



CENTRAL RESEARCH INSTITUTE

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Implementation of ESG (Bergen, 2005)

Description of the implementation method	Implementation extent
<p>1.1. Principles and procedures for quality assurance</p> <ul style="list-style-type: none"> - The framework for the implementation of the quality principles and procedures has been created – there is a functional quality management system. - The USH management conducts its actions towards building a quality culture – projects targeting the procedures of quality assurance, personnel improvement in quality management, enhancing the procedures of quality assurance are still pending their implementation (e.g. www.calitate-eu-invatamant.ro). - USH has its own strategy of quality improvement, based on a 4-year interval, where the assumed objectives are realistic, specific and human and material resources have been assigned to reaching them. - The procedures and methodologies of quality assurance are public and they are set forth by the Quality Handbook and the Guidelines of Quality Assurance. - The management structures, involved in quality assurance, also include students (25%); the opinions of students are taken into account to improve the current services (e.g. annual surveys among students regarding the USH services). - The Rector of USH has formulated the ‘Statement regarding the strategic management and the quality assurance’ – in compliance with ESG Bergen 2005. 	<p>100%</p>
<p>1.2. Approval, monitoring and periodic evaluation of the programmes and diplomas</p> <ul style="list-style-type: none"> - There is a Handbook regarding the initiation, approval, monitoring and evaluation of the study programmes, R-35 (www.spiruharet.ro) - The decision-making process of approving the new study programmes is described in Appendix 15. - Mechanisms are functional in terms of periodic self-evaluation of the study programmes – the procedure of Self-evaluation of the bachelor studies PO(I)-12; the procedure of Quality in study programmes PO(I)-01; the procedure of Self-evaluation of the master studies PO(I)-10. All the study programmes are externally evaluated by ARACIS, based on an annual scheduling. - The quality assurance process aiming the study programmes and the diplomas involves the following: <ol style="list-style-type: none"> a) The description of the competences acquired during the course (Appendix 1 to the Procedure of quality for the course description/syllabus PO(I)-03). b) The syllabuses have been designed to assure compatibility with similar ones in the 	<p>95%</p>

<p>country and abroad, which allows the appropriate functioning of the ECTS system and of ERASMUS mobility.</p> <p>c) The distance and part-time study programmes have been adjusted to specific needs, such as: the teaching activities have been drafted in accordance with the ARACIS standards for these course types.</p> <p>d) All the categories of learning resources have been made available to the students: printed coursebooks, courses in the e-learning platform, courses on TV H2.0, access to online databases and traditional and virtual libraries.</p> <p>e) Every subject in the curriculum is the object of an annual peer evaluation within the Department where the course supervisor belongs to (The procedure of peer evaluation of teachers, PO(R)-04).</p> <p>f) The Regulation regarding the examination and grading of the students is being implemented, R-45. The results of the ongoing and final assessment grades are made public, as the students can access them online in the virtual academic report.</p> <p>g) Work meetings are organized with representatives of the employers and debates are on how the study programmes provide the required competences, skills and practical abilities to the students for their insertion into the labor market. We believe that the implementation of this standard has reached 95%.</p>	
<p>1.3. The assessment of the students</p> <ul style="list-style-type: none"> - The assessment of the students is included in the Regulations regarding the examination and grading of the students, R-45. - The course description gives detailed information about the assessment methods as well as their percentage in the final grade. - The assessment of the students takes place both during and at the end of the course. - The assessment methods more frequently used are: ongoing assessment tests, seminar works, written projects/essays, semester projects, case studies. These methods are a function of the study programme, the vocational programmes (eg. arts, architecture), where the latter have specific assessment tests. - The students are given the opportunity to self-evaluate their ongoing progress and can ask for assistance from their teachers, so as to improve performance. - The regulation on the students' professional activity – stipulated in Chap 5 art.24, 52, - The passing of exams and of the year of studies – the passing criteria ; the grading criteria are clearly defined in every course description and the department management compiles statistics of the passing rate after each session of exams. These statistics are debated by all the teaching body, in order to identify the reasons for low grades. - The regulation concerning the students' professional activity is very explicit about the attendance to the teaching activities, art. 22, letter c - The assessment of the students is carried out by the course supervisor, along with other two teachers. The students have the possibility to file complaints in case their grades seem unfair. The Commission appointed for solving these complaints is made up of other teachers in the same or related field of expertise. - There is no legal framework in Romania for involving assessors from outside the University to evaluate the students (this is the reason why we believe that this indicator has reached 95%). 	95%
<p>1.4. Quality assurance for the academia members</p> <ul style="list-style-type: none"> - USH implements the Procedure of peer evaluation of the teachers, PO(R)-04; - The research findings are self-evaluated via the following procedures: Methodology of quality evaluation in research; Designing the research strategy and plans PO(C)-01; The Report of annual and semestrial analysis of the research findings PO(C)-02; Analysis of the research activity at the level of department/Faculty,PO(C)-03 ; Evaluation and approval of the research findings, PO(C)-04; Making the Report of research evaluation, PO(C)-05. 	100%

<ul style="list-style-type: none"> - The results of the academia evaluation are debated by the Department Board, the Faculty Council, as well as by special commissions with the Faculties. - The results of the research self-evaluation are collected by ICCS and incorporated in the Annual Report of the research findings (drafted in Romanian and English, a public document). - The legally regulated procedures of recruiting, selection and employment of the academia are in use and rigorously implemented. - The USH academia has attended refreshing courses in using the modern IT technologies, mainly for designing the learning resources that will be implemented in the Blackboard platform. - Workshops are held on a regular basis, on topics such as devising the items of knowledge evaluation, writing papers, etc. 	
<p>1.5. Learning resources and assistance for students</p> <ul style="list-style-type: none"> - The learning resources are appropriate for the study programmes and correspond to the ARACIS national quality standards. - The subjects are dealt with in the coursebooks and practicum notebooks, printed at our Printing House, in dependence on the number of students requiring them (http://www.edituraromaniademaine.ro/). - USH has 17 libraries at its locations in Bucharest and other cities, specialized on bachelor fields, with reading halls equipped with computers. The list of the titles is available online (http://biblioteca.spiruharet.ro/). - The Blackboard platform includes documentation materials in e-book, video/audio formats. 	100%
<p>1.6. Information systems</p> <ul style="list-style-type: none"> - USH has paid a great attention to the computerization of the activities involving students; currently, it uses the UMS system – to provide the integration and dissemination of the information regarding students, from the moment of their registration and enrollment to graduation and release of the bachelor degree diploma. The system aims to track down the student's educational and financial activity during his studies. - The USH computerization system is compatible and integrates into Blackboard (taking over the databases with the enrolled students, the ongoing and final grades, etc.). - The computerization of the activity allow a regular reporting of the passing rate, dropout rate, the profile of the student population in terms of age, gender and places of origin. - The computerized system allows to conduct surveys about the level of satisfaction of the students, graduates, etc. - At times, the management system requests information that does not have the desired content. We believe that it would be necessary to integrate a 'dashboard' type component, which will give real-time information to the management – statistical data that are still collected manually (from all the 25 faculties). 	90%
<p>1.7. Public information</p> <ul style="list-style-type: none"> - The information of public interest is made available by posting it on the USH website (www.spiruharet.ro), both in Romanian and English languages. - The information is regularly updated, every Faculty has its own web page, there is a person in charge with this process. The pages in the English language are posted a bit later, due to the linguistic barriers (the intervention of an authorized translator is needed). This is the reason why we believe that the implementation here has reached 90%. - The research activity is introduced to the public on its own website http://cercetare.spiruharet.ro (in Romanian and English) – the information is updated on a monthly basis, are of a large interest and necessary within the academic community to improve its dissemination. 	90%