practice period, under the guidance of one or more responsible persons, that all the conditions for the training and acquisition by the student of the professional competencies planned for the internship period are respected.

Practical training is compulsory, students obtaining the number of credit points according to national legislation (Annex D.1.6.3. - Practice Regulations of the BUB and Protocols of Practice).

D.2. Conditions for teaching and learning

Bioterra University Bucharest has constantly and rapidly developing its own spaces for teaching (lecture halls, laboratories, seminar halls) as well as endowing them with the standards required by the promotion of high quality higher education.

BUB at its establishment had its own patrimony under Art. 5 of Law 480/2002, consisting of real estate, movable assets, financial assets and current assets. BUB Patrimony has developed

a sustained development by building and purchasing new spaces dedicated to didactic activity (Annex D.2.1.1. - Material basis of the university).

The development of the material base was carried out in accordance with the mission and strategic objectives of BUB in order to ensure the education and research facilities corresponding to the specifics of the study programs, through teaching or teaching rooms, didactic and research laboratories, practice and research centers, student hostels and other social facilities, in accordance with the technical norms safety and hygiene and sanitation, while respecting the differences between the day and the reduced frequency, respectively the objectives of the research activity.

Their quality is assessed by surface area, volume, technical condition, number of students and teaching and research staff, differentiated by study programs and institutional level by reference to the rules in force. The development of this material basis is also pursued through a realistic investment policy, based on the forecasted revenue in the Income and Expense Budget.

The rooms allocated to the teaching process have technical equipment for learning, teaching and communication that facilitates the activity of the teachers, increasing the degree of interest and receptivity of the students.

D.2.1. Infrastructure and spaces

D.2.2. Library

Bioterra University Bucharest has a central library available to both students and its staff, as well as other libraries in the BUB. It is open daily from Monday to Friday and additionally during the examination sessions. It has both traditional means of information, namely printed book, as well as electronic acquisition. The reading room inside the library has a total of 30 seats for students and teachers. The total library fund - for all faculties within the University - is about 44,000 volumes, of which 61% are more recent than 10 years.

Bioterra University Bucharest also has an on-line library (<http://www.bioterra.ro/suport-curs>) accessible to students, with an account created within the U.M.S. (University Management System). The interaction with the teachers and the specific tasks of the evaluation is done through the e-learning platform (<http://e-learning.bioterra.ro>), where the courses and the evaluation tests are posted (Annex D.2.2.1. - Library).

D.2.3. Counseling and assisting students

At the Bioterra University Bucharest level, there is a Professional Student Orientation Compartment (P.S.O.C.) where students are counseled, a department working on the basis of the Functioning Regulation (Annex D.2.3.1. - Student Counseling and Assistance).

The strategy on general support and guidance for students is consistent with the students' profile and the characteristics of those fields and specializations.

Graduates of our university study programs acquire skills that enable them to adapt to the relevant fields of work and to integrate both on the national labor market and on the international labor market.

The selection of the study programs and their dimensioning is done according to the market requirements, and BUB is a new qualification promoter introduced in the Romanian Occupation Classification (COR) as follows:

- ⇒ Engineering and Management in Public Food and Agro-tourism;
- ⇒ Food Product Control and Expertise
- ⇒ Consumer and Environmental Protection.

Interaction with graduates is done through electronic communication (mail, telephone, electronic socialization platforms), through face-to-face meetings and the raising of study papers (questionnaires).

D.3. Strategy and research activity

Programming the research

The strategic objective of the Bioterra University Bucharest consists in the justified desire to become a strong higher education and high-level scientific research base, which, having a specific mission and a highly qualified teaching staff made up of teachers and practitioners in the field of control veterinary medicine, agro-tourism, the food industry process, as well as national and international law, administrative sciences, European law, to prepare specialists in areas currently insufficiently covered by improved cadres in the field of rural and ecological tourism, production processes in the food industry and switching to complex manufacturing, in a dynamics of diversification, requiring control techniques and the pursuit of science-based production of the management of the food production companies, ensuring the obtaining of some quality food products that comply with European Union standards.

The research strategy developed for the period 2016-2020 (Annex D.3.1. - University Research Strategy 2016-2020) clearly specifies the objectives, the projects and the expected results of the research, as well as the resources for realization and the ways of capitalizing. The research objectives are institutional, the research activity being carried out in the laboratories of the institution, its own practice centers and research centers as well as within accredited research centers and laboratories based on collaboration contracts.

The scientific research activity is carried out in BUB according to the assumed research mission, based on the Regulation on the organization, operation and financing of scientific research (Annex D.3.5. - Regulation on the organization of scientific research).

Research interests are predominantly institutional, research programming takes into account and is carried out within the national framework in terms of competitiveness and valorisation, the research being predominantly national as well as international.

Faculties have their own research plans in the fields that coordinate them, they are included in the strategic plans of each faculty. The research topics are in all cases included in the scientific areas of the Bachelor's degree programs, as shown in the research plans mentioned above.

Dissemination of the research results is done through participation in international symposiums, through publications in specialized journals (ISI, B + quotation) and by printing of university courses and specialized books (Annex D.3.2. - Scientific activity of BUB).

Carrying out the research

The research topic approached in the university has an interdisciplinary character and presupposes in its realization the involvement of teachers and students, as well as of external

collaborators such as: Academy of Scientists from Romania, Institute of Food Bioresources, Institute of Agrarian Economics of the Academy Romane, Institute for Plant Protection, Research Stations subordinated to the Academy of Agricultural and Forestry Sciences, Institute of Specialized Higher Education, commercial companies, with whom there are collaborations in this respect.

The themes of the research plan are supported by the university, through financial, logistical and human resources, in order to obtain concrete, pertinent and objective results with applicability in the field.

The financial resources come from the funds allocated by BUB for research (Annex D.3.4. - Functional and Financial Resources for Research).

Funding can also be added to funds from the implementation of research results in practice in their own centers or at economic agents.

Logistic resources - the scientific research activity is carried out mainly in its own laboratories, in the didactic practice centers and in its own researches, which ensure optimal development conditions.

The facilities of the own laboratories involved in the scientific research activity allow performing optimal and qualitative research themes.

The research has financial, logistical and human resources to achieve the proposed objectives.

The scientific research activity carried out to date at Bioterra University Bucharest results from (Annex D.3.6. - Results and evaluation of the research activity).

Revaluation research

The results of the scientific research activity carried out in BUB have been used by publishing books, monographs, scientific papers in specialized magazines with international and international quotations, participation in national and international scientific events, obtaining medals, diplomas and patents.

Publications, scientific articles developed by teachers and students for the specializations of BUB (books, monographs, university courses, book chapters, treaties, participation in research projects / programs) can be found in (Annex D.3.2. - The scientific activity of BUB) and in (Annex D.3.3. - Participation of teachers and students in research).

At the BUB level, scientific symposiums are finalized with the appearance of volumes that include the publicly supported works and are edited Annals of the Bioterra University Bucharest; also published the journal "Bioterra - Bulletin of scientific information" in English.

Teachers from BUB have participated with scientific papers at several national and international conferences, such as: 15th International Multidisciplinary Scientific Geoconference - SGEM 18-24 June 2015, Albena, Bulgaria; The 14th International Symposium "Prospects for 3rd Millennium Agriculture" 24th - 26th of September 2015 Cluj-Napoca; Symposium "Actual Tasks on Agricultural Engineering", Opatija, Croatia, 2015; International Scientific Session "Agro-Food and Rural Development in South-Eastern Europe - Challenges for the Future", Bucharest, 2014; International Scientific Symposium "Agriculture of Romania in the context of the CAP", October 2014, Iasi; Il Congresso RIRAB and IX Convegno ZooBio Di Consiglio Nazionale delle Ricerche, Rome, Italy, June 2014; International Scientific Conference of

Doctoral Students "Contemporary Trends in Science Development: Visions of Young Researchers - Academy of Sciences of Moldova, Chisinau, March 2014 etc.

Cooperative and collaborative relationships in progress with other universities are presented in (Annex D.3.5. - Regulation on the Organization of Scientific Research), involving teachers, researchers and students.

Following the participation in various scientific events dedicated to the research, the teaching staff BUB have obtained distinctions made through medals and diplomas from which one can highlight:

- ⇒ Salon International des Inventions Genève - four diplomas;
- ⇒ Bronze medal for the product "Soybeans for human consumption";
- ⇒ Silver Medal for the product "Natural Juice from Fir-Buds";
- ⇒ Medal Genius for "Vodka Bioterra"
- ⇒ Bronze medal for the product "Chicory based natural concentrate";
- ⇒ Diploma for inventions - Brussels Eureka for the product "Alcoholic beverage";
- ⇒ Brussels Eureka Invention Diploma for "Carrot juice mixed with seabuckthorn juice".

Consistent with the policy of promoting scientific research within BUB, during the reference period, scientific events with internal and international participation were organized, in which teachers and students are directly involved. We believe that through the work done and presented succinctly, the standards for scientific research are fulfilled.

Functional and financial resources for research

The scientific research at the Bioterra University Bucharest constitutes, together with the didactic activity, the main mission of the teachers, of the master students and of the scientific circles of the students. The University has proposed the development of the comprehensive side through the scientific research activity in engineering and managerial sciences related to public nutrition and agro-tourism, food engineering with specialization in the control and expertise of food products, as well as in the field of juridic studies.

Thus, the leadership of the Bioterra University Bucharest, approved and endowed all the laboratories within the University with the latest equipment, financially supported all the teachers and master students in order to submit scientific papers (participation fees, transport, accommodation , mass), contributed to the diminution of the carbon footprint by accessing projects with non-reimbursable funds, etc.

The research, development and innovation activity of the Bioterra University Bucharest is organized and operates on the basis of national legislation and the European Union legislation.

Among the most important goals that Bioterra University Bucharest adopts regarding the development of scientific research are the following:

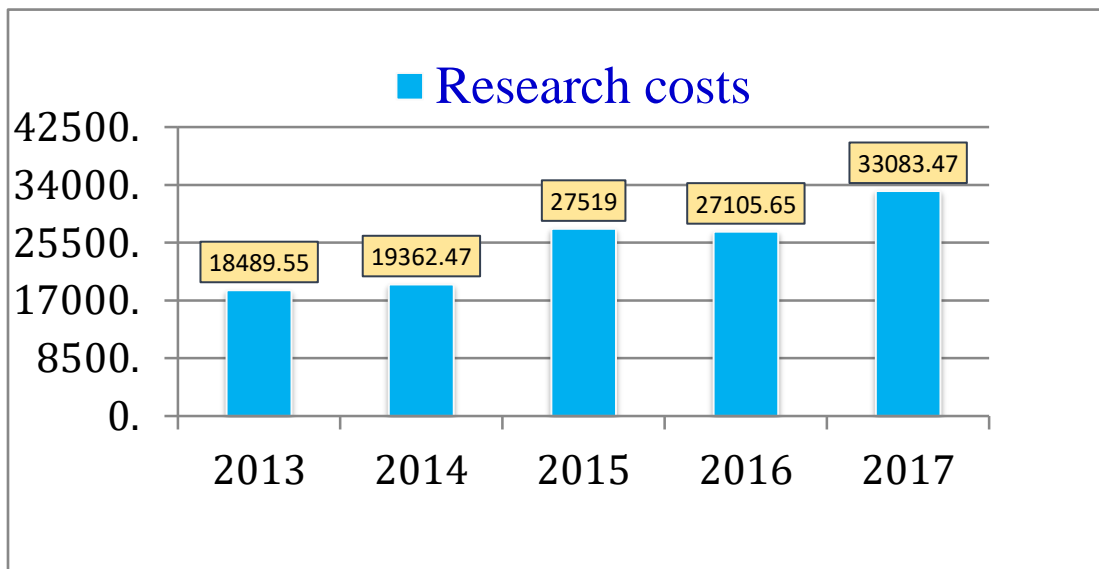
- Constantly acts to increase scientific research activity by boosting performance;
- Supporting teams that develop projects that are exploited through direct application in economic and social space and through papers published / presented in internationally recognized journals or international conferences;
- Uses all available tools to increase the importance and weight of scientific research in academic activity;

- Financially supports the improvement of the training of young teachers, carrying out research activities, through internships conducted within national and international research centers;
- Supporting the activity of integrating and modernizing the material base for research;
- Develop partnerships for research projects.

The most important laboratories in the University are: Physical Chemistry Test Laboratory, Green Laboratory, Mobile Research Laboratory and Forensic Laboratory.

According to the objectives assumed by the leadership of the Bioterra University Bucharest, in 2015, a Research and Development Collaboration Contract was signed and developed in the amount of 10,337,478.00 lei, of which 2,850,000.00 lei was the contribution of the University.

From the dynamic of the evolution of research expenditures we can observe the vector of interest materialized by increasing investments, culminating with the year 2017.



E. Infrastructure and functional resources

E.1. Spaces, material and functional resources

Student management, interaction with the secretariat and management of learning resources have made investments in educational platforms for both students and teachers. They were also purchased for dedicated software specialty software applications (Appendix E.1.1.- Electronic Resources Available).

Electronic platforms:

- ⇒ e-learning Platform: <http://e-learning.bioterra.ro/>
- ⇒ Platform U.M.S. (University Management System)
- ⇒ Document editing software (Diplomas, Diploma Supplement)
- ⇒ Online Library: <http://www.bioterra.ro/suport-curs/>
- ⇒ Accounting Software - Ciel
- ⇒ Legis - Educational Software - Legal Sciences
- ⇒ Sintact Legal silver - Legal Sciences

Software Laboratories:

- ⇒ Windows 7
- ⇒ Microsoft Office
- ⇒ NX – license - Siemens
- ⇒ Teamcenter License - Siemens
- ⇒ Libre Office
- ⇒ Open Office
- ⇒ Mathcad Education -University Edition (25 pack)
- ⇒ OfficeStd 2010 SNGL OLP NL Acdmc
- ⇒ VisioStd 2010 SNGL OLP NL Acdmc
- ⇒ C++
- ⇒ Java
- ⇒ Python

E.2. Teacher and additional staff

The teaching staff of BUB (Annex E.2.1. - Didactical Human Resources) conducts scientific research activities in the field of curriculum areas of the curricula related to the bachelor study programs.

Basic and associate teaching staff involved in scientific research at university level, academic year 2017-2018:

Teaching staff	Total	%
University Professors	15	17,04
Readers	19	21,59
Lecturers	54	61,36
University Assistants	0	0
Total	88	100

All the teaching staff involved in the research at the Bioterra University Bucharest has doctoral studies.

The report from the number of teachers and students

Since its inception, BUB has led a consistent policy of development of the teaching staff by capturing and employing high-profile socio-professional teachers in the areas of competence required by curricula that take place at faculty level.

The Teaching Staff comprises titular teaching staff and associated teaching staff whose qualifications correspond to study programs and the quality objectives assumed. The basis for the selection of the teaching staff was the teachers who acted as titulars in state higher education, valuable cadres of research and production that have been titularized, as well as the best graduates of our faculties.

Titularization of teaching staff is based on the Law no. 1/2011, of the National Education and its own regulations specified in the "Own Methodology of Competition for the Occupation of Teaching and Research Teachers". For each study program in BUB there are teaching staff who, as a number and basis of operation, are suitable for the total number of students, performing their attributions according to the job description (Annex E.2.3. - Teaching Staff and Leadership). The report of the teaching staff / no. enrolled students is optimal and is established by BUB depending on the specificity of each study program. For the improvement of the teaching staff there is a constant preoccupation through international exchanges and mobility, aimed at professional, didactic and scientific improvement.

Synthetically, the ratio of the number of teachers and students between 2013 and 2018 is as follows:

No. crt.	University year	No. of Total students	No. of Total Teachers	Report of students/professors
1.	2013 - 2014	3339	135	24,73
2.	2014 - 2015	2448	96	25,5
3.	2015 - 2017	1928	108	17,85
4.	2017-2018	1826	88	20,75
	TOTAL:	9433	TOTAL:	22,07

From the data presented above, it can be noticed that through the adopted personnel strategies and the measures taken, BUB has tried to permanently improve its performance indicators, and this concern also exists for the future. Unfortunately, the total number of students has decreased due to the dynamics of the school population, the number of high school graduates being continuously decreasing.

The non-teaching staff, 59 people (Annex E.2.2. - Non-Didactical Human Resources) support educational activities, ensuring the proper development of study programs, practical and research activities.

E.3. Financial resources

The material basis of the university is an exceptional one made up of laboratories, research facilities and practice units, equipped with high-performance equipment at the level of the institutions in the European Union.

Bioterra University Bucharest sets annually, with the approval of the Senate of the University, various types of taxes, among which the most important are:

- ❖ Admission fee, fee for the release of analytical programs per discipline (at the student's request), the fee for masters programs, etc.;
- ❖ Study fee for a university year, both for FE as well as for LFE;
- ❖ The revenues of Bioterra University Bucharest are 87.76% of the study fees, the fees for the master's programs and the students' accommodation fees (Annex E.3. - The financial resources of the institution).

Annexes

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Annex A.2.2.	Nomenclature, fields and specializations, degree program study / master program, for the academic year 2018-2019.
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Annex D.1.5.1.	Procedure to ensure the quality of study programs;
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Annex D.2.2.1.	Library;
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