



General Division of University Secretariat

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APPROVED BY SENATE,

26.10.2021

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INTERNAL REGULATIONS FOR THE TUTORING ACTIVITY IN THE UNIVERSITY OF MEDICINE AND PHARMACY "CAROL DAVILA" OF BUCHAREST

CHAPTER I. GENERAL PROVISIONS

Art. 1. Tutoring represents a programme for support and counselling of students, designed to facilitate the integration in university education, to offer guidance in the selection of didactic, cultural and social options suitable for student life, for the purpose of enhancing the school performances and enhancing the trust of students in the University and in academic environment.

Art. 2. The tutoring activity is a process of information, counselling and guidance of student during the schooling period, which cannot be considered the exclusive responsibility of the "Tutor", but rather of the whole teaching staff team of the Faculty.

CHAPTER II. OBJECTIVES OF TUTORIAL SYSTEM

Art. 3. Implementation of tutorial system in the University of Medicine and Pharmacy "Carol Davila" of Bucharest has the purpose:

- a. To get the student familiar with academic environment – organization of faculty, university campus, professional perspectives, selection of postgraduate specialization;
- b. Integration of student in academic system, removal of the feeling of loneliness in educational process;
- c. Counselling and guidance of student regarding the professional projects and future studies;
- d. To get the student familiar with the particularity of activity, the method of organization of courses, the facilities made available in the educational process – libraries, electronic learning devices, simulators, etc.;
- e. Counselling regarding the approach of individual study necessary for the learning activity, personalized to the needs of each student;
- f. Optimal use of transferable credit system;
- g. Analysis of feedback questionnaires regarding the quality of educational process, for the purpose of increasing the performance of tutorial activity.



Chapter III. PROVISIONS REGARDING THE ORGANIZATION OF TUTORING ACTIVITY

Art. 4. Tutor

- (1) The Tutor has to prove moral and professional integrity, with real verbal and written communication skills, who accepts unconditionally to make available to the student his/her own knowledge and experience, for the purpose of enhancing the performance of educational process.
- (2) The Year Tutor is teaching staff member with right of free practice in that faculty, appointed by the management of each faculty at the beginning of academic year. He/she has the role to guide the students of the year in which he/she was appointed tutor.
- (3) This guidance can be carried out in a group or individually, by direct meetings or by correspondence – phone, electronic post. The Tutor is the person who comes to support the student, by making an interface between the student and the teaching staff, and between the student and the university management, during the whole educational act the students can ask for help and guidance of the tutor for any information/situation regarding teaching or social activities.
- (4) For the activity carried out, based on the certificates issued by the dean every year, the teaching staff will receive a number of points for the score grid in the promotion competitions. The exact number of points will be established when these score grids will be made.
- (5) Tutors who do not meet the requirements can lose the capacity of Tutor, which can be withdrawn by the faculty management.

Art. 5. The Year Tutor has the following obligations:

- a. To establish with the students, at the beginning of educational programme, the means of communication with their tutor – the schedule and place of tutorial consulting, phone number, email address etc.;
- b. To draw up at the beginning of each academic year a consulting programme for students, followed by a report at the end of the year regarding the guidance activities performed in the current year, which shows how many objectives proposed were achieved;
- c. The Tutor has to prove that he/she has communication skills, patience and availability to understand the problems of the student, regardless of their nature;
- d. To promote equality of treatment and give the same degree of attention to all the problems of the students;
- e. To organize, at least once a semester, meetings with the students in which they discuss their problems, with the obligation to respect the confidentiality of information acquired and communicated in these meetings;



Art. 6. The Year Tutor has the following assignments:

- a. To support the student in view of his/her integration in the academic environment developed by the university;
- b. To accommodate students with the method of deployment of the educational process based on transferable credits, so that this system comes to support the student;
- c. To assist the students in accessing the learning resources made available by the university – study libraries, software laboratories, online publications;
- d. To inform the students regarding the cultural activities (courses of invited professors, launches of specialized books, scientific sessions), social and sport activities developed by the university for the purpose of enhancing the performance of the educational act;
- e. Consultancy in selection of optional courses, by taking into account the desire and preoccupations of the student, and his/her skills in certain fields;
- f. Consultancy regarding the orientation towards a research field;
- g. Guidance and counselling in selection of bachelor's degree theme;
- h. Orientation, counselling and assistance in selection of residency specialty – by organization of meetings with practitioners of different specialties according to the interest of students;
- i. Counselling in drawing up the Curriculum Vitae, and training of students for defence of interviews in view of employment;
- j. To assist the students, at their express request, to make decisions, to grant advices for the resolution of personal problems;
- k. To develop the student community by encouraging and developing collaboration and helping relations between students, by developing active partnerships in the community.

CHAPTER IV. FINAL PROVISIONS

Art. 7. The foreign students have to respect the norms set out in the Code of the rights and obligations of the student of the University of Medicine and Pharmacy "Carol Davila" of Bucharest.

Art. 8. These Regulations were endorsed by the Board of Directors of the University on 25.10.2021 and approved in the University Senate meeting of _____ .

Art. 9. These Regulations come into force since the academic year 2021-2022.