

REGULATION
on the organization and conduct of the competition for selecting members
of the Governing Board of the National Agency for Quality Assurance in
Education and Research

I. General provisions

1. The Regulation on the organization and conduct of the competition for selecting members of the Governing Board (hereinafter - Regulation) of the National Agency for Quality Assurance in Education and Research (hereinafter - Agency) is developed in accordance with art. 115, paragraph (4), (7-12) of the Education Code of the Republic of Moldova no. 152/2014 (Official Gazette of the Republic of Moldova, 2014, No. 319-324, art. 634), and points 11 to 19 of the Regulation on the organization and operation of the National Agency for Quality Assurance in Education and Research, approved by Government Decision no. 201/2018 (Official Gazette of the Republic of Moldova, 2018, no. 68-76, art. 232).

2. This Regulation establishes:

- 1) the procedure for organizing and conducting the competition for selecting members of the Governing Board of the Agency (hereinafter - competition);
- 2) the conditions of participation in the competition;
- 3) the establishment, composition and activity of the Competition Committee.

3. The competition is organized and conducted based on the following principles:

- 1) open competition - informing the society about the positions for which the competition is organized, ensuring open and equal access of participation in the competition to anyone who meets the requirements set;
- 2) professional competence and merit - selecting the most competent people based on clearly defined criteria and an equal evaluation procedure;
- 3) impartiality - non-discriminatory application of the equal selection criteria;
- 4) transparency – presentation of the information on the organization and conduct of the competition to all interested persons.

4. The Governing Board of the Agency consists of 15 members: 13 academics with scientific-didactic and scientific titles, didactic and managerial degrees relevant for pre-school, primary and secondary education (hereinafter - general education), vocational education and training, higher education and research, a student representative and a business representative.

5. Persons holding public dignity functions, rectors, members of the Councils of Institutional Strategic Development, directors of educational or research institutions cannot participate in the competition.

6. The members of the Governing Board are selected through an open competition, internationally juried, for a term of 4 years, with the possibility of re-election for maximum one more term.

II. Application requirements to the competition

7. To the position of member of the Governing Board of the Agency can apply **people with scientific-didactic and scientific positions, didactic and managerial degrees** relevant in general education, vocational education and training, higher education and research who cumulatively meet the following requirements:

- 1) is a citizen of the Republic of Moldova;
- 2) a measure of judicial protection is not in place;
- 2) holds scientific-didactic and scientific positions, didactic and managerial degrees relevant in general education, vocational education and training, higher education and research;
- 3) has at least 5 years of work experience in the field of professional training;
- 4) has at least 5 years of experience in quality assurance or management;
- 5) has not reached the retirement age on the deadline date for the submission of the dossiers;
- 6) knows Romanian and a foreign language;
- 7) does not have any criminal record for offenses committed intentionally;
- 8) is not deprived of the right to hold certain positions or to practice certain activities as core or complementary punishment, following a final legal sentence in which that prohibition was ordered.

8. To the position of member of the Governing Board of the Agency can apply **business representatives** who cumulatively meet the following requirements:

- 1) is a citizen of the Republic of Moldova;
- 2) a measure of judicial protection is not in place;
- 3) has at least 5 years of work experience;
- 4) has managerial experience;
- 5) has not reached the retirement age on the deadline date for the submission of the dossiers;
- 6) knows Romanian and a foreign language;
- 7) does not have any criminal record for offenses committed intentionally;
- 8) is not deprived of the right to hold certain positions or to practice certain activities as core or complementary punishment, following a final legal sentence in which that prohibition was ordered.

9. To the position of member of the Governing Board of the Agency can apply **student representatives** who cumulatively meet the following requirements:

- 1) is a citizen of the Republic of Moldova;
- 2) a measure of judicial protection is not in place;
- 3) on the deadline date for the submission of the dossiers has the status of a student in one of the three higher education cycles (bachelor, master or doctorate);

- 4) has an academic achievement of at least 9.5;
- 5) knows Romanian and a foreign language;
- 6) does not have any criminal record for offenses committed intentionally.

10. Candidates, within 30 calendar days from the date of publication of the information regarding the organization and conduct of the competition, submit personally to the Ministry of Education, Culture and Research (hereinafter - Ministry) the dossier of participation in the competition, which shall contain the following documents:

- 1) application for participation in the competition;
- 2) Curriculum Vitae (Europass format);
- 3) a copy of the ID card;
- 4) criminal record or statement on their own responsibility;
- 5) copies of documents of higher education, scientific and scientific-didactic titles;
- 6) relevant documents on experience in evaluation and quality assurance, other documents which prove the recognition of professional, managerial and scientific activity of the candidate;
- 7) recommendation from a person in the institution the candidate currently works, if they work;
- 8) cover letter (maximum one page);
- 9) personal responsibility statement that they did not violate ethic and professional conduct rules in the course of their activity;
- 10) academic record, valid for student candidates;
- 11) other documents (copies) confirming compliance with the requirements for candidates.

11. The dossier for the competition shall be submitted in two copies, one in Romanian and the other in English, in paper and electronic form.

12. Copies of the submitted documents can be authenticated by the notary or presented together with the original documents in order to verify their authenticity.

13. The complete dossier for the competition must be submitted at the Ministry's office until the date and time set by the Competition Committee. Any incomplete dossier or dossier submitted after the deadline shall not be considered.

III. Competition conduct

14. The competition starts 3 months before the expiry of the term of office of the members of the Governing Board in office following the adoption of the appropriate decision by the Ministry.

15. The costs for organizing the competition are incurred and / or identified by the competition organizer. The costs for participation in the competition (travel to the competition venue, accommodation, use of communication means, authentication of copies of documents, etc.) are incurred by participants in the competition.

16. The competition is conducted in two stages:
 - a) evaluation of candidates' dossiers and their admission to the interview;
 - b) attending the interview.

17. The evaluation of the candidates with scientific-didactic and scientific positions, didactic and managerial degrees relevant in general education, vocational education and training, higher education and research shall be carried out also according to the Evaluation Sheet annexed to this Regulation.

18. The announcement on the organization of the competition, the terms and conditions of its conduct shall be published on the website of the Ministry and the Agency and other means of mass communication.

19. Candidates who do not meet all the conditions for participation in the competition and have not accumulated at least 90 points according to the Evaluation Sheet, in the case of candidates with scientific-didactic and scientific positions, didactic and managerial degrees relevant in general education, vocational education and training, higher education and research, shall be considered rejected.

20. The rejection decision is taken by the Competition Committee based on the information provided by the Secretary of the Competition Committee.

21. The decision of the Competition Committee regarding the candidates admitted to the interview shall be placed on the website of the Ministry and of the Agency.

22. The announcement of the date, place and time of the interview shall be placed on the website of the Ministry and the Agency at least 3 working days before the date of its conduct.

23. Based on the decision of the Competition Committee, the shortlisted candidates are informed of the time, date and place of the interview.

24. Candidates are interviewed during a public meeting of the Competition Committee, in the order of submission of the documents for participation in the competition.

25. The Competition Committee gives equal time to each candidate to answer the questions of the members of the Committee.

26. In the interview, the members of the Competition Committee ask each candidate the same basic questions. There shall be ensured that no candidate can hear the questions the previous candidates were asked.

27. After the interviewing of all candidates, the Competition Committee shall meet in a closed meeting to evaluate the candidates and to adopt the decision on the selected candidates.

28. The members of the Competition Committee shall vote for the decisions of the committee with the option „for” or „against”.

29. Candidates who meet the selection criteria and who have accumulated the a minimum of 3 (three) „for” options are considered selected. In case of accumulation of the equal number of „for” options, the Competition Committee distributes the candidates according to the degree of conformity with the conditions for participation in the competition, on the basis of the documents in the participation dossier, and in the case of the candidates with scientific-didactic and scientific positions, didactic and managerial degrees relevant in general education, vocational education and training, higher education and research - including on the basis of the accumulated score according to the Evaluation Sheet.

30. Upon completion of the interview, the Competition Committee, in the case of selecting members from among people with relevant scientific-didactic and scientific positions, didactic and managerial degrees, shall also take into account their representation in the fundamental fields of science, culture and technique, as well as the study levels / cycles.

31. At the end of the interview, the Competition Committee makes a final decision that includes 3 separate lists of the candidates who were successful in the competition, depending on the number of cumulative options, in descending order: the first list includes the candidates with scientific-didactic and scientific positions, didactic and managerial degrees relevant in general education, vocational education and training, higher education and research, the second list - the student representatives, and the third list - the business representatives. Minutes shall be submitted to the Ministry.

32. The decision shall be placed on the website of the Ministry and the Agency on the day it is approved by the Competition Committee.

33. The Ministry confirms by order the members of the Governing Board.

IV. Establishment and composition of the Competition Committee

34. The competition is conducted by the Competition Committee, consisting of 5 international experts, delegated by the quality assurance agencies of the European Union states.

35. The Ministry sends requests to the quality assurance agencies in the European states for the delegation of members to the Competition Committee. After receipt of the proposals, the Ministry approves the composition of the Competition Committee.

36. The Competition Committee has the following duties:

a) examines the dossiers of candidates, approves the list of those admitted to the competition and qualified for the interview;

b) draws up interview questions, the evaluation method of responses during the interview and performs its conduct;

c) appraises the results obtained by each candidate and sets a list of candidates who were successful in the competition, with the approval of the final results, and submits them to the Ministry.

37. The members of the Competition Committee have the following rights:

a) to get acquainted with the materials submitted to the Competition Committee for examination and to participate in their examination;

b) to state their arguments;

c) to propose for examination issues that fall within the competence of the Competition Committee at their meeting;

d) to participate in the adoption of decisions by voting and, if necessary, to express their opinions separately;

e) to benefit from other rights under the terms of this Regulation.

38. The Secretary of the Competition Committee has the following duties:

- a) receives and records applicants' applications;
- b) prepares the necessary documents for the conduct of the meeting;
- c) informs the members of the Competition Committee about the date, time and place of the meeting, as well as about the agenda;
- d) draws up the minutes of the meetings and other internal documents of the Competition Committee.

39. The Secretary of the Competition Committee is an official of the Ministry's Department of Research and Innovation Policy.

40. The Secretary of the Competition Committee has the following duties:

- 1) keeps the record of the dossiers submitted by the candidates;
- 2) prepares the necessary documents for the conduct of the interview session;
- 3) informs candidates about the date, place and way of conducting the interview;
- 4) draws up the minutes of the meeting of the Competition Committee and its decisions on the results of the competition;
- 5) archives the minutes of the meetings of the Competition Committee and the decisions made;
- 6) follows other instructions from the Competition Committee.

41. The activity as a member of the Competition Committee is not remunerated.

42. The meetings of the Competition Committee shall be considered deliberative if the majority of its members are present. The meetings of the Competition Committee can also be held remotely / online using the electronic means of communication.

43. The decisions of the Committee shall be adopted when there are at least 3 votes of the members of the Competition Committee.

Voting is also allowed remotely / online via electronic means of communication (teleconference, e-mail).

44. The works of the Competition Committee shall be recorded in the minutes. The minutes shall be drawn up by the Secretary within 2 working days of the date of the meeting and shall be signed by all members of the Competition Committee.

45. Members of the Competition Committee can sign the minutes, using digital signature as well.

EVALUATION SHEET

of the candidates participating in the selection competition of the members of the Governing Board of the National Agency for Quality Assurance in Education and Research

Name and surname of the candidate: _____

No.	Selection criteria	Maximum score
1	Participation in the development and implementation of quality management / quality assurance systems in educational or research institutions over the last 5 years.	10 points
2	Participation in the development and implementation of quality management / quality assurance systems at national level in the field of education and / or research over the last 5 years.	15 points
3	Participation in internal quality evaluation at institutional level (in educational or research institutions) over the last 5 years.	5 points
4	Expert in quality evaluation at national level in education and / or research over the last 5 years.	10 points
5	Expert in quality evaluation at international level in education and / or research or coopted by international quality assurance agencies over the last 5 years.	20 points
6	Participation with communications / reports in the national forums (conferences, symposia, seminars) in the field of quality assurance in education and / or research over the last 5 years.	10 points
7	Participation with communications / reports in the scientific forums (conferences, seminars, symposia) in the field of quality assurance in education and / or research conducted outside of the Republic of Moldova over the last 5 years.	15 points
8	Coordinator or team member of national research / development projects in the field of quality assurance in education and / or	10 points

	research over the last 10 years.	
9	Coordinator or team member of the international research / development projects (eg Tempus, Erasmus +, TAIEX, etc.) in the field of quality assurance in education and / or research over the last 10 years.	20 points