



APPROVED

**at the meeting of *Nicolae
Testemitanu* University Senate
minutes no. 7/9 of 22.06.2023**

REGULATION

**on the initiation, development, monitoring and periodic evaluation of study
programs at Nicolae Testemitanu University of Medicine and Pharmacy**

I. GENERAL PROVISIONS

1.1. The Regulation on the initiation, development, monitoring and periodic evaluation of study programs at Nicolae Testemitanu State University of Medicine and Pharmacy (hereinafter – Nicolae Testemitanu University), aims to establish the general rules for the standardization of processes and the definition of responsibilities regarding the content and conduct of the processes of: initiation, elaboration, monitoring and periodic evaluation of study programmes.

1.2. The Regulation has the following objectives:

- to serve as a basis for the initiation, development and monitoring of the bachelor, integrated, master and continuing education programs of Nicolae Testemitanu University;
- to methodologically ensure the process of elaboration and presentation of the self-evaluation documentation of the study programs;
- to contribute to the objective and operational evaluation of the study programs by internal and external evaluators.

1.3. This Regulation is drawn up on the basis of the following legal acts:

- The Education Code of the Republic of Moldova no. 152 of July 17, 2014;
- Government Decision no. 482 of 28.06.2017 on the approval of the Nomenclature of the professional training domains and specialties in higher education;
- Regulation on the organization of bachelor (cycle I) and integrated studies, approved by Order of the Ministry of Education, Culture and Research no. 1625 of 2019;
- Framework plan for bachelor (cycle I), master (cycle II) and integrated higher education, approved by the Order of the Minister of Education no. 120 of 10.02.2020;
- Regulation on the organization and conduct of higher master studies - cycle II, approved by Government Decision no. 80 of 16.02.2022;
- Regulation on continuing training of adults approved by Government Decision no. 193 of 24.03.2017;
- Order of MH RM No 435 of 12.05.2022 on the regulation of the national system of continuing medical and pharmaceutical education;
- Order of MECR no. 70 of 25.01.2019 on the approval of the methodology for the development of programs and curriculum in lifelong learning;
- Methodology of external quality assessment for the provisional authorization of operation and accreditation of study programs and institutions of technical vocational education,

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higher education and lifelong learning and the Regulation on the calculation of fees for services rendered within the framework of external quality assessment of study programs and institutions of technical vocational education, higher education and lifelong learning, approved by Government Decision no.616 of 18.05.2016, as amended;

- Charter of the Public Institution Nicolae Testemitanu State University of Medicine and Pharmacy, 2019 (amended by the Additional Act of 29.01.2020);
- Regulation on the organization of bachelor studies (cycle I) and integrated studies (Bachelor and Master) at Nicolae Testemitanu State University of Medicine and Pharmacy of the Republic of Moldova, approved at the meeting of the Senate, minutes no. 2/2 of 27.02.2020;
- Regulation on organization and implementation of continuing education and training activities within the State University of Medicine and Pharmacy "Nicolae Testemitanu" of the Republic of Moldova, approved at the meeting of the Senate, minutes no. 27/18 of 30.08.2022.

1.4. University study programs represent the study plan and the curricula of the teaching, learning and research units, the study objectives, the general, professional and transversal competences obtained on completion of the program and certified by the diploma and its supplement.

1.5. The study programs are subject to the regulations in force concerning quality assurance in higher medical and pharmaceutical education.

1.6. The conduct of the process of initiation, development, monitoring and periodic evaluation of study programs is governed by procedures specific to each stage and the provisions of this Regulation.

II. INITIATION OF THE STUDY PROGRAM

2.1. **The initiation** of the study programme shall take place under one of the following conditions:

- a) existing or future labour market requirements;
- b) the demand of potential beneficiaries of the programme;
- c) the arguments relating to the economic and social projects of the European Community;
- d) national and/or European standards, codes, directives and regulations requiring the training of qualified personnel in the field.

2.2. Only study programs listed in the Nomenclature of Professional Training Fields and Specialities in Higher Education may be initiated.

2.3. The initiator of a study program can be any interested person/group from inside/outside the faculty/department/chair or from the economic or social environment, based on an analysis of the labour market and the capacity of the subdivision to organise and coordinate the study program.

2.4. M The draft program is initially evaluated within the subdivision (dean's office/ department/ chair/Doctoral School in Medical Sciences (hereafter - DSMS)/ School of Public Health Management (hereafter - SPHM) etc.) in which the study program is to be carried out. The evaluation



process involves assessing the necessity and appropriateness of developing the study program, the existing and necessary educational resources, including human resources, the expectations of the economic and social sector regarding the program, the analysis of similar national, European and international program.

2.5. The management of the subdivision appoints a working team which, together with the initiator(s) of the program, will determine the goals and competences to be achieved at the full completion of the program and will draw up the draft Study plan.

2.6. The responsible subdivision will submit the draft study programme for assessment and approval to the Commission for Quality Assurance and Curricular Assessment (hereinafter - CQACA).

2.7. CQACA will review the draft study program, in case of a positive opinion it will send the draft program and the extract from the minutes of the CQACA meeting to the Faculty/Scientific Council.

2.8. The Faculty / Scientific Council approves the name of the program and the study plan; appoints: the coordinator of the study program and the composition of the working committee for the elaboration of the preliminary self-assessment report of the new study program.

2.9. The programme initiator in agreement with the Didactic and Academic Management Department (hereafter - DAMD) will draw up a list of scientific and teaching staff competent in the field, who will develop the curriculum of the subjects and will carry out the educational process of the program.

2.10. On the recommendation of the Faculty / Scientific Council the new study program is approved by the Senate. After approval by the Senate, the new study program is proposed for consideration by the Institutional Strategic Development Council (hereinafter - ISDC).

2.11. The study plan will be coordinated with the Ministry of Health and the Ministry of Education and Research and the external quality assessment procedure will be initiated according to the regulatory framework.

III. DEVELOPMENT OF THE STUDY PROGRAM

3.1. The process of developing a study program begins with the development of the study plan for that program.

3.2. The study plan is the totality of activities designed as a whole in their development in time and content, designed to ensure the formation of knowledge, skills and competences required for the specialty / study program the achievement of which is done through course units / modules.

3.3. The curricula for bachelor and integrated studies shall be drawn up by specialities/programs of study in accordance with the Nomenclature of Professional Education and Training Fields and Specialities in Higher Education and, for cycle II, master's degree programs, the study plans shall be drawn up within the limits of the professional education and training fields accredited for cycle I.

3.4. The study plan shall be drawn up in accordance with the Framework Plan and with the



study objectives expressed in transversal competences, general professional competences and specific professional competences laid down in the European Qualifications Framework and the National Qualifications Framework by cycle and by professional training fields, stipulated in the Explanatory Note, attached to the study plan, by the subdivision responsible for the study program.

3.5. The development of study plans shall aim to achieve student-centred learning. The attainment of the study goals and the formation of competences for a field of professional training is achieved by emphasising the applicative nature of the content of the course units in the study plan.

3.6. The curriculum shall:

- comply with the provisions of the legislation and regulatory documents in force;
- correspond to the mission assumed by the University and the University Charter;
- to pursue student-centred education;
- to ensure the achievement of the study objectives and the acquisition of knowledge, skills and professional competences associated with the qualification awarded at the end of the respective study cycle;
- be compatible with study programmes in the countries of the European Union;
- be in line with the current or prospective requirements of the national and international labour market.
- be drawn up for each individual programme in Romanian and, at the Senate's decision, in a language of international circulation.

3.7. The study plan will contain the following structural components:

- a) Title page;
- b) Academic Calendar;
- c) The study process plan by semester/year of study;
- d) Internships;
- e) Course units/modules of free choice;
- f) The Psycho-pedagogical Module Plan;
- g) Minimum curriculum, for orientation towards another field;
- h) Matrix correlating the study aims of the programme with those of the course units/modules;
- i) Explanatory note.

3.8. The defining components of the Study plan are: temporal, formative, accumulation and evaluative.

3.8.1. **The temporal component** is the way in which the professional training process is planned over time, the main unit of measurement being study credit: the time component is reflected in the Study plan through the Academic Calendar.

3.8.2. **The formative component** is the way in which the course units/modules are distributed by semester of study. The course units in the Study plan are classified and coded according to the following aspects:

A) Formative category:

- *Fundamental course units (code F)*, the aim of which is the acquisition of knowledge and the formation of basic skills and competences, which enable a scientific approach to the



given field and the understanding and creation of new knowledge.

- *Specialised course units (code S)*, which provide the distinctive element of professional training in line with labour market trends and scientific achievements in the field.
- *Course units for training general knowledge, skills and competences (code G)*, which provide training in the skills of learning, researching, analysing, presenting and communicating effectively orally and in writing, including through the use of information technologies, both in the field of professional training and in diverse cultural contexts.
- *Socio-human orientation course units (code U)*, which ensure the formation of a broad horizon of culture (psychological, economic, legal, philosophical, sociological, etc.), which would enable the future specialist to assume responsibilities in a free society and to adapt operationally and efficiently to changes in society.

B) Degree of compulsion and eligibility:

- *Compulsory course units/modules (O)* are the fundamental and specialised ones, which are offered on a compulsory basis. However, the course units/specialised modules will be offered some on a compulsory basis and others on an optional basis as decided by the department responsible for drawing up the study plan.
- *Optional course units/modules (A)* are chosen from the Study plan offers and which, once selected, become compulsory. The optional course units/packages of options ensure the constitution of the individual training pathway according to professional development aspirations and employment prospects.
- *Free choice course units/modules (L)* are selected from the list of free choice course units/modules in the Study Plan, or from the Study Plans of other study programs held at Nicolae Testemitanu University. Within the framework of Bachelor's, Integrated and Master's studies, the student may obtain additional credits in the proportion of a maximum of 10% per year of the number of credits allocated to the study program followed.
- The course units/modules of the fundamental component (code F), training of general skills and competences (code G) and socio-humanistic (code U) constitute the **core of the training programme**, which is the compulsory *basic training structure* in the preparation of the future specialist at cycle I and I+II, bachelor and integrated. At cycle II, master, retraining level, the *compulsory core* is made up of the fundamental component (code F) common to several areas of professional training, within a general field of study, the specialist component (code S), the optional courses (code A) and the free choice courses (code L).
- **Accumulation component** reflects the modalities of credit allocation for each course unit/module or educational activity provided for in the Study plan (course units/modules, internships, graduation thesis/undergraduate/master thesis, graduation/undergraduate/master exams, etc.). Based on the provisionally authorised/accredited study program, each specialty develops a *catalogue of subjects*, placed on the website of the Dean's Office responsible for the study program.

3.9. **Evaluative component** reflects the scheduling and setting of arrangements for semester and final assessment of the knowledge, skills and competences acquired by students. All types of assessment are applied in the program:



- *Continuous/formative assessment* is applied in the competence building process. Current assessment strategies: traditional (tests, oral tests, written tests, exercises); complementary (individual/group projects, essays, portfolios, reports, etc.).
- *Summative assessment* (at the end of a course unit/module) is done through traditional assessment strategies (tests, oral/written samples, practical exercises); complementary (projects, portfolios, case studies, observation sheet, diagnostic algorithm, treatment strategies, problem solving, summary, discourse, report on the conduct of clinical internships).
- *Final assessment of the study program* which determines the level of professional competences and learning outcomes ascertained through: the defense of graduation/master thesis and/or other forms of assessment approved by the Senate.

3.10. The list of compulsory and optional course units, the number of hours for their study, the types of internships and the free choice course units are established by the University according to the specific field of professional training / study program, in accordance with the National Qualifications Framework, as well as the institution's mission in the training of professionals.

3.11. The specificity of each study program is ensured by:

- a) the list of course units and the number of hours for their study in the different components and modules;
- b) the content of the fundamental and specialty-oriented course units;
- c) the form and content of the internships.

3.12. The scientific and teaching staff, competent in the field, will draw up and approve the curricula and subject descriptions, the holders of which they are according to the procedure 8.5.1 Control of service provision.

IV. APPROVAL OF THE STUDY PROGRAM

4.1. The procedure for the approval of a study program involves the following steps:

- assessment of the correctness of the development of the new curriculum documents by the CQACA;
- endorsement of the study programme documents by the Faculty /Scientific Council, DAMD and QMC and submission for approval to the University Senate. The final decision on the initiation of the study programs is approved by the Institutional Strategic Development Council in case of favourable endorsement of the programme by the Senate and with at least 2/3 of the votes of the ISDC members;
- coordinating the curriculum with the Ministry of Health and the Ministry of Education and Research with the initiation of the external quality assessment procedure, according to the regulatory framework, with a view to provisional authorisation of the study programme by the NAQAER or by - international agencies registered in EQAR;
- initiation of the internal assessment procedure of the new study program by the faculty management, which appoints the team to draw up the self-assessment report with a view to obtaining provisional operating authorisation;
- the report is reviewed at the department/faculty meeting and validated by the Faculty/DSMS



Council. After validation, the Dean of the Faculty/DSMS submits the report to the DAMD and to the vice-rector for academic activity, and it is then verified by a Commission appointed by order of the Rector;

- on the basis of the conclusions and recommendations made by the Commission, the Quality Management Board and/or the University Senate shall take the decision to submit the Self-Assessment Report for the provisional operating authorisation of the study program to the National Accreditation Authority;
- submission of the self-assessment report, including the study plan, to the National Agency for Quality Assurance in Education and Research (NAQAER) for external evaluation for provisional authorisation.

4.2. Continuing professional training of doctors and pharmacists (hereinafter - CPTDPh) is carried out on the basis of Continuing Education Programs drawn up, approved and periodically updated on a compulsory basis every 5 years in accordance with the requirements of the health system, but in compliance with the ratio of 30% theoretical hours and 70% practical hours/seminars, as follows:

- discussion, updating and approval within the teaching subdivision responsible for the CPTDPh;
- discussion and approval within the relevant Scientific and Methodological Committee;
- discussion and approval in the Quality Management Council;
- approval by the Rector of the University;
- coordination and approval at the Ministry of Health of the Republic of Moldova.

V. ANNUAL AND PERIODIC EVALUATION OF THE STUDY PROGRAM

5.1. Responsibility for monitoring, evaluation and continuous improvement of study programs is delegated to:

- at faculty level - to the Dean of the Faculty and the Commission for Quality Assurance and Curricula Assessment;
- at the level of the DSMS - the director of the DSMS;
- at CPTDPh level - Head of the Department of Continuing Medical Education;
- at university level - the vice-rector for academic activity, the DAMD and the Quality Management Council.

5.2. University degree programs shall be subject to continuous **monitoring** and regular **evaluation** in order to maintain and continuously improve their quality.

5.3. The monitoring of study programmes takes place systematically, in a planned manner and involves controlling the way in which the activity is carried out in order to detect shortcomings in time and initiate corrective action in the following aspects:

- the ways of achievement of the objectives proposed by the study program;
- the determination of the level of quality of all activities specific to the study program;
- the respect of the application of the contents of the curricula of the subjects in the study plan;
- the objective application of the student assessment system and the monitoring of students' results in each examination session;
- ensuring compatibility and competitiveness with EU study programs;



- continuous adaptation of study programs to society reforms, market requirements and knowledge improvement.

5.4. Monitoring records constitute objective evidence of continuous quality assessment and at the same time form the basis for faculty/department and chair level reviews to establish preventive corrective action, where appropriate.

5.5. The monitoring process shall involve all academic staff as well as the organisational structures of quality assurance at university, faculty/department/chair level.

5.6. Study programs are regularly **evaluated** from two aspects:

- internal evaluation and
- external evaluation.

5.7. The internal evaluation of each study program shall be carried out annually and the external evaluation, with a view to the authorisation or accreditation of study programs, shall be carried out within the deadlines laid down by the legislation in force and the regulations of the external evaluation bodies.

5.8. **Internal** evaluation shall be carried out periodically by:

- self-assessment and
- internal audit.

5.9. **Internal** evaluation shall be carried out in order to:

- Evaluate the program quality management,
- determine whether program activities and outcomes meet pre-defined objectives,
- check that the procedures and activities specific to the teaching and research processes within the program comply with the legal rules in force;
- continuously improve the quality of study programs.

5.10. Annual internal monitoring and evaluation of the quality of study programs is carried out by the organising faculty through activities planned and monitored by the Dean of the Faculty.

5.11. Each academic year, the Quality Management Council in collaboration with the Commission for Quality Assurance and Curricular Assessment shall plan and carry out the quality assessment of a study program being conducted in the university, nominated by the Senate Office.

5.12. Annually, each department/chair reflects in the Annual Activity Report, the internal evaluation of the discipline(s) included in the *Study Program*, which includes explicit and documented data and information on the achievement of mandatory normative requirements according to quality standards and performance indicators.

5.13. The Dean's Office, in conjunction with the Faculty Quality Assurance and Curricular Assessment Committee, summarises the information and conclusions set out in the Faculty Annual Activity Report.

5.14. The annual reports on the activity of the faculty are submitted for verification to the Didactic and Academic Management Department and to the vice-rector for academic activity, who systematize and summarize the information and conclusions presented in the report and prepares the Annual Activity Report of the University, approved at the meeting of the University Senate.



5.15. The planning of the internal audit of one or more study programs takes place at the request of the Rector, the vice-rectors, on the basis of the analysis of risk factors or on the basis of requests received from the Faculty Councils.

5.16. The internal audit/evaluation aims to assess the program's compliance with the requirements of the Quality Management System, the National Internal Control Standards, the Standards and Guidelines for Quality Assurance in the European Space. The process of internal evaluation of study programs is based on internal regulations and procedures, harmonised with the external quality assessment methodologies.

5.17. The internal audit/evaluation shall be carried out by competent persons, who have the ability to evaluate study programs, appointed by order of the Rector.

5.18. After the internal audit/evaluation, a report will be drawn up and submitted to the applicant and to the Didactic and Academic Management Management.

5.19. The records obtained as a result of the internal audit/evaluation of the study program will form the basis for establishing the necessary measures aimed at improving the quality of training and the satisfaction of beneficiaries.

5.20. External evaluation is carried out by the National Agency for Quality Assurance in Professional Education or by another quality assurance agency registered in the European Register for Quality Assurance in Higher Education (EQAR).

5.21. Periodic external evaluation of study programs takes place at the request of the university and is based on their internal evaluation, carried out in accordance with internal evaluation procedures, harmonised with the external quality evaluation methodologies applied at national level.

5.22. The responsibility for the preparation of the self-assessment report lies with the Dean and the Commission for Quality Assurance and Curricula Assessment at faculty level.

5.23. It is recommended that the internal evaluation (self-assessment) report be structured in accordance with the *Guidelines for the External Evaluation of Higher Education Programs* and includes all minimum requirements, standards and performance indicators set out in the Methodology and Guidelines of the National Accrediting Authority.

5.24. The proposals for continuous quality improvement, formulated in the Self-Assessment Reports of the study programs, the Annual Activity Reports of the teaching subdivisions and faculties and the Annual Activity Report of the University, form the basis for the preparation of:

- a) the plan and program of activities for monitoring and evaluating the quality of the study program in the following academic year;
- b) the plan for the implementation of measures to improve the quality of the university study programs, which is drawn up and approved by the Council of each organising faculty and the University Senate.

5.25. Proposals for the modification of a study program (curriculum, syllabus, list of scientific and teaching staff, list of laboratories and facilities available for the realisation of the program) are included in the activity report of the teaching subdivision, dean's office and in the annual activity



report of the organising faculty.

5.26. Proposals for changes to the curriculum and/or the description sheet of a study program shall only be implemented after approval by the Senate, starting from the following academic year for the first year of study of the program concerned.

V.1. Annual evaluation and modification of the study program

5.27. The study program is continuously monitored and subject to improvement through:

- the annual reviews carried out by the administrative structures and those responsible for quality management at the level of the teaching subdivision/faculty/university;
- information feedback from students and other direct or indirect beneficiaries of the implemented study program;
- the results of the analyses carried out and good practices of other universities;
- requirements of new regulations;
- regular internal evaluations of the Study Program;
- other information obtained.

5.28. Annually, the management of the faculties/departments/chairs/continuing education centres carry out analyses of the training process by program implemented, with a view to improving the study plans, aiming at: evaluating them in terms of meeting the requirements defined in the study program; identifying problems and establishing the necessary corrective measures. The results of these analyses are recorded in the *Minutes of the meetings* of the *Commissions for Quality Assurance and Curricula Assessment and the Faculty Council*.

5.29. The study plan may be amended following the annual evaluation process and in well justified cases, provided that the changes are implemented in the following academic year and only if the changes have been made public through UMIS at least 3 months before the beginning of the academic year.

5.30. The modification of the study plan is carried out by the responsible subdivisions and approved by the University Senate on the proposal of the Faculty Council/Scientific Council. The minutes of the Senate meeting, in which the changes were approved, will be indicated on the title sheet of the updated Study plan.

5.31. The amended Study Plan shall enter into force in the following academic year, starting with the first year of study and/or the other years of study, if applicable.

5.32. The results of the monitoring will be recorded in the annual report on the study programs, which will be discussed at the meeting of the Department and the Faculty Council/DSMS Council.

V.2. Periodic evaluation of Study Plans

5.33. In order to respond to the needs of the socio-economic sector, study programs, including study plans, will be evaluated every 5 years or at the end of the period of provisional authorisation or accreditation.

5.34. The study plans are evaluated/revised by the departments/chairs responsible for the study program with subsequent approval by the Senate of the institution on the proposal of the Faculty



Council/Scientific Council.

5.35. The periodic evaluation process necessarily involves coordination of the study plans with the MOH and MEC, as well as external evaluation by the NAQAER or an international agency, recorded in the European Quality Assurance Register in Higher Education (EQAR), with a view to accreditation/recognition of the study programme.

5.36. Accreditation and reaccreditation of a study program is carried out under the conditions and terms established by the External Quality Assessment Methodology, drawn up by the NAQAER and approved by Government Decision.

V.3. Recording and keeping of the Study Plans

5.37. After the MEC has adopted the decision of provisional operating authorisation/ accreditation/ reaccreditation of the study program, the University registers the Study Plan in the register of records, which is kept at the DAMD.

5.38. The study plans are kept at the Ministry of Health, the Ministry of Education and Research, the NAQAER and the University within the DAMD and the dean's office responsible for the implementation of the study program.

VI. CLOSING OF THE STUDY PROGRAM

6.1. The study program may be closed in the following instances:

- a) in cases of non-accreditation of the study program or withdrawal of the university's right to operate as a result of external evaluation carried out by the NAQAER (or by international agencies registered in EQAR), in accordance with the legal provisions. The decision of non-accreditation of the study program or withdrawal of the right of activity of the educational institution is adopted by the MEC on the basis of the results of the external evaluation;
- b) if the program has lost its relevance to the labour market, produces unjustified expenses for the Nicolae Testemitanu University, etc. In this situation, the closure of the program is made by decision of the ISDC (Institutional Strategy Development Council, with at least 2/3 of the votes of the members. About the closure of the study program by decision of the ISDC, the University notifies the MEC, as well as the NAQAER, within 10 calendar days of the adoption of the decision.

VII. MONITORING AND IMPROVEMENT OF SUBJECT CURRICULA

7.1. The procedure for updating and monitoring the subject curricula in the study plans shall be applied by the teaching subdivisions and the scientific and teaching staff responsible for their implementation.

7.2. The responsible teaching subdivision develops and/or updates the Curricula and Subject Sheets before the start of the academic year. The Curricula are updated every 2 years or when necessary and are approved at the meeting of the teaching subdivision, subsequently at the meeting of the Commission for Quality Assurance and Curricular Assessment in the respective specialty and at the meeting of the Faculty Council.

7.3. The subject curriculum is structured according to the procedure 8.5.1. Subject sheets are



developed or updated according to the approved curriculum.

7.4. After approval, the subject sheets and curricula of the study program shall be kept at the teaching subdivision and at the responsible dean's office, in printed and electronic versions. The subject sheets are placed in the Subject Catalogue on the faculty web page at the beginning of the academic year.

7.5. The subject holder and the head of the teaching subdivision is responsible for the correctness of the content and the respect of the deadline for the elaboration of the disciplinary curriculum.

VIII. FINAL PROVISIONS

8.1. This Regulation shall be applied in full to the initiation, development, monitoring and periodic evaluation of study programs for bachelor (cycle I), integrated (cycle I+II), master (cycle II) and continuing education in medicine and pharmacy.

8.2. All subsequent approvals and amendments shall be approved by decision of the Senate .

Coordinated:

First vice-rector, vice-rector
For academic activity

Olga Cernețchii

Head of Didactic and Academic
Management Departement

Silvia Stratulat

Head of Continuing Medical
Education Department

Stela Aдаuji

Head of Academic Quality
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