

OPEN COMPETITION FOR UNDERGRADUATE PROGRAMMES

APPROVED IN SENATE'S ASSEMBLY

APRIL 23RD 2009

TERMS OF REFERENCE

FOR THE OPEN COMPETITION FOR UNDERGRADUATE PROGRAMMES AT THE UNIVERSITY OF BUCHAREST

OBJECTIVES

- To continually improve the undergraduate programmes offered by the University of Bucharest beginning with making the participants in the learning-teaching process be aware of their responsibility and consolidating their collaborative relationship;
- To consolidate a quality culture regarding teaching interaction, by encouraging the participants to reflect on their own activity and their will to improve learning conditions;
- To consolidate teaching teams that offer training to undergraduate students and that are led by a coordinator who is responsible with the integrity, the coherence, the quality and the assessment of the programme;
- To regroup a number of interested partners, students, teaching staff, managers, auxiliary personnel, employers and alumni round the coordinator, in order to obtain a responsible community;
- To ameliorate students' training for their profession through a better organization of the practical activities (or other forms of work experience, such as *internship*, *shadowing*, periods of probation etc.);

- To internationalize study programmes by increasing the number of Erasmus mobilities, Romanian students socializing with foreign students, exchanging views with visiting and guest professors.

DOCUMENTS FOR APPLICATION

Promoting team:

- mandatory: coordinator of the study programme (member of teaching staff), students;
- optional: members of the pedagogical team, representatives of students' associations, alumni and employers, foreign Erasmus students ;
 - o *Curriculum Vitae* and
 - o letter of application (one page maximum).

Description of the study programme:

- purpose and reason of the study programme (its «philosophy»);
- comparison with other similar programmes from prestigious universities;
- competences developed according to the curricula, articulation of components in order to form the specialist's professional profile;
- professional outlets, both virtual and based on individual examples;
- quality criteria, effort towards excellence;
- subject descriptions, subject syllabuses, CVs of the members of the pedagogical team;
- previous assessments of the programme: date, result, recommendations.

Study conditions

- computing facilities for teaching and learning (*blended learning*);
- textbooks and auxiliary materials available for the students;
- methods of assessing students;
- methods of assessing teaching staff;

- contact with professional life: lectures held by guests, practical activities, periods of probation, *internships* etc.
- laboratories within the faculty, where students in this programme have access;
- equipped seminar rooms and amphitheatres;
- presence of foreign students or visiting / invited lecturers (Erasmus, Fulbright, Marie Curie etc.);
- students' autonomous activity.

Learning results

- prizes in national and international competitions;
- students' participation in national and international scientific events;
- students' portfolio;
- assessment standards (e.g. admission, term examinations, completion of studies);
- (optional) analyses of examination results (percentage of marks 10, 9, 8 etc., graduation rate etc.);
- development of attitudes and values;
- development of entrepreneurial spirit, creation of value;
- students' initiatives and extracurricular activities, involvement in the social environment;
- employers' confirmation regarding the students' level and quality of knowledge (for those who have work experience).

Alumni and employers

- statements (testimonials) of employers;
- retrospective opinions of alumni, suggestions and wishes;
- (optional) quantitative information on employment prospects.

Other documents

University management's opinion on the study programme, its place within the faculty's development strategy, the pedagogic team and amount of their involvement, how the study programme relates to the second and third cycles, proportion of training to research within the programme, links with research centres and their activities.

It is suggested that evidence regarding group processes (such as *brainstorming*, *focus groups*, need analyses etc.), performed in order to improve the programme, should be added. In this context, opinions about the programme or its alumni, coming from external specialists, foreign lecturers or students, are welcome.

Descriptions of students' innovative achievements inducing the idea of a climate specific to training at academic level, which interlaces learning and teaching with research and promotes critical thinking and creative, unconventional ideas, are encouraged.

Directions of improvement

Starting from an analysis of the current situation, the project team will suggest a series of improvements that can be achieved using the budget which will be available if one of the prizes is won.

Budget

The budget will include two variants, maximal (first prize) and minimal (third prize). They must correspond to the objectives of the Terms of Reference and to the directions of improvement suggested within the project.

Expenses are eligible if they justify the achievement of the objectives within the directions of programme improvement, such as: equipment for amphitheatres, seminar rooms, laboratories; books, periodicals; expenses for events or practical activities organization; office and laboratory consumables; IT expenses; copying, editing and printing expenses.

THE JURY OF THE COMPETITION

At their assembly in May 2009, the Senate of the University of Bucharest will validate the jury list which includes 7 assessors who will be chosen by drawing lots out of the suggestions of the faculties (1 member of the teaching staff of each faculty). Members of pedagogic teams

within competing programmes (during academic year 2008-2009) are not eligible. If a member of the jury is later found illegible, he or she will be replaced with another member of the same faculty's teaching staff who is appointed by the Dean. The jury's activity is *pro bono*.

Each member of the jury has a vote. The jury will elect a president in order to organize their work. Based on these Terms of Reference, the jury will draw up an assessment checklist including criteria and indicators for each chapter in the application form and a marking scale. Each member of the jury will assess all the projects in the competition.

Projects are due to be submitted until June 1st 2009.

The jury will deliberate until July 1st 2009. The written report will be issued on September 15th 2009, at the latest.

FUNDING

The competition is funded as follows:

First prize: 100,000 RON

Second prize: 50,000 RON

Third prize: 25,000 RON