



# UNIVERSITY OF MEDICINE AND PHARMACY "CAROL DAVILA" OF BUCHAREST



**APPROVED BY BoD**

**25.10.2021**

**APPROVED BY SENATE**

**26.10.2021**

## **REGULATIONS**

**For initiation, approval, monitoring and regular evaluation of study programmes**

### **Preamble:**

These Regulations establish the framework for carrying out of processes of initiation, approval, monitoring and regular evaluation of study programmes of Bachelor's Degree, Master's Degree and Doctoral programmes from the University of Medicine and Pharmacy "Carol Davila" of Bucharest (UMFCD).

These Regulations are drawn up according to the normative acts regulating the higher education in Romania, which are:

- National Education Law no. 1/2011, as further amended and supplemented;
- Government Emergency Ordinance no. 75/2005 for assurance of education quality, approved as amended by Law no. 87/2006, as further amended and supplemented,
- Law no.288/2004 for organization of university studies;
- Charter of University of Medicine and Pharmacy "Carol Davila" of Bucharest, Edition VI
- Government Decision no.1175 of 06.09.2006, for organization of Bachelor's Degree studies;
- Government Decision no. 404/2006, for organization and carrying out of Master's Degree studies;
- Decision no. 1418/2006 for approval of Methodology for external evaluation of standards, reference standards and list of performance indicators of the Romanian Agency for Quality Assurance in Higher Education
- Decision no. 681/2011 for approval of Code of Doctoral studies, as further amended and supplemented
- Order of the General Secretariat of Government no. 600/2018;
- MECT Order no. 3235/2005 for organization of the Bachelor's degree study cycle
- Order no. 5146/2019 for approval of the generalized application of the European Transferable Credit System
- MECT Order no. 4868/2006 for diploma supplement
- Order no. 3475/2017 for approval of Methodology for enrolment and registration of qualifications in higher education in the National Register of Qualifications in Higher Education (RNCIS)

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## Section 1 – General provisions

**Art. 1** - (1) These Regulations set forth the stages of initiation, approval, regular monitoring of the Bachelor's and Master's degree study programmes from UMFCB, for the purpose of achieving the mission undertaken by the University, the mission of "advanced research and education and generation of knowledge by educational competence and transfer of knowledge to its students and to the society".

**Art. 2** These Regulations come to support the fulfilment of quality criteria and quality standards set out by ARACIS, in particular, the quality criterion C2 'Procedures for initiation, monitoring and regular revision of study programmes and activities carried out'

**Art. 3** – These Regulations will be used for any study programme in UMFCB.

**Art. 4** – Definitions used:

- a) Faculty – represents the functional unit which elaborates and manages the study programmes.
- b) University study programme – represents a group of curricular units of teaching, learning, research, practical applications and evaluation, planned so that they lead to a university qualification certified by a diploma and a diploma supplement.  
The study programmes are defined by mission and by the competences (learning results) set to be acquired by graduates, according to curricula and subject sheets, as well as the sectoral regulations and specific legislation, for the study programmes regulated by sector.
- c) Study field – represents the totality of specializations with similar or partially identical study content established by government decision
- d) Specialization – represents a specific study programme made in a higher education institution and whose structure is regulated by government decision. The title obtained and the qualification level in a certain specialization are certified by diploma.
- e) Curriculum – represents the totality of activities conceived in a unitary fashion in their carrying out in time and content, designed to offer the qualification characteristic of given specialization, materialized by the suite of subjects, allotted successively by study years and with weights expressed in study credits of ECTS type;
- f) Subject – represents the basic unit of the curriculum, with unitary characteristic content, which contributes to the acquisition of concrete competences specific to the qualification given, according to the objectives of specialization and whose content is established by the subject sheet.
- g) Content of study subject – represents an assembly of knowledge, values and attitudes materialized in the curricula specific to various subjects and



differentiated depending on the purposes and objectives established by faculties and specializations

h) Type of subject – According to the normative requirements at national level, subjects are classified as follows:

> **By formative category:** 1) Fundamental subjects, which assure the assimilation of competences, skills and general fundamental capacities; 2) Field subjects; 3) Specialty subjects; 4) Complementary subjects, which offer the assimilation of cross-sectional competences; 5) Relevant subjects – subjects with particular importance for the training of the students in the field.

> **By the status (regime) of subject:** a) Compulsory subjects- subjects which the student will obligatorily study during the study period. b) Optional subjects: for obtaining the qualification, the student will select a certain number of subjects from this category, and will accumulate the number of credits imposed by the curriculum; c) Elective subjects: subjects which have associated a number of credits which are added to the number of standard credits of the accredited study programme and are mentioned in the study contract of the student, in the student register and in the diploma supplement. și

i) Credits – represent a conventional number of points associated with a subject or activity from the curriculum of a specialization depending on the time amount allotted to the study of that subject

j) Competence – represents the capacity of an individual to use the knowledge and skills assimilated in different life situations (work, study, professional and/or personal development)

k) Skill – represents the special capacity acquired by practice and performance

l) Aptitude – represents the personal mental characteristic which forms the condition of solving a certain task

m) Learning results – represent sets of knowledge, skills and/or competences acquired by an individual and/or results which he/she can prove at the end of the learning process, formal, non-formal or informal

n) Evaluation – represents the process by which we establish that a person has acquired certain knowledge, skills and competences

p) Reference standards – represent the parameters which describe the quality requirements of an activity of an organization providing education.

r) Performance indicators – represent structured information which measures the degree of achievement of an activity compared to a standard.

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- s) Internal quality evaluation is a process made by the university regularly, yearly or whenever it is necessary, by own procedures, in order to obtain proofs about the quality of education, and to appreciate the extent that the performance indicators are fulfilled.
- t) Monitoring – represents the supervision based on performance indicators of the activities from the study programmes by an established methodology.
- u) External quality evaluation – represents the independent, documented process, made upon request, regularly or whenever it is necessary by ARACIS, or another external organization based on the self-assessment report, the spot visit, by analysing the fulfilment of standards and of indicators.

## Section 2 – Initiation and approval of new study programmes

**Art. 5.** The initiation and approval of new study programmes in UMFCB are made by the following stages:

- (1) Initiation of a study programme aims at the following objectives: assurance of an adequate answer of the university to the current or future requirements of the socio-economic environment; existence of an explicit and argued request of a potential beneficiary (e.g. authority, employer, economic operator etc.): initiation of a similar programme in the European university education, based on arguments regarding the directions or projects of socio-economic development in the European Union; new legislative regulations, new standards or new codes, which require the training of staff with new competences, adequate to that field;
- (2) Initiation – can be made in any of the following ways:
  - a) From bottom upwards, at the initiative of teaching staff of one or more subjects, by proposal made by the heads of departments;
  - b) From upward to bottom at the initiative of rector, dean or members of the Board of Directors;
- (3) Initiation of a study programme by any of the means described in paragraph (2), is made by going through the following stages:
  - a. Formulation in writing of a preliminary proposal of study programme, which must contain the following references:
    - i) Analysis of evolution/requirements of labour market compared to the study programme proposed, according to point 1 and 2 of Annex 1
    - ii) Description of competences resulted from going through the programme proposed
    - iii) Identification of material and human resources necessary for carrying out the programme in accordance with the standards of ARACIS

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- b. Approval of the preliminary proposal of study programme by the management structures of the faculty and of the university (Department Council (if applicable), faculty dean, Faculty Council, Board of Directors and University Senate.
- (4) The approval is made at the level of each structure by casting a number of half +1 of votes.
  - (5) The responsible person for this process is the Vice-Rector on Bachelor's and Master's Degree issues.
  - (6) After the approval by the Senate of the preliminary proposal of study programme, the faculty dean proposes a committee responsible for drawing up the full documentation of the study programme, in order to submit it to ARACIS (internal evaluation report and related annexes).
  - (7) The Committee set out by paragraph (6) is nominated by decision of the University Rector.
  - (8) The persons nominated by the decision of the rector will fulfil the responsibility of drawing up the programme documents in the deadline established by the university management.
  - (9) The internal evaluation report must meet the Criteria and Performance Indicators drawn up by ARACIS for the Bachelor's Degree and Master's Degree cycles and must contain proofs regarding the fulfilment of general and specific standards.
  - (10) In the process of drawing up the programme file we must go through a stage of identification of employers' expectations from the workforce market corresponding to the specialty field, by exploiting the existing contacts of department, faculty and institution. In evaluation of employers' expectations, we recommend studying the requirements of the national qualification framework in Romania, EU and third countries.
  - (11) The curriculum defined and subject sheets are subjected to internal debate with the teaching staff of subjects/departments involved, by seeking their consensus on the content defined and their tasks.
  - (12) Prior to the submission to ARACIS of the study programme file, by the care of the faculty dean's office which founded the study programme, we draw up the documentation for the registration of qualification in RNCIS.
  - (13) Once the documentation for the new study programme is made, it is analysed and validated by the evaluation and quality assurance commission for the faculty, respectively the evaluation and quality assurance commission for the university.
  - (14) The faculty dean who initiated the programme forwards to the Board of Directors the request for initiation of the procedure for evaluation of the programme proposed.



(15) After the approval of request, the evaluation request is forwarded to ARACIS, accompanied by the study programme file.

**Art. 6.** The external evaluation is assured by the evaluation experts appointed by ARACIS. The faculty dean or his representative participates in the evaluation visit.

**Art. 7.** At the end of evaluation process, we adopt the recommendations or suggestions made during the evaluation visit.

**Art. 8.** The organization and supply of the new study programme are possible only after the publication of its name in the Official Gazette of Romania of the Government Decision regarding the structure of programmes that the university can use.

### **Section 3. Monitoring and internal evaluation of ongoing study programmes**

**Art. 9.** The study programmes are subject to monitoring and internal evaluation as essential processes of the academic management in UMFCD, in order to maintain and continuously improve the quality according to ARACIS Methodologies.

**Art. 10.** Monitoring of ongoing study programmes is a continuous process which has the purpose to assure the quality of the teaching process in UMFCD, the continuous adjustment of the educational offer to the labour force requirements and to the new scientific progress, the fulfilment of objectives included in the Subject Sheets, to increase the degree of professional satisfaction of students and teaching staff.

**Art. 11.** The responsibility for monitoring of ongoing study programmes belongs to the head of subject, head of department and Faculty Dean.

**Art. 12.** The monitoring of study programmes is made by consistent use of instruments which define the study programme – curricula, timetables, subject sheets, and general instruments applicable in UMFCD,

a) Permanent forms

- The forms of peer evaluation of teaching staff
- Forms for evaluation of teaching activity by students

b) Forms adapted to special conditions

- Forms regarding the evaluation of teaching activity carried out online/hybrid

**Art. 13.** The results of these analyses are the basis of drawing up an annual Monitoring Report in which are included the proposals of corrective and/or preventive measures which will be envisaged by



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the Faculty Council. The report is transmitted to the evaluation and quality assurance commission for the faculty.

**Art. 14.** The internal evaluation of study programmes is made every year, by the evaluation and quality assurance commission for faculty/Master's Degree programme, with the validation by the Quality Evaluation Commission for University and respectively by the Board of Directors.

**Art. 15.** The internal evaluation is made systematically and consists of analysis of results and indicators specific to the study programme, specifying the fulfilment degree of the criteria and standards of ARACIS for the study programme and for the academic year.

**Art. 16.** The internal evaluation is planned by the Quality Evaluation Commission for the faculty, in collaboration with the Quality Evaluation Commission for the university and is announced on time to the subjects, teaching staff and students.

**Art. 17.** (1) The Quality Evaluation Commission by faculty makes an annual internal evaluation report which it discusses with the subjects and departments which encounter problems, with the faculty management and with any stakeholder.

(2) Based on the opinions of the Parties set out by paragraph (1), the Commission completes the report and forwards it to institutional CEAC and to the vice-rector on bachelor's and master's degree issues. The report includes both the main problems and deviations from the quality criteria and standards, as well as recommendations for improvement of the current situation.

**Art. 18.** Based on the internal evaluation reports of the study programmes and own analyses, the institutional CEAC draws up the annual Evaluation and Quality Assurance Report in UMFCO.

**Art. 19.** The annual evaluation and quality assurance report of UMFCO is presented to the Board of Directors and to the University Senate.

**Art. 20.** Based on the evaluation and quality assurance report of UMFCO and the internal evaluation reports of the study programmes, the Board of Directors can initiate measures to review the curricula, the curriculum or any other measures they consider necessary for a good functioning of the programmes. Also, based on its report, it can request the University Senate to go into liquidation or to temporarily stop the non-best-performing programmes.

## Section 4 – Regular external evaluation of study programmes

**Art. 21.** (1) The regular external evaluation at institutional level and for the study programmes is made in the deadlines imposed by the law, by a request initiated by the university, based on the drawing up of self-assessment file.



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(2) The responsibility for the conduct of external evaluation actions in UMFCD belongs to the institutional CEAC and to CEAC by faculties/Master's Degree programmes.

**Art 22.** The drawing up of the self-assessment file is carried out by monitoring the compliance of guidelines and internal procedures with the Methodology and the Indicators applied at national level.

**Art 23.** The external evaluation of study programmes is made by ARACIS or by another authorized agency and takes place according to the law, in full compliance with the international standards in the field.

**Art 24.** The documents, annexes and forms will be mentioned in the External Evaluation Methodology (reference standards, list of performance indicators of ARACIS).

## Section 5 – Final provisions

**Art. 25.** The stages for initiation of new study programmes are synthesized in Annex 1 to these Regulations.

**Art. 26.** The Bachelor's Degree, Master's Degree and doctoral study programmes which are carried out in UMFCD must comply with all the provisions of legislation and normative documents in force regarding the fields and specialties, forms of education, duration of studies and number of transferable study credits, the curricula and analytical syllabuses, finalization of studies and release of diplomas, quality assurance of educational process, teaching staff, knowledge and competences acquired by graduates, authorization and accreditation.

**Art. 27.** The structures involved in initiation, approval, monitoring and internal evaluation of study programmes in UMFCD will fulfil the provisions of these Regulations.

**Art. 28.** These regulations are annex of Regulations for organization and functioning of UMFCD.



## **ANNEX 1 Opportunity analysis for initiation of a study programme**

### **1. Analysis of evolution/requirements of workforce market compared to the study programme proposed**

- 1.1. Establishment of NACE Code of the programme
- 1.2. Establishment of COR Code
- 1.3. Description of competences necessary for integration in workforce market



### **2. SWOT Analysis of the introduction of a new study programme for the university at Subject level**

### **3. Approval of the new study programme**

- 3.1. Approval by the Department Council
- 3.2. Approval by the Faculty Council
- 3.3. Approval by the Board of Directors
- 3.4. Approval by the University Senate

### **4. Detailed definition of the study programme**

- 4.1. Description of competences and skills resulted from the study programme
- 4.2. Elaboration of Curriculum
- 4.3. Elaboration of Subject Sheets
- 4.4. Evaluation of coverage of educational and research necessity in the field by the introduction of the study programme proposed and elaboration of job title list
- 4.5. Elaboration of the Diploma Supplement
- 4.6. Elaboration of the Self-Assessment Report in view of accreditation by ARACIS

### **5. Drawing up of the File for enrolment in RNCIS and requesting the approval of ANC for validation of qualification**

### **6. Request for evaluation of ARACIS**