



EUROPEAN UNION



GOVERNMENT OF ROMANIA
MINISTRY OF LABOUR, FAMILY
AND SOCIAL PROTECTION
MASOPHRD



European Social Fund
SOPHRD 2007-2013



Structural Funds
2007-2013



MINISTRY OF
EDUCATION
RESEARCH
YOUTH
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EXECUTIVE AGENCY FOR
HIGHER-EDUCATION, RESEARCH
DEVELOPMENT AND
INNOVATION FUNDING

HUMAN RESOURCES AUDIT METHODOLOGY IN UNIVERSITIES

POSDRU/114/1.2/S/123268 Project “*Quality assurance in HE
through Habilitation and Auditing*”

November 1 – 3, 2012, International Mutual Learning Workshop

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**Quality Assurance in HE
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HR Audit in Universities

-Human Resources in research & education as the main source of quality assurance & improvement

- HR Audit: attribution of CNATDCU - Consiliul Național de Atestare a Titlurilor, Diplomelor și Certificatelor Universitare (National Counsel of Academic Titles, Diplomas and Certificates; accord. to ART. 3, extracted from **Order no. 3.759 of 9th of February 2011**)

“CNATDCU has the following responsibilities:

(...) h) **presents, to MoERYS, an annual report, based on specific indicators, regarding HR related issues for didactic and research activities in higher education, accord. to 219 align. (1) letter d) of Law nr. 1/2011”**

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Process stages:

1. Training representatives of 90 beneficiary universities, responsible with HR audit
2. Training CNATDCU members involved in HR audit
3. Piloting the Methodology with support of the experts
4. Developing the reports on training of the two target groups
5. Universities' self-assessment on HR developed before the evaluation visits
6. Visits of the evaluation teams in the universities
7. Filling out the visit assessment forms by the evaluation teams
8. Development of the report based on assessment files

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Participants in the audit process:

From each university:

- The rector or one of the Board members, preferably the vice-Rector responsible for HR activity
- The group who drafted the self-assessment report
- The representatives of HR office (Head of department and one more person assigned by the head)
- Deans and Heads of departments
- Persons responsible for evaluation from respective University
- Employees (from various positions)
- Other relevant participants, as requested by the evaluation commission (i.e. persons with responsibilities for human resources in research projects/projects financed from the structural funds etc.)

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Evaluation Teams:

- CNATDCU members – one proposal from each of the 5 major specialty fields, namely: mathematics & natural sciences, engineering sciences, biological & bio-medical sciences, social sciences, humanistic sciences & arts.
- Selection criterion: at least one academic studies program from the assessed university should belong to the members' specialty field, so that it should ensure for each assessed university a compact, objective and effective team
- A team will consist of minimum 2 – maximum 5 members

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Research Instruments:

-Stage 1 – Self-assessment: **Self-evaluation sheet**

-Stage 2 – Statistical indicators reported in the classification process –

Grid for reported statistical indicators

-Stage 3 – Evaluation visit: **Assessment visit sheet**

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Duration of Audit process :

- Two rounds:
- January – March 2013 (Round 1)
- October – December 2013 (Round 2)

- Visit duration: approximately 2 days.
- Contact person appointed by the University
- Agreed visit schedule

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