



**PRIVATE INSTITUTION OF HIGHER EDUCATION
„AMERICAN UNIVERSITY OF MOLDOVA”**

**REGULATION
ON THE ACTIVITY OF THE
STUDY DEPARTMENT**

APPROVED
at the AUM senate
protocol № _____
the Chairman of the AUM senate
PhD., Hab. Prof. AVORNIC Gheorghe

CHISINAU 2020

1. Principal provisions

1.1. The Study Department is a subdivision of the University, which operates on the basis of the Statute of I.P.I.S. "AUM", of the normative acts regulating the educational process in the Republic of Moldova, of the Rector's (Vice-rector's) orders and is governed by the present regulation.

1.2. The staff of the Study Department is approved by the Rector of the University upon presentation by the Head of the Department.

1.3. The Head of the Department is appointed by the Rector.

1.4. The duties and competence of the collaborators of the department are determined and approved by the rector, according to the needs of efficient organization of the instructional-educational process and to ensure the record of the quota of students.

2. Mission and main objectives

2.1. The mission of the Study Department consists in the organization of the teaching process, the technical-material provision of the teaching process, the training and the recording of the students' quota.

2.2. The main objectives of the Study Department are:

- organising and coordinating activities to develop and improve the study plans;
- organisation and coordination of activities in the calculation of the study load, elaboration of proposals for the status of teaching staff;
- coordination of activities for the organisation and conduct of bachelor examinations and the completion and issue of diplomas;
- checking the level of preparation of departments for the start of the academic year;
- (regular) monitoring of the instructional-educational process;
- analysis of the results of the attestations and examinations, presentation of this information to the Administrative Board and the Senate;
- compliance with the University's Personal Data Protection Policy for information systems, including those on paper to which it has access.

3. Responsibilities

3.1. Study Department:

- prepares instructional materials, regulations, draft orders on the organisation and conduct of the training process;
- participate in the formation of the function states;
- is responsible for organising and providing the relevant documentation for the bachelor's and master's examinations, the awarding of qualifications, and the completion and awarding of diplomas to university graduates;
- analyses the reports of the faculties and of the chairpersons of the bachelor examination committees, drawing up concrete proposals and measures to improve the training process;
- ensures the security of the bachelor committees' documentation;

- is responsible for providing departments and faculties with forms, registers, files, slips, diplomas, student and grade books, etc.;
- is responsible for the completion and preservation of documents;
- is responsible for the organisation of the ordinary sessions and controls the forms and methods of assessment; checks and analyses the results of the examination sessions and the methods of assessing students;
- study and develop proposals for improving educational work with students, analyse the process of university self-management;
- analyses and evaluates the effectiveness of the instructional-educational process;
- monitors the development of study plans;
- is responsible for the timely compilation of statistical reports, information and materials required by the higher courts;
- checks the completion of the dean's documentation (registers, personal files, student and grade books, etc.);
- monitors the subject matter of the bachelor thesis;
- prepares proposals for the composition of the committees for the bachelor examination; draws up the timetable for the bachelor examinations;
- makes proposals to the rector for administrative measures to be taken in case of breaches of discipline by teachers and students;
- supervises and directs admissions, organises various career guidance activities among young people;
- draws up regulations and instructions for the organisation of university admissions;
- ensures publicity during the admission period (editing of methodological materials, guidelines, radio and TV broadcasts, etc.);
- ensures the timely preparation of materials for the competition tests;
- organises the study and implementation of the normative acts relating to the admission regulations;
- prepares the draft order of enrolment of candidates for year I;
- reviews and prepares registration, promotion and admission orders for Bachelor and examinations and awarding the qualifications;
- reviews and organizes the transfer, reinstatement, expulsion, granting of academic leave, incentives or sanctions of students.

4. Entitlements of the Study Department

4.1. In order to carry out its tasks, the Study Department is entitled to:

- to participate in the work of the University Senate, Scientific Council, Faculty Councils, departmental meetings;
- to request, in accordance with the law, from the entire subdivisions of the University, information necessary for the exercise of its duties;
- to prepare and submit proposals, drafts, information and materials of draft decisions and orders concerning the work of the University;
- to assess the state of organisation of the study process, quality training of specialists;
- to organise the control of staff training, the quality and effectiveness of teaching hours, compliance with the timetable of lessons and examinations, compliance with the academic calendar, study plans and programmes, orders and provisions of the Rector and the Senate for the organisation of the study process;
- to control the activity of the deaneries, departments in order to ensure the qualitative fulfilment of the provisions concerning teaching and methodical activity;
- attend department meetings and other meetings related to the study process.

5. Final provisions

Any amendments to this present Regulation may be made in accordance with the Statutes of the University and with the consent of the Senate of I.P.Î.S. "AUM".