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THE QUALITY ASSURANCE CODE
for the processes of education and research at
THE UNIVERSITY OF ORADEA

CHAPTER 1. GENERAL ASPECTS

Art. 1. This *Code of quality assurance*, hereinafter referred to as the **Code**, establishes the principles, the mode of organisation and functioning of the *System Of Evaluation And Quality Assurance* (SEAQ) within the University of Oradea, having as purpose the coordination of efforts to improve the quality of educational and research processes with direct effect in increasing the competitiveness of the graduates.

Art. 2. Reference documents:
National Documents:

- National Education Law No. 1/2011;
- Methodology for external evaluation of quality (ARACIS);
- Code of Good Practice for Departments of quality assurance of higher education institutions in Romania;
- National Framework of Qualifications;
- Senate Judgment/Decision No. 10581/29.07.2004, updated by H.S.nr. 145/14.06.2010;
- Charter of the University of Oradea.

European documents:

- The Declaration from Sorbonne, 25 May 1998;
- The Declaration from Bologna, 19 May 1999;
- The Press from Prague , 19 May 2001;
- The Declaration from Copenhagen, 2002;
- The Press from Berlin, 19 September 2003;
- The Press from Bergen, 19 May 2005;

- The Press from London, 2007;
- The Press from Leuven and Louvain-la-Neuve (2009);
- Documents: The Conference from Budapest and Vienna (2010);
- Standards and guidelines for quality assurance in the European higher education (ENQA);
- European Qualifications Framework .

Art. 3. Definitions

The System of Evaluation and Quality Assurance (SEAQ) is an assembly of elements, interconnected processes and activities, geared towards the increasing of the quality of educational services offered by the University of Oradea.

The Commission for Evaluation and Quality Assurance (CEAQ) is the academic Senate's lucrative structure with a mission to coordinate the elaboration, control and monitoring of SEAQ at the University of Oradea. It is constituted in accordance with the law on ensuring the education quality.

The Quality Assurance Department (D.A.C.) is the executive structure coordinated by a director, subordinated to the Rector of the University of Oradea, with the mission:

a) to oversee the implementation and the updating of SEAQ procedures;

b) to coordinate and monitor the performance of the quality indicators at the level of study programs;

c) to prepare, manage and monitor documents, specific to internal and external evaluations of quality both for study programs and for the institution;

Quality Council (CQ), a specialty Board of the Board of Directors, with the role of integrator of quality management at the university level, brings together:

• The D.A.C Director, as Chairman;

• Persons responsible for quality at the level of Faculties/Departments of education (DPPPD, DIDIFR), the Council of University doctoral studies (CSUD), General Administrative Direction (DGA) and Economic Direction (DE).

Body of Internal Auditors (CAI) is an independent body set up within the University of Oradea, comprised of educators (professors/lecturers) who have appropriate training and who have applied for participation in the internal evaluation activities.

Art. 4. SEAQ consists of:

• organizational structures (article 3 and Chapter 2);

• SEAQ Documents that include regulations;

• Database that records and reflect the level of performance indicators.

Regulations include: University Charter, Regulations, Codes, Methodologies and Procedures.

Art. 5 The fundamental objective of the University leadership in the field of quality management is to implement a policy-based SEAQ, an organizational structure and documentation enabling the monitoring-evaluation, corrective-preventive intervention and continuous improvement of quality.

To do this, the leadership of the University of Oradea:

> • Allocate human and material resources necessary to implement the SEAQ;
>
> • Confirm members CAI, based on the rules established by D.A.C.;
>
> • Include in the Strategic Development Plan, the Operational Plan "Quality Strategy", developed by CEAQ and D.A.C.;

Examine, annually, the stage of SEAQ implementation on the basis of the Report to the Program of Policies, Strategies and Actions on Quality and decide upon the necessary corrective measures on the basis of the CEAQ report.

Art. 6. To achieve these objectives in the University of Oradea the following activities will take place:

a) The debate of the ARACIS methodology regarding the standards, the reference standards and list of performance indicators for the external assessment of quality;

b) The establishment of the responsibilities for internal assessment and assurance of meeting the standards, with reference to the three areas consecrated by the ARACIS methodology: institutional capacity, educational effectiveness and quality management;

c) The elaboration of the procedures for assessment and quality assurance;

d) The analysis of the main functions and processes of the University to determine those that are critical for the quality of the results and the ensurance of the means and methods of keeping under control and their continuous improvement.

e) The identification of problems and seeking solutions to improve the quality of the educational and research processes by increasing the involvement of the staff of the University and by the dissemination and application of good practices.

f) The periodic internal evaluation, of the individual contribution of each member of the University of Oradea to reinforce the responsibility of all personnel, starting with the management of academic and administrative structures**.**

CHAPTER 2. ORGANIZATIONAL STRUCTURE

Art.7. The organisational structure is based on the principle that, SEAQ is headed, at every level of the institution, by the respective level manager (university – rector/Vice-Rector, Faculty-Dean, Department – Department Manager etc.)

Art. 8. The main elements of the organizational structure of SEAQ in Oradea University are: CEAQ – is the Commission of the Senate of the University, having the structure and the duties laid down by national law and by the decision of the Senate of the University;

DAC and CQ- at Board of Directors level;

Quality Commission – at college level, coordinated by the person responsible for the quality of the Faculty;

Team Quality-at Department level, coordinated by the head of Department-level quality.

Art. 9. CEAQ plays the role of the engine and catalyst in the SEAQ.

DAC is coordinated by a director – a teacher with a mission to provide a SEAQ based on a higher quality policy to allow keeping under control, assessment/auditing and continuous improvement of quality of the whole undergraduate activities.

CHAPTER 3. RESPONSIBILITIES REGARDING SEAQ.

Art. 10. At the University level the responsibilities on SEAQ are the following:

1) SEAQ at Administrative Body level of the University is headed by the Rector who, subject to University Senate approval the strategy, policy, objectives and priorities in the field of quality, seeks through D.A.C the knowledge and their application in the entire institution, allocates and verifies the appropriate use of resources associated with SEAQ.

2) The Vice-rectors, the CSUD Director, the Administrative General Director, the Economic Director lead and are responsible for implementing, maintaining and improving the SEAQ in the areas for which they are responsible.

a) The president of CEAQ is the representative of the University Senate for SEAQ. He has control powers of SEAQ at the University level, according to LEN. 1/2011, article 213j.

b) CEAQ at the University of Oradea is a Committee of the university Senate having the structure specified in national legislation.

c) The Quality Council (CQ) is the structure that integrates SEAQ concerns at the university level, given the role of analysis and approval of regulations developed by the DAC and to coordinate the application of the regulations at the entity-level structure which they represent;

d) The regulations and CEAQ evaluations are discussed and validated by the Senate of the University of Oradea. The activity of CEAQ and CQ are conducted in accordance with its own work procedure, approved by the University Senate.

e) e)The Body of Internal Auditors (CAI), is set up at the university level for educational and research processes.

f) DAC has an Executive role at the disposal of the Rector

Art. 11. At college-level, responsibilities on SEAQ are the following:

a) The SEAQ at faculty level is led by the Dean who sets the policy, strategy, objectives and priorities of the faculty in the field of quality pursuing the knowledge and application in College

of both general aspects and specific ones. These are subject to the approval of the Faculty Council.

b) The responsible for quality (RC) is the Dean's representative for SEAQ, invested with the responsibility and authority for implementing and maintaining SEAQ at faculty level. RC can be one of the vice-deans or another teacher of the Faculty appointed by the Dean and confirmed by the Council of the Faculty. RC of the Faculty is part of the Quality Council of the University of Oradea.

c) The Quality Commission (ComC) is a body of work having at the faculty level a role similar to that played by CEAQ at the University level. ComC includes: RC, a representative of the students (elected), a representative of the employers (named) and representatives of study programs coordinators. ComC is validated by the Council of the Faculty and communicated to the President of CEAQ.

Art. 12. At the level of Department/Research Centre responsibilities regarding SEAQ are:

a) The responsibility and authority for SEAQ belongs to the Director of Department/Research Center.

b) If the activity of the Department/Research Centre is expanded, the Director of the Department/Research Centre may appoint his representative for SEAQ.

c) The Director of the Department designates, as a rule, one Responsible for quality, for each study program managed by the Department.

Art. 13. At the administrative level, the responsibilities regarding SEAQ are:

a) At the level of directions, the responsibility and authority for SEAQ belongs to Directors thus:

• DGA – for General Administrative Direction;

• DE - for Economic Direction;

• The Director of the Library – for Central Library of the University of Oradea.

b) Directors may appoint their representative for SEAQ.

c) At the level of service, SEAQ responsibility and authority belongs to the heads of service.

Art. 14. For each level listed in art. 12-14, the Quality Commission/Staff is validated by the authority of collective leadership (Council) and is communicated to the administrative structure, hierarchically superior.

Art. 15. The SEAQ documents are managed by D.A.C, under the authority of the rector.

CHAPTER 4. QUALITY MANAGEMENT OF EDUCATIONAL AND RESEARCH PROCESSES.

Art.16.

(1) In the University of Oradea there are study programs at different levels: Bachelor, masters, doctoral, and postgraduate training and continuous professional development at full time, part time and , distance educational forms;

(2) The University is open, under national legislation, to the education of Romanian or foreign citizens, without discrimination;

(3) Within the University of Oradea, there can be organised for all 3 cycles of University studies, in accordance with the law, study programs in languages of international circulation and in languages of national minorities.

Art. 17.

(1) The University admission is made on the basis of competition, without any kind of discrimination;

(2) The Admission Methodology is elaborated in compliance with the legal provisions and the Charter of the University and is approved annually by the academic Senate;

(3) The University of Oradea admits and registers in a program of study only that number of students for which is insured optimum conditions of academic quality, of living and social services in the university Campus.

Art. 18. The quality assurance of study programs is based on:

(1) The development of integrated study programs bachelor-masters-doctorate;

(2) The development of study programs in partnership with the Romanian and European universities, in particular at the Masters and Doctoral level, leading to obtaining joint degrees ("joint degrees");

(3) Promoting study programs in international languages to encourage the mobility of students and teachers and to attract foreign students;

(4) Supporting teacher professional and research development;

(5) Promoting the study of foreign languages in the study programs in Romanian language;

(6) The collegiate substitution is accepted in case of unavailability of the holder/ Course Leader, provided that substitutes meet the professional requirements of the post.

Art. 19.

(1) The assessment of the quality of study programs at the level of undergraduate and masters is done according to the procedure approved by the university Senate;

(2) Students are full partners in the process of quality assurance and participate in the evaluation of the curricula, teachers and study subjects;

(3) The Curriculum of the study programs is conformable with the qualification profile defined in *National*

framework of Qualifications and is connected to the socio-economic environment requirements.

Art. 20.

(1) For each academic cycle organized, the University Senate approves its own regulations regarding the organisation and functioning, in accordance with the national and international standards, general and specific quality standards;

(2) By specific internal regulations that complete the University Charter, it will be ensured a fair proportion of the progressive assessment and of the evaluations completed in the session (exams, colloquia);

(3) The results of the assessments are appreciated by notes or qualifiers, determined in accordance with the algorithm described in The Course Syllabus and communicated to students;

(4) If it turns out that the result of an evaluation was obtained fraudulently, or by violating the *Code of ethics and professional ethics*, on the proposal of the Course leader, the Dean will have to ask the student to take up again the entire assessment process;

(5) Applicants at admission, students and doctoral students may challenge the results of the assessments by written request addressed to the President/Dean. The settlement procedure is detailed in dedicated regulations (admission, curricula development, completion of studies).

Art. 21.

(1) The Organization and conduct of University studies, including the joint ones, take place within the Doctoral Schools, according to a regulation approved by the University Senate;

(2) Within the University functions The Council for University Doctoral Studies with a mission to coordinate the processes of evaluation and quality assurance at this level;

(3) The joint doctorate in for doctoral students enrolled at the University of Oradea can be arranged according to the variants provided by the national law. The Joint doctorate, with two scientific advisers from the University of Oradea can be arranged with reference to all areas of advisers qualified at the University of Oradea, provided that the two advisers were certified in different domains, or one of them reached the retirement age. In the latter case, the doctorate student is calculated in terms of the number of doctoral students of the head of the advisers who reached the retirement age;

(4) The evaluation of PhD students is done in compliance with the dedicated procedure, approved by the Senate.

Art. 22.

(1) The Organization and conduct of the training programs and continuous professional development at the University and postgraduate education level is carried out in accordance with a regulation approved by the University Senate, through a collaboration between the faculties and the Centre of Continuous Education and Human Resource Development (CECDRU);

(2) The programme of training in residency is coordinated by a dedicated Department.

Art. 23. The organization and conduct of psycho-pedagogical training courses of teachers in the University and outside the University is carried out in a dedicated Department (DPPPD), under the legislation in force and the regulation approved by the University Senate.

Art. 24. The organization and conduct of the distance learning and part-time programs is done in the Department of Distance Learning and Part-Time Education, according to the legislation in force and the regulation approved by the University Senate.

Art. 25.

(1) The research-development-innovation activity and artistic creation is organized and operates on the basis of national and European legislation and of the Charter of the University and of the Regulations concerning the organization, functioning and funding of the scientific research (ROFFCS);

(2) Scientific research, innovation and artistic creation are basic components of the activities in the University of Oradea, which run in accordance with the regional, national and international priorities, and with its own strategy;

(3) The Scientific Research Strategy is part of the Strategic Development Plan of the University;

(4) The annual Operational Plans contain specific elements of implementation of the Strategy of Research-Development-Innovation (CDI) for the year in question.

Art. 26.

(1) The CDI activity runs, according to resources and priorities identified at the University level, in research institutes/ research centres/research center for technological transfer. The research can take place under other forms;

(2) The management of projects, contracts and results of CDI is ensured by a dedicated Office;

(3) The procedure for the organization and financing the research activity is established by a dedicated regulation approved by the University Senate.

Art. 27.

(1) The Research Centres that have exceptional results configure the priority research directions of the University;

(2) A member of the academic community (teacher, researcher, PhD student) is part of a single research center.

Art. 28.

(1) The Research Centres are assessed on the basis of the *Procedure for establishing, evaluating and ranking research centres* and is confirmed by internal certification/accreditation;

(2) The Research Centres can promote and develop training programs for highly qualified human resources (masters, doctoral, training and continuous professional development);

(3) The academic Senate may decide the granting of material support for the development of research centres with very good results;

Art. 29.

(1) The Research Centers are associated, as a rule, to the departments of education and research or may be part of the CDI Institute of the University;

(2) The Departments are internally assessed at intervals not exceeding 5 years, in accordance with the Education Law /2011 and with the internal procedure and are classified on 5 levels, depending on the performance in scientific research**;**

Art. 30.

(1) At the end of the financial year, on the occasion of the presentation in the Senate by the Rector of The University Status Report, the Executive Leadership will present details relating to: the amount of overhead and with reference to the way it was spent for research grants.

(2) The activities of grants and research contracts should be remunerated in accordance with the law, with the rules established by financier and in accordance with the *Procedure of elaboration and execution of the budget of income and expenses*, approved by the University Senate.

Art. 31.

(1) The assessment of teaching and research staff, of the study subjects is carried out in accordance with the dedicated procedure approved by the University Senate;

(2) The assessment of auxiliary teaching staff and non-teaching staff is made annually by applying the dedicated procedure, approved by the University Senate;

(3) The data and the information on the professional status of teaching and research staff, and of the technical-administrative staff is recorded in a personal service card. Access to the personal service card is allowed only to the person concerned, to the holder of the Director of human resources and to the leader of the institution of higher education.

CHAPTER 5. FINAL PROVISIONS

Art. 32. SEAQ Procedures approved along with this code are listed in the annex. Depending on the needs identified over time, the list of procedures is completed/updated continuously.

Art. 33. The approval of *Quality Assurance Code* is done by the Senate of the University of Oradea.

Art. 34. The change of this *Quality Assurance Code* is the competence of the Senate of the University of Oradea.

Approved in the Senate's meeting from: 04.09.2012