

**REGULATION**  
**for the calculation of fees for services provided in the external evaluation of the quality of**  
**vocational education and training, higher education and continuous training study**  
**programmes and institutions**

**I. GENERAL PROVISIONS**

1. The provisions of art. 115 para. (12) of the Education Code of the Republic of Moldova no. 152 of July 17, 2014, the Regulation on the organization and operation of the National Agency for Quality Assurance in Education and Research, approved by Government Decision no. 191 of April 22, 2015, the national accounting standards, other normative acts of the Republic of Moldova are at the basis of the Regulation for the calculation of fees for services provided in the external evaluation of the quality of vocational education and training, higher education and continuous training study programmes and institutions (hereinafter - *Regulation*) and aims to establish a unique method for determining, approving, applying and adjusting fees for services provided in the external quality evaluation for the authorization of provisional operation and accreditation of vocational education and training, higher education and continuous training study programmes and institutions by the National Agency for Quality Assurance in Education and Research (hereinafter - *Agency*).

2. Basic notions used are:

*fee* – amount charged for the provision of the service;

*minimum evaluation fee* – evaluation fee for a study programme / institution, calculated on the basis of the minimum costs and expenses required to carry out the external evaluation.

3. This Regulation establishes:

1) the structure and the method of determining the fees for services provided in the external quality evaluation for the authorization of provisional operation and accreditation of vocational education and training, higher education and continuous training study programmes and institutions by the Agency, according to the Nomenclature of paid works and / or services provided by the Agency

2) the approval, application and adjustment of fees for the services provided

4. The mechanism applied to determine and regulate fees is based on the following principles:

1) covering the costs and expenses of the Agency;

2) ensuring the necessary capacities for the continuous provision of services and the development of the Agency;

3) providing services to beneficiaries at real costs.

**II. DETERMINATION OF THE FEES FOR SERVICES PROVIDED**

5. The fee (T) for services provided under the provisions of this Regulation includes:

$$T = T_{me} * K_{ce} + D_t \quad (1), \text{ unde:}$$

$T_{me}$  – minimum evaluation fee;

$K_{ce}$  – coefficient of complexity of the evaluation service;

$D_t$  – financial deviation in year „t-1” to be included in the fee (T) of year „t”.

The minimum evaluation fee is unique and applies to all institutions.

6. The minimum evaluation fee is determined based on the costs of the evaluation of a study programme / an institution providing educational services, the development coefficient set in the amount of 10%, and the coefficient of indirect expenses.

$$T_{me} = CT_{\square} \times (1 + K_d) \times (1 + K_{ch\ ind}) \quad (2), \text{ where:}$$

CT – evaluation costs of a study programme / institution providing educational services;

$K_d$  – development coefficient;

$K_{ch\ ind}$  – coefficient of indirect expenses that is included in the fee.

7. The evaluation costs consist of the costs of direct remuneration of the work of the staff directly employed in the provision of services and of the direct material costs necessary for the provision of a service.

8. The cost structure included in the minimum evaluation fee includes:

1) staff costs;

2) material costs.

Staff costs include:

1) the costs regarding the remuneration of the work of the staff directly involved in the provision of services. The staff directly involved in the provision of evaluation services are the expert evaluators;

2) the compulsory state social insurance contributions and the compulsory health insurance premiums related to the costs of remunerating the work of staff directly involved in the provision of services.

Material costs include the costs of materials used directly in the process of providing services.

9. Staff costs (CP) shall be determined based on the hourly tariff salary ( $S_{to}$ ) established in the country for the first qualification category of the staff from the units with financial autonomy, the tariff coefficient / multiplicity coefficient ( $k_{tmi}$ ) for each category of employee, the amount of time for the provision of the evaluation service ( $NT_i$ ), the amount of social insurance contributions (CAS) and compulsory health insurance contributions (CM):

$$CP = \left( \sum_{i=1}^n S_{to} \times k_{tmi} \times NT_i \right) \times (1 + CAS) \times (1 + CM) \quad (3).$$

The change of the tariff salary established in the country for the first qualification category of the staff from the units with financial autonomy justifies the adjustment of the work remuneration costs for all the categories of staff directly involved in the provision of evaluation services, with the application of the tariff salary change index.

Material costs (CM) shall be determined based on the consumption norm for each type of material used ( $nc_i$ ) for the provision of the service and the market price of an item ( $P_i$ ):

$$CM = \sum_{i=1}^n nc_i \times P_i \quad (4).$$

10. The Agency's indirect costs (CI) include indirect production costs (CIP), distribution costs (CD), administrative costs (CA) and other operational expenses (CAO):

$$CI = CIP + CD + CA + CAO \quad (5).$$

11. Indirect production costs include the costs related to the travel of Agency staff directly involved in the provision of evaluation services, their compulsory insurance and assets in accordance with the legislation in force.

Distribution costs include the costs directly related to the marketing of services.

Administrative costs represent the costs related to the organization, service and management of the entity as a whole. Administrative costs include costs on remunerating the work of the Agency's administrative staff and members of the Agency's Governing Board, compulsory state social insurance contributions and compulsory health insurance premiums relating to such costs, depreciation of fixed assets of administrative purposes, depreciation of

intangible assets, postal and telecommunications costs, printing costs, costs for the procurement of office supplies, record forms, payment for banking, audit and legal services, general and administrative transport costs, etc.

Other operational costs include leasing costs for the provision of services, costs for modifying the valuation methods of current assets related to these activities and other expenses incurred in the process of the operational activity related to the services provided.

12. Indirect costs of the Agency cannot be determined for each type of service separately, as these costs are common to all services provided. This Regulation provides for the following calculation procedure:

1) the total indirect costs per Agency for the previous year shall be calculated in accordance with point 10 of this Regulation;

2) the index of total indirect costs per Agency ( $K_{ch\ ind}$ ) is the result of the ratio between the indirect costs determined according to letter 1) of this point and the costs of remuneration for the previous year;

3) the index of indirect costs, calculated according to letter 2) of this point, may be increased (decreased) in cases where situations arise that may substantially change the value of indirect costs for year „t”;

13. Fees do not include the costs for:

a) payment of various fines, penalties, coverage of deficiencies and losses;

b) performance or payment of works (services) not related to the basic activity of the Agency;

c) charity and sponsorship.

14. The coefficient of complexity of the evaluation service ( $K_{ce}$ ) shall be determined according to the additional costs necessary for the provision of evaluation services requested by the beneficiary compared to the minimum evaluation fee and includes:

1) for study programme evaluation services for the authorization of provisional operation / accreditation - the product between the coefficient of the number of study programmes ( $K_{nps}$ ), the coefficient of the type of institution ( $K_{ti}$ ), the coefficient of the number of experts of the evaluation team ( $K_{ex}$ ), the coefficient of location of the institution ( $K_{am}$ ) and the coefficient of the type of study programme ( $K_{tps}$ );

2) for institutional evaluation services for the authorization of provisional operation / accreditation - the product between the coefficient of the infrastructure ( $K_{inf}$ ), the coefficient of the type of institution ( $K_{ti}$ ), the coefficient of the number of experts of the evaluation team ( $K_{ex}$ ), the coefficient of location of the institution ( $K_{am}$ ) and the coefficient of the educational offer ( $K_{of}$ ).

15. The financial deviation ( $D_t$ ) in the year „t-1” to be included in the fee ( $T$ ) of the year „t”, as a result of the differences between the parameters included in setting the fees for the year „t-1” and those actually recorded, shall be calculated starting with the second year of application of fees, according to the formulas:

$$ID_t = \frac{CTE_{t-1} - CTC_{t-1}}{CTC_{t-1}}, \quad (6);$$

$$D_t = ID_t \times TME_{t-1}, \quad (7), \text{ where:}$$

$ID_t$  – index of financial deviation in the year „t-1” which is included in the fee of the year „t”;

$CTE_{t-1}$  – total actual and recognized costs and expenses of the Agency for the tariff year „t-1”;

$CTC_{t-1}$  – total costs and expenses taken into account when determining the minimum evaluation fee in the tariff year „t-1”;

$TME_{t-1}$  – minimum evaluation fee in the tariff year „t-1”.

16. Fees for external quality evaluation for the authorization of provisional operation and accreditation of study programmes and institutions shall be calculated for each category of institution.

17. The services shall be provided to the beneficiaries with or without value added tax, according to the legislation in force.

18. The payment for the external evaluation services of the study programmes for the authorization of provisional operation or accreditation shall consist of the fee for the submission of the dossier and the actual payment for the evaluation service. The payment for the evaluation service shall be made:

- 1) for vocational education and training – by occupational field;
- 2) for bachelor's and master's degree studies and for integrated higher education – by fields of professional training;
- 3) for doctoral degree studies – by scientific profile;
- 4) for continuous professional training – by occupational field or by field of professional training, and shall be calculated in accordance with the provisions of point 5 of this Regulation.

If the institution submits for evaluation study programmes in different fields or profiles, the final payment shall be calculated as the sum of payments for each occupational / professional training / scientific profile field.

The payment for the external evaluation services for the authorization of provisional operation / accreditation shall consist of the fee for the submission of the dossier and the actual payment of the evaluation service and shall be calculated in accordance with the provisions of point 5 of this Regulation.

The fee for submitting the dossier shall be set in the amount of 10% of the minimum evaluation fee of the study programme.

19. The fee for the examination of applications to modify the syllabus during the period of validity of the accreditation of the study programme shall be set in the amount of 15% of the minimum evaluation fee of the study programme.

20. The payment for the quality evaluation services of programmes and institutions offering professional training programmes in vocational education and training, higher education and continuous professional training, carried out at the request of the Ministry of Education, Culture and Research shall be made on the basis of contracts concluded with the Agency and shall be calculated in accordance with the provisions of points 5 and 18 of this Regulation, without including the development coefficient, and shall be made from the means of the state budget or from other sources provided by law, provided for by the beneficiaries mentioned in their annual budgets.

### **III. FEE APPROVAL, APPLICATION AND ADJUSTMENT**

21. The minimum evaluation fee for the provision of external evaluation services, as well as the complexity coefficients, shall be calculated by the Agency's Economic-Financial and Legal Service in accordance with this Regulation and submitted for examination to the Agency's Governing Board in accordance with Tables 1-4 of this Regulation.

Simultaneously with the fees, the Economic-Financial and Legal Service of the Agency shall present annually, until April 1, to the Governing Board of the Agency the analysis of revenues from services provided, costs and expenses, including the costs of remuneration and the number of services provided in the previous tariff year.

22. The Governing Board of the Agency shall, on the basis of the information received, analyze the Agency's data and the amount of service fees.

23. The amount of fees for the services provided shall be approved according to the legislation in force.

24. Fees for the provision of services shall be adjusted annually, as a rule, after the presentation of the financial statements for the previous year and shall be made public. Total costs and expenses shall be adjusted annually according to the appropriate parameters. When

calculating the costs regarding the work remuneration, the modification of the tariff salary established in the country for the first qualification category of the staff from the units with financial autonomy shall be taken into account. When calculating material costs, the (average) consumption price index of the Republic of Moldova shall be taken into account. When calculating indirect costs and expenses (except for wear and tear of fixed assets and depreciation of intangible assets) the gross domestic product index of the Republic of Moldova, determined by the National Bureau of Statistics, shall be taken into account.

25. The financial deviation shall be calculated in each management year, to reflect the financial impact of the discrepancies between the values taken into account in setting fees and those actually recognized in the previous year. The financial deviation recorded in the previous tariff year „t-1” shall be included in the tariff of year „t” if the actual income obtained from the provision of services in the year „t-1” ensures a lower development rate than that established in this Regulations.

26. The Agency has the right to adjust the fees during the year, if there are objective factors that cannot be controlled (change in tariff salary, energy and fuel prices, etc.) and can lead to a deviation of 5% and more from the level of fee established on the date of the previous adjustment.

Table 1

to the Regulation for the calculation of fees for services provided in the external evaluation of the quality of vocational education and training, higher education and continuous training study programmes and institutions

**Calculation of the amount of time for the provision of the evaluation service**

Activity	Amount of time, hours

Table 2

to the Regulation for the calculation of fees for services provided in the external evaluation of the quality of vocational education and training, higher education and continuous training study programmes and institutions

**CALCULATION OF STAFF COSTS  
for the calculation of the minimum evaluation fee**

**a) External quality evaluation services for the authorization of provisional operation / accreditation of study programmes for the year \_\_\_\_**

No.	Function	Amount of time, hours	Hourly wage, MDL	Total salary, MDL	Social insurance contributions, MDL	Health insurance contributions, MDL	Total salary costs, MDL
1.	Chairperson of the external evaluation team						
2.	Member of the external evaluation team						

**b) External quality evaluation services for the authorization of provisional operation / accreditation of vocational education and training, higher education and continuous training institutions for the year \_\_\_\_**

No.	Function	Amount of time, hours	Hourly wage, MDL	Total salary, MDL	Social insurance contributions, MDL	Health insurance contributions, MDL	Total salary costs, MDL
1.	Chairperson of the external evaluation team						
2.	Member of the external evaluation team						

Table 3  
to the Regulation for the calculation of fees for services  
provided in the external evaluation of the quality of  
vocational education and training, higher education and  
continuous training study programmes and institutions

**CALCULATION OF MATERIAL COSTS  
for the calculation of the minimum evaluation fee**

a) External quality evaluation services for the authorization of provisional operation / accreditation of study programmes for the year \_\_\_\_\_

No.	Type of material consumed	Consumption norm	Unit price, MDL	Material cost, MDL
1.				
2.				
3.				

b) External quality evaluation services for the authorization of provisional operation / accreditation of vocational education and training, higher education and continuous training institutions for the year \_\_\_\_\_

No.	Type of material consumed	Consumption norm	Unit price, MDL	Material cost, MDL
1.				
2.				
3.				

Table 4  
to the Regulation for the calculation of fees for services  
provided in the external evaluation of the quality of  
vocational education and training, higher education and  
continuous training study programmes and institutions

**CALCULATION OF THE INDIRECT COST INDEX  
used to calculate the minimum evaluation fee for the services provided for the year**

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No.	Indicators	Unit of measurement	Value
1.	Remuneration costs for the provision of services - total per the National Agency for Quality Assurance in Education and Research	MDL	
2.	Indirect costs – total per the National Agency for Quality Assurance in Education and Research	MDL	
3.	Indirect consumption and expenditure index (row 2: row 1)	Coefficient	

Annex  
to the Regulation for the calculation of fees for services  
provided in the external evaluation of the quality of  
vocational education and training, higher education and  
continuous training study programmes and institutions

**AMOUNT OF FEES**  
**for services provided in the external quality evaluation of study programmes and**  
**educational institutions and complexity indexes**

*1. External quality evaluation for the authorization of provisional operation of study programmes*

**Minimum fee** **15 500.00 MDL**

Coefficient of complexity	Value
<b>A. Number of members of the evaluation team</b>	
3 members	1.00
5 members	1.57
<b>B. Number of programmes examined</b>	
1 programme	1.00
2 programmes	1.20
3 programmes	1.40
4 programmes	1.60
5 programmes	1.80
More than 5 programmes, maximum 10	2.00
<b>C. Type of institution</b>	
continuous training	1.00
vocational education and training	1.20
higher education	1.45
<b>D. Location of the institution</b>	
Chisinau municipality	1.00
other localities	1.33
<b>E. Type of study programmes</b>	
Integrated programme	1.20

*2. External quality evaluation for the accreditation of study programmes*

**Minimum fee** **15 500.00 MDL**

Coefficient of complexity	Value
<b>A. Number of members of the evaluation team</b>	
3 members	1.00
5 members	1.57
<b>B. Number of programmes examined</b>	
1 programme	1.00
2 programmes	1.20
3 programmes	1.40
4 programmes	1.60



<b>Coefficient of complexity</b>	<b>Value</b>
5 programmes	1.80
More than 5 programmes, maximum 10	2.00
<b>C. Type of institution</b>	
continuous training	1.00
vocational education and training	1.20
higher education	1.45
<b>D. Location of the institution</b>	
Chisinau municipality	1.00
other localities	1.33
<b>E. Type of study programmes</b>	
Integrated programme	1.20

3. *External quality evaluation for the authorization of provisional operation of the educational institution*

**Minimum fee**

**75 000.00 MDL**

<b>Coefficient of complexity</b>	<b>Value</b>
<b>A. Number of members of the evaluation team</b>	
3 members	1.00
5 members	1.57
<b>B. Number of faculties / departments</b>	
1-2 faculties / departments	1.20
3-4 faculties / departments	1.40
5-6 faculties / departments	1.60
more than 6 faculties / departments	1.80
<b>C. Type of institution</b>	
continuous training	1.00
vocational education and training	1.20
higher education	1.45
<b>D. Location of the institution</b>	
Chisinau municipality	1.00
other localities	1.33
<b>E. Educational offer</b>	
study programme of level 3 ISCED	1.00
study programme of level 4 ISCED	1.00
study programme of level 5 ISCED	1.00
study programme of level 6 ISCED	1.10
study programme of level 6+level 7 ISCED	1.20
study programme of level 6+level 7 + level 8 ISCED	1.30
continuous training additional to the levels mentioned above	1.10

4. *External quality evaluation for the accreditation of the educational institution*

**Minimum fee**

**75 000.00 MDL**

<b>Coefficient of complexity</b>	<b>Value</b>
<b>A. Number of members of the evaluation team</b>	
3 members	1.00
5 members	1.57
<b>B. Number of faculties / departments</b>	
1-2 faculties / departments	1.20
3-4 faculties / departments	1.40
5-6 faculties / departments	1.60
more than 6 faculties / departments	1.80
<b>C. Type of institution</b>	
continuous training	1.00
vocational education and training	1.20
higher education	1.45
<b>D. Location of the institution</b>	
Chisinau municipality	1.00
other localities	1.33
<b>E. Educational offer</b>	
study programme of level 3 ISCED	1.00
study programme of level 4 ISCED	1.00
study programme of level 5 ISCED	1.00
study programme of level 6 ISCED	1.10
study programme of level 6+level 7 ISCED	1.20
study programme of level 6+level 7 + level 8 ISCED	1.30
continuous training additional to the levels mentioned above	1.10

5. *Receipt and preventive examination of the dossier submitted for evaluation*

**1 550.00 MDL**

6. *Evaluation of the syllabus during the validity of the accreditation of the study programme*

**2 325.00 MDL**