



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

**REGULATION
ORGANISATIONAL AND OPERATIONAL
QUALITY ASSESSMENT AND ASSURANCE COMMITTEE**

CHISINAU

Chapter I. General provisions

The Quality Assessment and Assurance Committee is a working body of the Senate of the Private Institute of Higher Education - "American University of Moldova" (hereinafter - I.P.Î.S "AUM"), established by the Senate Decision № 12 from August 31, 2013.

The mission of the Quality Assessment and Assurance Committee is to monitor the quality assurance activity of the studies in the I.P.Î.S "AUM", as well as to implement the quality policies promoted by the Senate. To this end, the Commission:

- a) promotes and strengthens a culture of quality in the I.P.Î.S "AUM";
- b) assesses the ability of I.P.Î.S "AUM" to meet beneficiaries' expectations and quality standards;
- c) propose to the Senate strategies to improve the quality management system in I.P.Î.S "AUM";
- d) publish systematic, coherent and credible information about the quality of education in I.P.Î.S "AUM".

Chapter II. Assignments

The tasks of the Quality Assessment and Assurance Committee focus on three areas of activity: quality monitoring, curriculum development and evaluation.

I. Quality monitoring

- Organisation of the quality assurance system;
- Development of quality assurance indicators and methodology;
- Monitoring the quality assurance process;
- Development of quality assessment criteria;
- Monitoring the work of the departments in the quality assurance process;
- Drawing up internal regulations at university, faculty and department level;
- Coordinating the curriculum development process;
- Coordinating the development and implementation of curriculum support.

II. Curriculum development

- Monitoring the development of study plans;
- Monitoring the development of standards/qualifications for cycle I-Bachelor;
- Coordination of the curriculum development process, cycle I-Bachelor;
- Monitoring the development of course materials for the subjects taught.

III. Evaluation

- *Evaluation of normative-regulatory documents of the educational process (plans, curricula, tests, course materials, teaching materials);*
 - determination of evaluation criteria and indicators;
 - providing methodical support in the development of assessment instruments (tests);
- *Evaluation of teaching staff;*
 - monitoring the employment of teachers on the basis of meritorious criteria;
 - endorsement of the minutes issued by the departments concerning the promotion of teachers to the teaching titles of lecturer, senior lecturer, lecturer and university professor.

Other attributions of the Quality Assessment and Assurance Committee:

1. draw up its own rules of procedure;
2. coordinates the implementation of quality assessment procedures and activities, approved by the management of I.P.Î.S "AUM";
3. develops the Quality Assessment and Quality Assurance Strategy for the University and submits it to the Senate for approval;
4. ensures the conditions for curricular integration of I.P.Î.S "AUM" in the single European educational area;
5. monitors the results of initial vocational training within the I.P.Î.S "AUM";
6. coordinates students' evaluation of teaching activity and formulates proposals for improving the quality of university studies;
7. periodically reviews with the quality committees of the faculties and administrative services the state of quality in the University;
8. proposes policy on quality in education and advises teachers on quality assurance;
9. plans and guides the quality assurance system by integrating proposals from the departments on study programmes;
10. prepares quarterly Quality Report and informs the University Senate and the Board of Directors about the level of development of the quality assurance system;

Chapter IV. Organization

1. The Quality Assessment and Assurance Committee is subordinated to the Senate of the I.P.Î.S "AUM".
2. The President of the Committee is the Rector of the University, who appoints a coordinator;
3. The Committee is also composed of the Vice-rectors of the University, the Deans of the Faculties and a student representative;
4. The mandate of the members of the Committee is for 4 years and can be renewed by a vote of the members of the Senate;

Chapter V. Operation

1. The Committee shall meet quarterly in ordinary session and in extraordinary session whenever necessary, at the call of the President or the Coordinator, as the case may be;
2. Meetings shall be attended by at least two-thirds of the total number of members and shall be chaired by the Chairperson or, in his absence, by the designated coordinator;
3. Decisions shall be taken by consensus; if consensus is not reached, it shall be decided by a majority of the members of the Commission.
4. Executive activities in the field of quality assurance are carried out by the Deans and Heads of Departments, under the direction of the Quality Assessment and Assurance Committee, with the support of the Study Department.

Chapter VI. Responsibilities

The Quality Assessment and Assurance Committee has the following responsibilities:

- present to the University Senate information on the implementation/update/development of the university's quality assurance system;
- represents the university in relations with national and international bodies on quality issues;
- represents the university in the external evaluation of institutional quality and study programmes;
- is responsible for staff training and the creation of a quality culture in the university.

Chapter VII. Final provisions

This Regulation shall enter into force upon its approval by the Senate of the I.P.I.S. "AUM".