Annex 1:

QUALITY ASSURANCE AGENCY IN HIGHER EDUCATION

UPDATED INTERNAL REGULATION

"ON THE ORGANISATION AND FUNCTIONING OF THE QUALITY ASSURANCE AGENCY IN HIGHER EDUCATION"

September 2026

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CHAPTER I

GENERAL PROVISIONS

Article 1

Purpose

This regulation defines in detail the internal organisation and functioning of the Albanian Agency for Quality Assurance in Higher Education (ASCAL), including the organisational structure, the competencies of constituent units and employees, and the rules governing relations between them.

Article 2

Legal basis and applicable legal acts

The activity of ASCAL and the implementation of this regulation are based on:

a) Law No. 80/2015 "On higher education and scientific research in higher education institutions in the Republic of Albania";
b) Council of Ministers' Decision No. 109, dated 15.02.2017 "On the organisation and functioning of the Albanian Agency for Quality Assurance in Higher Education and the Accreditation Board and on setting fees for quality assurance processes in higher education", as amended;
c) Council of Ministers' Decision No. 824, dated 24.12.2021 "On the approval of the Quality Code of Higher Education", as amended;
d) Law No. 7961, dated 12.07.1995, "Labour Code of the Republic of Albania", as amended;
e) Law No. 44/2015 "Code of Administrative Procedures of the Republic of Albania";
f) Law No. 9131, dated 08.09.2003 "On ethics rules in the public administration";
g) Law No. 9936, dated 26.06.2008 "On the management of the budgetary system in the Republic of Albania", as amended;
h) Law No. 10296, dated 08.07.2010 "On financial management and control", as amended;
i) Law No. 9367, dated 07.04.2005 "On the prevention of conflict of interest in the exercise of public functions", as amended;
j) Law No. 119/2014 "On the right to information", as amended;
k) Law No. 124/2024 "On personal data protection";
l) Law No. 25/2024 "On cybersecurity";
m) Legislation in force on archives, public procurement, and official document administration;
n) ASCAL's structure and staffing, approved by Prime Minister's Order No. 137, dated 26.06.2023 "On an amendment to Prime Minister's Order No. 20, dated 26.01.2021 'On the approval of the structure and staffing of the Albanian Agency for Quality Assurance in Higher Education'";
o) ASCAL's Procedures Manual, methodologies, regulations, and other internal acts in force.

Article 3

Mission and activity

1. ASCAL's mission is to ensure and continuously enhance quality in higher education through independent, professional, and transparent external quality assurance processes, in compliance with national quality standards and European standards and guidelines for quality assurance in higher education.
2. ASCAL's activity includes the organisation, administration, and implementation of external quality assurance processes for higher education institutions and study programs, post-accreditation monitoring, the evaluation of internal quality assurance systems, as well as the implementation of mechanisms supporting the evaluation and continuous improvement of these processes.
3. Through its activity, ASCAL aims to assess the fulfilment of quality standards, foster the development of a sustainable quality culture within higher education institutions, support transparency and public information, and contribute to the protection of public and student interests.
4. ASCAL exercises its activity independently, professionally, and impartially, guaranteeing objectivity, transparency, integrity, and accountability in external quality assurance processes.
5. In the exercise of its functions, ASCAL cooperates with the ministry responsible for education, the Accreditation Board, higher education institutions, students, other stakeholders, peer agencies, and national and international organisations in the field of quality assurance, with the aim of developing the quality assurance system and aligning it with developments in the European Higher Education Area.

Article 4

Object of activity

1. The object of ASCAL's activity includes:
    a) external quality evaluation for the initial and periodic accreditation of higher education institutions and the study programs they offer;
    b) monitoring and evaluation of academic quality and compliance with quality standards by institutions and programs offered by them, prior to and following initial accreditation evaluation;
    c) preliminary evaluation within the framework of the establishment and/or reorganisation of higher education institutions and study programs upon request of the ministry responsible for education;
    d) preliminary evaluation and recognition of study programs offered in accredited Albanian higher education institutions by foreign higher education institutions from one of the member states of the European Union, the United States of America, Canada, and Australia;
    e) periodic evaluation, every three years, of teaching quality in higher education institutions and its continuous monitoring through the National Student Survey, in accordance with its guidelines;
    f) evaluation of internal quality systems (auditing) in higher education institutions, in accordance with its guidelines and the standards and guidelines for quality assurance in the European Higher Education Area;

g) thematic, analytical, and comparative evaluations of institutions and/or study programs, in service of higher education policies, autonomously or upon request of the ministry responsible for education.

Article 5

Duties and responsibilities

1. In fulfilling its mission and exercising its activity, ASCAL has the following duties and responsibilities:
   a) supports in the establishment and operation of the internal quality assurance system in higher education institutions, in compliance with the Higher Education Quality Code, cooperates with these institutions, and maintains ongoing relations with their internal quality assurance units;
   b) cooperates with the ministry responsible for education in preparing and updating national quality standards as part of the Higher Education Quality Code;
   c) drafts evaluation guidelines, criteria, procedures, evaluation formats, and other acts necessary for its internal functioning;
   d) proposes to the minister responsible for education amendments to the legal framework in the field of quality assurance in higher education;
   e) administers and exchanges information related to results, quality, and accreditation in higher education;
   f) publishes on its official website final external evaluation reports, continuous quality monitoring reports, National Student Survey results, and Accreditation Board acts; ensures up-to-date information on the status of higher education institutions and study programs regarding evaluation and accreditation processes, and publishes, prior to the beginning of each academic year, the list of accredited higher education institutions and study programs;
   g) publishes national and international materials and information in the field of higher education quality assurance;
   h) administers the electronic database in service of monitoring and quality assurance processes;
   i) processes requests from higher education institutions to conduct external evaluations by agencies that are members of the European Association for Quality Assurance in Higher Education (ENQA) and submits them to the Accreditation Board for approval;
   j) cooperates and coordinates its activity with peer agencies, members of ENQA and/or registered in the European Quality Assurance Register for Higher Education (EQAR), through joint and/or coordinated evaluations, according to the profile and characteristics of each evaluation process;
   k) pursues procedures for ASCAL's full membership in ENQA and/or its registration in EQAR;
   l) coordinates its activity with the ministry responsible for education and its subordinate institutions in service of policies related to quality in higher education, evaluation of scientific research, financing of higher education institutions, and data exchange in the field of higher education;

m) cooperates and coordinates activity with the National Agency for Scientific Research and Innovation, including the results of the evaluation of scientific research activity of this agency in external quality assurance processes.

2. ASCAL enjoys professional and procedural independence in drafting and approving evaluation procedures, criteria, and formats, in selecting experts and special evaluation committees, as well as in the content and results of academic quality evaluation reports.
3. ASCAL exercises its functions and responsibilities in compliance with the principles of legality, independence, impartiality, professionalism, transparency, proportionality, confidentiality, accountability, and prevention of conflict of interest.

CHAPTER II

ORGANISATION, STRUCTURE, AND DUTIES

Article 6

Organisational structure

1. ASCAL's organisational structure is defined and approved by order of the Prime Minister of the Republic of Albania, in accordance with the needs for the effective and efficient exercise of the Agency's competencies in the field of higher education quality assurance.
2. ASCAL is organized at the management level and constituent units, as follows:
   a) General Director;
   b) Quality Promotion and Evaluation Sector;
   c) Statistics and Analysis Sector;
   d) Finance and Support Services Sector;
   e) Accreditation Board Relations and Internationalization Sector.
3. Each sector is led by a sector head and composed of specialists, who exercise their functions in accordance with job descriptions and legislation in force.

Article 7

General Director

1. The General Director is the highest executive authority of ASCAL and is responsible for its overall direction, organisation, and functioning, in accordance with the legislation in force.
2. In the exercise of their functions, the General Director:
   a) directs, organises and coordinates ASCAL's activity, ensuring effective, coordinated functioning in compliance with legislation in force;
   b) ensures the fulfilment of ASCAL's mission, objectives, and institutional duties, and monitors the implementation of legal and sub-legal acts regulating the Agency's activity;
   c) represents ASCAL and maintains official relations with the ministry responsible for education, the Accreditation Board, higher education institutions, peer institutions, and national and international organisations in the field of quality assurance;

d) approves internal acts, procedures, methodologies, guidelines, formats, and working instruments of ASCAL, according to competencies defined in legislation in force and ASCAL's regulatory acts;
e) approves the annual work plan, activity calendar, and other institutional planning documents, and monitors and controls their implementation;
f) proposes ASCAL's structure and staffing to the competent body and approves internal organisation, work distribution, and job descriptions in compliance with the approved structure and legislation in force;
g) ensures the integrity, impartiality, and transparency of external quality assurance processes, as well as the prevention of conflict of interest;
h) ensures the administrative, technical, and organisational support necessary for the functioning of the Accreditation Board, respecting its independence in reviewing and decision-making on accreditation matters;
i) allocates and coordinates duties among ASCAL structures, requests periodic reporting on work progress, and takes necessary measures to respect deadlines and fulfill duties;
j) administers employment relationships of ASCAL employees and exercises competencies for hiring, changes to employment relationships, performance evaluation, professional development, disciplinary measures, and termination of employment relationships, in compliance with legislation in force;
k) evaluates the performance of structure heads and ASCAL employees according to approved procedures, and takes relevant measures based on evaluation results;
l) monitors compliance with work discipline and, in case of violations or failure to fulfill functional duties, takes relevant administrative or disciplinary measures in compliance with legislation in force and approved procedures;
m) establishes by order external evaluation groups, as well as other special commissions or groups, in compliance with criteria, procedures, and competencies defined in legislation in force and ASCAL regulatory acts;
n) directs and is responsible for ASCAL's financial planning and administration, approves financial documents according to competencies, and ensures lawful, economic, effective, and efficient use of funds, revenues, assets, and material resources of the Agency;
o) concludes and signs cooperation agreements, memorandums, contracts, and other documents with domestic and foreign institutions, organisations, or entities within their competencies and in compliance with ASCAL's mission and interests;
p) issues orders, instructions, and other administrative acts for the internal organisation and functioning of the Agency, within competencies defined by legislation in force;
q) ensures necessary organisational and technical measures for the administration, operation, maintenance, and security of electronic systems and ASCAL databases, to guarantee accuracy, integrity, confidentiality, availability, and traceability of data administered therein;
r) informs and reports periodically to the ministry responsible for education and other competent bodies on ASCAL's activity, evaluation and accreditation processes, and matters related to quality assurance in higher education;

s) contributes to drafting and reviewing legal and sub-legal draft acts in the field of higher education and quality assurance, and submits, on behalf of ASCAL, proposals for improving the legal and regulatory framework;
t) exercises any other competence defined by legislation in force and internal acts of the Agency.

3. The General Director is supported in the exercise of duties by sector heads and other ASCAL structures, which provide necessary information, documentation, and support.

Article 8

Head of the Quality Promotion and Evaluation Sector

1. The Head of the Quality Promotion and Evaluation Sector directs, organises, and controls the sector's activity, ensuring regular and timely administration of external evaluation processes within the framework of accreditation, in compliance with legislation in force, national quality standards, European standards and guidelines for quality assurance, the Procedures Manual, and other regulatory acts of ASCAL.
2. The Sector Head maintains direct communication with the General Director and coordinates work with other ASCAL sectors on matters requiring joint contribution.
3. The Sector Head has the following specific duties:
   a) plans and coordinates external evaluation procedures for initial and periodic accreditation processes of higher education institutions and study programs;
   b) organises and monitors the external evaluation process, from receiving the Self-Evaluation File to finalising the External Evaluation Report and submitting the complete file to the structure responsible for administering documentation submitted to the Accreditation Board;
   c) controls compliance with procedures, standards, and deadlines for each process administered by the sector and takes measures for timely addressing of delays, inaccuracies, or identified issues;
   d) allocates processes and duties among sector specialists, defines respective responsibilities, and controls their implementation in compliance with deadlines and procedural requirements;
   e) appoints Technical Coordinators for external evaluation procedures, considering workload, professional experience, and prevention of conflict of interest;
   f) instructs and supports Technical Coordinators during the administration of external evaluation procedures and controls their fulfilment of duties and compliance with deadlines and Procedures Manual requirements;
   g) identifies the need to establish External Evaluation Groups and proposes their composition to the General Director, considering the profile of the institution or study program, evaluation field, expert selection criteria, conflict of interest, and legislation in force;
   h) ensures that information on the approved composition of External Evaluation Groups is communicated in a timely manner to specialists and responsible structures for continuing administrative and contractual procedures;

i) organises and conducts training and retraining of external experts, ensuring their familiarity with standards, methodologies, procedures, and evaluation instruments;
j) coordinates the preparation and conduct of external evaluation visits in higher education institutions, ensuring compliance with the visit schedule, procedures, evaluation methodology, and Procedures Manual requirements;
k) follows the drafting, verification, and finalisation process of external evaluation reports, controlling compliance with formal and procedural requirements without interfering with experts' professional judgment and evaluative content;
l) ensures that preliminary reports are transmitted to higher education institutions for comments and that submitted comments are administered and transmitted to External Evaluation Groups according to defined procedures and deadlines;
m) cooperates with the structure responsible for Accreditation Board relations for providing clarifications and supplementing documentation related to the external evaluation procedure, without compromising experts' independence and the Board's decision-making competencies;
n) organises official communication with external evaluation experts and higher education institutions during the process, in cooperation with Technical Coordinators and other responsible structures;
o) monitors and controls the completion and updating in AMS of data, documents, communications, and actions for each stage of processes administered by the sector, ensuring their accuracy, completeness, and traceability;
p) analyses the results of the 360-degree Evaluation System and highlights needs for training and process improvement according to the respective methodology;
q) contributes, according to the sector's sphere of responsibility, to post-accreditation monitoring processes and the review of issues related to the fulfilment of Accreditation Board recommendations, in cooperation with the structure responsible for monitoring administration;
r) drafts, reviews, and updates draft manuals, guidelines, procedures, formats, report templates, and methodological instruments in the field of external evaluation and submits them to the General Director for approval;
s) contributes to drafting and reviewing national quality standards and legal and sub-legal acts in the field of higher education and quality assurance, according to duties assigned by the General Director;
t) organises informative and training activities for higher education institutions, internal quality assurance units, and other stakeholders regarding standards, procedures, and their role in quality assurance processes;
u) analyses the progress and results of external evaluation processes, highlights problems and good practices, and proposes measures for procedure improvement to the General Director;
v) prepares the work plan, periodic reports, and annual activity report of the sector and submits them to the General Director according to defined deadlines and formats;
w) organises periodic meetings with sector employees, reviews work progress and identified problems, and takes or proposes necessary measures to address them;

x) evaluates the performance of sector employees, highlights needs for training and professional development, and proposes relevant measures to the General Director;
y) coordinates work with other ASCAL sectors on matters requiring joint contribution and ensures complete and traceable handover of documentation between structures;
z) ensures administration, preservation, and confidential treatment of sector documentation and data, in compliance with personal data protection legislation, archival legislation, and ASCAL internal acts;
aa) prepares and proposes informative, promotional, and awareness-raising materials in the field of quality assurance and contributes to publishing and disseminating good practices highlighted by external evaluation processes;
bb) participates, with the authorization of the General Director, in working groups, commissions, training activities, and national and international events in the field of quality assurance;
cc) performs other functional duties assigned by the General Director, in compliance with legislation in force, ASCAL's mission and objectives.

Article 9

Head of the Statistics and Analysis Sector

1. The Head of the Statistics and Analysis Sector directs, organises, and controls the sector's activity related to data administration and analysis, administrative, procedural, and legal verification of applications for accreditation of higher education institutions and study programs, drafting analytical, statistical, thematic, and comparative reports, post-accreditation monitoring, administration of the 360-degree Evaluation System, implementation of the National Student Survey, and administration of ASCAL's Management System (AMS).
2. The Sector Head maintains direct communication with the General Director and coordinates work with other ASCAL sectors on matters requiring data administration, verification, processing, or analysis.
3. The Sector Head has the following specific duties:
   a) plans sector activity, allocates duties among specialists, defines respective responsibilities, and controls their implementation in compliance with established deadlines and requirements;
   b) coordinates collection, verification, processing, updating, and analysis of data regarding higher education institutions, study programs, academic personnel, students, experts, and evaluation and accreditation processes;
   c) controls quality, accuracy, completeness, comparability, timely updating, and traceability of data administered by the sector;
   d) drafts and proposes standardised rules, methodologies, structures, and formats for data collection, processing, verification, analysis, and reporting;
   e) coordinates the drafting of analytical, statistical, thematic, and comparative reports, annual reports, indicators, and other periodic materials on ASCAL's activity and developments in the higher education system;
   f) organises and controls administrative and procedural verification of applications for initial and periodic accreditation of higher education institutions and study programs, as

well as control of fulfilment of requirements defined in legislation in force, the Procedures Manual, and ASCAL regulatory acts;

g) controls, within application verification, data on institution status and organisation, study program, basic and leading responsible unit, department composition, academic personnel, student numbers, accreditation status and validity, and other elements required according to process type;
h) ensures recording of deficiencies, inaccuracies, or discrepancies identified during application verification, requesting necessary supplements or clarifications from higher education institutions, and preparing documentation for further processing of the application according to defined procedures and competencies;
i) coordinates post-accreditation monitoring processes, administration of data and evidence on recommendation fulfilment, deadline compliance, and measures undertaken by higher education institutions, as well as drafting relevant reports;
j) cooperates with other responsible ASCAL structures during post-accreditation monitoring processes and ensures exchange of necessary data and documentation;
k) coordinates administration of the 360-degree Evaluation System, collection and periodic analysis of results, and drafting of proposals and action plans for improvement, in cooperation with the Head of the Quality Promotion and Evaluation Sector;
l) organises and monitors periodic conduct of the National Student Survey, data processing and analysis, drafting summary reports, and preparing results for publication, in compliance with legislation in force and approved procedures;
m) coordinates functional administration of AMS and monitors, in cooperation with the IT specialist, technical operation, maintenance, updating, and system improvement;
n) identifies needs for AMS development and improvement and submits relevant proposals to the General Director, in cooperation with the IT specialist;
o) coordinates extraction, processing, and preparation of data, reports, and analytical materials according to specific requests of the General Director, Accreditation Board, ministry responsible for education, and other public institutions, in compliance with respective competencies;
p) contributes to drafting and updating regulatory acts, methodologies, procedures, structures, and ASCAL instruments according to the sector's sphere of responsibility;
q) prepares work plans, periodic reports, and annual activity reports of the sector and submits them to the General Director according to defined deadlines and formats;
r) organises periodic meetings with sector employees, reviews work progress and identified problems, and takes or proposes necessary measures to address them;
s) evaluates performance of sector employees, highlights needs for training and professional development, and proposes relevant measures to the General Director;
t) coordinates work with other ASCAL sectors and ensures complete, accurate, and traceable exchange of data and documentation between structures;
u) coordinates administration and updating of the official website and ASCAL social media accounts, in cooperation with the IT specialist and relevant structures, ensuring timely publication of information, accuracy and content updating, respect for institutional identity and approval procedures, as well as implementation of security, personal data protection, and information accessibility requirements;

v) coordinates preparation, updating, and publication of information on accreditation status of higher education institutions and study programs, in compliance with legislation in force;
w) coordinates handling of information requests related to evaluation and accreditation status of higher education institutions and study programs, as well as other matters in the sector's sphere of responsibility, controlling information accuracy and respecting deadlines for answering, in cooperation with the Right to Information Coordinator and according to competencies defined in legislation in force;
x) ensures implementation of measures for administering, preserving, confidentiality, integrity, and security of sector data and documentation, in compliance with personal data protection legislation, archival legislation, and ASCAL internal acts;
y) participates, with the authorization of the General Director, in working groups, commissions, training activities, and national and international events related to the sector's sphere of responsibility;
z) performs other functional duties assigned by the General Director, in compliance with legislation in force, ASCAL's mission and objectives.

Article 10

Head of the Finance and Support Services Sector

1. The Head of the Finance and Support Services Sector directs, organises, coordinates, and controls sector activity in financial and budgetary administration, public procurement, human resources administration, asset management, administrative and logistic services, as well as protocol and archives, in compliance with legislation in force and ASCAL internal acts.
2. The Sector Head maintains direct communication with the General Director and coordinates work with other ASCAL sectors on matters requiring joint contribution.
3. The Sector Head has the following specific duties:
    a) organises and monitors financial, administrative, and support services activity of ASCAL, in compliance with legislation in force and internal institutional acts;
    b) plans sector activity, allocates duties among employees, defines respective responsibilities, and controls their implementation in compliance with established deadlines and requirements;
    c) prepares the sector's annual work plan, submits it to the General Director according to defined deadlines and formats, and monitors its implementation;
    d) coordinates the process of planning, drafting, and submitting ASCAL's draft budget, and monitors implementation of the approved budget;
    e) monitors realization of ASCAL revenues and expenditures and ensures their periodic reconciliation;
    f) supervises implementation of financial and budgetary procedures, in compliance with financial management and control legislation and other relevant acts;
    g) supervises preparation of financial documentation for undertaking budgetary commitments and making payments;
    h) controls financial and administrative documentation submitted to the General Director for review and approval;

i) coordinates preparation and submission of financial, budgetary, and other periodic reports of ASCAL, according to legal and institutional requirements;
j) supervises administration, recording, and control of ASCAL revenues, including revenues from quality assurance process fees and project revenues;
k) coordinates sector relations with the ministry responsible for education, ministry responsible for finances, treasury structures, and other competent institutions for financial and administrative matters;
l) supervises implementation of public procurement procedures conducted by ASCAL, according to responsibilities defined in legislation in force and internal acts;
m) coordinates administration, inventorying, recording, and maintenance of ASCAL assets, equipment, and materials;
n) Supervises administration of sector financial and administrative documentation and its handover to archives according to defined rules and deadlines;
o) coordinates protocol and archive activity, ensuring administration, registration, classification, circulation, preservation, and handover of official documentation;
p) Supervises implementation of rules for administering and preserving documentation in current use and in archives;
q) coordinates preparation and updating of the document list with retention periods, in compliance with archival legislation and relevant acts;
r) monitors implementation of internal control and financial management measures within the sector;
s) identifies and reports financial, administrative, and logistic risks and problems and proposes measures for their prevention or addressing;
t) coordinates preparation of materials, information, and reports requested by the General Director and competent institutions;
u) ensures implementation of decisions, orders, and instructions of the General Director in the sector's sphere of responsibility;
v) prepares materials and provides professional opinions on financial, administrative, and organisational matters submitted for review to ASCAL management;
w) controls documentation prepared by sector employees and ensures compliance with legal, procedural, and established deadline requirements;
x) cooperates with other ASCAL sectors to achieve institutional objectives and activity;
y) coordinates and administers human resources activity in ASCAL, in compliance with labour legislation and internal institutional acts;
z) administers and updates personnel files, ensuring completeness, accuracy, confidentiality, and preservation of employee documentation;
aa) monitors implementation of approved structure and staffing, identifies filled and vacant positions, and proposes need for changes in compliance with ASCAL activity requirements;
bb) monitors recruitment, selection, employment, change, and termination procedures of employment relationships, in compliance with legislation in force and ASCAL internal acts;
cc) prepares and administers documentation for announcing vacant positions and follows procedures for filling them;

dd) prepares draft acts and documentation related to establishment, modification, and termination of employment relationships, according to defined competencies;
ee) coordinates employee performance evaluation process and monitors compliance with established procedures and deadlines;
ff) monitors employee probationary period and prepares documentation for evaluation and completion in compliance with labour legislation;
gg) administers records of annual leave, special leave, breaks, and employee absences and prepares relevant documentation;
hh) administers data related to salaries, allowances, position changes, and other employment relationship elements, in cooperation with the finance specialist;
ii) prepares data, statistics, and reports on human resources according to requests of the General Director and competent institutions;
jj) follows completion and updating of human resources registers and electronic systems, in compliance with relevant legal and technical requirements;
kk) identifies needs for employee training and professional development and proposes relevant measures to the General Director;
ll) monitors employee participation in training, seminars, and other professional development activities and administers relevant documentation;
mm) administers documentation related to disciplinary procedures and other employment relationship matters, in compliance with legislation in force;
nn) monitors compliance with rules on ethics, work discipline, equality, non-discrimination, and prevention of conflict of interest;
oo) prepares periodic materials and reports on human resources status and submits them to the General Director;
pp) follows procedures related to retirement, resignation, termination of employment contract, and other cases of employment relationship termination;
qq) prepares certificates and other administrative documents for employees according to requests and defined competencies;
rr) coordinates administration of professional internships and engagement of interns at ASCAL, in compliance with relevant procedures;
ss) participates, with the authorization of the General Director, in working groups, commissions, and other activities related to the sector's sphere of responsibility;
tt) performs other functional duties assigned by the General Director, in compliance with legislation in force, ASCAL's mission and objectives.

Article 11

Head of the Accreditation Board Relations and Internationalization Sector

1. Head of the Accreditation Board Relations and Internationalization Sector directs, organises, and controls sector activity, ensuring administrative and organisational support for the functioning of the Accreditation Board, as well as the development of ASCAL's international relations and cooperation, in compliance with legislation in force and internal institutional acts.

2. The Sector Head maintains direct communication with the General Director and coordinates work with other ASCAL sectors on matters related to Accreditation Board activity and the Agency's international commitments.
3. The sector head has the following specific duties:
    a) plans sector activity, allocates duties among specialists, defines respective responsibilities, and controls their implementation in compliance with established deadlines and requirements;
    b) prepares the sector's annual work plan, submits it to the General Director according to defined deadlines and formats, and monitors its implementation;
    c) coordinates administrative and organisational preparation of Accreditation Board meetings, including preparation of draft agenda, materials for review, draft decisions, and accompanying documentation;
    d) coordinates with responsible ASCAL sectors for receiving, controlling completeness, and timely transmitting documentation submitted for review to the Accreditation Board;
    e) controls completeness and formal regularity of documentation submitted to the Accreditation Board, without compromising responsibilities of structures that prepared it;
    f) ensures necessary administrative and organisational support during Accreditation Board meetings, respecting its independence in reviewing and decision-making on accreditation matters;
    g) coordinates final preparation, administration, registration, and transmission of decisions and acts of the Accreditation Board to higher education institutions and the ministry responsible for education;
    h) administratively follows transmission and recording of Accreditation Board decisions and recommendations and cooperates with the structure responsible for monitoring their implementation;
    i) coordinates maintenance and updating of evidence on matters reviewed and acts approved by the Accreditation Board;
    j) coordinates preparation and administration of materials and documentation related to complaints, requests, and matters submitted for review to the Accreditation Board, according to defined competencies and procedures;
    k) coordinates ASCAL's official communication with Accreditation Board members, higher education institutions, experts, and other involved parties on matters related to Board activity;
    l) ensures that communication and administrative support of the Accreditation Board are conducted without compromising its independence, impartiality, and decision-making competencies;
    m) coordinates ASCAL relations with peer agencies, organisations, and international networks in the field of higher education quality assurance;
    n) coordinates processes related to membership, external evaluation, recognition, and participation of ASCAL in international organisations and networks;
    o) follows fulfilment of institutional obligations arising from ASCAL's membership or participation in international organisations, networks, and initiatives;

p) coordinates preparation and implementation of agreements, memorandums, and cooperation activities with peer agencies, organisations, and international institutions, according to assigned duties;
q) coordinates participation of ASCAL representatives in conferences, forums, seminars, trainings, and other international events and follows administration of relevant documentation;
r) coordinates preparation of reports, questionnaires, informative materials, and documentation required in the framework of ASCAL's international commitments;
s) identifies opportunities for cooperation, experience exchange, capacity building, and participation in international projects and submits relevant proposals to the General Director;
t) controls documentation and materials prepared by sector specialists and ensures completeness, accuracy, and compliance with legal, procedural, and institutional requirements;
u) prepares periodic information and reports for the General Director on Accreditation Board activity, international relations, and progress of sector duties;
v) organises periodic meetings with sector specialists, reviews work progress and identified problems, and takes or proposes necessary measures to address them;
w) evaluates performance of sector employees, highlights needs for training and professional development, and proposes relevant measures to the General Director;
x) coordinates work with other ASCAL sectors and ensures complete, accurate, and traceable exchange of information and documentation between structures;
y) ensures implementation of measures for administering, preserving, confidentiality, integrity, and security of sector documentation and data;
z) participates, with the authorization of the General Director, in working groups, commissions, and national and international events related to the sector's sphere of responsibility;
aa) performs other functional duties assigned by the General Director, in compliance with legislation in force, ASCAL's mission and objectives.

Article 12

Specialist of the Quality Promotion and Evaluation Sector

1. The Specialist of the Quality Promotion and Evaluation Sector administers and follows external evaluation procedures assigned to them, in compliance with legislation in force, national quality standards, European standards and guidelines for quality assurance, the Procedures Manual, ASCAL regulatory acts, and approved deadlines.
2. When appointed as Technical Coordinator, the specialist ensures administrative and procedural smooth running of the external evaluation process, supports the External Evaluation Group and higher education institution, and cares for complete and traceable documentation administration without interfering with experts' professional judgment.
3. The specialist has the following specific duties:

a) takes into administration external evaluation processes assigned and follows their implementation from receiving the Self-Evaluation File to finalizing the External Evaluation Report;
b) reviews completeness and formal regularity of the Self-Evaluation File and accompanying documentation, highlights deficiencies or inaccuracies, and requests necessary supplements or clarifications according to defined procedures and deadlines;
c) prepares the draft agenda of process timelines in cooperation with the External Evaluation Group, monitors its implementation, and notifies the Sector Head of delays, problems, or circumstances that may affect regular procedure development;
d) administers official communication with the higher education institution and external evaluation experts for assigned processes, ensuring accurate and timely transmission of information and documentation;
e) prepares information for the engaged External Evaluation Group and transmits it to responsible structures for continuing administrative and contractual procedures;
f) assists in organising and conducting external evaluation expert training, preparing and making available relevant standards, methodologies, procedures, and evaluation instruments;
g) organises and coordinates External Evaluation Group meetings, ensuring necessary administrative and technical support for their development;
h) follows conduct of the external evaluation visit at the higher education institution, ensures procedural smooth running and respect for the approved agenda, and notifies the Sector Head of any identified violation or problem;
i) documents visit conduct and administers minutes, additional evidence, and other documentation presented or created during the visit;
j) follows drafting and finalisation of the Draft Report and External Evaluation Report, controlling compliance with structure, formal requirements, procedures, and defined deadlines, without interfering with experts' professional judgment and evaluative content;
k) verifies that findings, evaluations, and recommendations presented in the report are supported by evidence administered during the process, without compromising External Evaluation Group independence;
l) transmits the preliminary report to the higher education institution for comments and administers and transmits to experts comments and documentation presented by the institution according to defined procedures and deadlines;
m) administers the process of reflecting institution comments and ensures finalisation and signing of the External Evaluation Report by experts according to approved procedures;
n) controls completeness and formal regularity of the final evaluation file and submits it to the structure responsible for administering documentation submitted to the Accreditation Board;
o) cooperates with the structure responsible for Accreditation Board relations for providing clarifications and supplementing documentation related to the external evaluation process, without compromising experts' independence and Board decision-making competencies;

p) completes and updates in AMS data, documents, communications, deadlines, and actions for each stage of administered processes, ensuring accuracy, completeness, and traceability;
q) provides feedback within the 360-degree Evaluation System for administered processes, in compliance with approved methodology and instruments;
r) contributes to drafting, reviewing, and updating manuals, guidelines, procedures, formats, report templates, and methodological instruments in the field of external evaluation;
s) assists in organising and conducting informative, promotional, and training activities for higher education institutions, internal quality assurance units, and other stakeholders;
t) contributes to preparing informative, promotional, and awareness-raising materials and highlighting good practices arising from external evaluation processes;
u) prepares periodic reports on administered processes, highlights problems, and proposes procedure improvement measures to the Sector Head;
v) cooperates with sector employees and other ASCAL structures, ensuring complete, accurate, and traceable exchange of information and documentation;
w) administers and preserves physical and electronic documentation of assigned processes, respecting requirements for confidentiality, personal data protection, information integrity, and archival document administration;
x) contributes, according to assigned duties, to post-accreditation monitoring processes and review of issues related to fulfilment of Accreditation Board recommendations, in cooperation with the monitoring responsible structure;
y) participates, with relevant authorization, in working groups, commissions, training activities, and national and international events in the field of quality assurance;
z) performs other functional duties assigned by the Sector Head or General Director, in compliance with legislation in force, ASCAL's mission and objectives.

Article 13

Specialist of the Statistics and Analysis Sector

1. The Specialist of the Statistics and Analysis Sector performs duties related to data administration, verification, processing, and analysis, administrative, procedural, and legal verification of accreditation applications, drafting analytical, statistical, thematic, and comparative reports, post-accreditation monitoring, administering the 360-degree Evaluation System, conducting the National Student Survey, and functional administration of ASCAL's Management System (AMS), according to work allocation defined by the Sector Head:
2. The specialist has the following specific duties:
    a) collects, administers, verifies, processes, and updates data regarding higher education institutions, study programs, academic personnel, students, experts, and evaluation and accreditation processes;
    b) controls quality, accuracy, completeness, comparability, timely updating, and traceability of administered data and highlights identified deficiencies, inaccuracies, or discrepancies;

c) communicates with higher education institutions, according to assigned duties, for completing, clarifying, or confirming required data and documentation;
d) applies approved rules, methodologies, structures, and formats for data collection, processing, verification, analysis, and reporting and proposes their improvement;
e) processes and analyses statistical data administered by ASCAL and prepares tables, charts, indicators, time series, comparative analyses, and other statistical materials;
f) drafts projects of annual, analytical, statistical, thematic, and comparative reports, as well as other periodic materials on ASCAL's activity and developments in the higher education system;
g) conducts administrative and procedural verification of applications for initial and periodic accreditation of higher education institutions and study programs, and control of fulfilment of requirements defined in legislation in force, the Procedures Manual, and ASCAL regulatory acts;
h) controls data on institution status and organisation, study programe, basic and leading responsible unit, department composition, academic personnel, student numbers, accreditation status and validity, and other elements required according to process type;
i) highlights deficiencies, inaccuracies, or discrepancies identified during application verification and prepares requests for supplements or clarifications from higher education institutions;
j) reviews supplements and clarifications presented by higher education institutions and verifies reflection of defined requirements;
k) drafts summary material on application verification results and submits it to the Sector Head for further processing according to respective procedures and competencies;
l) opens and updates in AMS accreditation procedures and relevant data and documentation according to respective procedures and competencies;
m) registers and updates in AMS data on new, reorganized, or closed study programs, in compliance with acts of the ministry responsible for education;
n) updates in AMS data on academic degrees and titles of academic personnel, according to documentation presented by higher education institutions;
o) completes and updates in AMS data on action plans presented by higher education institutions for fulfilling recommendations issued by the Accreditation Board for respective institutions and study programs;
p) prepares and updates information on evaluation and accreditation status of higher education institutions and study programs, as well as the list of accredited institutions and programs;
q) administers and verifies documentation presented by higher education institutions in the framework of post-accreditation monitoring processes;
r) maintains and updates evidence on Accreditation Board recommendations, fulfilment deadlines, measures undertaken by higher education institutions, and monitoring process results;
s) analyses documentation and data administered during monitoring and drafts draft findings, analytical draft reports, and summary materials on recommendation fulfilment progress;

t) follows communication with higher education institutions during monitoring processes and prepares requests for information, data, clarifications, or supplementary documentation;
u) engages in organising and conducting periodic National Student Survey, including data preparation, process monitoring, result processing and analysis, drafting summary draft reports, and publication materials;
v) administers data and results of the 360-degree Evaluation System, processes and analyses them, highlights problems, good practices, and training or improvement needs, and contributes to drafting proposals and improvement action plans;
w) extracts, processes, and prepares data, statistical reports, analytical reports, and other materials in response to specific requests of the General Director, Accreditation Board, ministry responsible for education, and other public institutions, after relevant authorization;
x) contributes to drafting and updating regulatory acts, methodologies, procedures, data structures, reporting formats, and ASCAL instruments according to sphere of responsibility and assigned duties;
y) administers assigned information requests related to evaluation and accreditation status of higher education institutions and study programs, and other matters in the sector's sphere of responsibility; collects and verifies relevant data and prepares draft responses within established deadlines;
z) cooperates with sector employees and other ASCAL structures and ensures complete, accurate, and traceable exchange of data and documentation;
aa) prepares periodic reports on assigned duties and processes, highlights problems, and submits them to the Sector Head;
bb) administers and preserves physical and electronic documentation related to assigned duties, respecting requirements for confidentiality, integrity, security, personal data protection, and archival document administration;
cc) participates, with relevant authorization, in working groups, commissions, training activities, and national and international events related to the sector's sphere of responsibility;
dd) performs other functional duties assigned by the Sector Head or General Director, in compliance with legislation in force, ASCAL's mission and objectives.

Article 14

Specialist of the Statistics and Analysis Sector with an Information Technology Specialisation

1. The Specialist of the Statistics and Analysis Sector with with an Information Technology specialisation, besides general specialist duties, administers and maintains electronic systems, IT infrastructure, official website, and electronic communication channels of ASCAL, and provides technical support for data administration, security, and processing.
2. Besides specialist duties related to professional profile and approved work allocation, the IT specialist has the following specific duties:

a) technically administers and maintains ASCAL's Management System (AMS), monitors its operation, availability, and performance, and takes measures to address technical problems or, where appropriate, cooperates with service providers for their resolution;
b) administers users, roles, and access rights in AMS, including creation, modification, suspension, and closure of accounts based on respective authorizations;
c) documents actions taken in administering accounts and access rights and ensures their traceability;
d) conducts periodic checks of users, roles, and access rights and proposes modifying, suspending, or removing access when no longer necessary or when security risk is identified;
e) identifies needs and proposes functional and technical improvements of AMS, and follows development, testing, and implementation;
f) provides technical support to ASCAL staff, higher education institutions, experts, and other authorized users during AMS usage;
g) monitors operation of IT equipment, network, servers, data storage systems, electronic mail, and other electronic communication means;
h) administers technical inventory of equipment, systems, licenses, electronic accounts, and IT services and highlights needs for maintenance, renewal, or replacement;
i) applies procedures for creating, preserving, testing, and recovering backup copies of electronic data and systems;
j) applies and monitors technical and organisational measures to protect ASCAL systems, networks, equipment, and data from unauthorized access, loss, damage, modification, misuse, and other forms of security violation;
k) monitors cybersecurity threats, vulnerabilities, and security events and ensures timely installation of updates, corrections, and other protective measures;
l) identifies, documents, and reports cybersecurity incidents, takes immediate technical measures within competencies to limit consequences and restore normal system operation, and notifies Sector Head and General Director in a timely manner;
m) cooperates, where appropriate, for reporting cybersecurity incidents to competent authorities, in compliance with legislation in force and approved procedures;
n) drafts, updates, and periodically tests procedures for responding to cybersecurity incidents, business continuity, and system and data recovery;
o) contributes to periodic evaluation of information security risks and proposes technical and organisational measures for prevention or reduction;
p) administers technical documentation and electronic archives of IT field and maintains records of technical interventions, changes, incidents, and problems;
q) technically administers electronic instruments of the 360-degree Evaluation System, including creating and distributing questionnaires, administering users and access rights, monitoring operation, and extracting results;
r) administers technical aspect of National Student Survey, including platform, users, access rights, operation, technical support, and data extraction;
s) drafts technical specifications for procuring IT equipment, systems, licenses, and services and provides technical expertise during relevant procedures according to assigned duties;

t) technically administers and updates official website and ASCAL social media accounts and publishes materials approved by competent structures;
u) technically prepares and adapts approved materials for publication on official website, social media, and other electronic channels, respecting institutional identity and requirements for accessibility, security, and personal data protection;
v) administers ASCAL official electronic address, registers and transmits electronic requests and communications to responsible structures;
w) conducts periodic training and awareness-raising activities for ASCAL staff in IT, information security, safe system use, credential protection, suspicious communication identification, and incident reporting;
x) conducts training and provides instructions to institutional coordinators and other users regarding AMS usage;
y) cooperates with ASCAL structures, service providers, and competent institutions on matters related to electronic systems, IT infrastructure, security, maintenance, and technical service development;
z) prepares periodic reports on AMS operation, IT infrastructure, technical problems, security incidents, and improvement needs and submits them to the Sector Head;
aa) performs other duties related to IT, cybersecurity, system security, and technical data administration assigned by the Sector Head or General Director.

Article 15

Specialist of the Finance and Support Services Sector

1. The Specialist of the Finance and Support Services Sector contributes to financial, administrative, and support services activities of ASCAL, in compliance with legislation in force and internal regulatory acts.
2. The specialist has the following specific duties:
   a) applies ASCAL financial and budgetary procedures, in compliance with financial management and control legislation, budget implementation instructions, and internal institutional acts;
   b) prepares expense orders, payment orders, and accompanying financial documentation for ASCAL payments;
   c) controls expense justification documentation and verifies completeness, accuracy, and compliance with legal and budgetary requirements;
   d) prepares documentation for paying salaries, social and health insurance contributions, taxes, and other ASCAL obligations;
   e) administers financial data related to salaries, allowances, position changes, and other employment relationship elements, in cooperation with the human resources administration structure;
   f) follows procedures for making payments through the treasury system and records realization;
   g) maintains and updates financial and accounting records of ASCAL according to defined responsibilities and legislation requirements;

h) records and reconciles realized ASCAL revenues according to source, nature, and respective period;
i) prepares periodic reconciliations of revenues and expenditures with treasury data, accounting records, and ASCAL financial documentation;
j) follows realization of budget items, identifies deviations and needs for reallocation or budget changes, and reports to the Sector Head;
k) prepares financial data and materials necessary for drafting draft budget, medium-term budgetary programming, and financial planning of ASCAL;
l) Prepares financial data and information for drafting periodic and annual reports of ASCAL;
m) identifies and documents ASCAL financial obligations toward employees, external evaluation experts, Accreditation Board members, goods and service providers, and other entities;
n) prepares documentation for paying honoraria to external evaluation experts and Accreditation Board members, in compliance with legal, sub-legal, and administrative acts in force;
o) administers and verifies financial documentation related to official travel, per diems, and other authorized expenses;
p) follows and records special project funds, respective revenues and expenditures, and financial realization according to defined conditions and requirements;
q) cooperates with sector employees and other ASCAL structures to ensure complete and timely necessary financial documentation;
r) prepares financial data, statements, information, and documentation for authorized controls, audits, and inspections and contributes to preparing relevant clarifications;
s) administers, systematizes, and preserves physical and electronic financial documentation and ensures handover to archives according to defined rules and deadlines;
t) highlights deficiencies, inaccuracies, and problems identified during verification and processing of financial documentation and reports to Sector Head, proposing addressing measures;
u) ensures preparation and submission within deadlines of financial documentation and reporting related to assigned duties;
v) applies measures to preserve confidentiality, integrity, and security of administered financial data and documentation;
w) participates, with relevant authorization, in working groups, commissions, and other activities related to financial and budgetary field;
x) performs other functional duties assigned by Sector Head or General Director, in compliance with legislation in force, function, and objectives of ASCAL.

Article 16

Archive-Protocol Specialist

1. The Archive-Protocol Specialist administers protocol and archive activity of ASCAL, ensuring registration, classification, circulation, traceability, preservation, and archiving of official documentation, in compliance with legislation in force on archives, official documentation, and internal institutional acts.
2. In protocol, the specialist has the following specific duties:
    a) registers all incoming and outgoing institutional correspondence in the protocol register and respective electronic systems;
    b) administers ASCAL protocol activity in compliance with legislation in force and internal institutional acts;
    c) receives, records, and registers incoming and outgoing correspondence in protocol register and respective electronic systems;
    d) protocols dispatches, orders, decisions, acts, and other official ASCAL documents according to defined rules;
    e) classifies and distributes official documentation to responsible structures or persons according to destination and respective competence;
    f) follows circulation of correspondence and documentation within ASCAL, ensuring timely transmission and traceability;
    g) prepares and administers documentation for sending official dispatches via postal service, electronic mail, or other authorized means;
    h) maintains and updates protocol registers, records, and documentation in physical and electronic form;
    i) cooperates with ASCAL structures for administering and circulating official documentation;
    j) ensures implementation of requirements for confidentiality, integrity, security, and personal data protection contained in documentation administered in protocol.
3. In archives, the specialist has the following specific duties:
    a) administers physical and electronic archives of ASCAL, in compliance with archival legislation and internal institutional acts;
    b) receives and controls documentation submitted for archiving by ASCAL structures and highlights identified deficiencies or irregularities;
    c) classifies, systematizes, and archives submitted documentation in compliance with organisational structure, functions, classification plan, and retention periods;
    d) prepares files, inventories, lists, and archival documentation records and ensures updating;
    e) applies document retention periods in compliance with model lists, document list with retention periods, and other relevant acts;
    f) administers requests for making available or extracting documents from archives for use by authorized persons and structures;
    g) maintains records of documents extracted from archives and ensures return and re-systemization after use;
    h) assists ASCAL structures in searching, identifying, verifying, and using archival documentation;
    i) ensures access to archival documentation only for authorized persons and according to defined purpose;

j) administers restricted-access documentation and, where applicable, classified documentation, in compliance with legal requirements and security measures;
k) takes measures for physical preservation and protection of archival documentation from damage, loss, modification, misuse, or unauthorized access;
l) prepares documentation for transferring permanent retention materials to competent archival authority, in compliance with legislation in force;
m) participates in expert appraisal, selection, and destruction processes of documents whose retention period has ended, according to procedures and authorizations defined in legislation in force;
n) cooperates with document expert appraisal committee for evaluating documentation and determining retention periods;
o) maintains documentation and records related to expert appraisal, destruction, or transfer of archival documents;
p) ensures implementation of requirements for confidentiality, integrity, security, and personal data protection contained in archival documentation.

4. In exercising duties, the Archive-Protocol Specialist:
a) cooperates with ASCAL structures for administering, circulating, systematizing, handing over, and archiving documentation;
b) highlights and reports to Sector Head problems related to protocol and archive administration and proposes addressing measures;
c) prepares periodic reports on cataloged documentation, archived documentation, and other administered duties and submits them to Sector Head;
d) performs other functional duties assigned by Sector Head or General Director, in compliance with legislation in force, function, and objectives of ASCAL.

Article 17

Specialist of the Accreditation Board Relations and Internationalization Sector

1. The Specialist of the Accreditation Board Relations and Internationalization Sector performs duties related to administrative and organisational support of Accreditation Board activity, as well as administration of ASCAL's international relations and commitments, in compliance with legislation in force, internal institutional acts, and assigned duties.
2. The sector specialist has the following specific duties:
a) administers documentation and materials submitted to Accreditation Board for review and decision-making;
b) prepares draft agenda and accompanying materials for Accreditation Board meetings according to defined issues and Sector Head instructions;
c) collects from responsible sectors documentation to be submitted for Accreditation Board review and controls its completeness and formal regularity;
d) highlights deficiencies or inaccuracies in documentation and cooperates with responsible sectors for completion or clarification before submission to Accreditation Board;

e) ensures necessary administrative and organisational support for conducting Accreditation Board meetings, without compromising its independence and decision-making competencies;
f) drafts minutes of Accreditation Board meetings, reflecting reviewed issues, discussions, and Board decision-making, and presents them for review according to respective procedures;
g) prepares draft decisions and other acts of Accreditation Board in compliance with decision-making and materials reviewed during meeting;
h) finalizes decisions and acts approved by Accreditation Board and performs registration and administration actions;
i) prepares and transmits Accreditation Board decisions to higher education institutions and ministry responsible for education according to established deadlines and procedures;
j) maintains and updates records of reviewed issues, decisions, and acts approved by Accreditation Board;
k) administratively follows deadlines for preparing and transmitting decisions and records their status, without compromising responsibilities of structure administering recommendation fulfilment monitoring;
l) prepares information and documentation related to complaints, requests, and matters submitted for review to Accreditation Board, according to defined competencies and duties;
m) prepares ASCAL official draft correspondence for decisions and matters related to Accreditation Board competencies and activity;
n) cooperates with other sector specialists to ensure, complete, and prepare documentation submitted to Accreditation Board;
o) prepares documentation and draft correspondence for ASCAL communication with peer agencies, organisations, and international networks where ASCAL is a member or cooperates;
p) maintains and updates records of ASCAL memberships, agreements, commitments, projects, and international activities;
q) prepares necessary documentation for applications, memberships, external evaluations, recognition, and participation of ASCAL in international organisations and networks;
r) follows, according to assigned duties, deadlines and requirements related to fulfilling ASCAL obligations toward international organisations and networks;
s) prepares administrative documentation and materials for reporting participation of ASCAL representatives in conferences, forums, seminars, trainings, and other international events, including invitations, programs, confirmations, and relevant documentation;
t) prepares information, materials, and draft reports for participation and representation of ASCAL in international meetings and activities;
u) contributes to preparing questionnaires, reports, informative materials, and documentation required in the framework of ASCAL international commitments;
v) identifies opportunities for cooperation, experience exchange, capacity building, and participation in international projects and submits them to Sector Head;

w) systematizes and preserves physical and electronic documentation of sector, ensuring completeness, accessibility, traceability, and handover to archives according to relevant rules;
x) ensures implementation of requirements for confidentiality, integrity, security, and personal data protection contained in administered documentation;
y) prepares periodic reports on status of administered issues and duties, highlights problems, and submits them to Sector Head;
z) participates, with relevant authorization, in working groups, commissions, and national and international events related to sector sphere of responsibility;
aa) performs other functional duties assigned by Sector Head or General Director, in compliance with legislation in force, function, and objectives of ASCAL.

Article 18

Specialist of the Accreditation Board Relations and Internationalization Sector with Legal Profile

1. The Specialist of the Accreditation Board Relations and Internationalization Sector with Legal Profile, besides sector specialist duties related to professional profile and approved work allocation, provides legal support and expertise for matters related to Accreditation Board activity, international relations, and sector sphere of responsibility.
2. The legal specialist has the following specific duties:
    a) verifies compliance with legislation in force of draft decisions, draft acts, and other documents submitted to Accreditation Board, without interfering with Board decision-making competencies;
    b) highlights legal deficiencies or problems identified in documentation submitted to Accreditation Board and proposes addressing methods;
    c) prepares legal draft responses for requests, complaints, objections, and other matters submitted by higher education institutions or interested entities regarding Accreditation Board acts and decision-making;
    d) reviews and administers, according to assigned duties, legal documentation related to presented requests, complaints, and objections and prepares materials for handling by competent body or structure;
    e) prepares ASCAL legal draft correspondence for matters related to Accreditation Board competencies and activity;
    f) provides legal opinion on matters submitted for review by General Director, Sector Head, or Accreditation Board, where appropriate;
    g) participates in preparing documentation for Accreditation Board meetings when agenda issues require legal evaluation or interpretation;
    h) reviews legislation and new legal and sub-legal acts related to ASCAL and Accreditation Board activity and informs Sector Head of changes and impact;
    i) prepares legal summaries, analyses, and information on legislative changes impacting sector activity and proposes necessary implementation measures;

j) contributes to drafting and reviewing internal acts, procedures, regulations, and other regulatory documents of ASCAL according to sphere of responsibility and assigned duties;
k) reviews and prepares, where appropriate, draft agreements, memorandums of understanding, and other legal documents related to ASCAL relations with institutions, peer agencies, organisations, and national and international partners;
l) Verifies legal compliance of draft cooperation agreements and documents, highlights party obligations, and proposes necessary changes or supplements;
m) follows legal issues related to ASCAL relations with international organisations, networks, and partners, in cooperation with relevant Agency structures;
n) follows judicial cases where ASCAL is party or interested entity, prepares and administers relevant documentation, cooperates with legal representatives and responsible structures and, when authorized, represents ASCAL before courts and other competent bodies in compliance with legislation in force;
o) cooperates with Sector Head and other ASCAL structures to handle matters requiring legal analysis, interpretation, or evaluation;
p) prepares legal information, analyses, and materials requested by General Director or Sector Head for matters in sector sphere of responsibility;
q) Maintains and updates records of legal acts, legal opinions, complaints, requests, and other legal documents administered;
r) administers, systematizes, and preserves physical and electronic legal documentation of sector, ensuring completeness, accessibility, and traceability;
s) ensures implementation of requirements for confidentiality, integrity, security, and personal data protection contained in administered legal documentation;
t) prepares periodic reports on status of administered legal issues, highlights problems, and submits them to Sector Head;
u) participates, with relevant authorization, in working groups, commissions, and other activities requiring legal expertise;
v) performs other functional duties with legal character assigned by Sector Head or General Director, in compliance with legislation in force, function, and objectives of ASCAL.

CHAPTER III

WORK ORGANISATION AND FUNCTIONAL RELATIONS

Article 19

Hierarchical subordination and coordination

1. Employees exercise duties according to hierarchical subordination, sphere of responsibility, job description, and approved work allocation.
2. Instructions and duties are given by the direct supervisor. Duties given by the General Director are executed directly and the respective sector head is informed.

3. Structures cooperate and timely exchange information and documentation necessary for matters requiring joint contribution.
4. Disputes regarding duty allocation or exercise are resolved by the common supervisor or General Director.

Article 20

Activity planning and reporting

1. ASCAL activity is conducted based on the annual work plan and other planning documents approved by the General Director.
2. Sector heads draft sector work plans, monitor implementation, and report periodically on task realization, problems, and proposed measures.
3. Employees report to direct supervisor on completed tasks, deadline compliance, and any obstacle affecting realization.
4. Reports must be verifiable and administered in a traceable manner.

Article 21

Delegation, replacement, and work continuity

1. Delegation of competencies is done only in writing and within limits permitted by legislation in force.
2. In case of absence, replacement of manager or employee is appointed by competent authority, defining duration and duties to be exercised.
3. Absent employee ensures, to the extent possible, handover of ongoing cases and information necessary for work continuity.
4. Delegation or replacement does not release delegator or manager from supervisory responsibilities imposed by law.

Article 22

Official communication and institutional representation

1. ASCAL official communication is conducted through approved channels and administered according to rules for official documents.
2. Correspondence with public bodies, higher education institutions, international organisations, and other entities is signed or authorized by General Director, unless competence is expressly given to other structures.
3. Employees represent ASCAL in meetings, working groups, or other activities only based on function or respective authorization and report on conclusions.
4. Public positions on behalf of ASCAL are given only by authorized persons.

Article 23

Working time, presence, and absences

1. Working time, schedule, breaks, leaves, and absences of ASCAL employees are regulated by Labour Code, other legal and sub-legal acts in force, and internal Agency acts.
2. Employees respect official schedule, use working time to fulfill duties, and notify direct supervisor of any absence or inability to attend work.
3. Leave requests are submitted, approved, and documented according to personnel administration legislation and procedures.
4. Leaving workplace during official hours for work or personal reasons is done with supervisor knowledge or approval, as appropriate.

Article 24
Evaluation, professional development, and disciplinary responsibility

1. Employee performance is evaluated periodically according to legislation in force and approved procedures.
2. Training and professional development needs are determined in service of institutional objectives, evaluation results, and legal or professional changes.
3. Employees are responsible for fulfilling duties, respecting deadlines, and implementing lawful orders of supervisors.
4. Disciplinary violations and respective measures are handled according to legislation in force and ASCAL internal acts.

CHAPTER IV

ADMINISTRATION OF DOCUMENTATION, SYSTEMS, AND RESOURCES

Article 25

Correspondence and documentation administration

1. Incoming and outgoing documents are registered in protocol and circulate through responsible structures to ensure authenticity, integrity, and traceability.
2. Each structure is responsible for creating, classifying, administering, and handing over for archiving documentation it produces or administers.
3. Documents are drafted in approved formats, signed by competent persons, and preserved according to legal retention periods and classification plan.
4. Access to documentation is permitted only according to competence and authorization level.

Article 26

Electronic systems use and information security

1. Electronic systems, institutional accounts, and IT equipment are used only for official purposes and by authorized users.
2. Employees preserve access credentials, apply security measures, and immediately report any loss, unauthorized access, suspicious communication, or potential incident.

3. Access rights are assigned according to work need and reviewed periodically. Use of shared accounts is prohibited, except authorized and documented cases.
4. Backups, business continuity, incident response, and system recovery are regulated by special procedures, in compliance with cybersecurity and data protection legislation.

Article 27

Asset and resource use

1. Employees responsibly use ASCAL premises, equipment, funds, and resources only for exercising official duties.
2. Each employee is responsible for preserving equipment and tools entrusted and immediately reports loss, damage, or misuse.
3. Use of institutional assets and resources for personal gain or activities incompatible with public function is prohibited.
4. Administration, inventorying, and disposal of assets are conducted according to financial legislation and internal acts.

CHAPTER V

ETHICS, TRANSPARENCY, AND INFORMATION PROTECTION

Article 28

Ethics and behavior standards

1. Employees act with legality, integrity, professionalism, impartiality, responsibility, respect, and non-discrimination.
2. Detailed rules of ethics and professional behavior are defined in ASCAL's Code of Ethics, which is binding for all subjects provided therein.
3. Ethics rule violations are reviewed by competent structures and handled according to Code of Ethics and legislation in force.

Article 29

Conflict of interest

1. Employee avoids any situation where private interest influences, may influence, or appears to influence impartial duty exercise.
2. Factual, potential, or apparent conflict is immediately declared in writing to direct supervisor. Until decision is made, employee does not perform actions related to respective matter.
3. Supervisor or competent authority decides on exclusion, replacement, or other appropriate measure and ensures documentation of decision-making.
4. Detailed rules on conflict of interest are applied according to legislation in force and ASCAL Code of Ethics.

Article 30

Confidentiality and professional secrecy

1. Employees preserve confidentiality of information and documentation known during duty exercise and use it only for official purposes.
2. Restricted-access information is made available only to authorized persons and is not copied, distributed, or published without legal basis and respective authorization.
3. Confidentiality obligation continues even after termination of employment relationship or engagement with ASCAL.
4. Confidentiality cannot be used to hinder transparency or right to information when publishing or providing information is required by law.

Article 31

Transparency, publication, and right to information

1. ASCAL guarantees activity transparency and right to of access to information in compliance with legislation in force, Transparency Program, and special regulation on information publication.
2. Information is published or provided after verifying accuracy, completeness, legal basis, and limitations related to personal data or other protected information.
3. ASCAL structures make available to Right to Information Coordinator necessary data and documentation within requested deadlines.
4. Rules of approval, publication, updating, correction, and removal of information are defined in ASCAL special regulation.

Article 32

Personal data protection

1. Personal data are processed only for lawful, defined, and necessary purposes for exercising ASCAL functions.
2. Each structure and authorized user is responsible for legality, accuracy, confidentiality, and security of administered data.
3. Structures cooperate with Personal Data Protection Officer and apply instructions within legal competencies.
4. Detailed rules on processing, access, preservation, transfer, disposal, and breach reporting are defined in ASCAL special regulation on personal data protection and processing.

CHAPTER VI

INTERNAL ACTS AND FINAL PROVISIONS

Article 33

Internal acts

1. General Director issues orders, instructions, regulations, and other internal acts within competencies and in compliance with legislation in force.
2. Internal acts are drafted by responsible structure according to object and undergo legal review before approval when required by act nature.
3. Acts are registered, notified to structures and employees charged with implementation, and preserved in physical or electronic archive.
4. Modification, repeal, and replacement of internal acts are done by authority that approved them or competent superior authority.

Article 34

Relation with special acts

1. External evaluation procedures in accreditation framework, post-accreditation monitoring procedures, as well as methodologies, formats, and relevant instruments are regulated by Procedures Manual and other special ASCAL acts.
2. Detailed rules on ethics, information publication, right to information, personal data protection, information security, finance, procurement, archives, and personnel administration are defined in legislation and respective special acts.
3. In case of discrepancy, act with higher legal force applies and, between acts of same force, special act for respective matter.

Article 35

Regulation implementation

1. Regulation is binding for all ASCAL employees.
2. Sector heads make provisions of this regulation known to employees and control implementation.
3. Non-implementation of regulation entails responsibility according to legislation in force.

Article 36

Regulation completion and amendment

1. Amendments and supplements to this regulation are approved by General Director.
2. ASCAL structures may submit reasoned proposals for amendment or supplement.

Article 37

Entry into force

1. This regulation enters into force immediately upon approval.
2. Upon entry into force of this regulation, previous internal acts conflicting with it are repealed.