

**PRIVATE HIGHER EDUCATION INSTITUTION
“THE AMERICAN UNIVERSITY OF MOLDOVA”**



REGULATIONS OF EDUCATION DEPARTMENT

CHIȘINĂU

1. General principles

Education department is a subdivision of the University, working under the Statute I.P.Î.S. "AUM" , normative acts regulating educational process in Moldova, orders of Rector (Vice-Rector) and is guided by this Regulation.

Education Department staff is approved by the Rector after department chief is presented.

Department of studies chief is appointed by the Rector.

Tasks and competences of the department's employees are determined and approved by the rector, according to the needs of educational process efficient organization.

2. Basic mission and objectives

Studies Department mission is to organize the teaching process, technical and material support to the educational process, evidence and training of students.

The basic objectives of the Education Department are:

- organizing and coordinating the development and improvement of curricula;
- organizing and coordinating task in calculating the volume of studies, preparation of proposals on the functions of teaching staff;
- coordination of organizational activities and development of final exams, completing and liberation of diplomas;
- check the readiness of departments for the beginning of the academic year;
- control (periodic) the deployment of the educational process;
- analysis of the results endorsements, symposia and supporting examinations, presentation of all these informations Administration and Senate.

3. Duties

Department of Education:

- Prepare training materials, regulations, draft orders about organizing and conducting the training process;
- Participate in forming states of functions;

- Is responsible for organizing and providing documentation to the license exams, master exams, for conferring the qualification, for the completion and handing diplomas of University graduation;
- Analyzes reports of faculties and chairmen of the Committees on license exams / Commissions for defending a Master thesis, developing proposals and concrete measures as to improve the training process;
- Provide documentation security for license Commissions;
- Is responsible for ensuring that departments and faculties have forms, records, files, dockets, diplomas, student cards and notes etc.
- Is responsible for the development and preservation of documents.
- Wearing responsibility of organizing regular sessions and controls the forms and methods of assessment; verify and analyze the results of examination sessions, ways of assessing students / master students;
- Explore and develop proposals to improve educational work with students / master students examines the self-management education.
- Analyze and evaluate the effectiveness of the educational process;
- Monitor educational plans;
- Is responsible for compiling timely statistical reports, information and materials requested by the higher courts;
- Performs control on performing documentation in dean's office (registers, personal cards, note cards and student etc.);
- Is responsible for drawing master students documents (files, personal records and studies, badges, etc.);
- Monitor thesis topic undergraduate and a Master;
- Prepare proposals on the composition of the Committees license exam / Commissions for defending of master; Chart develop and license exams schedule / master;
- Make proposals to the Rector for taking administrative measures in case of breach of discipline by teachers and by students / master students;
- Supervises and directs admission, organizes various activities of professional orientation among youth;

- Develops regulations and guidelines for organizing admission to the University;
- Ensures advertising during admission (editing methodical materials, counseling, information dissemination on Radio and TV etc.);
- Ensures timely preparation of materials for auditions;
- Organize study and implementation of normative acts regarding the regulation of admission;

Prepare the draft order of registration of candidates for the first year;

- Analyze and prepare orders registration, promotion and entrance ayt bachelor/ master exams and bachelor / master thesis, also supporting and providing training;
- Analyze and organize the transfer, restoration, expulsion, academic dismissal, stimulation or penalization of students.

4. Final provisions

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