



## **REGULATIONS**

### **on the initiation, approval, monitoring and periodic evaluation of the study programmes**

#### **Preamble**

These Regulations establish the framework for the process of initiation, approval, monitoring and periodic evaluation of the bachelor's and master's study programmes within Transilvania University of Braşov, for the full-time, part-time and distance-learning forms of education.

These Regulations are based on the following legal documents related to higher education;

- Law of Higher Education no.199/ 2023 with subsequent amendments;
- Charter and regulations of Transilvania University of Braşov.

**Art.1** (1) The higher-education study programmes are a group of curricular units for teaching, learning, research, practical applications and evaluation, so planned as to lead to an academic degree certified by a diploma and a diploma supplement.

(2) The study programmes are subject to the applicable rules of law on quality assurance in higher education.

(3) For its proper conduct, the process of initiation, approval, monitoring and periodic evaluation of the study programmes is regulated by specific procedures within the quality management system of Transilvania University of Braşov.

**Art.2** (1) The faculty is the functional unit that makes and manages the study programmes.

(2) A study programme is managed by the study programme coordinator.

(3) In the process of quality assurance for a study programme, the study programme coordinator is assisted by the internal evaluation team, which includes other academic personnel teaching within that study programme (including the officer for the quality assurance of the study programme) and the student officer for the quality assurance of the study programme.

(4) Representatives of the employers and graduates will be involved in the process of initiation, approval, monitoring and periodic evaluation of the study programmes.

(5) The study programme coordinator and the internal evaluation team members are appointed by the Faculty Dean's decision, at the proposal of the coordinating Department Council, after the validation of the proposal by the Faculty Council.

(6) In order to improve the process of management and quality assurance of the study programmes, it is recommended that an academic teaching personnel member coordinate a single study programme.

#### **Initiation and approval of the study programmes**

**Art.3** (1) The initiation of a study programme aims for a better adaptation of the university's programme offer to the demands of the socioeconomic environment, in compliance with the academic quality standards.

(2) A study programme is initiated at the proposal of the department, with the endorsement of the Faculty Council, or at the proposal of the Executive Board.

(3) This process rests with the Vice-Rector for Didactic Activity.

**Art.4** (1) The initiation of study programmes builds on complex analyses of the university's external and internal environment, completed by a preliminary study.

(2) The analysis of the external environment refers to the evaluation of the national and international economic and sociocultural context.

(3) The analysis of the external environment identifies the needs for professional training and education, in compliance with the rules of law relating to education made by the national and international bodies.

(4) The analysis of the internal environment refers to the evaluation of the university's current offer of study programmes, of its strategic objectives and of its available resources.

(5) The preliminary study includes information related (but not necessarily limited) to:

- a) inclusion in the strategy of the department/ faculty;
- b) draft educational plan;
- c) provision of the necessary resources at the level of the quality standards.

(6) The form of the National Authority for Qualifications (ANC) filled out for the registration of a new study programme in the National Register of Qualifications in Higher Education (RNCIS) will be appended to the preliminary study referred to in (5)

[http://www.anc.edu.ro/wp-content/uploads/2024/02/Formular\\_RNCIS\\_12\\_02\\_2024\\_v2.pdf](http://www.anc.edu.ro/wp-content/uploads/2024/02/Formular_RNCIS_12_02_2024_v2.pdf).

**Art.5** (1) A new study programme may be organised within Transilvania University with the approval of the University Senate, at the proposal of the Executive Board, based on the favourable opinion of the University Curriculum Council.

(2) After its approval by the Senate, the new study programme will be drafted by making the documents that describe the professional path, in accordance with the qualification offered.

(3) The documents of the new study programme are analysed within the coordinating department and validated by the Faculty Council.

(4) With a view to establishing master's study programmes in the accredited fields within Transilvania University's structure, the requests shall be submitted to the Vice-Rectorate for Didactic Activity no later than 30 May for the programmes that will organise admission in the following academic year. The requests are subject to the approval of the Executive Board and of the Senate.

(5) The internal evaluation of the file submitted with a view to establishing master's study programmes in the accredited fields within Transilvania University's structure is made by a committee proposed by the faculty organising the study programme and approved by the Executive Board, which committee consists of five members: three academic teaching personnel members and one student at Transilvania University, and one academic teaching personnel member from another Romanian university. The internal evaluation is made within 30 days of the committee's appointment and is completed by an evaluation report that includes the committee's proposal on the approval or rejection as regards the establishment of the study programme.

(6) The evaluation report and the committee's proposal on the approval or rejection as regards the establishment of the study programme are approved by the Senate.

### **Monitoring and internal evaluation of the study programmes**

**Art.6** (1) The academic study programmes are subject to an internal monitoring and evaluation process with a view to maintaining and continuously improving quality.

(2) The responsibility for monitoring and continuously improving the quality of the study programmes rests with the Quality Assessment and Assurance Committee and with the study programme coordinator.

**Art.7** (1) The monitoring of the study programmes is systematically made and includes planned actions for the analysis of the results and activities specific to the study programme, as well as internal quality audits.

(2) The records obtained in the monitoring and internal evaluation of the study programmes underlie the analyses made at department and faculty level in order to establish corrective and preventive measures.

**Art.8** The Quality Assessment and Assurance Committee at University level (CEAC-U) makes annual syntheses on the quality of the university's study programmes, subject to the analysis of the Executive Board and of the Senate.

**Art.9** Based on the internal evaluation of the study programmes, the University Senate may decide to place into liquidation or to temporarily suspend the underperforming study programmes, at the proposal of the Faculty Council and the Executive Board, without prejudice to the students.

### External evaluation of the study programmes

**Art.10.** (1) The periodic external evaluation of the study programmes is made at the university's request and is based on the internal evaluation process.

(2) For its proper conduct, the process of internal evaluation of the study programmes is based on internal procedures, harmonised with the methodologies of external quality evaluation applied at national level.

(3) The external evaluation of the new study programmes is made by the Romanian Agency for Quality Assurance in Higher Education (ARACIS) or by another agency registered in EQAR (European Quality Assurance Register for Higher Education) and takes place according to the rules of law and international standards in the field.

These Regulations were discussed and approved in the meeting of the Senate of Transilvania University of Braşov on 07.02.2025.

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President of the University Senate

