	REGULATION	Code: REG.03.OF
	on the organization and operation of the profile committee in higher education	Approved: Order no. 12-A of 18.05.2020

REG.03.OF

**REGULATION
ON THE ORGANIZATION AND OPERATION
OF THE PROFILE COMMITTEE IN HIGHER
EDUCATION**

I. GENERAL PROVISIONS

1. The Regulation on the organization and operation of the profile committee in higher education of the National Agency for Quality Assurance in Education and Research (hereinafter - ANACEC) establishes the particularities of organization and operation of the profile committee, including the composition, mission, tasks, decision-making process and its financing.
2. The profile committee in higher education (hereinafter - profile committee) is a standing committee, established in accordance with the provisions of the Education Code of the Republic of Moldova (Code no. 152/2014, art. 115 para. 12), the Regulation on the organization and operation of ANACEC (GD no. 201/2018) and the Regulation of the profile committees of ANACEC (GD no. 327/2019).
3. The profile committee operates under the Department of Evaluation in Higher Education of ANACEC (hereinafter - Department).

II. PARTICULARITIES OF ORGANIZATION AND OPERATION OF THE PROFILE COMMITTEE

4. The profile committee shall consist of 9 permanent members selected through competition. The work of the profile committee shall be coordinated by the chairperson and the secretary, appointed at the first meeting by open vote by a simple majority of votes.
5. The profile committee shall be accountable to the Governing Board of ANACEC for the fulfillment of its tasks.
6. The profile committee shall meet, whenever necessary, but not more frequently than once a month, at the initiative of the chairperson of the profile committee, at the request of at least 1/3 of the members or at the request of the head of the specialized department (hereinafter Department).
7. National and foreign experts, coordinators and members of the evaluation panels may be invited to the meetings of the profile committee, but without having the right to vote.
8. The member of the profile committee that has carried out, in the last 5 years, or carries out activities in the institution subject to external evaluation must inform in writing the management of ANACEC. In case of conflicts of interest, the member of the profile committee shall participate in the meetings of the committee, without having the right to vote.
9. No member of the profile committee may use this capacity in his/her personal interest and shall not have the right to harm the cohesion and prestige of the profile committee by his/her actions.
10. The member of the profile committee may be revoked if he/she has violated the provisions of the law, of the ANACEC regulations or is unable to fulfill his/her duties, including in case he/she cannot perform his/her tasks for a period of more than 120 days.
11. In case of revocation of a member of the profile committee, the chairperson of the committee shall request the president of ANACEC to complete the composition of the profile committee. The appointment of the next member of the profile committee shall be made by order of the Minister.

III. MISSION AND PRINCIPLES

12. The mission of the profile committee is to contribute to the development / promotion of the quality culture in the field of higher education.
13. The activity of the profile committee shall be based on the following fundamental principles:

- 1) professionalism;
- 2) legality;
- 3) responsibility;
- 4) European reference;
- 5) decision-making autonomy;
- 6) continuous quality improvement;
- 7) transparency;
- 8) objectivity.

IV. TASKS OF THE PROFILE COMMITTEE

14. The profile committee shall perform the following tasks:

- 1) validates the results of the external evaluation of study programmes and higher education institutions;
- 2) organizes, jointly with the Department, the competition for the selection of expert evaluators and their inclusion in the Register of expert evaluators on the fundamental fields of science, culture and technology;
- 3) participates in the elaboration / updating of the standards and methodologies necessary for the accomplishment of the quality assurance function in the field of higher education;
- 4) participates together with the members of the Department in the elaboration of thematic studies;
- 5) formulates proposals for drafting / completing the normative framework in the address of the competent structures.

15. The chairperson of the profile committee shall have the following tasks:

- 1) coordinates and monitors the activity of the profile committee;
- 2) approves, in agreement with the Department, the agenda of the meetings of the profile committee and chairs them;
- 3) informs the head of the Department and the president of ANACEC about the results of the meetings of the profile committee;
- 4) participates in the meetings of the Governing Board of ANACEC, upon invitation.

16. The secretary of the profile committee shall have the following tasks:

- 1) receives the external evaluation reports from the Department and distributes them to the members of the profile committee for examination;
- 2) prepares the meetings of the profile committee, informing its members and the head of the Department about the date of the convocation and the agenda of the meeting;
- 3) in the absence of the chairperson, chairs the meetings of the profile committee;
- 4) draws up the minutes of the meeting, the decisions regarding the validation of the results of the external evaluation to the evaluated study programme(s) / higher education institutions and completes the Centralizing report (Annex 2);
- 5) prepares and submits to the Department the minutes and the decisions of the profile committee regarding the validation of the results of the external evaluation to the evaluated study programmes / higher education institutions;
- 6) performs the provisions of the chairperson of the profile committee.

V. PROCEDURE ON THE DECISION-MAKING BY THE PROFILE COMMITTEE

17. The meeting of the profile committee shall be considered deliberative if at least 2/3 of its members are present.

18. The decisions of the profile committee shall be made by open vote, requiring a simple majority of the total number of members of the profile committee.

VI. PROCEDURE FOR VALIDATION OF EXTERNAL EVALUATION RESULTS

19. The profile committee shall validate the results of the external evaluation:

- 1) in order to authorize the provisional operation of study programmes / higher education institutions;
- 2) in order to accredit study programmes / higher education institutions;
- 3) in order to accredit study programmes / higher education institutions subject to the post-evaluation monitoring procedure.

20. The Department shall request the profile committee to validate the results of the external evaluation of the study programme(s) / higher education institution and shall send to the secretary of the profile committee, in electronic format, the external evaluation report(s), comments on the external evaluation reports of the higher education institution and the minutes of the external evaluation panel.

21. The secretary of the profile committee shall receive from the Department, in electronic format, the report(s) of external evaluation of the study programme(s) / higher education institution, the comments to the external evaluation reports of the higher education institutions and the minutes of the external evaluation panel and forward them to the members of the profile committee for examination.

22. The profile committee, within 7-10 working days, shall examine the content of the external evaluation report(s) and the observance of the following requirements:

- 1) the compliance of the evidence included in the external evaluation reports with the evaluated performance indicators;
- 2) the clarity and logic of presenting the findings made during the external evaluation process;
- 3) the sufficient argumentation through evidence and findings of the score awarded;
- 4) the formulation of strengths, recommendations and areas for mandatory improvement for performance indicators;
- 5) the correctness of the formulation of the final recommendation of the external evaluation panel (including the examination of the comments on the external evaluation reports received from the higher education institutions and the minutes of the external evaluation panel);
- 6) the degree of fulfillment of the accreditation standards that partially correspond to the requirements of the study programmes / educational institutions subject to the post-evaluation monitoring procedure.

23. The members of the profile committee shall formulate, as appropriate, recommendations and areas for mandatory improvement for the performance indicators in the external evaluation reports and complete the **Examination form of the external evaluation report of the study programme / higher education institution** (Annex 1).

24. The secretary of the profile committee shall draw up the agenda of the meeting, send it to the chairperson of the profile committee for approval and inform the members and the Department about the date and content of the agenda of the meeting.

25. The profile committee shall meet in the working meeting and decide on the validation / non-validation of the results of the external evaluation for each study program / higher education institution evaluated. The working meetings of the profile committee can be organized both at ANACEC and through online meetings.

26. The secretary of the profile committee shall draw up the minutes of the meeting, the decision on the validation / non-validation of the results of the external evaluation for each study programme / higher education institution evaluated, complete the **Centralizing report** (Annex 2), and send them to the Department.

27. In case of validation of the results of the external evaluation by the profile committee, the Department shall send to the external evaluation panel the decision to validate the results of the external evaluation for each study programme / educational institution and the **Centralizing report**. The external evaluation panel shall examine, within up to 3 working days, the recommendations formulated by the profile committee and complete, as the case may be, the external evaluation report(s) of the evaluated study programmes / higher education institutions and send them to the Department. The Department shall submit for examination to the members of the Governing Board of ANACEC the external evaluation reports and the decisions of the profile committee.

28. In case of non-validation of the results of the external evaluation by the profile committee, the Department shall send to the external evaluation panel the decision of non-validation of the results of the external evaluation for each study programme / educational institution and the **Centralizing report**. The external evaluation panel, within up to 5 working days, shall improve the quality of the external evaluation reports and submit them to the Department. The Department shall forward the revised external evaluation reports and repeatedly request the profile committee to validate the results of the external evaluation.

29. The profile committee shall re-examine, within up to 5 working days, the quality of the revised external evaluation reports and decide on the validation / non-validation of the external evaluation results.

30. The secretary of the profile committee shall draw up the agenda of the meeting, send it to the chairperson of the profile committee for approval and inform the members and the Department about the date and content of the agenda of the meeting.

31. The profile committee shall meet repeatedly in the working meeting, at ANACEC premises, and decide on the validation / non-validation of the results of the external evaluation for each study programme / higher education institution evaluated. The secretary of the profile committee shall draw up the minutes of the meeting, the decision on the validation / non-validation of the results of the external evaluation for each evaluated study programme / higher education institution, complete the **Centralizing report** and send them to the Department.

32. In case of repeated non-validation, the Department shall send the external evaluation reports accompanied by the decisions of the profile committee and the **Centralizing reports** to the members of the Governing Board of ANACEC.

33. In case of validation of the results of the external evaluation of the study programmes / educational institutions subject to the post-evaluation monitoring procedure, the Department shall request the profile committee to validate the results of the external evaluation of the study programmes / higher education institutions and send to the secretary of the profile committee, in electronic form, the external evaluation reports, the corrective action plan developed on the basis

of the recommendations and areas for mandatory improvement formulated by the external evaluation panel and the Report on the implementation of the corrective action plan undertaken as a result of the external quality evaluation activity of the study programme / higher education institution.

34. The profile committee shall examine the corrective action plan developed based on the recommendations and areas for mandatory improvement made by the external evaluation panel and the Report on the implementation of the corrective action plan undertaken as a result of the external quality evaluation activity of the study programme / educational institution and shall decide on the validation or non-validation of the results of the external evaluation.

35. The secretary of the profile committee shall draft the decision on the validation / non-validation of the results of the external evaluation for each study programme / higher education institution subject to the post-evaluation monitoring procedure, shall complete the **Centralizing report** (Annex 3) and submit them to the Department.

36. The Department shall submit for examination to the members of the Governing Board of ANACEC the external evaluation reports, the decisions of the profile committee and the centralizing reports.

VII. FINANCING OF THE PROFILE COMMITTEE

37. ANACEC shall conclude service provision contracts with each member of the profile committee.

38. The members of the profile committee shall be remunerated in relation to the amount of expertise performed, based on an hourly rate calculated in relation to the basic salary provided for the scientific-didactic / didactic position held by the member with maximum seniority in the higher education institution.


39. Remuneration shall be made, according to the legislation, depending on the time of attendance at meetings and the amount of expertise performed.

40. The chairperson of the profile committee, in case of repeated non-validation of the external evaluation results, shall submit to the President of ANACEC the proposal regarding the termination of the service provision contracts with the members of the external evaluation panel.

VIII. FINAL PROVISIONS

42. This Regulation shall enter into force on the date of approval by order of the President of the Governing Board of ANACEC and shall be made public on the ANACEC website.

43. For non-compliance with the provisions of this Regulation, the members of the profile committee shall bear disciplinary, misdemeanor or criminal liability.

	Name of the bachelor's degree study programme, General field of study, ECTS credits, education forms,
	Higher education institution

**Examination form of the external evaluation report
of the study programme / higher education institution**

Accreditation standard	Compliance of the evidence included in the SER with the evaluated performance indicators	Clarity and logic of presenting the findings made during the external evaluation process	Sufficient argumentation through evidence and findings of the score awarded	Formulation of strengths, recommendations and areas for mandatory improvement for the performance indicators	Correctness of the formulation of the final recommendation of the external evaluation panel (including comments received from higher education institutions, minutes of the external evaluation panel)	Final conclusions
1	2	3	4	5	6	7
Accreditation standard 1. Policy for quality assurance	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Requires / Does not require revision
Accreditation standard 2. Design and approval of programmes						
Accreditation standard 3. Student-centred learning,						

teaching and assessment						
Accreditation standard 4. Student admission, progression, recognition and certification						
Accreditation standard 5. Teaching staff						
Accreditation standard 6. Learning resources and student support						
Accreditation standard 7. Information management						
Accreditation standard 8. Public information						
Accreditation standard 9. On-going monitoring and periodic review of programmes						


Accreditation standard 10. Cyclical external quality assurance						
TOTAL	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Final conclusions

Decision of the member of the profile committee: Validation / non-validation of the results of the external evaluation of the study programme / educational institution

Proposals / suggestions by standard

Member of the profile committee

Surname, name, date, signature

	Name of the bachelor's degree study programme, General field of study, ECTS credits, education forms,
	Higher education institution

**Centralizing report
of the study programme / higher education institution subject to the external evaluation process
for the accreditation / authorization of provisional operation**

Surname / name	Compliance of the evidence included in the SER with the evaluated performance indicators	Clarity and logic of presenting the findings made during the external evaluation process	Sufficient argumentation through evidence and findings of the score awarded	Formulation of strengths, recommendations and areas for mandatory improvement for the performance indicators	Correctness of the formulation of the final recommendation of the external evaluation panel	Comments on the SER received from higher education institutions, minutes of the external evaluation panel	Final conclusions
Member I	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Validation / non-validation of external evaluation results
Member II							
Member III							
Member IV							
Member V							
Member VI							
Member VII							
Member VIII							
Member IX							


Decision of the profile committee: Validation / non-validation of the external evaluation results of the study programme / educational institution
Proposals / suggestions

Chairperson of the profile committee

Secretary
Date

Surname, name, signature

Surname, name, signature

	Name of the bachelor's degree study programme, General field of study, ECTS credits, education forms,
	Higher education institution

**Centralizing report
of the study programme / higher education institution
subject to the post-evaluation monitoring procedure**

Accreditation standard(s) that partially meet the requirements XXXXX

Surname / name	Planned corrective actions	Obtained results	Final conclusions per accreditation standard
Member I	Adequate / Relevant / Sufficient	Sufficient / insufficient	Achieved / Partially achieved / Not achieved
Member II			
Member III			
Member IV			
Member V			
Member VI			
Member VII			
Member VIII			
Member IX			

Decision of the profile committee: Validation / non-validation of the external evaluation results of the study programme / educational institution

Date

Chairperson of the profile committee

Secretary

Surname, name, signature

Surname, name, signature