

REGULATION
of the profile committees of the National Agency for
Quality Assurance in Education and Research

I. DISPOZIȚII GENERALE

1. The Regulation of the profile committees of the National Agency for Quality Assurance in Education and Research (hereinafter - *Regulation*) establishes the mission, structure, mechanism of establishment and operation, as well as the attributions of the profile committees as organizational structures-components of the National Agency for Quality Assurance in Education and Research (hereinafter - *Agency*).

2. The profile committees of the Agency shall be standing committees and shall function in accordance with the provisions of this Regulation, as well as with the internal rules of organization and operation.

II. FIELDS OF ACTIVITY AND ESTABLISHMENT
OF PROFILE COMMITTEES

3. The profile committees shall be organized for each field of activity of the Agency, as follows:

- 1) The profile committees in general education;
- 2) The profile committees in vocational education and training;
- 3) The profile committees in the field of continuous professional training;
- 4) The profile committees in higher education;
- 5) The profile committees in research and innovation.

4. The profile committees shall be made up of personalities with outstanding experience in the fields of activity of the committees, with professional achievements recognized at national and international level.

5. Each profile committee shall consist of nine people, selected through a competition.

6. Persons holding positions of public dignity, rectors, vice-rectors, members of the councils for strategic institutional development or directors of educational and / or research institutions during their term of office cannot participate in the competition.

7. The members of the profile committees shall be selected by public competition for a term of four years, having the possibility to be selected for a maximum of two terms.

8. The competition for the selection of the members of the profile committees shall be organized by the Governing Board of the Agency within the time limits and in the manner established by this Regulation.

III. ORGANIZATION AND CONDUCT OF THE COMPETITION FOR THE SELECTION OF THE MEMBERS OF THE PROFILE COMMITTEES

9. The competition shall begin three months before the expiry of the terms of office of the members of the profile committees in office, following the adoption of the appropriate decision by the Agency's Governing Board.

10. The announcement of the organization of the competition, the terms and conditions of its holding shall be made public by the organizer of the competition on the official website of the Agency and by other means of mass communication.

11. The expenses for organizing the competition shall be borne and / or identified by the Agency. The expenses for participating in the competition (travel to the place of the competition, accommodation, use of means of communication, authentication of copies of documents, etc.) are borne by the participants in the competition.

12. The person who meets the following conditions can apply for the position of member of the profile committees:

- 1) holds scientific and / or scientific-didactic titles;
- 2) has at least five years' experience in the field of activity of the committee;
- 3) knows the Romanian language;
- 4) has no criminal record for offenses committed with intent.

13. When selecting the members of the profile committees, it shall be taken into account that they represent the fundamental fields of education, research, as well as the levels of professional training.

14. Each candidate, within the term indicated in the information on the conditions of organization and conduct of the competition, shall submit the file for participation in the competition, which shall contain the following documents:

- 1) application for participation in the competition;
- 2) curriculum vitae (Europass model);
- 3) legalized copies of study documents, of awarding the scientific and scientific-didactic titles;
- 4) documents proving the experience in the field of activity of the profile committee;
- 5) cover letter (maximum one page);
- 6) statement on their own responsibility that in the course of their activity they did not violate the rules of professional ethics and deontology;
- 7) other documents (copies), at their own wish, confirming compliance with the requirements for the candidate.

15. The file for participation in the competition shall be submitted in a copy, in Romanian, on paper or electronically.

16. The files of the candidates who do not meet all the conditions for participation in the competition shall be rejected. The decision to reject shall be made by the competition commission on the basis of information submitted by the secretary of the commission.

17. The competition shall take place in a single stage, which consists of assessing the candidates' files and their selection.

18. The competition shall be organized and carried out by the competition commission, established by the decision of the Governing Board of the Agency. Five members, including two representatives of the Ministry of Education, Culture and Research, are part of the competition commission for the selection of the members of the profile committee provided in point 3 sub-points 1) and 3). The competition commission for the selection of the members of the profile committee provided in point 3 sub-item 2) shall include five members, including a representative of the Ministry of Education, Culture and Research and a representative of the Board of Directors of vocational education and training institutions. Seven members, including representatives of the Ministry of Education, Culture and Research, of the Academy of Sciences of Moldova and, depending on the field, of the Council of Rectors and of the Council of Directors of the research and innovation organisations, are part of the competition commission for the selection of the members of the profile committees provided in point 3 sub-points 4) and 5).

19. The secretariat of the competition commission shall be ensured by the human resource subdivision of the Agency. The secretary of the competition commission does not have the right to vote.

20. In the performance of its duties, the competition commission shall make decisions by a majority of the members of the commission.

21. At the end of the competition, the competition commission shall draw up a report that includes separate lists of the candidates who promoted the competition for each profile committee, depending on the score obtained, in descending order. The minutes shall be submitted to the President of the Governing Board of the Agency and shall be published on the official website of the Agency.

22. After the completion of the competition, the President of the Governing Board of the Agency presents to the Ministry of Education, Culture and Research for approval, by order of the minister, the decision of the competition commission regarding the nominal composition of the profile committees.

23. The results of the competition can be challenged within three working days from the date of publication and shall be examined by the competition commission, and in case of disagreement with the results of the examination of the appeal - in court, in the order of administrative litigation.

IV. TASKS OF PROFILE COMMITTEES

24. The profile committees:

1) participate in the elaboration of the standards and methodologies necessary for the accomplishment of the quality assurance function in their field of activity;

2) organize, jointly with the specialized departments of the Agency, the competition for the selection of expert evaluators and their inclusion in the Register of expert evaluators by fields;

3) examine the results of the external evaluation in their field of activity and submit proposals for decisions on their basis;

4) perform other tasks in their field of activity, in accordance with the provisions of the normative framework.

25. The tasks of the profile committee in general education refer to:

1) the procedure for validating the results of the evaluation of general education institutions;

2) curriculum evaluation;

3) the procedure for validating the results of the evaluation of the teaching staff, auxiliary teaching staff and management staff in general education.

26. The tasks of the profile committee in vocational education and training refer to:

1) the procedure for validating the results of the evaluation of vocational education and training institutions and the study programmes provided by them;

2) the procedure for validating the results of the evaluation of teaching, auxiliary teaching and management staff in vocational education and training.

27. The tasks of the profile committee in the field of continuous professional training refer to the procedure for validating the results of the evaluation of institutions in the field of continuous professional training and the training programmes provided by them.

28. The tasks of the profile committee in higher education refer to the procedure for validating the results of the external evaluation of study programmes and higher education institutions.

29. The tasks of the profile committee in research and innovation refer to:

1) the procedure for validating the results of the external evaluation of the doctoral schools;

2) the procedure for validating the results of the complex evaluation of the capacities of organizations in the fields of research and innovation to work in order to fulfill the assumed missions;

3) the confirmation of the scientific and scientific-didactic staff (scientific and scientific-didactic titles, habilitation with the right of doctoral supervisor);

4) the recognition and equivalence of documents on scientific titles of citizens of the Republic of Moldova, as well as of foreign ones, issued in other states.

V. OPERATION OF PROFILE COMMITTEES

30. The activity of the profile committees shall be coordinated by a chairman and a scientific secretary, appointed by the decision of the committee at its first meeting.

31. The chairman and the scientific secretary of the profile committee shall be accountable to the Governing Board of the Agency for the performance of the tasks of the committee.

32. Any member of a profile committee may be dismissed when the person concerned has violated the provisions of the law, the regulations of the Agency or of the profile committees or is unable to perform their duties, even if they are unable to perform their duties for a period of over 120 days.

33. No member of the profile committees, holding or not a management position, may use this quality, in any form, in their personal interest and shall not have the right to harm through their actions the cohesion and prestige of the committee.

34. Any member of the profile committees who has carried out or carries out activities in the institution subject to evaluation or has a personal interest in the activity of an institution subject to evaluation must inform the Agency's management in writing. In case of conflicts of interest, the members of the profile committees shall not participate in the meetings of the committee in which the subject is examined in relation to which the conflict of interests is attested.

VI. DECISION-MAKING PROCESS OF THE PROFILE COMMITTEES

35. The profile committees meet in plenary meetings, whenever necessary, but not more frequently than once a month, at the initiative of the chairman of the committee or at the request of at least 1/3 of the members, who shall inform the head of the specialized department of the Agency.

36. The meeting of the profile committee shall be considered deliberative if it is attended by at least 2/3 of the members of the committee.

37. The decisions of the profile committee shall be approved with the vote of the majority of the members present. National and foreign experts who work for the profile committees, without the right to vote, may also be invited to the meetings of the profile committee.

38. If the decision of the profile committee refers to one of the members present, they shall not have the right to vote.

39. The chairman and the scientific secretary of the profile committee have duties and responsibilities in organizing all the activities of the committee, informing the Governing Board of the Agency, under the conditions of this Regulation, preparing and keeping the documents, including drawing up the minutes of the meetings and publishing them on the official website of the Agency.

40. For non-compliance with the provisions of this Regulation, the responsible persons shall bear disciplinary, contraventional or criminal liability.

VII. FINANCING THE ACTIVITIES OF THE PROFILE COMMITTEES

41. The Agency shall conclude service provision contracts with each member of the profile committees. The members of the profile committees 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 a certain type of educational institution (higher education or vocational education and training).

42. The chairman of the profile committee shall address to the Governing Board of the Agency the requests for financing of the committee's activities.

43. Remuneration shall be made, according to the legislation in force, depending on the time of attendance at the meeting and the amount of expertise performed.