



*Translation from Romanian into English*

**APPROVED  
at the meeting of Senate of  
Nicolae Testemitanu SUMPh  
minutes no 8/24 of 23.11.2017**

**Regulations  
on the activity of the Faculty of Medicine II 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. 2 (hereinafter referred to as "the Faculty") is a functional unit of the Nicolae Testemitanu University of Medicine and Pharmacy of the Republic of Moldova (hereinafter referred to as "the University") with teaching, scientific and administrative activity, develops and manages medical training in English.
3. The reorganization and suspension of the Faculty activity shall be carried out by decision of the Senate of the University.
4. The Faculty trains the medical staff at the level of the university education under Order of the Ministry of Health no.48 of 26.06.2000 on the Concept of continuous and postgraduate training of doctors and pharmacists in the Republic of Moldova.
5. The Faculty trains specialists through on the base of full-time education, in line with the concepts of social responsibility of the Higher Medical School, in order to ensure the health care system with highly qualified staff that meet the requirements of the day.

**II. MISSION AND OBJECTIVES OF THE FACULTY**

6. The mission of the Faculty is:
  - ✓ to train medical specialists for the health system according to national and



international standards;

- ✓ to develop scientific research according to national and international standards, including in collaboration with institutions in the country and abroad;
- ✓ to provide qualified medical services, according to the needs of the health system;
- ✓ to promote the general human values, the spirit of critical thinking and free expression;
- ✓ to be responsive to the aspirations and needs of the academic community.

7. Objectives of the faculty:

- ✓ 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 teaching 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.
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.
15. 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.
16. 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 the request of the Office of the Faculty Council or at least 1/3 of the total number of the members of the Council with at least 1 calendar day before the performance.
17. The Board of the Faculty has the following duties:
  - a) to summarize the proposals and initiatives of the chairs, to establish the faculty development strategy and directions, to examine the study plan and submit it for approval to the Senate of the University, to approve the curriculum of the departments, to evaluate the timetable of the didactic activities, practical internships and exams;
  - b) to analyze and monitor the quality of the methodical, didactic and scientific process;
  - c) to appoint evaluation committees and set their objectives;
  - d) to approve the Senate proposals regarding the setting up or abolition of chairs or research units;
  - e) to approve the competition commissions for the filling of the teaching positions according to the regulations in force;



- f) to analyze the scientific research activity of the students;
- g) to submit to the Senate proposals for granting the title of professor-consultant.
- h) to advise and submit to the Senate / Senate Office suggestions regarding the use of the faculty assets;
- i) to examine the cases of non-observance of the university regulations in force and submits proposals to the Rector for sanctions;
- j) to approve the Dean's report on the teaching, methodological, didactic and scientific activity of the faculty.

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

- 18. The Board of the Faculty Council ensures the operative management of the faculty between the meetings of the Faculty Council.
- 19. The Board of the Faculty Council is composed of:
  - ✓ dean;
  - ✓ vice-deans;
  - ✓ Secretary of the Faculty Council;
  - ✓ Representatives of students.
- 20. The Board of the Faculty Council has the following duties:
  - ✓ to update the activity regulations of the faculty and proposes it for approval to the Senate;
  - ✓ to monitor the implementation of decisions of the Senate, the Faculty Council and the Admissions Commission.
  - ✓ to develop, update and monitor the fulfillment of the Educational Plan;
  - ✓ to manage the use of the Faculty assets;
  - ✓ to submit to the Faculty Council for approval proposals for setting up or abolishing the faculty subdivisions;
  - ✓ to submit proposals for the application of disciplinary sanctions to the Faculty Council;
  - ✓ to coordinate the preparation for the ordinary and extraordinary meetings of the Faculty Council;
  - ✓ to convene the extraordinary meetings of the Faculty Council, as the case;
  - ✓ to approve the transfer of students from one group to another or between the series;
  - ✓ to solve social problems.

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

- 21. The Quality Assurance and Curriculum Evaluation Commission is common to the Medicine Faculties No. 1 and Medicine No. 2 and is approved by the Councils of both Faculties.
- 22. The Commission shall monitor and evaluate the quality assurance strategies and policies and the curricular reform process in accordance with the regulations in force.
- 23. 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*



*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.*

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

24. The competition commission of the Faculty is approved by order of the Rector at the Dean's proposal.
25. The competition commission aims at organizing and effectively conducting the process of evaluation and selection of the candidates for filling the scientific and didactic positions at the departments of the Faculty, based on Government Decision no. 854 of 21.09.2010 on the approval of the Regulation on the occupation of teaching positions in higher education institutions.
26. The Competition Commission is composed of a president, secretary and three members, with and are active in the faculty departments.
27. The activity of the Competition Commission is coordinated by the Dean of the Faculty and the Director of the Human Resources Department.
28. The Commission shall be convened when a public contest 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.
29. The meeting of the Competition Commission is chaired by the committee chairman and the decisions are taken by open vote with the simple majority vote.
30. The minutes shall be taken for each meeting, outlining the covered subjects and the decisions taken.

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

31. The executive management of the faculty is carried out by the Dean who represents the Faculty in the University, at national and international levels.
32. The Dean of the Faculty is elected once in 5 years through a public contest, in accordance with the University Charter and the Regulation on the organization and running of the contest for the employment of the leading positions.
33. The Dean appoints vice-deans from the teaching staff with academic degree, who are validated by the Faculty Council and approved by order of the Rector of the University.
34. The Dean reports directly to the Rector of the University and Vice-Rectors in fields of activity.



35. The Dean performs the following functions:
- a. exercising the general management of the Faculty;
  - b. representation of the Faculty within the institution and in relations with other physical and legal persons;
  - c. elaborates the strategic development of the Faculty;
  - d. bearing responsibility for compliance with the Quality Management System;
  - e. coordinating the activity of the Board of the Faculty Council;
  - f. signing documents on behalf of the faculty;
  - g. organization, coordination and monitoring of the implementation of methodological, didactic and research processes within the faculty;
  - h. ensuring the implementation of decisions taken by the Faculty Council, the Senate of the University and orders of the rector;
  - i. bearing responsibility for drawing up the study plan on disciplines of the Faculty;
  - j. proposal to expel students from list of the Faculty;
  - k. submitting to the Rector applications for employment or dismissal of the technical and administrative staff of the Faculty;
  - l. bearing the responsibility for the disciplinary compliance by the faculty staff;
  - m. bearing the responsibility for the proper conduct of job competitions.

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

36. Vice-Deans are appointed and dismissed from the post by order of the Rector of the University on the basis of the Dean's proposal.
37. The Vice-Deans are members of the Faculty Council and the Board of the Faculty Council.
38. The Vice-Deans have the following duties:
- a) performing the tasks delegated by the Dean;
  - b) bearing the responsibility for organizing the study process;
  - c) drawing up the examination session timetable, monitoring the session process;
  - d) systematization of the information regarding the students' choice in selecting the optional subjects for the respective year of study and information of the departments;
  - e) 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;
  - f) monitoring the students' compliance with the internal regime of the hostels;
  - g) responsibility for the compliance with the provisions of the Quality Management System;
  - h) participation in the implementation of academic mobility and score equivalence.

#### ***IV.7. METHODOLOGIST / METHODOLOGIST COORDINATOR***

39. Duties and Obligations of Methodologist/ Methodologist Coordinator:
- a) technical support in student group formation;
  - b) work with the students' personal files;



- c) writing and delivering papers to students;
- d) ensuring communication with students through different means;
- e) drawing up and filling in the personal records of the students;
- f) registration of examination sheets;
- g) completing and registering the provisions for the recovery of absences, transfers in groups;
- h) technical processing of orders at the Faculty level;
- i) ensuring the interaction with the teaching subdivisions;
- j) issuance of bypass sheets in cases of expulsion (release);
- k) technical processing of the program difference for students re-established to studies;
- l) editing the necessary documents at the Faculty;
- m) completion of the necessary documents for the graduation examinations;
- n) collaboration with the archive service;
- o) compliance with the professional ethics code.

#### **V. DEPARTMENTS / CHAIRS AND LABORATORIES**

- 40. The Department / Chair is the basic structural and functional subdivision of the faculty, which operates under the Regulation on the Organization and Functioning of the Department / Chair approved by the University Senate.
- 41. The staff of the Department / Chair shall be composed of teaching and scientific staff, and, where appropriate, auxiliary teaching staff.
- 42. At the department / chair level, the following activities are carried out:
  - a) *didactic activities*: lectures, practical classes, undergraduate internships, seminars both for the integrated and postgraduate university studies, according to the curriculum and the function states;
  - b) *research activities* in accordance with research plans and contracts;
  - c) *administrative activities*, according to the job description;
  - d) *coordination of clinical activity*, if applicable.
- 43. The decision to set up and abolish the department / chair is taken by the Faculty Council, by the vote of the qualified majority of the members, expressed by open vote and subject to the approval of the Senate.
- 44. The department / chair is headed by the head.
- 45. The rights and obligations of the teaching staff of the Faculty are stipulated in the job descriptions and the individual labor contracts
- 46. The research laboratories, which operate within the teaching subdivisions, consist of teaching and scientific staff.
- 47. The basic function of the research laboratories is to carry out the scientific activities according to the approved plan.



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

48. 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.
49. 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.
50. Acquiring and maintaining the quality of the faculty student is done in accordance with the Regulation for the organization of studies in higher education based on the National Credit Study System at Nicolae Testemitanu State University of Medicine and Pharmacy.
51. Within the faculty, citizens of other countries are trained on a contractual basis.
52. At the Faculty the training is provided in English and is full-time.
53. The Faculty does not accept the transfer of students from other faculties of the University or other educational institutions from the country or from abroad, as well as parallel studies at two specialties within the University.
54. Short-term studies are not accepted.
55. The rights and obligations of the students of the Faculty are stipulated in the Regulation for organizing the studies in higher education based on the National Credit Study System at Nicolae Testemitanu State University of Medicine and Pharmacy.
56. The students of the Faculty, being foreign citizens, are obliged to comply with the rules of residence in the Republic of Moldova according to the legislation in force.

## **VII. MATERIAL AND TECHNICAL BASE**

57. The faculty is provided with offices, lecture halls and study rooms equipped with the necessary equipment and furniture.
58. The faculty is provided with a material and technical base which directly contributes to the activity, according to the provisions of this Regulation, approved under the established procedure.
59. 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.
60. Managers appointed by order of the Rector are responsible for the material and technical base.





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

61. The employees of the Faculty are 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-compliance with individual labor contracts, the internal regulations of the University and / or the legislation in force in the Republic of Moldova.
62. The employees of the Faculty are responsible for the integrity of the facilities, equipment and other goods in use.
63. The staff of the Dean Office shall be legally responsible for the performance of functional duties in compliance with the provisions of the legislation of the Republic of Moldova in force, respective Regulation, job descriptions and individual labor contracts.
64. The employees of the Faculty are responsible for:
  - ◆ the compliance with the legislation of the Republic of Moldova and the internal regulations of the University in force;
  - ◆ the use of the equipment with responsibility and 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.

### **IX. FINAL PROVISIONS**

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

Coordinated:

Vice-Rector for Quality Assurance  
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