Students' Self-Evaluation Report

Politehnica University of Timișoara

Introductory remarks:

This self-evaluation report was prepared to for the institutional assessment, in the field of external quality assurance in higher education. The content of the report is based on university documents, as well as information acquired from discussions.

We analyzed the performance indicators from the "Methodology for external evaluation of the Romanian Agency for Quality Assurance in Higher Education", addressing only those indicators relevant to areas of expertise and interest.

The drafting team of the self-evaluation report was composed of:

Victor-Daniel Craia-Joldeş - student representative on the Board of Directors of PUT

Robert Kristof – student representative in the Senate Office of PUT

Norbert Kazamer - student member of the Board of the Faculty of Mechanical Engineering

Florin Stelian Vilcea - delegate of student organizations in PUT

I. Methods used in institutional evaluation

In this report, the methods used to check performance indicators were:

1. Meetings and discussions with:

- The university management team;
- The faculties management teams;
- Students;
- Graduates;
- Student representatives;
- Student organizations;
- The Evaluation and Quality Assurance Committee;
- General Directorate of Quality Assurance.

2. Review of documents, regulations and the Charter of PUT.

3. The study on the socio-educational and student representation in the Politehnica University of Timișoara by the Politehnica Student Organizations Convention.

4. Going to the Politehnica University of Timișoara to inspect the facilities:

- auditoriums and seminar rooms;
- laboratories;
- student dorms;
- canteens;
- library;
- sports centers.

II. Analysis of performance indicators

Area A : Institutional capacity

IP.A.1.1.1. Mission and objectives

The Politehnica University of Timișoara was founded in 1920, by the Law Decrees 252 /10.06.1920 and 4822 /11.11.1920. It has a University Charter, whose provisions are validated by MECTS, and which contains the university mission.

The PUT mission is defined in accordance with current needs at individual and society level. The PUT aims to:

a) generate or transfer knowledge to society through advanced scientific research, research, development and innovation, respectively the dissemination of results through publication and/or implementation;

b) ensure higher, university level professional training – according to the Bologna paradigm, on all three of its cycles – bachelor's, master's and doctoral degree – or in a specially regulated system, as well as postgraduate level and lifelong learning, for personal development and employability of the individual and the necessity to meet the competency needs required by the societal environment;

c) to help set the direction of development of society, locally, regionally, nationally and internationally;

d) to cultivate, promote and defend the fundamental values crystallized during human evolution: freedom of thought, speech and action, justice, truth, fairness, honesty, dignity and honor.

IP. A.1.1.2. Academic integrity

The university has a Code of Ethics which states the ideals, principles and moral norms the members of Politehnica Community agree to respect and follow in their professional activity. It sets out the main lines of professional ethical conduct that the Politehnica Community aims to follow and possible penalties for violations. The mechanism of enforcement of the code of ethics is the Ethics Committee, whose composition is transparently posted on the university website. Moreover, the Ethics Committee functions according to a *Set of operating rules of the ethics committee* and all the activity reports are made public on the PUT website.

IP.A.1.1.3. Public liability and responsibility
and
IP.B.4.1.3. Auditing and public accountability

The University conducts internal audits when requested by the management team. The balance sheet is included in the annual report of the rector, as well as the entire budget execution.

IP.A.1.2.1. Management system

The Executive management of the Politehnica University of Timişoara is ensured by the Board of Directors, which consists of: the Rector, four Vice-Rectors, the General Administrative Director and a representative of the students, and it has a transparent management system, which is posted on the university website. Annex 15 of the University Charter is "Regulations for electing student representatives", and it specifies that students are represented in 25% in all management structures, except for the Board of Directors which includes one student.

The student elections are conducted in accordance with LEN Art. 203 para. (2) "by universal, direct and secret ballot by various groups, programs or cycles of study". The elections are promoted by student organizations, and the timetable as well as the place where students can submit their candidatures, consisting of a C.V. and a cover letter, are posted three weeks before the election day. From discussions with student organizations, as well as with some of the students themselves, we found out that most of them aware of the possibility of becoming candidates for student representatives. Teachers do not get involved in the process of electing student representatives. The mandate is for two years, with the possibility of renewal.

In "Regulations for electing student representatives" it is clearly specified how the elections are carried out, the responsibilities of student representatives, as well as how they can be removed from office. Student organizations coordinate the elections of student representatives.

IP.A.1.2.2. Strategic management

The strategic development plan of the Politehnica University of Timişoara consistently pursues a mission and objectives defined by the university, and there is also a strategic development plan for each faculty.

The operational plan of the Politehnica University of Timişoara is made public on the PUT website, together with all operational plans for each faculty. Faculties design and perform their own strategies in line with the university strategy.

**IP.A.2.1.1. Facilities for teaching, research and other activities and**

IP.C.5.1.4 Student services

All university premises are recorded in an application called "Evidence of premises and facilities managed by entities". This database shows that the university has:
- 131 course rooms;
- 86 seminar rooms;
- 432 laboratory rooms;
- research centres;
- 2 university restaurants (one in the campus and another one near the faculties);
- a student canteen (in Hunedoara);
- a newly built library;
- two sports centres with: a jogging track, five football fields with natural grass, three football fields with synthetic grass, a handball court, a volleyball court, two basketball courts, four tennis courts, a gym, two swimming pools with sauna and bodybuilding equipment;
- 16 student dorms with rooms for 1 to 6 people.

Regarding the canteen, the university has a program that provides hot meals for the fixed sum of 8 lei, based on some meal cards. Students can choose any dish on these cards, the price being calculated without mark-up. Students say they are very satisfied with the food offered and they are encouraged by the university and student organizations to attend the canteen, especially the one near the faculties. Students regard the meal cards as a great benefit.

Servicii suport - Cantină

foarte rău	rău	mediu	bune	foarte bune	nu au răspuns
1,08%	9,53%	17,33%	29,90%	36,51%	5,63%
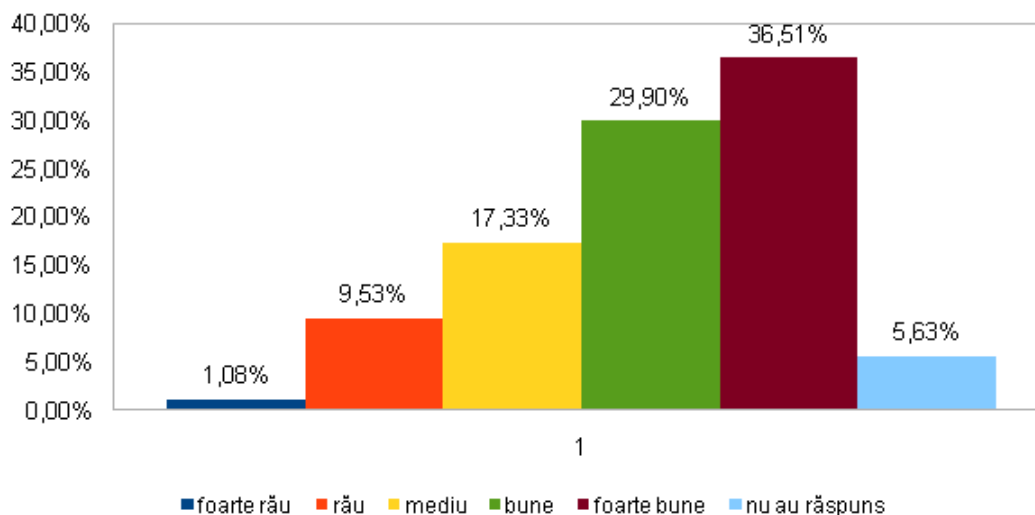
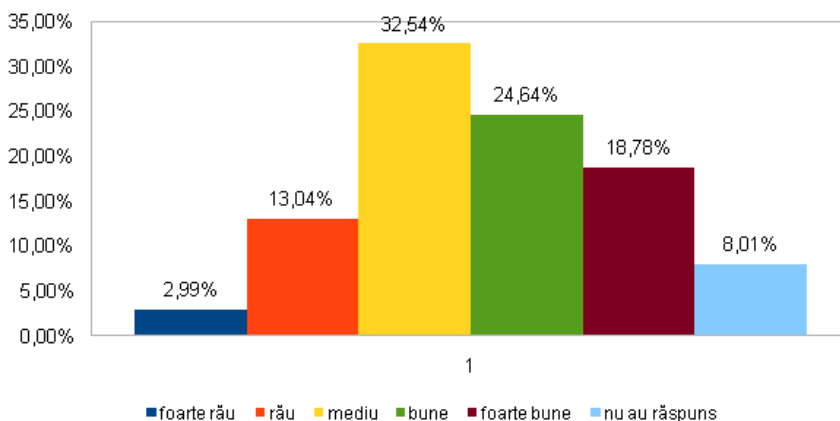**[Support services – Canteen] [very bad] [bad] [average] [good] [very good] [no answer]**

Living conditions in the student dorms vary, as students are accommodated according to the average of the last 3 semesters or to university admission average (for first year students). They are satisfied with accommodation and the cost of living in a dorm. Dorms are well-equipped, including with a fridge in each room, internet and cable TV.
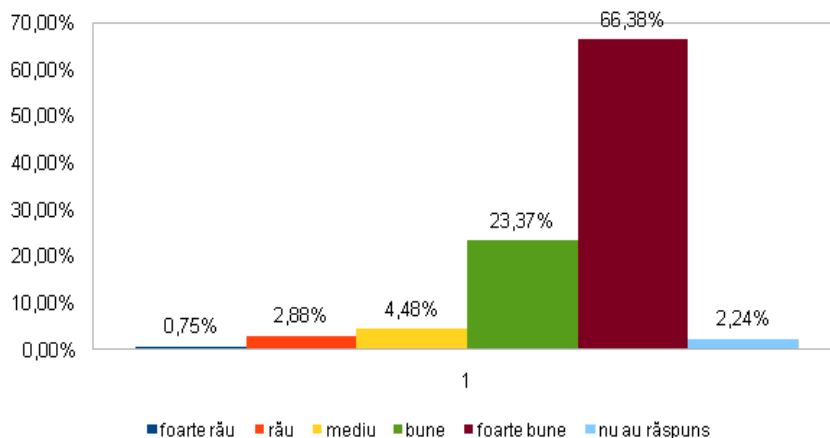
Servicii suport - Cămine

Category	Percentage
foarte rău	2,99%
rău	13,04%
mediu	32,54%
bune	24,64%
foarte bune	18,78%
nu au răspuns	8,01%

[Support services – Student dorms] [very bad] [bad] [average] [good] [very good] [no answer]

The university has two sport centers, covering an area of 62,401.96 m2 (with football fields, tennis, handball and basketball courts, gyms, a multipurpose room, locker rooms, warehouses). Since 2008, the university has had an indoors semi-Olympic pool.

Servicii suport - Bază sportivă

Category	Percentage
foarte rău	0,75%
rău	2,88%
mediu	4,48%
bune	23,37%
foarte bune	66,38%
nu au răspuns	2,24%

[Support services – Sport centers] [very bad] [bad] [average] [good] [very good] [no answer]

IP.A.2.1.2. Educational facilities

The auditoriums and seminar rooms available to students are very well-equipped, all the auditoriums being provided with videoprojectors and multimedia systems of smartboard type.

The laboratories are provided with state-of-the-art equipment and neccesary tools for the teaching process to be carried out in optimum conditions.
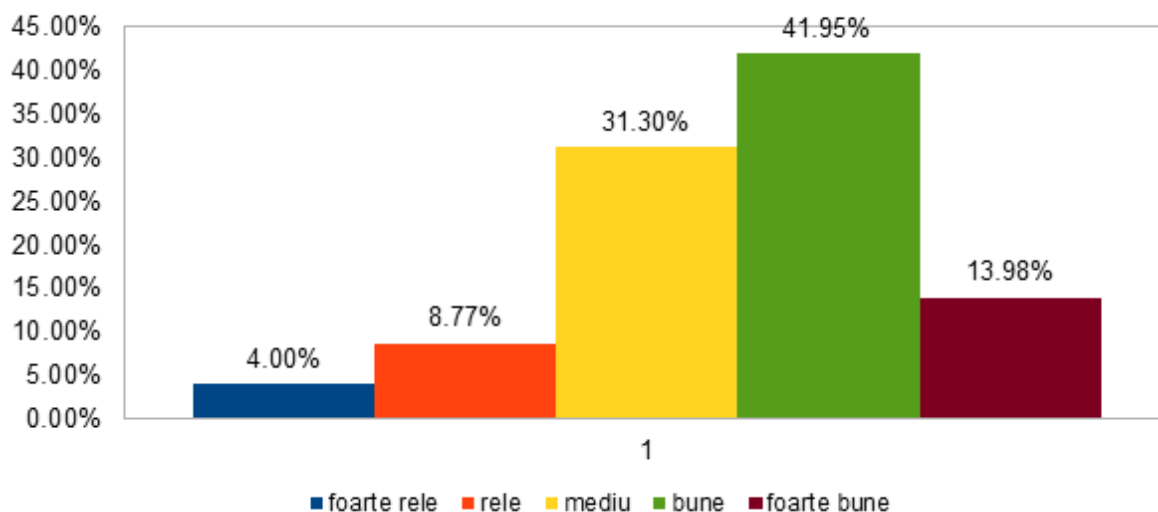
[**Perception on the study conditions] [very bad] [bad] [average] [good] [very good]**

IP.A.2.1.4. The system of granting scholarships and other forms of financial support for students

The Politehnica University of Timisoara has seven types of scholarships:

1. performance scholarships;
2. merit scholarships;
3. study scholarships;
4. social grants;
5. special social grants;
6. special social benefits;
7. scholarships for students awarded in national competitions;
8. scholarships for graduate students to stimulate research.

The last four are provided from the revenues of the university.

Gradul de cunoștere a existenței burselor
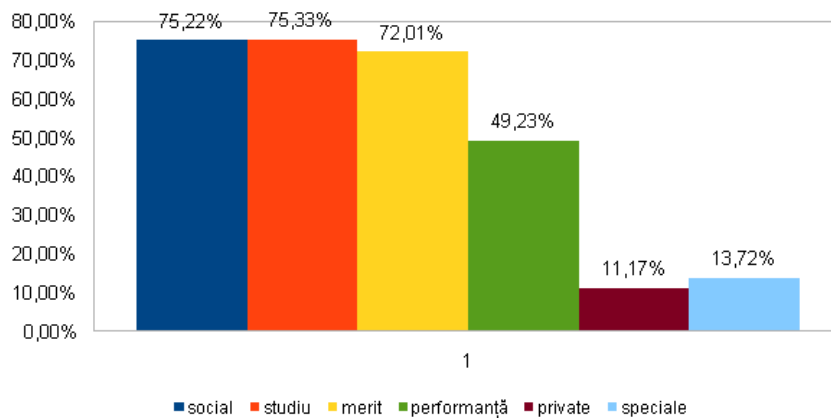
[Knowledge of the existence of scholarships] [social] [study] [merit] [performance] [private] [special]

Performance, merit, study and social scholarships are granted by the faculties scholarship committee, appointed by the Faculty Council. A student is also a member of this committee.

Social grants are awarded through an application to students whose gross income per family member is less than the minimum wage, with no average conditions. In the university, scholarships may be cumulated.

The University awards scholarships from own revenues for both bachelor and master cycle. Scholarships and social grants are granted by a special committee formed by student representatives in the PUT Senate, the student member of the Board of Directors, the Vice-Rector in charge with financial aspects and the Director of the Center for Information and Student Counseling.

Area B: Educational Effectiveness

S.B.1.1. Admission of students

The University uses its own website, as well as media to publicly announce the admission calendar, the admission methodology, made public six months before the admission dates, and other contact details.

University marketing promotes real and accurate information. It is conducted by the Centre for Information and Student Counseling through projects such as "PUT Caravan" and "Open Doors Day", where students get involved.

Admission can be made electronically via a platform at university level. The platform for admission is an invaluable source for various statistics carried out by the university.

From discussions with student organizations we found that most of them collaborate with faculties in the admissions process, guiding students and discussing with them.

Admission in a university cycle is based on a baccalaureate degree, taking into account the hierarchical order of graduation averages at seven of the faculties, and at the other three based on combined criteria in which the admission exam has a higher share.

IP.B.1.2.1. Structure of study programs

All curricula, competencies and skills to be acquired are posted on the university website.

From discussions with students it can be concluded that only part of the teachers present their syllabi and the knowledge gained by studying those subjects, but there are cases where this does not happen.

IIP.B.1.2.3. The relevance of programs of study and

IP.C.2.1.1 The existence and enforcement of regulations regarding the initiation, approval, monitoring and evaluation of programs of study

Most students consider programs of study to be relevant for employers. These are assessed by each faculty committee (called "boards"), formed by teachers, employers and students. Discussions with students revealed that these "boards" are not functional in all faculties, the last minutes of the meetings dating from long time ago.

The university works with companies to update programs of study through various meetings conducted and feedback given to them. In this regard, a council of representatives from the private sector only was created.

IP.B.2.1.1. Harnessing the ability to enter the labor market

According to data collected from the Center for Information and Student Counseling through a questionnaire that is given to students when they collect their diplomas, more than 80% of the students of the Politehnica University of Timişoara are employees with higher education.

IP.B.2.1.4. Student-centered teaching and learning methods

The University has invested in modern alternative teaching methods, via projector or smartboard. Teachers combine these modern learning methods with classic ones. Within the university, two of the 10 faculties use the intranet platform that the facilitates the transmission of syllabi and bibliography. In the faculties where this platform is missing, the teachers should provide bibliographic resources in electronic formats.

Discussions with students revealed that in many subjects these materials were not provided for them. Beginning with the academic year 2014-2015, an universal system of communication between teachers and students is being implemented. This system is available through a collaboration with one of the largest IT companies in the world.

The university also provides for its students teacher training courses, in two modules for bachelor's degree, as well as a psycho-pedagogical master's program. The newly opened library, as well as the facilities offered by the new communication platform and the virtual campus of the university generate all prerogatives to get information to students, respecting the rights and obligations of the Student Code of PUT, Article 10, paragraph (11) "The right to course materials given for free to each student, in physical or electronic format and access to all study materials available for free in university libraries or website faculties."

Cunoașterea conceptului de universitate centrată pe student
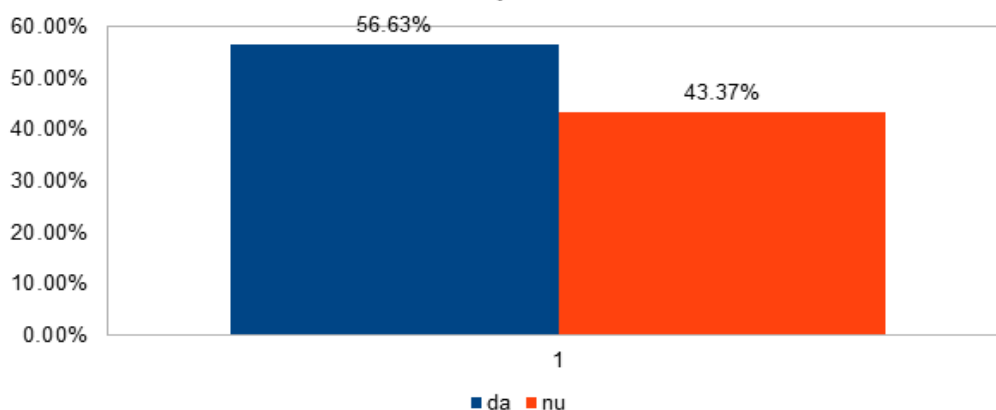
[Knowledge of the concept of student-centered university] [yes] [no]

Relaționarea cadrelor didactice față de studenți
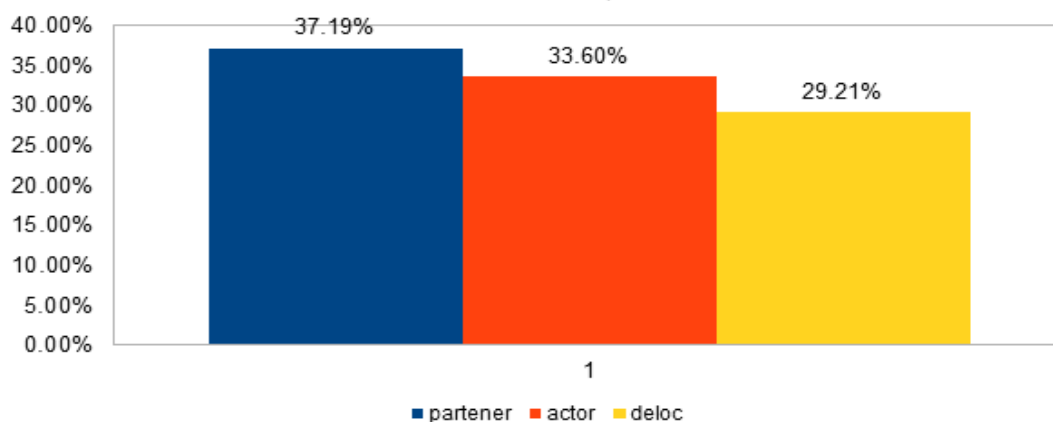
[The rapport teacher-student] [partner] [actor] [no rapport]

IP.B.2.1.5. Career counseling for students

The University has a Center for Information and Student Counseling, which in addition to counseling activities provides various training courses for students, and runs with the help of volunteers the "Career Days" project, to increase student employability. This project, which reached its sixth edition, brings together companies where students can apply for a job or internship. Over 5000 students benefit from the activity of this Center.

In the Politehnica University of Timișoara there are well-structured rules regarding tutoring, involving teachers and students. Collegiate tutoring between master's and bachelor's degree students is also practiced. It may be noted that in some cases students do not know their tutor, and this happens because tutors sometimes do not feel stimulated and rewarded for their work.

In the Politehnica University of Timișoara there are 25 advanced research centres and institutes in various fields. Funding for these projects is ensured mainly from national and European projects. The university runs a program that financially supports publishing scientific papers, especially for young assistants and lecturers.

Moreover, the university and student organizations run various scientific conferences thus stimulating research.

Students are involved in research, particularly master's and doctoral students, having the right to use at any time the infrastructure of the research centers and institutes.
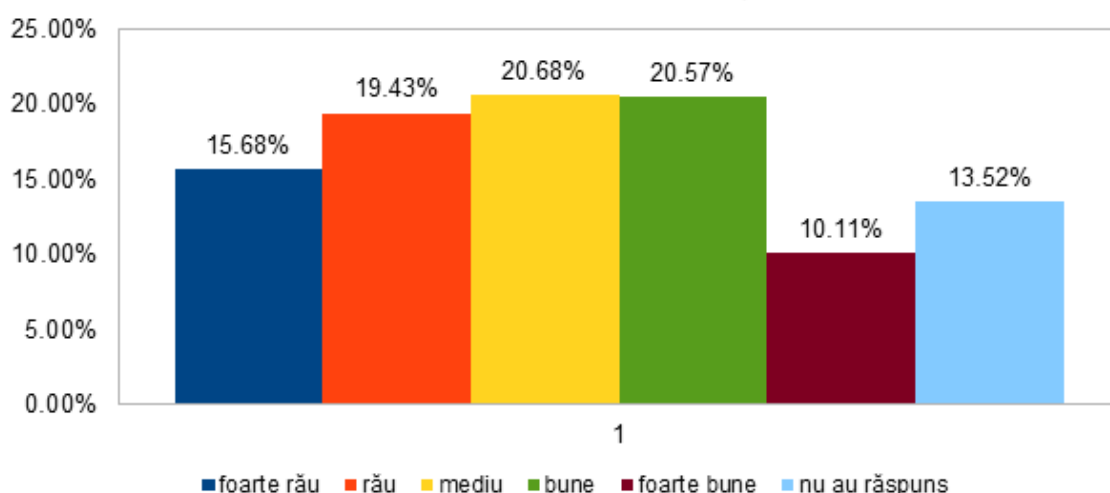
[Support services - Center for Information and Student Counseling] [very bad] [bad] [average] [good] [very good] [no answer]

IP.B.4.1.1. Revenue and expenses

The estimated budget for each year is approved in advance by the University Senate, after being presented by the Rector at the Senate meeting. Moreover, another transparent action for the academic community is the fact that the Rector's annual report can be found in the revenue and expenses balance.

Tuition fees are posted on the university website, and the fees for each year are provided for each student individually.

Area C – Quality Management

IP.C.1.1.1. Organizing the quality assurance system

In the Politehnica University of Timisoara there is a Committee for Evaluation and Quality Assurance (CEQA), as well as a direction that implements the quality policies, the General Directorate of Quality Assurance (GDQA). A student is also a member of CEQA, and following discussions we found out that he is actively involved in all the activities of the center.

At each faculty's level there is a Committee for Quality Assurance working with CEQA in order to improve the quality assurance process, and one student representative is also a member of this Committee.

The PUT management has a policy of quality assurance, structures with responsibilities in this area (the Committee for Evaluation and Quality Assurance, the General Directorate of Quality Assurance), its own staff and a quality assurance structure at the level of faculties and departments. PUT promotes an institutional culture of quality and it is concerned with the compliance with and implementation of European guidelines for quality assurance in higher education, particularly "European Standards and Guidelines for Quality Assurance in Higher Education" adopted by the Ministers in Bergen (2005), which was disseminated within the institution.

IP.C.1.1.2. Policies and strategies for quality assurance

Policies regarding quality assurance in the university are transparently posted on the university website, all the procedures being applied in accordance with the strategy undertaken. They meet the needs of the university and they are co-related to the 4-year strategic plan of the university.

IP.C.3.1.1 The university has rules concerning the students' examination and marking, which are applied rigorously and consistently

The university has regulations in this regard, many provisions being considered just as normal things, known both by students and teachers.

PI C.3.1.2. Integrating examination in the design of teaching and learning, in courses and study programs
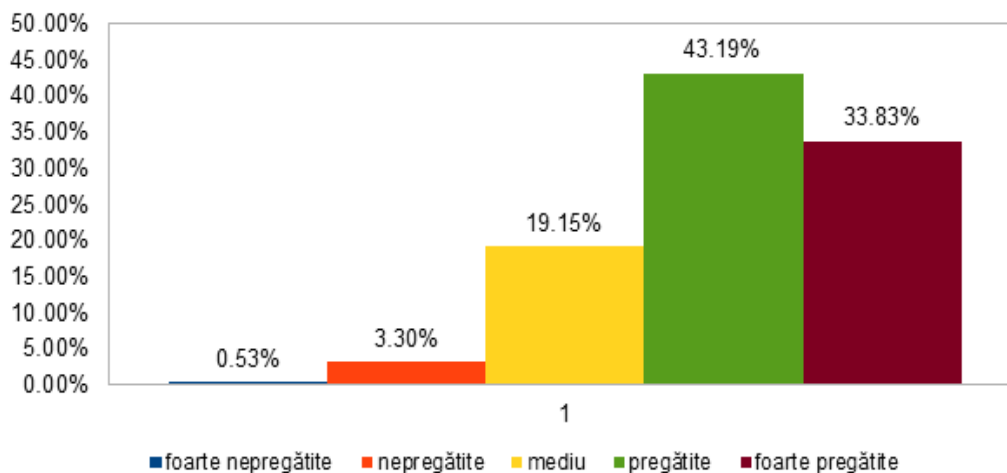
Examination methods are different, many of the teachers focusing on the outcome of the educational process. But there are exceptions, in which students are asked to memorize the course materials received electronically, the exam consisting of reproducing the information.

IP.C.4.1.3 Teacher evaluation by students

The evaluation of teachers by students is done by the General Directorate of Quality Assurance, based on questionnaires given to students who attended at least 50% of the courses. In the last three years these assessments have not been conducted periodically, but at the request of the university management.

Moreover, after interviewing the students we have noticed a high degree of lack of confidence in these assessments, and complaints from students as there were changes in teachers' behavior, things they had expected. Evaluation results are not made public.

Percepția cu privire la pregătirea cadrelor didactice

Legend: foarte nepregătite, nepregătite, mediu, pregătite, foarte pregătite

Values: 0.53%, 3.30%, 19.15%, 43.19%, 33.83%

[Perception on teacher's preparation] [very unprepared] [unprepared] [average] [prepared] [very prepared]

Modul de predare și relaționare a cadrelor didactice cu studenții
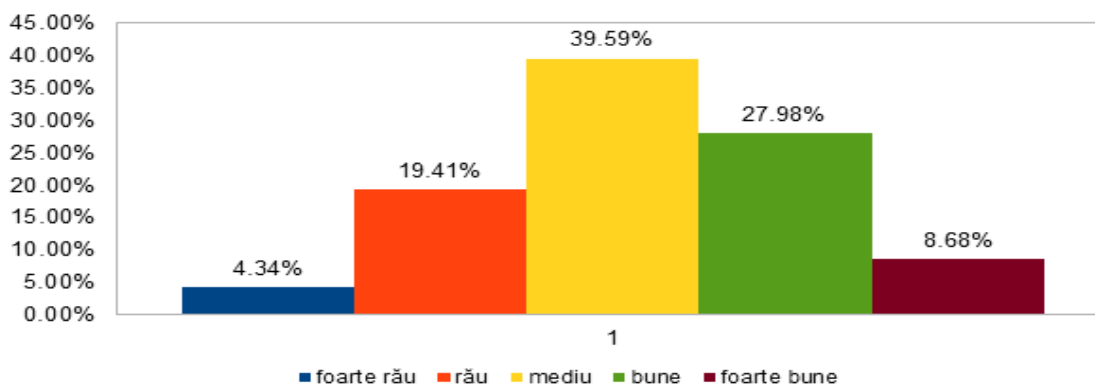
[Teaching methods and the rapport between teachers and students] [very bad] [bad] [average] [good] [very good]

IP.C.5.1.1 Availability of learning resources

The university has a library with a larger capacity for storing books. Students are satisfied with the resources offered by the library. The library has an electronic database accessible on the Internet, and book loans are based on a card specially created for this purpose.

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The library has 682,174 materials, representing:

Book Collection: 431,342 books
Journal Collection: 82,749 journals
Special Collections: 162,257
Electronic documents: 1,243
Other documents: 4583

IP.C.6.1.1 Databases and information
and
IP.C.7.1.1 Public information offer

The University has an IT system that facilitates the collection, processing and analysis of data and information relevant for assessing and ensuring institutional quality. Although the university's website is well-structured and provides many current information, including decisions of the Board and the Senate, about half of the faculties have websites that do not offer too many resources.