



UNIVERSITATEA "DUNĂREA DE JOS" DIN GALAȚI
FACULTATEA DE ȘTIINȚE JURIDICE,
SOCIALE ȘI POLITICE

Galati, str. Domnească nr. 111, cod 800.201
tel./fax: 0236.493.370, tel: 0336.130.165
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REGULATIONS

ON THE INITIATION, CONDUCTING AND MONITORING OF THE STUDY PROGRAMS

GENERAL PROVISIONS

Art.1. The regulation on the study programs' initiation presents the general rules, the content and the organization of the study program initiation processes.

Art.2. According to the ARACIS methodology, a study program consists of all the design, organization, management and effective implementation of teaching activities, learning and research in a domain, which lead to obtaining a university qualification.

Art.3. The provisions of this regulation are applied to study programs in all forms of education (bachelor's and master's degree, full-time education and DL).

INITIATION OF STUDY PROGRAMS

Art.4. The initiation of a new study program is realised in order to improve the activity by adapting the offer of the university programs to the requirements of the socio-economic environment and the efficient use of resources.

Art.5. The content of the used activities, methods and tools in the process of initiating a study program are described in the procedure Initiation and approval of the study programs - Annex 1.

Art.6. The initiation of the new study programs is done by the department / faculty and is based on complex analyzes.

(1) The analysis of the external environment refers to the assessment of the general context of the labor market. The aim is to identify the need for training in a particular domain related to the educational possibilities of the department / faculty. The specific recommendations and regulations to the domain, elaborated by the national and / or the European bodies, will also be taken into account.

(2) The analysis of the internal environment is realised in order to to evaluate the existing situation regarding the study programs and the available resources of the faculty / university.

(3) The preliminary analysis is completed by a **Feasibility Analysis Report** of the new study programs, which includes information on the employment possibilities of the future graduates, the existing and necessary human resources training strategy, the financial report on the staff costs involved in the new study programs and the existing and necessary equipment.

Art.7. The Feasibility Analysis Report of the new study programs is submitted to the analysis to the Faculty Council and then, is submitted to the University management.



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CONDUCTING THE STUDY PROGRAMS

Art.8. After the university management approval regarding the establishment of a new study program, the coordinator of the study program is appointed by the decision issued by the dean of the faculty - Annex 2, and is responsible for the design, monitoring and continuous improvement of the study program quality.

Art.9. The design process of the study program is carried out within a team, with the support of the coordinating department.

Art.10. (1) The implementation of study programs involves the definition of the specialization objectives, specialization objectives and curricular structure - Curriculum - Annex 3, which are analyzed in the department. During the process of implementing the Curriculum, the study disciplines are established, their weights and their specificity, as they are presented in the List of disciplines - Annex 4 and in the Centralizer of disciplines - Annex 5.

(2) The list of disciplines and the summary of disciplines are disseminated to the departments which will provide services within the study program, by the Specialization Coordinator, through a written address - Request for offer - Annex 6. The requested departments make observations regarding the possible corrections on the curricular structure and establish the teachers with competences adequate to the disciplines from the Curriculum, attested by their CVs - Annex 7.

(4) The specialization coordinator, together with the implementation team, finalize the Curriculum and establish the holders of the disciplines included in the List of teachers.

(5) At the coordinator of the study program's proposal, the director of the coordinating department appoints the discipline holders who elaborate the Discipline Sheet - Annex 8.

Art.11. The curriculum is analyzed and validated in the department (in a department meeting) and in the faculty level (by the Faculty Board). Following the analysis, the dean of the faculty sends to the Teaching Vice-Rectorate the documents related to the study program, accompanied by a Request - Annex 9.

Art.12. The request is subject to the approval of the Senate Bureau.

MONITORING OF THE STUDY PROGRAMS

Art.14. In order to maintain and continuously improve the study programs' quality, the university monitors the learning outcomes and the factors that determine them.

Art.15. The responsibility for the study programs' monitoring and continuous improvement is delegated to the Specialization Coordinators together with the Appointment Decision - Annex 2.

Art.16. The monitoring is realised in a systematic, planned way and involves the control of the way in which the activity is carried out for the timely detection of the shortcomings and the initiation of corrective actions.



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Annex 1 - INITIATION AND APPROVAL OF THE CURRICULUM

1. PURPOSE.

This instruction describes the process of substantiating the decisions regarding the initiation / development by the university of a new study program.

2. SCOPE.

The procedure is applied to all departments / faculties in the university that initiate and develop new study programs, for the bachelor's and master's degree cycle.

3. ABBREVIATIONS AND DEFINITIONS.

PS – Study programme;

PI – Learning plan;

FD - Discipline sheet;

CS - Specialization coordinator;

CEAC - Evaluation and Quality Assurance Commission.

4. ALGORITHM OF THE PROCESS OF INITIATING NEW CURRICULUM.

Primary elements	Activities / Responsible	Realizări
Information provided by: - market researches; - evaluation of existing study programs; - national regulations and standards.	Elaboration of proposals for the initiation of new study programs / dean, department directors.	Establishing the work team.
Profile of the new specialization. Specific regulations. Information on similar specializations. Market researches.	Preliminary study: - setting the objectives; - social need assessment; - Orientation curriculum; - analysis of the necessary and available resources /CS, The work team.	Feasibility study of the new study program.
Feasibility study.	Analysis in the department / faculty.	List of the new study programs. CS' appointment order.
List of study programs. CS's appointment order. Specific regulations. Information on similar specializations.	PS' design /CS, The work team.	PS' project documents: - PI; - List of the disciplines; - Discipline centralizer; - Requests for offers addressed to the departments.



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Suggestions for improvement from the departments. Service offers. Discipline sheet.	Finalizing PI /CS, The work team.	PS and PI documents. List of the teachers. Appoint Decisions to the discipline holders.
Design documents: PI; FD; List of the teachers.	Documents' analysis /Department/Faculty.	Related minutes.
Application for the approval of the study programs.	Documents' analysis.	Rector's Decision.
Rector's decision. Internal evaluation methodology.	Elaboration of the internal evaluation report.	Internal evaluation report.
Internal evaluation report.	Report Submission. Applying to ARACIS / Didactic vice-rectorate, Rector.	List of study programs subject to the external evaluation. Request for external evaluation.

5. RESPONSABILITIES.

Dean / Faculty Management:

- issues the Decision appointing the SC;
- participates to the analysis and supports the SC in obtaining the necessary information for designing the PS.

Department Director:

- participates to the proposals for new study programs analysis' and design documents;
- issues requests for the departments providing services' tenders in order to establish the discipline holders.

Specialization coordinator

- elaborates the feasibility study and the design documents of the PS;
- prepares the Internal Evaluation Report of the SP.

6. ANNEX.

1. Feasibility study for new study programs.
2. Decision to appoint the Coordinators of the study programs.
3. Curriculum - Form.
4. List of the teachers - Form.
5. Internal evaluation report of the study programs.



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Annex 2

DECISION No. from
regarding the appointment of the Study Program Coordinator

In order to ensure the quality of the study program

THE DEAN OF THE FACULTY

invests as:

Specialization coordinator

MISSION:

The coordinator of a study program is responsible for the study program design, its monitoring and continuous improvement.

RESPONSIBILITIES

1. Coordinates the Curriculum elaborating process and is responsible for its harmonization with the department and the faculty's strategies.
2. Coordinates the selection of the discipline holders and analyzes their results.
3. Monitors and analyzes the study program's quality and elaborates syntheses for debates in the coordinating department.
4. Provides the interface between students in the study program and the institution.
5. Promotes and monitors the collaboration relations and the mutual exchanges with similar specializations in the country and abroad, with the social partners and with the authorities and the mutual mobility of students.
6. Keep copies of the documents related to the study program and the performed analyzes.
7. Collaborates with the evaluation and quality assurance structures of the university.

Dean,



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ANNEX 3 - CURRICULUM OF THE STUDY PROGRAM

Dean,

Vicedean,

Study program coordinator,

Department Director,



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Annex 4

LIST OF THE DISCIPLINES
from the curriculum of the study program

No.	The name of the discipline	Type	Structure	Objectives
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Date Study program coordinator



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Annex 5

DISCIPLINES CENTRALIZER
to the study program... ..

Year of study	No. of compulsory disciplines	No. of fundamental disciplines	No. of specialized disciplines	No. of optional disciplines	No. of permissive disciplines
I					
II					
III					
IV					
V					
Total					
% of total					

Date Study program coordinator



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Annex 6

Request for offer

To the department

Attached we present you the Curriculum and the Centralizer of the disciplines for the authorization of provisional operation of the study program:.....

.....
Within this specialization, your Department can be involved through the disciplines:.....
.....

Please review the proposed documents and submit by the results of your evaluation on the following issues:

1. General assessments regarding the opportunity, feasibility and relevance of the study program's objectives .
2. The concordance between the objectives of the disciplines with those of the study program (overlaps and gaps).
3. The available resources (human and material) for the mentioned disciplines.
4. Other comments.

Date of receipt,

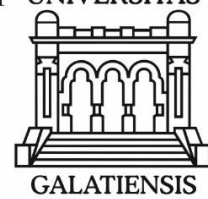
Study program coordinator,

Department Director,



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Annex 7

CURRICULUM VITAE

Date:

(Teaching degree, First name, Last name) Signature



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Annex 8

Discipline sheet

Date Teacher