



*Translation from Romanian into English*

**APPROVED**  
**at the meeting of Senate of**  
**Nicolae Testemitanu SUMPh**  
**minutes no 8/21 of 23.11.2017**

**Regulations**  
**on the activity of the Faculty of Medicine I of Nicolae Testemitanu**  
**State University of Medicine and Pharmacy of the**  
**Republic of Moldova**

**I. GENERAL PROVISIONS**

1. This Regulation is drawn up on the basis of:
  - ◆ Education Code no.152 of July 17, 2014;
  - ◆ Regulation on the occupation of teaching positions in higher education institutions, approved by GD no. 854 of 21.09.2010;
  - ◆ the Framework Regulation on the organization and functioning of the governing bodies of the higher education institutions of the Republic of Moldova;
  - ◆ The University Charter of Nicolae Testemitanu SUMPh;
  - ◆ The Regulations, Instructions and Decisions of the Governing Bodies of the University, the Ministry of Health, Labor and Social Protection, the Ministry of Education, Culture and Research.
2. The Faculty of Medicine no. 1 (hereinafter referred to as the Faculty) is a functional unit of Nicolae Testemitanu University of Medicine and Pharmacy of the Republic of Moldova (hereinafter referred to as the University) of the University, which develops and manages medical study programs .
3. The establishment, reorganization and suspension of the activity of the Faculty shall be made by decision of the Senate of the University.
4. The faculty trains medical staff at the stage of university education, being in agreement with the accomplishment of the training process under the Concept of university education approved by the Council of the Ministry of Health RM 2000.
5. The Faculty trains specialists on the base of full-time training, in accordance with the concepts of Social Responsibility of the Higher Medical Schools, in order to ensure the health care system with highly qualified staff that meet the requirements of the day.

**II. MISSION OF THE FACULTY**

6. The mission of the Faculty is:
  - ✓ creation, keeping and dissemination of knowledge of the highest level;



- ✓ training of highly qualified specialists competitiv on the national and international labor markets;
- ✓ development of scientific research according to national and international standards, including the ones in collaboration with institutions in the country and abroad;
- ✓ creation of training opportunities within the study program;
- ✓ keeping, development and promotion of cultural-historical national values in the context of cultural diversity.

7. The faculty has the following duties:

- ✓ organization of modern medical education in the framework of licence higher and integrated education, flexible in accordance with the accepted national and international standards, including the requirements of the Bologna Declaration;
- ✓ training of multilaterally developed medical specialists, endowed with decent moral principles, knowledge and practical skills indispensable for the qualified, competent and responsible exercise of professional obligations;
- ✓ selection, orientation and preparation of students for practical, research and didactic activity;
- ✓ training of citizens from other countries in the traditions of the national medical school adjusted to the training requirements of the specialists in the countries of origin;
- ✓ implementation of the results of scientific researches and advanced world achievements in the field of medicine, in order to continuously develop the quality of health services;
- ✓ ensuring the basic social needs of students;
- ✓ implementation of modern technologies in the process of knowledge training and evaluation;
- ✓ promoting and developing interuniversity cooperation with similar institutions and medical centers in other countries as well as academic and professional mobility;
- ✓ promotion of national and universal culture and values;
- ✓ cultivating the tradition of free thinking and academic democracy in the spirit of respect for human rights and fundamental freedoms and the principle of the rule of law;
- ✓ organizing the continuing study of the didactic and scientific-didactic staff in similar medical faculties abroad;
- ✓ coordinating teaching and research activities of chairs and subdivisions;
- ✓ ensuring the quality of the studies.

### **III. THE ORGANIZATIONAL STRUCTURE**

8. The organizational structure of the Faculty is approved by decision of the Senate of the University and includes teaching departments, chairs, scientific laboratories,



centers, other subdivisions.

9. Within the Faculty of Medicine No. 2, the Quality Assurance and Curriculum Evaluation Commission is approved by the Faculty Council.
10. The Competition Commission acts at the Faculty.

#### **IV. FACULTY MANAGEMENT**

##### ***IV.1. FACULTY COUNCIL***

11. The **Faculty Council** is the governing body of the faculty, which organizes, coordinates and ensures the development of the didactic and scientific process at the faculty level. The members of the faculty council are, as a rule, persons with a scientific and scientific and didactic title.
12. The governing body of the Faculty is the Faculty Council, which is elected for a term of 5 years, in accordance with the Regulation on the employment of teaching and management positions and the election of the governing bodies in higher education institutions, approved by the Rector of the University. The composition is approved by the order of the Rector.
13. The Faculty Council is composed of teaching staff, students. All faculty subdivisions are represented in the Council, based on the observance of the principle of equality of rights. The Faculty Council consists of: the Dean, Vice-Deans, heads of the Chairs, the Presidents of the Teaching and Student Faculty Trade union Committees, plus a number of members determined in proportion to the number of teaching staff they represent, as well as students in the proportions of 1/4 of the total staff of the Council.
14. The Dean of the Faculty is the President of the Faculty Council; Vice-President is one of the Vice-deans. The Secretariat activity and the organizational aspects of the meetings of the Faculty Council are carried out by the Secretary of the Council, elected by open vote of the members of the Council.
15. The Faculty Council works in ordinary, monthly and extraordinary meetings.
  - ✓ Ordinary meeting is convened by the Dean at least 3 calendar days before the meeting;
  - ✓ The extraordinary meeting is convened at least 1 calendar day before the meeting at the request of the Dean or at least 1/3 of the total number of Council members.
16. The Faculty Board has the following duties:
  - a) to summarize the proposals and initiatives of the departments, establishes the faculty development strategy and directions, examines and presents for approval by



- the Senate of the University the study plan, approves the curriculum of the departments and the schedule of didactic activities, practical internships and exams;
- b) to analyze and solves the substantive problems of the faculty education process (the quality of the organization and realization of the teaching and educational process, the results of the general and professional training of the students, including the results of the exams and colloquium sessions, clinical practice, transfer of the students from group to group in the framework of one series or between the series, organizes series and training groups) etc .;
  - c) to appoint committees of activity and sets their objectives;
  - d) to approve the Senate's proposals regarding the establishment or abolition of chairs or research units;
  - e) to approve the competition commissions for filling the teaching positions of lecturer, senior lecturer, associate professor;
  - f) to approve the themes and plans of scientific research and continuing study of the didactic and scientific staff;
  - g) to analyze the development of scientific researches in the faculty subdivisions.
  - h) to analyze the activity of scientific research of students;
  - i) to submit proposals for granting the title of professor-consultant to the Senate;
  - j) to advise and submit to the Senate Office or the Senate Office suggestions regarding the use of the faculty assets;
  - k) to examine at the proposal of the Dean the materials regarding the implementation of disciplinary punishment of the members of the university community from the faculty who did not respect the provisions of the university regulations and submit them to the rector for approval;
  - l) to approve the dean's report on the didactic and scientific and educational activity of the faculty for the current academic year.

#### ***IV.2. THE BOARD OF THE FACULTY COUNCIL***

17. Between the meetings of the Faculty Council the management of the faculty is carried out by the Board of the Faculty Council consisting of:
- ✓ dean;
  - ✓ vice-deans;
  - ✓ Council secretary;
  - ✓ representatives of students;
18. The Board of the Faculty Council has the following duties:
- ✓ to update the activity regulations of the faculty and to propose them for approval to the Senate;
  - ✓ to implement and accomplish decisions of Senate, Senate Board, Admission



Board, and Faculty Council;

- ✓ to develop, monitor and update the curriculum;
- ✓ to manage the use of the faculty assets;
- ✓ to submit for approval to the Faculty Council proposals for setting up or dismantling some departments or research units;
- ✓ to submit proposals for the implementation of disciplinary sanctions to the Faculty Council;
- ✓ to adopt, if necessary, decisions on current problems between the meetings of the Faculty Council;
- ✓ to coordinate the conduct of Council meetings;
- ✓ to approve the transfer of students from one group to other or between the series;
- ✓ to solve social problems;
- ✓ to convene the extraordinary meetings of the faculty council, as the case may be.

#### ***IV.3. QUALITY ASSURANCE COMMISSION AND CURRICULUM EVALUATION***

19. In the faculty, the Quality Assurance and Curriculum Evaluation Committee in Medicine is approved by the decision of the Faculty Council, (hereinafter the Commission), which implements the quality assurance strategies and policies and the curricular reform process in accordance with the University's vision, mission and policy at the university level.
20. The Commission carries out its activity on the basis of the Organization and Activity Regulation of the Commission for quality assurance and curricular assessment at the faculty level at Nicolae Testemitanu State University of Medicine and Pharmacy of the Republic of Moldova approved by the Senate of the University and the Activity Plan, approved annually at the first meeting of the Commission.
21. The Commission mission is:
  - ✓ to promote and implement the quality assurance and curricular development policy in line with current European and world requirements in medical and pharmaceutical education;
  - ✓ supporting teachers in their desire to teach students in a modern and efficient way;
  - ✓ promoting research in the field of medical and pharmaceutical education.

#### ***IV.4. COMPETITION COMMISSION***

22. The Competition Commission of the Faculty of Medicine is approved by order of the Rector at the proposal of the Dean and activates within the faculty on the basis of the Regulation approved in the established manner with the purpose of organizing and



conducting effectively the evaluation and selection process of the candidates for the scientific and didactic chairs of the faculty.

23. The Commission is formed of a chairman, a secretary and three members, who have scientific and didactic titles and work in the departments of the faculty.
24. The activity of the Competition Commission is coordinated by the Dean of the Faculty and the Director of the Human Resources Department.
25. The Commission shall be convened when a public competition for the filling of scientific and teaching positions is announced and examines the files submitted by the head of the respective chair, accompanied by the Rector's request signed by the Rector and the extract from the minutes of the meeting. The meeting of the Competition Commission is headed by the committee chairman and the decisions are taken by open vote with the simple majority vote.
26. The minutes shall be taken for each meeting, indicating the issues addressed and the decisions received.

#### ***IV.5. THE DEAN OF THE FACULTY***

27. The executive management of the faculty is carried out by the Dean, who is elected by public competition, according to the approved regulations and the University Charter once in 5 years and represents the Faculty in the University, in relation to other faculties and organizations at national and international level.
28. The teaching staff with the degree of associate professor or university professor both from the University or outside the University may participate in competition.
29. After the appointment by the Rector, the Dean appoints vice-deans from the teaching staff with teaching functions of the Faculty, which are validated by the Faculty Council and approved by order of the Rector of the University.
30. The Dean subordinates directly to the Rector of the University and vice-rectors in fields of activity.
31. The Dean is responsible for the management of the faculty and performs the following functions:
  - a. performing the general management of the Faculty;
  - b. representing the Faculty within the institution and in relations with other physical and legal persons;
  - c. elaboration of the strategic development plan of the Faculty;
  - d. coordinating the work of the Faculty Council Board;
  - e. signing collaboration agreements with other faculties, student record books, diplomas, etc .;



- f. organization, coordination and ensurance of the control over study, clinical and research processes within the Faculty;
  - g. ensuring the decisions taken by the Faculty Council, University Senate, the rector's orders are implemented ;
  - h. responsibility for drawing up the study plan at the Faculty disciplines;
  - i. responsibility for the qualified training of students in disciplines within the faculty;
  - j. proposing the expulsion of students from the faculty;
  - k. performance of research activities;
  - l. proposing the Rector the candidates, when hiring or dismissing the technical and administrative staff of the Faculty;
  - m. responsibility for the adherence to working discipline by the staff of the Faculty;
  - n. knowledge and compliance with the Quality Management System.
32. The Dean is liable to the University Senate, together with the heads of departments, for the good performance of the competition commission, in compliance with the quality standards, the University ethics and the legislation in force.

#### ***IV.6. VICE-DEANS***

33. Vice-Deans are appointed and dismissed from the post by order of the Rector of the University on the basis of the proposal of the Dean of the Faculty of Medicine no. 1 and are members of the Faculty Council and the Faculty Council Board.
34. The Vice-Deans have the following obligations, according to the job description:
- a) performance of the tasks delegated by the Dean;
  - b) responsibility for organizing the study process;
  - c) allocation of hours for classes in all disciplines for the respective semester of studies in accordance with the requests of the departments and verification of its performance;
  - d) drawing up the examination session timetable, monitoring of the session process;
  - e) systematization of the information regarding the students' choice in selecting the optional subjects for the respective year of study and information of the departments;
  - f) organizing meetings with the heads of the groups regarding the fulfillment of their commitment to the organization of the educational work in groups, setting up the tasks;
  - g) responsibility for scientific and research activities within the faculty;
  - h) monitoring the students' compliance with the internal regime of the hostels;
  - i) knowledge and compliance with the provisions of the Quality Management System.

#### **V. CHAIRS AND LABORATORIES**

35. The chair is the basic structural and functional subdivision of the faculty, which operates on the basis of the Regulation on the organization and work of the chair



approved at the Senate of the University. The staff of the Department comprises the teaching and scientific staff and, in some cases, auxiliary teaching staff.

36. The following activities are carried out at the department level:
- a) *didactic activities*: lectures, practical classes, undergraduate internships, seminars both for the integrated and postgraduate university studies, according to the curriculum and the position;
  - b) *research activities* in accordance with research plans and contracts;
  - c) *administrative activities*, according to the job description;
  - d) *coordination of curative* (clinical) activity, as the case.
37. Each chair is responsible for managing activities specific to one or more disciplines in the curriculum.
38. The decision to set up and dismantle the chair shall be taken by the Council of the Faculty, by the vote of the qualified majority of the members, expressed by open vote and subject to the approval of the Senate.
39. The chair is headed by the head.
40. Research laboratories working within the chairs and consisting of teaching, scientific, teaching and scientific staff.
41. The basic function of these research subdivisions is to:
- ✓ study of morphological structure and mechanisms of the pathological processes;
  - ✓ determination of risk factors, development of new methods of diagnosis, treatment and prophylaxis of common diseases in the country.

## **VI. THE DEVELOPMENT OF THE TEACHING PROCESS IN THE FACULTY**

42. At Nicolae Testemitanu State University of Medicine and Pharmacy the teaching process within the Faculty is carried out in accordance with the provisions of the Regulation for organizing the studies in higher education based on the National Credit Study System approved by the Senate.
43. The teaching-learning-evaluation process is carried out according to the Education Plan made up on the basis of the National Qualifications Framework and the Curriculum approved by the Senate.
44. In order to have a competent student at the Faculty, it is necessary the applicant to initiate and complete the admission / re-enrollment procedure and the procedure of the competition for the places with budget financing (for the local students admitted to studies since 2013 ), year-to-year promotion, signing the training agreement, and paying for training (as the case), and paying for medical instruments used in practical work.





45. In the Faculty only full-time training is provided . It is not allowed to reduce the duration of the training for the graduates of other higher education institutions, as well as for the graduates of other faculties of the University who apply for the enrollment at the Faculty of Medicine.
46. The transfer from other faculties of the University to the Faculty of Medicine is prohibited.
47. It is forbidden to transfer from other private and state universities from other countries to the faculty if the training capacity is not available at the faculty.
48. University students are obliged to know and comply with the provisions of the legislation in force, University Charter, University's Moral Code, Internal Regulations of the University, Regulation for the organization of studies in higher education based on the National Credit Study System approved by the Senate of the University, other Regulations of the University, as well as the training contract.
49. Duties and Obligations of Methodologists
- ✓ Technical work in group formation;
  - ✓ Work with students' personal files;
  - ✓ Issuing student record books and student cards;
  - ✓ Drawing up the lists for accommodation of students in the hostel on the basis of the submitted applications;
  - ✓ Monitoring students from socially vulnerable families;
  - ✓ Completion and distribution of insurance policies;
  - ✓ Drawing up and multiplying nominal lists of student groups, their posting and distribution to the chairs;
  - ✓ Drawing up and filling in the personal records of the students;
  - ✓ Registration and completion of examination sheets;
  - ✓ Completion and registration of provisions for the recovery of absences, transfer into groups;
  - ✓ Completion and registration of certificates, typing of students' recommendation letters for merit scholarships;
  - ✓ Technical processing of orders about: granting the scholarship; granting the social scholarship; promotion; registration; expulsion; resignation; transfer to other faculty; re-enrollment; changing the family name; issuing duplicates of student card and student record book; refunding the money for the hostel; granting academic leave; restoration after academic leave;
  - ✓ Completing the academic certificate for the years of study;
  - ✓ Completing and typing the information presented by the vice-deans on the progress of students (native and foreign);



- ✓ Preparation of all documents for the session: completion of the academic registers of the dean office, distribution of examination sheets to the chairs;
- ✓ Processing results of winter, summer (including re-examinations) sessions;
- ✓ Distribution of the attestation marks in groups;
- ✓ Issuance of bypass sheets in cases of expulsion (release);
- ✓ Technical processing of the differences in the program for students re-established or transferred from other Universities;
- ✓ Typing information for evaluations, accreditations of the Faculty of General Medicine 1;
- ✓ Technical processing of information on students' failure;
- ✓ Notification of the chairs of the University of Medicine about the sessions held within the University;
- ✓ Calling the required students to the dean office;
- ✓ Preparation of the necessary documents for the graduation examinations;
- ✓ Collaboration with the archive service;
- ✓ Compliance with the professional ethic code;
- ✓ Implementation of oral orders of the superiors.

#### **VII. ASSETS OF THE FACULTY**

50. The Faculty is provided with offices, lecture halls and study rooms equipped with the necessary equipment and furniture. The faculty is provided with a material and technical base which contributes directly to the activity, according to the provisions of this Regulation, approved in a determined manner.
51. The material and technical base of the faculty includes:
  - ◆ the material goods transmitted by the University;
  - ◆ the goods obtained, according to the law, from sponsorship, donations, humanitarian aid, technical aid, etc.
52. The persons responsible for the assets are the Faculty managers, appointed by order of the Rector at the Dean's proposal.

#### **VIII. RESPONSIBILITY OF THE FACULTY**

53. The faculty is responsible for the level, correctness, veracity and consequences of the implementation of the results of the didactic and scientific activity carried out and the non-observance of individual labor contracts, internal regulations of the University and / or the legislation in force in the Republic of Moldova.
54. The faculty is responsible for the integrity of the facilities, equipment and other goods in use.
55. The staff of the Dean office shall be legally responsible for the fulfillment of the



functional duties in accordance with the provisions of the legislation of the Republic of Moldova in force, the respective regulation and job descriptions.

56. The employees of the Faculty are responsible for:
- ◆ compliance with the legislation in force of the RM and the internal regulations of the University;
  - ◆ use of the equipment with responsibility without abuse;
  - ◆ liability for the tasks they have to accomplish;
  - ◆ the quality of the work and the fulfillment of the tasks stipulated in the provisions of the present Regulation in due time.
57. The responsibility of each employee of the Faculty is regulated in the job description.

### **IX. FINAL PROVISIONS**

58. This Regulation shall enter into force on the date of its approval by the Senate of the University.
59. All amendments and additions to this Regulation shall enter into force upon their approval by the Senate of the University.

Coordinated:

Vice-Rector for Quality Assurance and integration in education	Olga Cernețchii
Head of Didactics and Academic Management Department	Silvia Stratulat
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