



Translation from Romanian into English

APPROVED
at the meeting of Senate of
Nicolae Testemitanu SUMPh
minutes no 7/9 of 18.10.2017

REGULATIONS
on the organization and conduct of activity
of the Department of Didactics and Academic Management
of Nicolae Testemitanu State University of Medicine and Pharmacy of the
Republic of Moldova

I. GENERAL PROVISIONS

1.1. The Department of Didactics and Academic Management (hereinafter DDAM) is a subdivision of Nicolae Testemitanu State University of Medicine and Pharmacy (hereinafter University) of the Republic of Moldova, directly subordinated to the Rector and Vice-rector for Quality Assurance and Integration in Education, reorganized by order of Rector of SUMPh no. 285-A of 06.09.2017.

1.2. This Regulation is based on:

- ✓ The Education Code of the Republic of Moldova no. 152 of 17.07.2014;
- ✓ University Charter;

1.3. The field of activity and organization of the DDAM, as well as the units in its framework, is established and controlled by this regulation and the legislative and normative acts in force, aiming at:

- ✓ delimitation and establishing of tasks and responsibilities at different structural levels;
- ✓ establishing of competences at each level;
- ✓ Establishing of relations between the university subdivisions in the context of the functioning of a quality management system.

1.4. DDAM's mission is to ensure and streamline the teaching process and provide quality educational services to the University's beneficiaries with the implementation of a high-quality academic management based on quality reference standards through competitive professional training in line with the requirements of university education in medicine and pharmacy.

II. DEPARTMENT STRUCTURE AND MANAGEMENT

2.1. The DDAM Department is managed by the Head of the Department, who is appointed and dismissed by the Rector of the University by order at the proposal of the Vice-Rector for Quality Assurance and Integration in Education. The Head of DDAM is directly subordinated to the Vice-Rector for quality assurance and integration in education.



2.2. The DDAM Department has employees who are selected by the Vice-Rector for Quality Assurance and Integration in Education and the Head of the Department.

2.3. DDAM includes the following subdivisions:

- ◆ Training unit;
- ◆ Academic quality management unit
- ◆ Assessment unit;

2.4. The units are managed by the head, who is directly subordinated to the vice-rector for quality assurance and integration in education and to the head of DDAM, appointed by order of the rector;

2.5.2.5. In terms of organization and methodology, didactics and quality assurance, the Dean's offices, Departments and chairs of the University are subordinated to the DDAM academic management.

2.6. The Dean's offices of the Faculties are the structural subunits of DDAM.

2.7. DDMA coordinates the work of the Quality Assurance and Curriculum Assessment Committees at faculty level and the methodological Committees.

III. DDAM SUBDIVISIONS TASKS

A. Training Unit tasks:

3.1. The Training unit is a subdivision subordinated directly to the Head of DDAM and is responsible for training, recording, training coordination and promotion of students in integrated higher education (cycle I + cycle II) and higher education (cycle I), organization and monitoring of the University academic process.

3.2. In its activity, the Training Unit performs the following **functions**:

- provision of the observance of the provisions of the legislative and normative acts referring to the higher education issued by the Parliament, the Government, the Ministry of Health, Labor and Social Protection of the Republic of Moldova, the Ministry of Education, Culture and Research of the Republic of Moldova and the decisions of the University Senate;
- development of regulations and instructional materials on the organization and conduct of the academic process;
- planning of the academic process (plans, curricula);
- monitoring of the observance of the training process academic timetable, the teaching activities schedule and the supervision of the rational use of the teaching halls;
- drawing of the timetable for the academic process during the year and during the sessions;
- coordination and monitoring of the activities of Dean's offices,
- monitoring of the didactic process of the departments, chairs and other subdivisions of the University;
- provision of current control of the teaching process, analysis the students' success and the results of the examination sessions;



- management of the organizational process for the approval of the heads of studies, examiners, course holders, etc. in departments and chairs;
- methodological provision and integration of the academic process;
- preparing of informative and reporting materials on the teaching and educational activity of the University;
- collection, analysis and compiling of current and generalized statistical materials on the success and contingent of the students;
- evidence, distribution and control of pedagogical tasks of the chairs' teaching staff;
- coordination of the activity of the didactic module in UIMS (SIMU);
- provision of monitoring of clinical and practical internships;
- provision of correspondence on the establishment of collaboration relations with higher education institutions in the field of medicine and pharmacy with the purpose of teaching and continuing training of teachers;
- provision of didactic teaching and continuing training of the teaching staff and the record of accomplishment of the drawn plan;
- provision of the issuance of graduation diplomas and the recording of damaged diplomas;
- control of secretarial activity in the dean's offices.

B. Academic Quality Management Unit tasks:

- provision of the quality management of the educational services provided by the University to the beneficiaries in integrated higher education (cycle I + cycle II) and higher education (cycle I);
- monitors the implementation of measures for the development of institutional management in common with the subdivisions responsible for the assessment process;
- coordination of the curricula developed by councils of faculties in line with the University development strategy in the coming years and national and international standards;
- coordination of the elaboration and development of new university study programs and submitting a request for their accreditation to the Ministry of Education, Culture and Research and the Ministry of Health, Labor and Social Protection;
- coordination of the process of development and modification of the education plans, curricula of the course units / modules in the context of assuring of continuous improvement of the quality of training;
- ensuring of control of the qualitative level (theoretical, practical, didactic) of specialists' training;
- monitoring of assessment process of study programs by teachers, students, graduates, employers and other beneficiaries;
- assessment and appreciation of the quality of the academic and methodical services provided by the scientific and teaching staff of the University;
- collaboration with all academic and administrative structures of the University in



order to continuously improve the QMS;

- development, implementation and analysis of the results of surveys among stakeholders (students, teachers, employees) and development of the necessary correcting measures;
- development and presentation of periodical reports on the assurance of academic quality at the University, informing about the main problems and possible solutions;

C. Assessment Unit tasks:

- preparing the documentation package for testing students in the information system „TestEditor”;
- analysis of reports on graduation examinations, promotion examinations, current information from chairs;
- organization of the current inspection of departments and chairs;
- analysis of the results of assessment and quality of theoretical and practical training of students in the didactic subdivisions;
- ensuring of the process of operative information of didactic subdivisions;
- monitoring of the process of organization and conducting of pretests and providing pretesting materials;
- provision of the respective conditions for conducting pretesting in accordance with the pre-set schedule and time and monitoring of the process;
- setting up of assessment boards for each examination discipline;
- monitoring of the correct application of the assessment scales;
- organization of the process of pretest results analysis with the participation of chairs.

IV. RESPONSIBILITIES AND RIGHTS OF DDAM

4.1. The DDAM is responsible for ensuring the achievement of national and international educational standards; increasing the quality of academic management within the University, by development of self-assessment reports and specific quality assurance documents, training the staff on quality assurance of the training process, conducting internal and external assessments.

4.2. The staff of the Didactic Department executes provisions and assignments of the Vice-Rector for Quality Assurance and Integration in Education and the Head of the Didactic Department.

4.3. The staff of the Department performs the functions in accordance with the individual employment contracts and job descriptions approved by the Rector.

4.4. Each employee is responsible for the quality of the materials, the activities performed and the services provided.

4.5. DDAM employees are responsible for the integrity and confidentiality of documents in the possession of the department.

4.6. DDAM employees are responsible for:



- observance of the R.M.legislation in force and internal regulations of the University;
- responsive use of the equipment, without abuse;
- conscientiousness towards the tasks they have to accomplish;
- the quality of the work and the fulfillment in due time of the tasks stipulated in the provisions of the present Regulation;
- the protection of personal data from information systems, including those on paper that they have access to.

4.7. DDAM gets information:

- *From dean's offices:*
 - ✓ reports on the results of the examination sessions (twice a year), statistical materials for the annual report;
 - ✓ information about the students' success;
 - ✓ orders for the student number (as issued);
 - ✓ the annual report of the educational and training activity (May, June) current;
 - ✓ report on the results of graduation examinations.
- *From didactic departments and chairs:*
 - ✓ educational and training activity plans, Analytical programs;
 - ✓ the calendar plans of the lectures and practical lessons, the plans of the sessions and the methodological conferences, other instructive and methodical documents.

4.8. DDAM presents information:

- To the Ministry of Health, Labor and Social Protection, Ministry of Education, Culture and Research, Ministry of Defense, National Health Insurance Company, Statistical Division.
- Statistical reports according to Form 3-ST (by October, 1).
- Human Resources Department - materials necessary for determining the basic staff members of the departments (May, current year).

4.9. The DDAM elaborates the draft orders and provisions on the problems of the instructive and methodical activity.

4.10. The draft orders and provisions are coordinated with the Vice-Rector for Quality Assurance and Integration in Education, and then submitted for approval to the Rector.

4.11. DDAM employees are responsible for the quality and timeliness of the job functions specified in the individual employment contracts and job descriptions in accordance with the applicable labor law.

4.12. In its activity, DDAM has the following rights:

- to organize events related to the methodical and didactic and educational and training activity;
- to carry out external and internal correspondence on organization of methodical and didactic and educational and training activity;



- to develop materials oriented towards raising the level of the didactic and methodical process.
- To publish organizational documents (provisions, decisions, methodical and didactic and educational and training material collections);
- to complete order projects on the administrative gratification and production of university staff;
- to use the offices, technical means, book funds, computer technology and other assets under the department's management, in order to accomplish the tasks and the professional development needs;
- to collaborate with the representatives of the other subdivisions of the University for the purpose of performing their duties;
- to submit proposals for optimizing the department's activity;
- to take leave of rest and medical care according to the legislation in force.

V. FINAL PROVISIONS

5.1. This Regulation shall enter into force on the date of its approval by the Senate of the University.

5.2. All amendments and additions to this Regulation shall enter into force on the date of their approval by the University Senate.

COORDINATED:

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