

THE MOLDOVA EDUCATION REFORM PROJECT (MERP)
PROJECT ID NO.P127388

TERMS OF REFERENCE

*for developing the Management Information System for External
Evaluation in the General Education (MISEEGE)
in the Republic of Moldova*

1. GENERAL PROVISIONS

The „Moldova Education Reform” Project (MERP) is a World Bank-financed Project to be implemented between April 2013 and April, 2022.

The MERP supports the Government of Moldova reform program by financing activities that will strengthen the quality of education, while improving the sector efficiency. Through this Project, the World Bank supports the Government of Moldova in implementing the needed reforms, which include initiatives to:

- A. Improve learning conditions in targeted schools;
- B. Strengthen the education monitoring systems;
- C. Promote efficiency reforms in the education sector.

The objective of the Project is to improve learning conditions in targeted schools and strengthen the Recipient's education monitoring systems, while promoting efficiency reforms in the education sector.

The MERP has three components;

- A. “Strengthening the Quality of Education”,
- B. “Improving the Efficiency of the Education Sector”;
- C. “Improving the Ministry of Education, Culture and Research’s Capacity to Monitor the Reform”.

Component A is divided into three sub-components: A.1, A.2 and A.3.

The objective of sub-component A.1 is to contribute to the strengthening of the quality of education in the General Education subsector by improving systems in the following areas: school standards, teacher and school principal training, student assessments, and data collection.

The objective of sub-component A.2 is to contribute to the strengthening of the quality of education in the General Education subsector by rehabilitating and upgrading 17 receiving schools. The activities under sub-component A.2 are carried out by Moldova Social Investment Fund.

The objective of sub-component A.3 is to contribute to the strengthening of the quality of education by supporting the following activities:

- a) providing selected schools with science and technology equipment;
- b) (i) developing in-depth special education modules and training teaching support staff and psycho-pedagogues working with students with disabilities and/or special educational needs; and (ii) providing special education teaching and learning materials, and selected equipment;
- c) (i) evaluating training programs for school managers and teachers and updating such programs; and (ii) training and evaluating a second cohort of school managers and teachers based on the updated training programs;

- d) supporting the National School Inspectorate (or its successor) and the National Agency for Curriculum and Evaluation to increase their respective capacities;
- e) supporting the design and implementation of mechanisms to address the gender, inclusiveness, and citizen engagement dimensions in education;
- f) (i) developing and incorporating a vocational education and training module into EMIS; and (ii) training users on the use of EMIS, including pre-school module.

Component B was designed to support the GoM's efforts to improve the efficiency of the sector by eliminating excess capacity and creating a leaner education system, which will be better equipped to provide education that meets the demands of a modern economy.

Component C has the objective to finance Technical Assistance (TA) for the MoECR to support the implementation, monitoring and measurement of the MERP.

One of the activities mentioned in component A.3 is supporting the National School Inspectorate and the National Agency for Curriculum and Evaluation to increase their respective capacities.

The National School Inspectorate was reorganized by absorption with the National Agency for Quality Assurance in Education and Research (ANACEC), which is the successor of rights and obligations of the absorbed legal entity, according to the Law no. 190 dated September 21, 2017 on amending some legislative acts (published in the Official Gazette of the Republic of Moldova no. 364-370, art. 624 and art. 7 let. b, 2017).

The MERP supports efforts to develop the capacity of the National Agency for Quality Assurance in Education and Research (ANACEC), the administrative authority responsible for the state policy implementation and contribution to the development of education focused on the best international standards in education and research.

In this context, the MoECR intends to hire a company to develop a web based information system for external evaluation of the general education.

2. OBJECTIVE

The Objective of the assignment is to develop a management information system for the external evaluation of general education institutions in Moldova. The system should be developed in line with the requirements exposed in this document (including Annex no.1 Business and technical requirements).

The primary goal of MISEEGE is to provide the ANACEC with an advanced IT solution for the automation of external evaluation in general education. The system will allow for the recording and processing of requests for the external evaluation of General Education Institutions and the managers thereof.

The main advantage of MISEEGE is that it will allow monitoring all events related to the process of submission/processing of the request for external evaluation in general education in real time.

Thus, the major features of the developed information solution include:

- a) Designing and implementing modern solution for registration, recording and monitoring of the requests for external evaluation in general education;
- b) Providing networking possibility for ANACEC staff (with the right of access to system data) and other external evaluators, by implementing a multinational client-server architecture;
- c) Controlling the access to user data and ensuring a maximum integrity, security and confidentiality of the collected data, which are not designed for public disclosure.

3. REPORTING REQUIREMENTS

The developer must be in permanent contact with the General Education Evaluation Department and the ANACEC President.

The Consultant will submit a monthly progress report to ANACEC and MERP (Project Management Unit) reflecting the activity, the difficulties and the bottlenecks. The reports will be written in Romanian.

4. FINAL OUTPUT AND COMPONENTS TO BE DELIVERED

The final output (MISEEGE) consists of the software and system documentation as well as the transfer of knowledge to system beneficiary. The list of deliverables are shown in the following table:

The artifact identifier	Mandatory/not mandatory	Brief description of the delivered artifact
Art.001	M	The complete source code of the modules and components required to compile the delivered program product;
Art.002	M	The final product packed for easy installation in the proposed technological environment;
Art.003	M	Updated software requirements specification (SRS) during the development;
Art.004	M	Updated software design document (SDD) during the system development;
Art.005	M	System configuration and deployment (instruction for deployment) document;
Art.006	M	User's manual
Art.007	M	Administrator's manual (including the contingency plan);
Art.008	M	Training documentation (designed for the trainers who will train the Beneficiary's staff in the use of the information solution);
Art.009	M	Technical specifications for interfaces published and used;
Art.010	M	Test plan and results of internal testing (functional, performance, security);
Art.011	M	All deliverables copied to electronic media (DVD-R or USB memory stick);
NOTE – M stands for mandatory		

5. SYSTEM IMPLEMENTATION STAGES

The MISEEGE design, development, testing and implementation activities shall be carried out by specialized company holding necessary experience to carry out the corresponding works and shall include the following stages:

- 1) **System development stage** - to be divided into phases coordinated with ANACEC as follows:
 - a) Based on the Terms of Reference and the discussions with the Direct Beneficiary, the developer will determine and analyze the requirements, design the structure of the information system and prepare the **SRS and SDD** (documents that will contain the detailed information regarding the solution specifications, architecture, the physical data model, the necessary hard and software resources for operation, the principles of developing the administrator and user interfaces, the principles and tools for ensuring information security, etc.). This stage will not last longer than 1 month;
 - b) The developer shall develop the program code and integrate the developed modules into a draft version of the information system (a first presentation will be made to the parties, with a preliminary demonstration of the functionalities described in the specifications). This stage will not last longer than 1.5 months;
 - c) The developer shall develop the program code and integrate the developed modules into final version of the information system taking into consideration the feedback received from Client in previous stage (a presentation will be made to stakeholders, demonstrating all functionalities described in the specifications) to be improved, if necessary, before signing the final acceptance of MISEEGE. This stage will not last longer than 2.5 months;
 - d) The developer would performs the system internal testing and prepare the documentation (presenting the system functionalities with all corrections and adjustments according to the feedback submitted in the previous stages, presenting the technical documentation set, etc.). This stage will not last longer than 1 month;
- 2) **System implementation stage** will begin after the report on system acceptance by ANACEC is approved and the act on transfer-acceptance for experimental operation is signed. At this stage, the developer together with the beneficiary shall test the system under experimental operating conditions in order to find any errors, performance issues, etc. At this stage, the developer removes the detected problems and prepares the final version of the information system that can be put into operation. This stage will not last longer than 1 month;
- 3) **Training stage** will begin with the implementation of the information solution and will include training of 20 non-admin users and 4 admin users. This stage will not last longer than 0.5 months;
- 4) **The commissioning of the system** starts with the signing of the report confirming the putting of the information system into operation and beginning of its operation;

- 5) **The MISEEGE warrantee stage** is the period during which the system developer will fix any defect identified by the Beneficiary without additional payments to be made for this purpose. The warrantee does not imply developing the system or entering the content, but only ensuring that all the functionalities described in these ToR, as well as in other additional project documentation, work properly. The consultant must provide a 12-month warrantee period commencing with from the date of signing the final acceptance of the system.
- 6) **The maintenance stage starts after the commissioning of the system and** is the period for which the system developer undertakes to assist the beneficiary in maintaining and developing the capacity of the implemented system to provide services, maintaining its integrity. Maintenance works will include, without being limited to the following types of works:
- a) Developing the graphic design of new pages, graphic elements;
 - b) Programming, developing new functionalities;
 - c) Updating the website core and modules;
 - d) Consultancy services

The bidder will undertake to carry out maintenance of the system for a period of 12 months commencing with the signing of the system and will specify the costs related to it in the financial offer.

6. ACCEPTANCE CRITERIA

The Bidder will develop and test the system on its own media. The beneficiary will have access to the testing environment and will participate in the process of validating and verifying the functionalities of the portal. The system will be accepted for productions as long as there is no critical or blocking defect.

The defects identified during the test will be classified as follows:

- **Immediate defect:** There is a blocking operational impact, as a result of the fact that the basic functionalities are no longer available or cannot be used or a significant number of portal users are affected. The use of the system is seriously affected;
- **Critical defect:** There is a critical operational impact as a result of the fact that certain functionalities are no longer available. Some of the main features cannot be used or some of the users of the application are affected. The use of the system is likely to continue with significant additional effort from users;
- **Non-critical defect:** There is an insignificant operational impact. The system works in normal parameters, but some of the functionalities do not work according to the requirements.

7. QUALIFICATION REQUIREMENTS

7.1. Company qualification requirements

The minimum qualification requirements are:

1. Specialized in the development and implementation of information systems with experience in the field of at least 5 years are eligible to participate to the bid;
2. Experience in developing and implementing complex IT solutions for central public administration authorities in the Republic of Moldova.
3. Experience in developing IT solutions containing personal data.
4. Experience in developing and implementing information systems designed for the educational sector would be an advantage.

7.2. Personnel qualification requirements

The related documentation, the IT solution interface, the training and the technical support will be executed in Romanian.

The bidder shall present in the technical offer summary data regarding the staff involved in the project and its qualification. The involvement of qualified staff with experience in the development and implementation of information systems for public authorities in the Republic of Moldova is welcome. Explicitly, key data of the persons employed in the following positions will be presented:

- a) Project Manager;
- b) Head of programming team/system architect;
- c) Programmer;
- d) System analyst;
- e) Quality assurance engineer (testing specialist)
- f) Trainer.

For these positions, CVs of people involved in the process will be submitted in Europass format.

1) Requirements for the Project Manager:

- a) University studies in ICT;
- b) At least 10 years' experience in IT projects management;
- c) Specific experience as an ICT project manager demonstrated by implementation of similar projects implying technical analysis activities, formalization of requirements, design and development of software solutions;
- d)
- e) Knowledge of Romanian language;
- f) Recognized certifications held in the field of project management will be an asset.

2) Requirements for the head of the programming/system architecture team:

- a) University studies in ICT;
- b) At least 7 years' experience in IT systems development;
- c) Specific experience as a System Architect in ICT projects demonstrated by work in a similar position in developing similar IT solutions or in case management;
- d) Knowledge of modern methodologies for designing and developing IT solutions;
- e) Experience in using databases and SQL language;
- f) Sufficient knowledge of the methodology of developing information systems for the government sector of the Republic of Moldova;
- g) Recognized certifications held in the field of technologies proposed in the technical proposal will be considered an asset.
- h) Knowledge of Romanian language;

3) Requirements for the Programmer:

- a) University studies in ICT;
- b) At least 5 years' experience in IT systems development;
- c) Advanced knowledge of modern IT technologies, information security standards and methodologies;
- d) Experience in using databases and SQL language;
- e) Sufficient knowledge of the methodology of developing information systems for the government sector of the Republic of Moldova;
- f) Recognized certifications held in the field of technologies proposed in the technical proposal will be considered an asset.

4) Requirements for the System Analyst:

- a) University studies in ICT;
- b) At least 5 years' experience in IT systems analysis and development;
- c) Specific experience as a System Analyst in ICT projects demonstrated by work in a similar position in developing similar IT solutions or in case management;
- d) Knowledge of modern methodologies for designing and developing IT solutions;
- e) Sufficient knowledge of the methodology of developing information systems for the government sector of the Republic of Moldova;
- f) Knowledge of Romanian language.

5) Requirements for the Quality assurance engineer (testing specialist)

- a) University studies in ICT;
- b) At least 3 years' experience as a quality assurance engineer;
- c) Specific experience in IT quality testing, including automated testing means;
- d) Experience in Load planning (system load testing) and Stress (system behavior testing at high demands) testing;
- e) Recognized certifications held in the project management area will be an asset.
- f) Knowledge of Romanian language.

6) Requirements for the Trainer:

- a) University studies in ICT;
- b) At least 2 years' experience in a similar position;

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- c) Specific experience in preparing training materials will be an asset;
- d) Recognized certifications held in the field will be an asset.
- e) Knowledge of Romanian language.

8. ANNEXES

Annex. no.1 Business and technical requirements.

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1 INTRODUCTION

1.1 Terms and definitions

All terms and definitions and notions frequently used in this document are delimited and explained in the following table.

Term	Description
System architecture	All key solutions for organization of the software system as well as the set of elements and structural interfaces, together with the cooperation described in terms of these elements;
Data base	Data set organized according to the conceptual structure, describing the basic features and the relationship between entities;
Data	Elementary information units about people, topics, facts, events, phenomena, processes, objects, situations, etc., presented in a form that allows them to be notified, commented and processed;
Approved data	Data, which have undergone quality control procedures and are considered suitable for use;
Personal data	Any information referring to an identified or identifiable natural person (personal data subject). In this sense, an identifiable person is a person who can be identified, directly or indirectly, in particular by reference to an identification number or to one or more specific elements, his/her own physical, physiological, mental, economic, cultural or social identities;
External evaluation	Examination, carried out by an institution authorized in accordance with the norms in force, of one or more segments of the educational activity of the Institution;
Workflow	Administrative process of an organization during which tasks, procedures and information are processed or executed in a certain succession dictated by predetermined rules (procedural rules), in order to produce a product or provide a service;
Object identifier	Date attribute, defining uniquely the Informational object;
Data integrity	Data status, when it keeps its content and is interpreted equivocally in cases of random actions. Data integrity is deemed kept if data has not been altered or damaged (deleted)
Logging	Function of recording information about events. Within the information systems, event recordings include details about date

	and time, the user and action taken
MCloud	Joint governmental information infrastructure operating based on "Cloud computing" technology in accordance with GD no.128 dated 20.02.2014;
Information object	Virtual representation of existing material and non-material entities
Web portal	Group of multimedia web pages (containing texts, still images, animations, etc.), accessible on the Internet, usually on a particular theme, and connected to each other. The various websites can be created by an organization, an individual, public institutions, etc.;
Business process	Succession of events, occurred through a group of logically related activities, using the resources of the organization to obtain the result when achieving the goals of the organization;
Statistical report	Data submitted as a table about activities/objects for a specific period of time;
Business requirement	Description of a certain rule or service, which must be fulfilled within the system;
Information system	A set of procedures and means for collecting, processing and transmitting the information needed for the management process (includes manual and automated technologies for data processing);
Quality standard	Measurement instrument, associated with a performance indicator, which reflects the requirements imposed on the educational institution and allows to determine the level of their achievement;
Data veracity	Level of correspondence of data, kept in the computer memory or in documents, the real state of the objects in the respective domain of the system, reflected by these data;

1.2 Abbreviations

All acronyms and abbreviations used in this document are delimited and explained in the following table.

Abbreviation/acronym	Explanation
ANACEC	National Agency for Quality Assurance in Education and Research;
CPA	Central Public Authority;
LPA	Local Public Authority;
PSA	Public Services Agency;

DB	Data base
NBS	National Bureau of Statistics;
CL	Classifier;
CUIIO	Unique identification code of companies and organizations;
HTTP	(Eng. Hypertext Transfer Protocol);
IDNO	(Organization's identification number) – legal entities' identification number;
IDNP	(Personal identification number) – a person's identification number used in international practice as an abbreviation;
SLEB	Special local education body;
SR	Statistical report;
Req	System requirement
RM	Republic of Moldova;
SPR	State Population Register
SRLE	State Register of legal entities;
SRS	Software Requirements Specification
SDD	Software Design Document
STD	Software Test Document
DPIS	Data Processing information system;
EMIS	Education Management Information System;
MISEEGE	Management Information System for External Evaluation in the General Education;
EEI	Early Education Institutions;
PEI	Primary Education Institutions;
SEI	Secondary education institutions;
HSEI	High School Education Institutions;
ESEI	Extra school education institutions;
SEI	Special education institutions;
UC	User Case;

1.3 References and legal aspects

Legal and regulatory framework:

- a) Education Code of RM (no.152 of 17.07.2014);
- b) The methodology of external evaluation of general education institutions approved by the order of the Ministry of Education, Culture and Research no.470 of April 24, 2019;
- c) Methodology of evaluation of general education institutions' managers approved by the order of the Ministry of Education, Culture and Research no.470 of April 24, 2019;
- d) Regulation on the organization and functioning of the Ministry of Education, Culture and Research, approved by the Government Decision no. 691 of 30.08.2017;
- e) Regulation on the organization and functioning of the National Agency for Quality Assurance in Education and Research, approved by the Government Decision no. 201 of 28.02.2018;

- f) Quality standards for primary and secondary general education institutions from the perspective of the child-friendly school, approved by the order of the Ministry of Education no.970 of 11.10.2013;
- g) The standards of professional competence of the management staff in the general education, approved by order of the Ministry of Education, Culture and Research no. 1124 of 20.07.2018;
- h) The standards of professional competence of the teachers in the general education, approved by the order of the Ministry of Education, Culture and Research no. 1124 of 20.07.2018;
- i) The standards of minimum endowment of the cabinets for school disciplines in the Institutions of general secondary education, approved by the order of the Ministry of Education, Culture and Research no. 193 of 26.02.2019;
- j) The standards for minimum endowment of early education institution, approved by Order of the Ministry of Education, Culture and Research no. 253 of 11.10.2017;
- k) Minimum operational standards for primary and secondary general education institutions, approved by order of the Ministry of Education no. 61 of 10.02.2015;
- l) List of types of school documentation and reports in general education, approved by the Order of the Ministry of Education, Culture and Research no. 897 of 12.06.2018;
- m) Government Decision no. 899 of 27.10.2014 for the approval of the Regulation regarding the mapping system for primary, secondary schools and high schools;
- n) Government Decision no. 391 of 28.05.2014 on the actions for organizing and conducting graduation exams for educational levels;
- o) Law no. 71-XVI of March 22, 2007 on registers;
- p) Government Decision no. 432 of 23.06.1995 regarding the organization of the National Inter-administrative Register of the Republic of Moldova (RENIM);
- q) Law of the Republic of Moldova no. 764 of 27.12.2001 regarding the administrative-territorial organization of the Republic of Moldova;
- r) Order of the Ministry of Information Development no.78 of 01.06.2006 regarding the approval of the technical regulation "Software life cycle processes" RT 38370656 - 002:2006.

International standards:

- a) International Standard J-STD-016-1995 IEEE/EIA - Information Technology, Software Lifecycle Processes, Software Development, Acquirer-Supplier Agreement;
- b) International Standard IEEE-STD-P1063 - Software User Documentation;
- c) International Standard ISO/IEC/IEEE 29148-2011 - Systems and software engineering - Life cycle processes - Requirements engineering.

1.4 Basic principles of the information system:

In order to ensure the objectives defined for the IT solution, the following general principles shall be taken into account when designing, developing and implementing MISEEGE:

- a) The **legality principle** - implies creation and operation of the information system in accordance with the national legislation in force and the international norms and standards recognized in the field;

- b) The **platform independence** principle - the IT system user interface will not impose a certain software and hardware platform for the user's computer;
- c) The **secure data** principle - stipulates the entry of data into the system through authorized and authenticated channels only;
- d) The **information security principle** - involves ensuring an adequate level of integrity, selectivity, accessibility and efficiency for data protection against loss, alteration, damage and unauthorized access;
- e) The **accessibility of public information principle** - implies the implementation of procedures to ensure the access of citizens of the Republic of Moldova to public information, provided by the information solution;
- f) The **transparency** principle - implies the design and implementation according to the modular principle, using transparent standards in the field of information and telecommunications technologies;
- g) The **expandability** principle – allows extending and completing the information system with new functions or improving the existing ones;
- h) The **scalability** principle - involves ensuring a similar performance of the information solution for small/large volumes of data and accesses to the system;
- i) **The principle of integration with existing systems** - implies the possibility of the information solution to integrate and interact with the applications already implemented;
- j) **Principle of simplicity and convenience of use** - involves the design and implementation of all applications, technical and program means accessible to system users, based on exclusively visual, ergonomic and logical design principles;
- k) The **principle of the division of the architecture by levels** - consists in the independent design of the subsystems sub-SI E-Dossier according to the interface standards between the levels;
- l) **The principle of priority of the first person/of the single center** - implies the existence of a high ranking person with sufficient rights to make decisions and to coordinate activities in order to create and operate the information system.

The following principles are particularly important for the architecture of the information system:

- a) implementation of a WEB-based client-server solution with authorized access to the interface and data;
- b) development of the IT solution based on technologies designed for the implementation of information systems for case management;
- c) ensuring adequate security of the information system in order to protect the information and component subsystems against their unauthorized use or the disclosure of personal or limited access information;
- d) recognition of information as an asset and its proper management;
- e) development and implementation of the information system allowing to have it reused for other processes or in order to ensure the possibility of developing new functionalities;
- f) minimizing the number of different technologies and products, which provide the same functionality or are similar by destination;
- g) ensuring a high speed processing of beneficiaries' requests;

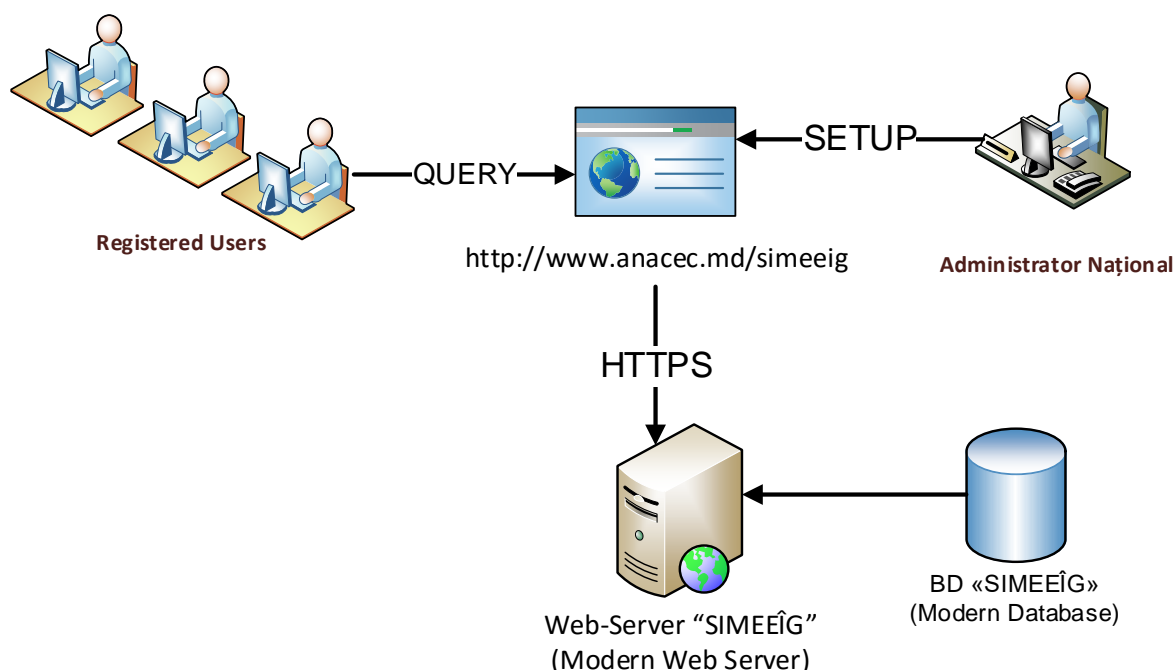
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- h) ensuring disaster recovery capacity (ensuring physical security) as part of the implementation plan.

2 GENERAL DESCRIPTION

2.1 Product perspective

The product will be implemented as a complex system, to which only registered users will have access through a secure connection to the main website. The website will be the main user interface if the users can operate all the offered functionalities. However, this website will be part of a larger system. There will be a server where all system data will be stored and all system calculations will be performed. The website will provide a user interface and will show the functionality of the system.



The website will be the main source of information on the monitoring and evaluation of external evaluation activities in the general education. The website will contain interfaces for data, data correction, data analysis, generation of statistical reports.

The website will be accessible through a domain established by the Beneficiary and later communicated to the Developer. The currently planned domain is www.anacec.md/simeig.

Additional to the main functionalities the system will provide an online module for collecting opinions of different educational actors (teachers, students, parents, school managers, etc.) on the compliance of education institutions, school managers and teachers with the standards approved by the MoECR

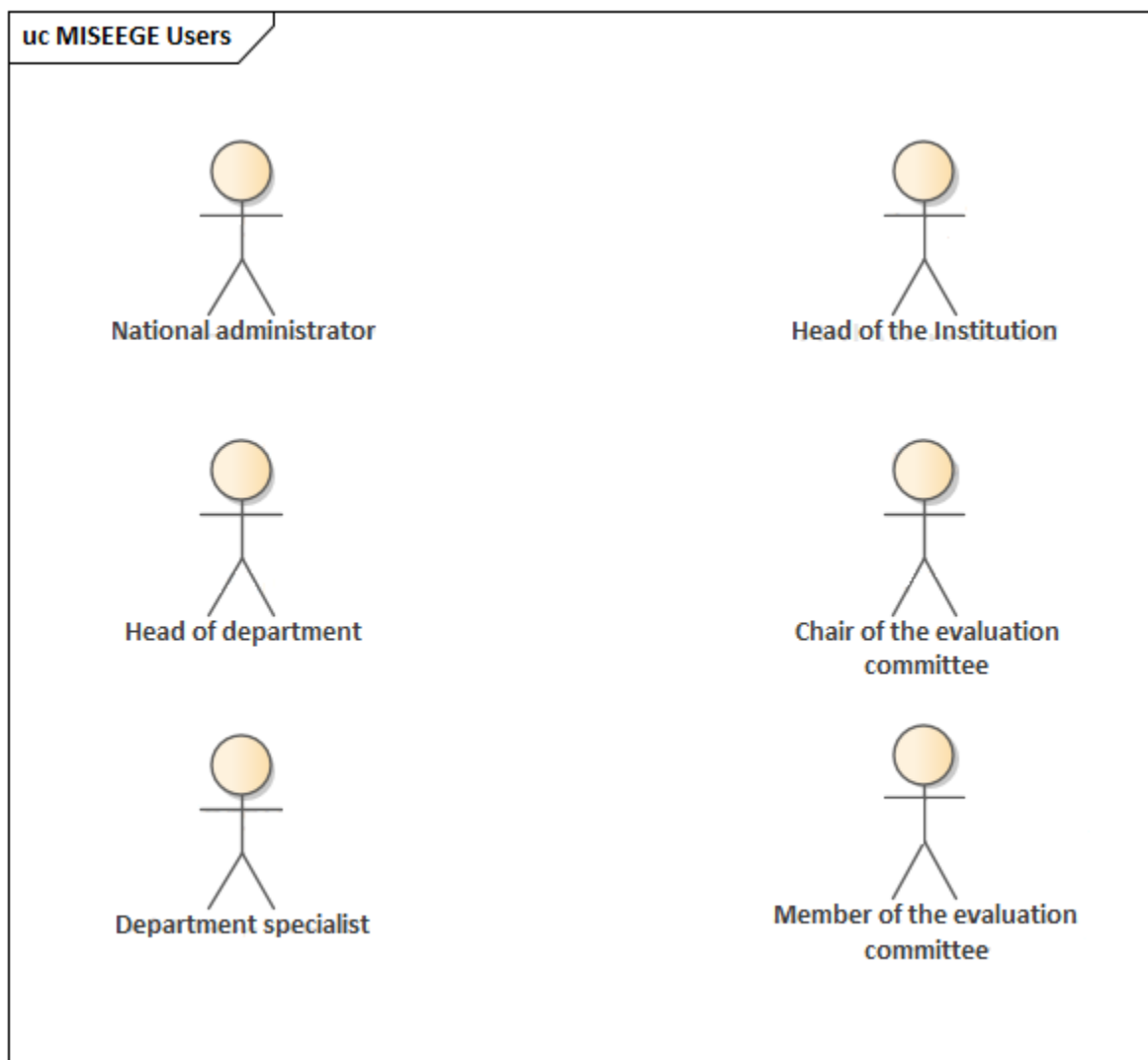
2.2 Product functionality

Based on the analysis of the requirements and the subsequent evolution of the system, the following major modules of this software have been defined:

- a) **Institutions:** Will allow the user, depending on the access level, to process data about public and private general education institutions;
- b) **Management:** Will allow the user, depending on the access level, to process the data on the management staff (director and deputy director) of public and private general education institutions;
- c) **External evaluation of general education institutions:** Will allow the user, depending on the level of access, to arrange the management processes in external evaluation of public and private general education institutions;
- d) **External evaluation of management staff:** Will allow the user, depending on the access level, to organize the management processes in external evaluation of the management staff (director and deputy director) in public and private general education institutions;
- e) **Management of the ANACEC evaluators register:** It will allow the user to ensure the keeping of records of ANACEC evaluators;
- f) **Perspective plans management:** It will allow the user, depending on the access level, to ensure the annual planning of external evaluation based on the SLEB perspective plans records;
- g) **Statistical reports:** Will allow the user, depending on the access level, to receive the necessary information in a convenient format, according to predefined criteria;
- h) **System administration:** It will provide the user, depending on the access level, special possibilities related to the supervision of the processes in the system, the setting of some parameters of the system and the activity of the MISEEGE users.

2.3 Users and characteristics

System users can be divided into the following categories:



2.3.1 National administrator

National administrators have access to all MISEEGE services. Their task is to create other MISEGE users and to give them access rights to MISEEGE according to their competence. Also, National Administrators will enter the data on the final decisions in external evaluation processes.

2.3.2 Head of Institution

The Head of Institution has access to MISEEGE services related to the Institution profile, submitted applications, results of evaluation, news, legal documents and templates. The Head of Institution could nominated one or more representatives, who will act on behalf of Institution. Head of Institution and nominated representatives will be able to access only information related to the Institution he or she is representing.

2.3.3 Head of department

The Head of department has access to MISEEGE services related to the management of administrative processes of creation and control of the evaluation committees for external evaluation.

2.3.4 Department specialist

At the initial stage, for the system launch, the Department specialists will be responsible for entering the following data into the system:

- a) data on the Institutions, including their management staff;
- b) data on the content of system classifiers;
- c) data received from the SLEB and subsequently the completion of these data with the information on the ANACEC decision regarding the planned external evaluation;
- d) data on the content of the ANACEC evaluators register.

Subsequently, the Department specialists, having access to MISEEGE services, will have the following main responsibilities:

- a) management of Institutions' data, including of management staff;
- b) management of system classifier data;
- c) management of perspective plans for external evaluation;
- d) management of the ANACEC evaluators register;
- e) extraction of data in the form of statistical reports.

2.3.5 Chair of the evaluation committee

The chairs of the evaluation committees have access to the MISEEGE services, which only refer to the management of specific external evaluation processes for which they are responsible. Their task is to enter in the system data showing the information about the events carried out within the external evaluation processes for which they are responsible.

2.3.6 Member of the evaluation committee

The members of the evaluation committees have access to the MISEEGE services, which only refer to viewing specific external evaluation processes in which they are involved. Their task is to view and verify data entered in the system that reflects the information about the events carried out within the external evaluation processes in which they are involved. Members of the evaluation committee cannot modify data entered in MISEEGE.

2.4 Projection and implementation of constraints

Upon completion of the requirements analysis process, the following constraints were identified:

- a) Because the system retrieves data from the Internet database, the availability of an Internet connection is crucial for the system to function properly;
- b) All licenses needed for the software should be purchased before the implementation phase.

Also, the system requires integration of various technologies and application of specific authorization. Below is a list of factors that may significantly affect the requirements provided for in this document:

- a) It is assumed that the operating system and the minimum hardware are installed;
- b) It is assumed that the time and the system calendar settings are correct and updated;
- c) It is assumed that the user have minimum knowledge about MISEEGE and websites.

3 FUNCTIONAL REQUIREMENTS

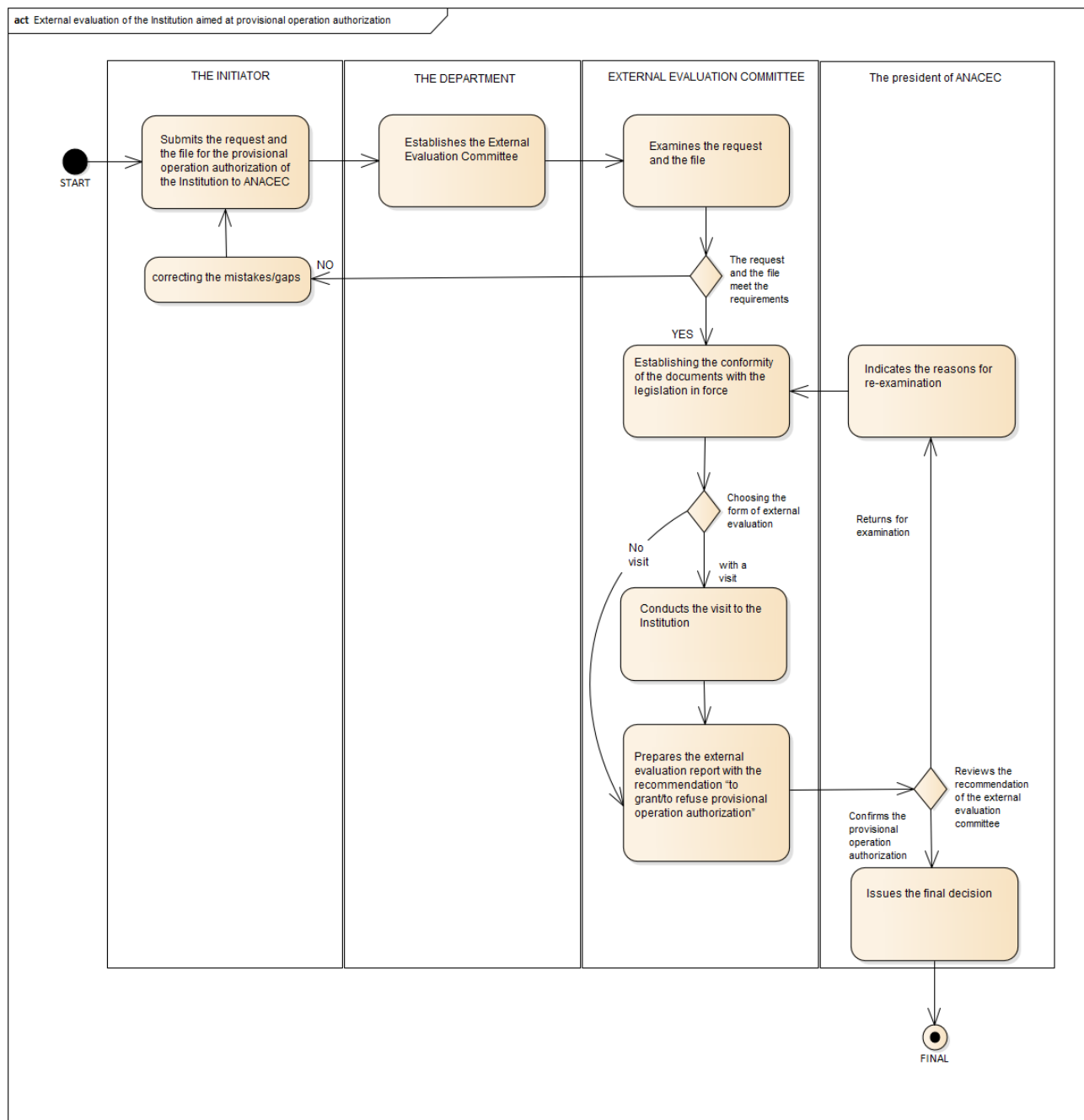
3.1 List of system business processes

The following main business processes are carried out in the system:

No.	Business process	Comments
BP.01	External evaluation of the Institution aimed at provisional operation authorization	Public and private general education institutions, including extra school education, special education and alternative education institutions;
BP.02	External evaluation of the Institution for accreditation purposes	
BP.03	Periodic external evaluation of the Institution	
BP.04	External evaluation of management staff	Management staff (Directors and deputy directors);

3.1.1 BP.01 External evaluation of the Institution aimed at provisional operation authorization

Main business-process chart



The provisional operation authorization of the Institution is required in the following cases:

- 1) new institution is established;
- 2) the institution is reorganized;
- 3) other cases provided for by the legislation in force.

The request for the external evaluation procedure aimed at provisional operation authorization of the Institution is made by submitting the application and the dossier by the head/founder of the Institution. If the Institution has an electronic signature, there must be the possibility of submitting the application and the dossier (signed with the electronic signature) online through the system's website. Another possibility of filing the application and the dossier is submitting them to ANACEC on a hard copy.

Insufficient filling in of the dossier is a justified ground for its rejection, a decision on which ANACEC shall inform the Institution within 3 working days of taking it.

The external evaluation procedure aimed at provisional operation authorization of the Institution is usually carried out within ANACEC. Whenever necessary, the representatives of the Commission conduct evaluation visits to the Institution.

External evaluation aimed at provisional operation authorization implies the following steps:

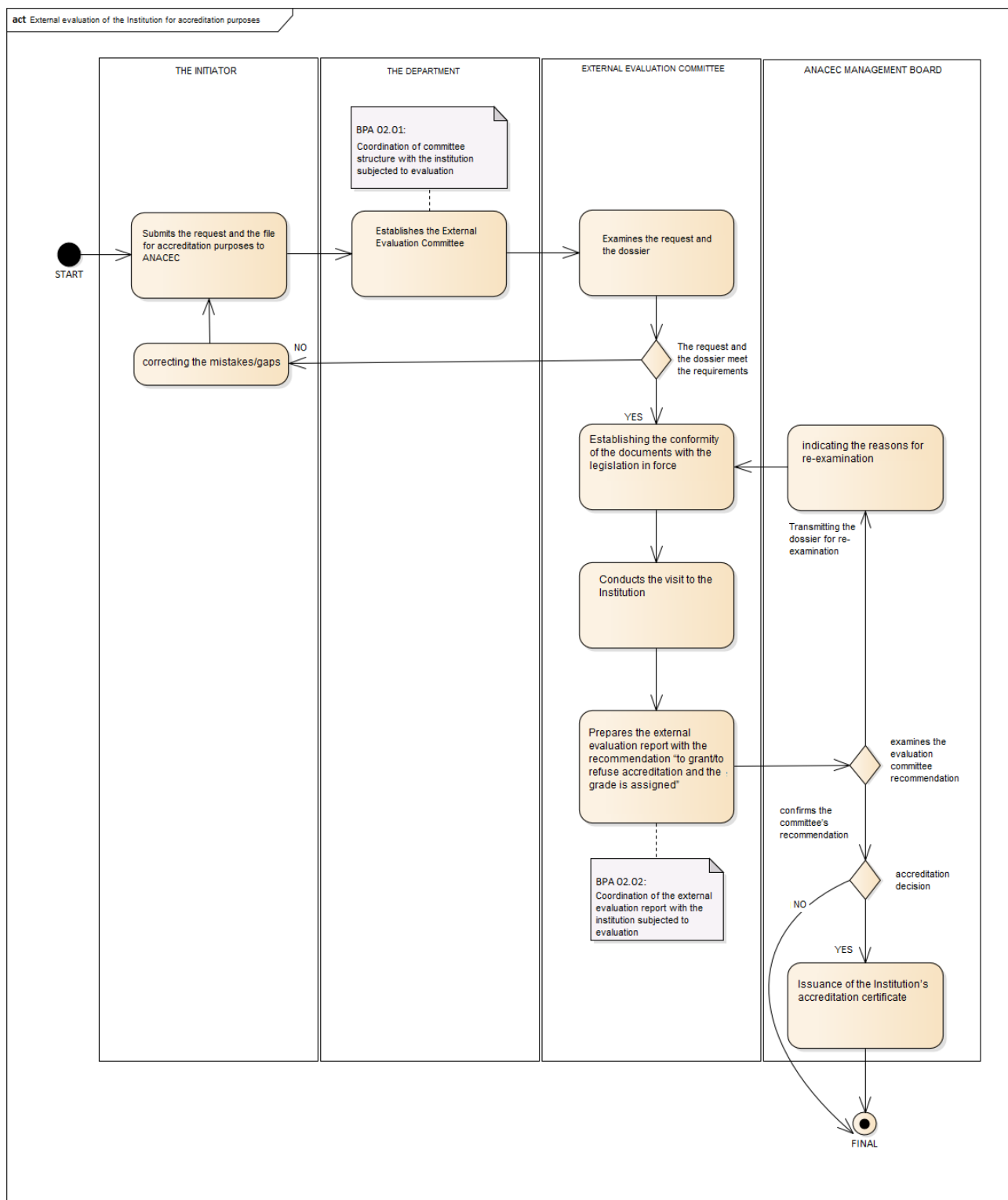
- a) examination of the dossier;
 - b) establishing the authenticity/veracity of documents included in the dossier;
 - c) determining the conformity of documents included in the dossier;
 - d) as appropriate, visit to the Institution;
- 3) identification of areas for improvement and counseling for the Institution.

ANACEC completes the external evaluation procedure aimed at provisional operation authorization of the Institution within 3 months from registration of the evaluation request.

3.1.2 BP.02 External evaluation of the Institution for accreditation purposes

Main business-process chart

Terms of Reference for MISEEGE development



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No —

The procedure for external evaluation for accreditation purposes derived from the evaluation procedure aimed at provisional operation authorization and takes place not later than 5 years after being granted the authorization.

The Head of the Institutions request the evaluation for accreditation purposes by submitting the application and the evaluation dossier to the ANACEC. If the Institution has an electronic signature, there must be the possibility of submitting the application and the dossier (signed with the electronic signature) online through the system's website. Another possibility of filing the application and the dossier is submitting them to ANACEC on a hard copy.

External evaluation for accreditation purposes includes the following steps:

- a) examining the evaluation dossier;
- b) conducting the evaluation visit;
- c) establishing the authenticity/veracity of documents included in the dossier;
- d) determining the conformity of documents included in the dossier with the legislation in force;
- e) reviewing the results of the annual evaluation of management staff, teaching staff and auxiliary teaching staff for the recent 5 years;
- f) completing the visit's sheet;
- g) determining the degree to which quality standards have been reached by the assessed institution;
- h) identification of areas for improvement and counseling for the Institution.

The results of the visit are included in the visit's sheet, signed by all members of the Committee and the management of the Institution. Based on the visit's sheet and the dossier, the Committee draws up the external evaluation report within 30 days after completion of the evaluation visit.

The External evaluation report shall comprise:

- a) the review of the self-evaluation report submitted by the Institution;
- b) the extent to which quality standards are complied with;
- c) tendencies recorded since the previous evaluation;
- d) identified strengths and weaknesses;
- e) recommendations for quality improvement in the activity of the Institution;
- f) proposed decision.

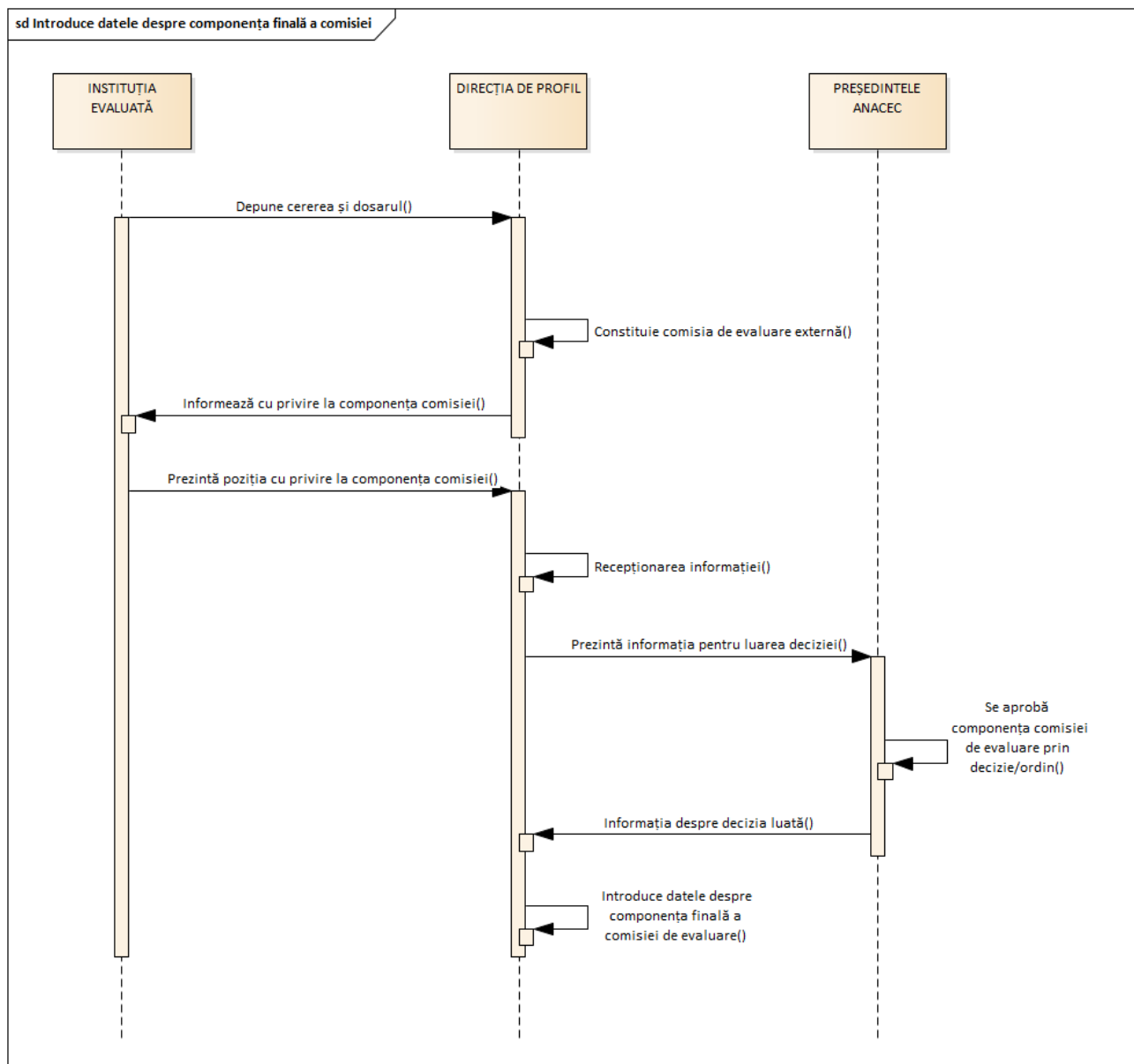
The institution is considered accredited if it has accumulated a minimum of 50% per standard, based on the score assigned to each indicator. In parallel with the accreditation/non-accreditation, based on the score assigned to the Institution, it is awarded one of the qualifications: very good (86.00-100%); good (64.00-85.99%); satisfactory (50.00-63.99%); unsatisfactory (0-49.99%), which is recorded in the accreditation certificate. The decision on accreditation/non-accreditation and granting of the qualification falls within the competence of the ANACEC Management Board. ANACEC completes the external evaluation procedure for accreditation purposes of the Institution within 6 months from registration of the evaluation request.

Terms of Reference for MISEEGE development

The Institution's accreditation certificate is issued for a term of 5 years. The extension of validity is confirmed by the periodic external evaluation, issuing a new certificate.

3.1.2.1 BPA.02.01 Coordination of the composition of the commission with the evaluated Institution

Auxiliary business-process chart:



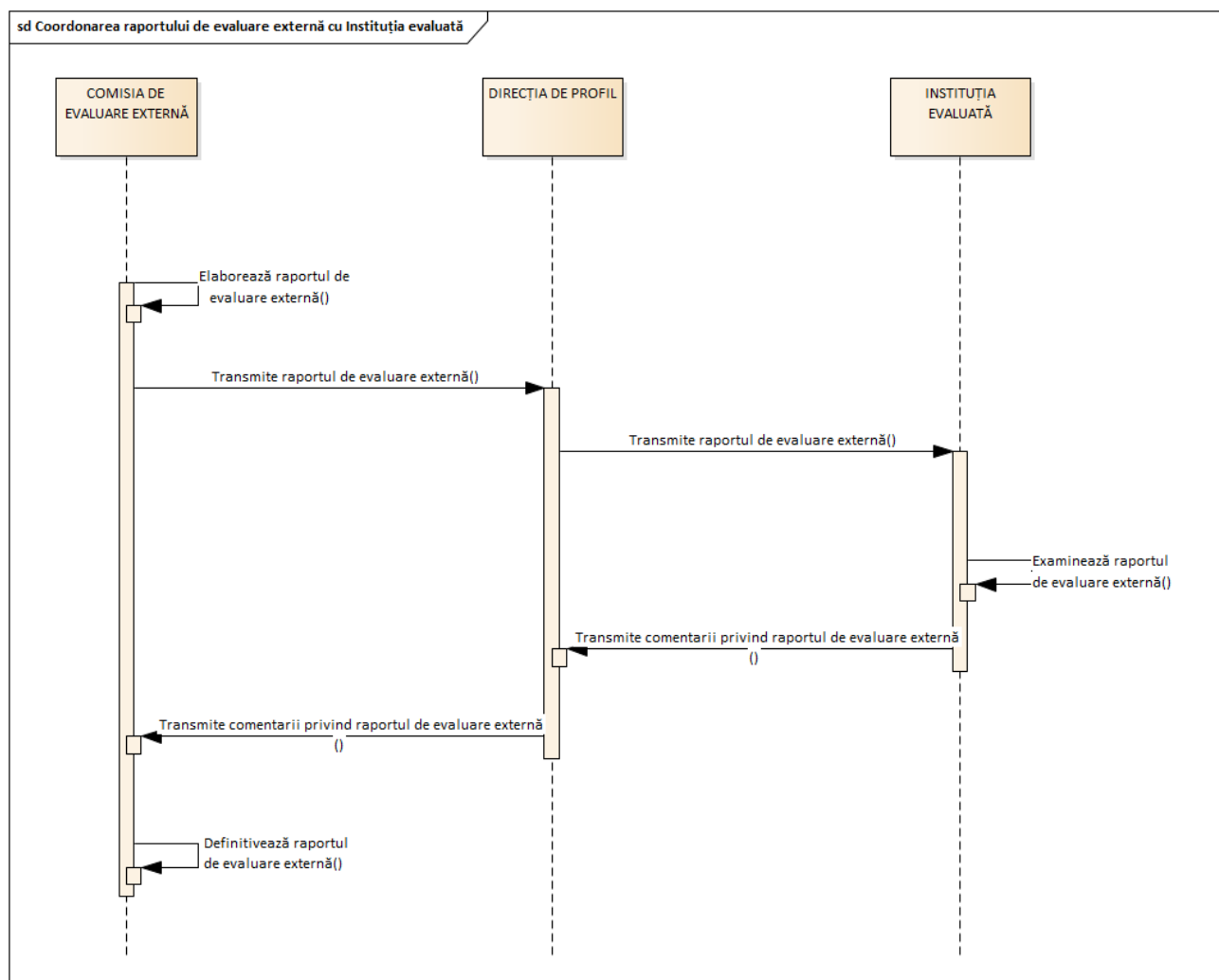
The **line department** informs the evaluated Institution about the members of the Committee within up to 5 working days from the date of its designation, by fax or e-mail.

The **institution** subject to the external evaluation procedures is entitled, one single time, to express its position on the composition of the Committee, within up to 5 working days from the date of being notified about it.

The final composition of the External evaluation committee is approved by decision/order of the Chair of ANACEC.

3.1.2.2 BPA.02.02 Coordination of the external evaluation report with the evaluated Institution.

Auxiliary business-process chart:



The external evaluation committee develops the External evaluation report within 30 working days after completion of the evaluation visit. The line department sends the preliminary version of the External Evaluation Report to the evaluated Institution within 3 working days from the completion of the report.

Within up to 10 working days of receiving the External evaluation report, the Institution is entitled to submit written comments on it.

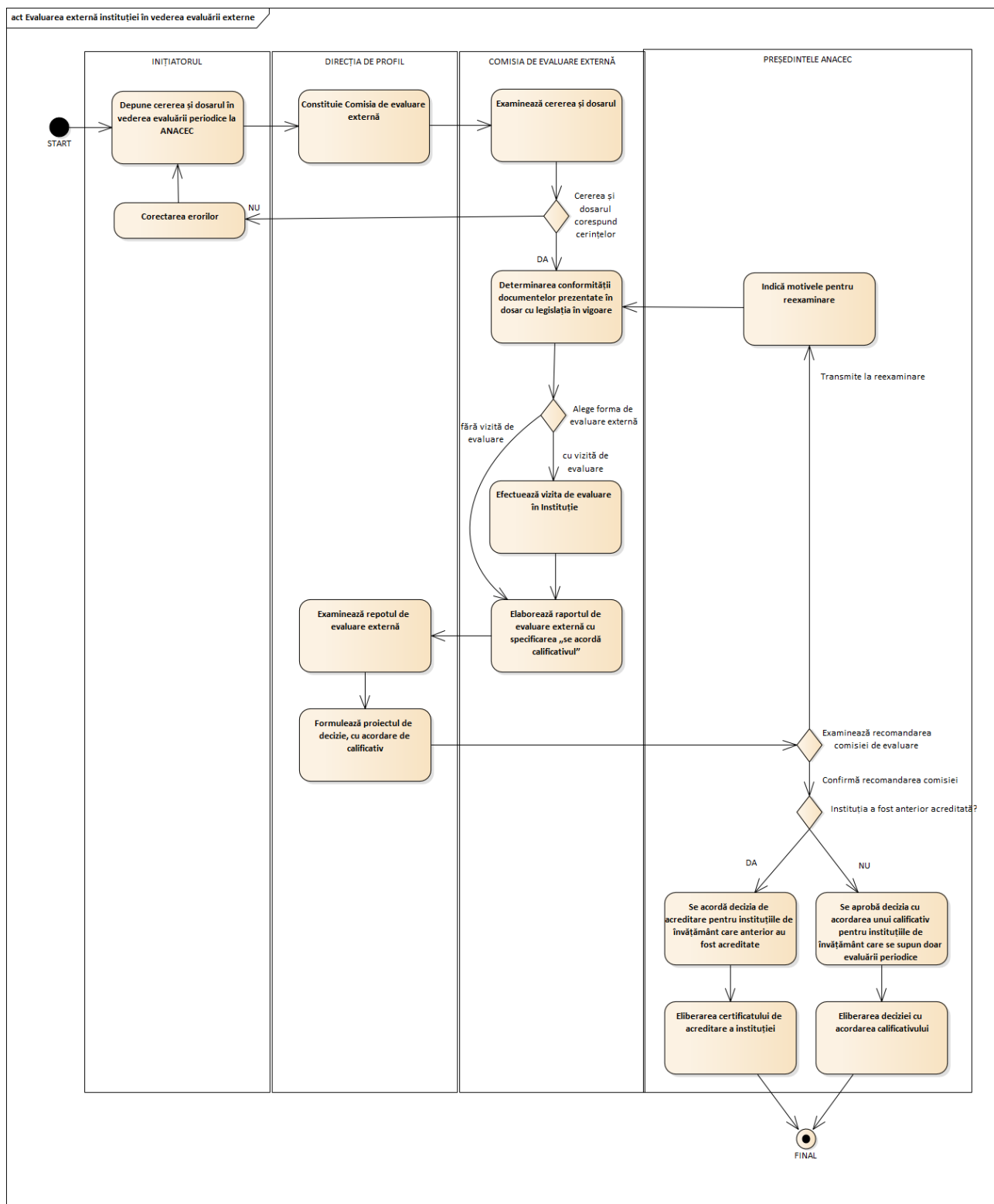
Terms of Reference for MISEEGE development

The External evaluation committee through the line department receives comments on the results included in the External evaluation report and analyzes them within up to 5 working days.

3.1.3 BP.03 Periodic external evaluation of the Institution

Main business-process chart

Terms of Reference for MISEEGE development



Terms of Reference for MISEEGE development

If the Institution has an electronic signature, there must be the possibility of submitting the application and the dossier (signed with the electronic signature) online through the system's website. Another possibility of filing the application and the dossier is submitting them to ANACEC on a hard copy.

The periodic external evaluation consists of analyzing all the aspects that contribute to the design, organization and development of the educational process, in an Educational Institution, with the purpose of:

- a) establishing compliance of the activity carried out in the Institutions with the legislative and normative framework in the field of education of any level;
- b) extending validity of accreditation granted within the previous external evaluation of the Institution;
- c) assessing the quality of the educational process, granting qualifications;
- d) providing methodological support for compliance with the standards.

As a result of the periodic external evaluation, the Institution is awarded one of the qualifications: very good (86.00-100%); good (64.00-85.99%); satisfactory (50.00-63.99%); unsatisfactory (0-49.99%). The external evaluation is considered passed if at least 50% of the score is attained per standard.

ANACEC reserves its right to choose the periodic external evaluation form:

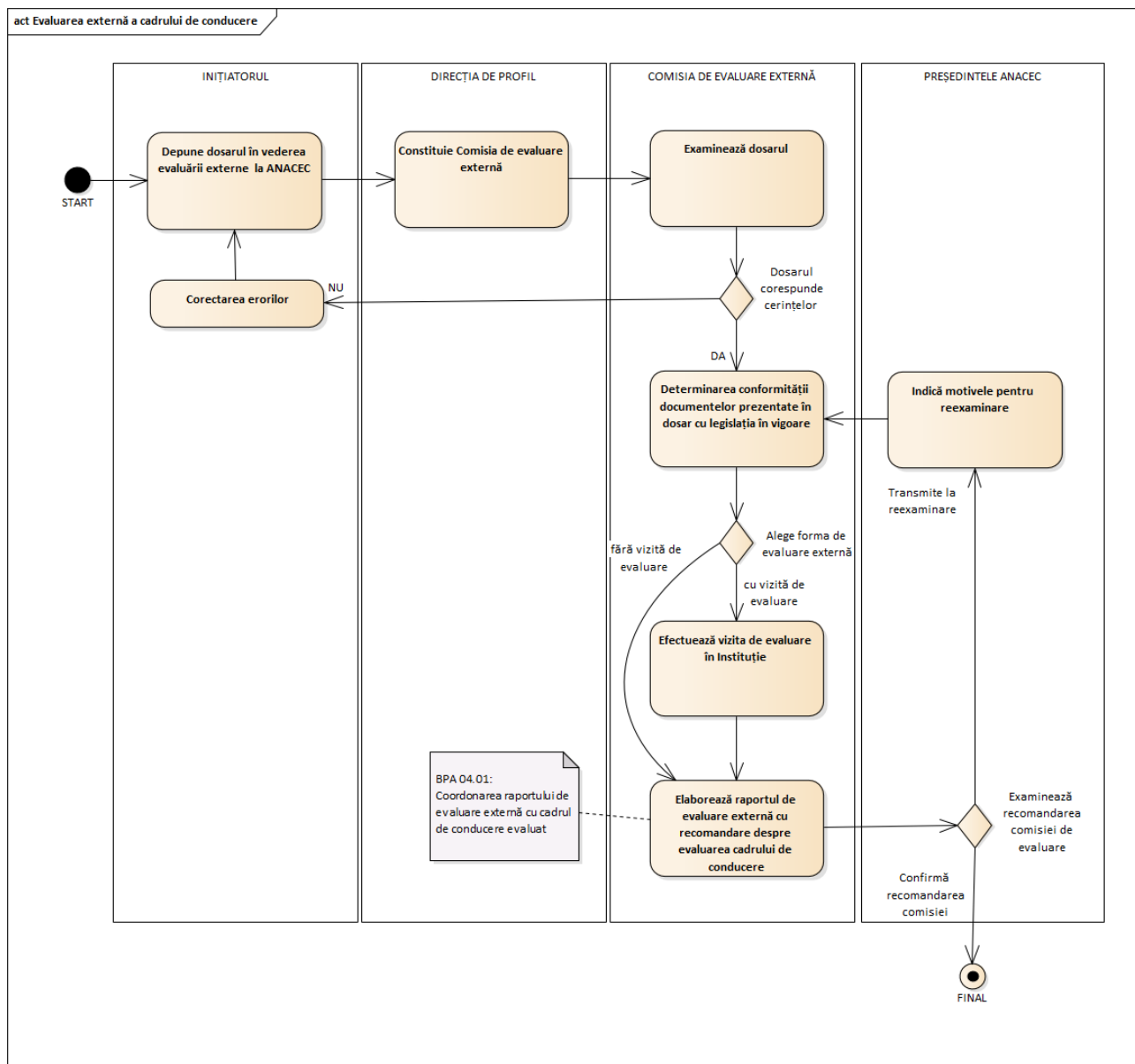
- a) by examining the self-evaluation dossier of the line department, without on-site visits;
- b) by examining the dossier within an evaluation visit to the Institution.

At the Department's wrap-up meeting, the Chair of the Committee presents the results of the periodic external evaluation, defining recommendations to improve the activity of the Institution, in order for the decision to be taken.

The chair of ANACEC issues the order to award the qualification, based on which ANACEC issues the certificate.

3.1.4 BP.04 External evaluation of management staff

Main business-process chart



If the management of the Institution has an electronic signature, it should be possible to submit the application and the dossier (signed with the electronic signature) online through the system's website. Another possibility of filing the application and the dossier is submitting them to ANACEC on a hard copy.

Evaluation of the management staff of general education institutions is performed in two stages:

- a) self-evaluation, completed by preparing the annual activity report (Annex 1);
- b) evaluation at the joint meeting of the Teaching Council and the Board of Directors, by presenting the Annual Activity Report;
- c) evaluation, at least every 5 years, carried out by the National Agency for Quality Assurance in Education and Research (hereinafter - ANACEC), as a rule, in conjunction with the external evaluation of the General Education Institution.

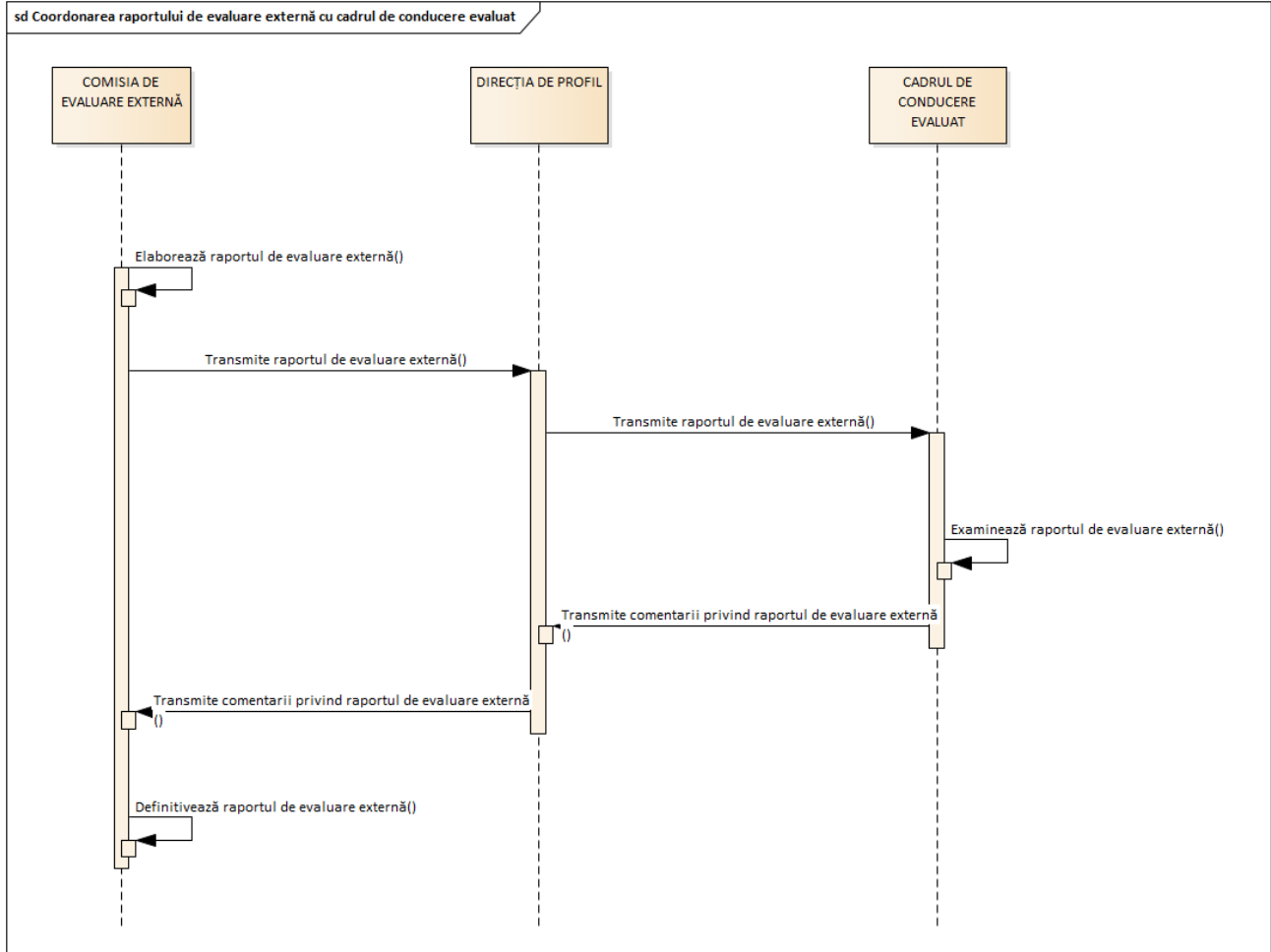
The management staff shall present the annual activity reports for each year since the last evaluation carried out by ANACEC within the evaluation carried out at least every 5 years.

At the request of the MoECR, ANACEC may carry out the evaluation of the management staff outside the external evaluation for accreditation or periodic external evaluation of the Institutions.

In the first year of activity, after occupying the position through contest, the management staff will not be subjected to evaluation by ANACEC.

3.1.4.1 BPA.04.01 Coordination of the external evaluation report with the evaluated management staff

Auxiliary business-process chart:

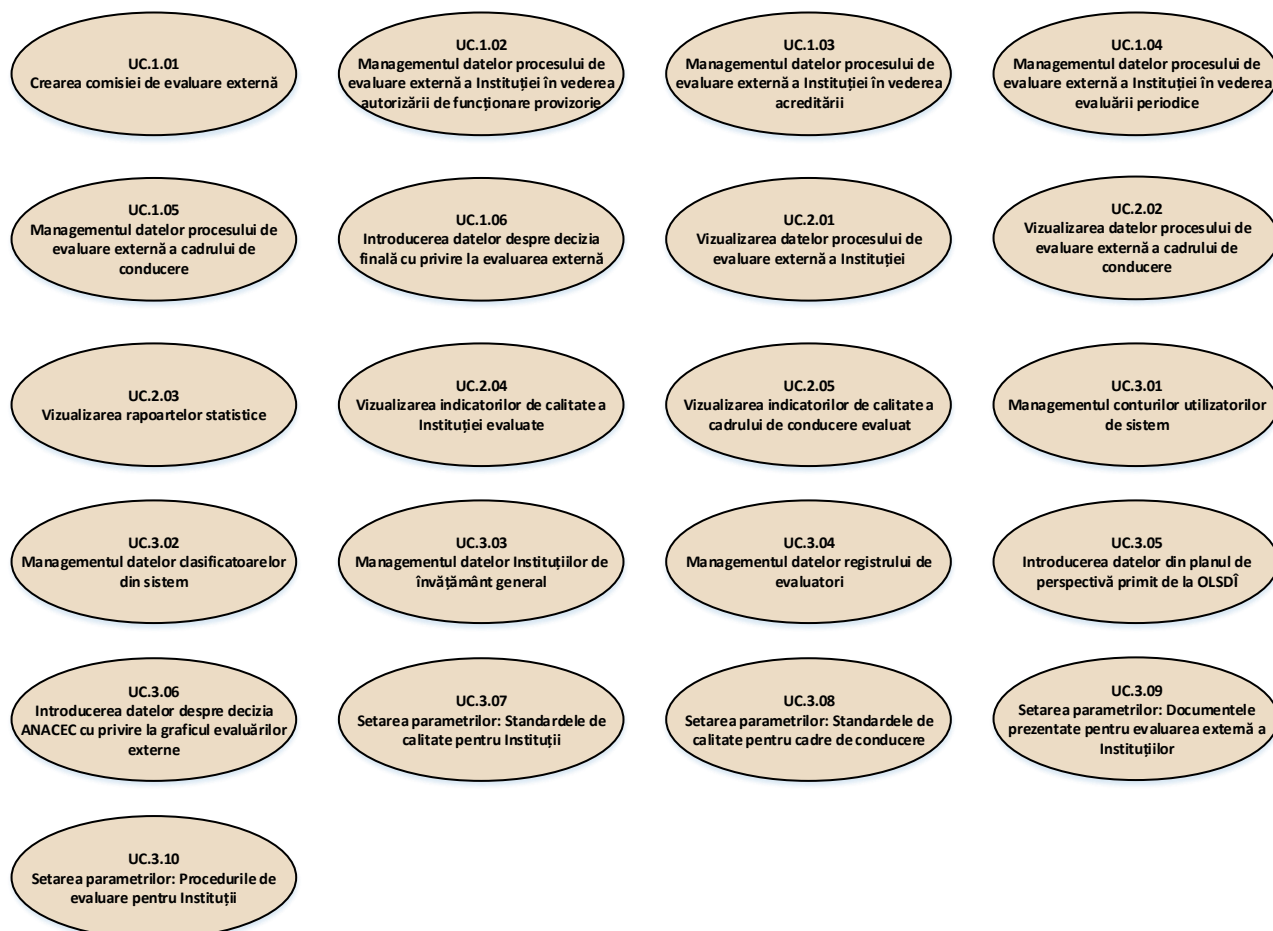


The external evaluation committee prepares the External evaluation report. The line department sends the preliminary version of the Evaluation Report to the management staff subjected to evaluation.

After receiving the comments, the external evaluation committee finalizes the evaluation report and presents it in electronic format and on paper to the Line department for examination, with the signatures of all the members of the committee.

3.2 List of system modules

This sub-section presents the list of system modules



No.	Name of the module (User Case)	Comments
Basic modules		
UC.1.01	Creation of the External evaluation committee	<ul style="list-style-type: none"> - entering the data about the external evaluation committee; - changing the data about the external evaluation committee;
UC.1.02	Management of data about the external evaluation of the Institution aimed at provisional operation authorization	<ul style="list-style-type: none"> - entering the data about the external evaluation procedure; - entering recommendations of the external evaluation committee;
UC.1.03	Management of data about the external evaluation of the Institution for accreditation purposes	<ul style="list-style-type: none"> - entering the data about the external evaluation procedure; - entering recommendations of the external evaluation committee;

Terms of Reference for MISEEGE development

No.	Name of the module (User Case)	Comments
UC.1.04	Management of data about the external evaluation of the Institution for the purpose of periodic evaluation	<ul style="list-style-type: none"> - entering the data about the external evaluation procedure; - entering recommendations of the external evaluation committee;
UC.1.05	Management of data about the external evaluation of management staff	<ul style="list-style-type: none"> - entering the data about the external evaluation procedure; - entering recommendations of the external evaluation committee;
UC.1.06	Entering data about the final decision on the external evaluation	<ul style="list-style-type: none"> - entering data about the final decision on the external evaluation; - entering data about the final decision on the external evaluation;
Auxiliary modules (data viewing)		
UC.2.01	Management of data about the external evaluation of the Institution	<ul style="list-style-type: none"> - viewing the data about the external evaluation procedure without being able to edit the data;
UC.2.02	Viewing the data about the external evaluation of management staff	<ul style="list-style-type: none"> - viewing the data about the external evaluation procedure without being able to edit the data;
UC.2.03	Viewing statistical reports	<ul style="list-style-type: none"> - generation of statistical reports; - export of data from statistical reports; - printing of statistical reports;
UC.2.04	Viewing the quality indicators of the evaluated Institution	<ul style="list-style-type: none"> - viewing the quality indicators and the results of the evaluation; - data export in external formats;
UC.2.05	Viewing the quality indicators of the management staff subjected to evaluation	<ul style="list-style-type: none"> - viewing the quality indicators and the results of the evaluation; - data export in external formats;
Configuration and securing the system with the initial data		
UC.3.01	System user accounts' management	<ul style="list-style-type: none"> - adding users; - editing user data; - suspending users;
UC.3.02	Management of system classifier data	<ul style="list-style-type: none"> - adding data; - editing data; - canceling data;

Terms of Reference for MISEEGE development

No.	Name of the module (User Case)	Comments
UC.3.03	Management of general education institutions' data	- adding data; - editing data; - canceling data;
UC.3.04	Management of evaluators register data	- adding data; - editing data; - canceling data;
UC.3.05	Entering data from the perspective plan received from SLEB	- entering data; - editing data;
UC.3.06	Entering data about ANACEC decision on the external evaluation	- entering data; - editing data;
UC.3.07	Setting parameters: Quality standards for Institutions	- introducing parameters; - changing the parameters;
UC.3.08	Setting parameters: Quality standards for the management staff	- introducing parameters; - changing the parameters;
UC.3.09	Setting parameters: Documents submitted for the external evaluation of Institutions	- introducing parameters; - changing the parameters;
UC.3.10	Setting parameters: Evaluation procedures for Institutions	- introducing parameters; - changing the parameters;

3.3 Functional system model

This subsection presents the functional model of the system. Depending on the access rights (assigned roles), the system user will have access to these modules.

By accessing these modules, the National Administrator, the Head of department and the Department specialist have access to all data in the system, while the Chair and the members of the external evaluation committees only have access to the data of the external evaluation processes for which they are responsible.

The system should allow making changes to the access rights assigned to each role (except the National Administrator, who has full rights over the system).

The initial distribution of access rights for each role is presented in the following table.

No.	Name of the module (User Case)	National administrator	Head of department	Department specialist	Chair of the external evaluation committee	Member of the external evaluation committee	
Basic modules							
UC.1.01	Creation of the External evaluation committee	+	+	—	—	—	
UC.1.02	Management of data about the external evaluation of the Institution aimed at provisional operation authorization	+	—	—	+	—	
UC.1.03	Management of data about the external evaluation of the Institution for accreditation purposes	+	—	—	+	—	
UC.1.04	Management of data about the external evaluation of the Institution for the purpose of periodic evaluation	+	—	—	+	—	
UC.1.05	Management of data about the external evaluation of management staff	+	—	—	+	—	
UC.1.06	Entering data about the final decision on the external evaluation	+	+	—	—	—	
Auxiliary modules (data viewing)							

Terms of Reference for MISEEGE development

No.	Name of the module (User Case)	National administrator	Head of department	Department specialist	Chair of the external evaluation committee	Member of the external evaluation committee	
UC.2.01	Management of data about the external evaluation of the Institution	+	+	—	+	+	
UC.2.02	Viewing the data about the external evaluation of management staff	+	+	—	+	+	
UC.2.03	Viewing statistical reports	+	+	+	+	+	
UC.2.04	Viewing the quality indicators of the evaluated Institution	+	+	+	—	—	
UC.2.05	Viewing the quality indicators of the management staff subjected to evaluation	+	+	+	—	—	
Configuration and securing the system with the initial data							
UC.3.01	System user accounts' management	+	—	—	—	—	
UC.3.02	Management of system classifier data	+	+	+	—	—	
UC.3.03	Management of general education institutions' data	+	+	+	—	—	
UC.3.04	Management of evaluators register data	+	+	+	—	—	
UC.3.05	Entering data from the perspective plan received from SLEB	+	+	+	—	—	
UC.3.06	Entering data about ANACEC decision on the external evaluation	+	+	+	—	—	
UC.3.07	Setting parameters: Quality standards for Institutions	+	—	—	—	—	
UC.3.08	Setting parameters: Quality standards for the management staff	+	—	—	—	—	
UC.3.09	Setting parameters: Documents submitted for the external evaluation	+	—	—	—	—	

Terms of Reference for MISEEGE development

No.	Name of the module (User Case)	National administrator	Head of department	Department specialist	Chair of the external evaluation committee	Member of the external evaluation committee	
	of Institutions						
UC.3.10	Setting parameters: Evaluation procedures for Institutions	+	—	—	—	—	

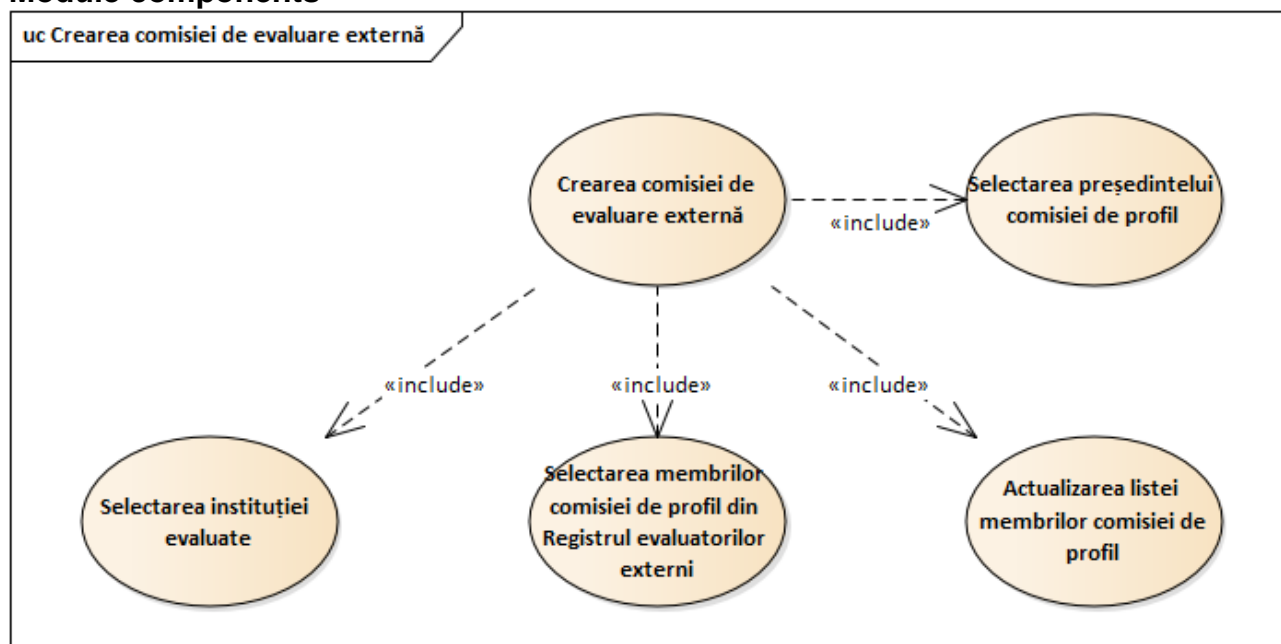
3.4 System module requirements

3.4.1 UC.1.01 “Creation of the External evaluation committee”

MISEEGE users have rights of access to this module

No.	User
1	National administrator
2	Head of department

Module components



General characteristics of the module

Characteristic	Comments
General description	<ul style="list-style-type: none"> - creation of the evaluation committee to conduct the external evaluation of the Institution or of the management staff; - external evaluators from the External Evaluators Register should be selected for the creation of the commission
Conditions of initialization	<ul style="list-style-type: none"> - initiated by the user authorized with the rights granted for this module;
Module destination	<ul style="list-style-type: none"> - selecting members of the evaluation committee from the External Evaluators Register; - updating the list of evaluation committee members; - selection of the Chairperson of the evaluation committee; - selection of the Institution to be subjected to

Terms of Reference for MISEEGE development

Characteristic	Comments
	evaluation; - selection of the management staff to be subjected to evaluation;
Input data	- notification about the annual schedule of external evaluations; - request for evaluation of the Institution aimed at provisional operation authorization or accreditation; - request for evaluation of the management staff;
Outcome of successful implementation	- data saved in the DB;
Output data	- the list of evaluation committee members; - the selected evaluators must be created as system users by the National administrator;

Basic successful scenario (authorized user activities)

No. activities	Name of activity
1	Successful system log-in;
2	Selection of the evaluated Institution or of the management staff subjected to evaluation;
3	Selection of evaluation committee members;
4	Selection of the Chairperson of the evaluation committee out of the list of members;
5	(for the accreditation committee) Informing the institution subjected to evaluation about the composition of the committee
6	(for the accreditation committee) Defining the final composition of the committee
7	Saving data in the DB;

Business logic and requirements

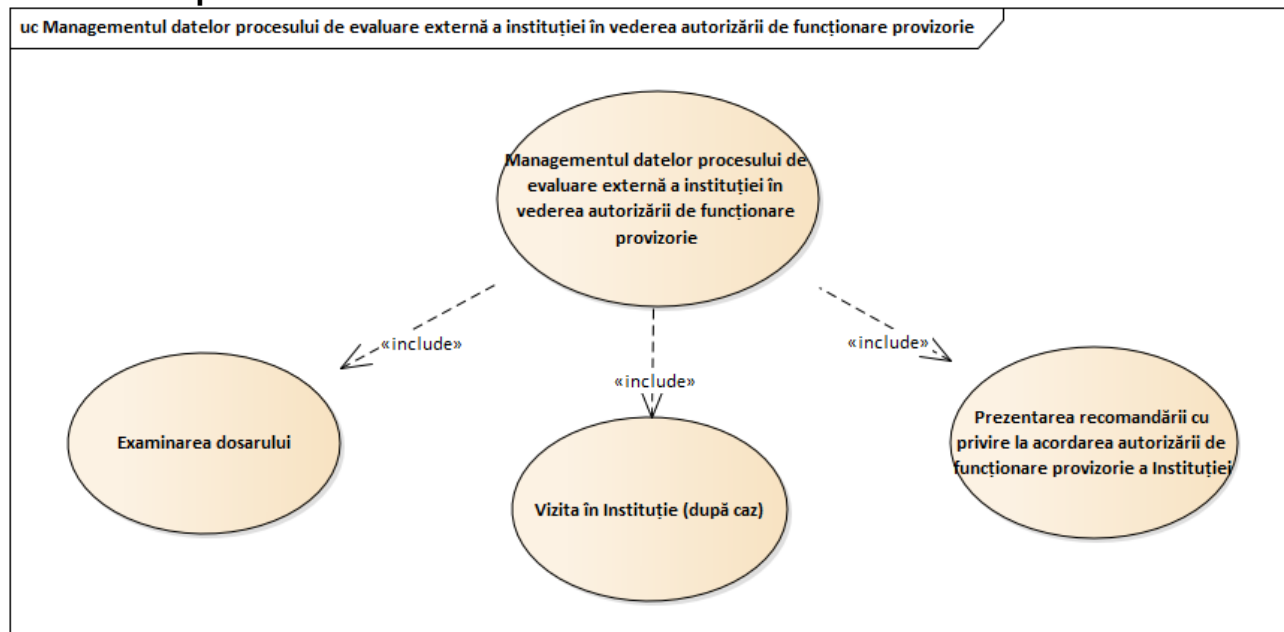
No. activity	Number of the requirement	Requirement
2	UcReq.1	Selection of the Institution (management staff) out of the list of Institutions from the system's DB'
3	UcReq.2	Selection of persons from the External Evaluators Register.
	UcReq.3	The data from the External Evaluators Register are described in the "Data dictionary" chapter;
7	UcReq.4	The selected evaluators must be created as system users by the National administrator;

3.4.2 UC.1.02 “Management of data about the external evaluation of the Institution aimed at provisional operation authorization”

MISEEGE users have rights of access to this module

No.	User
1	National administrator
2	Chairperson of the evaluation committee

Module components



General characteristics of the module

Characteristic	Comments
General description	<ul style="list-style-type: none"> - the external evaluation procedure aimed at provisional operation authorization of the Institution is usually carried out within ANACEC; - whenever necessary, the representatives of the Commission conduct evaluation visits to the Institution; - external evaluation aimed at provisional operation authorization is carried out through: <ol style="list-style-type: none"> a) examination of the dossier; b) establishing the authenticity/veracity of documents included in the dossier; c) determining compliance of documents included in the dossier with the legislation in force; d) as appropriate, visit to the Institution; e) identifying areas for improvement and counseling for the Institution.
Conditions of initialization	- initiated by the user authorized with the rights

Characteristic	Comments
	granted for this module;
Module destination	Completing information about: - examination of the dossier; - visit to the Institution (if taken place); - recommendation concerning granting the operation authorization for the Institution;
Input data	- request for evaluation of the Institution aimed at provisional operation authorization; - dossier on a hard copy and in electronic format; - committee established by the line department;
Outcome of successful implementation	- data saved in the DB;
Output data	- external evaluation report; - recommendation concerning granting the provisional operation authorization for the Institution;

Basic successful scenario (authorized user activities)

No. activity	Name of activity
1	Successful system log-in;
2	Examination of the dossier;
3	Completing general data about the request for implementation of the procedure for external evaluation at provisional operation authorization of the Institution;
4	Filling in data about the documents included in the dossier;
5	Filling in data about the authenticity/veracity of documents included in the dossier;
6	Filling in data about the form of external evaluation committee;
7	Filling in data about the visit to the Institution (if taken place);
8	Filling in data about the recommendation concerning granting the provisional operation authorization for the Institution;
9	Saving data in the DB;

Business logic and requirements

No. activity	Number of the requirement	Requirement
2	UcReq.1	The contents of the dossier are described in the sub-chapter "System domain business requirements"
3	UcReq.2	The composition of the completed data is described in the "Data dictionary" chapter
4	UcReq.3	
5	UcReq.4	

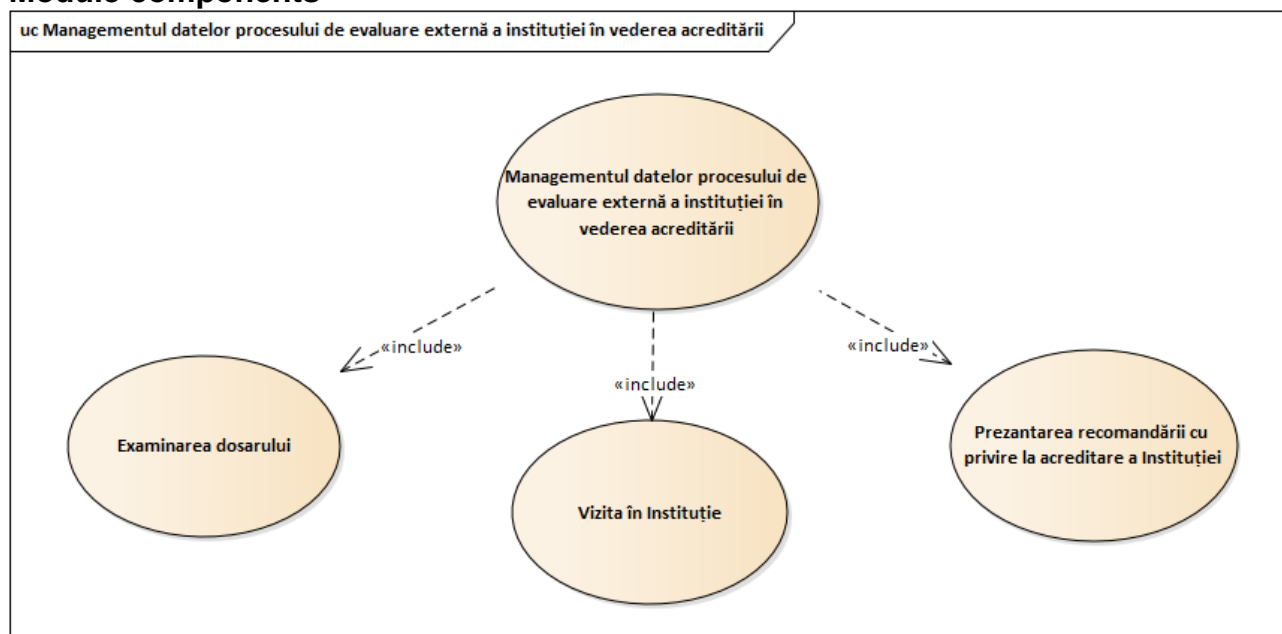
6	UcReq.5	
7	UcReq.6	
8	UcReq.7	
9	UcReq.8	The system checks the correctness of entered data according to the requirements described in the “Data dictionary” chapter;

3.4.3 UC.1.03 “Management of data about the external evaluation of the Institution for accreditation purposes”

MISEEGE users have rights of access to this module

No.	User
1	National administrator
2	Chairperson of the evaluation committee

Module components



General characteristics of the module

Characteristic	Comments
General description	<p>External evaluation for accreditation is carried out by:</p> <ul style="list-style-type: none"> a) examining the evaluation dossier; b) conducting the evaluation visit; c) establishing the authenticity/veracity of documents included in the dossier; d) determining the conformity of documents included in the dossier with the legislation in force; e) reviewing the results of the annual evaluation of

Characteristic	Comments
	management staff, teaching staff and auxiliary teaching staff for the recent 5 years; f) completing the visit's sheet; g) determining the degree to which quality standards have been reached by the assessed institution; h) identifying areas for improvement and counseling for the Institution.
Conditions of initialization	- initiated by the user authorized with the rights granted for this module;
Module destination	Completing information about: - examination of the dossier; - visit to the Institution (if taken place); - recommendation concerning granting the operation authorization for the Institution;
Input data	- request for evaluation of the Institution for accreditation purposes; - dossier on a hard copy and in electronic format; - committee established by the line department;
Outcome of successful implementation	- data saved in the DB;
Output data	- external evaluation report; - recommendation on the Institution's accreditation;

Basic successful scenario (authorized user activities)

No. activity	Name of activity
1	Successful system log-in;
2	Examination of the dossier;
3	Completing general data about the request for accreditation of the Institution;
4	Filling in data about the documents included in the dossier;
5	Filling in data about the authenticity/veracity of documents included in the dossier;
6	Filling in data about the visit to the Institution;
7	Filling in data about the recommendation on the Institution's accreditation;
8	Saving data in the DB;

Business logic and requirements

No. activity	Number of the requirement	Requirement
2	UcReq.1	The contents of the dossier are described in the sub-chapter "System domain business requirements"

Terms of Reference for MISEEGE development

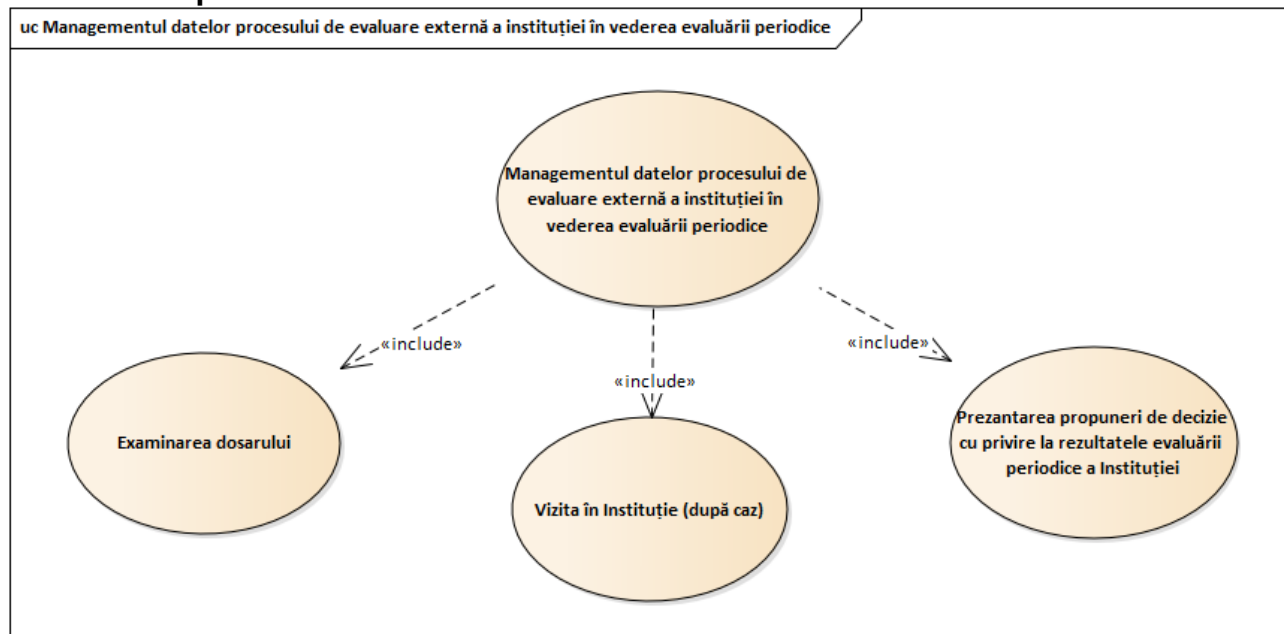
3	UcReq.2	The composition of the completed data is described in the "Data dictionary" chapter
4	UcReq.3	
5	UcReq.4	
6	UcReq.5	
7	UcReq.6	
8	UcReq.8	The system checks the correctness of entered data according to the requirements described in the "Data dictionary" chapter;

3.4.4 UC.1.04 “Management of data about the external evaluation of the Institution for the purpose of periodic evaluation”

MISEEGE users have rights of access to this module

No.	User
1	National administrator
2	Chairperson of the evaluation committee

Module components



General characteristics of the module

Characteristic	Comments
General description	<p>The periodic external evaluation consists of analyzing all the aspects that contribute to the design, organization and development of the educational process, in an Educational Institution, with the purpose of:</p> <ul style="list-style-type: none"> a) establishing compliance of the activity carried out in the Institutions with the legislative and normative framework in the field of education of any level; b) extending validity of accreditation granted within the earlier external evaluation of the Institution; c) assessing the quality of the educational process, granting qualifications; d) providing methodological support for compliance with the standards.
Conditions of initialization	- initiated by the user authorized with the rights

Terms of Reference for MISEEGE development

Characteristic	Comments
	granted for this module;
Module destination	completing information about: - examination of the dossier; - visit to the Institution (if taken place); - proposed decision;
Input data	- request for periodic evaluation of the Institution; - dossier on a hard copy and in electronic format; - committee established by the line department;
Outcome of successful implementation	- data saved in the DB;
Output data	- external evaluation report; - proposed decision;

Basic successful scenario (authorized user activities)

No. activity	Name of activity
1	Successful system log-in;
2	Examination of the dossier;
3	Completing general data about the request for periodic evaluation of the Institution;
4	Filling in data about the documents included in the dossier;
5	Filling in data about the authenticity/veracity of documents included in the dossier;
6	Filling in data about the form of external evaluation committee;
7	Filling in data about the visit to the Institution (if taken place);
8	Filling in data about the proposed decision;
9	Saving data in the DB;

Business logic and requirements

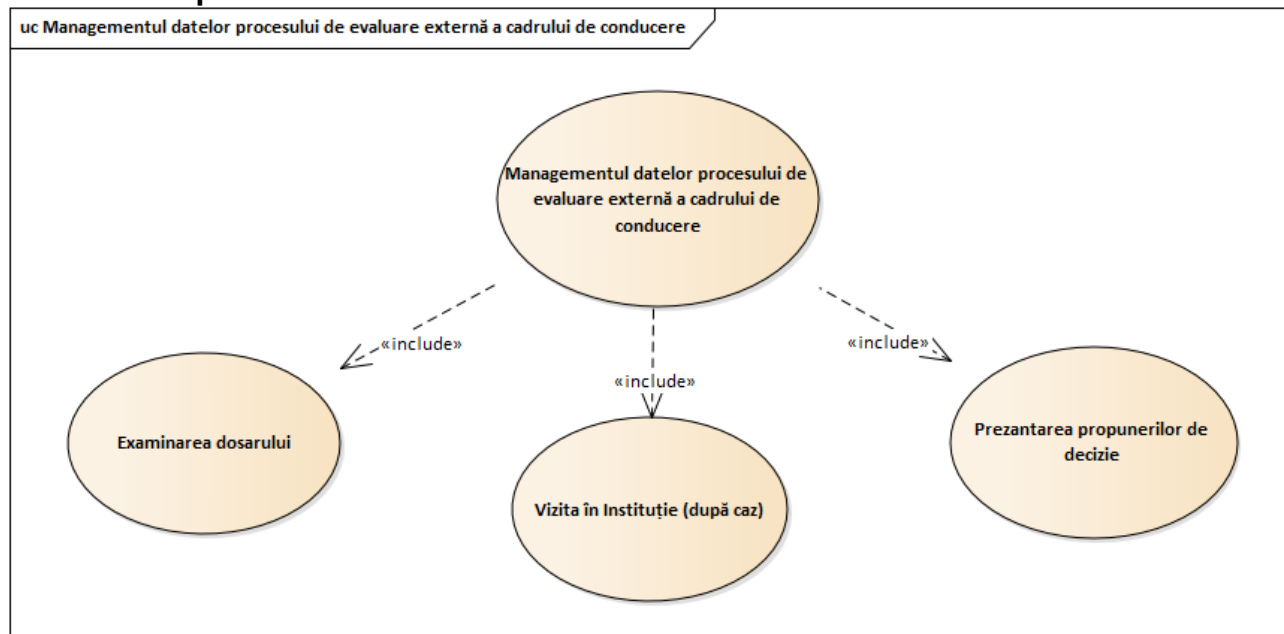
No. activity	Number of the requirement	Requirement
2	UcReq.1	The contents of the dossier are described in the sub-chapter "System domain business requirements"
3	UcReq.2	The composition of the completed data is described in the "Data dictionary" chapter
4	UcReq.3	
5	UcReq.4	
6	UcReq.5	
7	UcReq.6	
8	UcReq.7	
9	UcReq.8	The system checks the correctness of entered data according to the requirements described in the "Data dictionary" chapter;

3.4.5 UC.1.05 “Management of data about the external evaluation of management staff”

MISEEGE users have rights of access to this module

No.	User
1	National administrator
2	Chairperson of the evaluation committee

Module components



General characteristics of the module

Characteristic	Comments
General description	<p>Evaluation of the activity of the management staff of the Institutions is carried out by order of ANACEC and is completed by decision of the Evaluation committee, approved by the President of ANACEC.</p> <p>MoECR may ask the ANACEC to perform the evaluation in Institutions where management deficiencies have been found based on the Summary of the results of the activity reports evaluations and of the external evaluation findings following the field visit.</p>
Conditions of initialization	- initiated by the user authorized with the rights granted for this module;
Module destination	Completing information about:

Characteristic	Comments
	<ul style="list-style-type: none"> - examination of the dossier; - visit to the Institution (if taken place); - proposed decision;
Input data	<ul style="list-style-type: none"> - request for external evaluation of the management staff; - dossier on a hard copy and in electronic format; - committee established by the line department;
Outcome of successful implementation	<ul style="list-style-type: none"> - data saved in the DB;
Output data	<ul style="list-style-type: none"> - external evaluation report; - proposed decision;

Basic successful scenario (authorized user activities)

No. activity	Name of activity
1	Successful system log-in;
2	Examination of the dossier;
3	Completing general data about the request for periodic evaluation;
4	Filling in data about the documents included in the dossier;
5	Filling in data about the authenticity/veracity of documents included in the dossier;
6	Filling in data about the form of external evaluation committee;
7	Filling in data about the visit to the Institution (if taken place);
8	Filling in data about the proposed decision;
9	Saving data in the DB;

Business logic and requirements

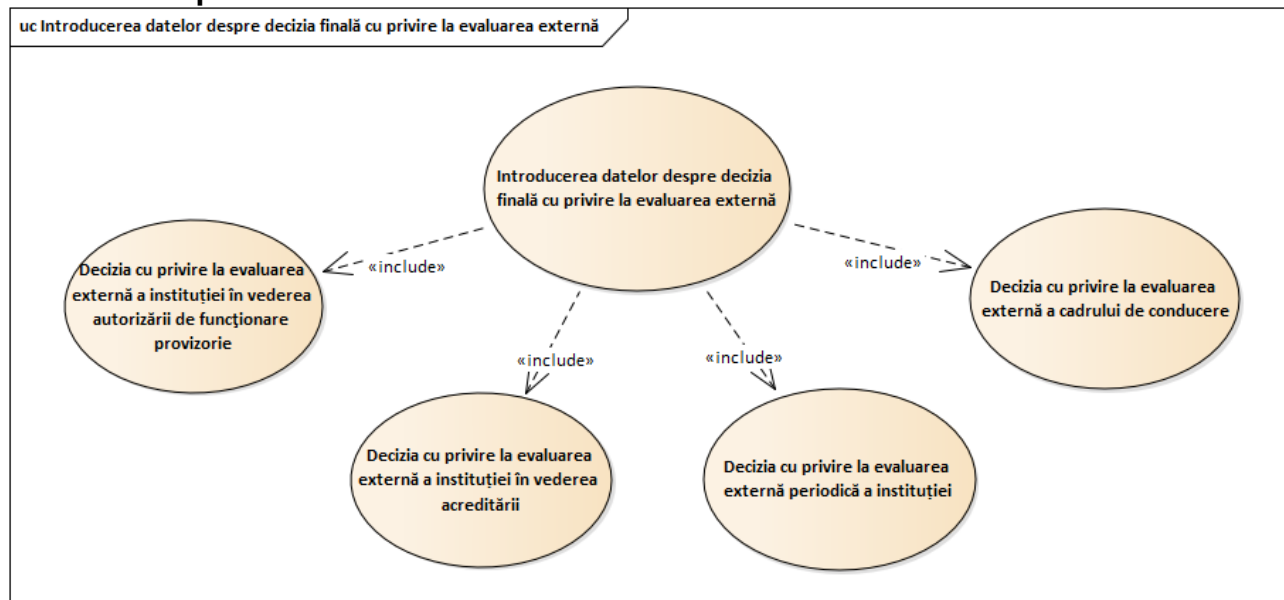
No. activity	Number of the requirement	Requirement
2	UcReq.1	The contents of the dossier are described in the sub-chapter "System domain business requirements"
3	UcReq.2	The composition of the completed data is described in the "Data dictionary" chapter
4	UcReq.3	
5	UcReq.4	
6	UcReq.5	
7	UcReq.6	
8	UcReq.7	
9	UcReq.8	The system checks the correctness of entered data according to the requirements described in the "Data dictionary" chapter;

3.4.6 UC.1.06 “Entering data about the final decision on the external evaluation”

MISEEGE users have rights of access to this module

No.	User
1	National administrator
2	Head of department

Module components



General characteristics of the module

Characteristic	Comments
General description	According to the Methodologies for evaluation of general education institutions and management staff, the evaluation committees submit proposals on the result of external evaluation. These proposals are subsequently discussed in the line department, following which ANACEC management approves the final decision. In order to enter this data about the final decision, the user who was assigned the role of National Administrator will use this module.
Conditions of initialization	- initiated by the user authorized with the rights granted for this module;
Module destination	- completing data about the final decision on the external evaluation;
Input data	- proposals on the result of external evaluation
Outcome of successful	- data saved in the DB;

Characteristic	Comments
implementation	
Output data	- final stage of the external evaluation process;

Basic successful scenario (authorized user activities)

No. activity	Name of activity
1	Successful system log-in;
2	Entering data about the final decision;
3	Saving data in the DB;

Business logic and requirements

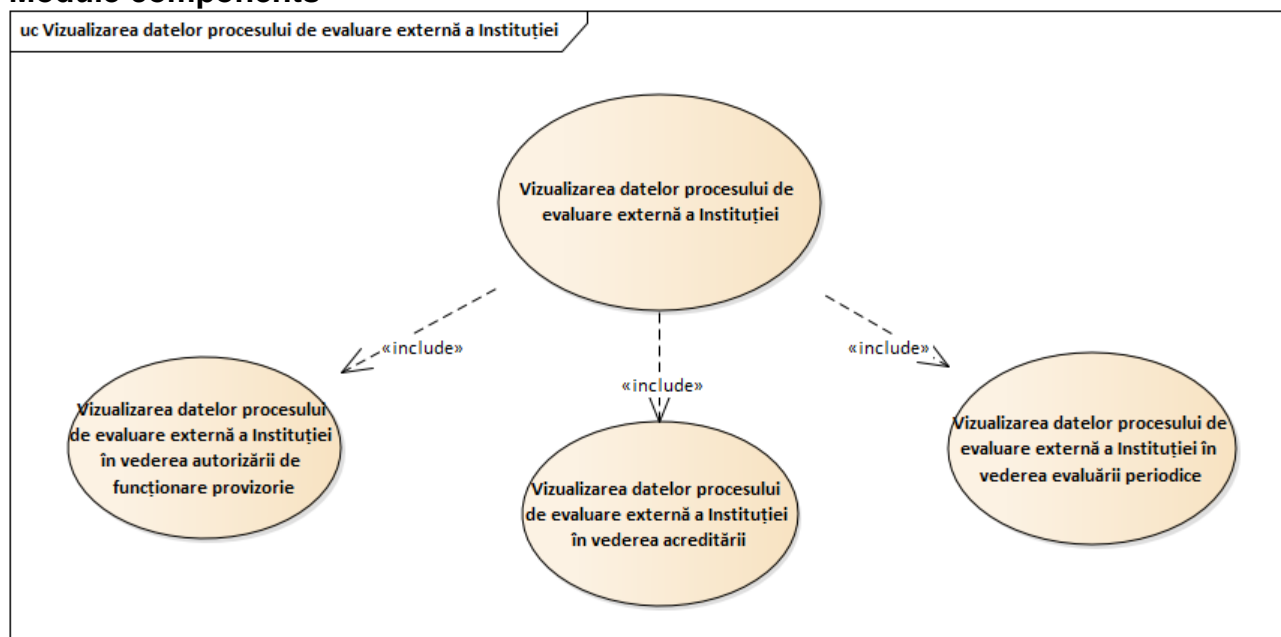
No. activity	Number of the requirement	Requirement
2	UcReq.1	The composition of data is described in the "Data dictionary" chapter;
3	UcReq.2	The system checks the correctness of entered data according to the requirements described in the "Data dictionary" chapter;

3.4.7 UC.2.01 “Viewing data about the external evaluation of the Institution”

MISEEGE users have rights of access to this module

No.	User
1	National administrator
2	Head of department
3	Chairperson of the evaluation committee
4	Member of the evaluation committee

Module components



General characteristics of the module

Characteristic	Comments
General description	<p>This module is primarily designed for the members of the external evaluation committees to check the completed data on the respective external evaluation procedure.</p> <p>The members and the chairperson of the evaluation committees will only have access to the data of the processes in which they are involved.</p> <p>The national administrator and the Head of department will have access to all ongoing external evaluation processes.</p>
Conditions of initialization	- initiated by the user authorized with the rights granted for this module;
Module destination	Viewing (without data editing possibility)

Terms of Reference for MISEEGE development

Characteristic	Comments
	information about the external evaluation of the Institution aimed at provisional operation authorization;
Input data	- not provided;
Outcome of successful implementation	- the DB data have not been changed;
Output data	- not provided;

Basic successful scenario (authorized user activities)

No. activity	Name of activity
1	Successful system log-in;
2	Viewing the completed data;

Business logic and requirements

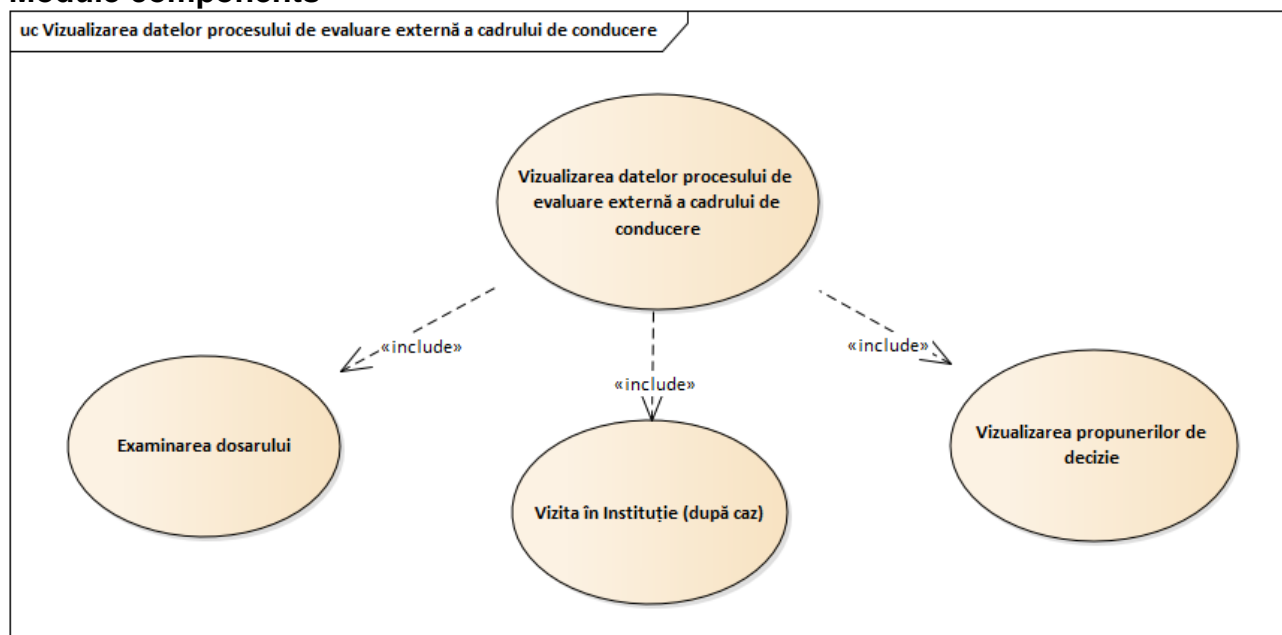
No. activity	Number of the requirement	Requirement
2	UcReq.1	The composition of viewed data is described in the "Data dictionary" chapter;
	UcReq.2	The displayed data cannot be edited;

3.4.8 UC.2.02 “Viewing the data about the external evaluation of management staff”

MISEEGE users have rights of access to this module

No.	User
1	National administrator
2	Head of department
3	Chairperson of the evaluation committee
4	Member of the evaluation committee

Module components



General characteristics of the module

Characteristic	Comments
General description	<p>This module is primarily designed for the members of the external evaluation committees to check the completed data on the respective external evaluation procedure.</p> <p>The members and the chairperson of the evaluation committees will only have access to the data of the processes in which they are involved.</p> <p>The national administrator and the Head of department will have access to all ongoing external evaluation processes.</p>
Conditions of initialization	- initiated by the user authorized with the rights granted for this module;
Module destination	Viewing (without data editing possibility)

Terms of Reference for MISEEGE development

Characteristic	Comments
	information about the external evaluation of the Institution aimed at provisional operation authorization;
Input data	- not provided;
Outcome of successful implementation	- the DB data have not been changed;
Output data	- not provided;

Basic successful scenario (authorized user activities)

No. activity	Name of activity
1	Successful system log-in;
2	Viewing the completed data;

Business logic and requirements

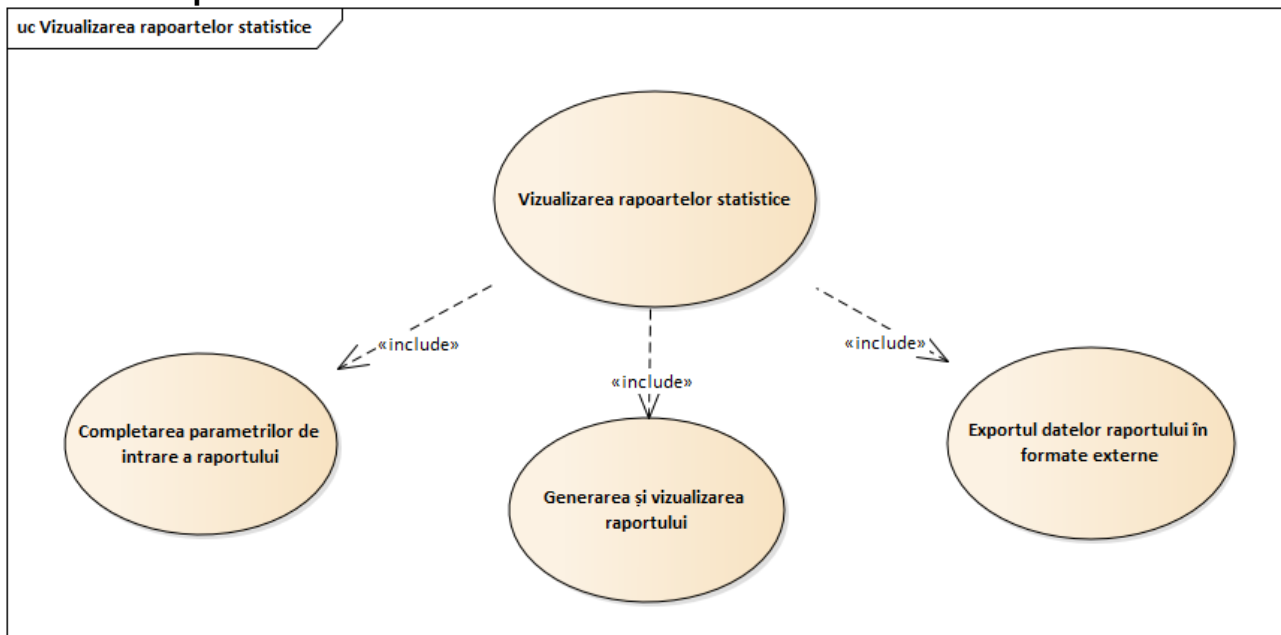
No. activity	Number of the requirement	Requirement
2	UcReq.1	The composition of viewed data is described in the "Data dictionary" chapter;
	UcReq.2	The displayed data cannot be edited;

3.4.9 UC.2.03 “Viewing statistical reports”

MISEEGE users have rights of access to this module

No.	User
1	National administrator
2	Head of department
3	Department specialist
4	Chairperson of the evaluation committee
5	Member of the evaluation committee

Module components



General characteristics of the module

Characteristic	Comments
General description	This module is primarily designed for analysts, in order for them to prepare periodically or upon request the required statistical reports. The National Administrator and the Head of department will also have access to this module for analyzing and controlling the results of external evaluations.
Conditions of initialization	- initiated by the user authorized with the rights granted for this module;
Module destination	- viewing statistical reports; - exporting statistical report data into external formats;
Input data	- not provided;

Characteristic	Comments
Outcome of successful implementation	- the DB data have not been changed;
Output data	- statistical report forms;

Basic successful scenario (authorized user activities)

No. activity	Name of activity
1	Successful system log-in;
2	Selection of the report;
3	Completing the entry parameters for the selected report;
4	Generation and viewing of report data;
5	Printing the data or export of data in external formats;

Business logic and requirements

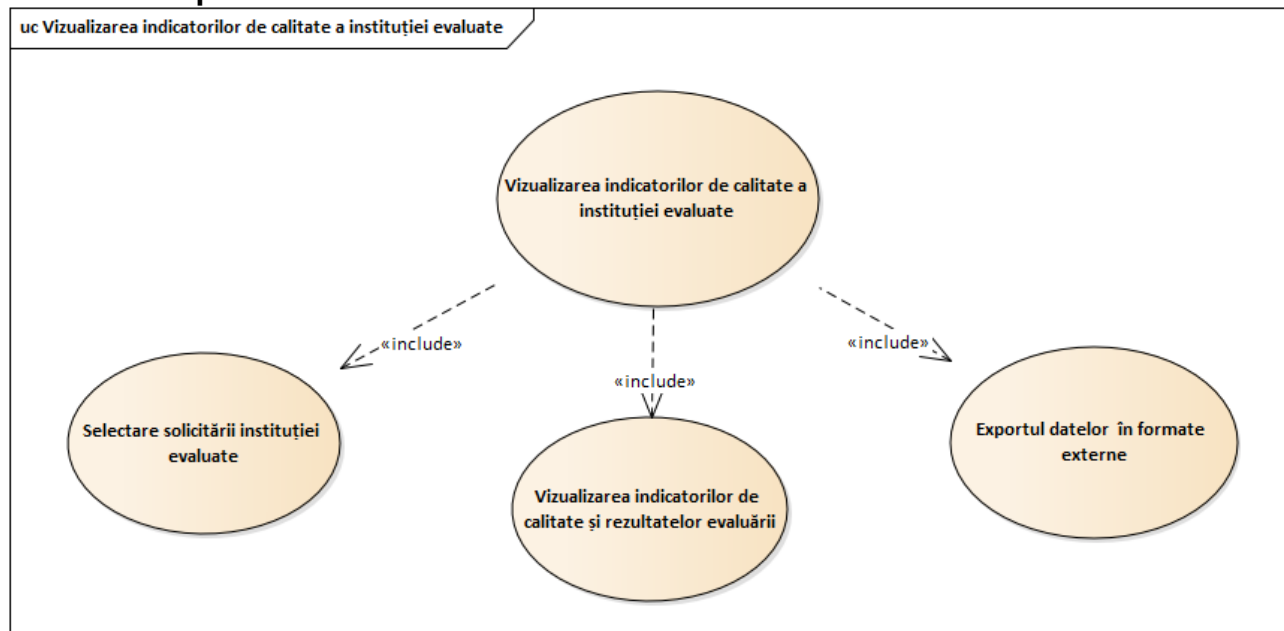
No. activity	Number of the requirement	Requirement
2	UcReq.1	The list of statistical reports available in the system is described in the "Statistical report forms" chapter;
3	UcReq.2	The entry parameters for each statistical report described in the "Statistical report forms" chapter;
5	UcReq.3	The data of the viewed report should be exportable into the following external formats: PDF, XLS.

3.4.10 UC.2.04 “Viewing the quality indicators of the evaluated Institution”

MISEEGE users have rights of access to this module

No.	User
1	National administrator
2	Head of department
3	Department specialist

Module components



General characteristics of the module

Characteristic	Comments
General description	This module is provided for viewing information on the detailed results of the evaluation of the Educational Institution. The displayed data should be printable. It should also be possible to export the displayed data into external formats.
Conditions of initialization	- initiated by the user authorized with the rights granted for this module;
Module destination	- selecting the evaluated institution's request; - viewing the quality indicators and the results of the evaluation; - data export in external formats;
Input data	- not provided;
Outcome of successful implementation	- the DB data have not been changed;

Characteristic	Comments
Output data	- the displayed results of evaluation;

Basic successful scenario (authorized user activities)

No. activity	Name of activity
1	Successful system log-in;
2	Selecting the evaluated institution's request;
3	Viewing the quality indicators and the results of the evaluation;
4	Printing the data or export of data in external formats;

Business logic and requirements

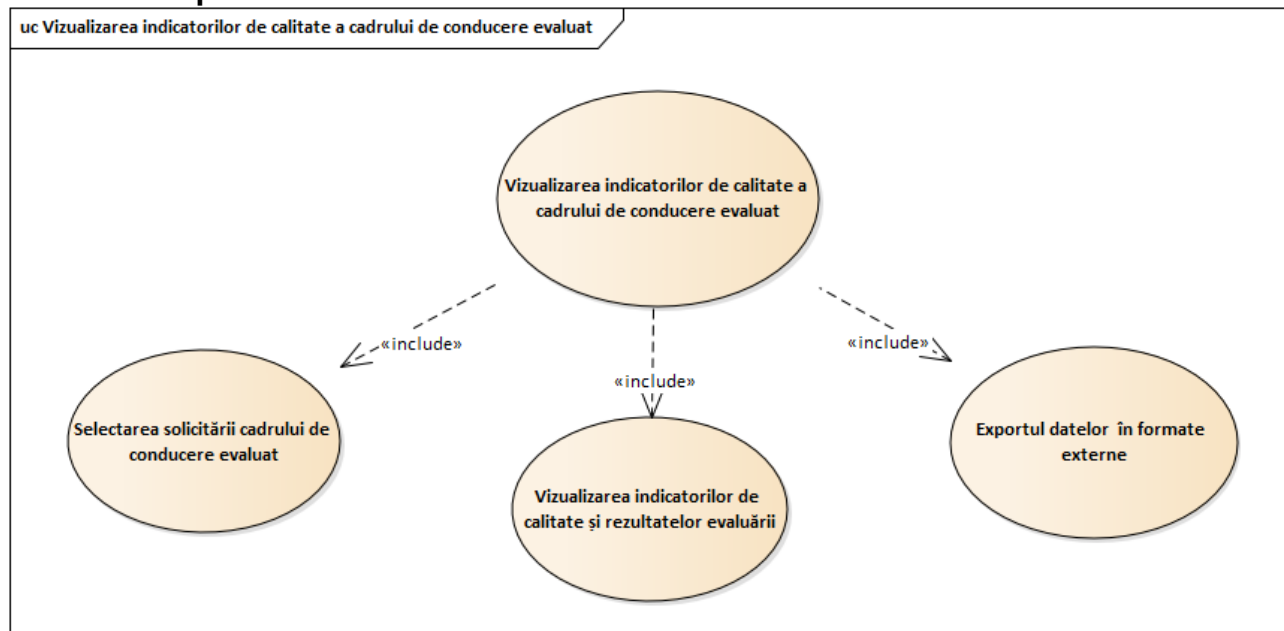
No. activity	Number of the requirement	Requirement
3	UcReq.1	The content of the data is described in the subchapter "Content of the business requirements in the system domain" (Req.08 General list of Institutions' evaluation indicators);
4	UcReq.2	The data of the viewed report should be exportable into the following external formats: PDF, XLS.

3.4.11 UC.2.05 “Viewing the quality indicators of the management staff subjected to evaluation”

MISEEGE users have rights of access to this module

No.	User
1	National administrator
2	Head of department
3	Department specialist

Module components



General characteristics of the module

Characteristic	Comments
General description	This module is designed for viewing information on the detailed results of the evaluation of management staff. The displayed data should be printable. It should also be possible to export the displayed data into external formats.
Conditions of initialization	- initiated by the user authorized with the rights granted for this module;
Module destination	- selection of the request of the management staff subjected to evaluation; - viewing the quality indicators and the results of the evaluation; - data export in external formats;
Input data	- not provided;
Outcome of successful	- the DB data have not been changed;

Characteristic	Comments
implementation	
Output data	- the displayed results of evaluation;

Basic successful scenario (authorized user activities)

No. activity	Name of activity
1	Successful system log-in;
2	Selection of the request of the management staff subjected to evaluation;
3	Viewing the quality indicators and the results of the evaluation;
4	Printing the data or export of data in external formats;

Business logic and requirements

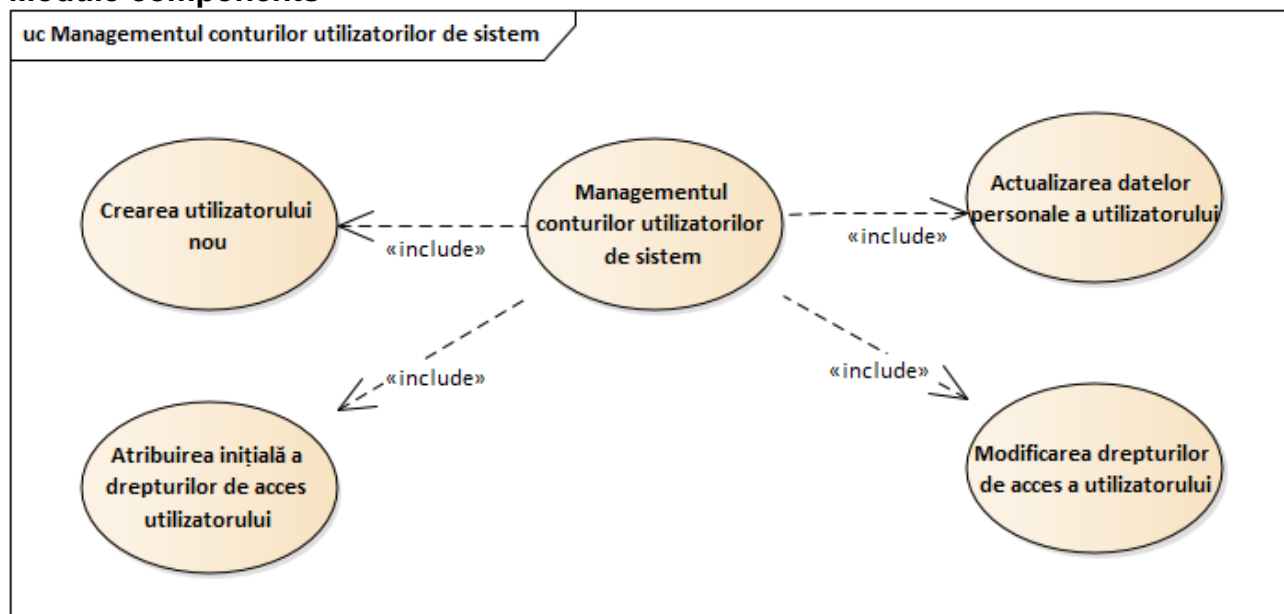
No. activity	Number of the requirement	Requirement
3	UcReq.1	The display and printing requirements are described in the "System domain business requirements" sub-chapter;
4	UcReq.2	The data of the viewed report should be exportable into the following external formats: PDF, XLS.

3.4.12 UC.3.01 “System user accounts’ management”

MISEEGE users have rights of access to this module

No.	User
1	National administrator

Module components



General characteristics of the module

Characteristic	Comments
General description	<ul style="list-style-type: none"> - the only role that can create other users is the National Administrator; - the functioning of the system requires initial creation of users with respective rights, provided for in this document; - after initial completion, this module can be used to update user data and their access rights;
Conditions of initialization	- initiated by the user authorized with the rights granted for this module;
Module destination	<ul style="list-style-type: none"> - creating a new user; - updating the personal data of the user; - initial allocation of access rights to the user; - modification of user's access rights;
Input data	- ANACEC decisions about system users and their access rights;
Outcome of successful implementation	- data saved in the DB;
Output data	- not provided;

Basic successful scenario (authorized user activities)

No. activity	Name of activity
1	Successful system log-in;
2	Creation/change of user data;
3	Saving data in the DB;

Business logic and requirements

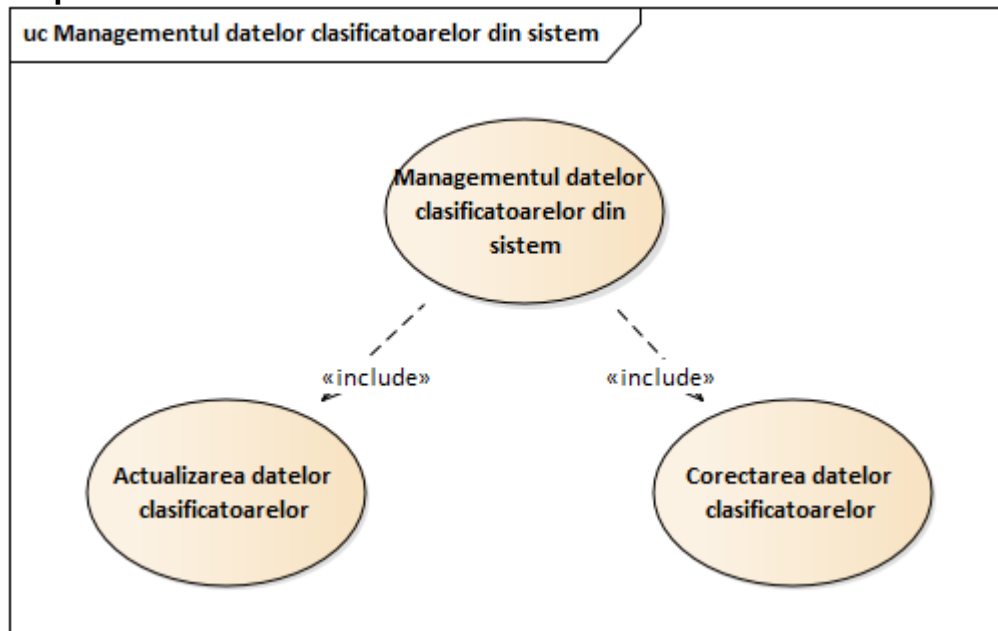
No. activity	Number of the requirement	Requirement
2	UcReq.1	The composition of data of MISEEGE users is described in the "Data dictionary" chapter;
	UcReq.2	The composition of the access roles MISEEGE is described in the "Users and characteristics" sub-chapter;
3	UcReq.3	The system checks the correctness of entered data according to the requirements described in the "Data dictionary" chapter;

3.4.13 UC.3.02 “Management of system classifier data”

MISEEGE users have rights of access to this module

No.	User
1	National administrator
2	Head of department
3	Department specialist

Module components



General characteristics of the module

Characteristic	Comments
General description	<ul style="list-style-type: none"> - the functioning of the system requires initial completion of classifiers, provided for in this document; - after initial completion, this module can be used to update user classifier data;
Conditions of initialization	<ul style="list-style-type: none"> - initiated by the user authorized with the rights granted for this module;
Module destination	<ul style="list-style-type: none"> - initial completion of classifier data; - updating the classifier data; - correcting classifier data;
Input data	<ul style="list-style-type: none"> - ANACEC decisions about updating data in the system classifiers;
Outcome of successful implementation	<ul style="list-style-type: none"> - data saved in the DB;
Output data	<ul style="list-style-type: none"> - not provided;

Basic successful scenario (authorized user activities)

No. activity	Name of activity
1	Successful system log-in;
2	Updating data in the system classifiers;
3	Saving data in the DB;

Business logic and requirements

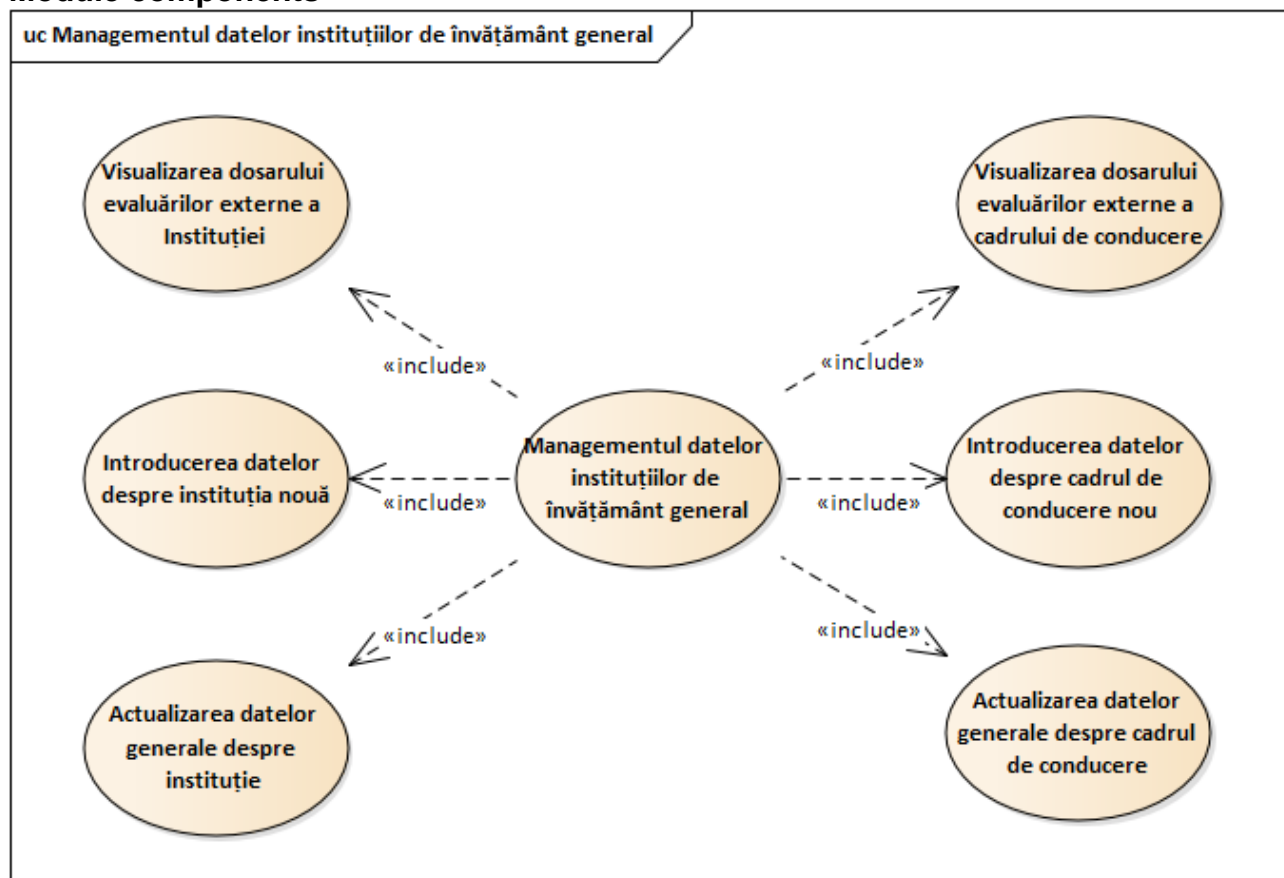
No. activity	Number of the requirement	Requirement
2	UcReq.1	The contents of MISEEGE classifiers are described in the “Classifiers” chapter
	UcReq.2	If errors are found in the values of a classifier there must be the possibility to correct these errors;
	UcReq.3	If a value in the classifier no longer needs to be used, there should be the possibility of marking that value in the respective mode (for example, indicating the deadline by which this value can be used)

3.4.14 UC.3.03 “Management of general education institutions” data

MISEEGE users have rights of access to this module

No.	User
1	National administrator
2	Head of department
3	Department specialist

Module components



General characteristics of the module

Characteristic	Comments
General description	<ul style="list-style-type: none"> - the system operation requires initially completing the data on public and private general education institutions, which will be subsequently evaluated externally; - the system operation requires initially completing the data about management staff (directors and deputy directors), which will be subsequently evaluated externally; - after initial completion, this module can be used to update or view the data of Institutions and management staff; - the system will complete and synchronize the data on public

Characteristic	Comments
	and private general education institutions from EMIS through MConnect.
Conditions of initialization	- initiated by the user authorized with the rights granted for this module;
Module destination	- initial entering of data about the existing Institutions and management staff; - entering data about the new Institution; - updating general data about the Institution; - viewing general data about the Institution; - viewing the dossier of the external evaluations of the Institution; - entering data about the new management staff; - updating general data about the management staff; - viewing general data about the management staff; - viewing the dossier of the external evaluations of the management staff;
Input data	- ANACEC decisions about updating of data on Institutions or management staff;
Outcome of successful implementation	- data saved in the DB;
Output data	- not provided;

Basic successful scenario (authorized user activities)

No. activity	Name of activity
1	Successful system log-in;
2	Selection of the Institution (management staff);
3	Viewing the data of the Institution (management staff);
4	Updating the data of the Institution (management staff);
5	Saving data in the DB (in case of data update);

Business logic and requirements

No. activity	Number of the requirement	Requirement
3	UcReq.1	The content of data of the Institutions and management staff is described in the "Data dictionary" chapter;
	UcReq.2	Viewing the external evaluation dossier implies displaying (read-only) of data about external evaluations carried out at this Institution (management framework). It should be possible to compare the results of consecutive evaluations in terms of the score gained.
5	UcReq.3	The system checks the correctness of entered data according

Terms of Reference for MISEEGE development

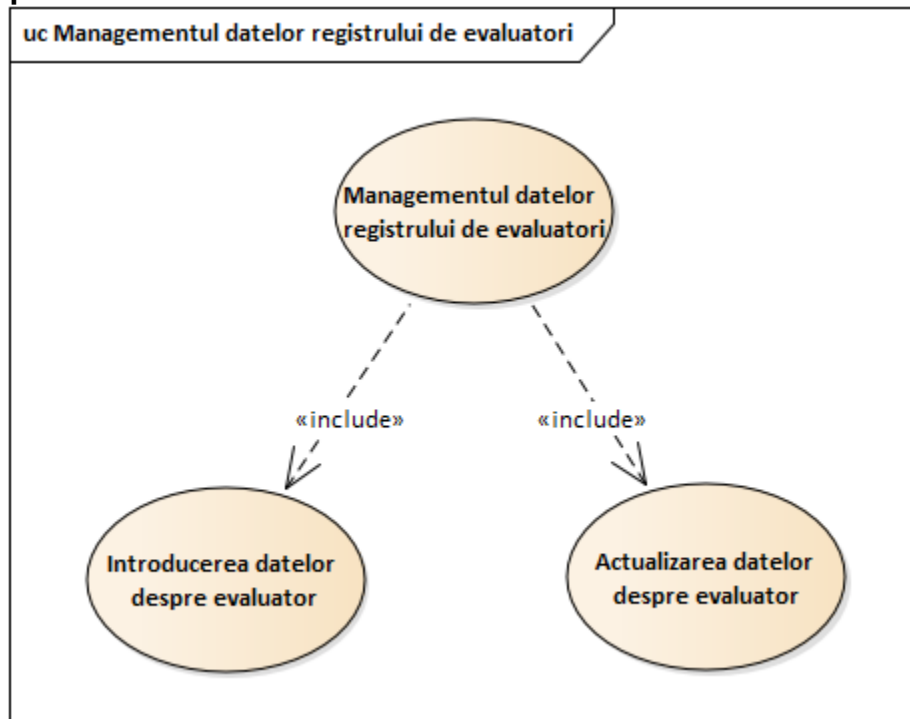
		to the requirements described in the “Data dictionary” chapter;
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3.4.15 UC.3.04 “Management of evaluators register data”

MISEEGE users have rights of access to this module

No.	User
1	National administrator
2	Head of department
3	Department specialist

Module components



General characteristics of the module

Characteristic	Comments
General description	<ul style="list-style-type: none"> - the functioning of the system requires initial completion of data about external evaluators; - after initial completion, this module can be used to update the data about external evaluators;
Conditions of initialization	- initiated by the user authorized with the rights granted for this module;
Module destination	<ul style="list-style-type: none"> - entering data about the evaluator; - updating data about the evaluator;
Input data	- ANACEC decisions about updating the evaluators' data;
Outcome of successful implementation	- data saved in the DB;
Output data	- not provided;

Basic successful scenario (authorized user activities)

Terms of Reference for MISEEGE development

No. activity	Name of activity
1	Successful system log-in;
2	Updating data about the evaluators;
3	Saving data in the DB;

Business logic and requirements

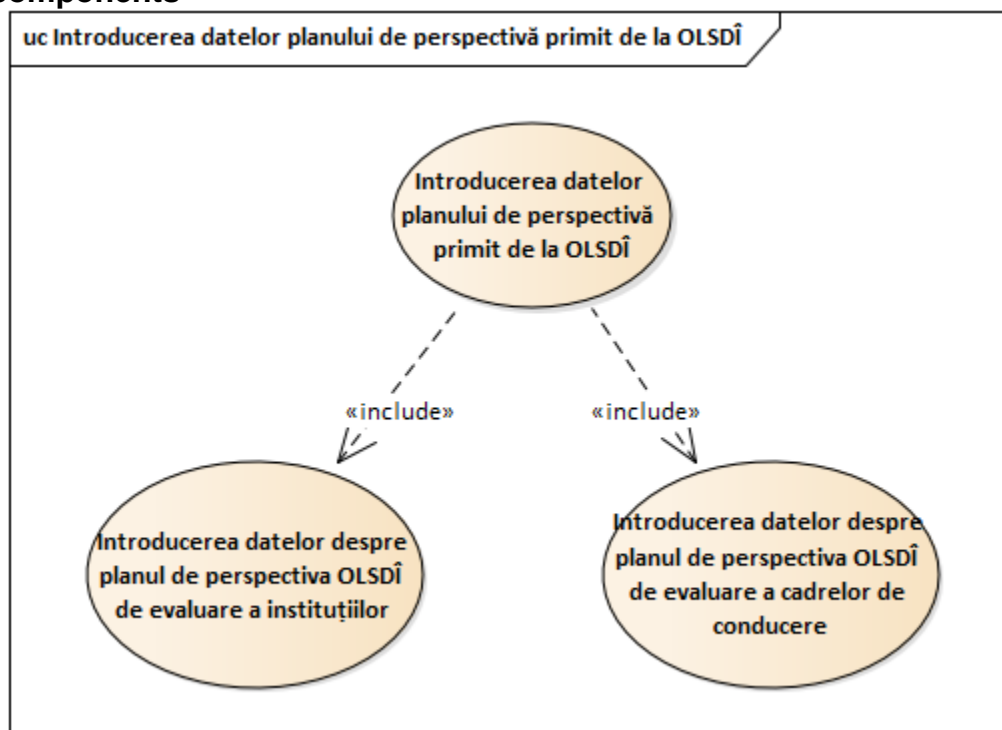
No. activity	Number of the requirement	Requirement
2	UcReq.1	The content of data is described in the "Data dictionary" chapter;
3	UcReq.2	The system checks the correctness of entered data according to the requirements described in the "Data dictionary" chapter;

3.4.16 UC.3.05 “Entering data from the perspective plan received from SLEB”

MISEEGE users have rights of access to this module

No.	User
1	National administrator
2	Head of department
3	Department specialist

Module components



General characteristics of the module

Characteristic	Comments
General description	<ul style="list-style-type: none"> - entering prospective plan data will facilitate planning of external evaluations by ANACEC; - entered data will be analyzed and subsequently completed with the schedule of external evaluations according to ANACEC decision;
Conditions of initialization	<ul style="list-style-type: none"> - initiated by the user authorized with the rights granted for this module;
Module destination	<ul style="list-style-type: none"> - entering data about SLEB prospective plan for the evaluation of institutions; - entering data about SLEB prospective plan for the evaluation of management staff;
Input data	<ul style="list-style-type: none"> - prospective plan for evaluation of educational institutions received from SLEB

Terms of Reference for MISEEGE development

Characteristic	Comments
	- prospective plan for evaluation of management staff received from SLEB
Outcome of successful implementation	- data saved in the DB;
Output data	- not provided;

Basic successful scenario (authorized user activities)

No. activity	Name of activity
1	Successful system log-in;
2	Entering data about SLEB prospective plan;
3	Saving data in the DB;

Business logic and requirements

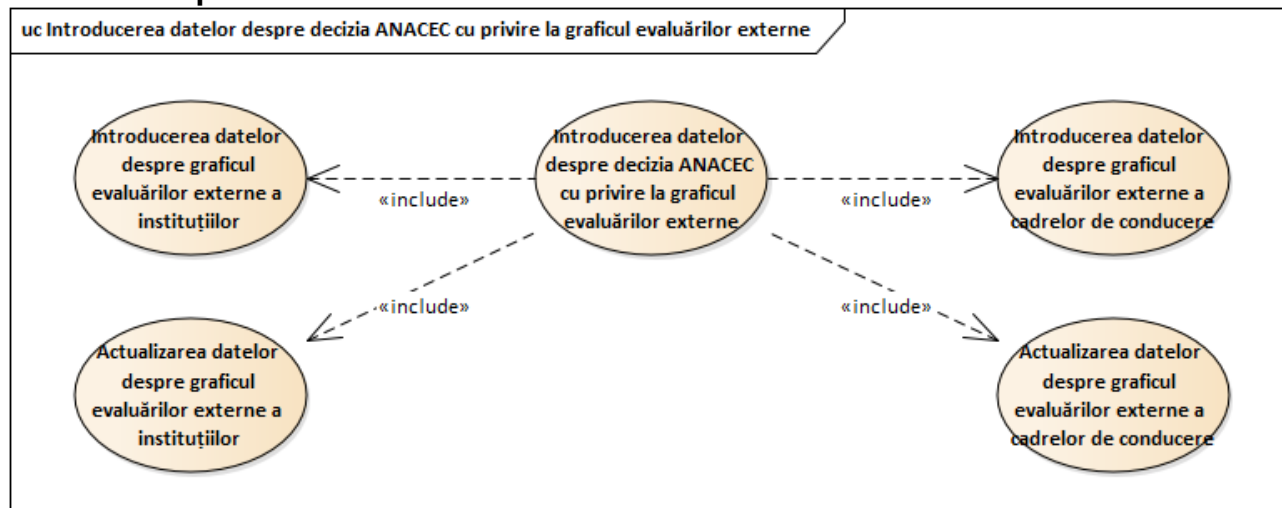
No. activity	Number of the requirement	Requirement
2	UcReq.1	The content of data on evaluation plans is described in the "Data dictionary" chapter;
3	UcReq.2	The system checks the correctness of entered data according to the requirements described in the "Data dictionary" chapter;

3.4.17 UC.3.06 “Entering data about ANACEC decision on the schedule of external evaluations”

MISEEGE users have rights of access to this module

No.	User
1	National administrator
2	Head of department
3	Department specialist

Module components



General characteristics of the module

Characteristic	Comments
General description	- entering data about the planned schedule will result in a better structuring of the schedule of external evaluations and will notify the Head of department role about the need to create the evaluation committee;
Conditions of initialization	- initiated by the user authorized with the rights granted for this module;
Module destination	- entering data about the schedule of external evaluations of the Institutions according to ANACEC decision; - entering data about the schedule of external evaluations of the management staff according to ANACEC decision; - updating data about the schedule of external evaluations of the Institutions according to ANACEC decision; - updating data about the schedule of external evaluations of the management staff according to

Characteristic	Comments
	ANACEC decision;
Input data	- prospective plan for evaluation of educational institutions received from SLEB - prospective plan for evaluation of management staff received from SLEB
Outcome of successful implementation	- data saved in the DB;
Output data	- not provided;

Basic successful scenario (authorized user activities)

No. activity	Name of activity
1	Successful system log-in;
2	Entering/updating data about ANACEC decision on the schedule of external evaluations;
3	Saving data in the DB;

Business logic and requirements

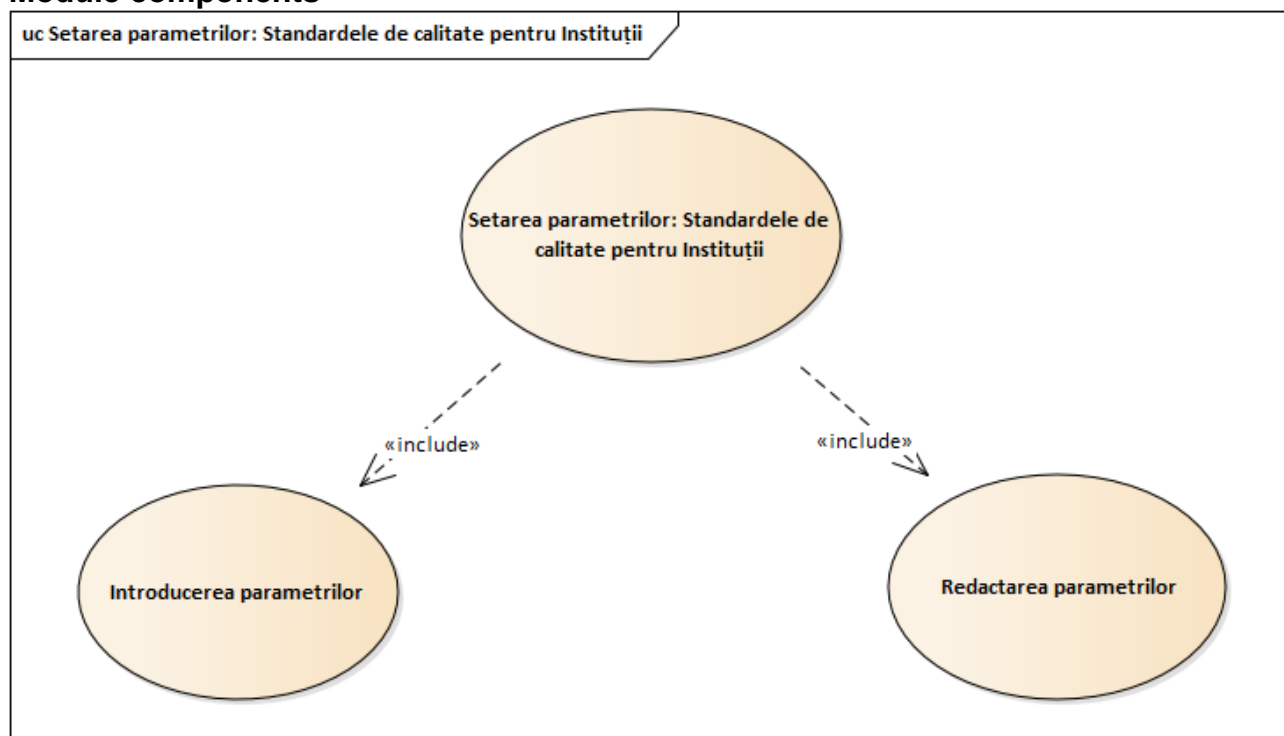
No. activity	Number of the requirement	Requirement
2	UcReq.1	The content of data on evaluation plans is described in the "Data dictionary" chapter;
3	UcReq.2	The system checks the correctness of entered data according to the requirements described in the "Data dictionary" chapter;

3.4.18 UC.3.07 Setting the parameters: Quality standards for Institutions

MISEEGE users have rights of access to this module

No.	User
1	National administrator

Module components



General characteristics of the module

Characteristic	Comments
General description	<p>This module provides the possibility of the National Administrator to initially enter data on the structure and content of quality indicators in accordance with the Methodology of evaluation of general education institutions.</p> <p>It will allow updating the structure and the content of the quality indicators in line with relevant normative acts.</p>
Conditions of initialization	- initiated by the user authorized with the rights granted for this module;
Module destination	- introducing parameters; - changing the parameters;
Input data	- not provided;
Outcome of successful	- data saved in the DB;

Terms of Reference for MISEEGE development

Characteristic	Comments
implementation	
Output data	- not provided;

Basic successful scenario (authorized user activities)

No. activity	Name of activity
1	Successful system log-in;
2	Updating data about the selected parameters;
3	Saving data in the DB;

Business logic and requirements

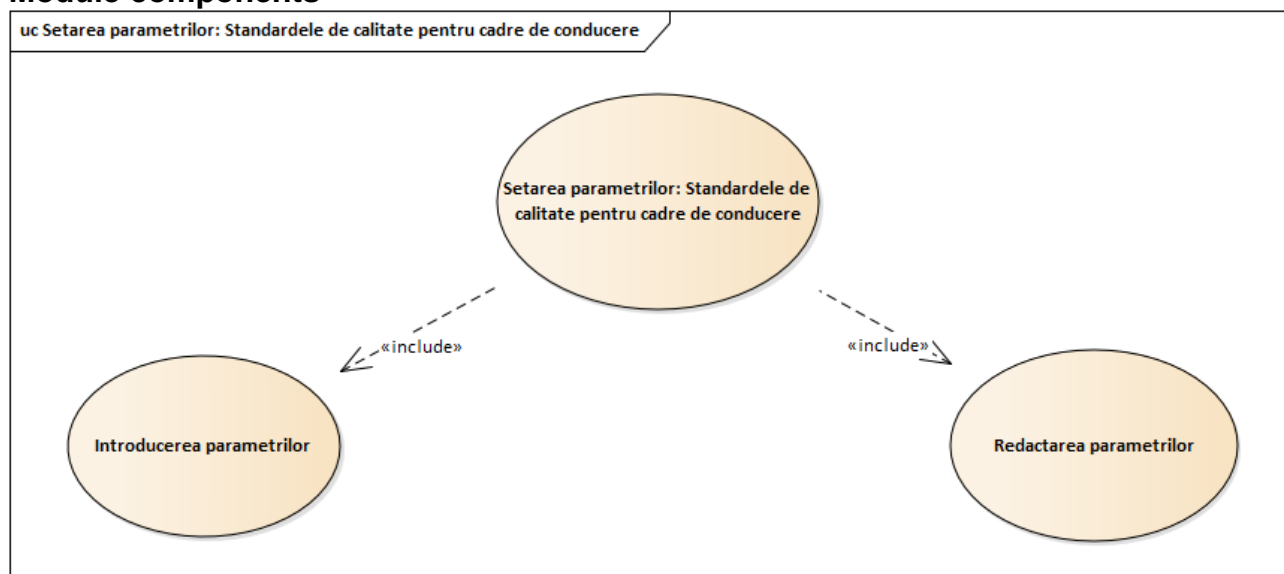
No. activity	Number of the requirement	Requirement
2	UcReq.1	The content of the data is described in the subchapter "Content of the business requirements in the system domain" (Req.08 General list of Institutions' evaluation indicators);

3.4.19 UC.3.08 Setting the parameters: Quality standards for the management staff

MISEEGE users have rights of access to this module

No.	User
1	National administrator

Module components



General characteristics of the module

Characteristic	Comments
General description	<p>This module provides the possibility of the National Administrator to initially enter data on the structure and content of quality indicators in accordance with the Methodology of evaluation of management staff in general education institutions.</p> <p>It will allow updating the structure and the content of the quality indicators in line with relevant normative acts.</p>
Conditions of initialization	- initiated by the user authorized with the rights granted for this module;
Module destination	- introducing parameters; - changing the parameters;
Input data	- not provided;
Outcome of successful implementation	- data saved in the DB;
Output data	- not provided;

Basic successful scenario (authorized user activities)

No. activity	Name of activity
1	Successful system log-in;
2	Updating data about the selected parameters;
3	Saving data in the DB;

Business logic and requirements

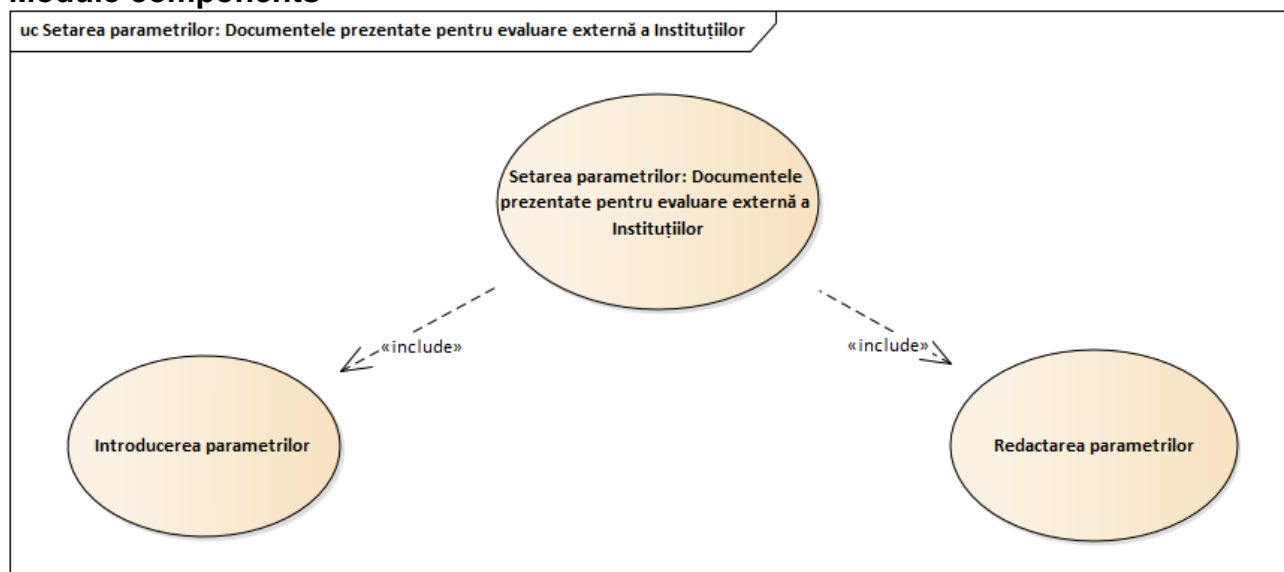
No. activity	Number of the requirement	Requirement
2	UcReq.1	The content of the data is described in the subchapter "Content of the business requirements in the system domain" (Req.12 General list of management staff evaluation indicators);

3.4.20 UC.3.09 Setting the parameters: Documents submitted for the external evaluation of Institutions

MISEEGE users have rights of access to this module

No.	User
1	National administrator

Module components



General characteristics of the module

Characteristic	Comments
General description	<p>This module provides the possibility of the National Administrator to initially enter data on the list of documents submitted for different procedures of external evaluation of Institutions according to the Methodology of evaluation of general education institutions.</p> <p>It will allow updating the list of submitted documents in line with relevant normative acts.</p>
Conditions of initialization	- initiated by the user authorized with the rights granted for this module;
Module destination	- introducing parameters; - changing the parameters;
Input data	- not provided;
Outcome of successful implementation	- data saved in the DB;
Output data	- not provided;

Basic successful scenario (authorized user activities)

No. activity	Name of activity
1	Successful system log-in;
2	Selection of the type of external evaluation of the Institution;
3	Updating data about the selected parameters;
4	Saving data in the DB;

Business logic and requirements

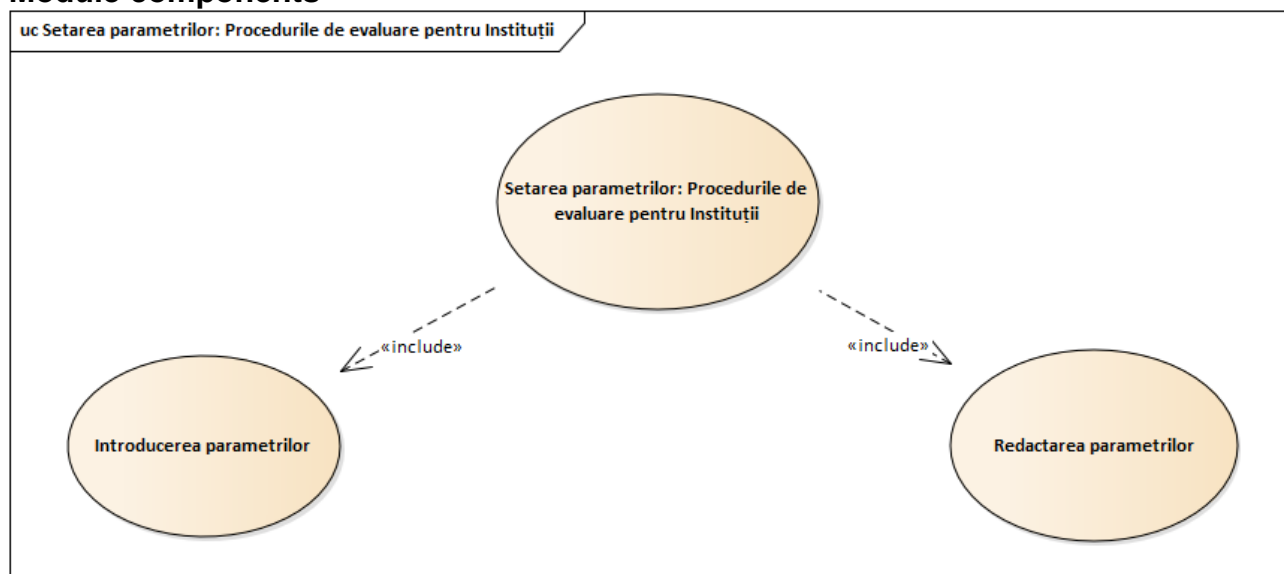
No. activity	Number of the requirement	Requirement
2	UcReq.1	Types of external evaluations of the Institutions according to the "Classifiers" chapter (CL0301 "Type of external evaluations (Institution)");
3	UcReq.2	Types of documents according to the "Classifiers" chapter (CL0307 "Submitted documents");
	UcReq.4	The content of the data is described in the subchapter "Content of the business requirements in the system domain" (Req.03 The contents of the dossier for different types of evaluation requests for provisional operation authorization of Institutions; Req.05 The contents of the dossier for different types of evaluation requests for accreditation of Institutions; Req.07 The contents of the dossier for different types of evaluation requests for periodic evaluation of Institutions);

3.4.21 UC.3.10 Setting the parameters: Evaluation procedures for Institutions

MISEEGE users have rights of access to this module

No.	User
1	National administrator

Module components



General characteristics of the module

Characteristic	Comments
General description	<p>This module provides the possibility of the National Administrator to initially enter data on the list of external evaluation procedures for various categories and types of Institutions according to the Methodology of evaluation of general education institutions.</p> <p>It will allow updating the list of external evaluation procedures, in line with relevant normative acts.</p>
Conditions of initialization	- initiated by the user authorized with the rights granted for this module;
Module destination	- introducing parameters; - changing the parameters;
Input data	- not provided;
Outcome of successful implementation	- data saved in the DB;
Output data	- not provided;

Basic successful scenario (authorized user activities)

No. activity	Name of activity
1	Successful system log-in;
2	Selecting the category/type of Institution;
3	Updating data about the selected parameters;
4	Saving data in the DB;

Business logic and requirements

No. activity	Number of the requirement	Requirement
2	UcReq.1	The content of the data is described in the subchapter "Content of the business requirements in the system domain" (Req.01 Evaluation procedures for different types and categories of Institutions);
3	UcReq.2	Types of external evaluations of the Institutions according to the "Classifiers" chapter (CL0301 "Type of external evaluations (Institution)");

3.5 System domain business requirements

3.5.1 List of business requirements for the system domain

This sub-section presents the list of business requirements applied/used in the system.

No.	Business requirement
Req.01	Evaluation procedures for different types and categories of Institutions
Req.02	The contents of the evaluation dossier for provisional operation authorization of Institutions
Req.03	The contents of the dossier for different types of evaluation requests for provisional operation authorization of Institutions
Req.04	The contents of the dossier for accreditation of Institutions
Req.05	The contents of the dossier for different types of evaluation requests for accreditation of Institutions
Req.06	The contents of the evaluation dossier for periodic evaluations of Institutions
Req.07	The contents of the dossier for different types of evaluation requests for periodic evaluation of Institutions
Req.08	General list of Institution evaluation indicators
Req.09	Institution evaluation indicators in case of provisional operation authorization
Req.10	Institution evaluation indicators in case of accreditation authorization
Req.11	Institution evaluation indicators in case of authorization of periodic evaluation
Req.12	General list of evaluation indicators for management staff
Req.13	Evaluation indicators for management staff
Req.14	Viewing the quality indicators of the evaluated Institution
Req.15	Viewing the quality indicators of the management staff subjected to evaluation

3.5.2 Contents of business requirements for the system domain

3.5.2.1 Req.01 Evaluation procedures for different types and categories of Institutions

This subchapter presents the evaluation procedures currently admissible for different types and categories of Institutions. The National administrator should be able to edit the external evaluation procedures admissible for the Category, Type of Institution and the Type of selected property.

Category Of the Institution	Type Of the Institution	Property type	Admissible external evaluation procedures
1) early education institutions			
	1.1) Nursery	Public (existing)	- Periodic evaluation
		Public (newly created)	- Provisional operation authorization - Accreditation - Periodic evaluation
		Private	- Provisional operation authorization - Accreditation - Periodic evaluation
	1.2) Early education community center	Public (existing)	- Periodic evaluation
		Public (newly created)	- Provisional operation authorization - Accreditation - Periodic evaluation
		Private	- Provisional operation authorization - Accreditation - Periodic evaluation
	1.3) Other	Public (existing)	- Periodic evaluation
		Public (newly created)	- Provisional operation authorization - Accreditation - Periodic evaluation
		Private	- Provisional operation authorization - Accreditation - Periodic evaluation
1) Pre-school education institution			
	2.1) Kindergarten	Public (existing)	- Periodic evaluation
		Public (newly created)	- Provisional operation authorization - Accreditation - Periodic evaluation
		Private	- Provisional operation authorization - Accreditation - Periodic evaluation
	2.2) Early education community center	Public (existing)	- Periodic evaluation
		Public (newly	- Provisional operation authorization - Accreditation

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Category Of the Institution	Type Of the Institution	Property type	Admissible external evaluation procedures
		created)	- Periodic evaluation
		Private	- Provisional operation authorization - Accreditation - Periodic evaluation
	2.3) Other	Public (existing)	- Periodic evaluation
		Public (newly created)	- Provisional operation authorization - Accreditation - Periodic evaluation
		Private	- Provisional operation authorization - Accreditation - Periodic evaluation
	3) Primary Education Institution		
	3.1) Primary school	Public (existing)	- Periodic evaluation
		Public (newly created)	- Provisional operation authorization - Accreditation - Periodic evaluation
		Private	- Provisional operation authorization - Accreditation - Periodic evaluation
	3.2) Other	Public	- Provisional operation authorization - Periodic evaluation
		Private	- Provisional operation authorization - Accreditation - Periodic evaluation
4) General secondary education institution			
	4.1) Gymnasium	Public (existing)	- Periodic evaluation
		Public (newly created)	- Provisional operation authorization - Accreditation - Periodic evaluation
		Private	- Provisional operation authorization - Accreditation - Periodic evaluation
	4.2) Other	Public (existing)	- Periodic evaluation
		Public (newly created)	- Provisional operation authorization - Accreditation - Periodic evaluation
		Private	- Provisional operation authorization - Accreditation - Periodic evaluation
5) General secondary education institution, cycle II			
	5.1) High-school (lyceum)	Public	- Provisional operation authorization - Accreditation

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Category Of the Institution	Type Of the Institution	Property type	Admissible external evaluation procedures
			- Periodic evaluation
		Private	- Provisional operation authorization - Accreditation - Periodic evaluation
	5.2) Other	Public	- Provisional operation authorization - Accreditation - Periodic evaluation
		Private	- Provisional operation authorization - Accreditation - Periodic evaluation
6) General education institution with combined programs - educational complex			
	6.1) Primary school-kindergarten	Public (existing)	- Periodic evaluation
		Public (newly created)	- Provisional operation authorization - Accreditation - Periodic evaluation
		Private	- Provisional operation authorization - Accreditation - Periodic evaluation
	6.2) Gymnasium-kindergarten	Public (existing)	- Periodic evaluation
		Public (newly created)	- Provisional operation authorization - Accreditation - Periodic evaluation
		Private	- Provisional operation authorization - Accreditation - Periodic evaluation
	6.3) Other	Public (existing)	- Periodic evaluation
		Public (newly created)	- Provisional operation authorization - Accreditation - Periodic evaluation
		Private	- Provisional operation authorization - Accreditation - Periodic evaluation
7) Extra school education institution			
	7.1) Fine arts school	Public	- Provisional operation authorization - Accreditation - Periodic evaluation
		Private	- Provisional operation authorization - Accreditation - Periodic evaluation
	7.2) Music school	Public	- Provisional operation authorization - Accreditation - Periodic evaluation
		Private	- Provisional operation authorization

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Category Of the Institution	Type Of the Institution	Property type	Admissible external evaluation procedures
			- Accreditation - Periodic evaluation
	7.3) Theater school	Public	- Provisional operation authorization - Accreditation - Periodic evaluation
		Private	- Provisional operation authorization - Accreditation - Periodic evaluation
	7.4) Sports school	Public	- Provisional operation authorization - Accreditation - Periodic evaluation
		Private	- Provisional operation authorization - Accreditation - Periodic evaluation
	7.5) Creation center	Public	- Provisional operation authorization - Accreditation - Periodic evaluation
		Private	- Provisional operation authorization - Accreditation - Periodic evaluation
	7.6) Sports club	Public	- Provisional operation authorization - Accreditation - Periodic evaluation
		Private	- Provisional operation authorization - Accreditation - Periodic evaluation
	7.7) Other	Public	- Provisional operation authorization - Accreditation - Periodic evaluation
Private		- Provisional operation authorization - Accreditation - Periodic evaluation	
8) Special education institution			
	8.1) Special institution	Public (existing)	- Periodic evaluation
		Public (newly created)	- Provisional operation authorization - Accreditation - Periodic evaluation
		Private	- Provisional operation authorization - Accreditation - Periodic evaluation
	8.2) Auxiliary school	Public (existing)	- Periodic evaluation
		Public (newly created)	- Provisional operation authorization - Accreditation - Periodic evaluation
		Private	- Provisional operation authorization - Accreditation - Periodic evaluation

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Category Of the Institution	Type Of the Institution	Property type	Admissible external evaluation procedures
	8.3) Other	Public (existing)	- Periodic evaluation
		Public (newly created)	- Provisional operation authorization - Accreditation - Periodic evaluation
		Private	- Provisional operation authorization - Accreditation - Periodic evaluation
9) Alternative general education institution			
	9.1) Alternative general education institution	Public (existing)	- Periodic evaluation
		Public (newly created)	- Provisional operation authorization - Accreditation - Periodic evaluation
		Private	- Provisional operation authorization - Accreditation - Periodic evaluation
	9.2) Other	Public (existing)	- Periodic evaluation
		Public (newly created)	- Provisional operation authorization - Accreditation - Periodic evaluation
		Private	- Provisional operation authorization - Accreditation - Periodic evaluation

3.5.2.2 Req.02 The contents of the evaluation dossier for provisional operation authorization of Institutions

This subsection presents the contents of the evaluation dossier for provisional operation authorization of Institutions

No.	Name of the document	Comments
1	The request for initiation of evaluation for provisional operation authorization;	- mandatory;
2	Copy of the Institution's registration certificate;	- mandatory;
3	Copy of the Institution's organization and functioning statute;	- mandatory;
4	Copy of the sanitary-veterinary authorization for the operation of the Institution, issued by the National Food Safety Agency;	- mandatory;
5	Copy of the sanitary authorization (for all premises used in the study process), issued by the Public Health Center;	- allowing multiple filling-in; - mandatory;
6	Copy of the legal act regarding the prevention and extinguishing of fires when carrying out certain types of activity (for all the premises used in the study process);	- mandatory;
7	Copy of the lease agreement, if the study	- not mandatory;

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	process is carried out in rented spaces, other than those specified in the registration certificate;	
8	Evidence regarding the provision of educational spaces according to: <ul style="list-style-type: none"> ✓ Decision of the Ministry of Health and Social Protection, no. 21 of 29.12.2005 regarding the approval and implementation of the State sanitary-epidemiological rules and regulations "Hygiene of the primary, gymnasium and high-school education institutions", revised in accordance with the Law no. 424-XV of December 16, 2004 regarding the revision and optimization of the regulatory framework for regulating the entrepreneurial activity (Official Gazette of the Republic of Moldova, 2005, no. 1-4, art. 16); ✓ The standards for minimum endowment of early education institution, approved by Order of the Ministry of Education, Culture and Research no. 253 of 11.10.2017; 	- allowing multiple filling-in; - mandatory;
9	Statement by the management of the Institution regarding the expected number of children groups/classes/sections;	- mandatory;
10	Institution's organizational chart;	- mandatory;
11	Evidence regarding the qualification of the teaching and auxiliary staff (including the letters of intent of the staff to be hired);	- allowing multiple filling-in; - mandatory;
12	The model of the contract for the provision of educational services to be used (in the case of private institutions).	- in private institutions only; - mandatory;

3.5.2.3 Req.03 The contents of the dossier for different types of evaluation requests for provisional operation authorization of Institutions

This subsection presents the contents of the dossier for different types of evaluation requests for provisional operation authorization of Institutions

No.	Category of the Institution	Type of institution	Property type	Contents of the dossier (Provisional operation authorization)
1	1) Early education institution	1.1) Nursery	Public	Documents: 1-11
2	1) Early education institution	1.1) Nursery	Private	Documents: 1-12
3	1) Early education institution	1.2) Early education community center	Public	Documents: 1-11
4	1) Early education institution	1.2) Early education community center	Private	Documents: 1-12
5	1) Early education institution	1.3) Other	Public	Documents: 1-11
6	1) Early education institution	1.3) Other	Private	Documents: 1-12

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No.	Category of the Institution	Type of institution	Property type	Contents of the dossier (Provisional operation authorization)
7	2) Pre-school education institution	2.1) Kindergarten	Public	Documents: 1-11
8	2) Pre-school education institution	2.1) Kindergarten	Private	Documents: 1-12
9	2) Pre-school education institution	2.2) Early education community center	Public	Documents: 1-11
10	2) Pre-school education institution	2.2) Early education community center	Private	Documents: 1-12
11	2) Pre-school education institution	2.3) Other	Public	Documents: 1-11
12	2) Pre-school education institution	2.3) Other	Private	Documents: 1-12
13	3) Primary Education Institution	3.1) Primary school	Public	Documents: 1-11
14	3) Primary Education Institution	3.1) Primary school	Private	Documents: 1-12
15	3) Primary Education Institution	3.2) Other	Public	Documents: 1-11
16	3) Primary Education Institution	3.2) Other	Private	Documents: 1-12
17	4) General secondary education institution, cycle I	4.1) Gymnasium	Public	Documents: 1-11
18	4) General secondary education institution, cycle I	4.1) Gymnasium	Private	Documents: 1-12
19	4) General secondary education institution, cycle I	4.2) Other	Public	Documents: 1-11
20	4) General secondary education institution, cycle I	4.2) Other	Private	Documents: 1-12
21	5) General secondary education institution, cycle II	5.1) High-school (lyceum)	Public	Documents: 1-11
22	5) General secondary education institution, cycle II	5.1) High-school (lyceum)	Private	Documents: 1-12
23	5) General secondary education institution, cycle II	5.2) Other	Public	Documents: 1-11
24	5) General secondary education institution, cycle II	5.2) Other	Private	Documents: 1-12
25	6) General education institution with combined programs - educational complex	6.1) Primary school-kindergarten	Public	Documents: 1-11
26	6) General education institution with combined programs - educational complex	6.1) Primary school-kindergarten	Private	Documents: 1-12

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No.	Category of the Institution	Type of institution	Property type	Contents of the dossier (Provisional operation authorization)
27	6) General education institution with combined programs - educational complex	6.2) Gymnasium-kindergarten	Public	Documents: 1-11
28	6) General education institution with combined programs - educational complex	6.2) Gymnasium-kindergarten	Private	Documents: 1-12
29	6) General education institution with combined programs - educational complex	6.3) Other	Public	Documents: 1-11
30	6) General education institution with combined programs - educational complex	6.3) Other	Private	Documents: 1-12
31	7) Extra school education institution	7.1) Fine arts school	Public	Documents: 1-11
32	7) Extra school education institution	7.1) Fine arts school	Private	Documents: 1-12
33	7) Extra school education institution	7.2) Music school	Public	Documents: 1-11
34	7) Extra school education institution	7.2) Music school	Private	Documents: 1-12
35	7) Extra school education institution	7.3) Theater school	Public	Documents: 1-11
36	7) Extra school education institution	7.3) Theater school	Private	Documents: 1-12
37	7) Extra school education institution	7.4) Sports school	Public	Documents: 1-11
38	7) Extra school education institution	7.4) Sports school	Private	Documents: 1-12
39	7) Extra school education institution	7.5) Creation center	Public	Documents: 1-11
40	7) Extra school education institution	7.5) Creation center	Private	Documents: 1-12
41	7) Extra school education institution	7.6) Sports club	Public	Documents: 1-11
42	7) Extra school education institution	7.6) Sports club	Private	Documents: 1-12
43	7) Extra school education institution	7.7) Other	Public	Documents: 1-11
44	7) Extra school education institution	7.7) Other	Private	Documents: 1-12
45	8) Special education institution	8.1) Special institution	Public	Documents: 1-11
46	8) Special education institution	8.1) Special institution	Private	Documents: 1-12
47	8) Special education institution	8.2) Auxiliary school	Public	Documents: 1-11
48	8) Special education institution	8.2) Auxiliary school	Private	Documents: 1-12

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No.	Category of the Institution	Type of institution	Property type	Contents of the dossier (Provisional operation authorization)
49	8) Special education institution	8.3) Other	Public	Documents: 1-11
50	8) Special education institution	8.3) Other	Private	Documents: 1-12
51	9) Alternative general education institution	9.1) Alternative general education institution	Public	Documents: 1-11
52	9) Alternative general education institution	9.1) Alternative general education institution	Private	Documents: 1-12
53	9) Alternative general education institution	9.2) Other	Public	Documents: 1-11
54	9) Alternative general education institution	9.2) Other	Private	Documents: 1-12

3.5.2.4 Req.04 The contents of the evaluation dossier for accreditation of Institutions

The table below presents the contents of the evaluation dossier for accreditation of Institutions.

No.	Name of the document	Comments
1	The request for initiation of evaluation for accreditation of the Institution	- mandatory; - entered data; Type;
2	Institution's self-evaluation report	- mandatory; - entered data; Type;
3	Copy of the Institution's registration certificate;	- mandatory; - entered data; Type, Series, Number...
4	Copy of the Institution's provisional operation authorization	- not mandatory; - entered data; Type, Series, Number...
5	Copy of the Institution's organization and functioning statute	- mandatory for all types of Institutions except Education institutions whose founder is 1st level LPA; - not mandatory in other cases; - entered data; Type;
6	Copy of the sanitary-veterinary authorization for the operation of the Institution, issued by the National Food	- mandatory; - entered data; Type, Series, Number...

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No.	Name of the document	Comments
	Safety Agency;	
7	Copy of the sanitary authorization (for all premises used in the study process), issued by the Public Health Center	- mandatory; - entered data; Type, Series, Number...
8	Copy of the legal act regarding the prevention and extinguishing of fires when carrying out certain types of activity (for all the premises used in the study process)	- mandatory; - entered data; Type, Comment
9	Copy of the lease agreement (If the study process is carried out in rented spaces, other than those specified in the registration certificate)	- not mandatory; - entered data; Type;
10	Institution's organizational chart	- mandatory; - entered data; Type, Comment;
11	Evidence regarding the qualification of the teaching and auxiliary staff	- allowing multiple filling-in; - mandatory; - entered data; Type, Comment;
12	Institution's organization and functioning regulation	- mandatory for all types of Institutions except Education institutions whose founder is 1st level LPA; - not mandatory in other cases; - entered data; Type;
13	Institution's development program for 5 years	- mandatory; - entered data; Type;
14	Institution's management project for the current year	- mandatory; - entered data; Type;
15	The model of the contract for the provision of educational services (in the case of private institutions)	- in private institutions only; - mandatory; - entered data; Type;

3.5.2.5 Req.05 The contents of the dossier for different types of evaluation requests for accreditation of Institutions

The table below shows the contents of the dossier for different types of evaluation requests for accreditation of Institutions

No.	Category of the Institution	Type of institution	Property type	Contents of the dossier (Provisional authorization)
2	1) Early education institution	1.1) Nursery	Private	Documents: 1-15
4	1) Early education institution	1.2) Early education community center	Private	Documents: 1-15
6	1) Early education institution	1.3) Other	Private	Documents: 1-15
8	2) Pre-school education institution	2.1) Kindergarten	Private	Documents: 1-15
10	2) Pre-school education institution	2.2) Early education community center	Private	Documents: 1-15
12	2) Pre-school education institution	2.3) Other	Private	Documents: 1-15
14	3) Primary Education Institution	3.1) Primary school	Private	Documents: 1-15
16	3) Primary Education Institution	3.2) Other	Private	Documents: 1-15
18	4) General secondary education institution, cycle I	4.1) Gymnasium	Private	Documents: 1-15
20	4) General secondary education institution, cycle I	4.2) Other	Private	Documents: 1-15
21	5) General secondary education institution, cycle II	5.1) High-school (lyceum)	Public	Documents: 1-14
22	5) General secondary education institution, cycle II	5.1) High-school (lyceum)	Private	Documents: 1-15
24	5) General secondary education institution, cycle II	5.2) Other	Private	Documents: 1-15
26	6) General education institution with combined programs - educational complex	6.1) Primary school-kindergarten	Private	Documents: 1-15
28	6) General education institution with combined programs - educational complex	6.2) Gymnasium-kindergarten	Private	Documents: 1-15
30	6) General education institution with combined programs - educational complex	6.3) Other	Private	Documents: 1-15

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No.	Category of the Institution	Type of institution	Property type	Contents of the dossier (Provisional authorization)
32	7) Extra school education institution	7.1) Fine arts school	Private	Documents: 1-15
34	7) Extra school education institution	7.2) Music school	Private	Documents: 1-15
36	7) Extra school education institution	7.3) Theater school	Private	Documents: 1-15
38	7) Extra school education institution	7.4) Sports school	Private	Documents: 1-15
40	7) Extra school education institution	7.5) Creation center	Private	Documents: 1-15
42	7) Extra school education institution	7.6) Sports club	Private	Documents: 1-15
44	7) Extra school education institution	7.7) Other	Private	Documents: 1-15
46	8) Special education institution	8.1) Special institution	Private	Documents: 1-15
48	8) Special education institution	8.2) Auxiliary school	Private	Documents: 1-15
50	8) Special education institution	8.3) Other	Private	Documents: 1-15
52	9) Alternative general education institution	9.1) Alternative general education institution	Private	Documents: 1-15
54	9) Alternative general education institution	9.2) Other	Private	Documents: 1-15

3.5.2.6 Req. 06 The contents of the evaluation dossier for periodic evaluation of Institutions

The table below presents the contents of the evaluation dossier for periodic evaluation of Institutions

No.	Name of the document	Comments
1	The request for initiation of evaluation for accreditation of the Institution	- mandatory; - entered data; Type;
2	Institution's self-evaluation report	- mandatory; - entered data; Type;
3	Copy of the Institution's registration certificate;	- mandatory; - entered data; Type, Series, Number...
4	Copy of the Institution's provisional operation authorization	- not mandatory; - entered data; Type, Series, Number...

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No.	Name of the document	Comments
5	Copy of the Institution's organization and functioning statute	<ul style="list-style-type: none"> - mandatory for all types of Institutions except Education institutions whose founder is 1st level LPA; - not mandatory in other cases; - entered data; Type;
6	Copy of the sanitary-veterinary authorization for the operation of the Institution, issued by the National Food Safety Agency;	<ul style="list-style-type: none"> - mandatory; - entered data; Type, Series, Number...
7	Copy of the sanitary authorization (for all premises used in the study process), issued by the Public Health Center	<ul style="list-style-type: none"> - mandatory; - entered data; Type, Series, Number...
8	Copy of the legal act regarding the prevention and extinguishing of fires when carrying out certain types of activity (for all the premises used in the study process)	<ul style="list-style-type: none"> - mandatory; - entered data; Type, Comment;
9	Copy of the lease agreement (If the study process is carried out in rented spaces, other than those specified in the registration certificate)	<ul style="list-style-type: none"> - not mandatory; - entered data; Type;
10	Institution's organizational chart	<ul style="list-style-type: none"> - mandatory; - entered data; Type, Comment;
11	Evidence regarding the qualification of the teaching and auxiliary staff	<ul style="list-style-type: none"> - allowing multiple filling-in; - mandatory; - entered data; Type, Comment;
12	Institution's organization and functioning regulation	<ul style="list-style-type: none"> - mandatory for all types of Institutions except Education institutions whose founder is 1st level LPA; - not mandatory in other cases; - entered data; Type;
13	Institution's development program for 5 years	<ul style="list-style-type: none"> - mandatory; - entered data; Type;

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No.	Name of the document	Comments
14	Institution's management project for the current year	- mandatory; - entered data; Type;
15	The model of the contract for the provision of educational services (in the case of private institutions)	- for private institutions only; - mandatory; - entered data; Type

3.5.2.7 Req.07 The contents of the dossier for different types of evaluation requests for periodic evaluation of Institutions

The table below presents the contents of the dossier for different types of evaluation requests dossier for periodic evaluation of Institutions.

No.	Category of the Institution	Type of institution	Property type	Contents of the dossier (Provisional authorization)
1	1) Early education institution	1.1) Nursery	Public	Documents: 1-14
2	1) Early education institution	1.1) Nursery	Private	Documents: 1-15
3	1) Early education institution	1.2) Early education community center	Public	Documents: 1-14
4	1) Early education institution	1.2) Early education community center	Private	Documents: 1-15
5	1) Early education institution	1.3) Other	Public	Documents: 1-14
6	1) Early education institution	1.3) Other	Private	Documents: 1-15
7	2) Pre-school education institution	2.1) Kindergarten	Public	Documents: 1-14
8	2) Pre-school education institution	2.1) Kindergarten	Private	Documents: 1-15
9	2) Pre-school education institution	2.2) Early education community center	Public	Documents: 1-14
10	2) Pre-school education institution	2.2) Early education community center	Private	Documents: 1-15
11	2) Pre-school education institution	2.3) Other	Public	Documents: 1-14
12	2) Pre-school education institution	2.3) Other	Private	Documents: 1-15
13	3) Primary Education Institution	3.1) Primary school	Public	Documents: 1-14
14	3) Primary Education Institution	3.1) Primary school	Private	Documents: 1-15
15	3) Primary Education Institution	3.2) Other	Public	Documents: 1-14
16	3) Primary Education Institution	3.2) Other	Private	Documents: 1-15
17	4) General secondary	4.1) Gymnasium	Public	Documents: 1-14

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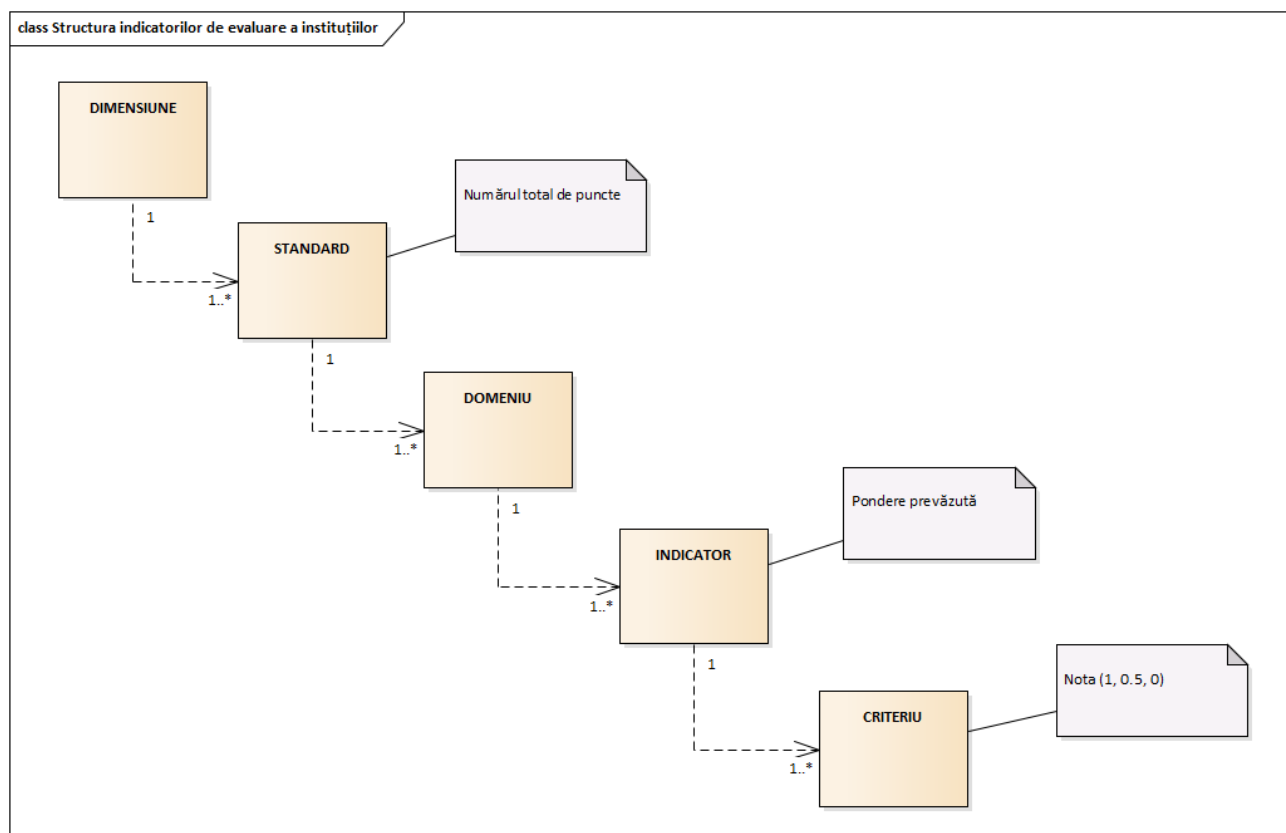
No.	Category of the Institution	Type of institution	Property type	Contents of the dossier (Provisional authorization)
	education institution, cycle I			
18	4) General secondary education institution, cycle I	4.1) Gymnasium	Private	Documents: 1-15
19	4) General secondary education institution, cycle I	4.2) Other	Public	Documents: 1-14
20	4) General secondary education institution, cycle I	4.2) Other	Private	Documents: 1-15
21	5) General secondary education institution, cycle II	5.1) High-school (lyceum)	Public	Documents: 1-14
22	5) General secondary education institution, cycle II	5.1) High-school (lyceum)	Private	Documents: 1-15
23	5) General secondary education institution, cycle II	5.2) Other	Public	Documents: 1-14
24	5) General secondary education institution, cycle II	5.2) Other	Private	Documents: 1-15
25	6) General education institution with combined programs - educational complex	6.1) Primary school-kindergarten	Public	Documents: 1-14
26	6) General education institution with combined programs - educational complex	6.1) Primary school-kindergarten	Private	Documents: 1-15
27	6) General education institution with combined programs - educational complex	6.2) Gymnasium-kindergarten	Public	Documents: 1-14
28	6) General education institution with combined programs - educational complex	6.2) Gymnasium-kindergarten	Private	Documents: 1-15
29	6) General education institution with combined programs - educational complex	6.3) Other	Public	Documents: 1-14
30	6) General education institution with combined programs - educational complex	6.3) Other	Private	Documents: 1-15
31	7) Extra school education institution	7.1) Fine arts school	Public	Documents: 1-14
32	7) Extra school education institution	7.1) Fine arts school	Private	Documents: 1-15
33	7) Extra school education	7.2) Music school	Public	Documents: 1-14

Terms of Reference for MISEEGE development

No.	Category of the Institution	Type of institution	Property type	Contents of the dossier (Provisional authorization)
	institution			
34	7) Extra school education institution	7.2) Music school	Private	Documents: 1-15
35	7) Extra school education institution	7.3) Theater school	Public	Documents: 1-14
36	7) Extra school education institution	7.3) Theater school	Private	Documents: 1-15
37	7) Extra school education institution	7.4) Sports school	Public	Documents: 1-14
38	7) Extra school education institution	7.4) Sports school	Private	Documents: 1-15
39	7) Extra school education institution	7.5) Creation center	Public	Documents: 1-14
40	7) Extra school education institution	7.5) Creation center	Private	Documents: 1-15
41	7) Extra school education institution	7.6) Sports club	Public	Documents: 1-14
42	7) Extra school education institution	7.6) Sports club	Private	Documents: 1-15
43	7) Extra school education institution	7.7) Other	Public	Documents: 1-14
44	7) Extra school education institution	7.7) Other	Private	Documents: 1-15
45	8) Special education institution	8.1) Special institution	Public	Documents: 1-14
46	8) Special education institution	8.1) Special institution	Private	Documents: 1-15
47	8) Special education institution	8.2) Auxiliary school	Public	Documents: 1-14
48	8) Special education institution	8.2) Auxiliary school	Private	Documents: 1-15
49	8) Special education institution	8.3) Other	Public	Documents: 1-14
50	8) Special education institution	8.3) Other	Private	Documents: 1-15
51	9) Alternative general education institution	9.1) Alternative general education institution	Public	Documents: 1-14
52	9) Alternative general education institution	9.1) Alternative general education institution	Private	Documents: 1-15
53	9) Alternative general education institution	9.2) Other	Public	Documents: 1-14
54	9) Alternative general education institution	9.2) Other	Private	Documents: 1-15

3.5.2.8 Req.08 General list of institution evaluation indicators

The Figure below shows the structure of Institutions' evaluation indicators.



No.	Name of the object	Comments
1	Dimension	<ul style="list-style-type: none"> - A total of 5 dimensions; - For each dimension there is one or several standards;
2	Standard	<ul style="list-style-type: none"> - A total of 13 standards; - A standard currently contains 3 domains; - For each standard a total score is provided (e.g.: 15);
3	Domain	<ul style="list-style-type: none"> - A total of 3 domains; - Each domain contains one or several Indicators;
4	Indicator	<ul style="list-style-type: none"> - A total of 64 indicators; - For each indicator there are three criteria that can be selected; - For each indicator there is a weight (e.g. 2);
5	Criterion	<ul style="list-style-type: none"> - Each indicator can be assessed with one of three possible criteria; - Each criterion has a corresponding grade: 1, 0.5, 0;

The table below shows the general list of Institution evaluation indicators.

Terms of Reference for MISEEGE development

No.	Type	Name	Weight
1	Dimension	HEALTH, SAFETY, PROTECTION	<<<
1.1	Standard	The education institution ensures the security and protection of all students/children	14
>>>	Domain	Management:	<<<
1.1.1	Indicator	Availability of technical, sanitary-hygienic and medical documentation and permanent monitoring of compliance with sanitary-hygienic norms	<<<
1.1.1.1	Criterion	1 – 0.5 – 0 –	2
1.1.2	Indicator	Ensured safety and security of the Institution	<<<
1.1.2.1	Criterion	1 – 0.5 – 0 –	1
1.1.3	Indicator	Developed a balanced and flexible program/schedule of activities	<<<
1.1.3.1	Criterion	1 – 0.5 – 0 –	2
>>>	Domain	Institutional capacity:	<<<
1.1.4	Indicator	A place at the desk/table etc. for each student/child according to the individual psychophysiological particularities	<<<
1.1.4.1	Criterion	1 – 0.5 – 0 –	2
1.1.5	Indicator	Equipment, devices, utensils, etc. provided in accordance with the sanitary-hygienic parameters and with the safety requirements	<<<
1.1.5.1	Criterion	1 – 0.5 – 0 –	2
1.1.6	Indicator	Availability of spaces for preparing and serving food under conditions of safety, accessibility, functionality and comfort for students/children	<<<
1.1.6.1	Criterion	1 – 0.5 – 0 –	1
1.1.7	Indicator	Availability of sanitary spaces (toilets, sinks), in compliance with the criteria of accessibility, functionality and comfort for students/children	<<<
1.1.7.1	Criterion	1 –	2

Terms of Reference for MISEEGE development

No.	Type	Name	Weight
		0.5 – 0 –	
1.1.8	Indicator	Availability and functionality of anti-fire devices and emergency exists	<<<
1.1.8.1	Criterion	1 – 0.5 – 0 –	1
>>>	Domain	Curriculum/educational process:	<<<
1.1.9	Indicator	Learning activities conducted observing the rules of road traffic, safety technique, risk prevention and first aid	<<<
1.1.9.1	Criterion	1 – 0.5 – 0 –	1
1.2	Standard	The institution develops community partnerships to protect the physical and mental integrity of each student/child	4
>>>	Domain	Management	<<<
1.2.1	Indicator	Collaboration with the family, local public authority, with other institutions with competence provided by the law in student/child protection	<<<
1.2.1.1	Criterion	1 – 0.5 – 0 –	1
>>>	Domain	Institutional capacity	<<<
1.2.2	Indicator	Professional use of community resources to ensure child protection	<<<
1.2.2.1	Criterion	1 – 0.5 – 0 –	1
>>>	Domain	Curriculum/educational process:	<<<
1.2.3	Indicator	Activities to prevent and fight any type of violence	<<<
1.2.3.1	Criterion	1 – 0.5 – 0 –	1
1.2.4	Indicator	Access of students/children to support services, to ensure physical, mental and emotional development	<<<
1.2.4.1	Criterion	1 – 0.5 – 0 –	1
1.3	Standard	The education institution provides support services to promote a healthy life style	4
>>>	Domain	Management	<<<

Terms of Reference for MISEEGE development

No.	Type	Name	Weight
1.3.1	Indicator	Collaboration with families, with public health services in promoting the value of physical and mental health of students/children, in promoting the healthy lifestyle in the Institution and in the community	<<<
1.3.1.1	Criterion	1 – 0.5 – 0 –	2
>>>	Domain	Institutional capacity	<<<
1.3.2	Indicator	Physical conditions, reserved special spaces, material and methodological resources (round tables, seminars, trainings, educational therapy sessions, etc.) for the prevention of psycho-emotional problems of the students/children	<<<
1.3.2.1	Criterion	1 – 0.5 – 0 –	1
>>>	Domain	Curriculum/educational process:	<<<
1.3.3	Indicator	Support of initiatives and activities to promote/support the healthy lifestyle, to prevent the risks of accidents, illnesses etc.	<<<
1.3.3.1	Criterion	1 – 0.5 – 0 –	1
2	Dimension	DEMOCRATIC PARTICIPATION	<<<
2.1	*Standard	The children participate in decision making concerning all aspects of school life [*The standard is not applicable for EEI]	7
>>>	Domain	Management	<<<
2.1.1	Indicator	The existence of a student/child association body, constituted democratically and self-organized	<<<
2.1.1.1	Criterion	1 – 0.5 – 0 –	2
2.1.2	Indicator	Defining, in the strategic/operational development plan, the mechanisms of participation of the students/children in the decision-making process, developing the procedures and instruments that ensure the valorization of their initiatives, providing full and timely information on topics that are of immediate interest to them	<<<

Terms of Reference for MISEEGE development

No.	Type	Name	Weight
2.1.2.1	Criterion	1 – 0.5 – 0 –	2
>>>	Domain	Institutional capacity	<<<
2.1.3	Indicator	Presence of means of communication provided by the Institution, which illustrates the free opinion of the students/children (social media pages, school magazines and newspapers, information panels, etc.)	<<<
2.1.3.1	Criterion	1 – 0.5 – 0 –	1
>>>	Domain	Curriculum/educational process:	<<<
2.1.4	Indicator	Permanent engagement of students/children in advising on issues related to school life, in solving problems at the collective level, in shaping the educational program, in evaluating their own progress	<<<
2.1.4.1	Criterion	1 – 0.5 – 0 –	2
2.2	Standard	The school institution communicates systematically and engages the family and the community in the decision-making process	6
>>>	Domain	Management	<<<
2.2.1	Indicator	Availability of a number of democratic procedures for delegation and promotion of parents in the decision-making structures, for their involvement in the activities of ensuring the school progress, their periodic information regarding the students/children	<<<
2.2.1.1	Criterion	1 – 0.5 – 0 –	2
2.2.2	Indicator	Existence of partnership agreements with the representatives of the community, on matters related to the interest of the student/child, and of the actions of community participation in improving the conditions of learning and leisure for students/children	<<<
2.2.2.1	Criterion	1 – 0.5 – 0 –	1
>>>	Domain	Institutional capacity	<<<
2.2.3	Indicator	Availability of means of communication to ensure	<<<

Terms of Reference for MISEEGE development

No.	Type	Name	Weight
		the possibility for the parents to express their opinions	
2.2.3.1	Criterion	1 – 0.5 – 0 –	2
>>>	Domain	Curriculum/educational process:	<<<
2.2.4	Indicator	Participation of the associative bodies of the students/children and parents and of the community in developing the Institution's programmatic documents	<<<
2.2.4.1	Criterion	1 – 0.5 – 0 –	1
2.3	Standard	The school institution communicates systematically and engages the family and the community in the decision-making process	7
>>>	Domain	Management	<<<
2.3.1	Indicator	Promoting respect for cultural, ethnic, linguistic, religious diversity and collecting feedback from community partners	<<<
2.3.1.1	Criterion	1 – 0.5 – 0 –	2
2.3.2	Indicator	Reflecting specific activities of different cultural communities in the strategic/operational plan to combat stereotypes and prejudice	<<<
2.3.2.1	Criterion	1 – 0.5 – 0 –	1
>>>	Domain	Institutional capacity	<<<
2.3.3	Indicator	Variety of resources (human, informational etc.) to identify and eradicate stereotypes and prejudice in order to anticipate the negative consequences thereof	<<<
2.3.3.1	Criterion	1 – 0.5 – 0 –	2
>>>	Domain	Curriculum/educational process:	<<<
2.3.4	Indicator	Reflecting the democratic visions of harmonious co-living in an intercultural society in the actions of students and teaching staff	<<<
2.3.4.1	Criterion	1 – 0.5 – 0 –	2

Terms of Reference for MISEEGE development

No.	Type	Name	Weight
3	Dimension	EDUCATIONAL INCLUSION	<<<
3.1	Standard	The educational institution encompasses all children, regardless of nationality, gender, origin and social status, religious affiliation, health status and creates optimal conditions for realizing and developing their own potential in the educational process.	10
>>>	Domain	Management	<<<
3.1.1	Indicator	Elaboration of the Strategic and Operational Plan based on the state policies regarding inclusive education, the documents for providing support services for SEN students	<<<
3.1.1.1	Criterion	1 – 0.5 – 0 –	2
3.1.2	Indicator	Functionality of structures, mechanisms and support procedures for the enrollment and school inclusion of all children	<<<
3.1.2.1	Criterion	1 – 0.5 – 0 –	2
>>>	*Domain	Institutional capacity	<<<
3.1.3	*Indicator	Database of children in the community, including those with SEN, documents regarding demographic developments and prospects of schooling, tracking of students' enrollment [*The indicator applies to Early education institutions, primary schools, lower and upper secondary education institutions, general education institutions with combined programs]	<<<
3.1.3.1	Criterion	1 – 0.5 – 0 –	2
3.1.4	Indicator	Providing support services according to the children's needs	<<<
3.1.4.1	Criterion	1 – 0.5 – 0 –	2
>>>	Domain	Curriculum/educational process:	<<<
3.1.5	Indicator	Existence of SAP recommendations, of the adapted curriculum, of the individualized educational plans, teaching materials, in accordance with the specific needs of all students/children	<<<

Terms of Reference for MISEEGE development

No.	Type	Name	Weight
3.1.5.1	Criterion	1 – 0.5 – 0 –	2
3.2	Standard	The policies and practices of the Education Institution are inclusive, non-discriminatory and respect individual differences.	6
>>>	Domain	Management	<<<
3.2.1	Indicator	Functionality of mechanisms for identifying and combating any form of discrimination	<<<
3.2.1.1	Criterion	1 – 0.5 – 0 –	1
3.2.2	Indicator	Promoting diversity in strategic and operational plans of the Institution through programs, activities aimed at inclusive education and the needs of children with SEN	<<<
3.2.2.1	Criterion	1 – 0.5 – 0 –	1
>>>	Domain	Institutional capacity	<<<
3.2.3	Indicator	Informing the staff, children and their legal representatives about the prevention, identification, signaling, evaluation and settlement of discrimination cases	<<<
3.2.3.1	Criterion	1 – 0.5 – 0 –	1
>>>	Domain	Curriculum/educational process:	<<<
3.2.4	Indicator	Implementation of the curriculum, including of the differentiated/adapted curriculum for children with SEN for the purpose of treating children in a fair manner	<<<
3.2.4.1	Criterion	1 – 0.5 – 0 –	2
3.2.5	Indicator	Recognition by children of cases of discrimination and informing the teaching staff about cases when individual differences are not taken into account	<<<
3.2.5.1	Criterion	1 – 0.5 – 0 –	1
3.3	Standard	All children enjoy an accessible and favorable environment	7
>>>	Domain	Management	<<<

No.	Type	Name	Weight
3.3.1	Indicator	Use of the Institutional resources available to ensure an accessible and safe environment for each student/child and to identify, procure and use new resources	<<<
3.3.1.1	Criterion	1 – 0.5 – 0 –	2
3.3.2	Indicator	Ensuring protection of personal data and access to information of public interest, under the law:	<<<
3.3.2.1	Criterion	1 – 0.5 – 0 –	1
>>>	Domain	Institutional capacity	<<<
3.3.3	Indicator	Creating an accessible environment for the inclusion of all children, spaces equipped, according to the specificity of education, spaces for support services	<<<
3.3.3.1	Criterion	1 – 0.5 – 0 –	2
>>>	Domain	Curriculum/educational process:	<<<
3.3.4	Indicator	Use of learning means and curriculum materials using information and communication technologies adapted to the needs of all students/children	<<<
3.3.4.1	Criterion	1 – 0.5 – 0 –	2
4	Dimension	EDUCATIONAL EFFICIENCY	<<<
4.1	Standard	The institution creates conditions for organizing and carrying out a quality educational process	12
>>>	Domain	Management	<<<
4.1.1	Indicator	Orientation towards increasing the quality of education and continuous improvement of human and material resources in the strategic and operational plans of the Institution, with mechanisms for monitoring the educational efficiency	<<<
4.1.1.1	Criterion	1 – 0.5 – 0 –	2
4.1.2	Indicator	Effective implementation of programs and activities provided for in strategic and operational	<<<

Terms of Reference for MISEEGE development

No.	Type	Name	Weight
		plans	
4.1.2.1	Criterion	1 – 0.5 – 0 –	2
4.1.3	Indicator	The activity of Institution's committees and councils. Ensuring a transparent, democratic and equitable decision making concerning the Institutional policies	<<<
4.1.3.1	Criterion	1 – 0.5 – 0 –	1
>>>	Domain	Institutional capacity	<<<
4.1.4	Indicator	Ergonomic management of infrastructure, with a proper use of financial resources required for applying the curriculum and complying with quality standards	<<<
4.1.4.1	Criterion	1 – 0.5 – 0 –	2
4.1.5	Indicator	The variety of equipment, materials and curricular auxiliaries, including the adapted curriculum and individualized educational plans	<<<
4.1.5.1	Criterion	1 – 0.5 – 0 –	2
4.1.6	Indicator	Ensuring qualified teaching and auxiliary staff Job descriptions matching the existing standards	<<<
4.1.6.1	Criterion	1 – 0.5 – 0 –	1
>>>	Domain	Curriculum/educational process:	<<<
4.1.7	Indicator	Applying the curriculum to local and institutional conditions	<<<
4.1.7.1	Criterion	1 – 0.5 – 0 –	2
4.2	Standard	Teaching staff use the educational resources efficiently as reported to the outcomes defined in the national curriculum	12
>>>	Domain	Management	<<<
4.2.1	Indicator	Making efficient use of curriculum specific procedures	<<<
4.2.1.1	Criterion	1 – 0.5 – 0 –	1

Terms of Reference for MISEEGE development

No.	Type	Name	Weight
4.2.2	Indicator	Presence in strategic and operational plans of life-long training of teaching staff in terms of individual, institutional and national needs	<<<
4.2.2.1	Criterion	1 – 0.5 – 0 –	2
>>>	Domain	Institutional capacity	<<<
4.2.3	Indicator	The existence of a sufficient number of staff to achieve the outcomes established by the national curriculum	<<<
4.2.3.1	Criterion	1 – 0.5 – 0 –	1
4.2.4	Indicator	Monitoring the use of educational resources and the application of interactive teaching strategies, including ICT, in the educational process	<<<
4.2.4.1	Criterion	1 – 0.5 – 0 –	2
>>>	Domain	Curriculum/educational process:	<<<
4.2.5	Indicator	Developing teaching projects in line with the principles of student/child friendly education and capacity building, implementing the curriculum	<<<
4.2.5.1	Criterion	1 – 0.5 – 0 –	2
4.2.6	Indicator	Evaluation of learning outcomes organized and conducted in a judicious and motivating manner	<<<
4.2.6.1	Criterion	1 – 0.5 – 0 –	2
4.2.7	Indicator	Providing individual support for students/children, to achieve results in accordance with learning standards	<<<
4.2.7.1	Criterion	1 – 0.5 – 0 –	2
4.3	Standard	All children demonstrate effective commitment and involvement in the educational process	6
>>>	Domain	Management	<<<
4.3.1	Indicator	Ensuring the access of students/children to the educational resources (library, laboratories, workshops, hall of celebrations, sports, etc.) and participation of children and parents in the decision-making process regarding the	<<<

Terms of Reference for MISEEGE development

No.	Type	Name	Weight
		optimization of resources	
4.3.1.1	Criterion	1 – 0.5 – 0 –	2
>>>	Domain	Institutional capacity	<<<
4.3.2	Indicator	Availability of a data base about the performance of students/children	<<<
4.3.2.1	Criterion	1 – 0.5 – 0 –	1
4.3.3	Indicator	Implementation of a fair and transparent policy to promote success	<<<
4.3.3.1	Criterion	1 – 0.5 – 0 –	1
>>>	Domain	Curriculum/educational process:	<<<
4.3.4	Indicator	Engagement of students/children in interactive learning through cooperation, emphasizing their individual development capabilities	<<<
4.3.4.1	Criterion	1 – 0.5 – 0 –	2
5	Dimension	GENDER SENSITIVE EDUCATION	<<<
5.1	Standard	Children are educated, communicate and interact in accordance with the principles of gender equity	5
>>>	Domain	Management	<<<
5.1.1	Indicator	Ensuring gender equity through policies and programs to promote gender equity, by introducing programs and activities to prevent gender discrimination in the strategic and operational plans, by informing students/children and parents in various ways about these policies and programs, by providing counseling and guidance services in the field of gender interrelation	<<<
5.1.1.1	Criterion	1 – 0.5 – 0 –	2
5.1.2	Indicator	Ensuring gender equality in curricular and extracurricular activities	<<<
5.1.2.1	Criterion	1 – 0.5 –	1

Terms of Reference for MISEEGE development

No.	Type	Name	Weight
		0 –	
>>>	Domain	Institutional capacity	<<<
5.1.3	Indicator	Ensuring the training of teachers regarding gender equity and the physical conditions for promoting gender equity	<<<
5.1.3.1	Criterion	1 – 0.5 – 0 –	1
>>>	Domain	Curriculum/educational process:	<<<
5.1.4	Indicator	Carrying out the educational process in order to form non-discriminatory behavior in relation to gender, learning the key concepts of gender education, eliminating gender stereotypes and prejudices	<<<
5.1.4.1	Criterion	1 – 0.5 – 0 –	1
	TOTAL		100

3.5.2.9 Req.09 Institution evaluation indicators in case of provisional operation authorization

Evaluation indicators in case of provisional operation authorization are not subjected to evaluation. Only the dossier materials are examined.

3.5.2.10 Req.10 Institution evaluation indicators in case of accreditation authorization

The table below shows the institution evaluation indicators in case of accreditation authorization.

No.	Category of the Institution	Type of institution	Property type	Evaluation standards/indicators (accreditation)
2	1) Early education institution	1.1) Nursery	Private	Not applicable: - Standard 2.1
4	1) Early education institution	1.2) Early education community center	Private	Not applicable: - Standard 2.1
6	1) Early education institution	1.3) Other	Private	Not applicable: - Standard 2.1
8	2) Pre-school education institution	2.1) Kindergarten	Private	Not applicable: - Standard 2.1
10	2) Pre-school education institution	2.2) Early education community center	Private	Not applicable: - Standard 2.1
12	2) Pre-school education institution	2.3) Other	Private	Not applicable: - Standard 2.1
14	3) Primary Education Institution	3.1) Primary school	Private	
16	3) Primary Education Institution	3.2) Other	Private	Not applicable: - Indicator 3.1.3
18	4) General secondary education institution, cycle I	4.1) Gymnasium	Private	
20	4) General secondary education institution, cycle I	4.2) Other	Private	Not applicable: - Indicator 3.1.3
21	5) General secondary education institution, cycle II	5.1) High-school (lyceum)	Public	
22	5) General secondary education institution, cycle II	5.1) High-school (lyceum)	Private	
24	5) General secondary education institution, cycle II	5.2) Other	Private	Not applicable: - Indicator 3.1.3
26	6) General education institution with combined programs - educational complex	6.1) Primary school-kindergarten	Private	
28	6) General education institution with combined programs - educational	6.2) Gymnasium-kindergarten	Private	

Terms of Reference for MISEEGE development

No.	Category of the Institution	Type of institution	Property type	Evaluation standards/indicators (accreditation)
	complex			
30	6) General education institution with combined programs - educational complex	6.3) Other	Private	
32	7) Extra school education institution	7.1) Fine arts school	Private	Not applicable: - Indicator 3.1.3
34	7) Extra school education institution	7.2) Music school	Private	Not applicable: - Indicator 3.1.3
36	7) Extra school education institution	7.3) Theater school	Private	Not applicable: - Indicator 3.1.3
38	7) Extra school education institution	7.4) Sports school	Private	Not applicable: - Indicator 3.1.3
40	7) Extra school education institution	7.5) Creation center	Private	Not applicable: - Indicator 3.1.3
42	7) Extra school education institution	7.6) Sports club	Private	Not applicable: - Indicator 3.1.3
44	7) Extra school education institution	7.7) Other	Private	Not applicable: - Indicator 3.1.3
46	8) Special education institution	8.1) Special institution	Private	Not applicable: - Indicator 3.1.3
48	8) Special education institution	8.2) Auxiliary school	Private	Not applicable: - Indicator 3.1.3
50	8) Special education institution	8.3) Other	Private	Not applicable: - Indicator 3.1.3
52	9) Alternative general education institution	9.1) Alternative general education institution	Private	Not applicable: - Indicator 3.1.3
54	9) Alternative general education institution	9.2) Other	Private	Not applicable: - Indicator 3.1.3

3.5.2.11 Req.11 Institution evaluation indicators in case of authorization for periodic evaluation

The table below shows the institution evaluation indicators in case of authorization for periodic evaluation.

No.	Category of the Institution	Type of institution	Property type	Evaluation standards/indicators (periodic evaluation)
1	1) Early education institution	1.1) Nursery	Public	Not applicable: - Standard 2.1
2	1) Early education institution	1.1) Nursery	Private	Not applicable: - Standard 2.1
3	1) Early education institution	1.2) Early education community center	Public	Not applicable: - Standard 2.1
4	1) Early education institution	1.2) Early education community center	Private	Not applicable: - Standard 2.1

Terms of Reference for MISEEGE development

No.	Category of the Institution	Type of institution	Property type	Evaluation standards/indicators (periodic evaluation)
5	1) Early education institution	1.3) Other	Public	Not applicable: - Standard 2.1
6	1) Early education institution	1.3) Other	Private	Not applicable: - Standard 2.1
7	2) Pre-school education institution	2.1) Kindergarten	Public	Not applicable: - Standard 2.1
8	2) Pre-school education institution	2.1) Kindergarten	Private	Not applicable: - Standard 2.1
9	2) Pre-school education institution	2.2) Early education community center	Public	Not applicable: - Standard 2.1
10	2) Pre-school education institution	2.2) Early education community center	Private	Not applicable: - Standard 2.1
11	2) Pre-school education institution	2.3) Other	Public	Not applicable: - Standard 2.1
12	2) Pre-school education institution	2.3) Other	Private	Not applicable: - Standard 2.1
13	3) Primary Education Institution	3.1) Primary school	Public	
14	3) Primary Education Institution	3.1) Primary school	Private	
15	3) Primary Education Institution	3.2) Other	Public	Not applicable: - Indicator 3.1.3
16	3) Primary Education Institution	3.2) Other	Private	Not applicable: - Indicator 3.1.3
17	4) General secondary education institution, cycle I	4.1) Gymnasium	Public	
18	4) General secondary education institution, cycle I	4.1) Gymnasium	Private	
19	4) General secondary education institution, cycle I	4.2) Other	Public	Not applicable: - Indicator 3.1.3
20	4) General secondary education institution, cycle I	4.2) Other	Private	Not applicable: - Indicator 3.1.3
21	5) General secondary education institution, cycle II	5.1) High-school (lyceum)	Public	
22	5) General secondary education institution, cycle II	5.1) High-school (lyceum)	Private	
23	5) General secondary education institution, cycle II	5.2) Other	Public	Not applicable: - Indicator 3.1.3
24	5) General secondary education institution, cycle II	5.2) Other	Private	Not applicable: - Indicator 3.1.3
25	6) General education institution with combined programs - educational	6.1) Primary school-kindergarten	Public	

Terms of Reference for MISEEGE development

No.	Category of the Institution	Type of institution	Property type	Evaluation standards/indicators (periodic evaluation)
	complex			
26	6) General education institution with combined programs - educational complex	6.1) Primary school-kindergarten	Private	
27	6) General education institution with combined programs - educational complex	6.2) Gymnasium-kindergarten	Public	
28	6) General education institution with combined programs - educational complex	6.2) Gymnasium-kindergarten	Private	
29	6) General education institution with combined programs - educational complex	6.3) Other	Public	
30	6) General education institution with combined programs - educational complex	6.3) Other	Private	
31	7) Extra school education institution	7.1) Fine arts school	Public	Not applicable: - Indicator 3.1.3
32	7) Extra school education institution	7.1) Fine arts school	Private	Not applicable: - Indicator 3.1.3
33	7) Extra school education institution	7.2) Music school	Public	Not applicable: - Indicator 3.1.3
34	7) Extra school education institution	7.2) Music school	Private	Not applicable: - Indicator 3.1.3
35	7) Extra school education institution	7.3) Theater school	Public	Not applicable: - Indicator 3.1.3
36	7) Extra school education institution	7.3) Theater school	Private	Not applicable: - Indicator 3.1.3
37	7) Extra school education institution	7.4) Sports school	Public	Not applicable: - Indicator 3.1.3
38	7) Extra school education institution	7.4) Sports school	Private	Not applicable: - Indicator 3.1.3
39	7) Extra school education institution	7.5) Creation center	Public	Not applicable: - Indicator 3.1.3
40	7) Extra school education institution	7.5) Creation center	Private	Not applicable: - Indicator 3.1.3
41	7) Extra school education institution	7.6) Sports club	Public	Not applicable: - Indicator 3.1.3
42	7) Extra school education institution	7.6) Sports club	Private	Not applicable: - Indicator 3.1.3
43	7) Extra school education institution	7.7) Other	Public	Not applicable: - Indicator 3.1.3
44	7) Extra school education institution	7.7) Other	Private	Not applicable: - Indicator 3.1.3
45	8) Special education institution	8.1) Special institution	Public	Not applicable: - Indicator 3.1.3

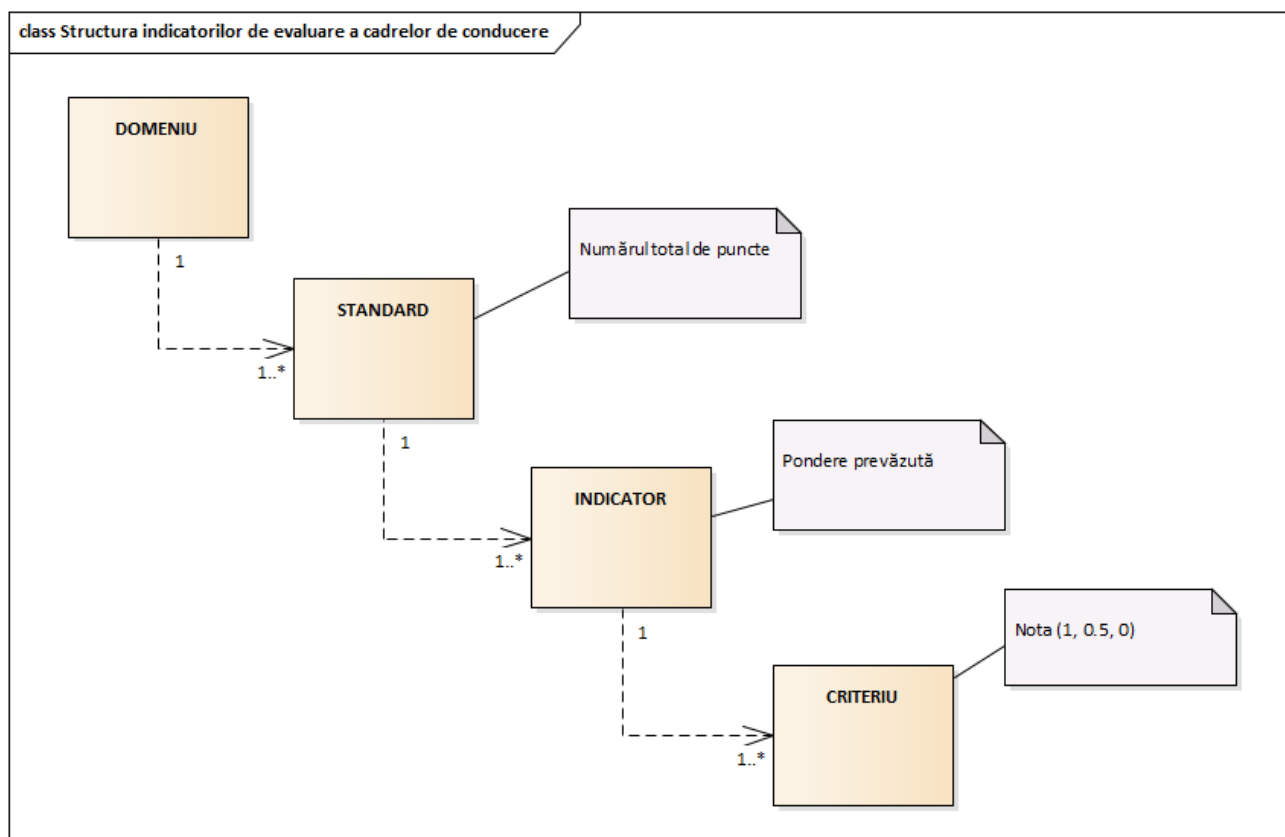
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No.	Category of the Institution	Type of institution	Property type	Evaluation standards/indicators (periodic evaluation)
46	8) Special education institution	8.1) Special institution	Private	Not applicable: - Indicator 3.1.3
47	8) Special education institution	8.2) Auxiliary school	Public	Not applicable: - Indicator 3.1.3
48	8) Special education institution	8.2) Auxiliary school	Private	Not applicable: - Indicator 3.1.3
49	8) Special education institution	8.3) Other	Public	Not applicable: - Indicator 3.1.3
50	8) Special education institution	8.3) Other	Private	Not applicable: - Indicator 3.1.3
51	9) Alternative general education institution	9.1) Alternative general education institution	Public	Not applicable: - Indicator 3.1.3
52	9) Alternative general education institution	9.1) Alternative general education institution	Private	Not applicable: - Indicator 3.1.3
53	9) Alternative general education institution	9.2) Other	Public	Not applicable: - Indicator 3.1.3
54	9) Alternative general education institution	9.2) Other	Private	Not applicable: - Indicator 3.1.3

3.5.2.12 Req.12 General list of evaluation indicators for management staff

The Figure below shows the structure of evaluation indicators applicable for management staff

Terms of Reference for MISEEGE development



No.	Name of the object	Comments
1	Domain	<ul style="list-style-type: none"> - A total of 6 domains; - Each domain contains one or several standards;
2	Standard	<ul style="list-style-type: none"> - A total of 6 standards; - Each standard contains one or several indicators; - For each standard a total score is provided (e.g.: 15);
3	Indicator	<ul style="list-style-type: none"> - A total of 17 indicators; - For each indicator there are three criteria that can be selected; - For each indicator there is a weight (e.g. 2);
4	Criterion	<ul style="list-style-type: none"> - Each indicator can be assessed with one of three possible criteria; - Each criterion has a corresponding grade: 1, 0.5, 0;

The table below shows the general list of management staff evaluation indicators

No.	Type	Name	Weight
1	Domain	VISION AND STRATEGIES	10.0
1	Standard	The management staff manages the process of	<<<

No.	Type	Name	Weight
		developing and implementing development projects for general education institution aimed at promoting national and local educational policy	
1.1	Indicator	Organizes the participatory design of development projects for general education institution based on a holistic evaluation of the internal and external environment.	<<<
1.1.1	Criterion	1,0 – ensures the coherence between the vision, the mission and the strategic objectives of the Institution for establishing the performances in activity; 0,5 – ensures the coherence between the vision, the mission and the strategic objectives of the Institution for establishing the performances in activity; 0 – does not ensure drawing of strategic development documents.	3.0
1.1.2	Criterion	1,0 – involves the educational community in the preparation of Institutional development projects; 0,5 – partially involves the educational community in the preparation of Institutional development projects; 0 – does not involve the educational community in the preparation of Institutional development projects;	2.0
1.2	Indicator	Conducts the implementation of strategic objectives	<<<
1.2.1	Criterion	1,0 - monitors the achieved performance and adjusts the operational plans to the strategic objectives; 0,5 – sporadically informs and monitors the performances obtained in the implementation of the strategic objectives; 0 – does not inform the educational community about the progress in achieving strategic objectives.	1.0
1.2.2	Criterion	1,0 – Delegates balanced responsibilities and tasks to teachers, parents, partners and students and effectively coordinates their efforts in the process of achieving strategic objectives; 0,5 – Delegates responsibilities and tasks and partially coordinates the efforts of teachers, parents, partners and students in the process of achieving strategic objectives; 0 – does not coordinate the delegation of tasks to teachers for achieving the strategic objectives.	2.0
1.3	Indicator	Coordinates the evaluation of degree of achievement of projected strategic objectives.	<<<
1.3.1	Criterion	1,0 – engages students, parents, teachers and partners in evaluating the determinants of success and failures and informs the educational community	2.0

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No.	Type	Name	Weight
		about the degree of achievement of strategic objectives; 0,5 – engages the management team only in evaluating the determinants of success and failures in achieving strategic objectives; 0 – the educational community is not informed about the degree of achievement of the strategic objectives.	
2	Domain	CURRICULUM	6.0
2	Standard	Develops and diversifies the curricular offer in order to make best use of the individual, Institutional and community potential	<<<
2.1	Indicator	Ensures the motivational, methodological and logistical conditions for the implementation and development of the school curriculum	<<<
2.1.1	Criterion	1,0 – provides the Education Institution with innovative curricular products and teachers trained to implement the school curriculum, in relation to the mission and specificity of the General Education Institution; 0,5 – promotes the Institutional curricular policies coherent with national ones; 0 – does not implement national curricular policies.	1.0
2.2	Indicator	Coordinates the development and implementation of the curriculum at the school's decision	<<<
2.2.1	Criterion	1,0 – supports activities to harness the potential of all students, supports teachers and ensures pedagogical, psychological, social conditions in the development and implementation of the curriculum at the school's decision; 0,5 – ensures minimum conditions in the development and implementation of the curriculum at the school's decision; 0 – the implementation of the curriculum at the school's decision is made with deviations.	3.0
2.3	Indicator	Monitors implementation and development of the school curriculum	<<<
2.3.1	Criterion	1,0 – promotes and manages the actions to regulate the implementation and development of the school curriculum as a result of the monitoring data analysis; 0,5 – sporadically manages and monitors the process of implementation and development of the school curriculum; 0 - does not monitor implementation and development	2.0

No.	Type	Name	Weight
		of the school curriculum	
3	Domain	HUMAN RESOURCES	7.0
3	Standard	The management staff creates and maintains a stimulating and cooperative environment for the continuous development of the human capital of the school	<<<
3.1	Indicator	Coordinates the process of recruiting, hiring, dismissing staff (teaching, auxiliary, non-teaching)	<<<
3.1.1	Criterion	1,0 – effectively manages the process of recruiting, hiring and dismissing staff (teaching, auxiliary, non-teaching), in accordance with the provisions of the legislation in force; 0,5 – covers the minimum required number of teaching and non-teaching staff in order to ensure the functionality of the Education Institution; 0 – organizes the hiring and dismissal of teaching staff, auxiliary teaching staff, non-teaching staff with essential deviations from the provisions of the legislation in force.	1.0
3.2	Indicator	Ensures the effectiveness of the continuous professional development of the staff (teaching, auxiliary, non-teaching)	<<<
3.2.1	Criterion	1,0 – identifies the professional development needs and ensures the effectiveness of the continuous professional development of the staff (teaching, auxiliary, non-teaching) by disseminating best practices, promoting professional induction mentoring and evaluating the impact of continuous professional development; 0,5 – encourages the staff to participate in various continuous training activities; 0 - does not ensure the continuous professional development of the staff (teaching, auxiliary, non-teaching)	2.0
3.3	Indicator	Monitors the staff evaluation process (teaching, auxiliary, non-teaching)	<<<
3.3.1	Criterion	1,0 – organizes the evaluation process, coordinates programs for improvement/development of professional competences, offers methodological counseling and guidance to the staff in the context of the evaluation results; 0,5 – organizes the staff evaluation process in the context of the evaluation results;	3.0

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No.	Type	Name	Weight
		0 - does not monitor the staff evaluation process efficiently (teaching, auxiliary, non-teaching)	
3.4	Indicator	Creates contexts for motivating and stimulating performance in the activity	<<<
3.4.1	Criterion	1,0 – stimulates and encourages valuable initiatives, innovation and performance of members of the school community through various methods and tools; 0,5 – partially and selectively creates contexts for motivating and stimulating performance in the activity; 0 – no contexts are present to motivate and foster performance in the activity.	1.0
4	Domain	FINANCIAL AND MATERIAL RESOURCES	6.0
4	Standard	The management staff creates and maintains a stimulating and cooperative environment for the continuous development of the human capital of the school	<<<
4.1	Indicator	Coordinates the preparation, monitoring and reporting of program based budgets	<<<
4.1.1	Criterion	1,0 – engages the educational factors in the planning and management of the financial and material resources and ensures the transparency of the decision making in the administration of program based budgets; 0,5 – ensures compliance of the approved budget execution; 0 – manages the preparation and monitoring of program based budget with deficiencies.	1.0
4.2	Indicator	Ensures the functioning of the financial management and internal control system	<<<
4.2.1	Criterion	1,0 – systematically designs and carries out self-assessment and drafts the Report on the organization and functioning of the financial management and control system and the declaration on good governance; 0.5 - formally ensures the functioning of the financial management and internal control system 0 - the financial management and internal control system function with essential deviations.	3.0
4.3	Indicator	Makes best use of institutional and complementary resources	<<<
4.3.1	Criterion	1,0 – makes best use of the institutional and complementary resources for the development of the technical-material basis and ensures the	2.0

Terms of Reference for MISEEGE development

No.	Type	Name	Weight
		transparency of the expenses of the material and financial resources of the Education Institution; 0.5 - develops partnerships to make best use of institutional and complementary resources; 0 - makes use of institutional resources insufficiently and with deviations.	
5	Domain	STRUCTURES AND PROCEDURES	4.0
5	Standard	The management staff guarantees the functionality of the General Education Institution and the internal quality assurance system	<<<
5.1	Indicator	Ensures the functionality of the strategic management operationalized through the administrative and managerial structures	<<<
5.1.1	Criterion	1,0 – ensures the correlation of all the strategic objectives with the operational activities, monitors and improves the quality of the functioning of the Institution by achieving the strategic objectives in all fields of activity; 0.5 - monitors the functionality of the strategic management operationalized through the administrative and managerial structures 0 – the functionality of the Institution's operational management is not correlated with the projected strategic objectives.	1.0
5.2	Indicator	Creates conditions for the operation and continuous development of the internal quality assurance system	<<<
5.2.1	Criterion	1,0 – applies periodic evaluation mechanisms and promotes the improvement of the quality of provided services aligned with the educational standards; 0,5 – sporadically applies mechanisms for periodic evaluation of provided services; 0 - the internal quality assurance system is not functional	3.0
6	Domain	COMMUNITY AND PARTNERSHIPS	5.0
6	Standard	The management staff develops partnerships to ensure the progress of the General Education Institution and of the community	<<<
6.1	Indicator	Leads the process of promoting the image of the General Education Institution at the local, national and international level	<<<

Terms of Reference for MISEEGE development

No.	Type	Name	Weight
6.1.1	Criterion	1,0 – organizes various activities with involving all educational actors in order to promote the image of the General Education Institution at local, national and international level, including by developing partnerships and volunteer services; 0,5 – designs various strategies to promote the image of the institution, but the strategies are only implemented by the teaching staff; 0 - does not implement the process of promoting the image of the General Education Institution.	2.0
6.2	Indicator	Engages the general education institution in educational projects	<<<
6.2.1	Criterion	1,0 – is proactive in identifying partners in the local, national and international community and engages the staff of the Institution, children and parents in educational projects by monitoring and evaluating the continuity and the impact of projects on students, staff, parents and for the Institution; 0,5 – supports the participation of teaching staff, student/children in educational projects; 0 – The education institution does not have partnerships and does not participate in educational projects.	3.0
	TOTAL		38

3.5.2.13 Req.13 Evaluation indicators for management staff

The table below shows the management staff evaluation indicators

No.	Category of the Institution	Type of institution	Property type	Evaluation standards/indicators (management staff)
1	1) Early education institution	1.1) Nursery	Public	- for the Director:... - for Deputy directors:...
2	1) Early education institution	1.1) Nursery	Private	- for the Director:... - for Deputy directors:...
3	1) Early education institution	1.2) Early education community center	Public	- for the Director:... - for Deputy directors:...
4	1) Early education institution	1.2) Early education community center	Private	- for the Director:... - for Deputy directors:...
5	1) Early education institution	1.3) Other	Public	- for the Director:... - for Deputy directors:...
6	1) Early education institution	1.3) Other	Private	- for the Director:... - for Deputy directors:...
7	2) Pre-school education institution	2.1) Kindergarten	Public	etc..
8	2) Pre-school education institution	2.1) Kindergarten	Private	
9	2) Pre-school education institution	2.2) Early education community center	Public	
10	2) Pre-school education institution	2.2) Early education community center	Private	
11	2) Pre-school education institution	2.3) Other	Public	
12	2) Pre-school education institution	2.3) Other	Private	
13	3) Primary Education Institution	3.1) Primary school	Public	
14	3) Primary Education Institution	3.1) Primary school	Private	
15	3) Primary Education Institution	3.2) Other	Public	
16	3) Primary Education Institution	3.2) Other	Private	
17	4) General secondary education institution, cycle I	4.1) Gymnasium	Public	
18	4) General secondary education institution, cycle I	4.1) Gymnasium	Private	
19	4) General secondary education institution, cycle I	4.2) Other	Public	
20	4) General secondary education institution, cycle I	4.2) Other	Private	
21	5) General secondary education institution, cycle I	5.1) High-school (lyceum)	Public	

Terms of Reference for MISEEGE development

No.	Category of the Institution	Type of institution	Property type	Evaluation standards/indicators (management staff)
	II			
22	5) General secondary education institution, cycle II	5.1) High-school (lyceum)	Private	
23	5) General secondary education institution, cycle II	5.2) Other	Public	
24	5) General secondary education institution, cycle II	5.2) Other	Private	
25	6) General education institution with combined programs - educational complex	6.1) Primary school-kindergarten	Public	
26	6) General education institution with combined programs - educational complex	6.1) Primary school-kindergarten	Private	
27	6) General education institution with combined programs - educational complex	6.2) Gymnasium-kindergarten	Public	
28	6) General education institution with combined programs - educational complex	6.2) Gymnasium-kindergarten	Private	
29	6) General education institution with combined programs - educational complex	6.3) Other	Public	
30	6) General education institution with combined programs - educational complex	6.3) Other	Private	
31	7) Extra school education institution	7.1) Fine arts school	Public	
32	7) Extra school education institution	7.1) Fine arts school	Private	
33	7) Extra school education institution	7.2) Music school	Public	
34	7) Extra school education institution	7.2) Music school	Private	
35	7) Extra school education institution	7.3) Theater school	Public	
36	7) Extra school education institution	7.3) Theater school	Private	
37	7) Extra school education institution	7.4) Sports school	Public	
38	7) Extra school education institution	7.4) Sports school	Private	
39	7) Extra school education institution	7.5) Creation center	Public	

Terms of Reference for MISEEGE development

No.	Category of the Institution	Type of institution	Property type	Evaluation standards/indicators (management staff)
	institution			
40	7) Extra school education institution	7.5) Creation center	Private	
41	7) Extra school education institution	7.6) Sports club	Public	
42	7) Extra school education institution	7.6) Sports club	Private	
43	7) Extra school education institution	7.7) Other	Public	
44	7) Extra school education institution	7.7) Other	Private	
45	8) Special education institution	8.1) Special institution	Public	
46	8) Special education institution	8.1) Special institution	Private	
47	8) Special education institution	8.2) Auxiliary school	Public	
48	8) Special education institution	8.2) Auxiliary school	Private	
49	8) Special education institution	8.3) Other	Public	
50	8) Special education institution	8.3) Other	Private	
51	9) Alternative general education institution	9.1) Alternative general education institution	Public	
52	9) Alternative general education institution	9.1) Alternative general education institution	Private	
53	9) Alternative general education institution	9.2) Other	Public	
54	9) Alternative general education institution	9.2) Other	Private	

3.5.2.14 Req.14 Viewing the quality indicators of the evaluated Institution

This sub-section shows the approximate format for viewing data on the quality indicators of the evaluated Institution.

Name			External evaluation	Weight	Gained score	Maximum score
Dimension: I. HEALTH, SAFETY, PROTECTION						
	Standard: 1.1 The education institution ensures the security and protection of all students/children				- x.1.1 -	14
	Domain Management					
		Indicator 1.1.1: Availability of technical, sanitary-hygienic and medical documentation and permanent monitoring of compliance with sanitary-hygienic norms		2		
		Indicator 1.1.2: Ensuring the safety and security of the Institution		1		

Terms of Reference for MISEEGE development

Name			External evaluation	Weight	Gained score	Maximum score	
		Indicator 1.1.3: Developing a balanced and flexible program/schedule of activities		2			
	Domain Institutional capacity						
		Indicator: 1.1.4. Providing a place at the desk/table etc. for each student/child according to the individual psychophysiological particularities		2			
		Indicator: 1.1.5. Providing equipment, devices, utensils, etc. in accordance with the sanitary-hygienic parameters and with the safety requirements		2			
		Indicator: 1.1.6. Availability of spaces for preparing and serving food under conditions of safety, accessibility, functionality and comfort for students/children		1			
		Indicator:1.1.7. Availability of sanitary spaces (toilets, sinks), in compliance with the criteria of accessibility, functionality and comfort for students/children		2			
		Indicator:1.1.8. Availability and functionality of anti-fire devices and emergency exists		1			
	Domain Curriculum/educational process:						
		Indicator:1.1.9. Conducting learning activities and observing the rules of road traffic, safety technique, risk prevention and first aid		1			
	Standard: 1.2. The institution develops community partnerships to protect the physical and mental integrity of each student/child					- x.1.2 -	4
	Domain Management:						
		Indicator:1.2.1. Collaboration with the family, local public authority, with other institutions with competence provided by the law in student/child protection		1			
	Domain Institutional capacity						
		Indicator:1.2.2. Professional use of community resources to ensure child protection		1			
	Domain Curriculum/educational process:						
		Indicator:1.2.3. Activities to prevent and fight any type of violence		1			
		Indicator:1.2.4. Access of students/children to support services, to ensure physical, mental and emotional development		1			
	Standard: 1.3. The education institution provides support services to promote a healthy life style					- x.1.3 -	4
	Domain Management						
		Indicator:1.3.1. Collaboration with families, with public health services in promoting the value of physical and mental health of students/children, in promoting the healthy lifestyle in the Institution and in the community		2			
	Domain Institutional capacity						
		Indicator:1.3.2. Physical conditions, reserved special spaces, material and methodological resources (round tables, seminars, trainings, educational therapy sessions, etc.) for the prevention of psycho-emotional problems of the students/children		1			
	Domain Curriculum/educational process:						
		Indicator:1.3.3. Support of initiatives and activities to promote/support the healthy lifestyle, to prevent the risks of accidents, illnesses etc.		1			
Dimension II. DEMOCRATIC PARTICIPATION							
Standard: 2.1. The children participate in decision making concerning all aspects of school life					- x.2.1 -	7	
Domain Management							
	Indicator:2.1.1. The existence of a student/child association body, constituted democratically and self-organized		2				
	Indicator:2.1.2. Defining, in the strategic/operational development plan, the mechanisms of participation of the students/children in the decision-making process, developing the procedures and instruments that ensure		2				

Terms of Reference for MISEEGE development

Name				External evaluation	Weight	Gained score	Maximum score	
			the valorization of their initiatives, providing full and timely information on topics that are of immediate interest to them					
	Domain Institutional capacity							
			Indicator:2.1.3. Presence of means of communication provided by the Institution, which illustrates the free opinion of the students/children (social media pages, school magazines and newspapers, information panels, etc.)		1			
	Domain Curriculum/educational process:							
			Indicator:2.1.4. Permanent involvement of students/children in advising on issues related to school life, in solving problems at the collective level, in shaping the educational program, in evaluating their own progress		2			
	Standard: 2.2. The school institution communicates systematically and involves the family and the community in the decision-making process						- x.2.2 -	6
	Domain Management							
			Indicator:2.2.1. Availability of a number of democratic procedures for delegation and promotion of parents in the decision-making structures, for their involvement in the activities of ensuring the school progress, their periodic information regarding the students/children		2			
			Indicator:2.2.2. Existence of partnership agreements with the representatives of the community, on matters related to the interest of the student/child, and of the actions of community participation in improving the conditions of learning and rest for students/children		1			
	Domain Institutional capacity							
			Indicator:2.2.3. Existence of means of communication for the expression of parents' opinions		2			
	Domain Curriculum/educational process:							
			Indicator:2.2.4. Participation of the associative bodies of the students/children and parents and of the community in developing the programmatic documents of the Institution		1			
	Standard: 2.3. The school, family and the community prepare children to live in a democracy based intercultural society						- x.2.3 -	7
	Domain Management							
			Indicator:2.3.1. Promoting respect for cultural, ethnic, linguistic, religious diversity and collecting feedback from community partners		2			
			Indicator:2.3.2. Reflecting in the strategic/operational plan, specific activities of different cultural communities to combat stereotypes and prejudice		1			
	Domain Institutional capacity							
			Indicator:2.3.3. Variety of resources (human, informational etc.) to identify and dissolve stereotypes and prejudice in order to anticipate the negative consequences thereof		2			
	Domain Curriculum/educational process:							
			Indicator:2.3.4. Reflecting the democratic visions of harmonious co-living in an intercultural society in the actions of students and teaching staff		2			
Dimension III. EDUCATIONAL INCLUSION								
	Standard: 3.1. The educational institution encompasses all children, regardless of nationality, gender, origin and social status, religious affiliation, health status and creates optimal conditions for realizing and developing their own potential in the educational process.						- x.3.1 -	10
	Domain Management							
			Indicator:3.1.1. Elaboration of the Strategic and Operational Plan based on the state policies regarding inclusive education, the documents for providing support services for SEN students		2			
		Indicator:3.1.2. Functionality of structures, mechanisms and support procedures for the enrollment and school		2				

Terms of Reference for MISEEGE development

Name		External evaluation	Weight	Gained score	Maximum score	
Dimension III. EDUCATIONAL INCLUSIVENESS		inclusion of all children				
	Domain Institutional capacity					
		Indicator:3.1.3. Database of children in the community, including those with SEN, documents regarding demographic developments and prospects of schooling, tracking of students' enrollment		2		
		Indicator:3.1.4. Providing support services according to the children's needs		2		
	Domain Curriculum/educational process:					
		Indicator:3.1.5. Existence of SAP recommendations, of the adapted curriculum, of the individualized educational plans, teaching materials, in accordance with the specific needs of all students/children		2		
	Standard: 3.2. The policies and practices of the Education Institution are inclusive, non-discriminatory and respect individual differences.				- x.3.2 -	6
	Domain Management					
		Indicator:3.2.1. Functionality of mechanisms for identifying and combating any form of discrimination		1		
		Indicator:3.2.2. Promoting diversity in strategic and operational plans of the Institution through programs, activities aimed at inclusive education and the needs of children with SEN		1		
	Domain Institutional capacity					
		Indicator:3.2.3. Informing the staff, children and their legal representatives about the prevention, identification, signaling, evaluation and settlement of discrimination cases		1		
	Domain Curriculum/educational process:					
		Indicator:3.2.4. Implementation of the curriculum, including of the differentiated/adapted curriculum for children with SEN for the purpose of treating children in a fair manner		1		
		Indicator:3.2.5. Recognition by children of cases of discrimination and informing the teaching staff about cases when individual differences are not taken into account		1		
	Standard: 3.3. All children enjoy an accessible and favorable environment				- x.3.3 -	7
	Domain Management					
		Indicator:3.3.1. Use of the Institutional resources available to ensure an accessible and safe environment for each student/child and to identify, procure and use new resources		2		
		Indicator:3.3.2. Ensuring protection of personal data and access to information of public interest, under the law:		1		
	Domain Institutional capacity					
		Indicator:3.3.3. Creating an accessible environment for the inclusion of all children, spaces equipped, according to the specificity of education, spaces for support services		2		
	Domain Curriculum/educational process:					
		Indicator:3.3.4. Use of learning means and curriculum materials using information and communication technologies adapted to the needs of all students/children		2		
Dimension IV. EDUCATIONAL EFFICIENCY						
Standard: 4.1. The institution creates conditions for organizing and carrying out a quality educational process				- x.4.1 -	12	
Domain Management						
	Indicator:4.1.1. Orientation towards increasing the quality of education and continuous improvement of human and material resources in the strategic and operational plans of the Institution, with mechanisms for monitoring the educational efficiency		2			
	Indicator:4.1.2. Effective implementation of programs and activities provided for in strategic and operational plans		2			
	Indicator:4.1.3. The activity of Institution's committees		1			

Terms of Reference for MISEEGE development

Name				External evaluation	Weight	Gained score	Maximum score		
			and councils. Ensuring a transparent, democratic and equitable decision making concerning the Institutional policies						
		Domain Institutional capacity							
			Indicator:4.1.4. Ergonomic management of infrastructure, with a proper use of financial resources required for applying the curriculum and complying with quality standards		2				
			Indicator:4.1.5. The variety of equipment, materials and curricular auxiliaries, including the adapted curriculum and individualized educational plans		2				
			Indicator:4.1.6. Ensuring qualified teaching and auxiliary staff. Job descriptions matching the existing standards		1				
		Domain Curriculum/educational process:							
			Indicator:4.1.7. Applying the curriculum to local and institutional conditions		2				
		Standard: 4.2. Teaching staff use the educational resources efficiently as reported to the outcomes defined in the national curriculum						- x.4.2 -	12
		Domain Management							
			Indicator:4.2.1. Making efficient use of curriculum specific procedures		1				
			Indicator:4.2.2. Presence in strategic and operational plans of life-long training of teaching staff in terms of individual, institutional and national needs		2				
		Domain Institutional capacity							
			Indicator:4.2.3. The existence of a sufficient number of staff to achieve the outcomes established by the national curriculum		1				
			Indicator:4.2.4. Monitoring the use of educational resources and the application of interactive teaching strategies, including ICT, in the educational process		2				
		Domain Curriculum/educational process:							
			Indicator:4.2.5. Developing teaching projects in line with the principles of student/child friendly education and capacity building, implementing the curriculum		2				
			Indicator:4.2.6. Evaluation of learning outcomes organized and conducted in a judicious and motivating manner		2				
			Indicator:4.2.7. Providing individual support for students/children, to achieve results in accordance with learning standards		2				
		Standard: 4.3. All children demonstrate effective commitment and involvement in the educational process						- x.4.3 -	6
		Domain Management							
			Indicator:4.3.1. Ensuring the access of students/children to the educational resources (library, laboratories, workshops, hall of celebrations, sports, etc.) and participation of children and parents in the decision-making process regarding the optimization of resources		2				
		Domain Institutional capacity							
			Indicator:4.3.2. Availability of a data base about the performance of students/children		1				
			Indicator:4.3.3. Implementation of a fair and transparent policy to promote success		1				
		Domain Curriculum/educational process:							
			Indicator:4.3.4. Engagement of students/children in interactive learning through cooperation, emphasizing their individual development capabilities		2				
Dimension V. GENDER SENSITIVE EDUCATION									
		Standard: 5.1. Children are educated, communicate and interact in accordance with the principles of gender equity					- x.5.1 -	5	
		Domain Management							
			Indicator:5.1.1. Ensuring gender equity through policies and programs to promote gender equity, by introducing		2				

Terms of Reference for MISEEGE development

Name				External evaluation	Weight	Gained score	Maximum score
			programs and activities to prevent gender discrimination in the strategic and operational plans, by informing students/children and parents in various ways about these policies and programs, by providing counseling and guidance services in the field of gender interrelation				
			Indicator:5.1.2. Ensuring gender equality in curricular and extracurricular activities		1		
		Domain Institutional capacity					
			Indicator:5.1.3. Ensuring the training of teachers regarding gender equity and the physical conditions for promoting gender equity		1		
		Domain Curriculum/educational process:					
			Indicator:5.1.4. Carrying out the educational process in order to form non-discriminatory behavior in relation to gender, learning the key concepts of gender education, eliminating gender stereotypes and prejudices		1		
TOTAL 100 points							

3.5.2.15 Req.15 Viewing the quality indicators of the management staff subjected to evaluation

This sub-section shows the approximate format for viewing data on the quality indicators of the management staff subjected to evaluation.

Name			External evaluation	Weight	Gained score	Maximum score
Domain 1: VISION AND STRATEGIES					- x.1 -	10
	Standard 1: The management staff manages the process of developing and implementing development projects for general education institution aimed at promoting national and local educational policy					
	Indicator: 1.1 Organizes the participatory design of development projects for general education institution based on a holistic evaluation of the internal and external environment.					
		Criterion 1.1.1	1 / 0.5 / 0	3		
		1 – ensures the coherence between the vision, the mission and the strategic objectives of the Institution for establishing the performances in activity;				
		0.5 – ensures partial coherence between the vision, the mission and the strategic objectives of the Institution for establishing the performances in activity;				
		0 – does not ensure drawing of strategic development documents.				
		Criterion 1.1.2	1 / 0.5 / 0	2		
		1 – involves the educational community in the preparation of Institutional development projects;				
		0.5 – partially involves the educational community in the preparation of Institutional development projects;				
		0 – does not involve the educational community in the preparation of Institutional development projects;				
	Indicator: 1.2 Leads the implementation of strategic objectives					
		Criterion 1.2.1	1 / 0.5 / 0	1		
		1 - monitors the achieved performance and adjusts the operational plans to the strategic objectives;				
		0.5 – sporadically informs and monitors the performances obtained in the implementation of the strategic objectives;				
		0 – does not inform the educational community about the progress in achieving strategic objectives.				
		Criterion 1.2.2	1 / 0.5 / 0	2		

Terms of Reference for MISEEGE development

Name				External evaluation	Weight	Gained score	Maximum score
			1 – Delegates balanced responsibilities and tasks to teachers, parents, partners and students and effectively coordinates their efforts in the process of achieving strategic objectives;				
			0.5 – Delegates responsibilities and tasks and partially coordinates the efforts of teachers, parents, partners and students in the process of achieving strategic objectives;				
			0 – does not coordinate the delegation of tasks to teachers for achieving the strategic objectives.				
		Indicator: 1.3 Coordinates the evaluation of degree of achievement of projected strategic objectives.					
			Criterion 1.3.1	1 / 0.5 / 0	2		
			1 – engages students, parents, teachers and partners in evaluating the determinants of success and failures and informs the educational community about the degree of achievement of strategic objectives;				
			0.5 – engages the management team only in evaluating the determinants of success and failures in achieving strategic objectives;				
			0 – the educational community is not informed about the degree of achievement of the strategic objectives.				
		Domain 2: CURRICULUM				- x.2 -	6
		Standard 2: Develops and diversifies the curricular offer in order to make best use of the individual, Institutional and community potential					
			Indicator: 2.1 Ensures the motivational, methodological and logistical conditions for the implementation and development of the school curriculum.				
			Criterion 2.1.1	1 / 0.5 / 0	1		
			1 – provides the Education Institution with innovative curricular products and teachers trained to implement the school curriculum, in relation to the mission and specificity of the General Education Institution;				
			0.5 – promotes the Institutional curricular policies coherent with national ones;				
			0 – does not implement national curricular policies.				
			Indicator: 2.2 Coordinates the development and implementation of the curriculum at the school's decision				
			Criterion 2.2.1	1 / 0.5 / 0	3		
			1 – supports activities to harness the potential of all students, supports teachers and ensures pedagogical, psychological, social conditions in the development and implementation of the curriculum at the school's decision;				
			0.5 – ensures minimum conditions in the development and implementation of the curriculum at the school's decision;				
			0 – the implementation of the curriculum at the school's decision is made with deviations.				
			Indicator: 2.3 Monitors implementation and development of the school curriculum				
			Criterion 2.3.1	1 / 0.5 / 0	2		
			1 – promotes and manages the actions to regulate the implementation and development of the school curriculum as a result of the monitoring data analysis;				
			0.5 – sporadically manages and monitors the process of implementation and development of the school curriculum;				
			0 - does not monitor implementation and development of the school curriculum				
		Domain 3: HUMAN RESOURCES				- x.3 -	7
		Standard 3: The management staff creates and maintains a stimulating and cooperative environment for the continuous development of the human capital of the school					
		Indicator: 3.1 Coordinates the process of recruiting,					

Terms of Reference for MISEEGE development

Name		External evaluation	Weight	Gained score	Maximum score
	hiring, dismissing staff (teaching, auxiliary, non-teaching)				
	Criterion 3.1.1	1 / 0.5 / 0	1		
	1 – effectively manages the process of recruiting, hiring and dismissing staff (teaching, auxiliary, non-teaching), in accordance with the provisions of the legislation in force;				
	0.5 – covers the minimum required number of teaching and non-teaching staff in order to ensure the functionality of the Education Institution;				
	0 – organizes the hiring and dismissal of teaching staff, auxiliary teaching staff, non-teaching staff with essential deviations from the provisions of the legislation in force.				
	Indicator: 3.2 Ensures the effectiveness of the continuous professional development of the staff (teaching, auxiliary, non-teaching)				
	Criterion 3.2.1	1 / 0.5 / 0	2		
	1 – identifies the professional development needs and ensures the effectiveness of the continuous professional development of the staff (teaching, auxiliary, non-teaching) by disseminating best practices, promoting professional induction mentoring and evaluating the impact of continuous professional development;				
	0.5 – encourages the staff to participate in various continuous training activities;				
	0 - does not ensure the continuous professional development of the staff (teaching, auxiliary, non-teaching)				
	Indicator: 3.3 Monitors the staff evaluation process (teaching, auxiliary, non-teaching)				
	Criterion 3.3.1	1 / 0.5 / 0	1		
	1 – organizes the evaluation process, coordinates programs for improvement/development of professional competences, offers methodological counseling and guidance to the staff in the context of the evaluation results;				
	0.5 – organizes the staff evaluation process in the context of the evaluation results;				
	0 - does not monitor the staff evaluation process efficiently (teaching, auxiliary, non-teaching)				
	Indicator: 3.4 Creates contexts for motivating and stimulating performance in the activity				
	Criterion 3.4.1	1 / 0.5 / 0	3		
	1 – stimulates and encourages valuable initiatives, innovation and performance of members of the school community through various methods and tools;				
	0.5 – partially and selectively creates contexts for motivating and stimulating performance in the activity;				
	0 – no contexts are present to motivate and foster performance in the activity.				
Domain 4: FINANCIAL AND MATERIAL RESOURCES				- x.4 -	6
Standard 4: The manager manages and develops material and financial resources to ensure a safe and motivating learning environment					
	Indicator: 4.1 Coordinates the preparation, monitoring and reporting of program based budgets				
	Criterion 4.1.1	1 / 0.5 / 0	1		
	1 – engages the educational factors in the planning and management of the financial and material resources and ensures the transparency of the decision making in the administration of program based budgets;				
	0.5 – ensures compliance of the approved budget execution:				

Terms of Reference for MISEEGE development

Name				External evaluation	Weight	Gained score	Maximum score
			0 – manages the preparation and monitoring of program based budget with deficiencies.				
			Indicator: 4.2 Ensures the functioning of the financial management and internal control system				
			Criterion 4.2.1	1 / 0.5 / 0	3		
			1 – systematically designs and carries out self-assessment and drafts the Report on the organization and functioning of the financial management and control system and the declaration on good governance;				
			0,5 - formally ensures the functioning of the financial management and internal control system				
			0 - the financial management and internal control system function with essential deviations.				
			Indicator: 4.3 Makes best use of institutional and complementary resources				
			Criterion 4.3.1	1 / 0.5 / 0	2		
			1 – makes best use of the institutional and complementary resources for the development of the technical-material basis and ensures the transparency of the expenses of the material and financial resources of the Education Institution;				
			0,5 - develops partnerships to make best use of institutional and complementary resources;				
			0 - makes use of institutional resources insufficiently and with deviations.				
			Domain 5: STRUCTURES AND PROCEDURES				- x.5 -
			Standard 5: The manager guarantees the functionality of the General Education Institution and the internal quality assurance system				4
			Indicator: 5.1 Ensures the functionality of the strategic management operationalized through the administrative and managerial structures				
			Criterion 5.1.1	1 / 0.5 / 0	1		
			1 – ensures the correlation of all the strategic objectives with the operational activities, monitors and improves the quality of the functioning of the Institution by achieving the strategic objectives in all fields of activity;				
			0.5 - monitors the functionality of the strategic management operationalized through the administrative and managerial structures				
			0 – the functionality of the Institution's operational management is not correlated with the projected strategic objectives.				
			Indicator: 5.2 Creates conditions for the operation and continuous development of the internal quality assurance system				
			Criterion 5.2.1	1 / 0.5 / 0	3		
			1 – applies periodic evaluation mechanisms and promotes the improvement of the quality of provided services aligned with the educational standards;				
			0.5 – sporadically applies mechanisms for periodic evaluation of provided services;				
			0 - the internal quality assurance system is not functional				
			Domain 6: COMMUNITY AND PARTNERSHIPS				- x.6 -
			Standard 6: The manager develops partnerships to ensure the progress of the General Education Institution and of the community				5
			Indicator: 6.1 Leads the process of promoting the image of the General Education Institution at the local, national and international level				
			Criterion 6.1.1	1 / 0.5 / 0	2		
			1 – organizes various activities with involving all educational actors in order to promote the image of				

Terms of Reference for MISEEGE development

Name				External evaluation	Weight	Gained score	Maximum score
			the General Education Institution at local, national and international level, including by developing partnerships and volunteer services;				
			0.5 – designs various strategies to promote the image of the institution, but the strategies are only implemented by the teaching staff;				
			0 - does not implement the process of promoting the image of the General Education Institution.				
		Indicator: 6.2 Engages the general education institution in educational projects					
			Criterion 6.2.1	1 / 0.5 / 0	3		
			1 – is proactive in identifying partners in the local, national and international community and engages the staff of the Institution, children and parents in educational projects by monitoring and evaluating the continuity and the impact of projects on students, staff, parents and for the Institution;				
			0.5 – supports the participation of teaching staff, student/children in educational projects;				
			0 – The education institution does not have partnerships and does not participate in educational projects.				
Total 38 points							

3.6 Interaction with information systems

In accordance with the beneficiary's requirements, MISEEGE will interact with a range of information systems and subsystems, such as:

- a) **RSP** - State Population Register. Information system to be used to verify the personal data of individuals;
- b) **EMIS** - Information management system in education. Information system that will be used for access to the data of the Institutions and their Managers. Instead EMIS will have access to data on the results of the external evaluation of the Institutions and to the results of the external evaluation of the management of these Institutions.
- c) **MPass** - the government platform service used to control access to public systems hosted in MCloud;
- d) **MLog** - Government platform service used to log all events within the information systems hosted in MCloud;
- e) **MConnect** - The MConnect government interoperability platform.

The basic business events will be logged in the MLog. The list of events will be specified at the stage of the technical design of the IT solution in the Technical Project.

The system must also allow connection to other information systems, including through the MConnect government platform (according to Law no. 142 of 10.08.2018).

The technical specifications for the published and consumed interfaces must be specified at the stage of the technical design of the IT solution in the Technical Project.

3.7 Online module for collecting opinions of different educational actors requirements

Module actors:

- Internet User – a user of the Internet, especially a habitual or skilled one.
- Respondent - a user who was invited to complete a questionnaire.
- Representative institution – an authenticated user representing an institution (may be head teacher or a designated person).
- Specialist sociologist - an authenticated user who is responsible for managing questionnaires.
- ANACEC representative - an authenticated user, representative of ANACEC.
- Module administrator – an authenticated user, that have access to all the functionalities of the module

Requirements for Internet User

FR 01. The Internet User will access the public part of the module. The public part of the module will contain a description of the purpose of the module, will display the latest news, general instructions for using the module for institutions and participants in surveys, feedback forms and contacts.

FR 02. The Internet User will complete public questionnaires.

FR 03. The Internet User will be able to complete a questionnaire only once. When attempting to complete the questionnaire repeatedly, the module will display a warning message. At least IP level restriction will be applied.

Requirements for Respondent

FR 04. The respondent will access the module through a link or user name and password received by e-mail.

FR 05. The respondent will complete the questionnaires only he or she was invited.

FR 06. The respondent will indicate optionally his or her name upon completing the questionnaire.

FR 07. The respondent will only be able to complete a questionnaire once.

Requirements for Sociologist specialist

FR 08. The sociologist specialist will authenticate in the system through MPass or user name and password.

FR 09. Sociologist specialist will manage (add / edit / delete) questions. Questions can be grouped by different criteria (fields, age, etc.).

FR 10. The sociologist specialist will elaborate different types of questions. At least the following types of questions will be available:

- a. Questions with multiple answers, only one is true.
- b. Multiple-choice questions, the correct answer being one or more answer options.
- c. Open-ended questions (the respondent will enter the text)
- d. Drag & drop questions (the respondent will have to build the answer, e.g. arrange the statements in a certain order)

Requirements for Institution Representative

FR 11. The institution representative will authenticate in the system through MPass or user name and password.

FR 12. The institution representative will select and activate predefined questionnaires.

FR 13. The institution representative will edit questions from a pre-defined questionnaire. The changes will be applied locally, only to the selected questionnaire.

FR 14. The institution representative will develop questionnaires by selecting predefined questions from different fields, including adding particular questions.

FR 15. The representative of the institution will be able to preview a questionnaire before activating it (publishing or posting).

FR 16. The institution representative will analyze the answers of his own questionnaires.

FR 17. The institution representative will view reports in tabular and graphic form. There will be a list of predefined reports.

FR 18. The institution representative will download the answers of the respondents in an open format (CSV, XML) or PDF.

FR 19. The institution representative will develop public questionnaires (accessible to any Internet user) or for a closed group of respondents.

FR 20. The institution representative will send an invitation to complete the questionnaire to a group of respondents indicating the e-mail address of the respondents (e-mail).

FR 21. The institution representative will indicate the period during which a questionnaire is active. After the end of the active period, the questionnaire will not be able to be completed.

Requirements ANACEC Representative

FR 22. The ANACEC representative will authenticate in the system through MPass or user name and password.

FR 23. The ANACEC representative will access all the questionnaires from the system, regardless of the institution that elaborated them.

FR 24. The ANACEC representative will generate reports based on different criteria (filters) from several questionnaires and institutions. The system will provide possibility to save filters or report templates.

FR 25. The ANACEC representative will manage (add / edit / block / activate / delete) Sociological specialists.

FR 26. The ANACEC representative will manage (add / edit / block / activate / delete) the representatives of the institutions (an institution may have more representatives). The system will send a notification by e-mail when institution representative is added/ edited/ removed.

Module Administrator Requirements

FR 27. The system administrator will access the system via MPass or name and password.

FR 28. The system administrator will have access to all the functionalities of the system.

FR 29. The system administrator will install and configure the system.

FR 30. The system administrator will make backup copies and if necessary restore the data.

4 NON-FUNCTIONAL REQUIREMENTS

4.1 Requirements for the external interface

This chapter provides a detailed description of all system inputs and outputs. It also provides a description of the hardware, software and communication interfaces.

4.1.1 User interfaces

- a) The main user interface of this system is the website, which means that the system will run in any operating environment with internet access through a web browser.
- b) Any modern browser can be used as a web browser;
- c) The interface of the website must be in Romanian;
- d) The content of the website will be in UNICOD format (UTF-8), which will allow the combined display of the text in Latin and Cyrillic characters.
- e) The design of the website must be adaptable to different resolutions and devices without suffering major problems (responsive design);
- f) A uniform style must be used for all pages of the website. Any added page will be different from the others only by content information (it will have the same writing style, the same page layout and the same method of filling in the blanks);
- g) The screen background color must be calm and the graphics and font style well organized;
- h) This website should be easy to understand and have a user-friendly design for users of different levels;
- i) Each page must be easily identified by its title displayed on one side of the screen;
- j) All menus must also display a tooltip with a more detailed description.

4.1.2 Hardware interfaces

An active Internet connection is required to access the system.

The system will use a scalable architecture to be independent of the hardware architecture and operating system type, to allow an unlimited number of users, materials and should not give up its performance, despite the intense traffic scenarios.

To print reports, the user must have access to a print device, connected to the network and electricity.

The website must be viewed on a monitor with a minimum resolution of 1024x768 px without scrolling horizontally. However, the design will be developed automatically for higher resolutions than the minimum.

The system must be able to be installed on both dedicated servers and Cloud solutions.

The developer will demonstrate the possibility of installing the IT solution in the MCloud infrastructure, allocated to ANACEC.

The system must be accessible on communications channels of at least 256 kbps.

The bidder will specify in the technical offer the minimum and recommended requirements regarding the hardware resources (servers, RAM, CPU, HDD, etc.) for the functioning of the system.

4.1.3 Software interfaces

The system must be developed taking into account the use of contemporary methods of software development and support contemporary methods of working with data.

The system will be developed based on software solutions (programming technologies, DBMS, WEB server, etc.) widely accepted in the industry for which there are specialists in the Republic of Moldova.

The system must allow the relatively rapid development of new modules to extend the functionality of the system or to integrate with the existing systems.

The generic program product recommended for operation and interaction with MISEEGE is the WEB browser. The website must work and be tested in modern popular browsers (Chrome, Internet Explorer, Mozilla Firefox, Safari, Opera).

4.2 Performance requirements

- a) The average response time of the server will not exceed 4 seconds at the nominal load of the system;
- b) Prior to the delivery of the IT solution, all performance tests will be performed.
- c) Performance testing will include at least two components: load testing and stress testing.

4.3 Protection and security requirements

- a) The system will ensure the security of all interfaces of the system, preventing the access of unauthorized users to the system;
- b) The system will allow the registered user to perform only the authorized activities (separation and protection of information according to the role of the user accessing it);
- c) The system will ensure the complete preservation and integrity of the contents of the MISEEGE database;
- d) The system will allow users to be grouped based on roles and restrict access based on these roles;
- e) The system will ensure the confidentiality of the transmitted-received data on the communication channels;
- f) The system will allow creating new users, suspending access, restarting access;

- g) The system will emit a periodic signal indicating its functional status;
 - h) The session will expire if the system is left idle for a long time;
 - i) The system must be well protected against fraudulent attacks aimed at damaging the system or unauthorized access to confidential information;
 - j) The system will include configurable means of logging user activities (what user, what information and when added/modified/deleted);
 - k) The system will include configurable means of logging. The system must be capable of producing at least the following levels of technical logging: Info; Warning; Critical; Error;
 - l) The database may fall at certain problematic times due to viruses or malfunctions of the operating system. Therefore, a backup of the database is required;
 - m) The system must have full working capacity in case of restoration after an unexpected failure;
 - n) The system must ensure a good operation 24 hours a day, 7 days a week. The system down time for the planned technical service should not exceed 3 hours per month.
- The developer shall prepare the means that facilitate the system administration functions:
- a) starting the system components;
 - b) stopping system components;
 - c) restarting the system components;
 - d) creating the backup of the database;
 - e) restoring the data from the indicated backup;
 - f) refreshing the system's operational memory.

4.4 Software quality attributes

The quality attributes listed below are among the most important for a developed system.

4.4.1 Reliability

The system should never fall, or brake, except as a result of an operating system error. The system must ensure progressive degradation in the face of network delays.

4.4.2 Maintainability

The source codes must be compilable and fully documented. For each function, pre- and post-conditions must be described. All files in the program must have comments regarding the date of the last change. Finally, the code must be modular to allow further changes.

4.4.3 Usability

The user interface must be easy to understand and the operator must be able to start working with the software immediately. Despite the above, the following measures must be planned and implemented by the developer:

- a) developing and approving the course support for users' training;

- b) carrying out the training of users within the rayon Education Departments and of the representatives of the Educational Institutions regarding the navigation on the website;
- c) preparing and approving the training reports for administrators and users

4.4.4 Ensuring the quality of the delivered solution

Navigation and access techniques from different types of computers and Internet browsers will be used to test the system. The compatibility of the interface with the most popular browsers (Chrome, Internet Explorer, Mozilla Firefox, Safari, Opera) will also be tested. The developer must demonstrate the functionality of the system on mobile devices.

4.5 Documentation and trainings

This document should be the basis for all user documentation to be developed. Each stage of product development must be documented and at the end of the development process a detailed manual for system use and administration must be compiled.

The system will be delivered with the following mandatory documentation:

- a) The technical project, describing the way the website was developed, including SRS, SDD and STD;
- b) Detailed and interactive manuals for the use and administration of the system.

After submitting the documentation, the Consultant will organize a training of the Beneficiary staff. The training sessions will contain modules concerning:

- a) Administration of the portal;
- b) Content management;
- c) Data entry by system users.

All training materials including curricula, presentations, labs, manuals, video presentations, quizzes and other relevant materials will be provided in Romanian and will be compatible with Moodle based e-learning system.

The Consultant will provide training for 20 non-admin users and 4 administrators. The duration of the training sessions for each user role will not exceed 3 days.

4.6 Project risks

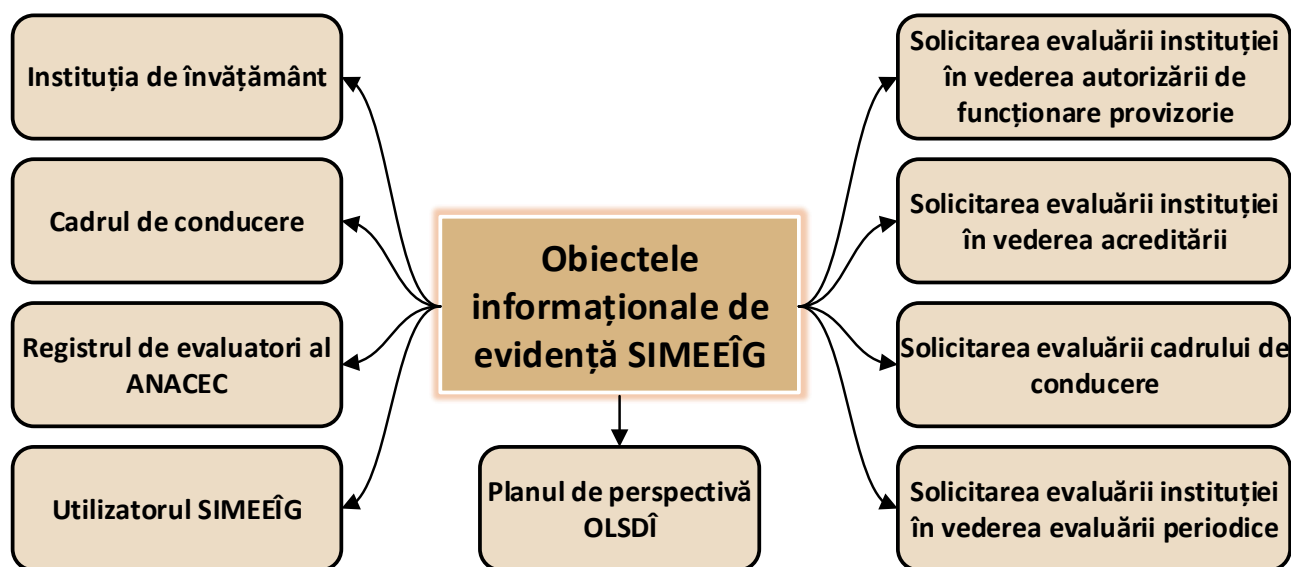
The most important risks, which may affect the successful implementation of the MISEEGE elaboration project, which must be considered, are:

- a) Limited time. The short implementation period presents a major risk and implies an intense involvement in the development of the system and making the necessary adjustments;
- b) The ability of the Developer to understand the overall system and to perform the required functionalities in this document;
- c) The ability of the Users to properly assimilate and use the functionalities of the system;
- d) Major changes made quickly within the normative framework of the Republic of Moldova affecting the system.

5 DATA DICTIONARY

5.1 Filing information objects

The figure and the table below show the filing information objects.



No.	Name of the object	Comments
1	Education institution	<ul style="list-style-type: none"> - the data, which will be kept in the MISEEGE database, about the educational institutions that are subject to external evaluation; - approximate number of institutions; 3000;
2	Management staff	<ul style="list-style-type: none"> - the data, which will be kept in the MISEEGE database, about the management staff of educational institutions that are subject to external evaluation; - approximate number of management staff: 3000;
3	ANACEC Evaluators register	<ul style="list-style-type: none"> - the data, which will be kept in the MISEEGE database, about the ANACEC Evaluators register who can participate in external evaluation; - approximate number of external evaluators about which data will be kept in the Register: up to 300;
4	MISEEGE user	<ul style="list-style-type: none"> - the data, which will be kept in the MISEEGE database, about registered users who will have access to MISEEGE; - approximate number of users about which data will be kept in the MISEEGE: up to 400; - the system will allow concurrent activity of at least 20

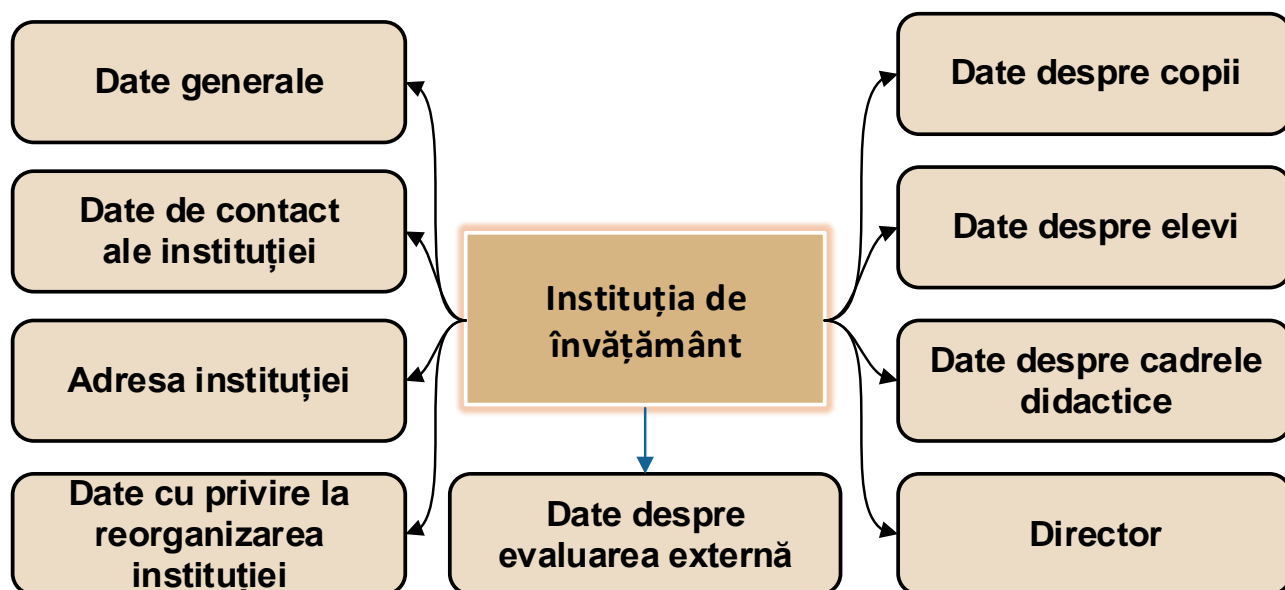
No.	Name of the object	Comments
		users;
5	SLEB prospective plan	- the data, which will be kept in the MISEEGE database, about the prospective plan drafted by SLEB on the periodic external evaluation of Institutions (and management staff) in the administrative territorial unit; - approximate number of prospective plans processed annually: 32;
6	Request for the evaluation of the Institution aimed at provisional operation authorization;	- the data about the request, to be kept in the MISEEGE database; - approximate number of requests processed annually: up to 100;
7	Request for the evaluation of the Institution for accreditation purposes	- the data about the request, to be kept in the MISEEGE database; - approximate number of requests processed annually: up to 100;
8	Request for the evaluation of the Institution for periodic evaluation purposes	- the data about the request, to be kept in the MISEEGE database; - approximate number of requests processed annually: up to 200;
9	Request for evaluation of the management staff	- the data about the request, to be kept in the MISEEGE database; - approximate number of requests processed annually: up to 1000;
<i>NOTE - The system must be able to be dimensioned and offer the possibility of increasing both the volume of data and the number of simultaneous users.</i>		

5.2 Contents of stored data

The conceptual description of the data for each object of the system's informational record will be presented below.

5.2.1 Data about the Education institution

The figure and the table below show the data stored about the Education institution.



No.	Name of the group/field	Description/requirements
1	GENERAL DATA	
1.1	Name of the Institution	- mandatory field;
1.2	IDNO	- mandatory field;
1.3	CUIIO	- mandatory field;
1.4	Treasury code	- mandatory field;
1.5	Fiscal code	- non-mandatory field;
1.6	Founder of the Institution	- non-mandatory field; - retrieved from the classifier; - use of the "Founder" classifier;
1.7	Category of the Institution	- mandatory field; - retrieved from the classifier; - use of the classifier "category of the Institution"
1.8	Type of institution	- mandatory field; - retrieved from the classifier; - use of the "Type of institution" classifier;
1.9	Property type	- mandatory field; - retrieved from the classifier; - use of the "Type of property" classifier;
1.10	Language of training	- mandatory field; - allowing multiple selection; - retrieved from the classifier; - use of the "Language of training" classifier;
1.11	Number of changes	- non-mandatory field; - to be left blank for EEI category institutions; - taken from the list of values; - possible values: 1, 2, 3, 4;
1.12	Working program	- non-mandatory field;

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No.	Name of the group/field	Description/requirements
		<ul style="list-style-type: none"> - to be filled for EEI category institutions only; - taken from the list of values; - possible values: 4-6 hours, 10,5 hours, 12 hours, 24 hours;
1.13	Year of establishment	- non-mandatory field;
1.14	Comments	- non-mandatory field;
2	CONTACT DATA OF THE INSTITUTION	
2.1	Telephone	- mandatory field;
2.2	Email	- mandatory field;
2.3	Web page	- non-mandatory field;
3	ADDRESS OF THE INSTITUTION	
3.1	REGISTERED ADDRESS OF THE INSTITUTION	<ul style="list-style-type: none"> - mandatory subgroup; - main address for searching the Institution in the system;
3.1.1	Rayon/municipality/ATU	<ul style="list-style-type: none"> - mandatory field; - retrieved from the classifier; - use of the "Rayon" classifier;
3.1.2	Locality	<ul style="list-style-type: none"> - mandatory field; - retrieved from the classifier; - use of the "Locality" classifier;
3.1.3	Address (Street, number)	- non-mandatory field;
3.1.4	Longitude	- non-mandatory field;
3.1.5	Latitude	- non-mandatory field;
3.2	PHYSICAL ADDRESS OF THE INSTITUTION	- secondary address for searching the Institution in the system;
3.2.1	Rayon/municipality/ATU	<ul style="list-style-type: none"> - non-mandatory field; - retrieved from the classifier; - use of the "Rayon" classifier;
3.2.2	Locality	<ul style="list-style-type: none"> - non-mandatory field; - retrieved from the classifier; - use of the "Locality" classifier;
3.2.3	Address (Street, number)	- non-mandatory field;
3.2.4	Longitude	- non-mandatory field;
3.2.5	Latitude	- non-mandatory field;
4	DATA ON REORGANIZATION OF THE INSTITUTION	
4.1	Year of the latest reorganization	- non-mandatory field;
4.2	Way of reorganization	- non-mandatory field;

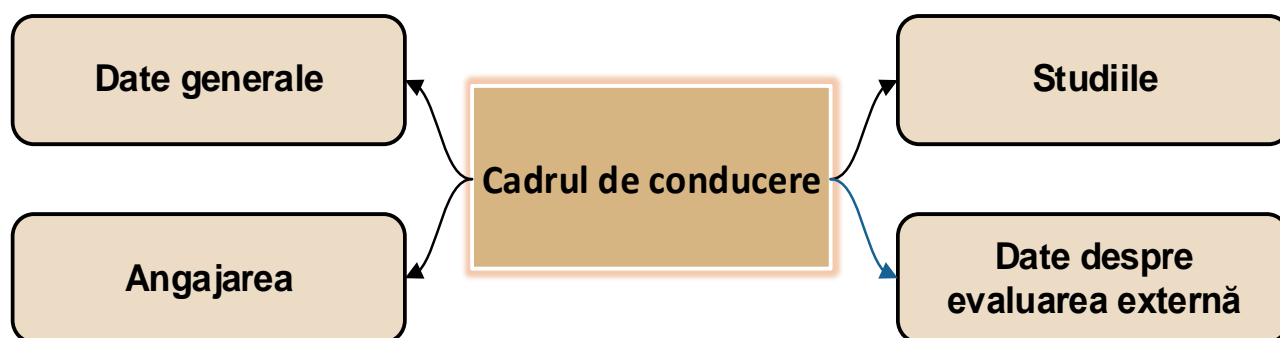
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No.	Name of the group/field	Description/requirements
		- retrieved from the classifier; - use of the "Type of reorganization" classifier;
4.3	Date of reorganization	- non-mandatory field;
4.4	Decision of the competent body	- non-mandatory field; - taken from the list of values; - possible values: LPA I / LPA II / MOECR / District council / Other;
4.5	Comments	- non-mandatory field;
5	DATA ABOUT STUDENTS	- to be left blank for EEI category institutions;
5.1	Total number of students	- non-mandatory field;
5.2	Number of students at risk	- non-mandatory field;
5.3	Number of students with SEN	- non-mandatory field;
6	DATA ABOUT CHILDREN	- to be filled for EEI category institutions only;
6.1	Total number of children	- non-mandatory field;
6.2	Number of children at risk	- non-mandatory field;
6.3	Number of students with SEN	- non-mandatory field;
7	DATA ABOUT THE TEACHING STAFF	
7.1	The number of teaching staff holding the highest teaching degree	- non-mandatory field;
7.2	The number of teaching staff holding the 1st level teaching degree	- non-mandatory field;
7.3	The number of teaching staff holding the 2nd teaching degree	- non-mandatory field;
7.4	The number of teaching staff with no teaching degree	- non-mandatory field;
7.5	The number of vacant teaching positions	- non-mandatory field;
8	DIRECTOR	
8.1	Last name	- non-mandatory field;
8.2	Given name	- non-mandatory field;
8.3	Landline	- non-mandatory field;
8.4	Mobile	- non-mandatory field;
8.5	Email	- non-mandatory field;
9	DATA ABOUT EXTERNAL EVALUATION	- allowing multiple filling-in;
9.1	Year of external evaluation	- mandatory field;

No.	Name of the group/field	Description/requirements
9.2	Type of external evaluation	- mandatory field; - retrieved from the classifier; - use of "Type of external evaluation (Institution)" classifier;
9.3	Final decision	- mandatory field; - taken from the list of values; - possible values (for authorization): The provisional operation authorization is granted/Provisional operation authorization has not been granted; - possible values (for authorization): Accreditation and grade has been granted/accreditation and grade has not been granted; - possible values (for evaluation): Accreditation and grade has been granted/accreditation and grade has not been granted/Rating has been granted/No satisfactory grade has been granted;
9.4	The final grade has been granted	- mandatory field; - left blank for provisional operation authorization - retrieved from the classifier; - use of "Evaluation grade (Institution) qualifiers;
9.5	The final grade granted (%)	- mandatory field; - left blank for provisional operation authorization;
9.6	DATA ABOUT THE ISSUED ACCREDITATION CERTIFICATE	- left blank for provisional operation authorization;
9.6.1	Series	
9.6.2	Number	
9.6.3	Date of issuance	
9.6.4	Date of expiry	

5.2.2 Data stored about the management staff

The figure and the table below show the data stored about the management staff.



No.	Name of the group/field	Description/requirements
1	GENERAL DATA	
1.1	IDNP	- mandatory field;
1.2	Last name	- mandatory field;
1.3	Given name	- mandatory field;
1.4	Date of birth	- mandatory field;
1.5	Sex	- non-mandatory field; - retrieved from the classifier; - use of the "Sex" classifier;
1.6	Language of training	- non-mandatory field; - use of the "Language of training" classifier;
1.7	Has a degree in education	- non-mandatory field; - taken from the list of values; - possible values: Yes/No;
1.8	Has special professional training (education, training courses) in management	- non-mandatory field; - taken from the list of values; - possible values: Yes/No;
1.9	Management degree	- non-mandatory field; - retrieved from the classifier; - use of "Management degree" classifier;
1.10	Teaching degree	- non-mandatory field; - retrieved from the classifier; - use of "Teaching degree" classifier;
1.11	Years of professional experience in a management position in education (years)	- non-mandatory field;
	Comments	- non-mandatory field;
2	EMPLOYMENT	
2.1	Employment status	- non-mandatory field; - retrieved from the classifier; - use of the "Employment status" classifier;
2.2	Date of employment	- non-mandatory field;
2.3	Date of issuance	- non-mandatory field;
2.4	Reason for leaving	- non-mandatory field; - retrieved from the classifier;

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No.	Name of the group/field	Description/requirements
		- use of the “Reason for leaving” classifier;
2.5	Long-term leave	- non-mandatory field; - retrieved from the classifier; - use of the “Long-term leave” classifier;
2.6	Position	- non-mandatory field; - retrieved from the classifier; - use of the “Management positions” classifier;
2.7	Retired	- non-mandatory field; - taken from the list of values; - possible values: Yes/No;
2.8	Work volume in management positions (job units)	- non-mandatory field; - filling numeric values (1, 0.5, etc.);
2.9	Type of employment in the management position	- non-mandatory field; - retrieved from the classifier; - use of the “Type of employment” classifier;
2.10	Duration of the individual employment contract	- non-mandatory field; - retrieved from the classifier; - use of “Duration of contract” classifier;
2.11	Professional experience in the management position in this school (years)	- non-mandatory field;
2.12	The year of the last professional development training in educational management	- non-mandatory field;
2.13	Teaches:	- non-mandatory field; - taken from the list of values; - possible values: Yes/No;
2.14	Number of teaching hours per week	- non-mandatory field;
3	EDUCATION	
3.1	Secondary professional	
3.1.1	Secondary professional	- non-mandatory field; - taken from the list of values; - possible values: Yes/No;
3.1.2	Domain	- non-mandatory field;
3.1.3	Qualification	- non-mandatory field;
3.1.4	Profile	- non-mandatory field;
3.1.5	Diploma series	- non-mandatory field;
3.1.6	Diploma number	- non-mandatory field;
3.1.7	Date of committee’s decision	- non-mandatory field;
3.2	Specialized secondary/ Short-term higher	
3.2.1	Specialized secondary/	- non-mandatory field;

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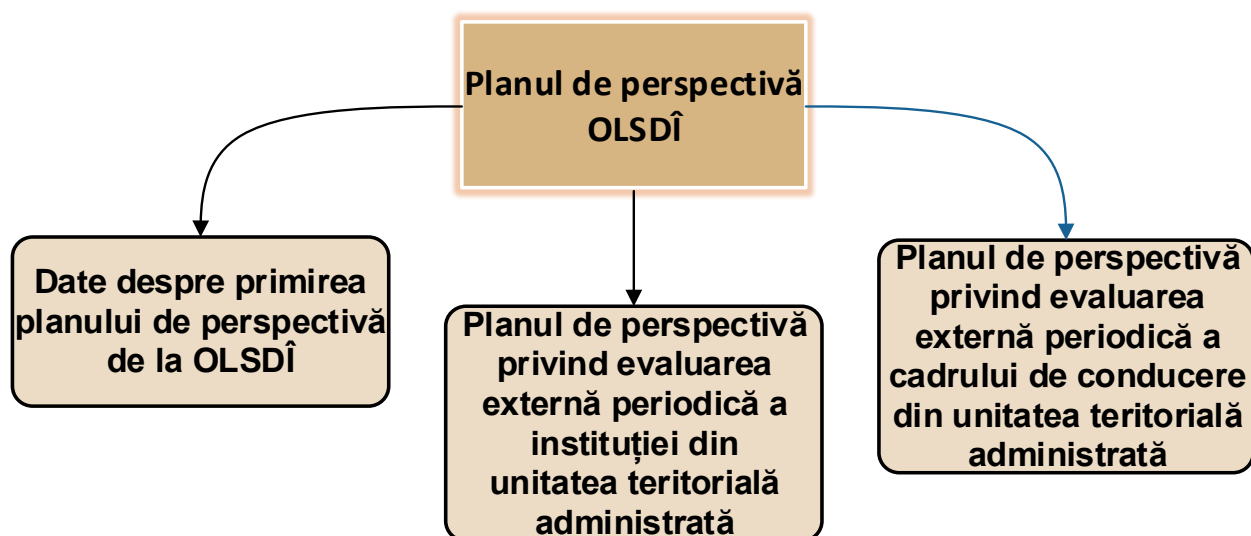
No.	Name of the group/field	Description/requirements
	Short-term higher	- taken from the list of values; - possible values: Yes/No;
3.2.2	Specialty	- non-mandatory field;
3.2.3	Specialization	- non-mandatory field;
3.2.4	Qualification	- non-mandatory field;
3.2.5	Diploma series	- non-mandatory field;
3.2.6	Diploma number	- non-mandatory field;
3.2.7	Date of committee's decision	- non-mandatory field;
3.3	License/higher	
3.3.1	License/higher	- non-mandatory field; - taken from the list of values; - possible values: Yes/No;
3.3.2	General area of studies	- non-mandatory field;
3.3.3	Professional training area	- non-mandatory field;
3.3.4	Specialty	- non-mandatory field;
3.3.5	Title	- non-mandatory field;
3.3.6	Diploma series	- non-mandatory field;
3.3.7	Diploma number	- non-mandatory field;
3.3.8	Date of committee's decision	- non-mandatory field;
3.4	Master's	
3.4.1	Master's	- non-mandatory field; - taken from the list of values; - possible values: Yes/No;
3.4.2	Specialization	- non-mandatory field;
3.4.3	Title	- non-mandatory field;
3.4.4	Diploma series	- non-mandatory field;
3.4.5	Diploma number	- non-mandatory field;
3.4.6	Date of committee's decision	- non-mandatory field;
3.5	PhD	
3.5.1	PhD	- non-mandatory field; - taken from the list of values; - possible values: Yes/No;
3.5.2	Title	- non-mandatory field;
3.5.3	Diploma series	- non-mandatory field;
3.5.4	Diploma number	- non-mandatory field;
3.5.5	Date of committee's decision	- non-mandatory field;
3.6	Re-qualification	
3.6.1	Re-qualification	- non-mandatory field; - taken from the list of values; - possible values: Yes/No;
3.6.2	General area of studies	- non-mandatory field;
3.6.3	Professional training area	- non-mandatory field;
3.6.4	Specialty	- non-mandatory field;
3.6.5	Title	- non-mandatory field;

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No.	Name of the group/field	Description/requirements
3.6.6	Diploma series	- non-mandatory field;
3.6.7	Diploma number	- non-mandatory field;
3.6.8	Date of committee's decision	- non-mandatory field;
4	DATA ABOUT EXTERNAL EVALUATION	- The system will not contain data about the internal evaluation - The result of the last external evaluation
4.1	Year of the previous external evaluation	- mandatory field;
4.2	Final decision	- mandatory field; - taken from the list of values; - possible values (for authorization):/ The grade has been granted/No satisfactory grade has been granted;
4.3	The final grade has been granted	- mandatory field; - retrieved from the classifier; - use of "Evaluation grade (Management staff) qualifier";
4.4	The final grade granted (%)	- mandatory field;

5.2.3 Data stored about SLEB prospective plan

The figure and the table below show the data stored about the prospective plan of SLEB.



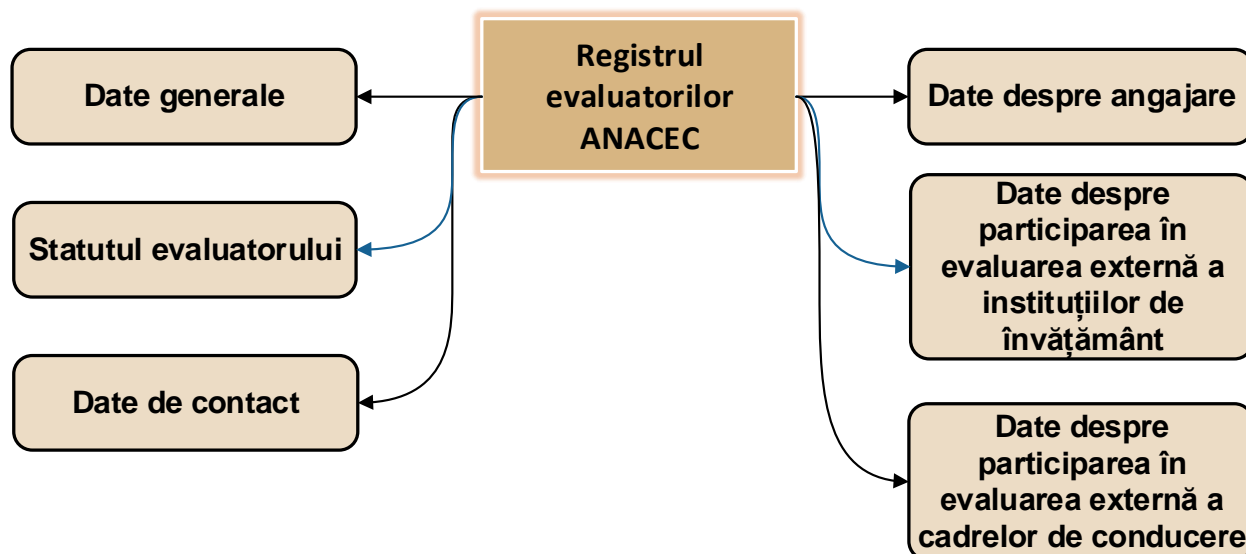
No.	Name of the group/field	Description/requirements
1	DATA ABOUT THE RECEIPT OF PERSPECTIVE PLAN FROM SLEB	
1.1	Year of studies	- mandatory field; - taken from the list of values; - possible values: 2012/2013, 2012/2013, 2013/2014, ... , etc;
1.2	Rayon/municipality/ATU	- mandatory field; - retrieved from the classifier; - use of the "Rayon" classifier;
1.3	Date of receipt	- mandatory field;
1.4	Registration number	- mandatory field;
1.5	Method of receipt	- non-mandatory field; - taken from the list of values; - possible values: email / fax / hard copy;
	Comments	- non-mandatory field;
2	PERSPECTIVE PLAN CONCERNING THE PERIODIC EXTERNAL EVALUATION OF THE INSTITUTION IN THE ADMINISTRATIVE TERRITORIAL UNIT	- allowing multiple filling-in;
2.1	IDNO	- mandatory field;

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No.	Name of the group/field	Description/requirements
2.2	Name of the Institution	- mandatory field;
2.3	SLEB proposal on the date of periodic external evaluation (period)	
2.3.1	From	- mandatory field;
2.3.2	To	- mandatory field;
2.4	SLEB decision on the date of periodic external evaluation (period)	
2.4.1	From	- mandatory field;
2.3.2	To	- mandatory field;
2.5	Comments	- non-mandatory field;
3	PERSPECTIVE PLAN CONCERNING THE PERIODIC EXTERNAL EVALUATION OF THE MANAGEMENT STAFF IN THE ADMINISTRATIVE TERRITORIAL UNIT	- allowing multiple filling-in;
3.1	IDNO	- mandatory field;
3.2	Name of the Institution	- mandatory field;
3.3	IDNP	- mandatory field;
3.4	Last name	- mandatory field;
3.5	Given name	- mandatory field;
3.6	Position	- mandatory field;
3.7	SLEB proposal on the date of periodic external evaluation	- mandatory field;
3.8	ANACEC decision on the date of periodic external evaluation	- non-mandatory field;
3.9	Comments	- non-mandatory field;

5.2.4 Data stored about ANACEC evaluators (Register)

The figure and the table below show the data stored about the ANACEC Evaluators' Register.



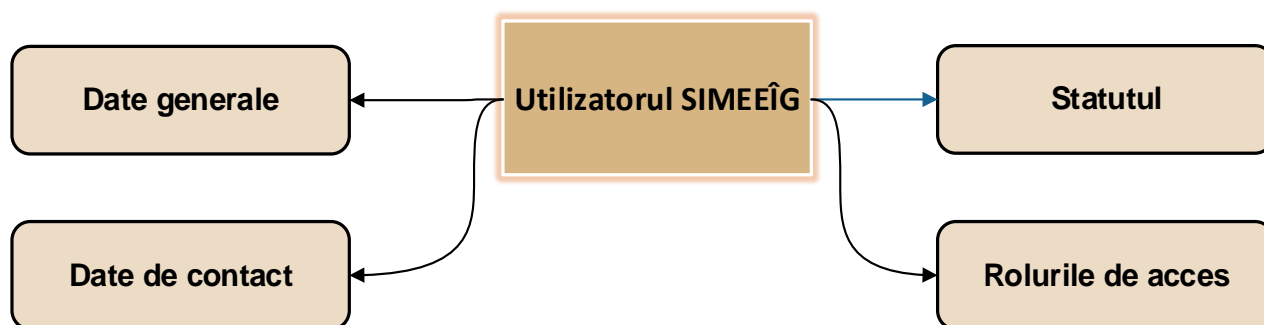
No.	Name of the group/field	Description/requirements
1	GENERAL DATA	
1.1	IDNP	- mandatory field;
1.2	Last name	- mandatory field;
1.3	Given name	- mandatory field;
1.4	Father's name	- non-mandatory field;
1.5	Date of birth	- non-mandatory field;
1.6	Sex	- mandatory field; - retrieved from the classifier; - use of the "Sex" classifier;
1.7	Comments	- non-mandatory field;
2	CONTACT DATA	
2.1	Mobile	- mandatory field;
2.2	Telephone (other)	- non-mandatory field;
2.3	Email	- mandatory field;
3	EVALUATOR'S STATUS	
3.1	Active	- mandatory field; - taken from the list of values; - possible values: Yes/No;
3.2	Temporarily blocked	- mandatory field; - taken from the list of values; - possible values: Yes/No;
4	DATA ABOUT EMPLOYMENT	
4.1	Position held	- non-mandatory field;

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No.	Name of the group/field	Description/requirements
4.2	ANACEC's employee	- non-mandatory field; - taken from the list of values; - possible values: Yes/No;
4.2	Employer	- to be left blank for ANACEC employees; - non-mandatory field;
5	EXTERNAL EVALUATION OF GENERAL EDUCATION INSTITUTIONS:	- allowing multiple filling-in;
5.1	IDNO	- mandatory field;
5.2	Name of the Institution	- mandatory field;
5.3	The type of external evaluation procedure	- mandatory field;
5.4	Year of external evaluation	- mandatory field;
6	DATA ABOUT PARTICIPATION IN THE EXTERNAL EVALUATION OF MANAGEMENT STAFF	- allowing multiple filling-in;
6.1	IDNP	- mandatory field;
6.2	Last name	- mandatory field;
6.3	Given name	- mandatory field;
6.4	Management position	- mandatory field;
6.5	Name of the Institution	- mandatory field;
6.6	Year of external evaluation	- mandatory field;

5.2.5 Data stored about MISEEGE User

The figure and the table below show the data stored about the MISEEGE user.

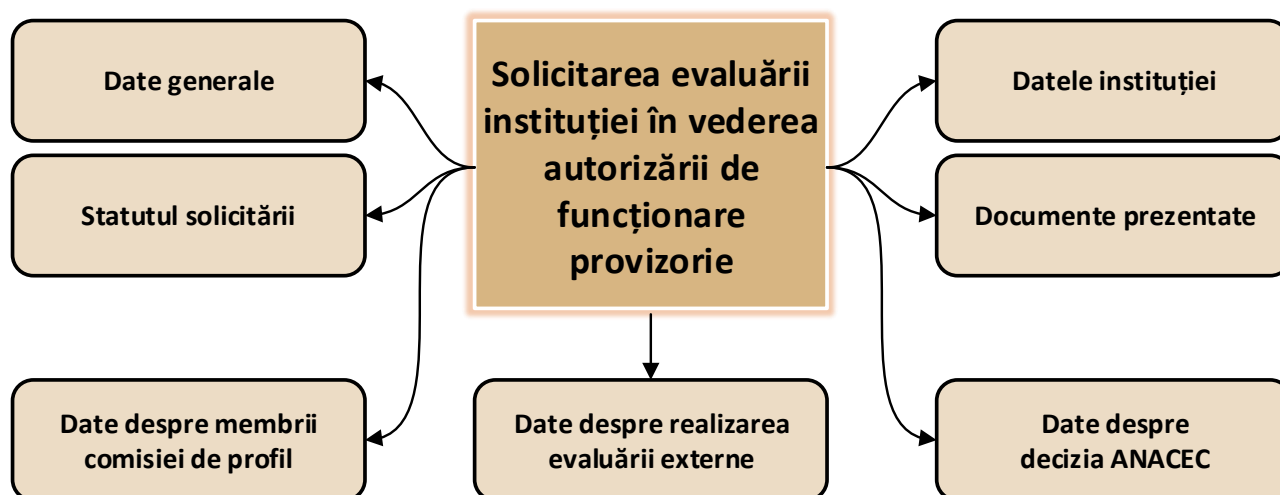


No.	Name of the group/field	Description/requirements
1	GENERAL DATA	
1.1	IDNP	- mandatory field;
1.2	Last name	- mandatory field;
1.3	Given name	- mandatory field;
1.4	Date of birth	- mandatory field;
1.5	Sex	- mandatory field; - retrieved from the classifier; - use of the "Sex" classifier;
1.6	Comments	- non-mandatory field;
2	CONTACT DATA	
2.1	Mobile	- mandatory field;
2.2	Telephone (other)	- non-mandatory field;
2.3	Email	- mandatory field;
3	STATUS	
3.1	Active	- mandatory field; - taken from the list of values; - possible values: Yes/No;
3.2	Temporarily blocked	- mandatory field; - taken from the list of values; - possible values: Yes/No;
4	ACCESS ROLES	- allowing multiple filling-in;
4.1	Type of the access role	- mandatory field; - taken from the list of values; - possible values: Roles registered in the system
4.2	Rayon/municipality/ATU	- mandatory field; - retrieved from the classifier; - use of the "Rayon" classifier;
4.3	Locality	- mandatory field; - retrieved from the classifier; - use of the "Locality" classifier

No.	Name of the group/field	Description/requirements
4.4	Institution	- mandatory field; - data about the Institution registered in the system;
4.5	Management staff	- mandatory field; - data about the manager registered in the system;
4.6	Active since	- mandatory field;
4.7	Active until	- mandatory field;
4.8	Comments	- non-mandatory field;

5.2.6 Data stored about the Request for the evaluation of the Institution aimed at provisional operation authorization

The figure and the table below show the data stored about the Request for the evaluation of the Institution aimed at provisional operation authorization



No.	Name of the group/field	Description/requirements
1	GENERAL DATA	
1.1	ID of the request	- mandatory field;
1.2	Date of submitting the request	- mandatory field;
1.3	Reason for provisional operation authorization	- mandatory field; - retrieved from the classifier; - use of the "Reason for provisional operation authorization" classifier;
1.4	Comments	- non-mandatory field;
2	STATUS OF THE REQUEST	- allowing multiple filling-in;
2.1	Status of the request	- mandatory field;

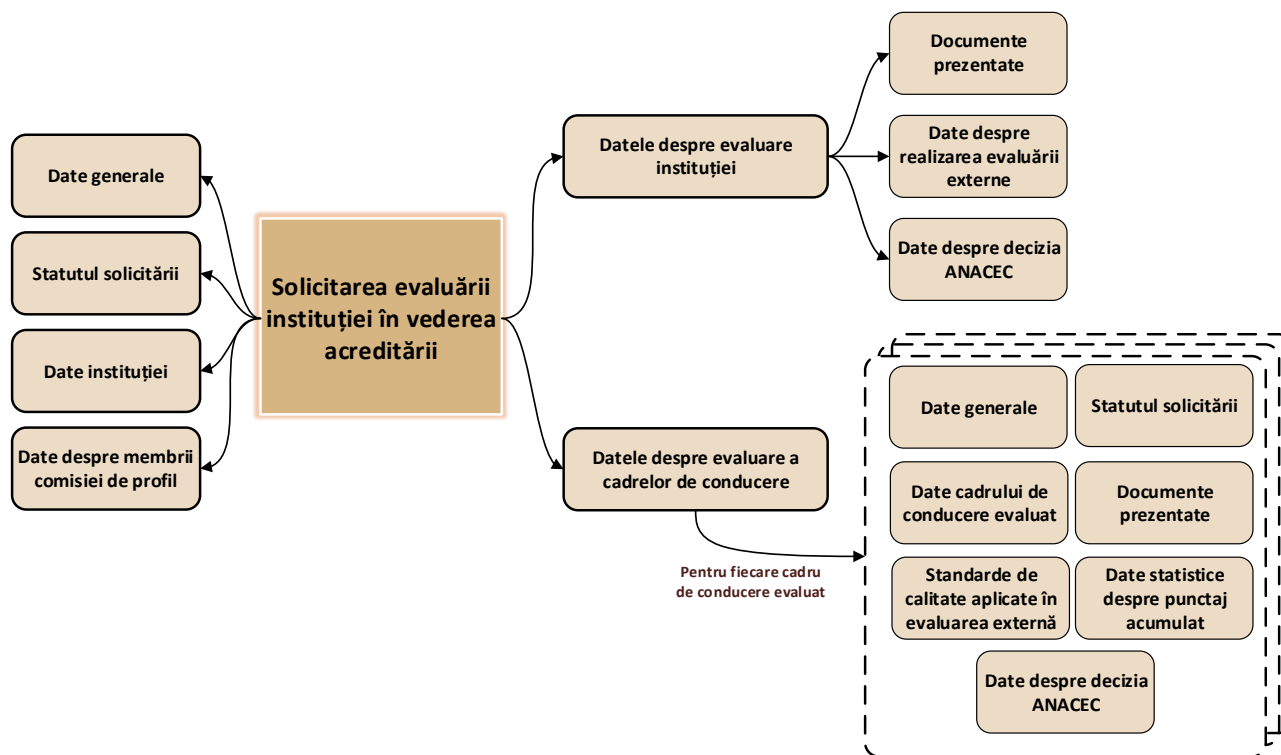
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No.	Name of the group/field	Description/requirements
		- retrieved from the classifier; - use of the "Authorization status (Institution)" classifier;
2.2	Status date	- mandatory field;
2.3	Comments	- non-mandatory field;
3	DATA OF THE INSTITUTION	
3.1	IDNO	- mandatory field;
3.2	Name	- mandatory field;
3.3	Full name of the contact person	- Last name, given name
3.4	Telephone number of the contact person	- mandatory field;
3.5	Comments	- non-mandatory field;
4	DATA ABOUT MEMBERS OF THE EVALUATION COMMITTEE	- allowing multiple filling-in;
4.1	IDNP	- mandatory field;
4.2	Last name	- mandatory field;
4.3	Given name	- mandatory field;
4.4	Date of birth	- mandatory field;
4.5	Sex	- mandatory field; - retrieved from the classifier; - use of the "Sex" classifier;
4.6	Chairperson of the evaluation committee	- mandatory field; - taken from the list of values; - possible values: Yes/No;
4.7	Employer	- non-mandatory field; - taken from the list of values; - possible values: ANACEC / Other;
5	SUBMITTED DOCUMENTS	- allowing multiple filling-in;
5.1	Type	- mandatory field; - retrieved from the classifier; - use of the "Submitted documents" classifier;
5.2	Series	- non-mandatory field;
5.3	Number	- non-mandatory field;
5.4	Date of issuance	- non-mandatory field;
5.5	Valid until	- non-mandatory field;
5.6	Issued by	- non-mandatory field;
5.7	Comments	- non-mandatory field;
6	DATA ABOUT THE PROGRESS OF EXTERNAL EVALUATION	
6.1	Form of external evaluation	- mandatory field; - taken from the list of values;

No.	Name of the group/field	Description/requirements
		- possible values: dossier review by the department / dossier review within an evaluation visit to the Institution.
6.2	Documents included in the file are genuine	- mandatory field; - taken from the list of values; - possible values: Yes/No;
6.3	The documents included in the dossier comply with the legislation in force	- mandatory field; - taken from the list of values; - possible values: Yes/No;
6.4	Comments	- non-mandatory field;
6.5	DATA ABOUT THE VISIT TO THE INSTITUTION	- allowing multiple filling-in;
6.5.1	Date of the visit	- non-mandatory field;
6.5.2	The list of evaluation committee members who visited the Institution	- non-mandatory field; - allowing multiple filling-in; - taken from the list of values; - possible values: from the list of the evaluation committee members;
7	DATA ABOUT ANACEC DECISION	
7.1	Recommendation of the evaluation committee	- mandatory field; - taken from the list of values; - possible values: The provisional operation authorization is granted/Provisional operation authorization has not been granted;
7.2	The draft reason of refusing provisional operation authorization proposed by the evaluation committee	- non-mandatory field; - retrieved from the classifier; - use of the "Reason for refusing provisional operation authorization" classifier;
7.3	Final decision of ANACEC Chairperson	- mandatory field; - taken from the list of values; - possible values: The provisional operation authorization is granted/Provisional operation authorization has not been granted;
7.4	Date of the final decision	- mandatory field;
7.5	The final reason of not granting provisional operation authorization	- non-mandatory field; - retrieved from the classifier; - use of the "Reason for refusing provisional operation authorization" classifier;
7.6	Comments	- non-mandatory field;

5.2.7 Data stored about the Request for the evaluation of the Institution for accreditation purposes

The figure and the table below show the data stored about the Request for the evaluation of the Institution for accreditation purposes



No.	Name of the group/field	Description/requirements
1	GENERAL DATA	
1.1	ID of the request	- mandatory field;
1.2	Date of submitting the request	- mandatory field;
1.3	Reason for accreditation	- mandatory field; - retrieved from the classifier; - use of the “Reason for accreditation” classifier;
1.4	Comments	- non-mandatory field;
2	STATUS OF THE REQUEST	- allowing multiple filling-in;
2.1	Status of the request	- mandatory field; - retrieved from the classifier; - use of the “Accreditation status (Institutions)” classifier;
2.2	Status date	- mandatory field;
2.3	Comments	- non-mandatory field;
3	DATA OF THE INSTITUTION	

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No.	Name of the group/field	Description/requirements
3.1	IDNO	- mandatory field;
3.2	Name	- mandatory field;
3.3	Full name of the contact person	- Last name, given name
3.4	Telephone number of the contact person	- mandatory field;
3.5	Comments	- non-mandatory field;
4	DATA ABOUT MEMBERS OF THE EVALUATION COMMITTEE	- allowing multiple filling-in;
4.1	IDNP	- mandatory field;
4.2	Last name	- mandatory field;
4.3	Given name	- mandatory field;
4.4	Date of birth	- non-mandatory field;
4.5	Sex	- non-mandatory field; - retrieved from the classifier; - use of the "Sex" classifier;
4.6	Position in the evaluation committee	- non-mandatory field; - taken from the list of values; - possible values: Chairperson/member;
4.7	Employer	- non-mandatory field; - taken from the list of values; - possible values: ANACEC / SLEB / Other;
4.8	Accepted by the Institution subjected to evaluation	- non-mandatory field; - taken from the list of values; - possible values: Yes/No;
4.9	Reason for non-acceptance	- non-mandatory field; - retrieved from the classifier; - use of the "Reason for non-acceptance of the member of the evaluation committee by the Institution subjected to evaluation"
4.10	Comments	- non-mandatory field;
5	SUBMITTED DOCUMENTS	- allowing multiple filling-in;
5.1	Type	- mandatory field; - retrieved from the classifier; - use of the ~Submitted documents" classifier;
5.2	Series	- non-mandatory field;
5.3	Number	- non-mandatory field;
5.4	Date of issuance	- non-mandatory field;
5.5	Valid until	- non-mandatory field;
5.6	Issued by	- non-mandatory field;
5.7	Comments	- non-mandatory field;
6	DATA ABOUT THE	

No.	Name of the group/field	Description/requirements
	PROGRESS OF EXTERNAL EVALUATION	
6.1	Documents included in the dossier are genuine	- mandatory field; - taken from the list of values; - possible values: Yes/No;
6.2	The documents included in the dossier comply with the legislation in force	- mandatory field; - taken from the list of values; - possible values: Yes/No;
6.3	The results of the annual evaluation of management staff for the recent 5 years have been examined	- mandatory field; - taken from the list of values; - possible values: Yes/No;
6.4	The results of the annual evaluation of teaching staff for the recent 5 years have been examined	- mandatory field; - taken from the list of values; - possible values: Yes/No;
6.5	The results of the annual evaluation of auxiliary teaching staff for the recent 5 years have been examined	- mandatory field; - taken from the list of values; - possible values: Yes/No;
6.6	The visit sheet has been filled in	- mandatory field; - taken from the list of values; - possible values: Yes/No;
6.7	The extent of reaching the quality standards by the institution subjected to evaluation has been determined	- mandatory field; - taken from the list of values; - possible values: Yes/No;
6.8	Areas for improvement and counseling identified	- mandatory field; - taken from the list of values; - possible values: Yes/No;
6.9	Comments	- non-mandatory field;
6.10	DATA ABOUT THE VISIT TO THE INSTITUTION	- allowing multiple filling-in;
6.10.1	Date of the visit	- non-mandatory field;
6.10.2	The list of evaluation committee members who visited the Institution	- non-mandatory field; - allowing multiple filling-in; - taken from the list of values; - possible values: from the list of the evaluation committee members;
6.11	QUALITY STANDARDS APPLIED IN EXTERNAL EVALUATION	- allowing multiple filling-in;

No.	Name of the group/field	Description/requirements
6.11.1	Type of dimension	- mandatory field; - retrieved from the classifier; - use of the “Quality standards (Institutions)” classifier;
6.11.2	Type of the quality standard	- mandatory field; - retrieved from the classifier; - use of the “Quality standards (Institutions)” classifier;
6.11.3	Type of domain	- mandatory field; - retrieved from the classifier; - use of the “Quality standards (Institutions)” classifier;
6.11.4	Type of the evaluation index	- mandatory field; - retrieved from the classifier; - use of the “Quality standards (Institutions)” classifier;
6.11.5	Applied evaluation criterion	- mandatory field; - retrieved from the classifier; - use of the “Quality standards (Institutions)” classifier;
6.11.6	Weight provided for the evaluation criterion	- mandatory field; - retrieved from the classifier; - use of the “Quality standards (Institutions)” classifier;
6.12	DATA ABOUT THE EXTERNAL EVALUATION REPORT	
6.12.1	Date of the report	- mandatory field;
6.12.2	Date of submitting the report of the Institution subjected to evaluation	- mandatory field;
6.12.3	The result of examination of the draft report by the Institution subjected to evaluation	- non-mandatory field;
6.12.4	Date of receiving written comments from the Institution subjected to evaluation	- non-mandatory field;
6.12.5	Date of the final version of the report	- mandatory field;
6.12.6	Comments	- non-mandatory field;
7	STATISTICS ABOUT THE SCORE GAINED	
7.1	Maximum score	- mandatory field;
7.2	Gained score	- mandatory field;

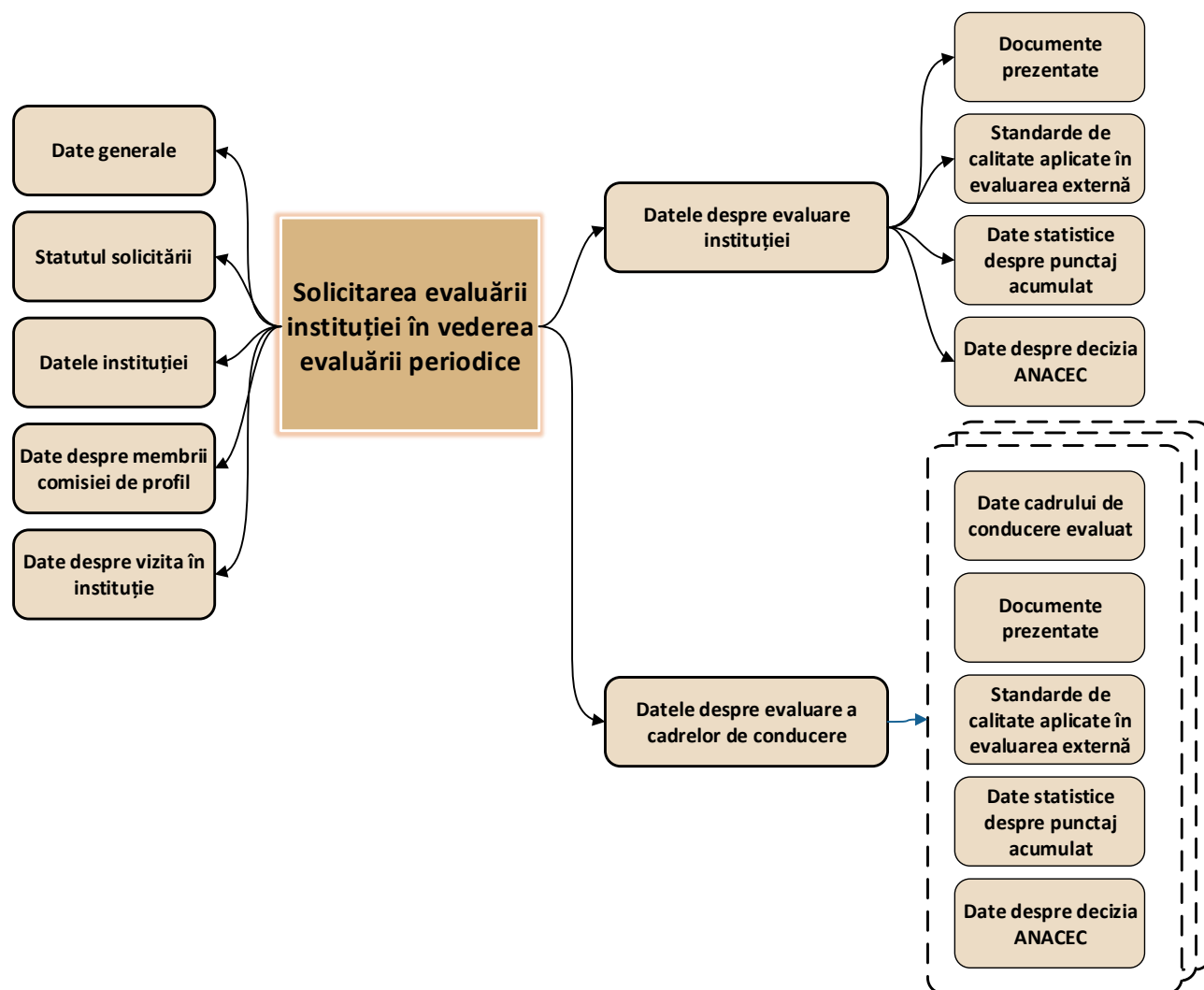
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No.	Name of the group/field	Description/requirements
7.3	Total number of applied standards	- mandatory field;
7.4	Total number of standards with the maximum score equal to or higher than 50%	- mandatory field;
7.5	Total number of standards with the maximum score less than 50%	- mandatory field;
8	DATA ABOUT ANACEC DECISION	
8.1	Draft decision of the evaluation committee on the results of external evaluation	- mandatory field; - taken from the list of values; - possible values: Accreditation and grade has been granted/accreditation and grade has not been granted;
8.2	Draft score assigned by the evaluation committee	- mandatory field; - retrieved from the classifier; - use of "Evaluation grade (Institution) qualifiers";
8.3	Draft score assigned by the evaluation committee (%)	- mandatory field; - retrieved from the classifier; - use of "Evaluation grade (Institution) qualifiers";
8.4	The draft reason of refusing accreditation by the evaluation committee	- non-mandatory field; - retrieved from the classifier; - use of the "Reason for refusing accreditation" classifier;
8.5	Final decision of ANACEC management board	- mandatory field; - taken from the list of values; - possible values: Accreditation and grade has been granted/accreditation and grade has not been granted;
8.6	The final grade has been granted	- mandatory field; - retrieved from the classifier; - use of "Evaluation grade (Institution) qualifiers";
8.7	The final grade granted (%)	- mandatory field; - retrieved from the classifier; - use of "Evaluation grade (Institution) qualifiers";
8.8	Date of the final decision of ANACEC management board	- mandatory field;
8.9	The final reason of not granting accreditation	- non-mandatory field; - retrieved from the classifier; - use of the "Reason for refusing

No.	Name of the group/field	Description/requirements
		accreditation” classifier;
8.10	The decision was appealed	- non-mandatory field; - taken from the list of values; - possible values: Yes/No;
8.11	Decision after completion of the appeal	- mandatory field; - taken from the list of values; - possible values: The institution is accredited/the institution is not accredited;
8.12	Score granted after completion of the appeal	- mandatory field; - retrieved from the classifier; - use of “Evaluation grade (Institution) qualifiers”;
8.13	Score granted after completion of the appeal (%)	- mandatory field; - retrieved from the classifier; - use of “Evaluation grade (Institution) qualifiers”;
8.14	Date of decision after completion of the appeal	- mandatory field;
8.15	The final reason of not granting accreditation	- non-mandatory field; - retrieved from the classifier; - use of the “Reason for refusing accreditation” classifier;
8.16	Data about the issued accreditation certificate	- non-mandatory field;
8.17	Comments	- non-mandatory field;
9	DATA ABOUT THE EVALUATION OF MANAGEMENT STAFF	- For each manager subjected to evaluation;
9.xx	List of completed data	- The completed data are described in a separate sub-chapter;

5.2.8 Data stored about the Request for the evaluation of the Institution for the purpose of periodic evaluation

The figure and the table below show the data stored about the Request for the evaluation of the Institution for periodic evaluation purposes



No.	Name of the group/field	Description/requirements
1	GENERAL DATA	
1.1	ID of the request	- mandatory field;
1.2	Date of submitting the request	- mandatory field;
1.3	Reason for periodic evaluation	- mandatory field; - retrieved from the classifier; - use of the "Reason for periodic evaluation"

No.	Name of the group/field	Description/requirements
		classifier;
1.4	Comments	- non-mandatory field;
2	STATUS OF THE REQUEST	- allowing multiple filling-in;
2.1	Status of the request	- mandatory field; - retrieved from the classifier; - use of the “Status of periodic evaluation (Institutions)” classifier;
2.2	Status date	- mandatory field;
2.3	Comments	- non-mandatory field;
3	DATA OF THE INSTITUTION	
3.1	IDNO	- mandatory field;
3.2	Name	- mandatory field;
3.3	Full name of the contact person	- Last name, given name
3.4	Telephone number of the contact person	- mandatory field;
3.5	Comments	- non-mandatory field;
4	DATA ABOUT MEMBERS OF THE EVALUATION COMMITTEE	- allowing multiple filling-in;
4.1	IDNP	- mandatory field;
4.2	Last name	- mandatory field;
4.3	Given name	- mandatory field;
4.4	Date of birth	- non-mandatory field;
4.5	Sex	- non-mandatory field; - retrieved from the classifier; - use of the “Sex” classifier;
4.6	Position in the evaluation committee	- non-mandatory field; - taken from the list of values; - possible values: Chairperson/member;
4.7	Employer	- non-mandatory field; - taken from the list of values; - possible values: ANACEC / SLEB / Other;
4.8	Accepted by the Institution subjected to evaluation	- non-mandatory field; - taken from the list of values; - possible values: Yes/No;
4.9	Reason for non-acceptance	- non-mandatory field; - retrieved from the classifier; - use of the “Reason for non-acceptance of the member of the evaluation committee by the Institution subjected to evaluation”
4.10	Comments	- non-mandatory field;
5	SUBMITTED DOCUMENTS	- allowing multiple filling-in;
5.1	Type	- mandatory field;

No.	Name of the group/field	Description/requirements
		- retrieved from the classifier; - use of the ~Submitted documents” classifier;
5.2	Series	- non-mandatory field;
5.3	Number	- non-mandatory field;
5.4	Date of issuance	- non-mandatory field;
5.5	Valid until	- non-mandatory field;
5.6	Issued by	- non-mandatory field;
5.7	Comments	- non-mandatory field;
6	DATA ABOUT THE PROGRESS OF EXTERNAL EVALUATION	
6.1	Form of external evaluation	- mandatory field; - taken from the list of values; - possible values: dossier review by the line department / dossier review within an evaluation visit to the Institution.
6.2	Documents included in the dossier are genuine	- mandatory field; - taken from the list of values; - possible values: Yes/No;
6.3	The documents included in the dossier comply with the legislation in force	- mandatory field; - taken from the list of values; - possible values: Yes/No;
6.4	The results of the annual evaluation of management staff for the recent 5 years have been examined	- mandatory field; - taken from the list of values; - possible values: Yes/No;
6.5	The results of the annual evaluation of teaching staff for the recent 5 years have been examined	- mandatory field; - taken from the list of values; - possible values: Yes/No;
6.6	The results of the annual evaluation of auxiliary teaching staff for the recent 5 years have been examined	- mandatory field; - taken from the list of values; - possible values: Yes/No;
6.7	The visit sheet has been filled in	- mandatory field; - taken from the list of values; - possible values: Yes/No;
6.8	The extent of reaching the quality standards by the institution subjected to evaluation has been determined	- mandatory field; - taken from the list of values; - possible values: Yes/No;

No.	Name of the group/field	Description/requirements
6.9	Areas for improvement and counseling identified	- mandatory field; - taken from the list of values; - possible values: Yes/No;
6.10	Comments	- non-mandatory field;
6.10	DATA ABOUT THE VISIT TO THE INSTITUTION	- allowing multiple filling-in;
6.10.1	Date of the visit	- non-mandatory field;
6.10.2	The list of evaluation committee members who visited the Institution	- non-mandatory field; - allowing multiple filling-in; - taken from the list of values; - possible values: from the list of the evaluation committee members;
6.11	QUALITY STANDARDS APPLIED IN EXTERNAL EVALUATION	- allowing multiple filling-in;
6.11.1	Type of dimension	- mandatory field; - retrieved from the classifier; - use of the "Quality standards (Institutions)" classifier;
6.11.2	Type of the quality standard	- mandatory field; - retrieved from the classifier; - use of the "Quality standards (Institutions)" classifier;
6.11.3	Type of domain	- mandatory field; - retrieved from the classifier; - use of the "Quality standards (Institutions)" classifier;
6.11.4	Type of the evaluation index	- mandatory field; - retrieved from the classifier; - use of the "Quality standards (Institutions)" classifier;
6.11.5	Applied evaluation criterion	- mandatory field; - retrieved from the classifier; - use of the "Quality standards (Institutions)" classifier;
6.11.6	Weight provided for the evaluation criterion	- mandatory field; - retrieved from the classifier; - use of the "Quality standards (Institutions)" classifier;
6.12	DATA ABOUT THE EXTERNAL EVALUATION REPORT	
6.12.1	Date of the report	- mandatory field;
6.12.2	Date of transmitting the report to the Department specialist	- mandatory field;

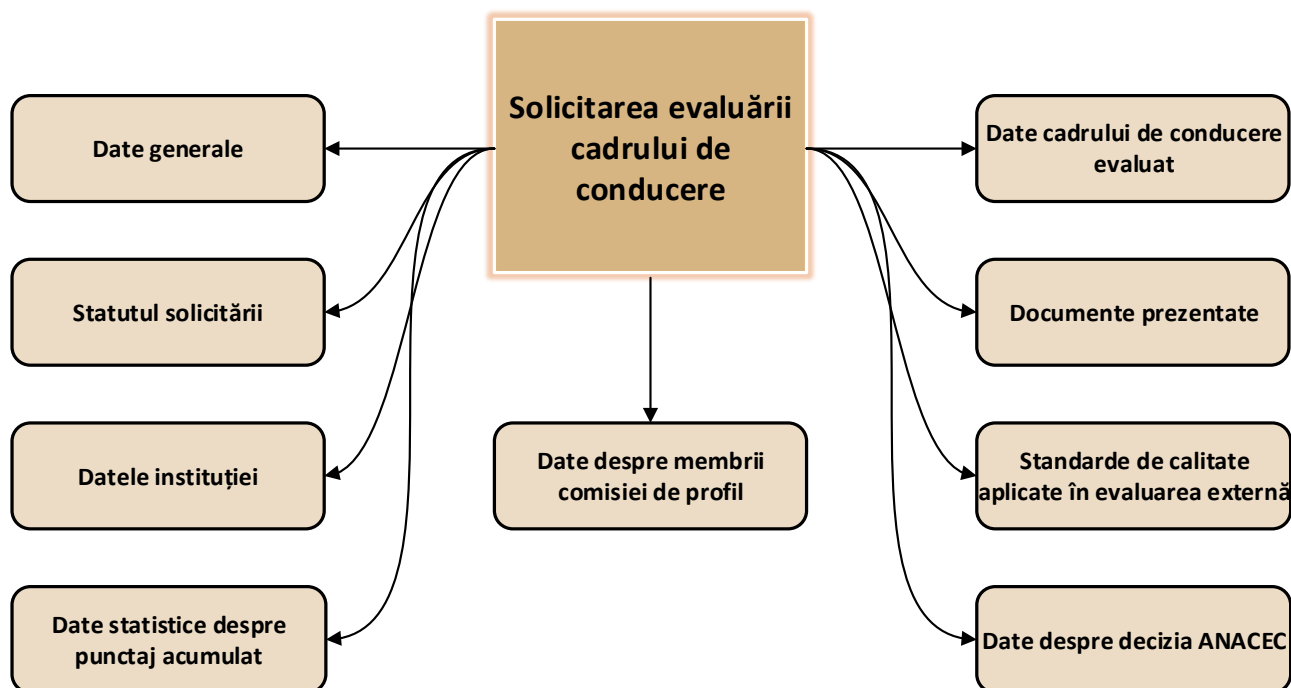
No.	Name of the group/field	Description/requirements
6.12.3	The result of examination of the draft report by the line department	- non-mandatory field;
6.12.4	Date of the final version of the report	- mandatory field;
6.12.5	Comments	- non-mandatory field;
7	STATISTICS ABOUT THE SCORE GAINED	
7.1	Maximum score	- mandatory field;
7.2	Gained score	- mandatory field;
7.3	Total number of applied standards	- mandatory field;
7.4	Total number of standards with the maximum score equal to or higher than 50%	- mandatory field;
7.5	Total number of standards with the maximum score less than 50%	- mandatory field;
8	DATA ABOUT ANACEC DECISION	
8.1	Draft decision of the line department on the results of external evaluation	- mandatory field; - taken from the list of values; - possible values: Accreditation and grade has been granted/accreditation and grade has not been granted/Rating has been granted/No satisfactory grade has been granted;
8.2	Draft score assigned by the line department	- mandatory field; - retrieved from the classifier; - use of "Evaluation grade (Institution) qualifiers";
8.3	Draft score assigned by the line department (%)	- mandatory field; - retrieved from the classifier; - use of "Evaluation grade (Institution) qualifiers";
8.4	The draft reason of refusing accreditation by the line department	- non-mandatory field; - retrieved from the classifier; - use of the "Reason for not granting a satisfactory score within the periodic external evaluation" classifier;
8.5	Final decision of ANACEC Chairperson	- mandatory field; - taken from the list of values; - possible values: Accreditation and grade has been granted/accreditation and grade has not been granted/Rating has been

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No.	Name of the group/field	Description/requirements
		granted/No satisfactory grade has been granted;
8.6	The final grade has been granted	- mandatory field; - retrieved from the classifier; - use of “Evaluation grade (Institution) qualifiers”;
8.7	The final grade granted (%)	- mandatory field; - retrieved from the classifier; - use of “Evaluation grade (Institution) qualifiers”;
8.8	Date of the final decision of ANACEC Chairperson	- mandatory field;
8.9	The final reason of not granting accreditation	- non-mandatory field; - retrieved from the classifier; - use of the “Reason for not granting a satisfactory score within the periodic external evaluation” classifier;
8.10	Data about the issued accreditation certificate	- non-mandatory field;
8.11	Comments	- non-mandatory field;
9	DATA ABOUT THE EVALUATION OF MANAGEMENT STAFF	- For each manager subjected to evaluation;
9.xx	List of completed data	- The completed data are described in a separate sub-chapter;

5.2.9 Data stored about the Request for evaluation of the management staff

The figure and the table below show the data stored about the request for evaluation of management staff.



No.	Name of the group/field	Description/requirements
1	GENERAL DATA	
1.1	ID of the request	- mandatory field;
1.2	Date of submitting the request	- mandatory field;
1.3	Reason for evaluation of management staff	- mandatory field; - retrieved from the classifier; - use of the "Reason for evaluation (management staff)" classifier;
1.4	Comments	- non-mandatory field;
2	STATUS OF THE REQUEST	- allowing multiple filling-in;
2.1	Status of the request	- mandatory field; - retrieved from the classifier; - use of "Evaluation status (management staff) classifier";
2.2	Status date	- mandatory field;
2.3	Comments	- non-mandatory field;
3	DATA OF THE INSTITUTION	
3.1	IDNO	- mandatory field;
3.2	Name	- mandatory field;

No.	Name of the group/field	Description/requirements
3.3	Full name of the contact person	- Last name, given name
3.4	Telephone number of the contact person	- mandatory field;
3.5	Comments	- non-mandatory field;
4	DATA OF THE MANAGEMENT STAFF SUBJECTED TO EVALUATION	
4.1	IDNP	- mandatory field;
4.2	Last name	- mandatory field;
4.3	Given name	- mandatory field;
4.4	Date of birth	- mandatory field;
4.5	Position	- mandatory field; - retrieved from the classifier; - use of the "Management positions" classifier;
4.6	Professional experience in the management position in this school (years)	- non-mandatory field;
4.7	Year of the previous external evaluation	- non-mandatory field;
4.8	Comments	- non-mandatory field;
4	DATA ABOUT MEMBERS OF THE EVALUATION COMMITTEE	- allowing multiple filling-in;
4.1	IDNP	- mandatory field;
4.2	Last name	- mandatory field;
4.3	Given name	- mandatory field;
4.4	Date of birth	- non-mandatory field;
4.5	Sex	- non-mandatory field; - retrieved from the classifier; - use of the "Sex" classifier;
4.6	Position in the evaluation committee	- non-mandatory field; - taken from the list of values; - possible values: Chairperson/member;
4.7	Employer	- non-mandatory field; - taken from the list of values; - possible values: ANACEC / SLEB / Other;
4.8	Comments	- non-mandatory field;
5	SUBMITTED DOCUMENTS	- allowing multiple filling-in;
5.1	Type	- mandatory field; - retrieved from the classifier; - use of the ~Submitted documents"

No.	Name of the group/field	Description/requirements
		classifier;
5.2	Series	- non-mandatory field;
5.3	Number	- non-mandatory field;
5.4	Date of issuance	- non-mandatory field;
5.5	Valid until	- non-mandatory field;
5.6	Issued by	- non-mandatory field;
5.7	Comments	- non-mandatory field;
6	DATA ABOUT THE PROGRESS OF EXTERNAL EVALUATION	
6.1	Form of external evaluation	- mandatory field; - taken from the list of values; - possible values: dossier review by the line department / dossier review within an evaluation visit to the Institution.
6.2	Comments	- non-mandatory field;
6.3	DATA ABOUT THE VISIT TO THE INSTITUTION	- allowing multiple filling-in;
6.3.1	Date of the visit	- non-mandatory field;
6.3.2	The list of evaluation committee members who visited the Institution	- non-mandatory field; - allowing multiple filling-in; - taken from the list of values; - possible values: from the list of the evaluation committee members;
6.4	QUALITY STANDARDS APPLIED IN EXTERNAL EVALUATION	- allowing multiple filling-in;
6.4.1	Type of dimension	- mandatory field; - retrieved from the classifier; - use of the "Quality standards (Institutions)" classifier;
6.4.2	Type of the quality standard	- mandatory field; - retrieved from the classifier; - use of the "Quality standards (Institutions)" classifier;
6.4.3	Type of domain	- mandatory field; - retrieved from the classifier; - use of the "Quality standards (Institutions)" classifier;
6.4.4	Type of the evaluation index	- mandatory field; - retrieved from the classifier; - use of the "Quality standards (Institutions)" classifier;
6.4.5	Applied evaluation criterion	- mandatory field; - retrieved from the classifier;

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No.	Name of the group/field	Description/requirements
		- use of the “Quality standards (Institutions)” classifier;
6.4.6	Weight provided for the evaluation criterion	- mandatory field; - retrieved from the classifier; - use of the “Quality standards (Institutions)” classifier;
6.5	DATA ABOUT THE EXTERNAL EVALUATION REPORT	
6.5.1	Date of the draft report	- mandatory field;
6.5.2	Date of transmitting the preliminary version of the report to the manager subjected to evaluation.	
6.5.3	The result of examination of the draft report by the line department	- non-mandatory field;
6.5.4	Date of receiving the comments from the management staff subjected to evaluation to the draft report	
6.5.5	Date of transmitting the report to the Department specialist	- mandatory field;
6.5.6	The result of examination of the draft report by the line department	- non-mandatory field;
6.5.7	Date of the final version of the report	- mandatory field;
6.5.8	Comments	- non-mandatory field;
7	STATISTICS ABOUT THE SCORE GAINED	
7.1	Maximum score	- mandatory field;
7.2	Gained score	- mandatory field;
7.3	Total number of applied standards	- mandatory field;
8	DATA ABOUT ANACEC DECISION	
8.1	Draft decision of the line department on the results of external evaluation	- mandatory field; - taken from the list of values; - possible values: The management staff is accredited/The management staff is not accredited;
8.2	Draft score assigned by the	- mandatory field;

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No.	Name of the group/field	Description/requirements
	line department	- retrieved from the classifier; - use of "Evaluation grade (Management staff) qualifier";
8.3	Draft score assigned by the line department (%)	- mandatory field; - retrieved from the classifier; - use of "Evaluation grade (Management staff) qualifier";
8.4	The draft reason of refusing accreditation by the line department	- non-mandatory field; - retrieved from the classifier; - use of the "Reason for not granting a satisfactory score within the external evaluation of management staff" classifier;
8.5	Final decision of ANACEC Chairperson	- mandatory field; - taken from the list of values; - possible values: The institution is accredited/the institution is not accredited;
8.6	The final grade has been granted	- mandatory field; - retrieved from the classifier; - use of "Evaluation grade (Management staff) qualifier";
8.7	The final grade granted (%)	- mandatory field; - retrieved from the classifier; - use of "Evaluation grade (Management staff) qualifier";
8.8	Date of the final decision of ANACEC Chairperson	- mandatory field;
8.9	The final reason of not granting accreditation	- non-mandatory field; - retrieved from the classifier; - use of the "Reason for not granting a satisfactory score within the external evaluation of management staff" classifier;
8.10	Comments	- non-mandatory field;
8.11	Comments about the appeal against ANACEC decision	- non-mandatory field;

6 CLASSIFIERS

6.1 List of classifiers

The table below shows the list of classifiers.

Index	Name	Comments
	Group-1	General classifiers
CL0101	Language of training	
CL0102	Rayon	
CL0103	Locality	
CL0104	Sex	
	Group-2	Common classifiers with EMIS
CL0201	Category of the Institution	
CL0202	Type of institution	
CL0203	Long-term leave	
CL0204	Duration of the contract	
CL0205	Founder	
CL0206	Management degree	
CL0207	Teaching degree	
CL0208	Reason for dismissal	
CL0209	Language of training	
CL0210	Management positions	
CL0211	Employment status	
CL0212	Type of employment	
CL0213	Type of property	
CL0214	Type of reorganization	
	Group-3	Specific ANACEC classifiers
CL0301	Type of external evaluation (Institution)	
CL0302	Evaluation grades (Institution)	
CL0303	Evaluation grade (Management staff)	
CL0304	Reason for provisional operation authorization	
CL0305	Reason for accreditation	
CL0306	Reason for periodic evaluation	
CL0307	Reason for evaluation (management staff)	
CL0308	Submitted documents	
CL0309	Authorization status	
CL0310	Accreditation status	
CL0311	Status of periodic evaluation	
CL0312	Manager evaluation status	

Index	Name	Comments
CL0313	Reason for non-acceptance of the member of the evaluation committee by the Institution subjected to evaluation	
CL0314	Reason of not granting provisional operation authorization	
CL0315	Reason for refusing accreditation	
CL0316	Reason for not granting a satisfactory score within the periodic external evaluation	
CL0317	Reason for not granting a satisfactory score within the external evaluation of management staff	

6.2 Contents of classifier data

The tables below show the approximate contents of classifier data.

6.2.1 CL0101 Language of training

ID	Name
001	Romanian
002	Russian
003	Ukrainian
004	Turkish
005	French
006	English
007	Spanish
008	Romanian-French
009	Romanian-English
010	Russian-Ukrainian
011	Russian-Gagauz
012	Romanian-Bulgarian
013	Romanian-Italian
014	Other languages

6.2.2 CL0102 Rayon

ID	Name
001	Anenii Noi
002	Balti
003	Basarabeasca
004	Briceni
005	Cahul
006	Calarasi
007	Cantemir

ID	Name
008	Causeni
009	Chisinau
010	Cimislia
011	Criuleni
012	Donduseni
013	Drochia
014	Dubasari
015	Edinet
016	Falesti
017	Floresti
018	Glodeni
019	Hancesti
020	Ialoveni
021	Leova
022	Nisporeni
023	Ocnita
024	Orhei
025	Rezina
026	Rascani
027	Sangerei
028	Soldanesti
029	Soroca
030	Stefan-Voda
031	Straseni
032	Taraclia
033	Telenesti
034	Ungheni
035	UTAG
036	Bender
037	Tiraspol
...	...
Etc.	Etc.
<p><i>NOTE – List of localities of the RM according to the CUATM classifier managed by the NBS</i> http://statistica.gov.md/public/files/Clasificatoare/CUATM_rom.zip <i>This classifier contains the codes of localities in line with the registered held by the PSA.</i></p>	

6.2.3 CL0103 Locality

ID	Id Rayon	Name
001	009	Mun. Chisinau
002	009	Town Codru
003	009	Town Cricova
004	009	Botanica district

ID	Id Rayon	Name
005	009	Ciocana district
...		...
Etc.	Etc.	Etc.
<p><i>NOTE – List of localities of the RM according to the CUATM classifier managed by the NBS</i> <i>(http://statistica.gov.md/public/files/Clasificatoare/CUATM_rom.zip)</i> <i>This classifier contains the codes of localities in line with the registered held by the PSA.</i></p>		

6.2.4 CL0105 Sex

ID	Name
001	Male
002	Female

6.2.5 CL0201 Category of the Institution

ID	Name
001	General
002	Extra school
003	Special non-residential
004	Residential
005	Children's home
006	Other

6.2.6 CL0202 Type of institution

ID	id Category	Name
001	001	Nursery
002	002	Early education community center
003		Kindergarten
004		Primary school-kindergarten
005		Primary school
006		Gymnasium
007		Gymnasium-kindergarten
008		High-school (lyceum)
009		High-school (classical)
010		Creation center
011		Fine arts school
012		Music school
013		Theater school
014		Fine arts, music and theater school
015		Sports school

016	Sports club
017	Special institution
018	Auxiliary institution

6.2.7 CL0203 Long-term leave

ID	Name
001	Long-term leave (sickness)
002	Long-term social leave (to take care of a child/maternity/paternity)
003	Long-term leave
004	Other

6.2.8 CL0204 Duration of the contract

ID	Name
001	Determined
002	Indefinite
003	Hourly wage

6.2.9 CL0205 Founder

ID	Name
001	Village mayoralty
002	Town mayoralty
003	Rayon council
004	Ministry of Education, Culture and Research
005	Individual
006	Legal Entity
007	Ist level LPA
008	IInd level LPA
009	Other

6.2.10 CL0206 Management degree

ID	Name
001	No degree
002	Second
003	First
004	Superior

6.2.11 CL0207 Teaching degree

ID	Name
001	No degree
002	Second

003	First
004	Superior

6.2.12 CL0208 Reason for dismissal

ID	Name
001	Resignation
002	Retirement
003	Downsizing
004	Dismissal
005	Other

6.2.13 CL0209 Level of training

ID	Name
001	Tertiary post-secondary technical studies level 4 ISCED (Colleges)
002	Non-tertiary post-secondary technical studies level 5 ISCED (Centers of excellence)
003	Ist cycle higher education
004	IIInd cycle higher education
005	PhD studies
006	Other

6.2.14 CL0210 Management positions (approximate data)

ID	Name
001	Director
002	Deputy director for education
003	Deputy director for training
004	Other

6.2.15 CL0211 Employment status

ID	Name
001	Employed
002	Dismissed

6.2.16 CL0212 Type of employment

ID	Name
001	Full-time
002	Part-time
003	Hourly

6.2.17 CL0213 Type of property

ID	Name
001	Public
002	Private

6.2.18 CL0214 Type of reorganization

ID	Name
001	Secondary school to high-school
002	Primary into secondary
003	Secondary into high-school
004	Kindergarten into primary school
005	Primary into gymnasium
006	Nursery into kindergarten
007	Kindergarten into primary school-kindergarten
008	Other

6.2.19 CL0301 Type of external evaluation (Institution)

ID	Name
001	External evaluation aimed at provisional operation authorization
002	External evaluation for accreditation purposes
003	Periodic external evaluation

6.2.20 CL0302 Evaluation grades (Institution)

ID	Name	Percent (%)
001	Very good	86.00 - 100.00
002	Good	64.00 - 85.99
003	Satisfactory	50.00 - 63.99
004	Unsatisfactory	0 - 49.99

6.2.21 CL0303 Evaluation grades (Management staff)

ID	Name	Percent (%)
001	Very good	86.00 - 100.00
002	Good	64.00 - 85.99
003	Satisfactory	50.00 - 63.99

004	Unsatisfactory	0 - 49.99
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6.2.22 CL0304 Reason for provisional operation authorization

ID	Name
001	new institution is established;
002	the institution is reorganized;
003	Other

6.2.23 CL0305 Reason for accreditation

ID	Name
001	Following the evaluation for provisional operation authorization;
002	Other

6.2.24 CL0306 Reason for periodic evaluation

ID	Name
001	Establishing compliance of the activity carried out in the Institutions with the legislative and normative framework in the field of general education
002	Other

6.2.25 CL0307 Reason for evaluation (management staff)

ID	Name
001	Based on MOECR request
002	Upon request
003	Other

6.2.26 CL0308 Submitted documents

This initial classifiers should be formed as a common list of documents for different types of requests. These documents are described in the following business requirements:

- Req.02 The contents of the evaluation dossier for provisional operation authorization of Institutions
- Req.04 The contents of the evaluation dossier for accreditation of Institutions
- Req. 06 The contents of the evaluation dossier for periodic evaluation of Institutions

6.2.27 CL0309 Authorization status

Id	Name
001	Registered request
002	The external evaluation committee established

003	The request and the dossier are in line with the requirements
004	The request and the dossier are not in line with the requirements
005	External evaluation report developed
006	External evaluation committee recommendations confirmed

6.2.28 CL0310 Accreditation status

Id	Name
001	Registered request
002	The external evaluation committee established
003	The request and the dossier are in line with the requirements
004	The request and the dossier are not in line with the requirements
005	External evaluation report developed
006	External evaluation committee recommendations confirmed

6.2.29 CL0311 Status of periodic external evaluation

Id	Name
001	Registered request
002	The external evaluation committee established
003	The request and the dossier are in line with the requirements
004	The request and the dossier are not in line with the requirements
005	External evaluation report developed
006	External evaluation committee recommendations confirmed

6.2.30 CL0312 Manager evaluation status

Id	Name
001	Registered request
002	The external evaluation committee established
003	The request and the dossier are in line with the requirements
004	The request and the dossier are not in line with the requirements
005	External evaluation report developed
006	External evaluation committee recommendations confirmed

6.2.31 CL0313 Reason for non-acceptance of the member of the evaluation committee by the Institution subjected to evaluation

Id	Name
001	Conflict of interests
002	Evaluator's integrity, professionalism level
006	Other

6.2.32 CL0314 Reason of not granting provisional operation authorization

Id	Name
001	The Institution's statute does not match the program of activities/services rendered
002	The dossier is not completed according to requirements provided by the Methodology
003	False address, technical, sanitary conditions on paper do not correspond and in reality, the activity of the Institution violates the legal provisions
004	The deadline for submitting necessary documents has been violated
005	The employees of the Institution are not qualified, lack training in the field
006	Other

6.2.33 CL0315 Reason for refusing accreditation

Id	Name
001	Management deficiencies found
002	Quality of the self-evaluation report (lack or insufficiency of the presented evidence)
003	The dossier is not completed according to the requirements
004	External evaluation of the Institution resulted in the "unsatisfactory" grade
005	The external evaluation procedure for accreditation purposes if the Institution has been recently established and has not recorded necessary results or at least a generation of graduates
006	The evaluation detected quality standards achievement under 50%
007	Repeatedly assigned "Unsatisfactory" grade
008	Other

6.2.34 CL0316 Reason for not granting a satisfactory score within the periodic external evaluation

Id	Name
001	Management deficiencies found
002	Quality of the self-evaluation report (lack or insufficiency of the presented evidence)
003	The dossier is not completed according to the requirements
004	External evaluation of the Institution resulted in the "unsatisfactory" grade
005	The external evaluation procedure for accreditation purposes if the Institution has been recently established and has not recorded necessary results or at least a generation of graduates
006	The evaluation detected quality standards achievement under 50%
007	Repeatedly assigned "Unsatisfactory" grade
008	Other

6.2.35 CL0317 Reason for not granting a satisfactory score within the external evaluation of management staff

Id	Name
001	Management deficiencies found

Terms of Reference for MISEEGE development

002	Quality of the self-evaluation report (lack or insufficiency of the presented evidence)
003	The evaluation detected quality standards achievement under 50%
004	Repeatedly assigned “Unsatisfactory” grade
005	Other

7 STATISTICAL REPORTS

7.1 List of statistical reports in the system

The table below shows the list of statistical reports in the system

Index	Name
Group-1: General statistical reports	
Rp.01.01	General education institutions
Rp.01.02	Management staff
Group-2: Statistical reports (Institutions)	
Rp.02.01	Number of general education institutions
Rp.02.02	Number of general education institutions by category and type
Group-3: Statistical reports (Management staff)	
Rp.03.01	Number of management staff
Rp.03.02	Number of management staff by management degree
Rp.03.03	Number of management staff by the teaching degree
Rp.03.04	Number of management staff by age
Group-4: Statistical reports about external evaluation (Institutions)	
Rp.04.01	Institutions by the results of external evaluation
Rp.04.02	Number of institutions by the results of external evaluation
Rp.04.03	Institutions by the extent to which quality standards are complied with (by dimensions)
Rp.04.04	Institutions by the extent to which the selected quality standard has been achieved
Rp.04.05	Prospective plan for the external evaluation of Institutions
Group-5: Statistical reports about external evaluation (Management staff)	
Rp.05.01	Management staff by the results of external evaluation
Rp.05.02	Management staff by the extent to which the Professional competence standards are achieved
Rp.05.03	Prospective plan for the external evaluation of teaching staff
Group-6: Statistical reports about external evaluations performed after the period	

Rp.06.01	External evaluations conducted in the selected period (Institution)
Rp.06.02	External evaluations conducted in the selected period (Management staff)

7.2 General requirements on the statistical reports generated by the system

This document shows the list of dynamic system reports, their structure and requirements for filling in. The list of statistical reports will be determined by the beneficiary and entered in the system according to the requirements.

General requirements for system reports:

- a) Data should be exportable from the report attached in external formats. PDF, XLSX;
- b) The National administrator should have the possibility to manage the access to system reports for other user categories registered in the system;
- c) There should exist the possibility to sort data in the report displayed after each column;
- d) The mandatory input parameters to be filled in must be highlighted.

7.3 Specific requirements for statistical reports in the system

7.3.1 Rp.01.01 General education institution

Description of report input parameters

No.	Parameter	Comments
<Par.01>	Rayon	- non-mandatory field; - retrieved from the classifier; - use of the "Rayon" classifier;
<Par.02>	Locality	- non-mandatory field; - retrieved from the classifier; - use of the "Locality" classifier; - accessible values depending on the value <Par.1>;

Description of report columns

No.	Column	Comments
<01>	Rayon/municipality/ATU	- rayon;
<02>	Locality	- name of the locality;
<03>	Institution	- name of the Institution;
<04>	IDNO	- IDNO of the institution;
<05>	Type of institution	- Type of Institution;
<06>	Category of the Institution	- Category of the Institution;
<07>	Founder of the Institution	-Founder of the Institution;
<08>	Language of training	- Language of training in the Institution;
<09>	Address	- Address of the Institution;
<10>	Telephone	s- Telephone number of the Institution;
<11>	Director	- Director of the Institution;

Report structure

Part no.1: Name and input parameters

GENERAL EDUCATION INSTITUTIONS					
<Par.01>			<Par.02>		

Part no.2: Display of results

(The report must be displayed in landscape mode)

Rayon/municipality/ATU	<01>				
Locality	<02>				
Institution	<03>				
IDNO	<04>				
Type of Institution	<05>				
Category of the Institution	<06>				
Founder of the Institution	<07>				
Language of training	<08>				
Address	<09>				
Telephone	<10>				
Director	<11>				

Special notes used in the report

No.	Note	Comments
1	<Par.xx>	- the place where the input parameter will be displayed; - the parameters in red are mandatory;

Special requirements for report generation

No.	Special requirement
RpReq.1	Grouping of entries by columns <1>, <2>;
RpReq.2	Default sorting of records in report: ascending by column <3>;

7.3.2 Rp.01.02 Management staff

Description of report input parameters

No.	Parameter	Comments
<Par.01>	Rayon	- non-mandatory field; - retrieved from the classifier; - use of the “Rayon” classifier;
<Par.02>	Locality	- non-mandatory field; - retrieved from the classifier; - use of the “Locality” classifier; - accessible values depending on the value Par.1;

Description of report columns

No.	Column	Comments
<01>	Rayon/municipality/ATU	- rayon;
<02>	Locality	- name of the locality;
<03>	Institution	- name of the Institution;
<04>	IDNP	- personal number of the management staff
<05>	Last name	- last name of the manager
<06>	Given name	- given name of the manager
<07>	Date of birth	- birth date of the manager
<08>	Management degree	- manager’s management degree
<09>	Teaching degree	- manager’s teaching degree
<10>	Position	- manager’s position (function)

Report structure

Part no.1: Name and input parameters

MANAGEMENT STAFF	
<Par.01>	<Par.02>

Part no.2: Display of results

(The report must be displayed in landscape mode)

Rayon/municipality/ATU	<01>				
Locality	<02>				
Institution	<03>				
IDNP	<04>				
Last name	<05>				
Given name	<06>				
Date of birth	<07>				
Management degree	<08>				
Teaching degree	<09>				
Position	<10>				

Special notes used in the report

No.	Note	Comments
1	<Par.xx>	- the place where the input parameter will be displayed; - the parameters in red are mandatory;

Special requirements for report generation

No.	Special requirement
RpReq.1	Grouping of entries by columns <1>, <2>;
RpReq.2	Default sorting of records in report: ascending by column <3>;

7.3.3 Rp.02.01 Number of general education institutions

Description of report input parameters

No.	Parameter	Comments
<Par.01>	Rayon	- non-mandatory field; - retrieved from the classifier; - use of the “Rayon” classifier;
<Par.02>	Locality	- non-mandatory field; - retrieved from the classifier; - use of the “Locality” classifier; - accessible values depending on the value Par.2;

Description of report columns

No.	Column	Comments
<01>	Rayon	- rayon;
<02>	Locality	- name of the locality;
<03>	Total	- number of Institutions meeting the search parameters;

Report structure

Part no.1: Name and input parameters

NUMBER OF GENERAL EDUCATION INSTITUTIONS	
<Par.01>	<Par.02>

Part no.2: Display of results

Rayon	Locality	Total
<01>	<02>	<03>
R.01	L.01.01	-x.1-
	L.01.02	-x.1-

	Total <R.01>	-x.2-
R.02	L.02.01	-x.1-
	L.02.02	-x.1-

	Total <R.02>	-x.2-
...
...
TOTAL		-x.3-

Special notes used in the report

No.	Note	Comments
1	<Par.xx>	- the place where the input parameter will be displayed; - the parameters in red are mandatory;
2	<xx>	- number of column in the report;
3	R.xx	- the place where the rayon name will be displayed;
4	L.xx.xx	- the place where the locality name will be displayed;
5	-x.1-	- the place where data about the number of Institutions in each locality will be displayed;
6	-x.2-	- the place where data about the number of Institutions in each rayon will be displayed;
7	-x.3-	- the place where data about the number of Institutions in the RM will be displayed;

Special requirements for report generation

No.	Special requirement
RpReq.1	Grouping of entries by columns <1>, <2>;

7.3.4 Rp.02.01 Number of general education institutions by category and type

Description of report input parameters

No.	Parameter	Comments
<Par.01>	Rayon	- non-mandatory field; - retrieved from the classifier; - use of the "Rayon" classifier;
<Par.02>	Locality	- non-mandatory field; - retrieved from the classifier; - use of the "Locality" classifier; - accessible values depending on the value Par.1;
<Par.03>	Institution	- non-mandatory field; - taken from the list of values; - possible values: Institutions in the DB; - accessible values depending on the values Par.1 and Par.2;
<Par.04>	Category of the Institution	- non-mandatory field; - retrieved from the classifier; - use of the classifier "Category of the Institution"
<Par.05>	Type of institution	- non-mandatory field; - retrieved from the classifier; - use of the "Type of institution" classifier;
<Par.06>	Founder of the Institution	- non-mandatory field; - retrieved from the classifier; - use of the "Founder" classifier;
<Par.07>	Language of training	- non-mandatory field; - retrieved from the classifier; - use of the "Language of training" classifier;

Description of report columns

No.	Column	Comments
<01>	Rayon	- rayon;
<02>	Locality	- name of the locality;
<03>	Institution	- name of the Institution;
<04>	Category of the Institution	- Category of the Institution;
<05>	Type of institution	- Type of Institution;
<06>	Language of training	-Language of training;

Report structure

Part no.1: Name and input parameters

NUMBER OF GENERAL EDUCATION INSTITUTIONS BY CATEGORY AND TYPE

<Par.01>

<Par.02>

<Par.03>

<Par.04>

<Par.05>

<Par.06>

<Par.07>

Part no.2: Display of results

Rayon	Locality	Institution	Category of the Institution	Type of institution	Language of training
<01>	<02>	<03>	<04>	<05>	<06>
R.01	L.01.01	Inst.01.01.01
		Inst.01.01.02
	
	Total <L.01.01>		-x.1-		
	L.01.02	Inst.01.01.01
		Inst.01.01.02
	
	Total <L.01.02>		-x.1-		

	Total <R.01>		-x.2-		
R.02

	Total <R.02>		-x.2-		
...
...
TOTAL			-x.3-		

Special notes used in the report

No.	Note	Comments
1	<Par.xx>	- the place where the input parameter will be displayed; - the parameters in red are mandatory;
2	<xx>	- number of column in the report;
3	R.xx	- the place where the rayon name will be displayed;
4	L.xx.xx	- the place where the locality name will be displayed;
5	-x.1-	- the place where data about the number of Institutions in each locality will be displayed;
6	-x.2-	- the place where data about the number of Institutions in each rayon will be displayed;
7	-x.3-	- the place where data about the number of Institutions in the RM will be displayed;

Special requirements for report generation

No.	Special requirement
RpReq.1	Grouping of entries by columns <1>, <2>;
RpReq.2	Default sorting of records in report: ascending by column <3>;

7.3.5 Rp.03.01 Number of management staff

Description of report input parameters

No.	Parameter	Comments
<Par.01>	Rayon	- non-mandatory field; - retrieved from the classifier; - use of the “Rayon” classifier;
<Par.02>	Locality	- non-mandatory field; - retrieved from the classifier; - use of the “Locality” classifier; - accessible values depending on the value Par.1;

Description of report columns

No.	Column	Comments
<01>	Rayon	- rayon;
<02>	Locality	- name of the locality;
<03>	Number of management staff	- number of management staff (director and deputy directors);;

Report structure

Part no.1: Name and input parameters

NUMBER OF MANAGEMENT STAFF	
<Par.01>	<Par.02>

Part no.2: Display of results

Rayon	Locality	Number of management staff
<01>	<02>	<03>
R.01	L.01.01	-x.1-
	L.01.02	-x.1-

	Total <R.01>	-x.2-
R.02	L.02.01	-x.1-
	L.02.02	-x.1-

	Total <R.02>	-x.2-
...
...
TOTAL		-x.3-

Special notes used in the report

No.	Note	Comments
1	<Par.xx>	- the place where the input parameter will be displayed; - the parameters in red are mandatory;
2	<xx>	- number of column in the report;
3	R.xx	- the place where the rayon name will be displayed;
4	L.xx.xx	- the place where the locality name will be displayed;
5	-x.1-	- the place where data about the number of management staff in each locality;
6	-x.2-	- the place where data about the number of management staff in each rayon will be displayed;
7	-x.3-	- the place where data about the number of management staff in the RM will be displayed;

Special requirements for report generation

No.	Special requirement
RpReq.1	Grouping of entries by columns <1>, <2>;

7.3.6 Rp.03.02 Number of management staff by management degree

Description of report input parameters

No.	Parameter	Comments
<Par.01>	Rayon	- non-mandatory field; - retrieved from the classifier; - use of the "Rayon" classifier;
<Par.02>	Locality	- non-mandatory field; - retrieved from the classifier; - use of the "Locality" classifier; - accessible values depending on the value Par.1;
<Par.03>	Institution	- non-mandatory field; - taken from the list of values; - possible values: Institutions in the DB; - accessible values depending on the values Par.1 and Par.2;

Description of report columns

No.	Column	Comments
<01>	Rayon	- rayon;
<02>	Locality	- name of the locality;
<03>	Institution	- name of the Institution;
<04>	Management degree: Superior	
<05>	Management degree: One	
<06>	Management degree: Second	
<07>	Management degree: No degree	

Report structure

Part no.1: Name and input parameters

NUMBER OF MANAGEMENT STAFF BY MANAGEMENT DEGREE		
<Par.01>	<Par.02>	<Par.03>

Part no.2: Display of results

Rayon	Locality	Institution	Management degree			
			Superior	First	Second	No degree
<01>	<02>	<03>	<04>	<05>	<06>	<07>
R.01	L.01.01	I.01.01.01				
		I.01.01.02				
		...				
		Total <L.01.01>	-x.1.1-	-x.1.2-	-x.1.3-	-x.1.4-
	L.01.02	I.01.02.01				
		I.01.02.02				
		...				
		Total <L.01.02>	-x.1.1-	-x.1.2-	-x.1.3-	-x.1.4-

	Total <R.01>		-x.2.1-	-x.2.2-	-x.2.3-	-x.2.4-
R.02	L.02.01	I.02.01.01				
		I.02.01.02				
		...				
		Total <L.02.01>	-x.1.1-	-x.1.2-	-x.1.3-	-x.1.4-
	L.02.02	I.02.02.01				
		I.02.02.02				
		...				
		Total <L.02.02>	-x.1.1-	-x.1.2-	-x.1.3-	-x.1.4-

	Total <R.02>		-x.2.1-	-x.2.2-	-x.2.3-	-x.2.4-
...
...
TOTAL			-x.3.1-	-x.3.2-	-x.3.3-	-x.3.4-

Special notes used in the report

No.	Note	Comments
1	<Par.xx>	- the place where the input parameter will be displayed; - the parameters in red are mandatory;
2	<xx>	- number of column in the report;
3	R.xx	- the place where the rayon name will be displayed;
4	L.xx.xx	- the place where the locality name will be displayed;

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No.	Note	Comments
5	I.xx.xx.xx	- the place where the name of the Institution will be displayed;
6	-x.1.1-	- the place where data about the number of management staff holding superior degree will be displayed for each Institution;
7	-x.1.2-	- the place where data about the number of management staff holding the first management degree will be displayed for each Institution;
8	-x.1.3-	- the place where data about the number of management staff holding the second management degree will be displayed for each Institution;
9	-x.1.4-	- the place where data about the number of management staff holding no management degree will be displayed for each Institution;
10	-x.2.1-	- the place where data about the number of management staff holding superior degree will be displayed for each rayon;
11	-x.2.2-	- the place where data about the number of management staff holding the first management degree will be displayed for each rayon;
12	-x.2.3-	- the place where data about the number of management staff holding the second management degree will be displayed for each rayon;
13	-x.2.4-	- the place where data about the number of management staff holding no management degree will be displayed for each rayon;
14	-x.3.1-	- the place where data about the number of management staff holding superior degree will be displayed for the RM;
15	-x.3.2-	- the place where data about the number of management staff holding the first management degree will be displayed for the RM;
16	-x.3.3-	- the place where data about the number of management staff holding the second management degree will be displayed for the

Terms of Reference for MISEEGE development

No.	Note	Comments
		RM;
17	-x.3.4-	- the place where data about the number of management staff holding no management degree will be displayed for the RM;

Special requirements for report generation

No.	Special requirement
RpReq.1	Grouping of entries by columns <1>, <2>, <3>;
RpReq.2	Default sorting of records in report: ascending by column <3>;

7.3.7 Rp.03.03 Number of management staff by the teaching degree

Description of report input parameters

No.	Parameter	Comments
<Par.01>	Rayon	- non-mandatory field; - retrieved from the classifier; - use of the "Rayon" classifier;
<Par.02>	Locality	- non-mandatory field; - retrieved from the classifier; - use of the "Locality" classifier; - accessible values depending on the value Par.1;
<Par.03>	Institution	- non-mandatory field; - taken from the list of values; - possible values: Institutions in the DB; - accessible values depending on the values Par.1 and Par.2;

Description of report columns

No.	Column	Comments
<01>	Rayon	- rayon;
<02>	Locality	- name of the locality;
<03>	Institution	- name of the Institution;
<04>	Teaching degree: Superior	
<05>	Teaching degree: One	
<06>	Teaching degree: Second	
<07>	Teaching degree: No degree	

Report structure

Part no.1: Name and input parameters

NUMBER OF MANAGEMENT STAFF BY THE TEACHING DEGREE		
<Par.01>	<Par.02>	<Par.03>

Part no.2: Display of results

Rayon	Locality	Institution	Teaching degree			
			Superior	First	Second	No degree
<01>	<02>	<03>	<04>	<05>	<06>	<07>
R.01	L.01.01	I.01.01.01				
		I.01.01.02				
		...				
		Total <L.01.01>	-x.1.1-	-x.1.2-	-x.1.3-	-x.1.4-
	L.01.02	I.01.02.01				
		I.01.02.02				
		...				
		Total <L.01.02>	-x.1.1-	-x.1.2-	-x.1.3-	-x.1.4-

	Total <R.01>		-x.2.1-	-x.2.2-	-x.2.3-	-x.2.4-
R.02	L.02.01	I.02.01.01				
		I.02.01.02				
		...				
		Total <L.02.01>	-x.1.1-	-x.1.2-	-x.1.3-	-x.1.4-
	L.02.02	I.02.02.01				
		I.02.02.02				
		...				
		Total <L.02.02>	-x.1.1-	-x.1.2-	-x.1.3-	-x.1.4-

	Total <R.02>		-x.2.1-	-x.2.2-	-x.2.3-	-x.2.4-
...
...
TOTAL			-x.3.1-	-x.3.2-	-x.3.3-	-x.3.4-

Special notes used in the report

No.	Note	Comments
1	<Par.xx>	- the place where the input parameter will be displayed; - the parameters in red are mandatory;
2	<xx>	- number of column in the report;
3	R.xx	- the place where the rayon name will be displayed;
4	L.xx.xx	- the place where the locality name will be displayed;
5	I.xx.xx.xx	- the place where the name of the Institution will be displayed;
6	-x.1.1-	- the place where data about the number of management staff holding superior degree will be displayed for each Institution;
7	-x.1.2-	- the place where data about the number of management staff holding the first degree will be displayed for each Institution;
8	-x.1.3-	- the place where data about the number of management staff holding the second degree will be displayed for each Institution;
9	-x.1.4-	- the place where data about the number of management staff holding no teaching degree will be displayed for each Institution;
10	-x.2.1-	- the place where data about the number of management staff holding superior degree will be displayed for each rayon;
11	-x.2.2-	- the place where data about the number of management staff holding the first degree will be displayed for each rayon;
12	-x.2.3-	- the place where data about the number of management staff holding the second degree will be displayed for each rayon;
13	-x.2.4-	- the place where data about the number of management staff holding no teaching degree will be displayed for each rayon;
14	-x.3.1-	- the place where data about the number of management staff holding superior degree will be displayed for the RM;
15	-x.3.2-	- the place where data about the number of management staff holding the first degree will

		be displayed for teach rayon;
16	-x.3.3-	- the place where data about the number of management staff holding the second degree will be displayed for the RM;
17	-x.3.4-	- the place where data about the number of management staff holding no teaching degree will be displayed for the RM;

Special requirements for report generation

No.	Special requirement
RpReq.1	Grouping of entries by columns <1>, <2>, <3>;
RpReq.2	Default sorting of records in report: ascending by column <3>;

7.3.8 Rp.03.04 Number of management staff by age

Description of report input parameters

No.	Parameter	Comments
<Par.01>	Rayon	- non-mandatory field; - retrieved from the classifier; - use of the “Rayon” classifier;
<Par.02>	Locality	- non-mandatory field; - retrieved from the classifier; - use of the “Locality” classifier; - accessible values depending on the value Par.1;
<Par.03>	Institution	- non-mandatory field; - taken from the list of values; - possible values: Institutions in the DB; - accessible values depending on the values Par.1 and Par.2;

Description of report columns

No.	Column	Comments
<01>	Rayon	- rayon;
<02>	Locality	- name of the locality;
<03>	Institution	- name of the Institution;
<04>	Age 20-24	
<05>	Age 25-29	
<06>	Age 30-35	
<07>	Age 36-45	
<08>	Age 46-55	
<09>	Age >55	

Report structure

Part no.1: Name and input parameters

NUMBER OF MANAGEMENT STAFF BY AGE		
<Par.01>	<Par.02>	<Par.03>

Part no.2: Display of results

Rayon	Locality	Institution	Manager's age					
			20-24	25-29	30-35	36-45	46-55	>55
<01>	<02>	<03>	<04>	<05>	<06>	<07>	<08>	<09>
R.01	L.01.01	I.01.01.01						
		I.01.01.02						
		...						
		Total <L.01.01>	-x.1.1-	-x.1.2-	-x.1.3-	-x.1.4-	-x.1.5-	-x.1.6-
	L.01.02	I.01.02.01						
		I.01.02.02						
		...						
		Total <L.01.02>	-x.1.1-	-x.1.2-	-x.1.3-	-x.1.4-	-x.1.5-	-x.1.6-
						
	Total <R.01>		-x.2.1-	-x.2.2-	-x.2.3-	-x.2.4-	-x.2.5-	-x.2.6-
R.02	L.02.01	I.02.01.01						
		I.02.01.02						
		...						
		Total <L.02.01>	-x.1.1-	-x.1.2-	-x.1.3-	-x.1.4-	-x.1.5-	-x.1.6-
	L.02.02	I.02.02.01						
		I.02.02.02						
		...						
		Total <L.02.02>	-x.1.1-	-x.1.2-	-x.1.3-	-x.1.4-	-x.1.5-	-x.1.6-
						
	Total <R.02>		-x.2.1-	-x.2.2-	-x.2.3-	-x.2.4-	-x.2.5-	-x.2.6-
...						
...						
TOTAL			-x.3.1-	-x.3.2-	-x.3.3-	-x.3.4-	-x.3.5-	-x.3.6-

Special notes used in the report

No.	Note	Comments
1	<Par.xx>	- the place where the input parameter will be displayed; - the parameters in red are mandatory;
2	<xx>	- number of column in the report;
3	R.xx	- the place where the rayon name will be displayed;
4	L.xx.xx	- the place where the locality name will be displayed;
5	I.xx.xx.xx	- the place where the name of the Institution will be displayed;
6	-x.1.1-	- the place where data about the number of management staff aged 20-24 will be displayed for each Institution;
7	-x.1.2-	- the place where data about the number of management staff aged 24-29 will be displayed for each Institution;
8	-x.1.3-	- the place where data about the number of management staff aged 30-35 will be displayed for each Institution;
9	-x.1.4-	- the place where data about the number of management staff aged 36-45 will be displayed for each Institution;
10	-x.1.5-	- the place where data about the number of management staff aged 46-55 will be displayed for each Institution;
11	-x.1.6-	- the place where data about the number of management staff aged >55 will be displayed for each Institution;
12	-x.2.1-	- the place where data about the number of management staff aged 20-24 will be displayed for each rayon;
13	-x.2.2-	- the place where data about the number of management staff aged 24-29 will be displayed for each rayon;
14	-x.2.3-	- the place where data about the number of management staff aged 30-35 will be displayed for each rayon;
15	-x.2.4-	- the place where data about the number of management staff aged 36-45 will be displayed for each rayon;
16	-x.2.5-	- the place where data about the number of management staff aged 46-55 will be displayed for each rayon;

17	-x.2.6-	- the place where data about the number of management staff aged >55 will be displayed for each rayon;
18	-x.3.1-	- the place where data about the number of management staff aged 20-24 will be displayed for the RM;
19	-x.3.2-	- the place where data about the number of management staff aged 24-29 will be displayed for the RM;
20	-x.3.3-	- the place where data about the number of management staff aged 30-35 will be displayed for the RM;
21	-x.3.4-	- the place where data about the number of management staff aged 36-45 will be displayed for the RM;
22	-x.3.5-	- the place where data about the number of management staff aged 46-55 will be displayed for the RM;
23	-x.3.6-	- the place where data about the number of management staff aged >55 will be displayed for the RM;

Special requirements for report generation

No.	Special requirement
RpReq.1	Grouping of entries by columns <1>, <2>, <3>;
RpReq.2	Default sorting of records in report: ascending by column <3>;

7.3.9 Rp.04.01 Institutions by the results of external evaluation

Description of report input parameters

No.	Parameter	Comments
<Par.01>	Rayon	- non-mandatory field; - retrieved from the classifier; - use of the "Rayon" classifier;
<Par.02>	Locality	- non-mandatory field; - retrieved from the classifier; - use of the "Locality" classifier; - accessible values depending on the value Par.1;
<Par.03>	Institution	- non-mandatory field; - taken from the list of values; - possible values: Institutions in the DB; - accessible values depending on the values Par.1 and Par.2;

Description of report columns

No.	Column	Comments
<01>	Rayon	- rayon;
<02>	Locality	- name of the locality;
<03>	Institution	- name of the Institution;
<04>	Authorized/non-authorized	- "Yes" will be displayed if the Institution has been authorized; - "No" will be displayed if the Institution has not been authorized;
<05>	Accredited/non-accredited	- "Yes" will be displayed if the Institution has been accredited; - "No" will be displayed if the Institution has not been accredited;
<06>	Granted grade	- the grade (very good; good; satisfactory; unsatisfactory) will be displayed;

Report structure

Part no.1: Name and input parameters

NUMBER OF INSTITUTIONS BY THE RESULTS OF EXTERNAL EVALUATION		
<Par.01>	<Par.02>	<Par.03>

Part no.2: Display of results

Rayon	Locality	Institution	Authorized/non-authorized	Accredited/non-accredited	Granted grade
<01>	<02>	<03>	<04>	<05>	<06>
R.01	L.01.01	I.01.01.01			
		I.01.01.02			
		...			
	L.01.02	I.01.02.01			
		I.01.02.02			
		...			
R.02	L.02.01	I.02.01.01			
		I.02.01.02			
		...			
	L.02.02	I.02.02.01			
		I.02.02.02			
		...			
...			
...			

Special notes used in the report

No.	Note	Comments
1	<Par.xx>	- the place where the input parameter will be displayed; - the parameters in red are mandatory;
2	<xx>	- number of column in the report;
3	R.xx	- the place where the rayon name will be displayed;
4	L.xx.xx	- the place where the locality name will be displayed;
5	I.xx.xx.xx	- the place where the name of the Institution will be displayed;

Special requirements for report generation

No.	Special requirement
RpReq.1	Grouping of entries by columns <1>, <2>, <3>;
RpReq.2	Default sorting of records in report: ascending by column <3>;

7.3.10 Rp.04.02 Number of institutions by the results of external evaluation

Description of report input parameters

No.	Parameter	Comments
<Par.01>	Rayon	- non-mandatory field; - retrieved from the classifier; - use of the "Rayon" classifier;
<Par.02>	Locality	- non-mandatory field; - retrieved from the classifier; - use of the "Locality" classifier; - accessible values depending on the value Par.1;
<Par.03>	Institution	- non-mandatory field; - taken from the list of values; - possible values: Institutions in the DB; - accessible values depending on the values Par.1 and Par.2;

Description of report columns

No.	Column	Comments
<01>	Rayon	- rayon;
<02>	Locality	- name of the locality;
<03>	Institution	- name of the Institution;
<04>	Authorized/unauthorized: Yes	
<05>	Authorized/unauthorized: No	
<06>	Accredited/non-accredited: Yes	

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No.	Column	Comments
<07>	Accredited/non-accredited: No	
<08>	Grade: Very good	
<09>	Grade: Good	
<10>	Grade: satisfactory	
<11>	Grade: unsatisfactory	

Report structure

Part no.1: Name and input parameters

NUMBER OF INSTITUTIONS BY THE RESULTS OF EXTERNAL EVALUATION

<Par.01>	<Par.02>	<Par.03>
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Part no.2: Display of results

Rayon	Locality	Authorized/unauthorized		Accredited/non-accredited		Granted grade			
		Yes	No	Yes	No	very good	Good	Satisfactory	Unsatisfactory
<01>	<02>	<03>	<04>	<05>	<06>	<07>	<08>	<09>	<10>
R.01	L.01.01								
	L.01.02								
	...								
	Total <R.01>	-x.1.1-	-x.1.2-	-x.1.3-	-x.1.4-	-x.1.5-	-x.1.6-	-x.1.7-	-x.1.8-
R.02	L.02.01								
	L.02.02								
	...								
	Total <R.02>	-x.1.1-	-x.1.2-	-x.1.3-	-x.1.4-	-x.1.5-	-x.1.6-	-x.1.7-	-x.1.8-
...	...								
...	...								
TOTAL		-x.2.1-	-x.2.2-	-x.2.3-	-x.2.4-	-x.2.5-	-x.2.6-	-x.2.7-	-x.2.8-

Special notes used in the report

No.	Note	Comments
1	<Par.xx>	- the place where the input parameter will be displayed; - the parameters in red are mandatory;
2	<xx>	- number of column in the report;
3	R.xx	- the place where the rayon name will be displayed;
4	L.xx.xx	- the place where the locality name will be displayed;

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No.	Note	Comments
5	I.xx.xx.xx	- the place where the name of the Institution will be displayed;
6	-x.1.1-	- the place where the number of authorized institutions will be displayed;
7	-x.1.2-	- the place where the number of unauthorized institutions will be displayed for each locality;
8	-x.1.3-	- the place where the number of accredited institutions will be displayed for each locality;
9	-x.1.4-	- the place where the number of non-accredited institutions will be displayed for each locality;
10	-x.1.5-	- the place where the number of institutions that gained the grade "very good" will be displayed for each locality;
11	-x.1.6-	- the place where the number of institutions that gained the grade „good" will be displayed for each locality;
12	-x.1.7-	- the place where the number of institutions that gained the grade satisfactory will be displayed for each locality;
13	-x.1.8-	- the place where the number of institutions that gained the grade unsatisfactory will be displayed for each locality;
14	-x.2.1-	- the place where the number of authorized institutions will be displayed for each rayon;
15	-x.2.2-	- the place where the number of unauthorized institutions will be displayed for each rayon;
16	-x.2.3-	- the place where the number of accredited institutions will be displayed for each rayon;
17	-x.2.4-	- the place where the number of non-accredited institutions will be displayed for each rayon;
18	-x.2.5-	- the place where the number of institutions that gained the grade „very good" will be displayed for each rayon;
19	-x.2.6-	- the place where the number of institutions that gained the grade „good" will be displayed for each rayon;
20	-x.2.7-	- the place where the number of institutions that gained the grade satisfactory will be displayed for each rayon;
21	-x.2.8-	- the place where the number of institutions that gained the grade unsatisfactory will be displayed for each rayon;

Special requirements for report generation

No.	Special requirement
RpReq.1	Grouping of entries by columns <1>, <2>, <3>;
RpReq.2	Default sorting of records in report: ascending by column <3>;

7.3.11 Rp.04.03 Institutions by the extent to which quality standards are complied with (by dimensions)

Description of report input parameters

No.	Parameter	Comments
<Par.01>	Rayon	- non-mandatory field; - retrieved from the classifier; - use of the “Rayon” classifier;
<Par.02>	Type of institution	- non-mandatory field; - retrieved from the classifier; - use of the “Type of institution” classifier;
<Par.03>	Institution	- non-mandatory field; - taken from the list of values; - possible values: Institutions in the DB; - accessible values depending on the values Par.1;

Description of report columns

No.	Column	Comments
<01>	Rayon	- rayon;
<02>	Type of institution	- Type of Institution;
<03>	Name of the Institution	- name of the Institution;
<04>	Gained score (by dimensions): Health, safety, protection.	
<05>	Gained score (by dimensions): Democratic participation	
<06>	Gained score (by dimensions): Educational inclusion	
<07>	Gained score (by dimensions): Educational efficiency	
<08>	Gained score (by dimensions): Gender sensitive education	

Terms of Reference for MISEEGE development

Report structure

Part no.1: Name and input parameters

INSTITUTIONS BY THE EXTENT TO WHICH QUALITY STANDARDS ARE COMPLIED WITH

<Par.01>

<Par.02>

<Par.03>

Part no.2: Display of results

Rayon	Type Of the Institution	Name of the Institution	Gained score (by dimensions):				
			Health, safety, protection	Democratic participation	Educational inclusion	Educational efficiency	Gender sensitive education
<01>	<02>	<03>	<04>	<05>	<06>	<07>	<08>
R.01	T.01.01	I.01.01.01					
		I.01.01.02					
	T.02.01	...					
		I.01.02.01					
R.02	T.01.01	I.02.01.01					
		I.02.01.02					
	T.02.01	...					
		I.02.02.01					
...	...	I.02.02.02					
		...					
					
		...					

Special notes used in the report

No.	Note	Comments
1	<Par.xx>	- the place where the input parameter will be displayed; - the parameters in red are mandatory;
2	<xx>	- number of column in the report;

Special requirements for report generation

No.	Special requirement
RpReq.1	Grouping of entries by columns <1>, <2>, <3>;
RpReq.2	Default sorting of records in report: ascending by column <3>;

7.3.12 Rp.04.04 Institutions by the extent to which the selected quality standard has been achieved

Description of report input parameters

No.	Parameter	Comments
<Par.01>	Rayon	- non-mandatory field; - retrieved from the classifier; - use of the "Rayon" classifier;
<Par.02>	Locality	- non-mandatory field; - retrieved from the classifier; - use of the "Locality" classifier; - accessible values depending on the value Par.1;
<Par.03>	Dimension	- mandatory field; - taken from the list of values; - possible values: Dimensions according to Req.08 General list of institution evaluation indicators
<Par.04>	Standard	- non-mandatory field; - taken from the list of values; - possible values: Standards according to Req.08 "General list of institution evaluation indicators"; - accessible values depending on the value Par.3;
<Par.05>	Indicator	- non-mandatory field; - taken from the list of values; - possible values: Indicators according to Req.08 "General list of institution evaluation indicators"; - accessible values depending on the value Par.4;

Description of report columns

No.	Column	Comments
<01>	Rayon	- rayon;
<02>	Locality	- name of the locality;
<03>	Name of the Institution	- name of the Institution;
<04>	Dimension	- gained score (for the selected dimension)
<05>	Standard	- gained score (for the selected standard)
<06>	Indicator	- gained score (for the selected indicator)

Report structure

Part no.1: Name and input parameters

INSTITUTIONS BY THE EXTENT TO WHICH QUALITY STANDARDS ARE COMPLIED WITH

<Par.01>

<Par.02>

<Par.03>

<Par.04>

<Par.05>

Part no.2: Display of results

Rayon	Locality	Name of the Institution	Dimension	Standard	Indicator
<01>	<02>	<03>	<04>	<05>	<06>
R.01	L.01.01	I.01.01.01			
		I.01.01.02			
		...			
	L.02.01	I.01.02.01			
		I.01.02.02			
		...			
R.02	L.01.01	I.02.01.01			
		I.02.01.02			
		...			
	L.02.01	I.02.02.01			
		I.02.02.02			
		...			
...			

Special notes used in the report

No.	Note	Comments
1	<Par.xx>	- the place where the input parameter will be displayed; - the parameters in red are mandatory;
2	<xx>	- number of column in the report;

Special requirements for report generation

No.	Special requirement
RpReq.1	Grouping of entries by columns <1>, <2>, <3>;
RpReq.2	Default sorting of records in report: ascending by column <3>;

7.3.13 Rp.04.05 Prospective plan for the external evaluation of Institutions

Description of report input parameters

No.	Parameter	Comments
<Par.01>	Rayon	<ul style="list-style-type: none"> - non-mandatory field; - retrieved from the classifier; - use of the “Rayon” classifier;
<Par.02>	Locality	<ul style="list-style-type: none"> - non-mandatory field; - retrieved from the classifier; - use of the “Locality” classifier; - accessible values depending on the values Par.1;
<Par.03>	Institution	<ul style="list-style-type: none"> - non-mandatory field; - taken from the list of values; - possible values: Institutions in the DB; - accessible values depending on the values Par.1 and Par.2;

Description of report columns

No.	Column	Comments
1	Rayon	- name of the rayon;
2	Locality	- name of the locality;
3	Institution	- name of the Institution;
4	Year of studies: Year 1	
5	Year of studies: Year 2	
6	Year of studies: Year 3	
7	Year of studies: Year 4	
8	Year of studies: Year 5	

Report structure

Part no.1: Name and input parameters

PROSPECTIVE PLAN FOR THE EXTERNAL EVALUATION OF INSTITUTIONS

<Par.01>

<Par.02>

<Par.03>

Part no.2: Display of results

Rayon	Locality	Institution	Year of studies				
			Year_1	Year_2	Year_3	Year_4	Year_5
<01>	<02>	<03>	<04>	<05>	<06>	<07>	<08>
R.01	L.01.01	I.01.01.01					
		I.01.01.02					
		...					
	L.01.02	I.01.02.01					
		I.01.02.02					
					
R.02	L.01.01	I.01.01.01					
		I.01.01.02					
		...					
	L.01.02	I.01.02.01					
		I.01.02.02					
...							
...							

Special notes used in the report

No.	Note	Comments
1	<Par.xx>	- the place where the input parameter will be displayed; - the parameters in red are mandatory;
2	<xx>	- number of column in the report;
3	R.xx	- the place where the rayon name will be displayed;
4	L.xx.xx	- the place where the locality name will be displayed;
5	I.xx.xx.xx	- the place where the name of the Institution will be displayed;

Special requirements for report generation

No.	Special requirement
RpReq.1	Grouping of entries by columns <1>, <2>, <3>;
RpReq.2	Default sorting of records in report: ascending by column <3>;

7.3.14 Rp.05.01 Management staff by the results of external evaluation

Description of report input parameters

No.	Parameter	Comments
<Par.01>	Rayon	- non-mandatory field; - retrieved from the classifier; - use of the "Rayon" classifier;
<Par.02>	Type of institution	- non-mandatory field; - retrieved from the classifier; - <i>use of the "Type of institution" classifier;</i>
<Par.03>	Institution	- non-mandatory field; - taken from the list of values; - possible values: Institutions in the DB; - accessible values depending on the values Par.1;

Description of report columns

No.	Column	Comments
1	Rayon	- name of the rayon;
2	Locality	- name of the locality;
3	Institution	- name of the Institution;
4	Position	
5	Full name	
6	Granted grade: Very good	
7	Granted grade: Good	
8	Granted grade: Satisfactory	
9	Granted grade: Unsatisfactory	

Terms of Reference for MISEEGE development

Report structure

Part no.1: Name and input parameters

MANAGEMENT STAFF BY THE RESULTS OF EXTERNAL EVALUATION

<Par.01>

<Par.02>

<Par.03>

Part no.2: Display of results

Rayon	Locality	Institution	Position	FULL NAME	Granted grade			
					Very good	good	Satisfactory	Unsatisfactory
<01>	<02>	<03>	<04>	<05>	<06>	<07>	<08>	<09>
R.01	L.01.01	I.01.01.01	Director					
			Deputy director for training					
			Deputy director for education					
		I.01.01.02	Director					
			Deputy director for training					
			Deputy director for education					
						
		...						
	L.01.02	I.01.02.01	...					
		I.01.02.02	...					
		...						
						
R.02	L.02.01	I.02.01.01						
		I.02.01.02						
		...						
	L.02.02	I.02.02.01						
		I.02.02.02						
						
...						
...						

Special notes used in the report

No.	Note	Comments
1	<Par.xx>	- the place where the input parameter will be displayed; - the parameters in red are mandatory;
2	<xx>	- number of column in the report;
3	R.xx	- the place where the rayon name will be displayed;
4	L.xx.xx	- the place where the locality name will be displayed;
5	I.xx.xx.xx	- the place where the name of the Institution will be displayed;

Special requirements for report generation

No.	Special requirement
RpReq.1	Grouping of entries by columns <1>, <2>, <3>;
RpReq.2	Default sorting of records in report: ascending by column <3>;

7.3.15 Rp.05.02 Management staff by the extent to which the Professional competence standards are achieved

Description of report input parameters

No.	Parameter	Comments
<Par.01>	Rayon	- non-mandatory field; - retrieved from the classifier; - use of the "Rayon" classifier;
<Par.02>	Type of institution	- non-mandatory field; - retrieved from the classifier; - <i>use of the "Type of institution" classifier;</i>
<Par.03>	Institution	- non-mandatory field; - taken from the list of values; - possible values: Institutions in the DB; - accessible values depending on the values Par.1;

Description of report columns

No.	Column	Comments
1	Rayon	- name of the rayon;
2	Locality	- name of the locality;
3	Institution	- name of the Institution;
4	Position	
5	Full name	
6	Gained score: Vision and strategies	
7	Gained score: Curriculum	

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No.	Column	Comments
8	Gained score: Human resources	
9	Gained score: Financial and material resources	
10	Gained score: Structures and procedures	
11	Gained score: Community and partnerships	

Report structure

Part no.1: Name and input parameters

MANAGEMENT STAFF BY THE RESULTS OF EXTERNAL EVALUATION		
<Par.01>	<Par.02>	<Par.03>

Part no.2: Display of results

Rayo n	Localit y	Institutio n	Position	FULL NAM E	Gained score (by domains)					
					Vision and strategie s	Curriculu m	Human resource s	Financial and material resource s	Structures and procedure s	Community and partnership s
<01>	<02>	<03>	<04>	<05>	<06>	<07>	<08>	<09>	<10>	<11>
R.01	L.01.01	I.01.01.01	Director							
			Deputy director for training							
			Deputy director for educatio n							
		I.01.01.02	Director							
			Deputy director for training							
			Deputy director for educatio n							
		...								
	L.01.02	I.01.02.01								
		I.01.02.02								
		...								
R.02	L.02.01	I.02.01.01								
		I.02.01.02								
		...								
	L.02.02	I.02.02.01								
		I.02.02.02								
	...									
...	...									

Special notes used in the report

No.	Note	Comments
1	<Par.xx>	- the place where the input parameter will be displayed; - the parameters in red are mandatory;
2	<xx>	- number of column in the report;
3	R.xx	- the place where the rayon name will be displayed;
4	L.xx.xx	- the place where the locality name will be displayed;
5	I.xx.xx.xx	- the place where the name of the Institution will be displayed;

Special requirements for report generation

No.	Special requirement
RpReq.1	Grouping of entries by columns <1>, <2>, <3>;
RpReq.2	Default sorting of records in report: ascending by column <3>;

7.3.16 Rp.05.03 Prospective plan for the external evaluation of teaching staff**Description of report input parameters**

No.	Parameter	Comments
<Par.01>	Rayon	- non-mandatory field; - retrieved from the classifier; - use of the "Rayon" classifier;
<Par.02>	Locality	- non-mandatory field; - retrieved from the classifier; - use of the "Locality" classifier; - accessible values depending on the values Par.1;
<Par.03>	Institution	- non-mandatory field; - taken from the list of values; - possible values: Institutions in the DB; - accessible values depending on the values Par.1 and Par.2;

Description of report columns

No.	Column	Comments
1	Rayon	- name of the rayon;
2	Locality	- name of the locality;
3	Institution	- name of the Institution;
4	Position	
5	Full name	
6	Year of studies: Year 1	- Current year

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No.	Column	Comments
7	Year of studies: Year 2	- Current year + 1
8	Year of studies: Year 3	- Current year + 2
9	Year of studies: Year 4	- Current year + 3
10	Year of studies: Year 5	- Current year + 4

Report structure

Part no.1: Name and input parameters

PROSPECTIVE PLAN FOR THE EXTERNAL EVALUATION OF TEACHING STAFF		
<Par.01>	<Par.02>	<Par.03>

Part no.2: Display of results

Rayon	Locality	Institution	Position	FULL NAME	Year of studies				
					Year_1	Year_2	Year_3	Year_4	Year_5
<01>	<02>	<03>	<04>	<05>	<06>	<07>	<08>	<09>	<10>
R.01	L.01.01	I.01.01.01	Director						
			Deputy director for training						
			Deputy director for education						
		I.01.01.02	Director						
			Deputy director for training						
			Deputy director for education						
		...							
	L.01.02	I.01.02.01							
		I.01.02.02							
R.02	L.01.01	I.01.01.01							
		I.01.01.02							
		...							
	L.01.02	I.01.02.01							
		I.01.02.02							
...									
...									

Special notes used in the report

No.	Note	Comments
1	<Par.xx>	- the place where the input parameter will be displayed; - the parameters in red are mandatory;

No.	Note	Comments
2	<xx>	- number of column in the report;
3	R.xx	- the place where the rayon name will be displayed;
4	L.xx.xx	- the place where the locality name will be displayed;
5	I.xx.xx.xx	- the place where the name of the Institution will be displayed;

Special requirements for report generation

No.	Special requirement
RpReq.1	Grouping of entries by columns <1>, <2>, <3>;
RpReq.2	Default sorting of records in report: ascending by column <3>;

7.3.17 Rp.06.01 External evaluations conducted in the selected period (Institution)

Description of report input parameters

No.	Parameter	Comments
<Par.01>	Period (from)	- mandatory field; - cannot be later than the current date;
<Par.02>	Period (to)	- mandatory field; - cannot be later than the current date; - cannot be less than Par.01;
<Par.03>	External evaluation procedure	- non-mandatory field; - taken from the list of values; - possible values: Provisional operation authorization/Accreditation/Periodic external evaluation

Description of report columns

No.	Column	Comments
1	Name of the Institution	- name of the Institution;
2	Type of institution	- type of Institution;
3	Category of the Institution	- Category of the Institution;
4	Public/private	-
5	External evaluation procedure	-
6	Status of periodic evaluation	-

Report structure

Part no.1: Name and input parameters

EXTERNAL EVALUATIONS CONDUCTED IN THE SELECTED PERIOD (INSTITUTION)

<Par.01>

<Par.02>

<Par.03>

Part no.2: Display of results

Name of the Institution	Type Of the Institution	Category of the Institution	Public/ private	External evaluation procedure	Status of periodic evaluation
<01>	<02>	<03>	<04>	<05>	<05>

Special notes used in the report

No.	Note	Comments
1	<Par.xx>	- the place where the input parameter will be displayed; - the parameters in red are mandatory;
2	<xx>	- number of column in the report;

Special requirements for report generation

No.	Special requirement
RpReq.1	Default sorting of records in report: ascending by column <1>;

7.3.18 Rp.06.02 External evaluations conducted in the selected period (Management staff)

Description of report input parameters

No.	Parameter	Comments
<Par.01>	Period (from)	- mandatory field; - cannot be later than the current date;
<Par.02>	Period (to)	- mandatory field; - cannot be later than the current date; - cannot be less than Par.01;

Description of report columns

No.	Column	Comments
1	Last name	-
2	Given name	-
3	Position	-
4	Name of the Institution	-
5	Status of periodic evaluation	-

Report structure

Part no.1: Name and input parameters

EXTERNAL EVALUATIONS CONDUCTED IN THE SELECTED PERIOD (INSTITUTION)

<Par.01>	<Par.02>	<Par.03>
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Part no.2: Display of results

Last name	Given name	Position	Name of the Institution	Status of periodic evaluation
<01>	<02>	<03>	<04>	<05>

Special notes used in the report

No.	Note	Comments
1	<Par.xx>	- the place where the input parameter will be displayed;
2	<xx>	- the parameters in red are mandatory;
		- number of column in the report;

Special requirements for report generation

No.	Special requirement
RpReq.1	Default sorting of records in report: ascending by column <1>;